



City of Cockburn  
Ordinary Council Meeting  
**Agenda Paper**

For Thursday, 11 June 2020



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

Cnr Rockingham Road and  
Coleville Crescent, Spearwood

Telephone: (08) 9411 3444  
Facsimile: (08) 9411 3333

### **NOTICE OF MEETING**

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 11 June 2020.

The meeting is to be conducted via video conferencing in accordance with the *Local Government (Administration) Amendment Regulations 2020*.

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

A handwritten signature in black ink, appearing to read 'D. Arndt', is positioned above the name of the signatory.

Daniel Arndt  
**ACTING CHIEF EXECUTIVE OFFICER**

**CITY OF COCKBURN**  
**SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL**  
**MEETING TO BE HELD ON THURSDAY, 11 JUNE 2020 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, 11 JUNE 2020 AT 7.00 PM**

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

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

- 4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER)**
  
- 5. APOLOGIES AND LEAVE OF ABSENCE**
  
- 6. 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 - 14/5/2020**

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 14 May 2020 as a true and accurate record.

**9.2 MINUTES OF THE SPECIAL COUNCIL MEETING - 14/5/2020**

**RECOMMENDATION**

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 14 May 2020 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 PROPOSED CITY OF COCKBURN WASTE LOCAL LAW 2020

<b>Author(s)</b>	L Davieson
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Summary of Submissions - Proposed City of Cockburn Waste Local Law 2020 <a href="#">↓</a></li> <li>2. Proposed City of Cockburn Waste Local Law 2020 - Consent from the Director General, Department of Water and Environment <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

That Council:

- (1) adopt the City of *Cockburn Waste Local Law 2020*, as attached to the Agenda;
- (2) publish the adopted City of *Cockburn Waste Local Law 2020* in the Government Gazette;
- (3) provide copies of the gazetted *City of Cockburn Waste Local Law 2020* to the:
  1. Minister for Local Government,
  2. Minister for the Environment; and
- (4) upon gazettal give local public notice in a newspaper circulating in the district.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

#### Background

The proposed City of *Cockburn Waste Local Law 2020* was adopted by Council on 13 February 2020. Advertising was conducted and a notice published in the West Australian newspaper on 19 February 2020.

The City recently undertook a review of its Local Laws, as required every eight years. The review identified the City's Consolidated Local Law *City of Cockburn (Local Government Act) Local Law 2000* currently has general provisions to waste management activities. Specific Local Law provisions are needed to effectively manage waste. The *Waste Local Law 2020* is predicated under the local law-making head of power under Section 64 of the WARR Act. The general issues that require management include, but are not limited to:

- a) the provision and administration of waste services and related matters;
- b) the establishment, provision, use and control of receptacles for the deposit and collection of waste, whether temporary or otherwise;
- c) removal of waste from premises;

- d) the temporary placing of waste receptacles in streets or lanes by owners or occupiers of properties for collection of waste and requiring the replacement of the receptacles on the property;
- e) providing for the maintenance by owners and occupiers of waste receptacles provided by a local government;
- f) providing for the issue of approvals to collect local government waste and remove it from premises; and
- g) setting fees and charges in relation to waste services provided by a local government and prescribing the persons liable and the method of recovery of amounts not duly paid.

To ensure compliance with the process governing the creation of a Local Law, Section 3.12(2) of the *Local Government Act 1995* and Regulation 3 of the *Local Government (Functions and General) Regulations 1996* require that the purpose and effect of the *Waste Local Law 2020* be included in the Council Agenda and Minutes.

### Submission

N/A

### Report

The **purpose** of this Local Law is:

*Provide for the regulation, control and management of waste services, including the use and control of receptacles for the deposit and collection of waste, undertaken by, or on behalf of, the City of Cockburn within the district.*

The **effect** of this Local Law is:

*To establish the requirements with which any owner or occupier of premises using City of Cockburn waste services, including the use of receptacles for the deposit and collection of waste within the district, must comply.*

Until mid-2015, local governments were prevented from establishing new Waste Local Laws under the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) due to a moratorium issued by the Department of Water and Environmental Regulation (DWER). During this time, the Waste Advisory Council funded WALGA to develop a Waste Local Law template in consultation with key stakeholders, for use by all Western Australian Local Governments.

The Waste Local Law template was reviewed by the Joint Standing Committee on Delegated Legislation (JSCDL), which gave its in-principle support to the Waste Local Law template. The Department of Environment subsequently lifted the embargo, enabling Local Governments to prepare Waste Local Laws within the scope of the Waste Local Law template.

The City's 2018 version of the Waste Local Law was not acceptable to DWER as it contained many additional variations to the approved template. The City's Waste Local Law was required to align with the local law-making head of power in Section 64 of the WARR Act. As a consequence, in August 2019 the Waste Local Law was rewritten and all the City of Cockburn customised references were removed completely.

This complete revision of the Waste Local Law resulted in significant changes to the body of the document and to the repeal provisions. Given the significant changes that occurred through this revision, the approval and public notice period was undertaken again.

In September 2019, further clarification on the procedural requirements was sought through WALGA. Their representative highlighted additional issues that would fail to pass the Parliamentary Joint Standing Committee on Delegated Legislation relating to the repeal provisions.

This recently advertised, revised version of the Local Law is still however a key tool to improve the City's safe management and enforcement of waste activities. It is an integral component of the City's future approach to waste management and in particular, provides a mechanism to reinforce educational campaigns aimed at changing behaviour and increasing participation in reducing waste generation and improving recycling.

Following are the sections in 'Part VII – Management and Control of the Local Government Property' of the *City of Cockburn (Local Government Act) Local Laws 2000* which are to be repealed as a consequence of the proposed Waste Local Law 2020:

<b><i>City of Cockburn (Local Government Act) Local Law 2000</i></b>	<b>Rationale for the clause to be repealed.</b>
<b><u>Division 1 - Interpretation</u></b>	
cl.7.1 Interpretations	Each of the definitions in clause 7.1, except the definitions of “receptacle” and “Responsible Officer”
<b><u>Division 4 - Operation of Refuse and Recycling Facility</u></b>	
cl.7.9 Operation of Facility	Replicates clause 4.3 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.10 Depositing of Waste	Replicates clause 4.4 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl. 7.11 Approved Fee	Replicates clause 4.4 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl. 7.12 Hours of Operation	Replicates clause 4.2 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl. 7.13 Payment of Additional Assessed Fees	Replicates clause 4.4 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.14 Compliance With Given Directions	Replicates clause 4.5 of the proposed <i>City of Cockburn Waste Local Law 2020</i>

<b>City of Cockburn (Local Government Act) Local Law 2000</b>	<b>Rationale for the clause to be repealed.</b>
cl.7.15 Person to deposit Waste in Designated Area	Replicates clause 2.7 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.16 Prohibitions	Replicates clause 4.6 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.17 Assessed Waste	Replicates clause 4.5 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.18 Vehicular Compliance with Signs	Replicates clause 4.3 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.19 Offences	Replicates clause 5.2 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.20 Fee Exemption	Replicates clause 4.4 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
<b><u>Division 5 - Receptacles</u></b>	
cl.7.21 General	Replicates clause 2.7 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.22 Exemption	Replicates cl.2.8 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.23 Use of Receptacles	Replicates clauses 2.3, 2.4, 2.5, 3.1 and Schedule 1 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.24 Damage to Receptacles	Replicates cl.2.9 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl.7.25 Use of Containers	Replicates clause 2.1,2.6 and 2.7 of the proposed <i>City of Cockburn Waste Local Law 2020</i>
cl. 7.27 Removal of Rubbish from Premises or Receptacles	Replicates clause 3.2 of the proposed <i>City of Cockburn Waste Local Law 2020</i>

Clause 7.26 will remain in the City's Consolidated Local Law as the City Environmental Health Officers will still require the enclosures to be suitable as bin stores. The requirement to ensure a premise has a suitable enclosure cannot be contained solely in a Local Planning Policy as not all premises pass through the Development Application process. Suitable enclosures are not defined or referenced in the Waste Local Law template.

### **Strategic Plans/Policy Implications**

#### Leading and Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Minor associated advertising costs are provided for in the City's Governance budget.

**Legal Implications**

Section 3.12 of the *Local Government Act 1995*

**Community Consultation**

State wide advertising of the proposed Local Law was undertaken as required under Section 3.12(3)(a) of the *Local Government Act 1995* for a period of six weeks to receive submissions. Submissions were also received through the City's Comment on Cockburn on the City of Cockburn website. The consultation period commenced on 19 February 2020 and concluded on 2 April 2020.

Four submissions were received as detailed in Attachment 2.

**Risk Management Implications**

Adoption of the recommendations will allow the Waste Local Law to become law.

**Advice to Proponent(s)/Submitters**

N/A

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

Section 3.18(3) is met in the Waste Local Law as it will continue to allow the service to function in an integrated, effective and efficient manner without duplication of Commonwealth, State or any other public body.

**SUMMARY OF SUBMISSIONS – PROPOSED CITY OF COCKBURN WASTE LOCAL LAW 2020**

Recipient's Name, Suburb and Clause Reference	Comment	Response
<p>James Gavshon North Lake</p> <p>2.10 Verge Collection</p> <p>(2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.</p>	<p>Section 2.10 (2) reduces the potential for beneficial reuse of materials that may otherwise be disposed of. The commercial use aspect would negate the refurbishment and sale of furniture and other items that may otherwise end up in landfill. I feel that by restricting the reuse of material this section limits a potential opportunity for local sustainably focussed initiatives aimed at upcycling waste.</p>	<p>This clause only limits the commercial activities from upcycling goods, but still allows the opportunity for beneficial reuse and therefore, landfill diversion from others, whose activities are not related to a business.</p>
<p>Pauline McMinn Success</p> <p>All Sections</p>	<p>Waste law needs a total renewal up date. Some ideas are paying by waste volume (for landfill) - Less waste picked up less charged. Looking at waste generated by Cockburn industries and awards for more renewable or sustainable practices. Actually sponsor real recycling (not just sorting) within Cockburn. Sponsor community compost bins- maintain or pay people small amounts to maintain them- like at dog parks. Love your work with Henderson Tip Shop, SMRC, polystyrene compaction machines and great waste bins. Thanks!</p>	<p>The DWER and the Joint Standing Committee on Delegated Legislation prohibit variations from the Waste Local law Template.</p>
<p>Megan Pannu Yokine</p> <p>Schedule 1 - Meaning of 'non-collectable waste'</p> <p>(b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;</p> <p>(c) any other hazardous material, such as radioactive waste.</p>	<p>Could there be a solution for the collection of those harder to dispose of things - oils, paints, poisons etc.? The easiest would be a collection by the council, like the current green waste and bulk rubbish - however, I can see a lot of people would miss-use this service, so I'm thinking it would best be done by an application process instead. People could simply supply their own cardboard box and the council sends them an environmentally friendly sticker to put on said box for a set collection. I'm thinking that the council could have set collection dates once every 3 or 6months. This is to help give people an option for responsible disposal of these items, instead of doing a dump and run into someone else's bin, or</p>	<p>Schedule 1 defines what "Non-Collectable Waste" is.</p> <p>The disposal of hazardous household waste is available, free of charge, 7 days a week at the Henderson Waste Recovery Park.</p> <p>Incorrect use of waste bins is an ongoing issue by residents in single residential properties and apartments alike.</p> <p>The City's substantial commitment to waste education will assist in reducing the risk of disposing hazardous matter in any of our</p>

Recipient's Name, Suburb and Clause Reference	Comment	Response
	<p>being that anonymous naughty person at the apartment complex that needs to get rid of it, but dumps in in the green and yellow bins or in the bin area. Apartment complexes are going to be much harder to manage the laws that you're proposing. Individual residents with their own bins area easily more identifiable. Unless the apartment complex has video evidence of the person doing the wrong disposal, the new laws will definitely impact the residents in the complex doing the right things with the bins when they have anonymous dumpers of the wrong rubbish.</p>	<p>3 bins.</p>
<p>Katrina Orr Yangebup  4.6 Prohibited Activities;  (1) Unless authorised by the local government, a person must not — light a fire or smoke in a waste facility;  Offence - \$300</p>	<p>I think the fee for starting a fire in a waste facility is too low.</p>	<p>The DWER and the Joint Standing Committee on Delegated Legislation prohibit variations from the Waste Local law Template.</p>



**CITY OF COCKBURN**

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**WASTE LOCAL LAW 2020**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

CITY OF COCKBURN

**Waste Local Law 2020**

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*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

CITY OF COCKBURN

**Waste Local Law 2020**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the City of Cockburn resolved on [*insert date*] to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the *City of Cockburn Waste Local Law 2020*.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Repeal**

The following provisions of Part VII of the *City of Cockburn (Local Government Act) Local Laws 2000*, published in the *Government Gazette* on 9 October 2000, are repealed -

- (a) in Division 1 – each of the definitions in clause 7.1, except the definitions of “receptacle” and “Responsible Officer”;
- (b) Division 4; and
- (c) in Division 5 – clauses 7.21 - 7.25 inclusive and clause 7.27.

**1.4 Application**

This local law applies throughout the district.

**1.5 Meaning of terms used in this local law**

- (1) In this local law, unless the context otherwise requires –

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means City of Cockburn;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of garden or organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

(a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and

(b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

(a) paper and cardboard;

(b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;

(c) glass containers;

(d) steel containers;

(e) aluminium containers;

(f) liquid paper board; and

(g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

**1.6 Local public notice of determinations**

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

**1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

**1.8 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

**Part 2 - Local government waste****2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premise that are, or are capable of being occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this Local Law.

**2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

**2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

**2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

**2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

**2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.

- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

#### 2.7 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway,
  - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

#### 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

**2.9 Damaging or removing receptacles**

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

**2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble, or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

**Part 3 - General duties****3.1 Duties of an owner or occupier**

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and

- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

### 3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of –
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### 3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on, or into; or
  - (b) remove any waste from,
- a receptacle provided for the use of the general public in a public place.

## Part 4 - Operation of waste facilities

### 4.1 Operation of this Part

This Part applies to a person who enters a waste facility.

### 4.2 Hours of operation

The local government may from time to time determine the hours of operation of a waste facility.

### 4.3 Signs and directions

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).

(3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed an offence under this clause, to leave the waste facility immediately.

(4) A person must comply with a direction under subclause (3).

#### 4.4 Fees and charges

(1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.

(2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.

(3) Subclause (1) does not apply—

(a) to a person who disposes of waste in accordance with the terms of—

(i) a credit arrangement with the local government; or

(ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and

(b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### 4.5 Depositing waste

(1) A person must not deposit waste at a waste facility other than—

(a) at a location determined by a sign and in accordance with the sign; and

(b) in accordance with the direction of an authorised person.

(2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### 4.6 Prohibited activities

(1) Unless authorised by the local government, a person must not—

(a) remove any waste or any other thing from a waste facility;

(b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;

(c) light a fire in a waste facility;

(d) remove, damage or otherwise interfere with any flora in a waste facility;

(e) remove, injure or otherwise interfere with any fauna in a waste facility; or

(f) damage, deface or destroy any building, equipment, plant or property within a waste facility.

- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

#### **Part 5 - Enforcement**

##### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

##### **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

##### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

##### **5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

**5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**Schedule 1 - Meaning of 'non-collectable waste'**

[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares, or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, pharmaceutical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

## Schedule 2 - Prescribed offences

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7 (c)	Failing to provide a sufficient number of receptacles	\$250
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.10(2)	Removing waste for commercial purposes	\$350
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300

Item No.	Clause No.	Description	Modified Penalty
27	3.2(1)	Unauthorised removal of waste from premises	\$250
28	3.2(2)	Removing waste from a receptacle without approval	\$250
29	3.3(a)	Depositing unauthorised waste into waste receptacle provided for use of the general public	\$350
30	3.3(b)	Removing waste from waste receptacle provided for use of the general public	\$350
31	4.3(2)	Failing to comply with a sign or direction	\$500
32	4.3(4)	Failing to comply with a direction to leave	\$500
33	4.4(1)	Disposing waste without payment of fee or charge	\$500
34	4.5(1)	Depositing waste contrary to sign or direction	\$500
35	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
36	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
37	4.6(1)(c)	Lighting a fire in a waste facility	\$300
38	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
39	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
40	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
41	4.6(2)	Acting in an abusive or threatening manner	\$300

Dated \_\_\_\_\_

The Common Seal of the City of Cockburn was affixed by authority of a resolution of Council in the presence of –

\_\_\_\_\_ Mayor

\_\_\_\_\_ Acting Chief Executive Officer

Consented to:



\_\_\_\_\_  
Chief Executive Officer  
Department of Water and Environmental Regulation

Dated 28 May 2020

**13.2 MOTION - ANNUAL ELECTORS' MEETING - 4 FEBRUARY 2020**

- Author(s)** D Green
- Attachments**
1. Standing Orders Amendment Local Law No 1 2020 [↓](#)
  2. Amended Policy 'Council Meetings' [↓](#)

**RECOMMENDATION**

That Council make a local law to amend its *Standing Orders Local Law 2016* as follows:

- (1) in Clause 4.9 'Notices of Motion' subclause (3) and subclauses (5)(a) and (b), delete 4.10 where it appears and insert 4.9; and
- (2) in Clause 14.2 'Method of Taking Vote':
  - (a) in subclause 14.2(1) delete 'by a show of hands';
  - (b) in subclause 14.2(2) insert 'or any electronic system installed for this purpose', and
  - (c) delete subclauses 14.2(3)(a) and (b);

as shown in the attachments to the Agenda

**Background**

At the Annual Electors' Meeting held on 4 February 2020, the following motion was carried:

*That the Council Policy 'Council Meetings' be updated with one addition, this being Item (6)*

*(6) Elected Member Voting*

*Elected Members are required to vote on each item presented in the agenda document. Voting outcomes will be recorded in the minutes directly below the resolution and will contain the following:*

- *Carried summary*
- *Elected Member name*
- *Elected Member vote recorded as Yes/No*

The motion was carried by the electors present – five (5) votes for and two (2) votes against.

**Submission**

N/A

## Report

The **purpose** of the amended Local Law is to expand the method of voting at Council Meetings to allow for greater flexibility and transparency of Elected Members and to attend to a minor drafting error.

The **effect** of the amended Local Law is to provide for an electronic voting facility to be used by members when voting at Council Meetings.

It is a requirement of the *Local Government Act 1995* (the Act) that all motions passed at an Electors Meeting are formally considered by Council.

The voting process at Council Meetings is governed by the *Local Government Act 1995* (Section 5.21) and the *City of Cockburn Standing Orders Local Law 2016* (Clause 14.2).

While it is a requirement for all Elected Members in attendance at a Council Meeting to vote in such a way so that their vote is not a secret, it is largely unknown how individual members voted on matters contained in the meeting agenda.

From a perspective of accountability and transparency, there can be no doubt that the inclusion of Elected Members' names against all decisions of Council will provide a more complete record of the meeting proceedings than currently is the case in relation to City of Cockburn Council Meetings. While the Act provides the opportunity for any member to request these details to be recorded, it is a discretionary practice which is only initiated at the request of an Elected Member, after a vote is taken.

Accordingly, incorporating such a mechanism into a Council policy would provide an obligation on the Presiding Member, or members, to trigger the statement, as the Act does not stipulate any such requirement to do so. This matter was considered at the Delegated Authority and Policy (DAP) Committee Meeting on 28 May 2020 and is contained in the Minutes of that meeting to be considered in a separate report in this meeting's agenda.

Including the names of members to the voting outcomes at Council meetings would provide an extra layer of accountability to the constituents, in addition to elevating the level of detail available for public view.

Currently, voting at Council meetings is governed by the requirement for all voting to be demonstrated on a "show of hands" basis only. The audio system recently installed in the Council meeting chambers is able to provide for electronic voting to be implemented by those in attendance at the meeting. This would make the record of voting process for minute taking purposes a seamless exercise, however,

requires the Standing Orders provisions which govern the voting method to be altered to facilitate an electronic voting facility. The proposed changes are shown in the attachment.

Further, it is recommended that Council consider adopting a Policy that prompts the Presiding Member at all Council meetings to call for the names of all members to be recorded as voting either “for” or “against” each motion considered.

In addition, Clause 4.9 requires some minor administrative attention to correct a numerical error which has been discovered.

### **Strategic Plans/Policy Implications**

#### Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

Minor associated advertising costs are provided for in the City’s Governance budget.

### **Legal Implications**

Secs 3.12 and 5.21 of the *Local Government Act 1995* and Clause 14.2 of the *City of Cockburn Standing Orders Local Law 2016* refer.

### **Community Consultation**

The proposal is required to be advertised for a minimum period of six (6) weeks in order to receive public comment.

### **Risk Management Implications**

There is a “Low” level of “Brand/Reputation” and “Compliance” risk associated with this item.

### **Advice to Proponent(s)/Submitters**

The mover of the motion has been advised that the matter is to be considered at the 11 June 2020 Ordinary Council Meeting.

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

Nil

**LOCAL GOVERNMENT ACT 1995***City of Cockburn***STANDING ORDERS AMENDMENT LOCAL LAW No 1 2020**

Under the powers conferred by the Local Government Act 1995 and all other powers enabling it, the Council of the City of Cockburn resolved on ..... to make the following local law.

**1. Citation**

This local law may be cited as the *City of Cockburn Standing Orders Amendment Local Law No 1 2020*.

**2. Commencement**

This local law comes into operation 14 days after the day of its publication in the *Government Gazette*.

**3. Principal Local Law amended**

The City of Cockburn Standing Orders Local Law 2016 published in the *Government Gazette* on 22 September 2016, and amended on 21 March 2017 and 23 November 2017 is referred to as the principal local law. The principal local law is amended.

**4. Part 4 amended**

- (a) In subclause 4.9 (3) delete "4.10" and insert "4.9"
- (b) In subclause 4.9 (5) (a) delete "4.10 (1)" and insert "4.9 (1)"
- (c) In subclause 4.9 (5) (b) delete "4.10 (1)" and insert "4.9 (1)"

**5. Part 14 Amended**

- (a) In subclause 14.2 (1) delete "by a show of hands"

(b) In subclause 14.2 (2) insert “or any electronic system installed for this purpose” after the word “hands”

(c) Delete subclause 14.2 (3) (a) and (b)

\_\_\_\_\_

Dated.....

The Common Seal of the City of Cockburn was affixed under the authority of a resolution of Council in the presence of –

Logan K Howlett, Mayor

....., Chief Executive  
Officer

<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



### Policy Type

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Council

### Policy Purpose

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This policy establishes the requirements and standards for Council Meetings and Standing Committee Meetings which apply in accordance with the Local Government Act (Part 5) and the City of Cockburn Standing Orders Local Law 2016 (as amended).

### Policy Statement

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This policy applies to Council Meetings and Council Standing Committee Meetings.

All Council Standing Committee Meetings will be held in accordance with the adopted Terms of Reference of the particular Committee, or as otherwise determined by Council resolution.

#### (1) Meeting Times

1. Ordinary Council Meetings will be conducted on the second Thursday of each month at 7.00pm in the Council Chamber and are open to the public.
2. The Council meeting will consider matters as listed on the Council Agenda paper.
3. An Ordinary Council Meeting is not conducted during January of each year and any required business will be conducted as a Special Council Meeting during this specific period.
4. Any further variation to the date, place and/or time of Council Meetings will be subject to the resolution of Council.

#### (2) Provision of Committee Business Papers to Elected Members

Council appoints Committees under the Local Government Act, 1995, the Business Papers for which are to be provided to all Elected Members of Council in advance of relevant Committee meetings being conducted.

1. Upon a meeting of a Committee established by Council being called in accordance with Council's Standing Orders Local Law, a notice of the meeting will be forwarded to:
  - a. all Committee members, and
  - b. other Elected Members who are not a member of the Committee for information

[1]

<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



2. The Business Papers for the Committee, including the Agenda, related attachments and where applicable, the Minutes of the previous meeting of the Committee, shall be forwarded to all Committee members with the Notice of Meeting, if possible, at least 72 hours prior to the commencement of the Meeting.
3. Notwithstanding anything contained in this Policy, any Elected Member may request a copy of Committee documentation to be provided to them.

(3) Seating Arrangements

Following the election of a new Council from time to time, the seating arrangements in the Council Chamber will be allocated on the following basis:

1. The elected Mayor will be seated at the head of the table, facing the public gallery.
2. The CEO will also be seated at the head of the table, immediately to the left of the Mayor.
3. The elected Deputy Mayor will be seated immediately to the right of the Mayor.
4. The Mayor will be responsible for the allocation of the remaining Councillors (with Ward members grouped together, wherever possible) who are to be seated in the Council Chamber.

(4) Reports

It is critical that reports prepared by staff for Council contain adequate information on which the Council can make an informed decision.

1. Principles

Reports prepared by officers for the Council's consideration are to:

- a. be according to law;
- b. take account of any State or Council Policy;
- c. have regard for the Council's Strategic Community Plan;
- d. be balanced and objective;
- e. be technically correct;
- f. be properly researched using relevant information and data;
- g. ensure procedural fairness;
- h. include options, consequences and associated impacts where appropriate;  
and
- i. include expert opinion or advice where necessary

2. Recommendations

Recommendations prepared by officers for the Council's consideration are to:

- a. be clear and unambiguous;
- b. be implementable;
- c. be professional and ethical;

[2]

<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



- d. not expose the Council to unreasonable risk or liability;
- e. have regard for the interests of the applicant/submitter as well as the wider community; and
- f. include the administrative actions to enable implementation of the Council's decision

(5) **Proposed Amendments by Elected Members to recommendations for Council Meeting**

Elected Members are encouraged to provide suggested alternatives to officer recommendations to the Administration in advance of the relevant Council meeting, to enable consistency and clarity in terminology being proposed, as well as ensuring the legality of any proposed amendments.

1. Any proposed amendments to officer recommendations contained in the Council Agenda Paper are to be made personally by the Elected Member either with or without input from the relevant staff member.
2. All proposed amendments are to be forwarded to the Minute Clerk following the distribution of the Agenda Paper to Elected Members, by no later than 10.00am on the day of the Council Meeting. A copy of the proposed amendment will be circulated to all other Elected Members.
3. A reason for the proposed amendment must be included with the information provided in accordance with Clause (5) 2 above.
4. Elected Members proposing amendments of a similar nature on the same item(s) may consult with each other in order to achieve a consensus position on any item and agree to withdraw any amendment, or part thereof, or to agree to provide an alternative of similar meaning and/or wording to one, or another, of the presented amendments.
5. Having received all proposed amendments in accordance with this Policy, a listing will be compiled with all proposed amendments received, together with relevant reasons, for provision to the Council Meeting. Where there are multiple proposed amendments for the same item, they will be listed in the order they have been received from Elected Members.
6. When called upon to do so at the relevant time during the Council Meeting by the Presiding Member, the CEO will inform the Meeting of the items on the Agenda Paper for which notice of a proposed amendment/s has been received.
7. At the relevant point of the Council Meeting, the Presiding Member shall invite the Elected Member proposing the amendment(s) to move the alternative motion accordingly. In the case where more than one proposal has been received, the Presiding Member shall call for the amendment(s) to be put in order of their receipt as per Clause (5) 5 above and thereafter dealt with in accordance with Council's Standing Orders.

(6) **Voting at Council and Standing Committee Meetings**

[3]

<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



1. When called upon to do so by the Presiding Member, all Elected Members present at a formal meeting of the Council or Standing Committee are required to vote on each item put to the Meeting, unless required to leave the Meeting after declaring a financial or proximity interest in the item;
2. Voting may be called by the Presiding Member by way of a show of hands, or by any electronic system installed for this purpose; and
3. Once the votes have been cast, the Presiding Member shall ensure that the names of all elected members voting for and against a motion are recorded in the Minutes of the Meeting, unless there is a unanimous decision on a motion, which shall be recorded in the Minutes as such

Strategic Link:	Corporate Governance Charter
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	4133909

[4]

**13.3 BEELIAR REGIONAL PARK COMMUNITY ADVISORY COMMITTEE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoint Cr Philip Eva as its representative to the Beeliar Regional Park Community Advisory Committee and Cr Phoebe Corke as Deputy.

**Background**

At the Special Meeting of Council held on 24 October 2019, Cr Stone was appointed Council delegate to this Committee, with Cr Eva the Deputy.

By email received 1 May 2020, Cr Stone advised that she wishes to vacate the position.

Accordingly, it is recommended that Council appoints another delegate and deputy delegate to represent the interests of Council on the Committee.

**Submission**

N/A

**Report**

The Beeliar Regional Park Community Advisory Committee provides a forum at which issues affecting the Park are discussed. The Committee's role is to provide advice to the relevant State Government Management Agency (Department of Biodiversity, Conservation and Attractions (DBCA)) on matters related to the ongoing environmental management of the Park.

The Committee is administered by the DBCA Regional Parks and Wildlife Unit and consists of relevant local governments, other government agencies with a management role, and interested community members.

The City of Cockburn is responsible for management of the following reserves which form part of the Beeliar Regional Park:

- Manning Park
- Market Garden Swamp
- Lake Coogee
- Bibra Lake
- Little Rush Lake, and
- Yangebup Lake

The Committee meets on a quarterly basis at the Wetlands Education Centre in Bibra Lake on a Thursday, commencing at 4.00pm. The next scheduled meetings for 2020 are as follows:

- Thursday 30 July 2020, and
- Thursday 22 October 2020

Cr Eva has expressed his desire to be Council's delegate to the Committee and Cr Corke has similarly nominated for the deputy position, which would be vacant as a result.

### **Strategic Plans/Policy Implications**

#### 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**

N/A

### **Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil

**13.4 MEMBERSHIP OF THE AUDIT AND STRATEGIC FINANCE COMMITTEE**

**Author(s)** D Green

**Attachments** 1. Recruitment of Audit Committee Member [↓](#)

**RECOMMENDATION**

That Council:

- (1) appoints Cr Chontelle Stone as a member of the Audit and Strategic Finance Committee; and
- (2) advertises for the appointment of an external Independent Member of the Committee, in accordance with the attached notice, for consideration by the Audit and Strategic Finance Committee.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

By email received 30 April 2020, Cr Stone advised that she would like to be appointed as a member of the Audit and Strategic Finance Committee.

In addition, the inclusion of an external independent member to the Committee requires to be reviewed, in accordance with Council's decision of 28 March 2019.

**Submission**

N/A

**Report**

The Audit and Strategic Finance Committee currently comprises the following members:

Mayor L. Howlett  
Cr K. Allen (Presiding Member)  
Cr C. Terblanche  
Cr T. Widenbar,  
Cr M. Separovich (Deputy) and  
Ms S. Smith (external Independent Member)

The appointment of an additional Councillor to the Committee is within the capacity of Council and will not affect the quorum requirements, which remains at a minimum of 3 members in attendance, for a meeting of the Committee to be legally convened.

In addition, Council appointed an independent external member to the Committee as a means of providing additional expertise to the Committee. Council's appointment was for an initial period of 12 months, which expires on 30 June 2020, following which a review of the benefits of having an Independent Member will be undertaken.

The input of a professional person external to the organisation has proved to be a useful mechanism for providing an extra perspective on matters within the Committee's brief. It is considered an added layer of value to have this external view of the operations and responsibilities of the Committee provided by a person with external expertise in Audit related functions, which are very wide ranging in a local government environment.

Accordingly, it is recommended that Council continues with this practice and advertises for an independent member to be appointed for a period of two years, and reviewed after each twelve months. The applicants will be assessed by the Executive and a recommendation made to the Audit and Strategic Finance Committee Meeting in July 2020.

### **Strategic Plans/Policy Implications**

#### Leading 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**

Meeting fees are payable to the Independent Member based on a reimbursement rate of the Independent Member's salary (including on-costs) for a period of four hours per meeting, including reading and travel time, and are available within the Elected Member Governance budget.

### **Legal Implications**

Section 7.1A of the *Local Government Act 1995* refers.

### **Community Consultation**

An advertisement for the external Independent Member of the Committee will be placed in the print media.

### **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

## AUDIT & STRATEGIC FINANCE COMMITTEE POSITION AVAILABLE

The City of Cockburn is seeking applications from interested persons with senior business or financial management/reporting knowledge, and experience with financial, and/or risk management, to become a member of the City's Audit and Strategic Finance Committee.

One fixed two years term position is available, with the option of extending.

The Audit and Strategic Finance Committee objectives are to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the effectiveness of the internal audit function;
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council.

The successful person, who must be independent of Council, will ideally be able to demonstrate extensive knowledge and experience of:

- Financial management, risk management, governance and audit (internal and external)
- Understanding of the duties and responsibilities of the position;
- ideally with respect to local government financial reporting and auditing requirements
- Strong communication skills
- Skills and experience in providing independent expert advice.

Please submit your written application to Stuart Downing, Director, Finance and Corporate Services at [sdowning@cockburn.wa.gov.au](mailto:sdowning@cockburn.wa.gov.au) by------. If you require additional information contact Stuart on **9411 3444**.

The Audit and Strategic Finance Committee Terms of Reference can be found on the City's website.

**13.5 MINUTES OF COCKBURN COMMUNITY EVENTS COMMITTEE MEETING - 21 MAY 2020**

<b>Author(s)</b>	M La Frenais
<b>Attachment</b>	1. Minutes of the Cockburn Community Events Committee Meeting - 21 May 2020 <a href="#">↓</a>

**RECOMMENDATION**

That Council receive the Minutes of the Cockburn Community Events Committee Meeting held on 21 May 2020, and adopt the recommendations contained therein.

**Background**

The Cockburn Community Events Committee conducted a meeting on 21 May 2020. The minutes of the meeting are required to be presented.

**Submission**

N/A

**Report**

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

The primary focus of this meeting was to determine the calendar for the 2020-2021 events season, as per the Budget and Business Planning Policy, which states a 'Provisional allocation for Community Events is to be a maximum of 1.0% of rates revenue. Council to approve the Calendar of Events'.

**Strategic Plans/Policy Implications**Community, Lifestyle and Security

Provide residents with a range of high quality accessible programs and services.

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social and Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

**Budget/Financial Implications**

\$780,000, including all event costs, marketing, event market research (follow up), large vehicle hire for event season and insurance.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

The risks of not making a decision on the program at the June 2020 Council meeting include:

- Delays in booking acts, which reduces the choice of preferred acts,
- Preventing the Events Team from being able to plan the events,
- Preventing the Events Team from being able to market the earlier events,
- Preventing the City from securing some sponsorship, as there would not be a long enough lead-in time. In the case of Lottery West and Health Way, these organisations have pre-determined time frames. On two previous occasions, officers have received feedback that had the City been able to have approached other sponsors earlier, they would have been interested, but by the time they were approached, they had allocated their sponsorship budget.

**COVID-19**

The Events Team is aware that due to COVID-19, the event season may start later, and implications around delivery will need to be considered. This will particularly relate to negotiating terms and conditions with suppliers/acts when booking them in. With this in mind, it is recommended that for this year's concert performance, a relevant clause is included in the artist's contract.

The Events and Culture Coordinator is discussing with the City's Procurement Unit how to manage supplier terms and conditions to enable officers to secure acts and infrastructure on the understanding that if a particular event is to be cancelled, the City is not paying a 100% cancellation fee. On the other hand, officers cannot leave it too late to secure acts and events as they get booked up for the spring-summer season.

Risk of not securing sponsorship for Coogee Live

The City contributed \$218,500 to Coogee Live from budget last year. In addition the City secured \$105k cash sponsorship from: Lottery West (\$50k), Health Way (\$20k), Regis Aged Care (\$10k), Alcoa (\$10k), Fremantle Ports (\$10k), and Frasers (\$5k), with an additional \$50k in kind sponsorship (external), and \$27k in kind internal sponsorship. If sponsorship is significantly reduced, officers will have to reduce the event down to what the budget can manage.

**Advice to Proponent(s)/Submitter(s)**

N/A

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

Nil



City of Cockburn  
Cockburn Community Events  
Committee  
**Minutes**

For Thursday, 21 May 2020

These Minutes are subject to confirmation

Presiding Member's signature

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Date:

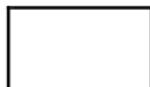
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## CITY OF COCKBURN

### SUMMARY OF MINUTES OF THE COCKBURN COMMUNITY EVENTS COMMITTEE MEETING HELD ON THURSDAY, 21 MAY 2020

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**CITY OF COCKBURN  
MINUTES OF THE COCKBURN COMMUNITY EVENTS COMMITTEE  
MEETING HELD THURSDAY, 21 MAY 2020 AT 6.04PM**

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**PRESENT:****ELECTED MEMBERS**

Ms L Kirkwood	- Deputy Mayor (Presiding Member)
Mr L Howlett	- Mayor
Ms P Corke	- Councillor
Mr T Widenbar	- Councillor
Dr C Terblanche	- Councillor (Deputy) Observer

**IN ATTENDANCE**

Mr D Green	- Director Governance and Community Services
Ms G Bowman (Dep 6.19pm)	- Executive Manager Strategy & Civic Support
Ms S Seymour-Eyles	- Manager Corporate Communications
Ms M La Frenais	- Events and Culture Coordinator
Mrs B Pinto	- Governance and Risk Support Officer, and Moderator
Ms S D'Agnone	- Council Minute Officer

**1. DECLARATION OF MEETING**

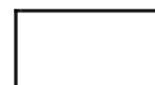
Mr Green, Director, Governance and Community Services declared the meeting open at 6.04 pm.

**2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**

Acting under the delegated authority of the Acting Chief Executive Officer, the Director Governance and Community Services informed the meeting that one nomination for the position of Presiding Member had been received from Deputy Mayor Kirkwood, and called for any further nominations.

As no other nominations were forthcoming, Mr Green declared Deputy Mayor Kirkwood as Presiding Member of the Committee until October 2021.

Deputy Mayor Kirkwood 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**

Ms S Edgar, Events Officer - Apology  
Ms C Cooper, Arts and Cultural Coordinator - Apology

**5. CONFIRMATION OF MINUTES**

**5.1 (2020/MINUTE NO 0001) MINUTES OF THE COCKBURN COMMUNITY EVENTS COMMITTEE MEETING - 16/05/2019**

**RECOMMENDATION**

That Committee confirms the Minutes of the Cockburn Community Events Committee Meeting held on Thursday, 16 May 2019 as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Mayor L Howlett SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED 4/0**

**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

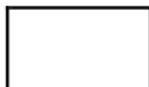
Nil

**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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**8. COUNCIL MATTERS****8.1 (2020/MINUTE NO 0002) AUSTRALIA DAY CITIZENSHIP CEREMONY 2021****Author(s)** G Bowman**Attachments** N/A**RECOMMENDATION**

That Council note the report.

**COMMITTEE RECOMMENDATION**

MOVED Mayor L Howlett SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED 4/0****Background**

A Notice of Motion for consideration at the 21 May 2020 Events Committee meeting was received from Cr Chontelle Stone.

*'That Council investigates the option of holding the Australia Day Citizenship Ceremony together with the Coogee Beach Festival at Coogee Beach for 2021.'*

**Reason:**

Other Local Governments, such as City of Canning, hold their Australia Day Citizenship ceremonies as a part of their overall Australia Day celebrations at one large outdoor event.

Combining both of our events would maximise attendance, and allow an iconic Cockburn setting in which our citizens finally become Australians.

It would also assist Elected Members as they won't need to rush from one event to the other or have to pick the event they wish to attend. It just makes sense.

**Submission**

N/A

**Report**

In accordance with the Notice of Motion, the City has undertaken consultation and research on the possibility of holding the Australia Day Citizenship Ceremony together with the Coogee Beach Festival event at Coogee Beach for 2021.



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As part of the process the City contacted external key stakeholders, including the Department of Home Affairs and the Australian Electoral Commission, to determine their requirements and considerations for the report. Information was also requested from other local governments about ceremonies held outdoors or indoors on Australia Day, and the format of these events.

The City has also consulted internally to determine the financial, logistical, and other requirements of holding the Citizenship Ceremony event as an outdoor event. The City has also included information about the changes for conferees and their guests, and other considerations if the Ceremony were to form part of the Australia Day Coogee Beach Festival event.

#### **Department of Home Affairs**

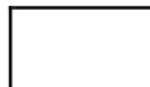
The City is required to follow the Department of Home Affairs Australian Citizenship Ceremonies Code in conducting all Citizenship Ceremonies. The Department was therefore consulted as a key stakeholder, regarding their official position on the format of events, and their views on large outdoor ceremonies.

In summary they had no objection to the Australia Day Citizenship Ceremony being held outside as long as the City and the Presiding Member can ensure that all the Australian Citizenship Ceremonies Code requirements will continue to be met. Officers have considered the requirements of the code, and it is possible to hold the Ceremony outside and continue to meet these requirements. However, there will be additional costs and staff resources required in comparison to the current indoor ceremony.

#### **Presiding Officer Obligations**

As the Citizenship Ceremony's Presiding Officer, the Mayor has (among other requirements), a legal responsibility to sign the Pledge Verification List provided by the Department of Home Affairs, after ensuring it is accurate - that is, conferees who are listed have attended and have recited the pledge of commitment. It is a legal requirement that conferees 16 years and over make the pledge of commitment before the Presiding Officer. The Presiding Officer, with the support of organising staff, should observe that each conferee makes the pledge. A large outdoor event in a more open space will make it more difficult to observe conferees and may undermine the Presiding Officer's ability to be assured that each conferee has met their obligations. The Presiding Officer will therefore need the support of additional organising staff and will also need to approve the format of the outdoor Citizenship Ceremony to ensure all legal responsibilities of their role can continue to be met.

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**Australian Electoral Commission**

Australian Electoral Commission (AEC) staff are in attendance at each Citizenship Ceremony, for enrolment purposes. The AEC have advised that they will need to roster on an additional staff member for an outdoor venue, (a total of 4 for attendance of 300+), and require a marquee or similar shade for staff, with trestle tables and chairs for conferees to complete enrolment forms. AEC staff will be required at least an hour before expected guest arrival time. Due to heat and other considerations it would be likely that an 8am ceremony start time would be required, and this would require AEC staff to arrive at approximately 6.30am. It is possible to hold an outdoor event from an AEC perspective but is not their preference.

**Summary of Feedback from other Local Governments**

The City contacted 28 local governments in both the Perth Metropolitan and in regional areas to determine how they conduct their Australia Day Citizenship Ceremonies, and whether or not they hold them with a combined outdoor community event.

A total of 26 Local Governments responded and a summary of the feedback is below:

- Fifteen of the local governments do not hold outdoor citizenship ceremonies at all. (57.7%)
- Eleven local governments do hold outdoor Citizenship Ceremonies on Australia Day only. (42.3%)
- The majority of local governments who hold an outdoor ceremony on Australia Day have a standalone outdoor ceremony with no concurrent community event.
- Four local governments who have previously held outdoor ceremonies advised that due to issues they experienced when they have trialled outdoor Citizenship Ceremonies, they have returned to indoor ceremonies. Issues cited included having to have an early start time to avoid heat, increased cost of an outdoor event, additional staff resources required, difficulty meeting the Citizenship Code requirements, issues with flies and insects, issues with heat and inclement weather for people attending with babies, the elderly and people with a disability.
- Of those local governments whose ceremonies are part of a wider community event, most hold their ceremony as a separate event in the morning and then commence the community event at a different start time. For example, the City of South Perth start their festival event at 3pm and hold their Citizenship Ceremony in the morning, the City of Wanneroo's broader community event starts at 4pm whilst their Citizenship ceremony and breakfast event is in the morning, the City of Bunbury have a morning Citizenship Ceremony and then have a fireworks event in the evening.



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- Most catering for outdoor ceremonies is in the style of a barbeque/sausage sizzle provided by a community group such as the Rotary Club or Scouts, and there have been issues with long queues and delays in serving food.
- Most local governments who hold an outdoor ceremony provided feedback that because heat is an issue they need to hold the ceremony early in the morning, and that there are significantly more staff and logistical requirements involved in hosting an outdoor event than their normal indoor Citizenship Ceremonies.

In summary, the majority of local governments do not provide an outdoor citizenship ceremony on Australia Day, and most of those who responded do not provide a combined outdoor citizenship ceremony with a broader community event due to the issues identified.

#### **Coogee Beach Festival Event Considerations**

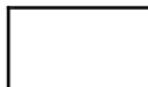
The need to control and maintain the formal setup required for the Citizenship Ceremony (such as reserved seating and registration desks) will require the Citizenship Ceremony to be scheduled at the beginning of the Coogee Beach festival program. Due consideration would also need to be given to the likelihood of warm or hot weather conditions later in the day, which would necessitate an early start time of 8.00am for the ceremony.

The Coogee Beach Festival program would need to be altered or condensed in order to accommodate the Citizenship Ceremony program. The 2020 Citizenship Ceremony formalities (incorporating the Citizen of the Year Awards) ran for almost an hour and a half. The Coogee Beach Festival event entertainment program is usually 8.00am to 12pm. The Coogee Beach Festival event program would therefore need to be amended to a 9.30am start time resulting in either a shorter festival program (reduced by 1.5 hours), or pushing the finish time of the festival program out to 1.30pm.

The space under the shade shelter currently used for festival patrons would need to be entirely occupied by Citizenship Ceremony conferees, guests and staffed areas (registration table). Shade and seating will therefore not be available for other festival patrons for the duration of the ceremony.

Other existing festival event equipment would be required, such as large shade shelter, staging, audio visual, additional portable toilets and it is assumed that these will be able to be used for the Citizenship Ceremony.

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The following additional event requirements would need to be met at an extra cost:

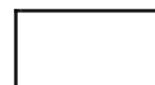
- Additional catering would be required due to additional attendees—requiring more space and altered event set-up. Larger crowds and queuing for food vendors would need to be carefully managed, to ensure food doesn't run out, and queuing does not impact on the experience of the event for festival patrons and new Citizen conferees and their guests.
- Additional equipment hire would be required, including chairs, tables, crowd control barriers and bollards.
- Additional disability access requirements, such as matting for wheelchairs, will be required for high use areas.
- Additional SES staff will be required to assist and direct parking for conferees and guests.
- Additional toilets with baby change facilities may be required - there are many young families with babies in attendance at Citizenship Ceremonies.
- Directional signage and ushers would need to be provided, with clear and ample directional signage, as well as pre-event maps showing the location of the venue. Communication of the venue, how to get there and where to park, needs to be clear and uncomplicated, as English is a second language for many conferees and their guests.
- The Australian national flag, Aboriginal and Torres Strait Islander flags, the Commonwealth Coat of Arms, and a portrait of Queen Elizabeth II are required to be displayed prominently at Citizenship Ceremonies and would need to be transferred from the City's function room to the outdoor venue.

In summary, it would be possible to combine the Citizenship Ceremony event if additional staff and financial resources were allocated to the Australia Day Citizenship Ceremony.

The impact on the broader Coogee Beach Festival event also needs to be carefully considered, with the official start time of the entertainment program for the festival needing to change to 9.30am and potentially the event will need to be shortened to accommodate the Citizenship Ceremony. This then impacts the experience of the event for the broader community, with less entertainment being provided on the day.

#### **Considerations for the Conferee Experience**

The conferee experience at a large outdoor ceremony will be significantly different to that of the current indoor event held in the City's function room. The outdoor/festival event format lends itself to a more informal ceremony.



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The Australian Citizenship Ceremonies code states that Citizenship Ceremonies 'should be formal and meaningful occasions conducted with dignity, respect and ceremony. They should be designed to impress upon conferees the responsibilities and privileges of Australian citizenship'. An indoor format as has been held to date in the City's function room on Australia Day lends itself more readily to this purpose and aim.

A ceremony combined with the Coogee Beach Festival would have the ability for conferees to be included in a wider community event with a festive atmosphere, helping to create a different type of citizenship conferral experience.

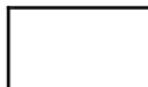
However, a unique and festive experience can also be achieved through incorporating uniquely Australian elements into an indoor ceremony, as is traditionally done at the City's Australia Day ceremony, including Indigenous catering and Australian bush band entertainment.

A significant drawback of an outdoor ceremony is the discomfort to conferees caused by the likely warm weather conditions, and in particular having to sit for at least one and a half hours in the formal dress attire normally required. There are often many children and older guests in attendance, for which an indoor air-conditioned venue would be more appropriate and comfortable. Most of the feedback received from other local governments was that heat, and other issues such as flies and mosquitos, were significant factors making it difficult and uncomfortable for conferees and guests.

The current indoor ceremony format event provides for a high standard of catering for conferees and guests (light lunch, canapes, sweets, alcoholic and non-alcoholic drinks) provided by the City's contracted caterer. A very different style of catering service would be offered in an outdoor festival event format – either by providing vouchers for food truck/vendors on site or by incorporating a barbeque-style breakfast provided by a community group. Queueing for food and drink is likely as beach festival patrons would be using the same catering facilities. Depending on budget, conferees' guests may need to purchase their own refreshments (for example if the budget extends to being able to provide vouchers for conferees only). Whereas alcohol – currently provided at Citizenship Ceremonies - would not be available at the Coogee Beach Festival event.

The earlier start time to accommodate both hot weather conditions and the beach festival program would likely be more difficult for families with young children. An 8.00am start time (as opposed to the current 10.45am start) would mean conferees would be asked to arrive from 7.15am to allow for registration and enrolment.

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The less secure outdoor ceremony format would require that citizenship certificates be presented in an alternative way (currently they are placed on conferee chairs as the function room is an enclosed secure room). Certificates would either need to be presented individually by calling up each conferee after the pledge has been read (resulting in a longer ceremony), or distributed after the ceremony at registration tables which will result in conferees waiting in queues and additional staff to manage this.

**Increased Number of Conferees**

One benefit of utilising an outdoor ceremony venue would be to provide an opportunity to invite more conferees and clear more people from the waiting list than an indoor venue would allow. In calculating this, a total of 40 additional conferees could be accommodated in comparison to the function room ceremony on Australia Day 2020.

The Citizenship Ceremony held on Australia Day in the City's function room in 2020 had 135 conferees. A total of 280 people attended the event, including guests, VIPs, and Citizen of the Year nominees.

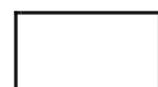
The large shade shelter erected for the Coogee Beach Festival allows for a capacity of 400 seats underneath its shelter. Allowing space for registration/certificate tables, approximately 315 people could be accommodated, made up as follows: 140 conferees plus one guest each (280), 20 VIPs, 15 Citizen of The Year Awards nominees, and guests. This would result in only five extra conferees than can be accommodated inside the function room.

However, if a separate marquee/shade shelter was hired and erected for the registration tables in the outdoor setting, approximately 40 extra conferees could be accommodated under the main shade shelter.

**Increased Cost**

An outdoor ceremony combined with the Coogee Beach Festival would incur additional costs to that required for the City's indoor ceremonies, as follows:

- Additional staffing costs: Extra event staff required for early morning set up of registration tables, reserved seating, flags, certificates, bollards and ropes for queue management. Additional staff required to observe pledges being taken, and to distribute certificates after the ceremony. The indoor Australia Day ceremony usually requires six staff from approximately 9.45am-1.30pm. An outdoor format would require staff to set up the event on the morning to be ready for 7.15am guest arrival. Whereas set up in the indoor ceremony can be mostly completed on the day prior due to the secured venue.



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- Additional equipment hire: 350 chairs (\$875), bollards and rope (\$200), 8 tables registration/certificate issue (\$120), extra marquee for registration/AEC shade (\$300)
- Catering cost: If food truck vouchers were provided to each conferee, this could be a comparable per-head cost as an indoor catering cost.
- The total additional cost for an outdoor ceremony is approximately \$3,146.
- If 180 conferees could be accommodated, the extra cost would be \$17 per conferee.

### Conclusion

In conclusion, due to the increased cost, negative impact on the Coogee Beach Festival Event program, likely decline in the Ceremony experience for the conferees, and the limited benefits of a change to a combined outdoor event, it is therefore recommended that the City continues to hold its Australia Day Citizenship Ceremonies in the function room.

### Strategic Plans/Policy Implications

#### Community, Lifestyle and Security

Provide residents with a range of high quality accessible programs and services.

#### Economic, Social and Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

#### Leading and Listening

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

### Budget/Financial Implications

An outdoor ceremony combined with the Coogee Beach Festival would incur costs additional to that required for the City's indoor ceremonies, as follows:

- Additional staffing costs: Extra event staff required for early morning set up of registration tables, reserved seating, flags, certificates, bollards and ropes for queue management. Additional number of staff required to observe pledges being taken, and to distribute certificates after the ceremony. The indoor Australia Day ceremony usually requires six staff from approximately 9.45am-1.30pm. An outdoor format would require staff to set up the event on the morning to be ready for 7.15am guest arrival. Set up in the

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indoor ceremony can be mostly completed on the day prior due to the secured venue.

- Additional equipment hire: 350 chairs (\$875), bollards and rope (\$200), 8 tables for AEC staff and registration/certificate issue (\$120), extra marquee for registration/AEC shade (\$300)
- Catering cost: If food truck vouchers were provided to each conferee, this could be a comparable per-head cost as an indoor catering cost
- The total additional cost and budget required for an outdoor Australia Day ceremony combined with the Coogee Beach Festival is approximately \$3,146.

**Legal Implications**

N/A

**Community Consultation****Feedback from Previous Conferees**

Anecdotally, conferees have provided positive feedback to City staff about the Australia Day Citizenship Ceremony, thanking staff and expressing their appreciation both prior to and on the day of the event. In particular, conferees in the past have expressed appreciation for the sense of importance and dignity conveyed by the style of event (hosted in the function room and Council Chambers), and the quality of catering provided.

**Risk Management Implications**

As the recommendation is to note the report there are no risk management implications for this recommendation.

Should the Committee not support the Officers recommendation there is a moderate risk that the City will be unable to meet its obligations under the Australian Citizenship Ceremonies Code by holding an outdoor ceremony without the required additional resources and processes put in place.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

THE EXECUTIVE MANAGER, STRATEGY AND CIVIC SUPPORT  
LEFT THE MEETING AT 6.19PM AND DID NOT RETURN.



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## 8.2 (2020/MINUTE NO 0003) PROPOSED 2020/2021 SEASON OF EVENTS CALENDAR

**Author(s)** M La Frenais

**Attachments**

1. Community Scorecard 2020- Event Focus [↓](#)
2. Coogee Live 2020 Survey Report [↓](#)
3. Christmas Collective 2019 Survey Report [↓](#)
4. Post Event Report - Side Splitter 2019 [↓](#)

### RECOMMENDATION

That Council adopt the proposed 2020-2021 Season of Events Calendar, as identified in the report.

Cr Eva departed the meeting at 6.20pm.

### COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr T Widenbar

That Council adopt the proposed 2020-2021 Season of Events Calendar, subject to the inclusion of the following artists being considered for the Community concert:

- The Veronicas
- POND
- Amy Shark
- Spacey Jane
- G Flip
- Thundamentals
- Angus and Julia Stone
- Drapht
- Of Monsters and Men
- Illy

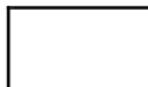
**CARRIED 4/0**

### Background

Council is required to determine the calendar for the 2020-2021 events season, as per the Budget and Business Planning Policy, which states a *“Provisional allocation for Community Events is to be a maximum of 1.0% of rates revenue. Council to approve the calendar of events”*.

These are generally larger community events and related expenses detailed below are funded from this budget. Other City run events, such as the Spring Fair, NAIDOC Week, ANZAC events, are funded from separate budgets.

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The Events Team have developed this year's proposal for the 2020-2021 program of events, based on:

- A review of the 2019-2020 season,
- Feedback from surveys (four surveys attached – three event specific whereby attendees at the events were surveyed, and one general community survey for events undertaken as part of the Community Scorecard Annual Survey),
- Staff de-brief of the events,
- Feedback from people at events/on social media.

It is necessary to consider the calendar no later than June because:

- Marketing for the season needs to commence in September and adequate time is required for marketing material to be produced prior,
- October to November events are included in the Cockburn Soundings October edition, which is prepared in August,
- Corporate Communications apply to Lottery West, Health Way and other entities for funding of Coogee Live. Council needs to have determined the season of events before applications are submitted. These applications require approximately four months lead-in time and then adequate time to feature these organizations on promotional material should sponsorship agreements require.



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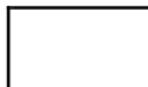
**Submission**Proposed 2020 – 2021 Events

Below is the proposed calendar of events. This includes events for the coming financial year and their related budget. The dates are provisional as they are subject to change due to possible COVID-19 restrictions and artist availability. City Officers will advise Elected Members of any date changes.

The concert performance date is subject to act availability.

Event Name	Date Time	Budget Ex-GST	Comments Location
Fur Run	18 October 2020 (TBC) 10am-1pm- May need to be later in the year if required	OP8992 \$10,000	Encourages healthy dogs and promotes good owner and dog behaviour  Manning Park, Hamilton Hill
Seniors Social Evening 1	September 2020 6pm - (TBC) 10.30pm- May need to be later in the year if required	OP9492 \$12,000	Different theme each event, buffet meal, raffles and prizes. Tickets are purchased at \$11 each = \$3,000  Dalmatinac Club, Spearwood
Teddy Bears Picnic, featuring "Hello Baby"	21 October 2020 (TBC) 10am-1pm)- May need to be later in the year if required	OP9307 \$30,000	Entertainment and rides for pre - school children, including activities, parenting information and amusements.  Manning Park, Hamilton Hill
Side Splitter	Nov 2020 (TBC)- May need to be later in the year if required	OP8854 \$30,000 (Subsidy to event organisers)	Comedy Festival  Memorial Hall, Hamilton Hill
Christmas on the Green (TBA)	December 2020(TBC) 4.30pm-8pm	OP9460 \$33,000	Christmas Concert Potential: Trial new venue, Legacy Park, Cockburn Central, in conjunction with Cockburn ARC
Australia Day Coogee Beach Festival	26 January 2021 8am-12noon	OP9107 \$84,000	Popular annual event, aboriginal and multicultural components, free entertainment, rides, sausage sizzle and family fun activities. Coogee Beach Reserve, Coogee

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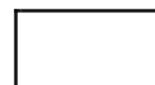


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Cockburn Central Community Concert	February 2021 7pm-10pm Date is determined by availability of acts	OP9476 \$162,000	Cockburn Central Concert  Victor George Kailis Oval, Cockburn Central (subject to availability). Otherwise Legacy Park, Cockburn Central
Coogee Live <i>Approval for two years requested for sponsorship purposes</i>	March 2021 / 2022 Saturday 9am-10pm (TBC) Sunday 9am-5pm (TBC)	\$239,000, plus sponsorship income	Two day arts and cultural festival  Coogee Beach Reserve and Omeo Park, Coogee
Cultural Fair	3 April 2021 3pm-7pm	OP9108 \$49,000	Cultural event  Harmony Oval, Harvest Lakes, Atwell
Seniors Social Evening 2	December 2020 6pm-10.30pm	OP8856 \$12,000	Different theme each event, buffet meal, raffles and prizes.  Dalmatinac Club, Spearwood Tickets purchased for \$11.00 = \$3,000
Seniors Social Evening 3	May 2021 6pm-10.30pm	OP8856 \$3,000	Different theme each event, buffet meal, raffles and prizes.  Dalmatinac Club, Spearwood Tickets purchased for \$11.00 = \$3,000
Marketing and Research		OP9021 \$116,000	Marketing for all events; Surveys at two events; Large vehicle hire; Insurance for larger events
<b>TOTAL</b>		<b>\$780,000</b>	

All acts are subject to availability and budgets, as staff can only confirm and book them post a Council decision. The date for the concert is subject to the availability of acts, which is why it is broadly listed for the month of February, 2021.



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The number of events in this program is designed according to budget and to enable the two events staff to manage them, in addition to the other events that they organize or assist with during the year. These other events include:

- Celebrate Ability (Disability Access and Inclusion Services),
- Bibra Lake Fun Run (Recreation Services),
- Hiroshima Day and International Day of Peace (Civic Events),
- Show Off Art Exhibition (Cultural Services),
- Spring Fair (Cultural Services),
- ANZAC events (Joint Civic / Youth Services),
- Ad hoc official openings.

Funding of these events is not taken from this policy budget.

### Report

In 2020-21, it is proposed that the events calendar program follows the same format as the 2019-20 events season, having introduced a number of new events over the last five years including Fur Run, Side Splitter Comedy Festival and Coogee Live, with the Christmas Event and Cultural Fair requiring refinements. The remaining events are extremely popular with the community.

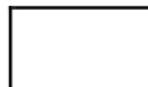
Dates have been considered in light of key events around Perth that are currently known, such as sporting events and community events, as well as other City of Cockburn events, which the City supports, but with the volume of events that occur during the season in the Perth metropolitan area it is almost impossible not to have some clashes.

### School, Resident Group and Cultural Group participation

Early June council will write to schools, residents groups and cultural groups and ask them to express interest in taking part in the following events. If they express interest, City staff will contact them after the July school holidays to confirm and give them time to plan and rehearse performances. We will contact them later in the year regarding Coogee Live and the Cultural Fair.

	Schools	Resident Groups	Cultural Groups
<b>Christmas Event</b>	x	x	x
<b>Coogee Live</b>	x	x	x
<b>Cultural Fair</b>	x	x	x

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Community Concert

All performer contracts have a no penalty cancel date of 30 days prior to the event and we will endeavour to include a special COVID clause into the contract. If Western Australian borders are still closed we will book a local act for the main act and support act. The support act choice would be determined by the cost of the main act.

Seniors' Events

The City retains three seniors' evening events. The tickets currently cost the City \$45 per person and each person pays a subsidized cost per ticket, which goes towards prizes and giveaways on the night. Last year the cost was increased from \$10 per ticket to \$11 per ticket. It is proposed to keep the price to \$11 per person for 2020-21. This is based on the capacity of the Dalmatinac Club and the sale of 270 tickets.

An allocation of one ticket each (ten in total) is made for Elected Members and for up to twenty volunteers from the Seniors Centre. There is a deadline for these tickets to be requested and if they are not taken up, they are sold. As the tickets are highly sought after, the process is refined each year to ensure, that as far as possible, only Cockburn residents attend and that there is a waiting list for those who miss out on the previous event.

Other

The following events are retained in current format due to their popularity and good attendance:

- Fur Run – October 2020 (not vast numbers but a successful, low cost event)
- Teddy Bear's Picnic – October 2020
- Side Splitter Comedy Festival – November 2020
- Australia Day Coogee Beach Festival – 26 January 2021
- Coogee Live- March 2021

Cultural Fair – April 2021

The Cultural Fair started originally as the Harvest Hoo Ha but for the first two years the events team were unable to secure enough produce stalls due to regular Saturday and Sunday markets.



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The name change was an opportunity to have a cultural event featuring Cockburn talent, businesses, tradition and culture as well of multicultural foods representative of some community backgrounds. The event had a good variety of stall holders keen to participate in 2020 (cancelled due to COVID), as well as a good selection of entertainment and multicultural food locked in.

It was suggested at the 2019 events committee that this year's event be held in the evening from 3pm-7pm to assist with dinner trade and not clash with community sports and other markets. The events team would like to hold the event in 2021 at this suggested time and to book the local Croatian and Chinese acts, subject to availability.

The main act secured for 2020 *The Bambuseae Rhythm Section* has expressed their interest to perform at the 2021 event, due to missing out this year.

#### Christmas on the Green (Christmas Collective)

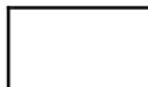
Poor weather plagued the event again in its second year at this location. Council needs to consider the viability and purpose of this event. In the survey conducted with attendees of last year's event, the majority of respondents (92.5%) were 'at least' satisfied with the experience they had. 27.6% of these respondents were very satisfied. 0.6% were dissatisfied.

Respondents who attended the event said they preferred a Saturday day time event and that the carols were not their key reason for attending. The key reason for attendance was to participate in the ARC Slide n 'Splash party and the Docker's players meet and greet.

However further research undertaken by Catalyse as a part of the 2020 Community Scorecard (attached) suggests that the wider community would like a Christmas evening event to be delivered by the City.

The events team believes that the City's Christmas event should revert to being standalone and not in partnership with the Fremantle Football Club. It would be open to supporting the Club by having player attendance and approving the club to promote the event to their members, as this would be an added attraction.

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City Officers had high hopes for the partnership event with Cockburn ARC and the Fremantle Dockers, but in reality it has meant compromising the City's own event due to constraints put on the event by these participants, who also put in less financial contribution than the City. It may be something to reconsider in the future, but in the meantime officers believe that the event should try to recapture the success of the previous Christmas event, which outgrew the City's Administration premises a number of years ago and moved to MacFaul Park, which was a success, but subsequent infrastructure installed at the park and lack of parking rendered it unsuitable.

Officers considered the suggestion of moving the Christmas Event to Success Regional Sporting and Community Facility due to the comments at the informal Events Committee briefing about lack of atmosphere at Cockburn Central. Officers feel that Council should persevere with the event at Cockburn Central but at the more visible location of Legacy Park, opposite Cockburn ARC. This is in line with the Strategic Community Plan objective "Foster a greater sense of community identity by developing Cockburn Central as our regional centre..."

Public transport and parking is available in Cockburn Central. Fremantle Dockers Oval and Success Regional Sporting Facility are active playing fields and as such are quite restrictive as to infrastructure allowed on the field.

Legacy Park is more flexible which allows activities and rides similar to which were provided previously at MacFaul Park, such as animal farms, clay painting, stilt walkers, stalls, amusements and camel rides.

None of these are permitted on the Fremantle Dockers Oval and would not be permitted at and Success Regional Sporting Facility. Legacy Park will also support a switching on of the traditional Christmas tree lights and staff could investigate a real tree at that location.

There is enthusiasm and potential to deliver sustainable Christmas programs and activities in conjunction with the City's environmental team at this event.

#### Coogee Live – two day cultural event on the coast

The inception of Coogee Live came from community consultation in 2013 and 2015 whereby the Community suggested that it would be good to have a longer more cultural event celebrating Cockburn's beautiful coast and heritage.



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Originally the concept included the potential for light shows on coastal buildings but these were too expensive for the budget of this event. It is important to note that a light show event that is culturally appropriate and of a high standard, such as the City of Joondalup’s Kaleidoscope Festival, requires a \$400k budget plus sponsorship.

After two years of being plagued with bad weather and an event that hadn’t had a chance to find its feet, officers put out a formal request for quote for an alternative event management company to run the event. City officers still spend hundreds of hours on this event, but it is necessary to outsource the management of it, as an event this size requires a team to develop and run. The event company organizes the procurement, risk management plans, traffic management plans, programming, website, marketing, bump in and out, and staffing, all supported and supplemented by City staff. All aspects of the event are approved by relevant officers within Council.

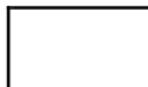
A local event company was engaged, Butler and Brown events, through an RFQ process. Butler and Brown made significant improvements to the event with direction from the Events and Cultural Coordinator and really captured the essence of what the event was trying to achieve.

The independent research of attendees in 2020 shows 81.6% - an increase of 5.7% since 2018 - were ‘at least’ satisfied with the experience they had, of which 39.2% were very satisfied.

Sponsorship was gained in 2020 totaling \$105k in cash, \$50k in-kind (external) support and \$27,000 in-kind (internal) support, demonstrating a high level of support for this event. All sponsors returned from the previous year.

It is recommended that Council give support, subject to budget and sponsorship income, for Coogee live to be continued in 2021 and again in 2022. This pre-approval is to enable planning for the following year to start immediately after the event. Coogee Live was held in accordance with the requirements of the Events Committee minutes adopted at the June 2019 Ordinary Council Meeting, to gain the same level of sponsorship and increase satisfaction levels.

It is very important to gain the same level of sponsorship again in 2021 but as highlighted in the risk area of this agenda item, it may be harder to secure sponsorship due to the economy this year.



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Additional sponsorship opportunities will be investigated with organizations such as the Water Corporation, Road Wise and those within the resource sector, subject to adherence with the Incoming Sponsorship Policy. If the level of sponsorship is not secured, officers will reassess expenses and delivery. Coogee Live is proposed to be a two-day festival again, that will showcase the Cockburn coast through creative activities and artistic displays.

Marketing /Insurance/ Research/Concept Development

The marketing plan will include traditional advertising, use of social media, the annual events brochure mailed to all households (deemed the number one piece of marketing collateral through surveys), Cockburn Soundings, billboards, posters, and promotion at other events.

Promotion also occurs on Messages on Hold and e-signatures. Event surveys (two events per year), the hire of a large events van and event insurance for the larger events are included in this component of the budget (\$116,000).

Healthway Funding

The City was successful in securing \$20,000 for Coogee Live for 2020 and 2021.

Lotterywest Funding

The City was successful in securing \$50,000 in sponsorship funding for the Coogee Live and will continue to seek this partnership for Coogee Live in 2021.

Australia Day Coogee Beach Festival

Council resolved at its March 2018 Ordinary Council Meeting that the Events Committee would consider the date that the Australia Day Coogee Beach Festival is held on as the result of an action contained in the Reconciliation Action Plan 2018-2021.

Council at its June 2018 and 2019 Ordinary Council meeting resolved to continue to hold its Australia Day community event on 26 January 2020. The recommendation for 2021 is to continue to hold the event on 26 January, with inclusive Aboriginal activities and performances as has been done for several years.

An additional request to investigate the holding of the Australia Day Citizenship ceremony at the Australia Day Coogee Beach Festival event was undertaken by the Civic Events Team and is the subject of a separate report provided by the Executive Manager Strategy and Civic Support for Committee and Council consideration.



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**Strategic Plans/Policy Implications**Community, Lifestyle and Security

Provide residents with a range of high quality accessible programs and services.

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social and Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

**Budget/Financial Implications**

\$780,000, including all event costs, marketing, event market research, large vehicle hire for event season and insurance.

**Legal Implications**

N/A

**Community Consultation****General Event research**

In 2020 the Catalyse Market Community Scorecard research for events (attached) showed an overall positive rating of 93% for events and festivals. The research demonstrated the most popular City run events, as well as providing some feedback specifically around ideas for the Christmas event.

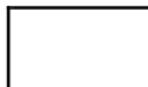
**Coogee Live Event research**

Independent research (full report attached) was undertaken at Coogee Live over the two days. The majority of respondents (81.6% - an increase of 5.7% since 2018) were 'at least' satisfied with the experience they had. 39.2% were very satisfied. 2.9% of respondents were dissatisfied.

**Christmas Event Research**

In the survey (attached) conducted of people who attended the event, majority of respondents (92.5%) were 'at least' satisfied with the experience they had. 27.6% of these respondents were very satisfied. 0.6% were dissatisfied. Respondents said they preferred a Saturday day time event and that the carols were not their key reason for attending. However, the General Event research undertaken of the broader community showed that the majority of the community are keen on a City of Cockburn Christmas event with a carol component.

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**Risk Management Implications**

The risk in not making a decision on the program at June 2020 council meeting is:

- A delay in booking acts, which reduces the choice of preferred acts
- Prevents the events team from being able to plan the events
- Prevents the events team from being able to market events in a timely way.
- Prevents the City from securing some sponsorship as there would not be a long enough lead in time. In the case of Lottery West and Health Way, there are pre-determined time frames. On two previous occasions, Officers have received feedback that had the City been able to approach other potential sponsors earlier, they would have been interested, but by the time they were approached, they had allocated their sponsorship budget.

**COVID-19**

The events team is aware that due to COVID 19, the event season may start later and implications around delivery will need to be considered. This will particularly relate to negotiating terms and conditions with suppliers / acts when initially booked. With this in mind, it is recommended that for this year's concert performance, a COVID – 19 Clause be included in the artist contracts.

The Events and Culture Coordinator is discussing with the City's Procurement Unit how best to manage supplier terms and conditions to enable officers to secure acts and infrastructure on the understanding that if a particular event is to be cancelled that the City is not paying 100% cancellation.

**Risk of not securing sponsorship for Coogee Live**

The City contributed \$218,500 to Coogee Live from the budget last year. In addition it secured \$105k cash sponsorship through Lottery West (\$50k), Health Way (\$20k), Regis Aged Care (\$10k), ALCOA (\$10k), Fremantle Ports (\$10k) Frasers (\$5k), with an additional \$50k in kind sponsorship (external) and \$27k in kind internal sponsorship. If sponsorship is significantly reduced officers will have to reduce the event down to what the budget can manage.

**Advice to Proponent(s)/Submitters**

N/A

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

It is appropriate for Council to provide entertainment activities for its community on a free or subsidized cost basis.



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MARKYT  Community Scorecard © | focus on events

Prepared for: City of Cockburn

Prepared by: CATALYSE® Pty Ltd ©

April 2020

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## Familiarity with local services and facilities

Higher familiarity

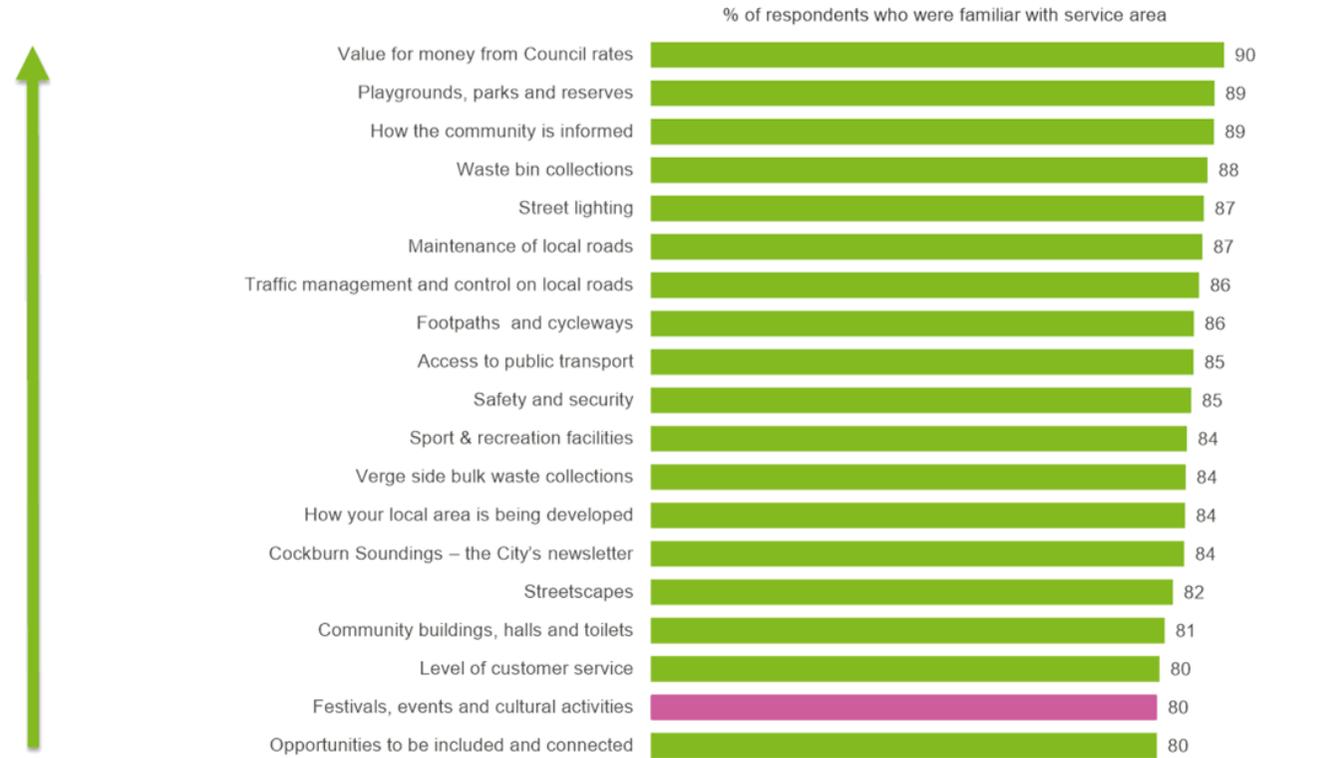


Chart shows proportion of respondents who were familiar enough with the service area to rate performance.



## Familiarity with local services and facilities

Lower familiarity

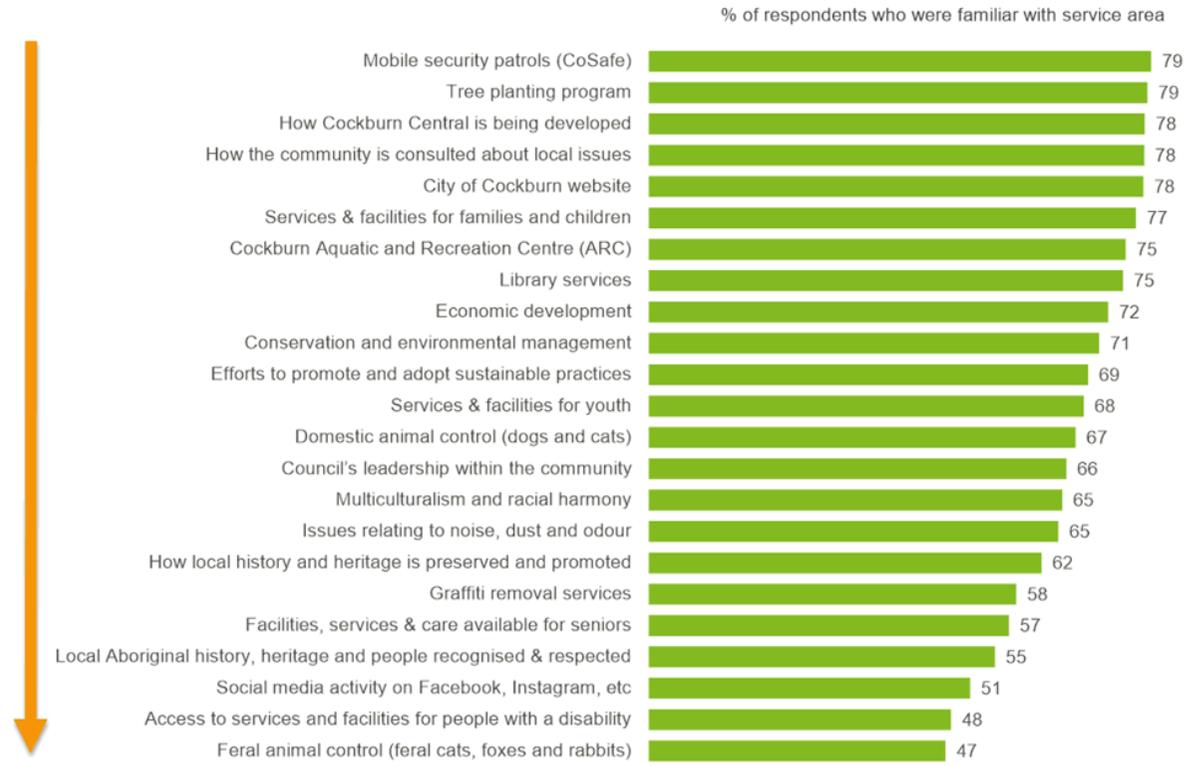
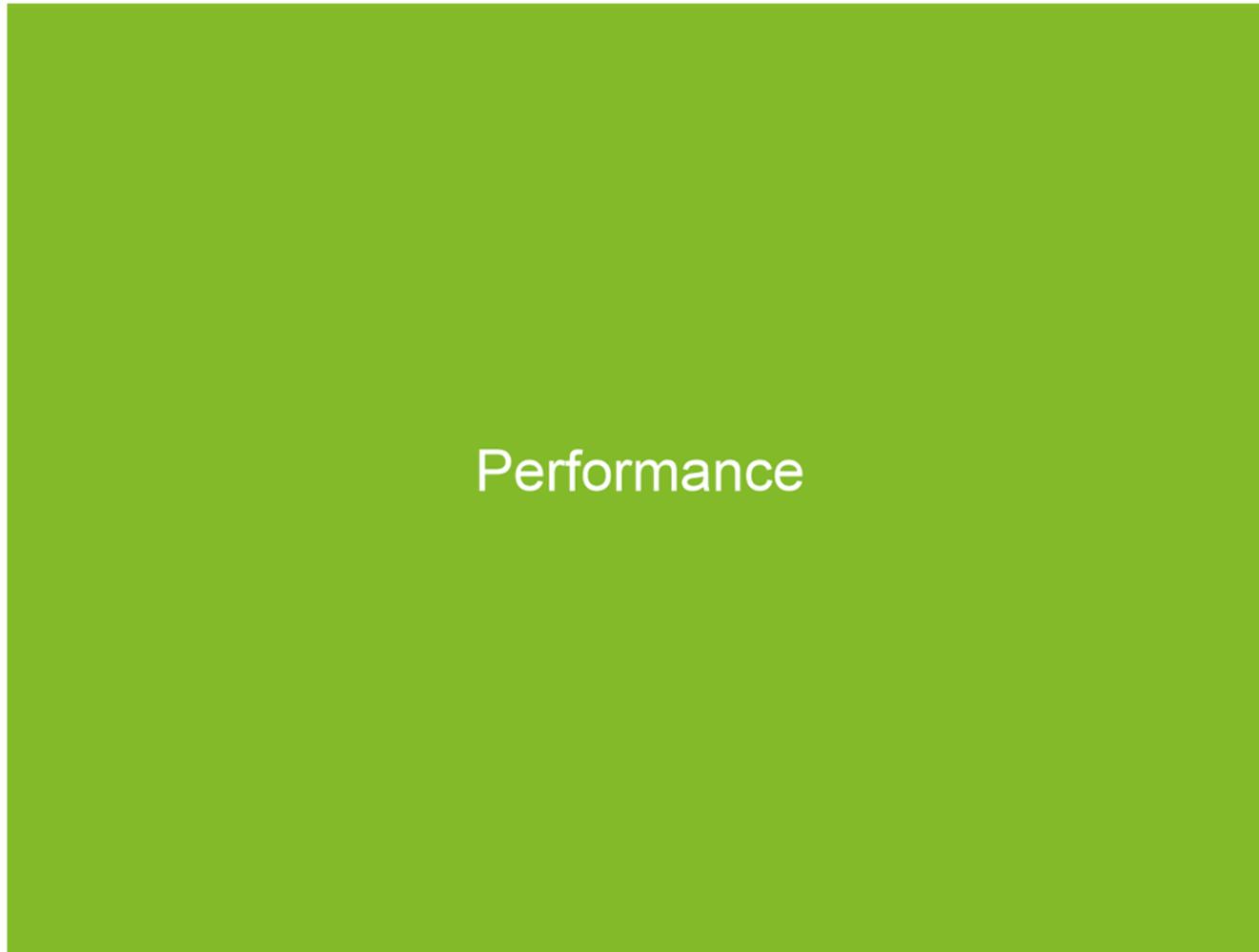


Chart shows proportion of respondents who were familiar enough with the service area to rate performance.



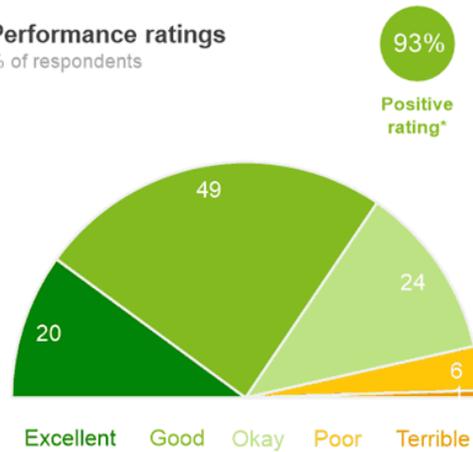
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## Festivals, events and cultural activities

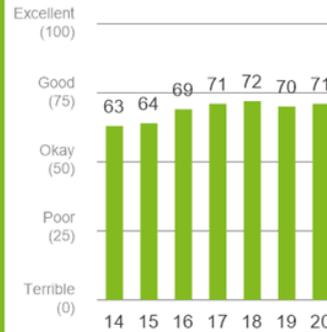
### Performance ratings

% of respondents



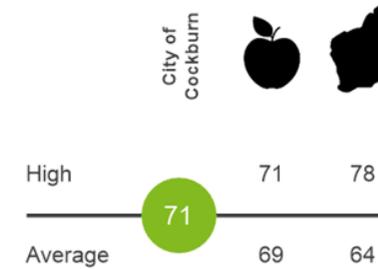
### Trend Analysis

Performance Index Score



### MARKYT Industry Standards

Performance Index Score

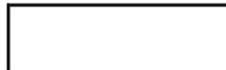


### Variances across the community

Performance Index Score

Total	Home owner	Renting/other	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	Born Overseas	LOTE	East Ward	Central Ward	West Ward
71	70	76	68	73	69	71	71	76	72	72	68	73	75	70	69	68	71	74

Q. How would you rate performance in the following areas?  
 Base: All respondents, excludes 'unsure' and 'no response' (n = 364).



Events that were tested in the survey

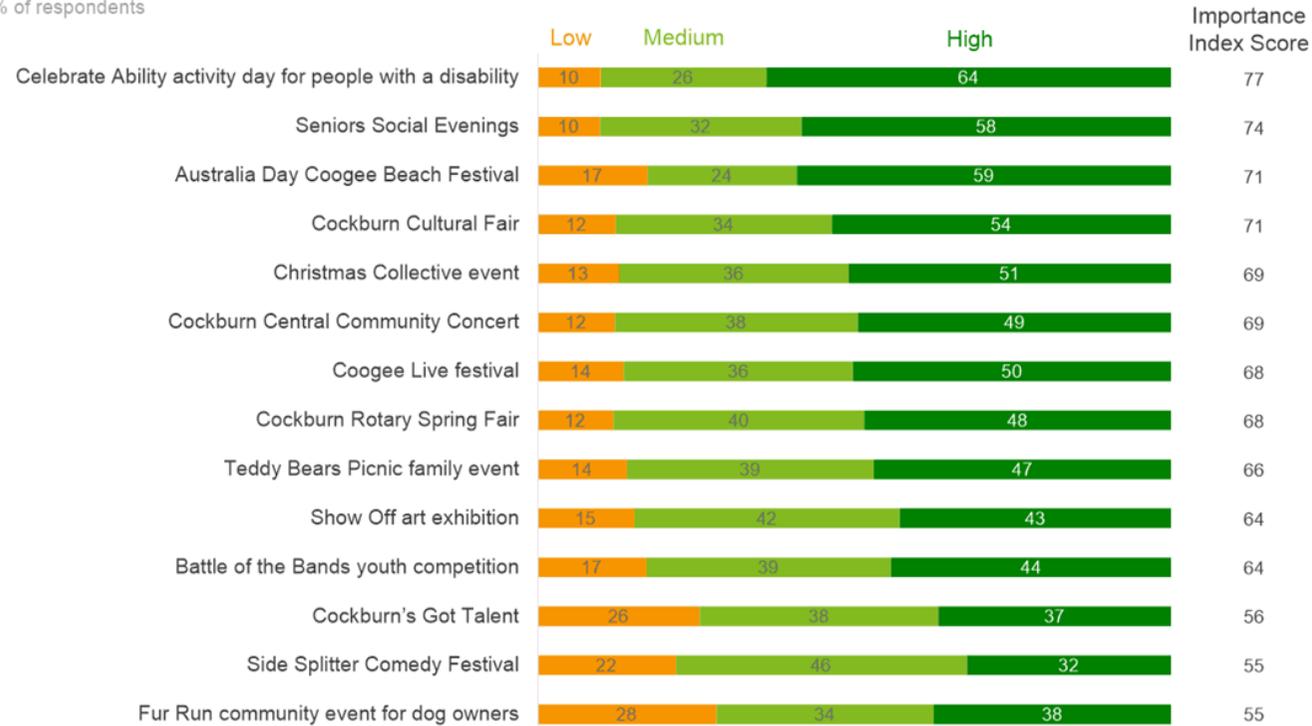
<p><b>Australia Day Coogee Beach Festival</b> January @ Coogee Beach</p>	<p><b>Cockburn's Got Talent</b> April @ Youth Centre and Cockburn Cultural Fair</p>	<p><b>Side Splitter Comedy Festival</b> Oct-Nov @ Memorial Hall</p>
<p><b>Cockburn Central Community Concert</b> February @ Fremantle Dockers Oval next to Cockburn ARC</p>	<p><b>Fur Run</b> community event for dog owners September @ Manning Park</p>	<p><b>Celebrate Ability</b> activity day December @ Bibra Lake Regional Playground</p>
<p><b>Coogee Live festival</b> March @ Cockburn Coastline</p>	<p><b>Battle of the Bands</b> September @ Cockburn Youth Centre</p>	<p><b>Christmas Collective</b> with Slide N Splash, Freo Football Festival and Carols on the Green December @ Fremantle Dockers Oval next to Cockburn ARC</p>
<p><b>Show Off art exhibition</b> Mar-Apr @ Memorial Hall</p>	<p><b>Cockburn Rotary Spring Fair</b> October @ Manning Park</p>	<p><b>Seniors Social Evenings</b> @ Dalmatinac Club and Cockburn Bowling and Recreation Club</p>
<p><b>Cockburn Cultural Fair</b> April @ Harvest Lakes</p>	<p><b>Teddy Bears Picnic</b> October @ Manning Park</p>	



## Perceived importance of City of Cockburn events

How important is it for the City of Cockburn to support the following types of events in the local community?

% of respondents

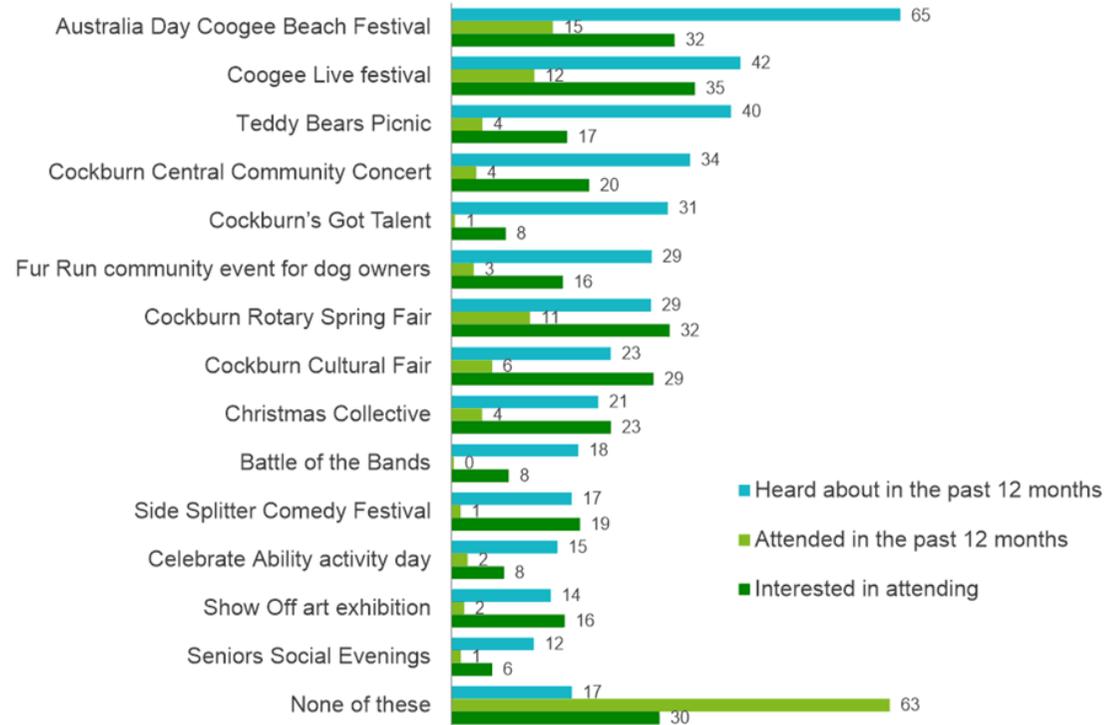


Q. How important is it for the City of Cockburn to support the following types of events in the local community? Base: All respondents, excludes 'no response' (n = varies).



## City events awareness, attendance and interest

% of respondents



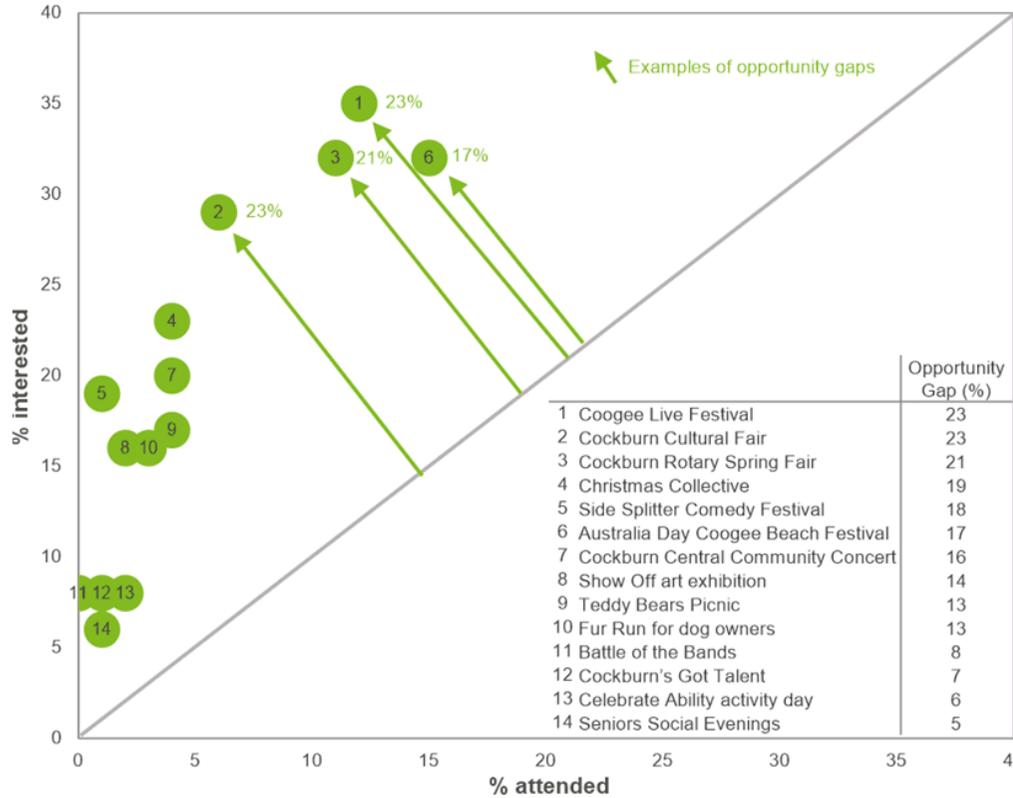
Q. Which of the following events did you (or a member of your household) hear about or attend over the past 12 months? And, which are you interested in attending over the next 12 months?

Base: All respondents, excludes 'no response' (n = 317).



10

### Event opportunity gaps | interest v attendance



When interest exceeds attendance, this represents an opportunity gap. The biggest opportunity gaps are for:

- Coogee Live Festival
- Cockburn Cultural Fair
- Rotary Spring Fair

For Coogee Live, 35% of the community is interested but only 12% have attended. The opportunity gap is 23%.

For the Cockburn Cultural Fair, 29% are interested, 6% have attended. The opportunity gap is 23%.

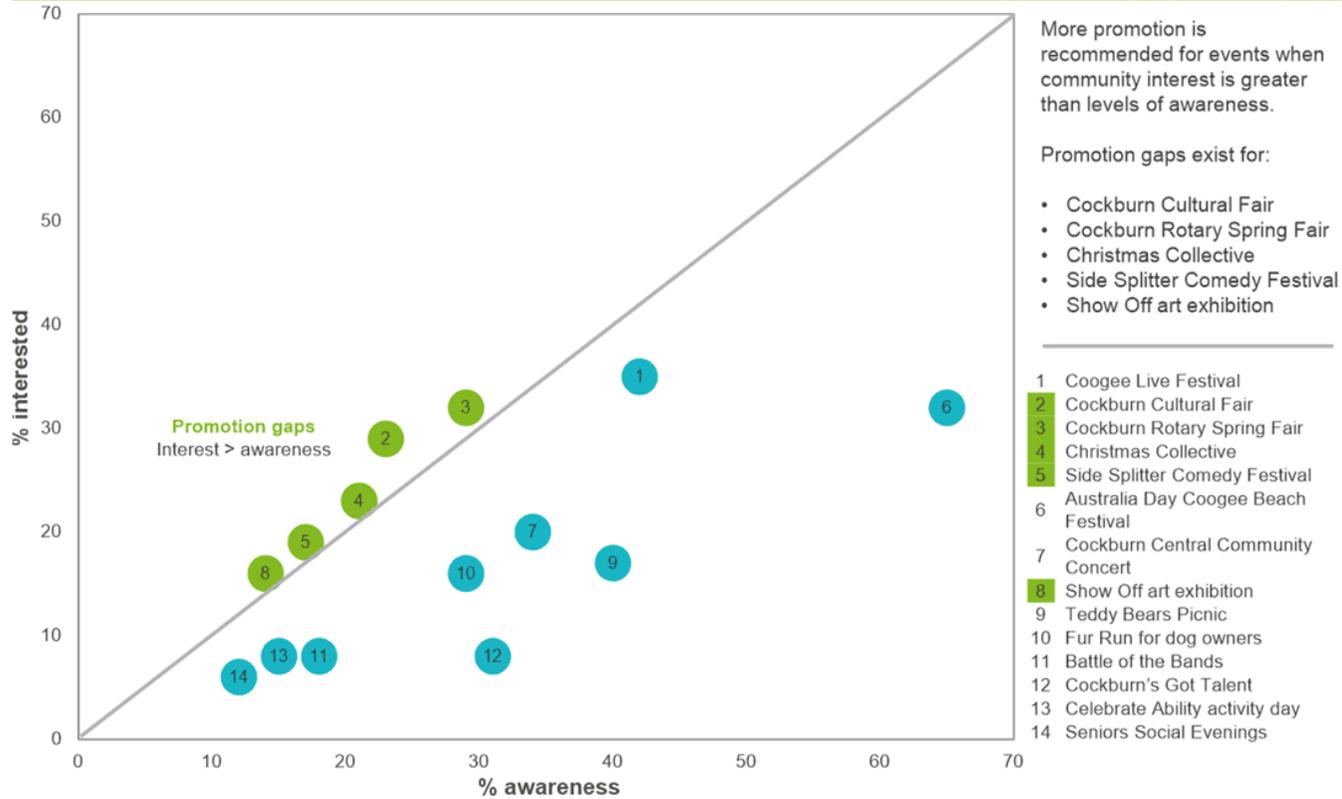
For Cockburn Rotary Spring Fair, 32% are interested, 11% have attended. The opportunity gap is 21%.

The Australia Day Coogee Beach is attracting the greatest attendance at 15%. With 32% of the community interested in attending, there is potential to double attendance if barriers for attendance are overcome.

Q. Which of the following events did you (or a member of your household) hear about or attend over the past 12 months? And, which are you interested in attending over the next 12 months? Base: All respondents, excludes 'no response' (n = 317).



### Event promotion gaps | interest v awareness

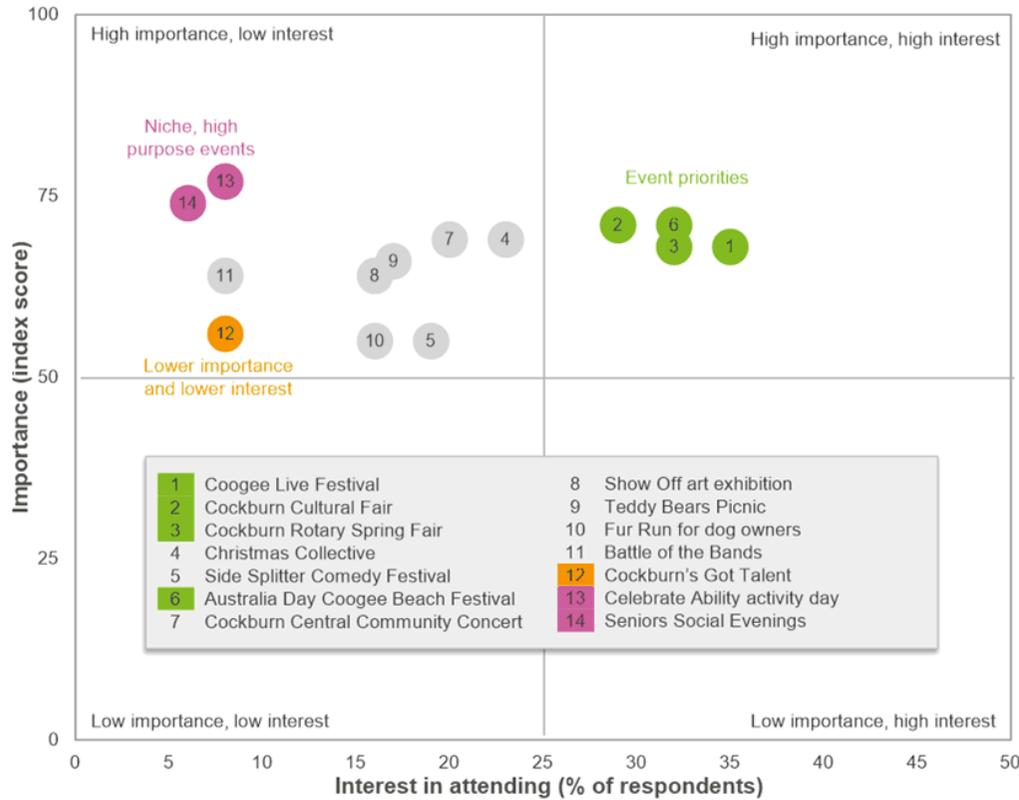


Q. Which of the following events did you (or a member of your household) hear about or attend over the past 12 months? And, which are you interested in attending over the next 12 months? Base: All respondents, excludes 'no response' (n = 317).



12

### Event priorities | importance v interest in attending



Celebrate Activity and seniors social evenings have the lowest levels of interest in attending, however, they are considered to be the most important events for the City to support. They are niche, high purpose events.

The events of greatest interest and importance are:

- Coogee Live Festival
- Australia Day Coogee Beach Festival
- Cockburn Rotary Spring Fair
- Cockburn Cultural Fair

This is followed by:

- Christmas Collective
- Cockburn Central Community Concert

Cockburn's Got Talent will need to be re-positioned to attract greater community support. It is considered to be of lowest importance and interest.

Q. How important is it for the City of Cockburn to support the following types of events in the local community?  
Which of the following events did you (or a member of your household) hear about or attend over the past 12 months?  
And which are you interested in attending over the next 12 months?



## Event importance Community variances

Some of the key variances are:

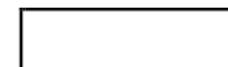
- People with a disability consider Celebrate Ability and the Seniors Social Evenings to be the most important. ■ High importance (80+)
- Families with adult children living at home generally consider City events to be more important, in particular Celebrate Ability, the Rotary Spring Fair and Seniors Social Evenings. ■ Moderate importance (70-79)
- Females consider City events to be more important than males. The biggest gaps are for Celebrate Ability, Seniors Social Evenings, Teddy Bears Picnic and the Side Splitter Comedy Festival. ■ Low importance (<50)

### Variances across the community

Important index scores

	Total	Home owner	Renting / other	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	Born Overseas	LOTE	East Ward	Central Ward	West Ward
Celebrate Ability activity day	77	76	86	69	83	74	73	76	85	90	79	74	79	90	74	77	76	80	76
Seniors Social Evenings	74	74	77	67	80	72	68	72	82	86	75	72	76	87	72	74	70	76	77
Australia Day Coogee Beach Festival	71	71	70	75	67	75	58	66	78	80	66	70	76	70	72	67	68	74	71
Cockburn Cultural Fair	71	70	74	64	76	68	73	61	71	82	80	68	67	69	69	72	69	74	69
Christmas Collective	69	69	66	65	72	64	75	70	67	77	73	68	67	77	69	65	73	71	62
Cockburn Central Community Concert	69	68	73	65	71	68	60	68	80	80	70	66	71	70	65	70	69	70	67
Coogee Live festival	68	68	72	66	70	67	64	69	78	77	68	69	68	67	68	70	65	70	69
Cockburn Rotary Spring Fair	68	68	71	60	74	66	64	69	69	87	64	68	71	78	64	61	64	73	69
Teddy Bears Picnic family event	66	66	71	59	72	61	74	66	65	77	67	67	66	71	65	68	65	72	62
Show Off art exhibition	64	64	65	58	69	61	61	61	71	73	65	64	63	66	62	58	57	69	67
Battle of the Bands youth competition	64	63	67	58	68	59	65	68	66	70	69	65	57	64	61	68	62	68	61
Cockburn's Got Talent	56	56	49	52	58	51	55	56	67	58	53	57	55	59	55	60	52	61	54
Side Splitter Comedy Festival	55	55	59	49	60	50	55	58	61	66	60	56	50	58	55	60	55	60	50
Fur Run for dog owners	55	54	62	52	57	56	45	47	62	63	60	55	51	61	54	44	52	60	51

Q. How important is it for the City of Cockburn to support the following types of events in the local community? Base: All respondents, excludes 'no response' (n = varies).



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## Interest in attending events

### Community variances

Some of the key variances are:

- Families with teenagers tend to be more interested in City events, in particular, the Australia Day Coogee Beach Festival, Rotary Spring Fair, Cockburn Central Community Concert and Coogee Live Festival. ■ High interest (40%+)
- Families with young children are most interested in the Teddy Bears Picnic and Coogee Live. ■ Moderate interest (30-39%)
- People who mainly speak a language other than English are most interested in the Cockburn Cultural Fair. ■ Events have less appeal overall
- City events tend to be of less interest for seniors, those with no children living at home, and people with a disability.

#### Variations across the community

% of respondents

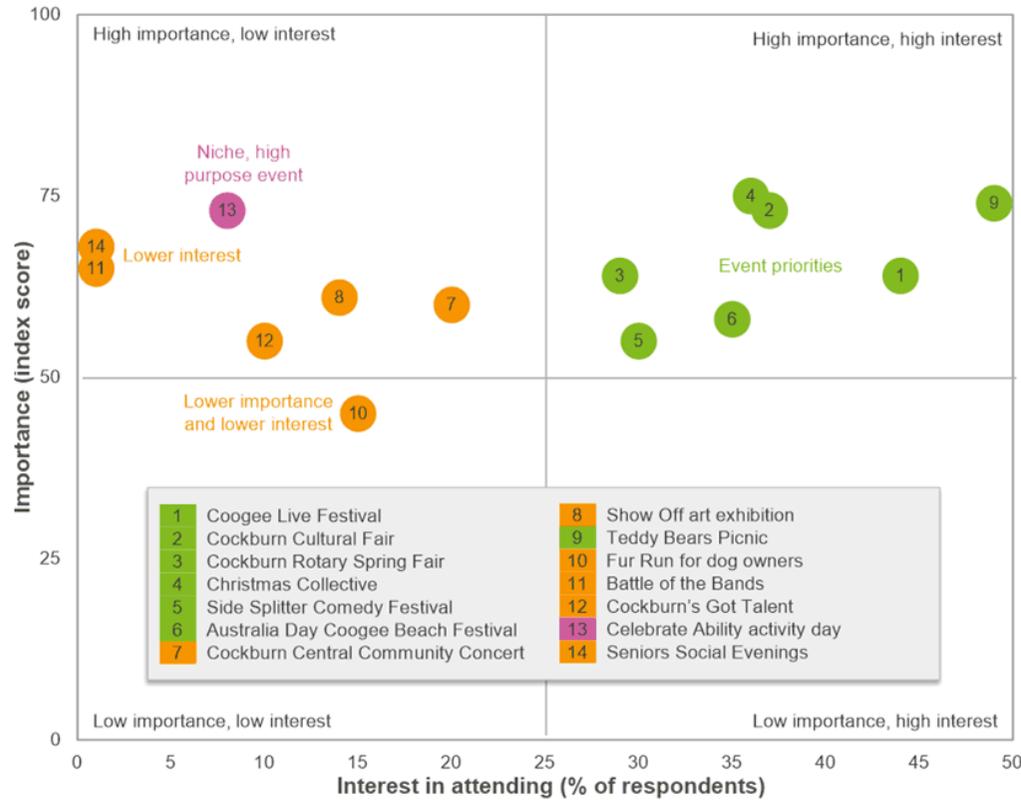
	Total	Home owner	Renting / other	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	Born Overseas	LOTE	East Ward	Central Ward	West Ward
Coogee Live festival	35	35	37	38	33	29	44	39	41	25	39	43	22	20	39	40	39	26	41
Australia Day Coogee Beach Festival	32	32	37	39	27	28	35	29	48	32	32	36	27	26	36	37	31	28	38
Cockburn Rotary Spring Fair	32	29	49	27	35	27	29	30	47	54	27	36	29	34	30	33	26	38	32
Cockburn Cultural Fair	29	26	53	24	33	23	37	27	34	32	37	29	23	24	35	55	34	30	22
Christmas Collective	23	22	28	13	31	18	36	28	16	19	33	22	16	12	25	27	36	18	13
Cockburn Central Community Concert	20	19	29	15	24	14	20	26	43	20	22	24	13	13	23	32	28	20	11
Side Splitter Comedy Festival	19	19	14	16	21	6	30	28	31	28	24	26	5	10	23	23	21	15	20
Teddy Bears Picnic	17	16	18	13	20	6	49	18	5	8	28	16	9	12	20	28	20	11	19
Show Off art exhibition	16	15	25	10	22	14	14	15	14	26	14	18	16	14	19	27	14	17	18
Fur Run for dog owners	16	13	34	18	15	17	15	14	18	10	27	16	7	14	20	24	21	14	13
Cockburn's Got Talent	8	7	15	9	7	5	10	11	8	7	10	10	3	3	11	25	13	6	4
Battle of the Bands	8	7	20	8	9	10	1	8	11	11	12	9	5	12	7	15	9	9	6
Celebrate Ability activity day	8	7	12	6	9	5	8	11	7	15	8	9	5	17	7	15	11	9	2
Seniors Social Evenings	6	6	8	4	7	9	1	3	2	9	3	1	14	6	5	9	5	5	7
None of these	30	31	21	34	26	37	18	28	22	27	25	28	38	37	27	19	30	34	25

Q. And, which are you interested in attending over the next 12 months?  
 Base: All respondents, excludes 'no response' (n = 317).



## Event priorities

among families with young children (0-5 years)



The top 4 picks among families with young children are:

- Teddy Bears Picnic
- Coogee Live Festival
- Cockburn Cultural Fair
- Christmas Collective

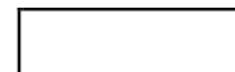
Followed by:

- Australia Day Coogee Festival
- Side Splitter Comedy Festival
- Cockburn Rotary Spring Fair

Although they are less interested in attending themselves, they do consider the following events to be important:

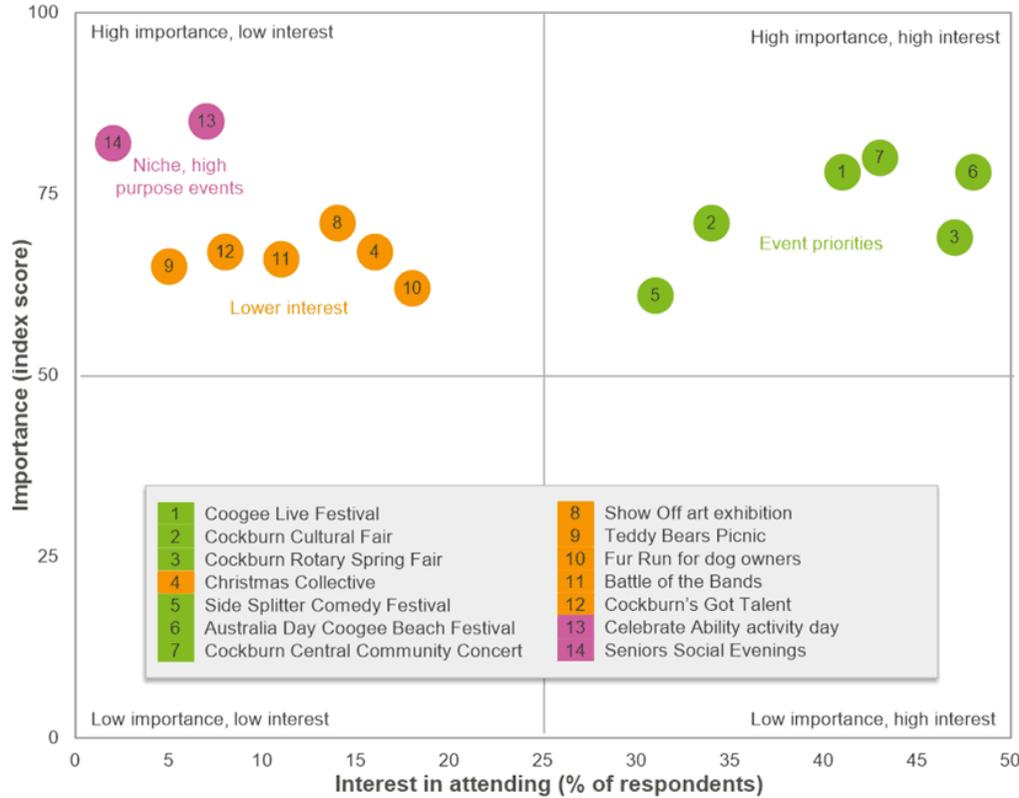
- Celebrate Ability

Q. How important is it for the City of Cockburn to support the following types of events in the local community?  
Which of the following events did you (or a member of your household) hear about or attend over the past 12 months?  
And which are you interested in attending over the next 12 months?



### Event priorities

among families with teenagers (13-17 years)



The top 4 picks among families with teenagers are:

- Australia Day Coogee Festival
- Cockburn Rotary Spring Fair
- Cockburn Central Community Concert
- Coogee Live Festival

Followed by:

- Cockburn Cultural Fair
- Side Splitter Comedy Festival

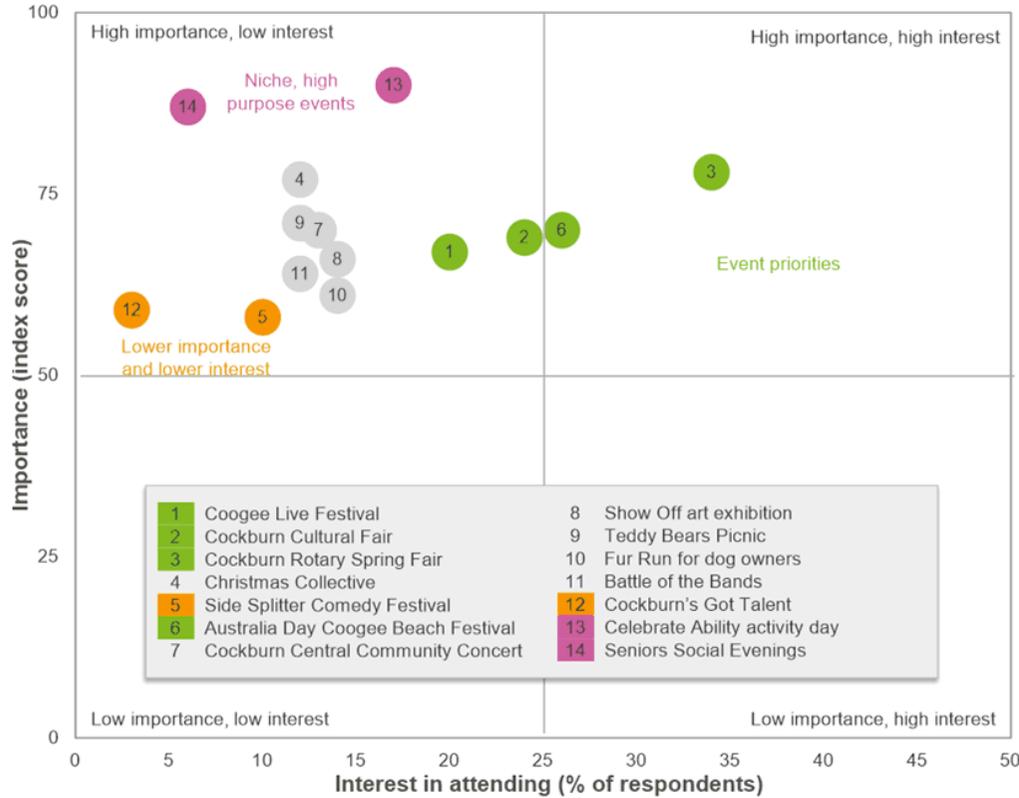
Although they are less interested in attending themselves, they do consider the following events to be important:

- Celebrate Ability
- Seniors social evenings

Q. How important is it for the City of Cockburn to support the following types of events in the local community?  
Which of the following events did you (or a member of your household) hear about or attend over the past 12 months?  
And which are you interested in attending over the next 12 months?



## Event priorities among people with a disability



The top pick among people with a disability is the:

- Cockburn Rotary Spring Fair

Followed by:

- Australia Day Coogee Festival
- Cockburn Cultural Fair
- Coogee Live Festival

They are least interested in:

- Cockburn's Got Talent
- Side Splitter Comedy Festival

They are more interested than other groups in the community in attending the niche, high purpose events:

- Celebrate Ability
- Seniors social evenings
- Christmas Collective

Q. How important is it for the City of Cockburn to support the following types of events in the local community?  
Which of the following events did you (or a member of your household) hear about or attend over the past 12 months?  
And which are you interested in attending over the next 12 months?



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## Preferred Christmas event

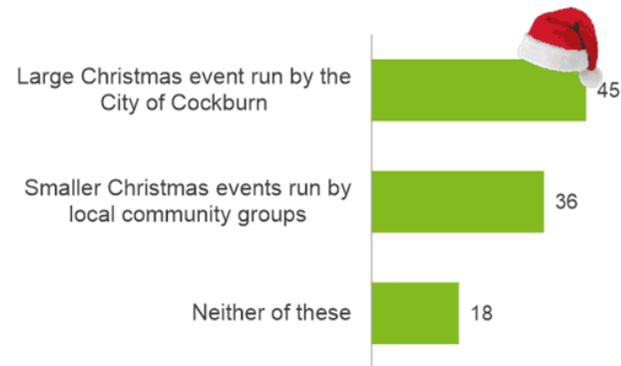
There is a slight preference for a large, City run Christmas event (45%) over a series of smaller Christmas events run by local community groups (36%).

Young adults express the greatest preference for a large event (52%), while support for smaller, community run events is greatest in the East Ward (45%).

Support for smaller, community run events is also higher among those who mainly speak a language other than English (44%), though it is marginally behind their preference for large events (48%).

### Preferred Christmas events

% of respondents



### Community variances

% of respondents

	All respondents	Home owner	Renting/other	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	Born overseas	LOTE	East Ward	Central Ward	West Ward
Large Christmas event run by CoC	45	45	50	42	48	43	49	43	40	41	52	43	42	41	46	48	42	48	47
Smaller events run by community groups	36	37	30	38	35	34	40	36	39	38	32	38	38	35	36	44	45	33	31
Neither of these	18	18	20	21	17	23	10	21	21	21	16	19	20	23	17	7	13	19	23

Q. Which of the following Christmas events would you prefer?

Base: All respondents, excludes 'no response' (n = 312).



## Suggestions for Christmas events

Please provide suggestions on your preferred format for a Christmas event

% of respondents



Q. Please provide suggestions on your preferred format for a Christmas event (activities, location, size of event, etc).

Base: All respondents, excludes 'no response' (n = 103).

Chart shows comments mentioned by 3% or more respondents



## Suggestions for Christmas events

A sample of community voices



*"Lots of yummy food trucks, music, late night carols and mulled wine/cider, roasted chestnuts, fairy lights. In England we have a night where this all happens and the stall holders dress in tudor outfits and we walk up and down the high street.. its romantic and really gets you in the mood for the Christmas period."*

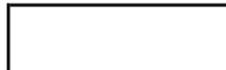
*"Santa parade, market stalls, Christmas carols however ALL WITH AN AUSTRALIAN THEME. It's so sad that our children think it should be snowing at Christmas time because that's the only way Christmas is portrayed in the media. Give us Santa wearing board shorts in the back of a Ute with his dog and gum leaves instead of holly. Make it Southern Hemisphere appropriate."*

*"Local groups should run smaller events (eg BBQ in a park, gathering at local hall). Then it is also a chance to get to know your actual neighbours, not a thousand random strangers. It would help develop a greater sense of community, which is sorely needed!"*

*"Smaller events on different dates so that if you can't go to the one in your own area, you could go to another. A carols event earlier in the evening so that younger kids can come - maybe even during the day A Christmas market like in Europe, with carol singers, handmade gifts etc open each day during the busy shopping season at Gateway shopping centre."*

*"Movie night with food vans. Games day (drop the footy player into water game, toss the log like the highland games. Archery groups - show case skills and give others a go. Set up where ever there is easy access and parking. School yards set up ovals with specific activities and families make a day of going from one to another, Provide a map. Schools can showcase/auction art work."*

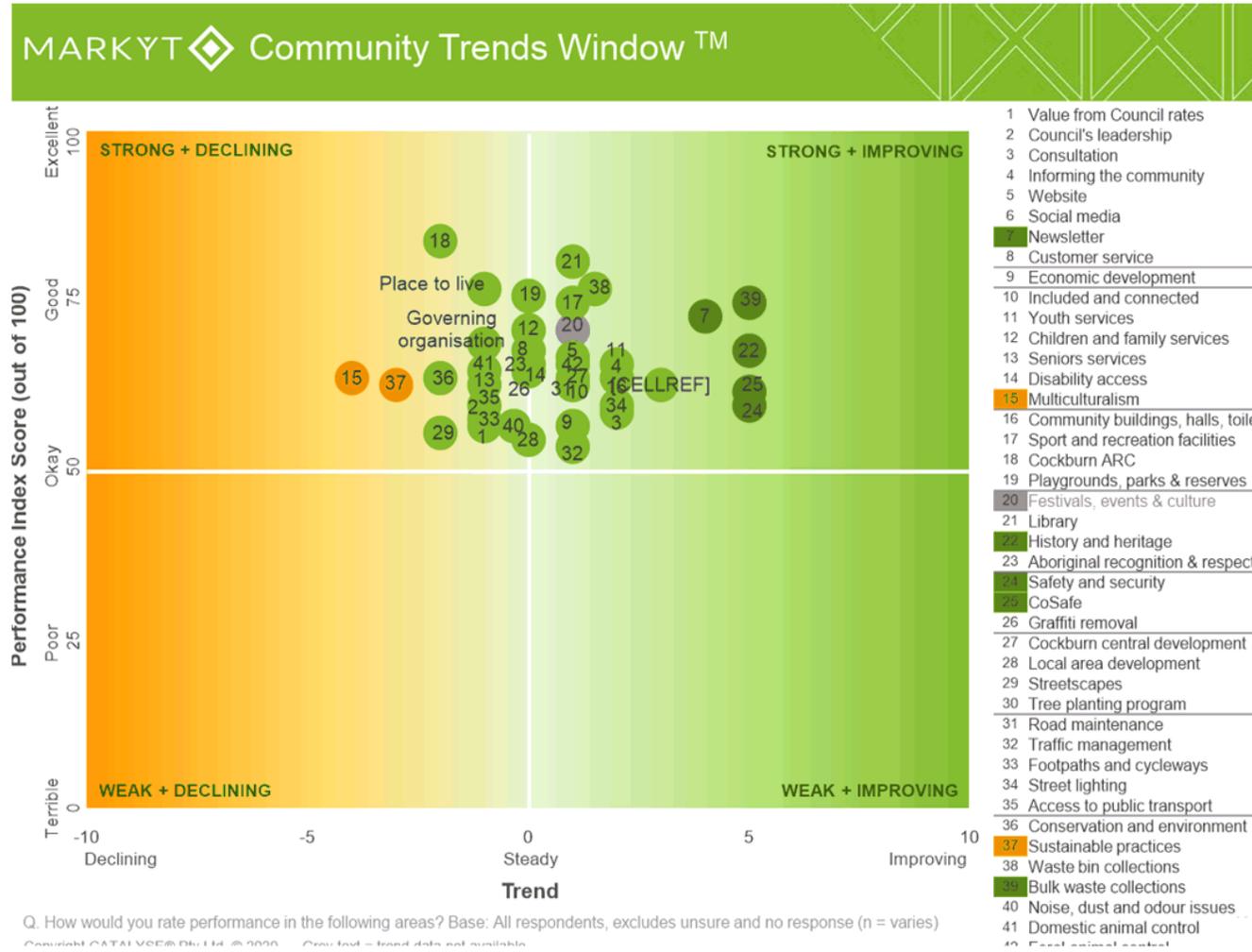
*"More sustainable Christmas events, never enough space to attend workshops but love it so much!! Last Christmas got to create a upcycled pallet Christmas tree at the men Shed and it was the best!!"*

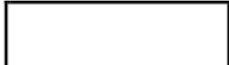




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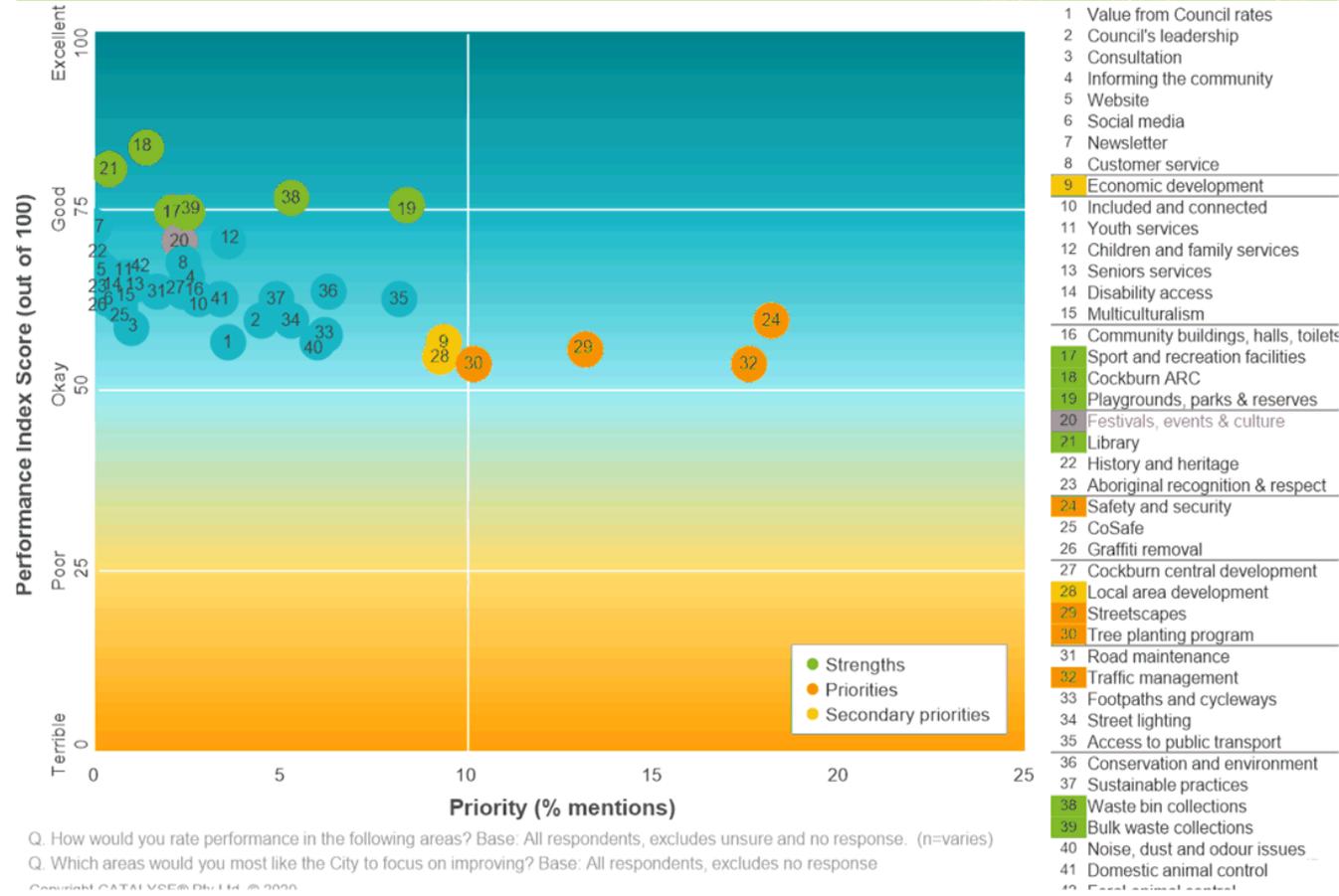




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MARKYT Community Priorities Window™



MARKYT  Industry Standards



**The City of Cockburn is leading WA councils in 3 service areas:**

- Services and facilities for families and children
- [Named] aquatic and recreation centre
- Mobile security patrols



**The City of Cockburn is leading similar councils in 22 service areas:**

- Governing organisation
- Value for money from rates
- Council's leadership
- Clear vision
- Consultation
- Understanding of community needs
- Communication
- Website
- Social media
- Newsletter
- Customer service
- Economic development
- Youth services and facilities
- Playgrounds, parks and reserves
- Sport and recreation facilities
- Library services
- Local history and heritage
- Festivals, events and cultural activities
- Mobile security patrols
- City Centre development
- Sustainable practices
- Verge side bulk waste collections

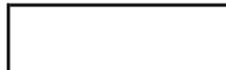


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www.catalyse.com.au  
Office 3, 996 Hay Street, Perth WA 6000  
PO Box 8007, Cloisters Square WA 6850  
Phone +618 9226 5674  
Email: info@catalyse.com.au  
ABN 20 108 620 855



**perth** market research

**Report on the  
City of Cockburn Coogee Live  
Survey 2020**



**(March 2020)**

**Prepared by**

perth market research  
103 Solomon St  
FREMANTLE WA 6160  
Phone: (08) 9336 7989  
Email: [info@perthmarketresearch.com.au](mailto:info@perthmarketresearch.com.au)

**Report on the City of Cockburn  
Coogee Live Survey – March 2020**

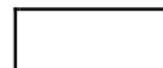
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**APPENDIX          Questionnaire – Intercept/Online Survey**



## 1.0 METHODOLOGY

From Saturday the 7<sup>th</sup> (10am to 9pm) to Sunday the 8<sup>th</sup> (11am to 6pm) of March 2020, the City of Cockburn held the third Coogee Live event – the first and second being held in March 2018 and March 2019. The event was held from the Coogee Beach Reserve to Omeo Park, North Coogee over the two days of the weekend.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from parking areas situated near each of the two event hubs. Interviewers were situated around each of the hubs and asked respondents to participate in a 7 minute survey comprising a series of demographic and attitudinal questions.

As in previous years, a two-tiered system of questionnaire completion was conducted in order to maximise responses. This system has been used successfully for event surveys in the past. Potential respondents were initially asked to participate in a verbal survey. If respondents were not able to stop and participate in this manner they were asked for their email address and advised that they would be sent a link to an online survey. Two interviewers were tasked with obtaining email addresses only.

Following the weekend of the event, an email with the survey link was sent to these potential respondents for online survey completion. The results from each of the two surveys were reviewed to ensure that they were similar and did not describe markedly different responses. In this case both sets of responses were very similar, therefore both datasets were merged to provide survey results with a more robust reliability.

A total of 309 respondents participated in the survey, consisting of 54 responses from the intercept interview process and 255 responses from the online survey process. The responses have provided a sampling error within +/- 5.0% at the 95% confidence level for all overall results (assuming approximately 15,000 visitors to the event).

The resultant data was collated using PMR's statistical analysis software and used to form the basis of this report.

Perth Market Research was able to undertake the survey on behalf of the City in accordance with standards suggested by the Office of the Auditor General, Western Australia. The research methodology suggested in this proposal conforms to recommendations made to State Parliament in the "Performance Examination - Listen and Learn - Using customer surveys to report performance in the Western Australian public sector" document dated June 1998 and the follow-up in 2001. Consequently, the results quoted in this report are considered to be satisfactory in terms of survey and reporting accuracy and reliability to meet required standards.



## 2.0 EXECUTIVE SUMMARY

From Saturday the 7<sup>th</sup> (10am to 9pm) to Sunday the 8<sup>th</sup> (11am to 6pm) of March 2019, the City of Cockburn held the third Coogee Live event – the first being held in March 2018. The City commissioned a survey to independently develop a profile of visitors to the event and explore a range of issues to determine their perception of and satisfaction with the event.

An intercept survey was conducted in the event's general vicinity. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from the nearby parking areas. Interviewers were stationed at each of the four event hubs.

A total of 309 respondents participated in the survey, consisting of 54 responses from the intercept interview process and 255 responses from the online survey process. The responses have provided a sampling error within +/- 5.0% at the 95% confidence level for all overall results (assuming approximately 20,000 visitors to the event).

- **Visitor Numbers**

The estimate for the numbers of visitors to Coogee Live over the two days based on these methodologies is that **between 18,000 and 26,000** people visited the City over this period.

Due to the weather (some wet weather on the Saturday and clear weather on the Sunday) attendance appeared slightly greater on the Sunday. Consequently it was estimated that visitors on each day were:

- **Saturday**            8,000 to 12,000 attendees
- **Sunday**                10,000 to 14,000 attendees

- **Overall Results**

Interviewers noted a significantly more positive response in the 2020 survey period when compared to previous years. Despite the mild wet weather (on the Saturday) they noted that respondents seemed to be very positive about the event and that the number of attendees seemed to be increased over the previous year. Responses were very positive and supportive, despite some suggestions for improvement.

- **Method of Transport**

Survey respondents used their car as their primary mode of transport (74.2%). This was followed by 21.4% of respondents who walked, those who rode a bicycle (1.9%), those who chose to use an Uber (0.7%) and those who carpoled (0.3%). 1.6% of respondents cited 'other' methods of transport. Responses show a decreased use of the car (5.7% decrease) and a corresponding increase in walking (7.8% increase) in this survey period. It should be noted that in this survey period the weather was mildly wet on the Saturday, with uncertainty as to whether this would continue. This may have affected the choice of transport method, and possibly the

decision to attend the event on the Saturday.

- **Nationality of Visitors**

94.5% of respondents lived in the Perth metropolitan area compared to 5.5% who were visiting from intrastate, interstate or overseas. This represented a static proportion of local visitors (only 0.1% reduction) compared to a corresponding level of intrastate, interstate and overseas visitors.

- **Locality of Metropolitan Area Visitors**

Survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 83.8% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (decrease of 1.1% since 2019). 36.9% of these respondents came from Coogee and a further 46.9% came from other suburbs within the City of Cockburn. This represented an increase of respondents from inside the direct area of the event.

Of respondents who did not live within the City of Cockburn, the largest proportion came from suburbs within the southern suburbs (6.6% – a decrease of 0.1% since 2018). This was followed by respondents from the City of Fremantle (5.5% - an increase of 1.4% since 2019), the southern suburbs (6.5% - a decrease of 0.1% since 2019), the eastern suburbs (2.6% - a decrease of 0.5% since 2019), the northern suburbs (1.0% - an increase of 0.2% since 2019) and the western suburbs (0.6% - a 0.1% increase since 2019).

- **Non-metropolitan Area Visitors**

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 17 visitors from outside of the metropolitan area 5 came from regional Western Australia (29.4% of all non-metropolitan visitors or 1.6% of all respondents), 7 came from interstate (41.2% of all non-metropolitan visitors or 2.2% of all respondents) and 5 came from overseas (29.4% of all non-metropolitan visitors or 1.6% of all respondents).

- **Number of People in Group**

The largest proportion of respondents came to the event in a group consisting of 2 people (33.0%). This was followed by respondents in groups of 5 or more people (25.9%), 3 people (25.2%), 4 people (10.7%) and singles (5.2%).

These results highlight that, while the largest group consists of couples, over 60% of people attending the event did so in groups of three or greater.



- **Visit to Coogee Live**

83.2% of respondents did visit specifically for the event (a decrease of 5.6% since 2019), compared to 16.8% who did not visit specifically for the event (an increase of 5.6% since 2019).

The vast majority of respondents who did not visit specifically for the event did choose to stay for some or all of it (92.3% - or 48 respondents). Only 7.7% chose not to stay (4 respondents or 1.3% of the entire sample).

The results do represent a significantly larger proportion of respondents who chose to stay in this survey period compared to 2019.

Of respondents who did attend in this survey period, 34.0% had attended the event in previous years. 66.0% had not attended the event in previous years

- **Awareness Method for Coogee Live**

23.9% of respondents advised that they were unaware of it and had only attended because they were in the area at the time. 35.6% heard about it through Facebook groups, 23.9% became aware through some form of advertising, 22.3% became aware through word of mouth, 11.3% became aware through posters/billboards in the area and 11.0% became aware of it via the internet. 9.4% became aware via the City of Cockburn website, 7.4% became aware through the Cockburn Events Guide, and 6.1% became aware through the local newspaper. 3.6% became aware through Instagram/Twitter.

- **Promotional Material/Advertising Awareness**

68.3% of respondents were aware of promotional/advertising material for the Coogee Live (a 1.8% decrease from 2019). 31.7% advised that they were not aware of any promotional material.

29.9% of all respondents aware of promotional material/advertising listed the City of Cockburn Facebook page as a source. This was followed by 28.0% who listed the billboards, 26.5% who listed the Coogee Live Facebook page and a further 18.0% who listed the City of Cockburn website. 13.7% of respondents listed posters as an information source and a further 12.3% listed print advertising in the local newspaper.

The Events Guide (10.9%) and newspaper articles (8.1%) were also listed as a source of information. Anecdotal results indicate that the Events Guide is a good source of information at the commencement of the events season, however people often tend to forget or not notice dates at the end of the Summer/events period. The Coogee Live website (5.2%), radio reports (2.4%) and TV reports (1.4%) were the lowest rated response categories.

3.8% of respondents listed 'other' sources of awareness which could not be classified as promotional material or advertising. These results noted

secondary internet page sources (residents' groups), information at local clubs and emails from local groups.

- **Event Sponsorship – Unprompted Awareness**

65.4% of respondents advised that they were aware of who the sponsors of Coogee Live were. This represents an increase in sponsor awareness since 2018 (1.5%).

34.1% of all respondents advised that they were aware of the City of Cockburn as a sponsor. This was followed by 28.4% who listed Lotterywest and a further 25.6% who listed LiveLighter. 14.7% of respondents listed Fraser's Property as a sponsor followed by Nova 93.7 (9.0%) and a further 5.6% who listed Healthway. Regis Aged Care (6.6%), the Cockburn Gazette (3.6%), Alcoa (5.7%) and Fremantle Ports (4.7%) were also listed. 1.9% of respondents listed 'other' sponsors, although they were not able to identify the specific sponsor.

- **Event Sponsorship – Prompted Awareness**

Prompted sponsor recognition was markedly higher than the previous request for unprompted sponsor names. 79.9% of respondents recognised the City of Cockburn as a sponsor of Coogee Live, followed by LiveLighter (56.9%), Lotterywest (46.3%), Nova 93.7 (33.7%), Alcoa (31.1%), Regis Aged Care (30.1%) and Fraser's Port Coogee (29.4%). Healthway was recognised by 16.2% of respondents, followed by Fremantle Ports (7.4%) and the Cockburn Gazette (6.1%).

- **Days Attended**

The largest proportion of respondents still attended the event on Sunday (67.3%). This was followed by 62.1% of all respondents attending on the Saturday. It should be noted that in 2019 and 2020 the event was held over two days, whereas it was held over three days in 2018. It should also be noted that there were some showers on the Saturday and none on the Sunday this year. 29.4% of respondents attended the event on both days.

- **Favourite Activities/Displays/Events**

The largest proportion of respondents enjoyed the live music/bands (30.1%), followed by the food/food trucks (24.6%), the stage acts (21.7%), the mermaids (19.7%) and the mud kitchen (18.8%). Respondents also liked the animals/insects (17.2%), the children's activities (14.6%) and the craft activities (10.0%). 8.7% appreciated the dancing, and a further 7.3% enjoyed the Noongar storytelling. Also appreciated were the displays/health displays (6.1%), the market stalls (5.5%) and Nova 93.7 (4.5%).

- **Satisfaction with Food/Bar Offerings**

Two out of every three respondents felt that they were able to provide an opinion on the **food offerings**, either because they had sampled them or had



considered a purchase during their time at Coogee Live. Of those that did use the food outlets, quality was the individual area that gained the most satisfaction, followed by price. Healthiness was the lowest ranked issue for respondents expressing their satisfaction. **It should be noted that strength of satisfaction across all areas has improved in this survey period.** Dissatisfaction was low across all areas, however price and quality equally raised the greatest level of dissatisfaction and healthiness the lowest dissatisfaction scores.

Just fewer than one out of two respondents felt that they were **able** to provide an opinion on the Pop-Up Bar offerings, either because they had sampled them or had considered a purchase during their time at Coogee Live. Of those that did offer an opinion on the Pop-Up Bar offerings (with 'don't know' scores excluded), 90.5% were 'at least' satisfied with the offerings (41.4% of all responses). This consisted of 51.6% who were very satisfied and 38.9% who were satisfied. 6.3% of respondents were neutral in their assessment of the Pop-Up Bar offerings (2.9% of all responses). Dissatisfaction was low at an overall 2.8% (1.3% of all responses), with all of these respondents being dissatisfied.

- **Satisfaction with Coogee Live**

There was a significant improvement in satisfaction since 2019. In this survey period the majority of respondents (81.6% - an increase of 5.7% since 2018) were 'at least' satisfied with the experience they had. 39.2% of these respondents were very satisfied with the experience with a further 42.4% being satisfied. 15.5% of respondents were neutral in their response. 2.9% of respondents were dissatisfied with the experience and no respondents were very dissatisfied. This represents a reduction in the dissatisfaction level since 2019 of 3.8%.

- **Description of Overall Experience**

Respondents were asked how they would describe their overall experience of Coogee Live. The key responses were:

➤ Good/very good/excellent	26.2%
➤ Enjoyable/fun	14.6%
➤ Family-friendly	12.6%
➤ Great activities/displays	10.4%
➤ Friendly community atmosphere	8.4%
➤ Good for families	6.1%
➤ Great entertainment	5.5%
➤ Entertaining	4.5%
➤ Good variety of activities	3.9%
➤ Relaxing	2.9%



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- **Positive Event Characteristics**

Respondents were asked what three words they would use to describe Coogee Live. The key responses were:

➤ Fun	29.8%
➤ Free	19.4%
➤ Community	11.3%
➤ Live music	9.4%
➤ Family-friendly	7.4%
➤ Family-oriented	7.1%
➤ Entertaining	7.1%
➤ Beach	6.5%
➤ Interesting	6.1%

- **Positive Event Characteristics**

Respondents were asked what they liked about Coogee Live. The key responses were:

➤ Community event/atmosphere	15.5%
➤ Free	14.6%
➤ Activities - great/variety	12.6%
➤ Great event/good idea for an event	10.4%
➤ Family event	9.7%
➤ Everything	8.7%
➤ Location – attractive/beautiful	8.1%
➤ Music/Live music	7.4%
➤ Kids' activities	7.1%
➤ Close to beach	6.5%
➤ Market stalls	5.5%

- **Areas for Improvement**

Respondents were asked what they thought would improve Coogee Live. The key responses were:

➤ Nothing/fine as it is	33.0%
➤ More shaded areas (rain/sun)	12.9%
➤ More live music	11.0%
➤ More food trucks/variety	8.7%
➤ More children's' activities	8.1%
➤ Less expensive food	5.8%
➤ Extend the hours (music)	3.6%
➤ Hold earlier in the season (weather)	2.9%

- **Demographics**

- 52.7% of respondents were female compared to 47.3% who were male.



- 29.8% of respondents were in the 35 – 44 age group, 24.3% were between 25 – 34, 23.3% were between 45 – 54, 10.4% between 55 – 64, 6.1% between 18 – 24 and 5.2% were 65 and over. Only three respondents (0.5%) refused to provide their age.
- 44.7% of respondents were employed full-time, 16.5% were part-time employees and 5.5% were employed on a casual basis. 12.6% of respondents were self-employed and 3.9% of respondents were students. 6.5% were not employed and 6.8% were retired.

### **3.0 RESULTS OF THE INTERCEPT/ONLINE SURVEY**

This section summarises the results of the Intercept /online survey of people who actually attended the Festival. The results are presented in broad category headings representing the general topic areas included in the questionnaire.

Questions for the face-to-face survey are shown in the report text. Minor differences exist between these and the online questions, but are limited to referring to their experience of the event in a past tense rather than as 'today'.

#### **3.1 Visitor Numbers**

An estimate of visitor numbers to the Festival over the two days was conducted. To undertake a visitor count at a non-ticketed Festival (which takes place over many days across two hubs with multiple entrances) is likely to result in figures that are broad-ranging.

The two methodologies used to estimate numbers were:

- A grid count of each hub and surrounding areas was taken twice a day over the three days of the festival. The count was conducted over an hour-long period at each hub by one staff member rotating between areas. Allowances were made for double counting over the course of the two daily counts, as well as missed counts of people attending out of these hours. Counting was not undertaken in areas that were outside of the hub areas unless they were directly between two hubs. Estimates were also taken of vehicles parking in the nominated parking areas and surrounds to inform the attendance count.

This count resulted in an estimate of between 18,000 to 26,000 people visiting the Festival areas over the two days.

The estimate for the numbers of visitors to Coogee Live over the two days based on these methodologies is that **between 18,000 and 26,000** people visited the City over this period.

Due to the weather (some wet weather on the Saturday and clear weather on the Sunday) attendance appeared slightly greater on the Sunday. Consequently it was estimated that visitors on each day were:

- **Saturday**            8,000 to 12,000 attendees
- **Sunday**             10,000 to 14,000 attendees



**3.2 Transport Method**

In question 1, all survey respondents were asked:

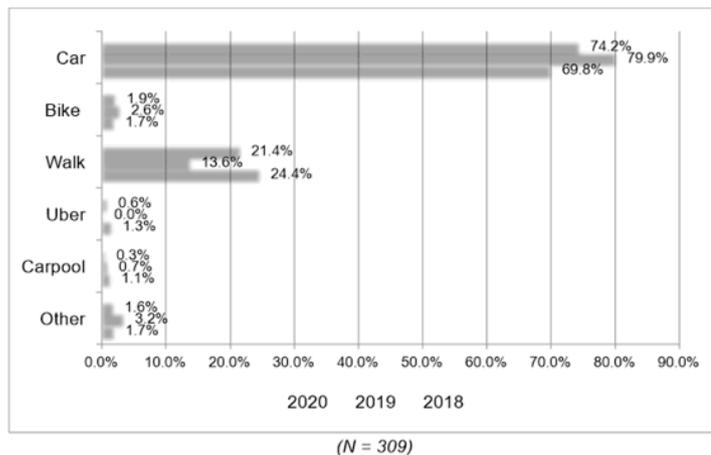
“How did you get to Coogee Live?”

Graph 3.2 shows that respondents used their car as their primary mode of transport (74.2%). This was followed by 21.4% of respondents who walked, those who rode a bicycle (1.9%), those who chose to use an Uber (0.7%) and those who carpoled (0.3%). 1.6% of respondents cited ‘other’ methods of transport.

Responses show a decreased use of the car (5.7% decrease) and a corresponding increase in walking (7.8% increase) in this survey period.

It should be noted that in this survey period the weather was mildly wet on the Saturday, with uncertainty as to whether this would continue. This may have affected the choice of transport method, and possibly the decision to attend the event on the Saturday.

**Graph 3.2 Method of Transport**



**Demographic Results**

- A larger proportion of respondents living in Coogee walked or cycled to the event compared to respondents from other areas. Respondents living in further suburbs were more likely to use a car.
- A larger proportion of people in the middle or older age brackets came to the event by car than those in other brackets, if they lived further away from the event. Younger respondents were more likely to use a vehicle, however it should also be noted that they

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tended to live further away from the event, with a larger proportion of people in older age brackets living closer to the event venue(s).

- Employment status had little influence on respondent's mode of transport to the event.



**3.3 Origin of Coogee Live Visitors**

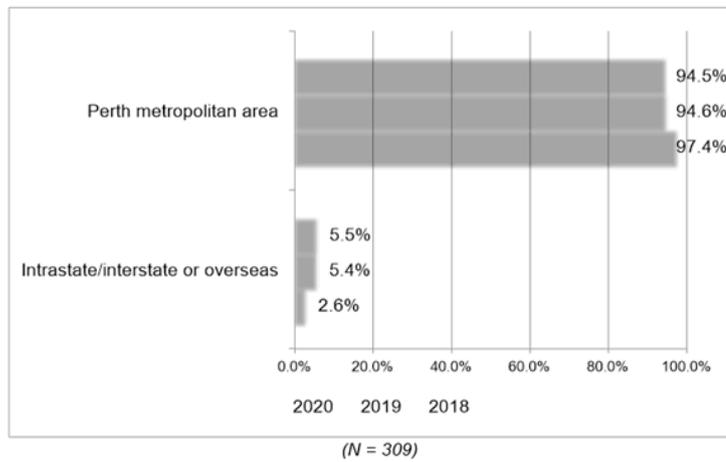
**3.3.1** In question 2, all survey respondents were asked:

**“Do you usually live in the Perth metropolitan area?”**

Graph 3.3.1 shows that 94.5% of respondents lived in the Perth metropolitan area compared to 5.5% who were visiting from intrastate, interstate or overseas.

This represented a static proportion of local visitors (only 0.1% reduction) compared to a corresponding level of intrastate, interstate and overseas visitors.

**Graph 3.3.1 Origin of Visitors**



3.3.2 In **question 3**, survey respondents who lived in the Perth metropolitan area (370 respondents) were asked:

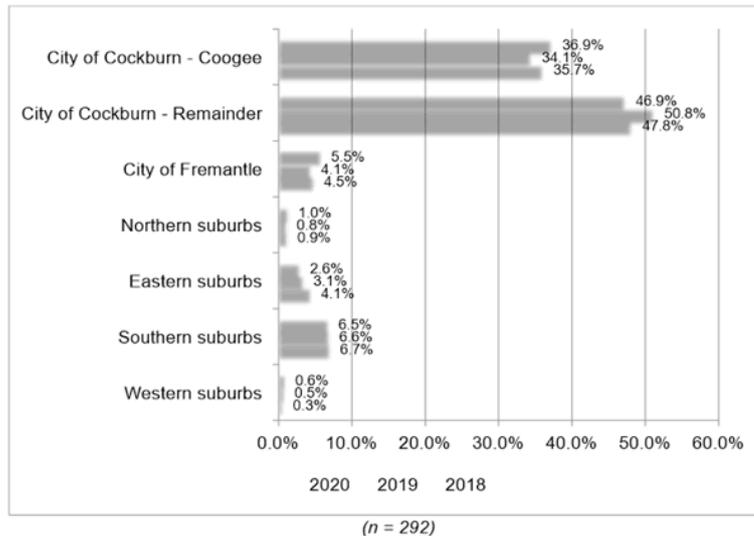
**“What suburb do you live in?”**

Graph 3.3.2 shows that survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 83.8% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (decrease of 1.1% since 2019). 36.9% of these respondents came from Coogee and a further 46.9% came from other suburbs within the City of Cockburn. This represented an increase of respondents from inside the direct area of the event.

Of respondents who did not live within the City of Cockburn, the largest proportion came from suburbs within the southern suburbs (6.6% – a decrease of 0.1% since 2018). This was followed by respondents from the City of Fremantle (5.5% - an increase of 1.4% since 2019), the southern suburbs (6.5% - a decrease of 0.1% since 2019), the eastern suburbs (2.6% - a decrease of 0.5% since 2019), the northern suburbs (1.0% - an increase of 0.2% since 2019) and the western suburbs (0.6% - a 0.1% increase since 2019).

These results indicate that visitors to the event are still coming from the City of Cockburn in large proportions, although still with the largest percentage coming from outside of the direct suburb where the event is located. It is still a local event, but attracting those from outside of the direct area.

**Graph 3.3.2 Locality of Perth Metro Area Visitors**



**3.3.3** In **question 4**, the survey respondents who did not live in the Perth metropolitan area (17) were asked:

**“What city/country do you usually live in?”**

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 17 visitors from outside of the metropolitan area 5 came from regional Western Australia (29.4% of all non-metropolitan visitors or 1.6% of all respondents), 7 came from interstate (41.2% of all non-metropolitan visitors or 2.2% of all respondents) and 5 came from overseas (29.4% of all non-metropolitan visitors or 1.6% of all respondents).

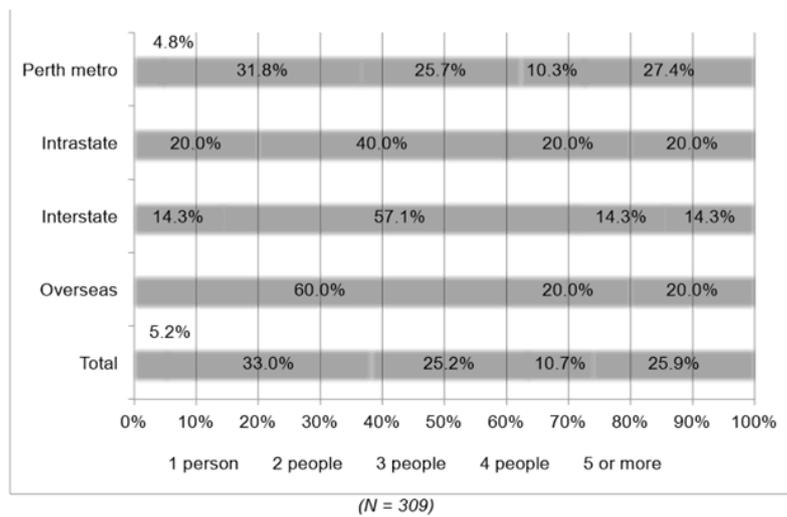
3.3.4 In question 5, all survey respondents were asked:

**“How many people are you here with today?”**

Graph 3.3.4 shows that the largest proportion of respondents came to the event in a group consisting of 2 people (33.0%). This was followed by respondents in groups of 5 or more people (25.9%), 3 people (25.2%), 4 people (10.7%) and singles (5.2%).

These results highlight that, while the largest group consists of couples, over 60% of people attending the event did so in groups of three or greater.

**Graph 3.3.4 Number of People in Group**



Based on the survey results of group structure, 29.3% of all attendees were children attending the event with parents or guardians. This is an increase from 27.4% in the 2019 survey period (an increase of 1.9% in this survey period).



**3.4 Visit to Coogee Live**

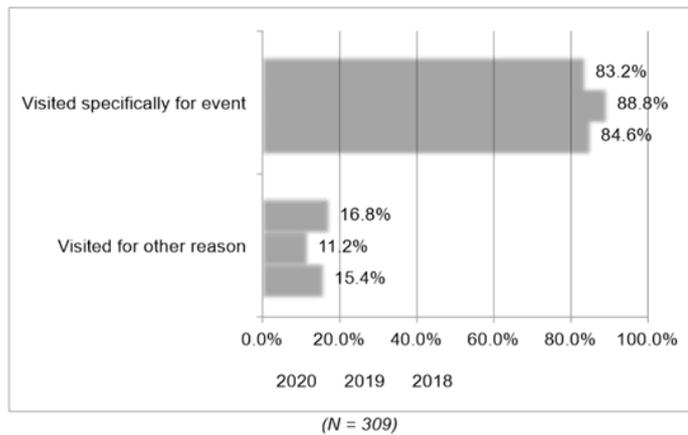
**3.4.1** In question 6a, all survey respondents were asked:

**“Did you come to this area today specifically for Coogee Live?”**

Graph 3.4.1 shows that 83.2% of respondents did visit specifically for the event (a decrease of 5.6% since 2019), compared to 16.8% who did not visit specifically for the event (an increase of 5.6% since 2019).

It would appear that over one in ten respondents discovered the event by being in the area, for another reason, while the event was being conducted.

**Graph 3.4.1 Reason for Visit to Coogee Beach Reserve**



**Demographic Results**

- Respondents visiting Coogee Live, but not specifically for the event, were more likely to live in Coogee (the surrounding area) than other survey respondents.

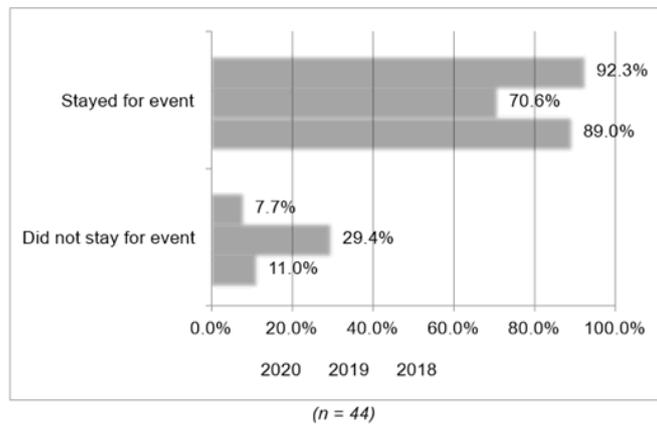
**3.4.2** In **question 6b** survey respondents who did not visit the area (Coogee) specifically for the event (52 respondents) were asked:

**“If no (to question 6a), did / will you stay for Coogee Live?”**

Graph 3.4.2 shows that the vast majority of respondents who did not visit specifically for the event **did choose to stay for some or all of it (92.3% - or 48 respondents)**. Only 7.7% chose not to stay (4 respondents or 1.3% of the entire sample).

The results do represent a significantly larger proportion of respondents who chose to stay in this survey period compared to 2019.

**Graph 3.4.2 Did Respondent Stay for the Event**



**Demographic Results**

- Numbers for those visiting Coogee Beach Reserve, but not specifically for the event, are too small to analyse with any degree of accuracy.



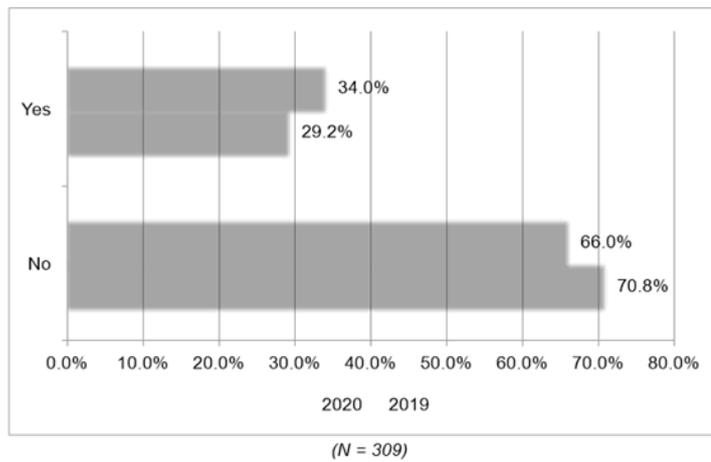
3.4.3 In question 7 all survey respondents were asked:

**“Did you attend Coogee Live in previous years?”**

Graph 3.4.3 shows that, of respondents who did attend in this survey period, 34.0% had attended the event in previous years. 66.0% had not attended the event in previous years.

The results do represent an increased proportion of respondents who had attended the event in 2018 or 2019 compared to last year’s results. An additional 4.8% of respondents had been to the event before compared to the results for 2019.

**Graph 3.4.3 Attendance of Coogee Live in Previous Years**



**Demographic Results**

- Respondents who had previously attended the event were more likely to live in the location of the event than respondents in other areas.

**3.5 Awareness Method for Coogee Live**

**3.5.1** In question 8, all survey respondents were asked:

**“How did you hear about Coogee Live?”**

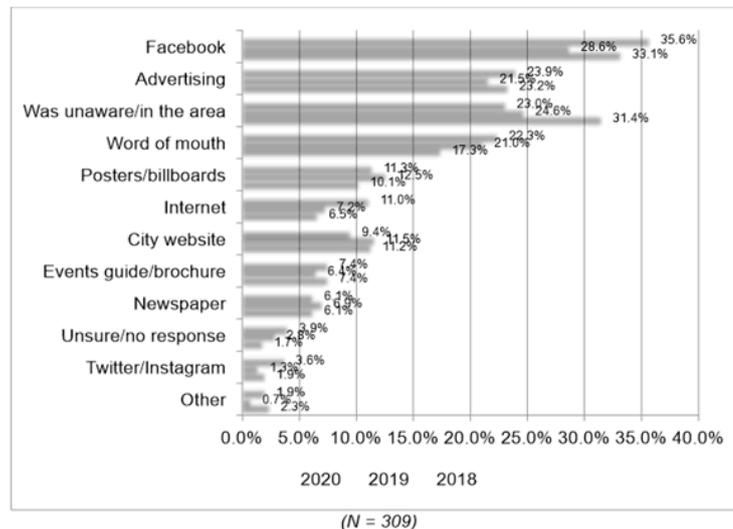
This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. **Respondents provided multiple responses if they had more than one source of awareness, therefore results tally to greater than 100%.** Many of the responses highlighted served as a reminder to attend. Many respondents cited 2 or 3 methods of awareness.

Graph 3.5.1 shows that respondents became aware of Coogee Live by a variety of means. 23.9% of respondents advised that they were unaware of it and had only attended because they were in the area at the time.

35.6% heard about it through Facebook groups, 23.9% became aware through some form of advertising, 22.3% became aware through word of mouth, 11.3% became aware through posters/billboards in the area and 11.0% became aware of it via the internet. 9.4% became aware via the City of Cockburn website, 7.4% became aware through the Cockburn Events Guide, and 6.1% became aware through the local newspaper. 3.6% became aware through Instagram/Twitter.

3.9% of respondents did not supply a response to this question.

**Graph 3.5.1 Method of Festival Awareness**

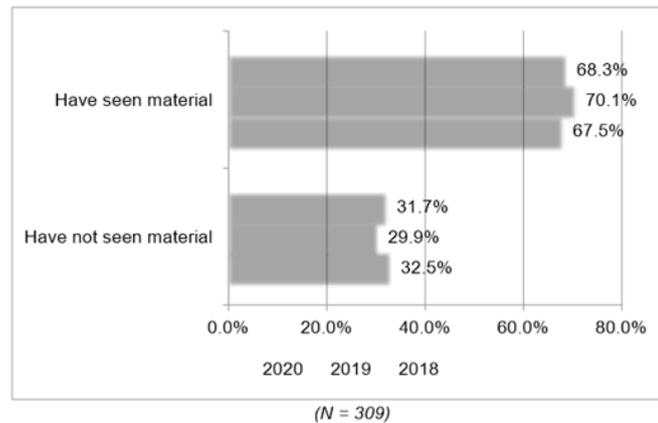


3.5.2 In **question 9**, all survey respondents were asked:

**“Are you aware of any promotional/advertising material for Coogee Live in any recent media?”**

Graph 3.5.2a shows that 68.3% of respondents were aware of promotional/advertising material for the Coogee Live (a 1.8% decrease from 2019). 31.7% advised that they were not aware of any promotional material.

**Graph 3.5.2a Awareness of Promotional/Advertising Material**



Survey respondents who claimed that they were aware of promotional/advertising material (211 respondents) were asked:

**“Please advise which of the following media you saw it in?”**

Graph 3.5.2b, presented overleaf, shows where people **who were aware of promotional material/advertising** claimed to have seen it. Multiple responses were permitted therefore results tally to greater than 100%. It should also be noted that respondents were prompted by the inclusion of response categories, therefore category responses may be higher than those covered in question 8.

29.9% of all respondents aware of promotional material/advertising listed the City of Cockburn Facebook page as a source. This was followed by 28.0% who listed the billboards, 26.5% who listed the Coogee Live Facebook page and a further 18.0% who listed the City of Cockburn website. 13.7% of respondents listed posters as an information source and a further 12.3% listed print advertising in the local newspaper.

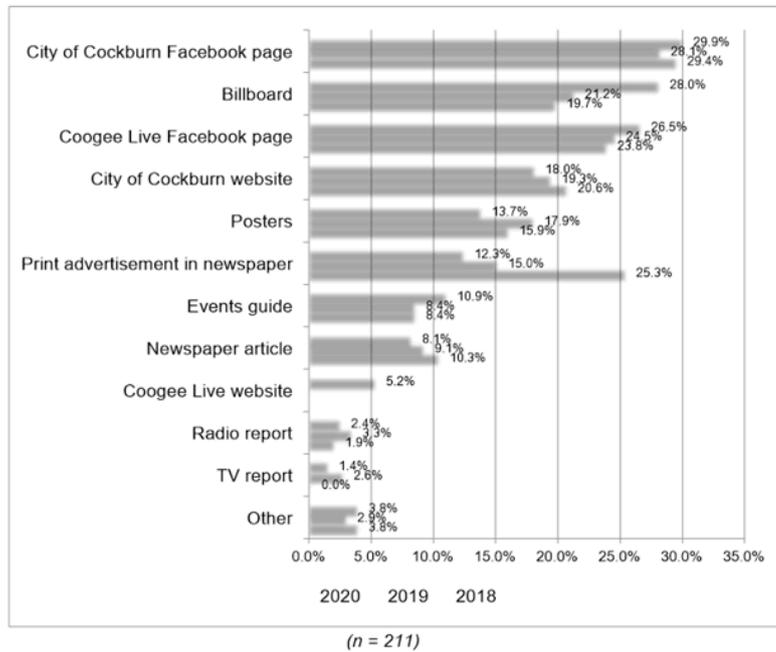
The Events Guide (10.9%) and newspaper articles (8.1%) were also listed as a source of information. Anecdotal results indicate that the Events

Guide is a good source of information at the commencement of the events season, however people often tend to forget or not notice dates at the end of the Summer/events period.

The Coogee Live website (5.2%), radio reports (2.4%) and TV reports (1.4%) were the lowest rated response categories.

3.8% of respondents listed 'other' sources of awareness which could not be classified as promotional material or advertising. These results noted secondary internet page sources (residents' groups), information at local clubs and emails from local groups.

**Graph 3.5.2b Source of Promotional/Advertising Material**



**3.6 Event Sponsorship**

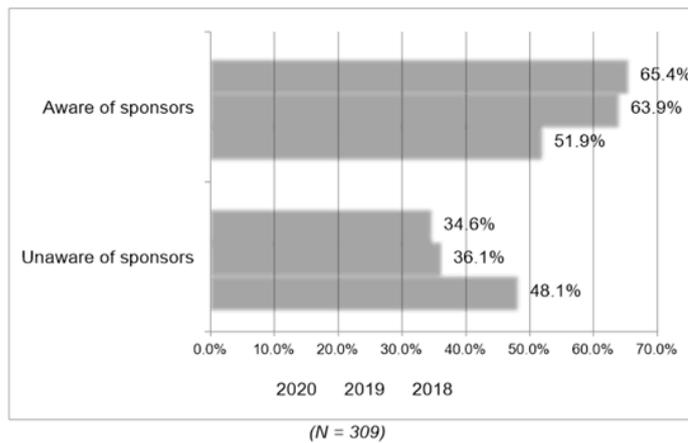
**3.6.1** In **question 10**, all survey respondents were asked:

**“Are you aware who the sponsors of Coogee Live are?”**

Graph 3.6.1a shows that 65.4% of respondents advised that they were aware of who the sponsors of Coogee Live were. This represents an increase in sponsor awareness since 2019 (1.5%).

34.6% of respondents advised that they were unaware.

**Graph 3.6.1a Awareness of Coogee Live Sponsors**



All survey respondents who claimed that they were aware of who the sponsors of Coogee Live were (202 respondents) were asked:

**“Who do you think the sponsors of Coogee Live are?”**

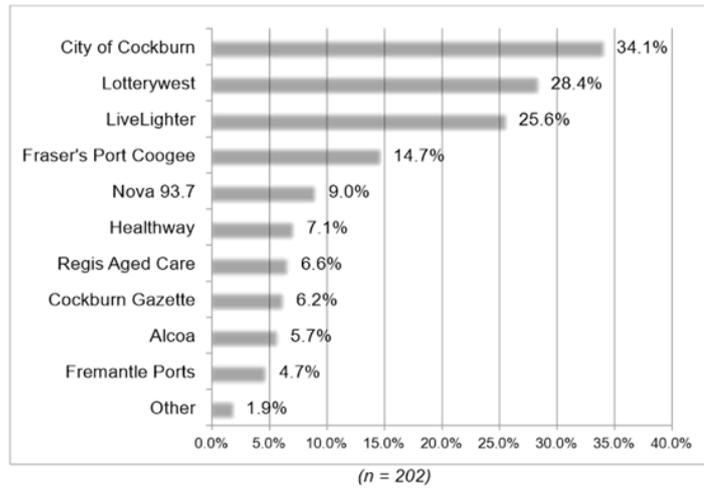
Graph 3.6.1b, presented overleaf, shows where people **who claim to be aware of the sponsors of the event** became aware. Multiple responses were permitted therefore results tally to greater than 100%.

34.1% of all respondents advised that they were aware of the City of Cockburn as a sponsor. This was followed by 28.4% who listed Lotterywest and a further 25.6% who listed LiveLighter. 14.7% of respondents listed Fraser’s Property as a sponsor followed by Nova 93.7 (9.0%) and a further 5.6% who listed Healthway.

Regis Aged Care (6.6%), the Cockburn Gazette (3.6%), Alcoa (5.7%) and Fremantle Ports (4.7%) were also listed.

1.9% of respondents listed 'other' sponsors, although they were not able to identify the specific sponsor.

**Graph 3.6.1b Unprompted Sponsors**



**Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups. No specific group was either aware or unaware of the sponsors.



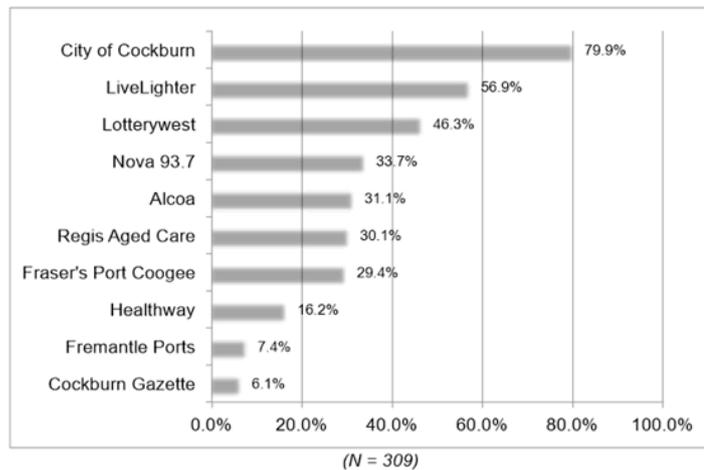
3.6.2 In question 11, all survey respondents were asked:

**“From the listed organisations, were you aware that they were sponsors of Coogee Live?”**

Graph 3.6.2 shows the organisations – once prompted – that respondents believed were sponsors of Coogee Live. Sponsor recognition was markedly higher than a request for unprompted sponsor names.

The graph shows that 79.9% of respondents recognised the City of Cockburn as a sponsor of Coogee Live, followed by LiveLighter (56.9%), Lotterywest (46.3%), Nova 93.7 (33.7%), Alcoa (31.1%), Regis Aged Care (30.1%) and Fraser’s Port Coogee (29.4%). Healthway was recognised by 16.2% of respondents, followed by Fremantle Ports (7.4%) and the Cockburn Gazette (6.1%).

**Graph 3.6.2 Prompted Sponsorship Awareness**



**Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups.

**3.7 Days Attended**

In question 12, all survey respondents were asked:

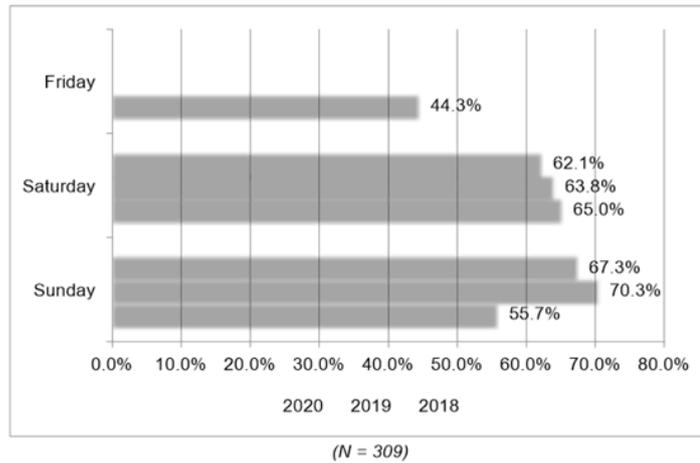
**“Which days of Coogee Live did you attend?”** (multiples accepted)

Graph 3.7.1 shows that the largest proportion of respondents still attended the event on Sunday (67.3%). This was followed by 62.1% of all respondents attending on the Saturday. It should be noted that in 2019 and 2020 the event was held over two days, whereas it was held over three days in 2018.

It should also be noted that there were some showers on the Saturday and none on the Sunday this year.

29.4% of respondents attended the event on both days.

**Graph 3.7.1 Days Attended**



**Demographic Results**

- Respondents who lived in (or nearby) Coogee were more likely to attend the event over more than one day.
- A marginally larger proportion of people in the middle or older age brackets were more likely to attend on more than one day compared to those in younger age ranges.



### 3.8 Favourite Activities/Displays/Events

In **question 13**, all survey respondents were asked:

**“Which displays/activities/events were your favourites?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a response covered more than one response area. In these instances the response has been counted once for each response grouping.

The largest proportion of respondents enjoyed the live music/bands (30.1%), followed by the food/food trucks (24.6%), the stage acts (21.7%), the mermaids (19.7%) and the mud kitchen (18.8%). Respondents also liked the animals/insects (17.2%), the children’s activities (14.6%) and the craft activities (10.0%). 8.7% appreciated the dancing, and a further 7.3% enjoyed the Noongar storytelling. Also appreciated were the displays/health displays (6.1%), the market stalls (5.5%) and Nova 93.7 (4.5%).

9.1% provided no response to the question.

The key responses were:

Response	Percentage Response	Frequency
Live music/bands	30.1%	93
Food/food trucks	24.6%	76
Stage acts	21.7%	67
Mermaids	19.7%	61
Mud kitchen	18.8%	58
Animals/insects	17.2%	53
Children’s activities	14.6%	45
Craft activities	10.0%	31
Dancing	8.7%	27
Noongar storytelling	7.3%	22
Displays/health displays	6.1%	19
Market stalls	5.5%	17
Nova 93.7	4.5%	14
Everything	3.6%	11
Omeo atmosphere	2.9%	9
Cooking	2.6%	8
Treasure hunt	2.6%	8
Pop-up bar	2.3%	7



**3.9 Satisfaction With Food/Bar Offerings**

**3.9.1** In **question 14**, all survey respondents were asked:

**“In each of the following areas, how satisfied were you with the food offerings?”**

Respondents were asked to rate their satisfaction levels with each of the following aspects of the food offerings at the event:

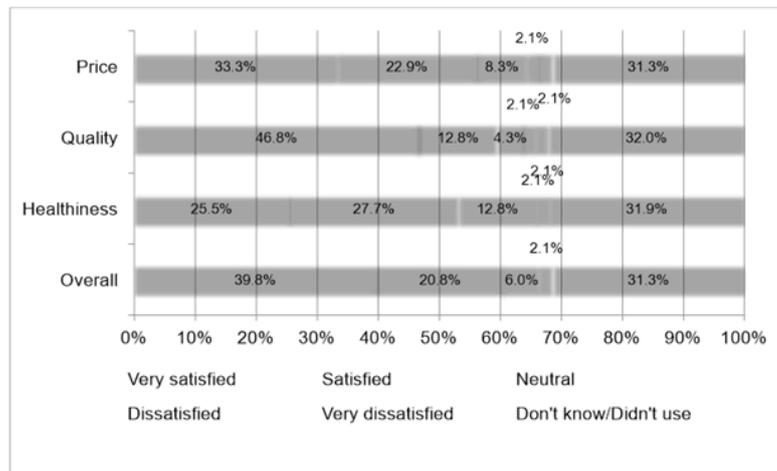
- Price
- Quality
- Healthiness
- Overall

Graph 3.9.1 shows that approximately two out of every three respondents felt that they were able to provide an opinion on the **food offerings**, either because they had sampled them or had considered a purchase during their time at Coogee Live.

Of those that did use the food outlets, **quality** was the individual area that gained the most satisfaction, followed by **price**. **healthiness** was the lowest ranked issue for respondents expressing their satisfaction. **It should be noted that strength of satisfaction across all areas has improved in this survey period.**

Dissatisfaction was low across all areas, however **price** and **quality** equally raised the greatest level of dissatisfaction and **healthiness** the lowest dissatisfaction scores.

**Graph 3.9.1 Food Offering Satisfaction Levels**



(N = 309)

Respondents (21) who indicated they were dissatisfied with the **food offerings** were asked why they felt this way. Responses to this question fell within a limited range of categories that were commented on repeatedly. Some respondents provided more than one response to the question.

The key responses were:

Response	Percentage Response	Frequency
Too expensive / overpriced	33.3%	7
Food is of poor quality	28.6%	6
Lack of healthy food	14.3%	3
Lack of variety	9.5%	2
The same thing every time	4.8%	1
No response	9.5%	2
<b>Total</b>	-	<b>21</b>

Image 3.9.1 Reason for Food Offering Dissatisfaction \*



Powered by QuestionPro

\*(results in this image taken from online responses only)



3.9.2 In question 15, all survey respondents were asked:

**“How satisfied were you with the Pop-Up Bar offerings?”**

Respondents were asked to rate their overall satisfaction levels with the Pop-Up Bar offerings at the event.

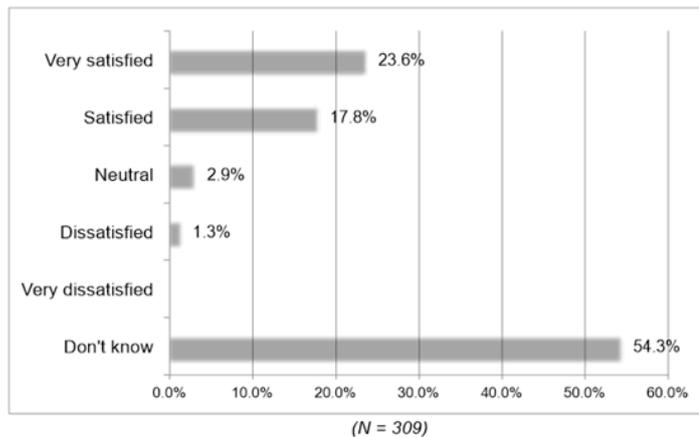
In this survey period graph 3.9.2 shows that just fewer than one out of two respondents felt that they were able to provide an opinion on the Pop-Up Bar offerings, either because they had sampled them or had considered a purchase during their time at Coogee Live.

Of those that did offer an opinion on the Pop-Up Bar offerings (with ‘don’t know’ scores excluded), 90.5% were ‘at least’ satisfied with the offerings (41.4% of all responses). This consisted of 51.6% who were very satisfied and 38.9% who were satisfied.

6.3% of respondents were neutral in their assessment of the Pop-Up Bar offerings (2.9% of all responses).

Dissatisfaction was low at an overall 2.8% (1.3% of all responses), with all of these respondents being dissatisfied.

**Graph 3.9.2 Pop-Up Bar Offering Satisfaction Levels**



Respondents that indicated they were dissatisfied with the Pop-up bar offerings were asked why they felt this way (4 respondents). Responses to this question fell within a limited range of categories that were commented on repeatedly. Some respondents provided more than one response to the question.

The key responses were:

Response	Percentage Response	Frequency
Too expensive / overpriced	75.0%	3
No response	25.0%	1
<b>Total</b>	-	<b>4</b>



3.9.3 In question 16, survey respondents were asked:

**“What types of food/beverages would you like to see at events like this?”**

Table 3.9.3 shows that the largest proportion of respondents (36.2%) did not respond to this question. It is assumed that they did not desire any changes to the food offerings provided or did not use the services in the first place. Correlations between respondents who answered 'don't know' to satisfaction ratings to question 14 (satisfaction with food offerings) were high.

Of those respondents who did provide a response, 38.9% indicated that they felt the food/beverage offerings were fine as they are. This was followed by 12.3% who would like to see more options for children being offered at the event, 8.4% who wanted cheaper/less expensive food and 6.1% who wanted more variety/food trucks. Also desired were vegetarian/vegan options (4.9%), gluten-free options (4.3%), pastries/cakes (4.1%), more varieties of beer (3.6%), more healthy options (2.3%), sushi rolls (1.9%) and more Asian foods (1.9%).

1.6% of respondents each wanted a cocktail bar, wine bar or greater variety in multi-cultural foods.

2.3% of respondents provided 'other' responses that could not be classified in the above areas or should not be considered as appropriate responses.

**Table 3.9.3 Desired Food/Beverage Offerings**

Response	Percentage Response	Frequency
Fine as it is	38.9%	120
More options for children	12.3%	38
Cheaper/less expensive food	8.4%	26
More variety/food trucks	6.1%	19
Vegetarian/vegan options	4.9%	15
Gluten-free options	4.3%	13
Pastries/cakes	4.1%	12
More beer variety	3.6%	10
More healthy options	2.3%	7
Sushi rolls	1.9%	6
More Asian food	1.9%	6
Cocktail bar	1.6%	5
More multi-cultural food	1.6%	5
Wine	1.6%	5
More coffee	1.3%	4
Ice cream	1.3%	4
Tasting platters	1.3%	4
Chips	1.0%	3
International foods	1.0%	3
Finger food	1.0%	3





**3.10 Satisfaction with Coogee Live**

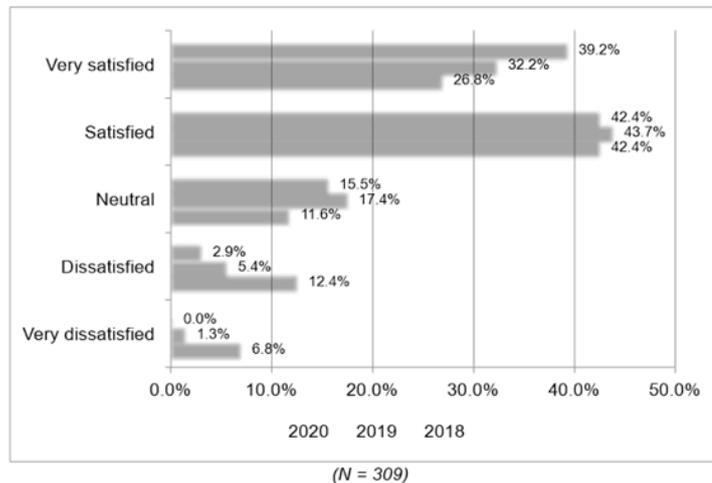
In question 17, survey respondents were asked:

**“How satisfied are you with the experience you had at Coogee Live?”**

Graph 3.10 shows a significant improvement in satisfaction since 2019. In this survey period the majority of respondents (81.6% - an increase of 5.7% since 2018) were 'at least' satisfied with the experience they had. 39.2% of these respondents were very satisfied with the experience with a further 42.4% being satisfied. 15.5% of respondents were neutral in their response.

2.9% of respondents were dissatisfied with the experience and no respondents were very dissatisfied. This represents a reduction in the dissatisfaction level since 2019 of 3.8%.

**Graph 3.10 Coogee Live Satisfaction Levels**



**Demographic Results**

- Overall satisfaction responses were generally spread uniformly across the different residential and demographic groups.

Respondents that indicated they were dissatisfied (9) were asked why they felt this way. Few respondents provided more than one reason for their dissatisfaction. It should be noted that dissatisfaction was considerably lower in this survey period, hence there being fewer responses than in 2019. The responses are shown overleaf.

## Item 8.2 Attachment 2

CCEC 21/05/2020

Response	Percentage Response	Frequency
Needed the activities all in one area	26.9%	3
More shade/shelter needed	26.9%	3
Cheaper food trucks	11.5%	2
No response	11.5%	1
<b>Total</b>	-	<b>9</b>



**3.11 Event Experience**

3.11.1 In question 18, all survey respondents were asked:

**“How would you describe your overall experience?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents described their experience as good/very good/excellent (26.2%), followed by respondents who described it as enjoyable/fun (14.6%). This was followed by 12.6% who described it as family-friendly and a further 10.4% who described it as having great activities/displays.

8.4% described it as having a friendly community atmosphere. Respondents also described it as good for families (6.1%), that it provided great entertainment (5.5%) and was entertaining (4.5%). 3.9% described it as having a good variety of activities followed by being relaxing (3.6%), well organised (1.9%) and providing a good environment/atmosphere (1.6%) and sense of community (1.6%).

8.1% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Good/very good/excellent	26.2%	81
Enjoyable/fun	14.6%	45
Family-friendly	12.6%	39
Great activities/displays	10.4%	32
Friendly community atmosphere	8.4%	26
Good for families	6.1%	19
Great entertainment	5.5%	17
Entertaining	4.5%	14
Good variety of activities	3.9%	12
Relaxing	2.9%	9
Well-organised	1.9%	6
Good environment/atmosphere	1.6%	5
Sense of community	1.6%	5
Good music	1.3%	4



Response	Percentage Response	
Good location	1.3%	4
Brings community together	1.0%	3
Easy to get to	1.0%	3
Good access	0.6%	2
Gets better each year	0.6%	2
Good parking	0.6%	2
Other	3.6%	11
No response	8.1%	25
<b>Total</b>	<b>-</b>	<b>309</b>



3.11.2 In **question 19**, all survey respondents were asked:

**“What three words would you use to describe Coogee Live?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents provided multiple responses – although in many cases, not the three responses asked for. Due to this, results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

As in 2019, the largest proportion of respondents described Coogee Live as fun (29.8%). This was followed by 19.4% who described it as free and 11.3% who linked it to community.

Another key descriptor of the event was live music (9.4%). 7.7% of respondents described it as family-friendly, followed by family-oriented (7.1%), entertaining (7.1%), beach setting (6.5%) and interesting (6.1%).

5.2% of respondents described it as relaxed, followed by involving children (5.2%), enjoyable (6.8%), good (2.9%), interactive (2.9%), friendly (2.9%), variety (2.9%), well organised (2.6%), healthy (2.6%), educational (2.3%) and lively (2.3%).

1.9% of responses described the event as outdoors (3.1%) and 1.6% each as beautiful, good for community, exciting and vibrant.

A large number of other responses were provided, although these resulted in fewer than 5 responses each, with 10.0% of all respondents providing a word only described once.

7.4% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Fun	29.8%	92
Free	19.4%	60
Community	11.3%	35
Live music	9.4%	29
Family-friendly	7.4%	23
Family-oriented	7.1%	22
Entertaining	7.1%	22
Beach	6.5%	20
Interesting	6.1%	19



## Item 8.2 Attachment 2

CCEC 21/05/2020

Response	Percentage Response	Frequency
Relaxed	5.2%	16
Children	5.2%	16
Enjoyable	4.5%	14
Good	2.9%	9
Interactive	2.9%	9
Friendly	2.9%	9
Variety	2.9%	9
Well-organised	2.6%	8
Healthy	2.6%	8
Lively	2.3%	7
Educational	2.3%	7
Outdoors	1.9%	6
Beautiful	1.6%	5
Exciting	1.6%	5
Good for community	1.6%	5
Vibrant	1.6%	5
Informative	1.3%	4
Nice	1.3%	4
Sunset	1.3%	4
Windy	1.3%	4
Convenient	1.3%	4
Innovative	1.3%	4
Amazing	1.0%	3
Intriguing	1.0%	3
Laid-back	1.0%	3
Non-commercial	1.0%	3
Clean	1.0%	3
Chilled	1.0%	3
Popular	1.0%	3
Wet	0.6%	2
Creative	0.6%	2
Pleasant	0.6%	2
Innovative	0.6%	2
Diverse	0.6%	2
Art	0.6%	2
Alternative	0.6%	2
Active	0.6%	2
Impressive	0.6%	2
Other	10.0%	31
No response	7.4%	23
<b>Total</b>	<b>-</b>	<b>309</b>



**3.12 Event Perceptions**

**3.12.1** In question 20, all survey respondents were asked:

**“What did you like about Coogee Live?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents enjoyed it was a community event/community atmosphere (15.5%), followed by respondents who enjoyed that it was free (14.6%) and that they enjoyed the activities’ quality and variety (12.6%). Respondents indicated that they thought it was a great event/good idea for an event (10.4%), that it was a family event (9.7%) and that they like everything about it (8.7%). 6.9% appreciated the attractive/beautiful location (8.1%) followed by the music/live music (7.4%), kids’ activities (7.1%) and is close to the beach (6.5%). Also appreciated were the market stalls (5.5%), the good/easy parking (5.2%), enjoyed the variety of events (4.5%), the setup/layout of the event (4.2%) and the performances (3.9%).

6.1% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Community event/atmosphere	15.5%	48
Free	14.6%	45
Activities - great/variety	12.6%	39
Great event/good idea for an event	10.4%	32
Family event	9.7%	30
Everything	8.7%	27
Location – attractive/beautiful	8.1%	25
Music/Live music	7.4%	23
Kids’ activities	7.1%	22
Close to beach	6.5%	20
Market stalls	5.5%	17
Good/easy parking	5.2%	16
Variety of events	4.5%	14
Setup/layout of the event	4.2%	13
Performances	3.9%	12



## Item 8.2 Attachment 2

CCEC 21/05/2020

Response	Percentage Response	Frequency
Easy access	3.3%	10
Nicely spread out	3.2%	10
Great environment	2.9%	9
Good food	2.6%	8
Clean/tidy	2.6%	8
Fun	2.3%	7
Child-friendly	2.3%	7
Arts/crafts	2.3%	7
Encourages walking	1.9%	6
Busy, but not crowded	1.9%	6
Friendly atmosphere	1.9%	6
Well organised	1.9%	6
Safe	1.9%	6
Shaded areas	1.6%	5
Multi-cultural	1.3%	4
Animals/insects	1.3%	4
Great staff	1.0%	3
Outdoors	1.0%	3
Mermaids	1.0%	3
Pop-up bar	1.0%	3
Educational	0.6%	2
Information booth	0.6%	2
Cooking show	0.6%	2
Improving	0.6%	2
App	0.6%	2
Other	3.6%	11
No response	6.1%	19
<b>Total</b>	<b>-</b>	<b>309</b>





3.12.2 In **question 21**, all survey respondents were asked:

**“What do you think would improve future Coogee Live Festivals?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents provided multiple responses. In this case very few negative responses were provided therefore results tally to 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents thought that the event was fine as it is/nothing was needed to improve it (33.0%). This was followed by the issue of weather, namely that more shaded/shelter areas were needed for rain/sun (12.9%).

11.0% of respondents felt that more live music would improve the event, followed by more/a greater variety of food trucks/stalls (8.7%).

Other key responses included wanting less expensive food at the event (5.8%), followed by 3.6% of respondents who wanted extended event hours – especially for music, holding the event earlier in the season - weather (2.9%), spread the event out less (2.6%) and have more/a greater variety of market stalls (2.6%).

2.3% of respondents wanted improved parking and 1.9% of respondents wanted more events/activities. 1.6% wanted a better beer selection, more advertising/promotion of the event (1.6%), better signage (1.6%), holding the event more frequently (1.3%), easier parking (1.3%) and confining the event to just one site (1.3%).

12.0% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Nothing/fine as it is	33.0%	102
More shaded areas (rain/sun)	12.9%	40
More live music	11.0%	34
More food trucks/variety	8.7%	27
More children’s activities	8.1%	25
Less expensive food	5.8%	18
Extend the hours (music)	3.6%	11
Hold earlier in the season (weather)	2.9%	9
Event is too spread out	2.6%	8



Response	Percentage Response	Frequency
More markets/stalls	2.6%	8
Improved parking	2.3%	7
More events/activities	1.9%	6
Better beer selection	1.6%	5
More advertising/promotion	1.6%	5
Better signage	1.6%	5
Hold event more often	1.3%	4
Confine to one site	1.3%	4
Easier parking	1.3%	4
Hand out maps in all areas – staff should give out maps	1.0%	3
Continuous stage entertainment	1.0%	3
More acts/activities on the beach	1.0%	3
Better water refill signage	0.6%	2
Dairy/gluten free ice cream	0.6%	2
Children's booking system is confusing	0.6%	2
Bouncy castle	0.6%	2
Kid's building stall/event	0.6%	2
Other	3.2%	10
No response/unsure	12.0%	37
<b>Total</b>	-	<b>309</b>





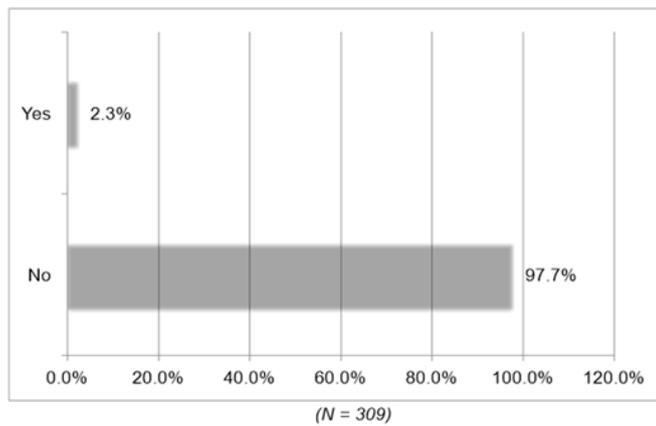
**3.13 Disabled Respondents**

3.13.1 In question 22, all survey respondents were asked:

**“Do you, or any person that you’ve come here with today, have a disability?”**

Graph 3.13.1 shows that 2.3% of respondents (7 respondents) advised that either they or a person they attended the event with had a disability. 97.7% advised that they or other members in their group did not have a disability.

**Graph 3.13.1 Disabled Respondents**



In question 23, all survey respondents who claimed that they had a disability, or came with someone who had a disability (7 respondents), were asked:

**“Did you, or any person that you’ve come here with today, use any of the following facilities/services?”**

The facilities/services described and their level of use were:

- Matting (4 respondents)
- Auslan Interpreter (0 respondents)
- Tactile Tours (0 respondents)
- Audio Tours (0 respondents)
- Did not use (3 respondents)

In **question 24**, all survey respondents who claimed that they had a disability, or came with someone who had a disability (7 respondents), were asked:

**“What other disability services/facilities do you feel would be of benefit?”**

On suggestions was offered by two respondents. These were:

- Additional close parking to event for disabled (2 respondents)



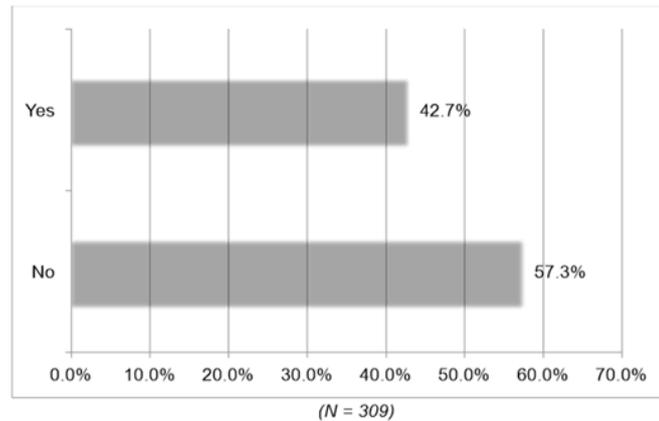
**3.14 Carbon Neutrality**

**3.14.1** In **question 25**, all survey respondents were asked:

**“Are you aware what a carbon neutral event is?”**

Graph 3.14.1 shows that 42.7% of respondents advised that they were aware of what a carbon neutral event was. 57.3% advised that they were not aware.

**Graph 3.14.1 Awareness of Carbon Neutrality**

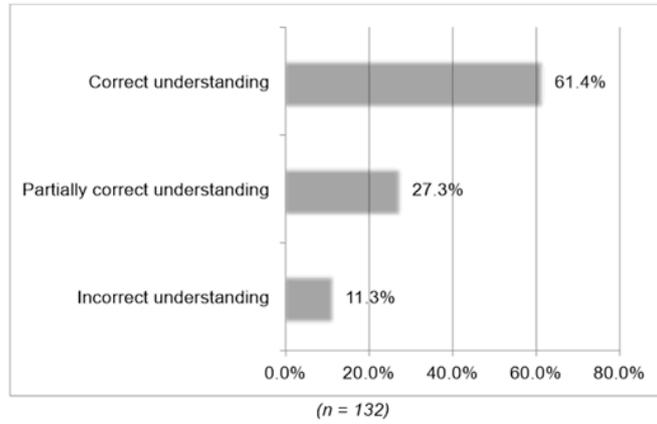


In **question 26**, all survey respondents who claimed that they were aware of what a carbon neutral event was (132 respondents) were asked:

**“What do you think it is?”**

Graph 3.14.2, presented overleaf, shows that 61.4% of respondents who claimed to be aware of carbon neutrality, had a primarily correct understanding of it (26.2% of all respondents). 27.3% demonstrated a partially correct understanding (11.7% of all respondents) and a further 11.3% demonstrated an incorrect understanding (4.8% of all respondents).

**Graph 3.14.2 Understanding of Carbon Neutrality**

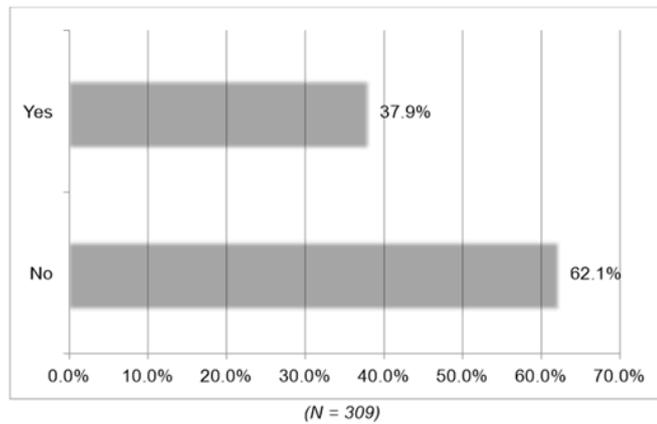


In **question 27**, all survey respondents were asked:

**“Would your experience of the event be enhanced if the event were carbon neutral?”**

Graph 3.14.3 shows that 37.9% of respondents advised that their experience of the event would be enhanced if the event were carbon neutral. 62.1% advised that they did not feel that way.

**Graph 3.14.3 Enhanced Experience**

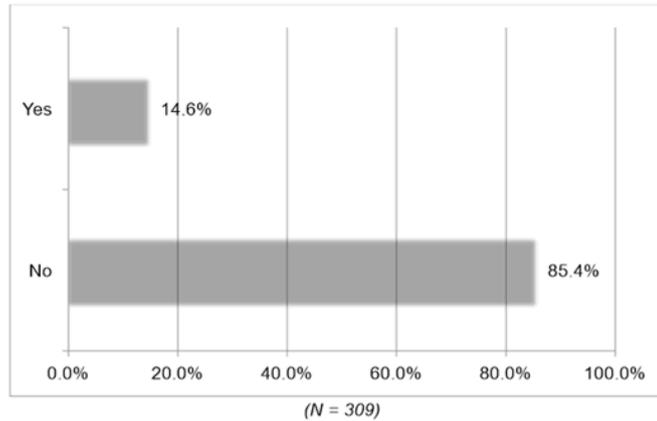


In **question 28**, all survey respondents were asked:

**“Do you own a business?”**

Graph 3.14.4 shows that 14.6% of respondents advised that they owned a business. 85.6% advised that they did not own a business.

**Graph 3.14.4 Business Ownership**



In **question 29**, all survey respondents who owned a business (45 respondents) were asked:

**“Would you be keen to attend a workshop on ‘How to engage your business in becoming carbon neutral?’”**

4 respondents (8.9% of business owners) advised that they would be keen to attend a workshop, but were not prepared to provide their contact details to our interviewers.

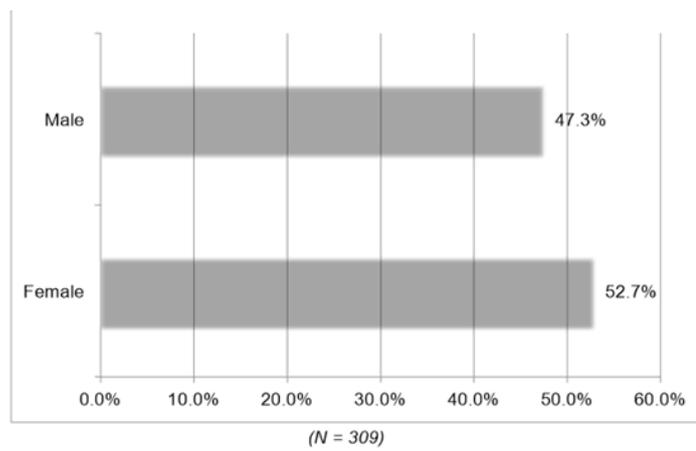
**3.15 Demographics**

**3.15.1** In **question 29**, the interviewers were asked to note the gender of respondents.

Graph 3.15.1 shows that 47.3% of respondents were male compared to 52.7% who were female.

This represents an increase in the proportion of males responding to the survey in this survey period.

**Graph 3.14.1 Gender**



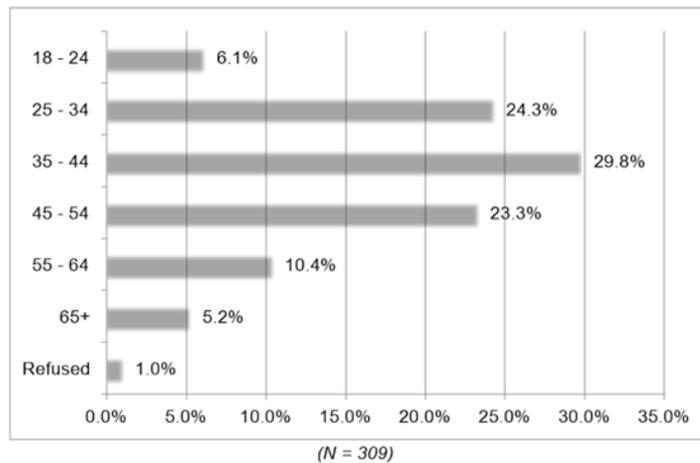
3.15.2 In question 30, all survey respondents were asked:

**“Which of the following age groups best represents your age?”**

Graph 3.15.2 shows age ranges were broadly spread, as would be expected from the general population distribution. 29.8% of respondents were in the 35 – 44 age group, 24.3% were between 25 – 34, 23.3% were between 45 – 54, 10.4% between 55 – 64, 6.1% between 18 – 24 and 5.2% were 65 and over. Only three respondents (0.5%) refused to provide their age.

Then normal distribution of age groupings lends confidence to the results obtained from the survey. The tendency for results to prefer the middle-age ranges lends confidence to the perception that this is primarily a family event.

**Graph 3.15.2**     **Age Group**

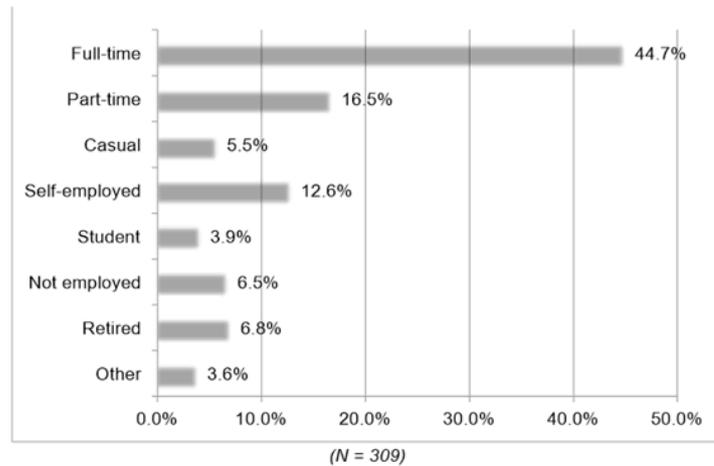


3.15.3 In question 31, all survey respondents were asked:

**“Which of the following best describes your current employment status?”**

Graph 3.15.3 shows that 44.7% of respondents were employed full-time, 16.5% were part-time employees and 5.5% were employed on a casual basis. 12.6% of respondents were self-employed and 3.9% of respondents were students. 6.5% were not employed and 6.8% were retired.

**Graph 3.15.3 Employment Status**



**Appendix**  
**Questionnaire – Intercept/Online Survey**

**perth market research**

**Report on the  
City of Cockburn  
Christmas Collective Survey 2019**



**(January 2020)**

**Prepared by**

perth market research  
103 Solomon St  
FREMANTLE WA 6160  
Phone: (08) 9336 7989  
Email: info@perthmarketresearch.com.au



Report on the City of Cockburn  
Christmas Collective Survey

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## 1.0 METHODOLOGY

On Saturday the 7<sup>th</sup> of December 2019, the City of Cockburn held its annual Christmas Celebration, the Christmas Collective, at Cockburn ARC.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from strategic entrances and exits. Interviewers were situated around the area and asked respondents to participate in a 5 minute survey comprising a series of demographic and attitudinal questions.

As for previous Cockburn events, a two-tiered system of questionnaire completion was conducted in order to maximise responses. This system has been used successfully for event surveys in the past. Potential respondents were initially asked to participate in a verbal survey. If respondents were not able to stop and participate in this manner they were asked for their email address and advised that they would be sent a link to an online survey. Two interviewers were tasked with obtaining email addresses only.

Following the event, an email with the survey link was sent to these potential respondents for online survey completion.

A total of 174 respondents participated in the survey. The responses have provided a sampling error within +/- 7.0% at the 95% confidence level for all overall results (assuming approximately 1,000 visitors to the venue on the day). 40 intercept surveys and 134 online surveys were completed based on the event.

The resultant data was collated using PMR's statistical analysis software and used to form the basis of this report.

Perth Market Research was able to undertake the survey on behalf of the City in accordance with standards suggested by the Office of the Auditor General, Western Australia. The research methodology suggested in this proposal conforms to recommendations made to State Parliament in the "Performance Examination - Listen and Learn - Using customer surveys to report performance in the Western Australian public sector" document dated June 1998 and the follow-up in 2001. Consequently, the results quoted in this report are considered to be satisfactory in terms of survey and reporting accuracy and reliability to meet required standards.

## **2.0 EXECUTIVE SUMMARY**

On Saturday the 7<sup>th</sup> of December 2019, the City of Cockburn held its annual Christmas Celebration, the Christmas Collective, at Cockburn ARC. The City commissioned a survey to independently develop a profile of the visitors and explore a range of issues to determine their perception of and satisfaction with the event.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from entrances and exits.

A total of 174 respondents participated in the survey. The responses have provided a sampling error within +/- 7.0% at the 95% confidence level for all overall results (assuming approximately 1,000 visitors to the event). 40 intercept surveys and 134 online surveys were completed based on the event.

- **Overall Feedback**

Respondents were satisfied with this event, although they did have suggestions for improvement. Responses indicated that the event was well-organised and met community requirements for an event that celebrated the Christmas/holiday period.

- **Method of Transport**

Survey respondents continue to use their car as their primary mode of transport (89.1% - a 2% increase from 2018). This was followed by respondents who rode a bicycle (1.7%) for transport and 1.7% who walked, each of which represented similar figures to 2018. 8.8% of respondents cited 'other' methods of transport. These primarily consisted of respondents who used public transport (train or bus) with or without walking.

- **Nationality of Visitors**

98.3% of respondents lived in the Perth metropolitan area compared to 1.7% who were visiting from intrastate, interstate or overseas.

- **Locality of Metropolitan Area Visitors**

Survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 94.1% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (a reduction of 1.1% since 2018). 72.5% of these respondents came from Success and its immediate surrounds and a further 21.6% came from other suburbs within the City of Cockburn. This represented a marginal increase in the proportion of Cockburn respondents coming from outside the immediate locality of the Christmas event.

Of respondents who did not live within the City of Cockburn, the largest



proportion came from the City of Fremantle (2.3%) and the southern suburbs (1.8%). This was followed by respondents from the eastern suburbs (1.2%) and the Western suburbs (0.6%).

- **Non-metropolitan Area Visitors**

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 3 visitors from out of the metropolitan area 2 came from regional Western Australia (67% of all non-metropolitan visitors) and 1 came from interstate (33% of all non-metropolitan visitors).

- **Number of People in Group**

The largest proportion of respondents came to the event in groups consisting of 4 people (45.4%), followed by respondents in groups of 3 people (27.0%), 5 people (19.0%), 2 people (7.5%) and singles (1.16%).

These results highlight that the event is essentially family or community based, with over 90% of groups consisting of more than 2 people. The results for 2019 also represent a small increase in the proportion of groups attending the event – with a small increase in proportions for groups consisting of 4 people and above.

- **Reason for Visit to Cockburn ARC**

76.4% of respondents did visit specifically for at least one event in this survey period (an increase of 6.8% compared to 69.6% in 2018).

The Aquatic Slide n'Splash was the most popular event (53.4%), followed by the Fremantle Footy Festival (50.6%), Carols on the Green (44.8%) and Training at the ARC (20.7%).

The majority of respondents who did not visit specifically for the event did choose to stay/attend at least one event (75.6%). 24.4% chose not to stay.

- **Event Awareness Methods**

Respondents were made aware of the Christmas Collective by a variety of means. 24.7% of respondents advised that they heard about it through word of mouth. A significantly increased 22.4% became aware via Facebook (12.9% in 2018), and 21.3% became aware because they were passing by / it was on when they came to Cockburn ARC. 20.7% became aware through the events guide/brochure and 16.1% because they attended at Cockburn ARC the previous year. 13.2% became aware via the City website, 11.5% via the internet and 10.9% saw it in their local newspaper.

- **Promotional Material/Advertising Awareness**

62.1% of respondents are aware of promotional/advertising material for the Christmas Collective (an increase of 6.0% from 2018). 37.9% advised that they were not aware of any promotional material in this survey period.

The largest proportion of respondents for 2019 were aware of the event's promotion on the City's Facebook page (36.1%). This was followed by 28.7% of all respondents aware of promotional material/advertising listed in the Events Guide (delivered to their letterbox) as a source. Also noted were 15.7% who listed the City's website, 13.9% that listed the Cockburn ARC Facebook page, 13.0% who listed billboards and a further 12.0% who listed Newspaper print articles as a source. 10.2% each listed the Cockburn ARC website and the Fremantle Football Club website. 8.3% each of respondents listed newspaper print ads and the Fremantle Football Club Facebook page.

- **Event Organiser Awareness - Unprompted**

67.2% of respondents (**unprompted**) advised that they were aware of who the organisers of the Christmas Collective were. 32.8% advised that they were unaware.

71.8% of survey respondents, who claimed to be aware of the organisers, advised that they were aware of the City of Cockburn as an organiser. This was followed by 60.7% who listed the Fremantle Football Club (Dockers) and a further 52.1% who listed Cockburn ARC. 3.4% of respondents listed 'other' organisers, citing broader organisations such as government as the organiser.

- **Event Organiser/Partnership Awareness - Prompted**

72.4% of respondents (**prompted**) recognised the City of Cockburn as an organiser of the Christmas Collective, followed by Cockburn ARC (68.3%) and the Fremantle Football Club (Dockers) (64.9%).

52.9% of respondents were unaware that Cockburn ARC / the Christmas Collective is a partnership between the City of Cockburn and the Fremantle Football Club. This figure does reflect a 5.9% increase of awareness in this survey period compared to 2018 results. 31.0% of respondents were aware (an increase from 25.1% in 2018). A further 16.1% of respondents were unsure whether or not they did know (a reduction of 2.6% from 2018).

- **Organisation Membership**

21.3% of respondents advised that they were members of Cockburn ARC. 17.8% of respondents advised that they were members of the Fremantle Football Club.

- **Favourite Events**

When asked about their favourite events, the largest proportion of respondents cited that their favourite was the Slide n'Splash. 36.8% of respondents cited this followed by the football activities (33.9%) and entertainment (29.9%). Also a favourite was the music (23.6%) followed by the Christmas Carols (20.7%), the market stalls (10.3%), the food (8.6%) and individual/specific activities. 4.0% provided other responses, which



could not easily be classified. This included responses where respondents advised that they liked all events.

- **Food and Entertainment Satisfaction**

Approximately one third of respondents were not able to provide an opinion on their satisfaction with the food offerings, presumably because they did not use or attempt to use any of the outlets.

Of those that did use the food outlets, quality remains the area that gained the most satisfaction, followed by healthiness and then price as the lowest ranked issue. Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction, citing a growing concern with value for money.

- **Satisfaction with Experience**

The majority of respondents (92.5%) were 'at least' satisfied with the experience they had. This represented a 1.9% increase in satisfaction since 2018 as well as an increase in the strength of satisfaction score. 27.6% of these respondents were very satisfied with the experience and a further 64.9% were satisfied. Only 6.9% of respondents provided a neutral score, and a further 0.6% were dissatisfied.

- **Event Preferences**

Respondents were asked about their time preference for future Christmas events in Cockburn. Saturday – daytime was easily the most preferred option of all presented (66.1%). This was followed by Saturday – evening/night (19.5%) and Sunday – daytime (10.4%). Few respondents chose Friday – evening/night as an option (4.0%). No respondents chose Sunday – evening/night as an option.

The majority of respondents prefer Christmas events that involved both Carols and activities (68.4%). 23.6% preferred events that included only activities and a further 8.0% preferred events that involved Carols only.

- **Positive Event Characteristics**

Respondents were asked what they liked about the Christmas Collective. The key responses were:

➤ <u>Community event/local event</u>	(24.1%)
➤ <u>Slide n'Splash</u>	(20.7%)
➤ <u>Football activities/Dockers</u>	(20.1%)
➤ <u>Music/entertainment</u>	(17.2%)
➤ <u>Free event</u>	(14.4%)
➤ <u>Christmas Carols</u>	(10.9%)
➤ <u>Activities</u>	(9.8%)
➤ <u>Holiday/Christmas event</u>	(9.2%)
➤ <u>Family event</u>	(8.6%)
➤ <u>Fun</u>	(7.5%)

## Item 8.2 Attachment 3

CCEC 21/05/2020

- **Areas for Improvement**

Respondents were asked what they thought would improve the Cockburn Christmas event. The key responses were:

➤ Nothing/fine as it is	(47.7%)
➤ More booths/stalls	(16.1%)
➤ More kid's activities	(14.9%)
➤ More shade	(8.6%)
➤ More activities	(7.5%)
➤ Cheaper food	(6.3%)
➤ More people at event/busier	(5.7%)
➤ More advertising/promotion	(5.2%)
➤ More activities for under 5's	(4.6%)
➤ Healthier food	(4.0%)

- **Disabled Respondents**

2.3% of respondents (4 respondents) advised that either they or a person they attended the event with had a disability. 97.7% advised that they or other members in their group did not have a disability.

All 4 respondents advised that they used the access path and areas provided. None of the respondents had used the other services on offer.

- **Demographics**

- 45.9% of respondents were male compared to 54.1% who were female.
- Age ranges were broadly spread, as would be expected from the general population distribution. 24.1% of respondents were in the 35 – 44 age group, 23.6% were between 25 – 34, 21.3% were between 45 – 54, 12.6% between 55 – 64, 8.6% between 18 – 24 and 8.6% were 65 and over. Only two respondents (1.1%) refused to provide their age.
- 39.7% of respondents were employed full-time, 17.2% were part-time employees and 8.6% were employed on a casual basis. 9.8% of respondents were self-employed, 7.5% were retired and 4.0% of respondents were students. 6.9% were not employed.



**3.0 RESULTS OF THE INTERCEPT/ONLINE SURVEY**

This section summarises the results of the Intercept /online survey of people who actually attended the Christmas Collective. The results are presented in broad category headings representing the general topic areas included in the questionnaire.

Questions for the face-to-face survey are shown in the report text. Minor differences exist between these and the online questions, but are limited to referring to their experience of the event in a past tense rather than as 'today'.

**3.1 Transport Method**

In **question 1**, all survey respondents were asked:

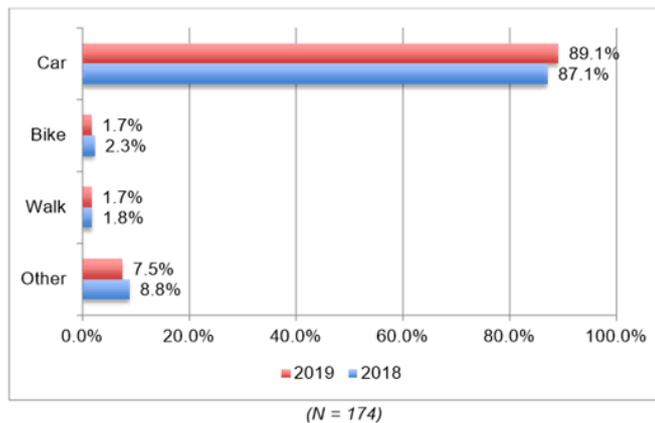
**“How did you get to the Cockburn Christmas Collective?”**

Graph 3.1 shows that respondents continue to use their car as their primary mode of transport (89.1% - a 2% increase from 2018). This was followed by respondents who rode a bicycle (1.7%) for transport and 1.7% who walked, each of which represented similar figures to 2018.

8.8% of respondents cited 'other' methods of transport. These primarily consisted of respondents who used public transport (train or bus) with or without walking.

It is noted that the venue (Cockburn ARC) is some distance from residences, so it is not unexpected that the primary mode of transport was the car.

**Graph 3.1 Method of Transport**



#### Demographic Results

- A larger proportion of respondents living in Success walked or cycled to the event compared to respondents from other areas. Respondents living in further suburbs were significantly more likely to use the car.
- Younger respondents were more likely to use public transport to attend the event than other respondents.
- Respondents who were students, or that were in part-time or casual employment were more likely to use public transport to attend the event than other respondents.



**3.2 Origin of Event Visitors**

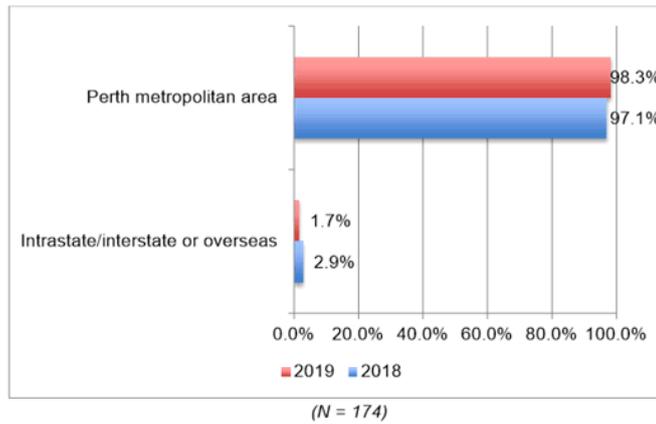
3.2.1 In **question 2**, all survey respondents were asked:

**“Do you usually live in the Perth metropolitan area?”**

Graph 3.2.1 shows that 98.3% of respondents lived in the Perth metropolitan area compared to 1.7% who were visiting from intrastate, interstate or overseas. These results represent a small increase in the proportion of local respondents for 2019 compared to those in 2018.

Information obtained during interviews showed that respondents from intrastate, interstate or overseas advised that they were visiting/with family from the area.

**Graph 3.2.1 Origin of Visitors**



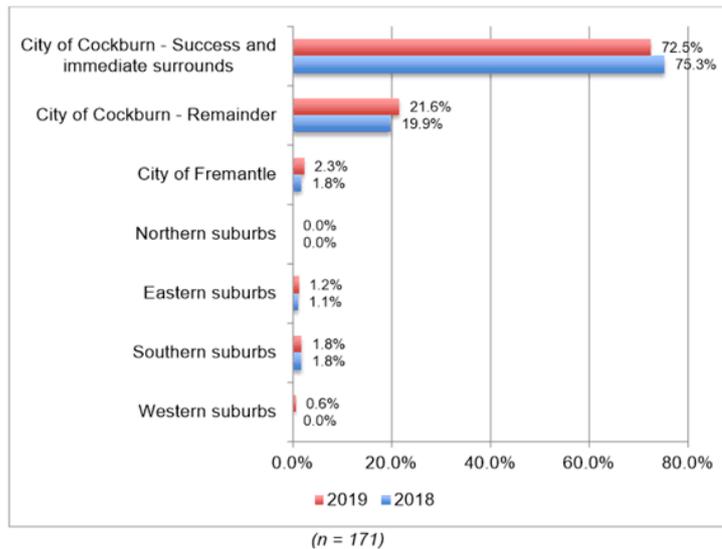
3.2.2 In **question 3** survey respondents who lived in the Perth metropolitan area (166 respondents) were asked:

**“What suburb do you live in?”**

Graph 3.2.2 shows that survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 94.1% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (a reduction of 1.1% since 2018). 72.5% of these respondents came from Success and its immediate surrounds and a further 21.6% came from other suburbs within the City of Cockburn. This represented a marginal increase in the proportion of Cockburn respondents coming from outside the immediate locality of the Christmas event.

Of respondents who did not live within the City of Cockburn, the largest proportion came from the City of Fremantle (2.3%) and the southern suburbs (1.8%). This was followed by respondents from the eastern suburbs (1.2%) and the Western suburbs (0.6%).

**Graph 3.2.2** Locality of Perth Metro Area Visitors



**3.2.3** In **question 4**, the survey respondents who did not live in the Perth metropolitan area (3 respondents) were asked:

**“What city/country do you usually live in?”**

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 3 visitors from out of the metropolitan area 2 came from regional Western Australia (67% of all non-metropolitan visitors) and 1 came from interstate (33% of all non-metropolitan visitors).

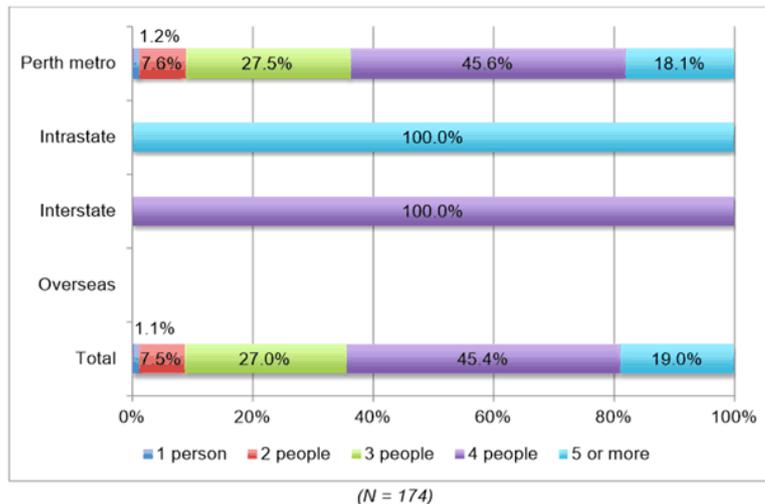
3.2.4 In **question 5**, all survey respondents were asked:

**“How many people are you here with today?”**

Graph 3.2.4 shows that the largest proportion of respondents came to the event in a group consisting of **4 people** (45.4%). This was followed by respondents in groups of **3 people** (27.0%), **5 people** (19.0%), **2 people** (7.5%) and **singles** (1.16%).

These results highlight that the event is essentially family or community based, with over 90% of groups consisting of more than 2 people. The results for 2019 also represent a small increase in the proportion of groups attending the event – with a small increase in proportions for groups consisting of 4 people and above.

**Graph 3.2.4**      **Number of People in Group**



**3.3 Visit to Cockburn ARC**

3.3.1 In question 6a, all survey respondents were asked:

**“What events have you specifically come to today?”**

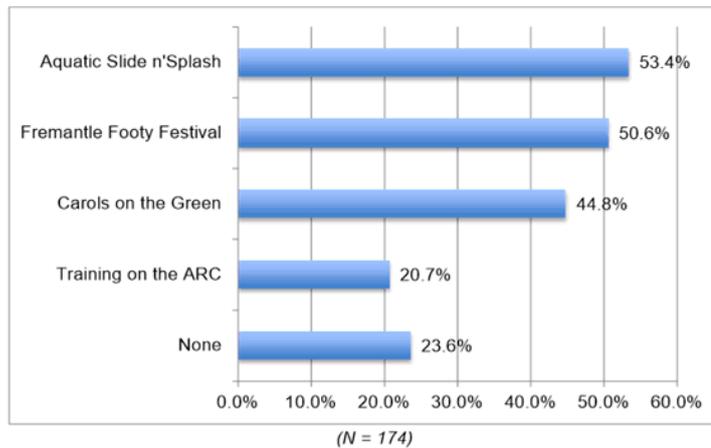
Respondents were given the option of listing as many of the following that applied to them:

- Aquatic Slide n’Splash
- Fremantle Footy Festival
- Carols on the Green
- Training at the ARC
- None

It should be noted that this is the first survey period in which individual events were listed, therefore there are no direct comparative figures from 2018, although graph 3.3.1 does show that 76.4% of respondents did visit specifically for at least one event in this survey period (an increase of 6.8% compared to 69.6% in 2018).

The Aquatic Slide n’Splash was the most popular event (53.4%), followed by the Fremantle Footy Festival (50.6%), Carols on the Green (44.8%) and Training at the ARC (20.7%)

**Graph 3.3.1 Reason for Visit to Cockburn ARC**



**Demographic Results**

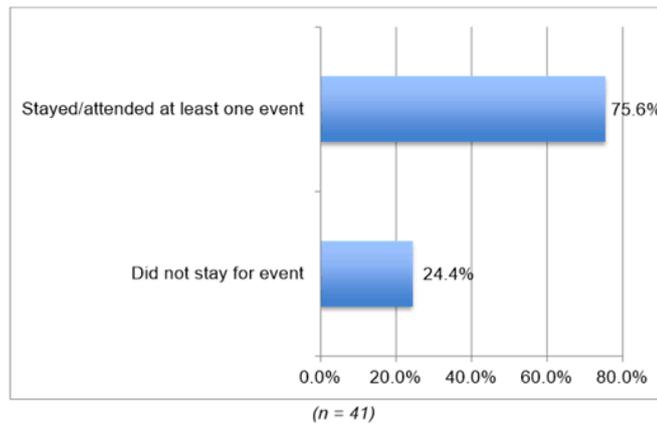
- Demographic responses were fairly evenly spread across all activities, with the exception that older respondents outside of family groups were more likely to attend only for Carols on the Green.

**3.3.2** In **question 6b** survey respondents who did not visit Cockburn ARC specifically for the event (41 respondents) were asked:

**“If none (to question 6a), did / will you stay for / attend the Christmas event?”**

Graph 3.3.2 shows that the majority of respondents who did not visit specifically for the event did choose to stay/attend at least one event (75.6%). 24.4% chose not to stay (10 respondents).

**Graph 3.3.2** Did Respondent Stay for the Event



**Demographic Results**

- Numbers for those visiting Cockburn ARC, but not specifically for the event, are too small to analyse with any degree of reliability.



**3.4 Awareness Method for the Christmas Collective**

3.4.1 In question 7, all survey respondents were asked:

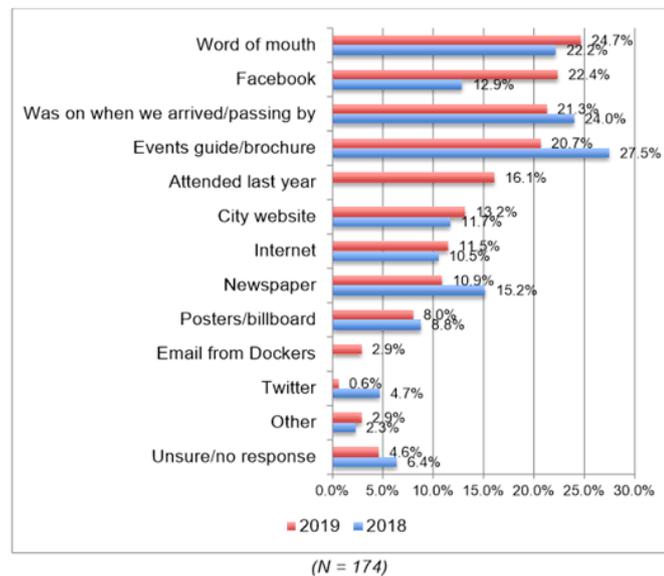
**“How did you hear about the event?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response, indicating that the most important responses are listed rather than a complete list. **Respondents provided multiple responses if they had more than one source of awareness, therefore results tally to greater than 100%.** Many of the responses highlighted served as a reminder to attend. Many respondents cited 2 or 3 methods of awareness.

Graph 3.4.1 shows that respondents were made aware of the Christmas Collective by a variety of means. 24.7% of respondents advised that they heard about it through word of mouth.

A significantly increased 22.4% became aware via Facebook (12.9% in 2018), and 21.3% became aware because they were passing by / it was on when they came to Cockburn ARC. 20.7% became aware through the events guide/brochure and 16.1% because they attended at Cockburn ARC the previous year. 13.2% became aware via the City website, 11.5% via the internet and 10.9% saw it in their local newspaper.

**Graph 3.4.1 Method of Christmas Collective Awareness**

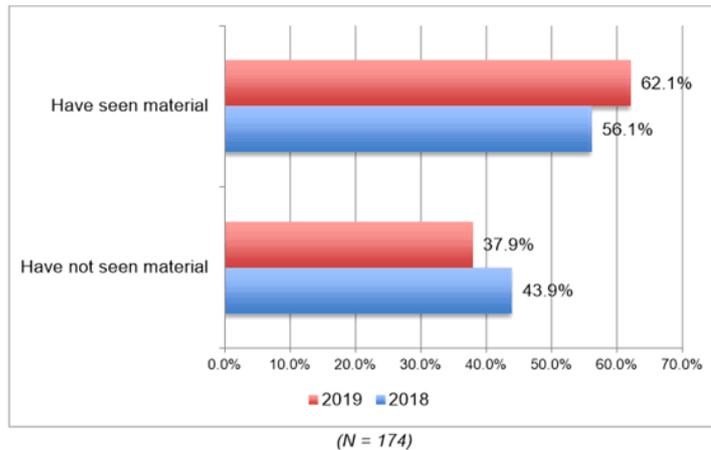


3.4.2 In question 8, all survey respondents were asked:

**“Are you aware of any promotional/advertising material for the Christmas Collective in any media recently?”**

Graph 3.4.2a shows that 62.1% of respondents are aware of promotional/advertising material for the Christmas Collective (an increase of 6.0% from 2018). 37.9% advised that they were not aware of any promotional material in this survey period.

**Graph 3.4.2a Awareness of Promotional/Advertising Material**



Survey respondents who claimed that they were aware of promotional/advertising material (108 respondents) were asked:

**“Please advise which of the following media you saw/heard it in?”**

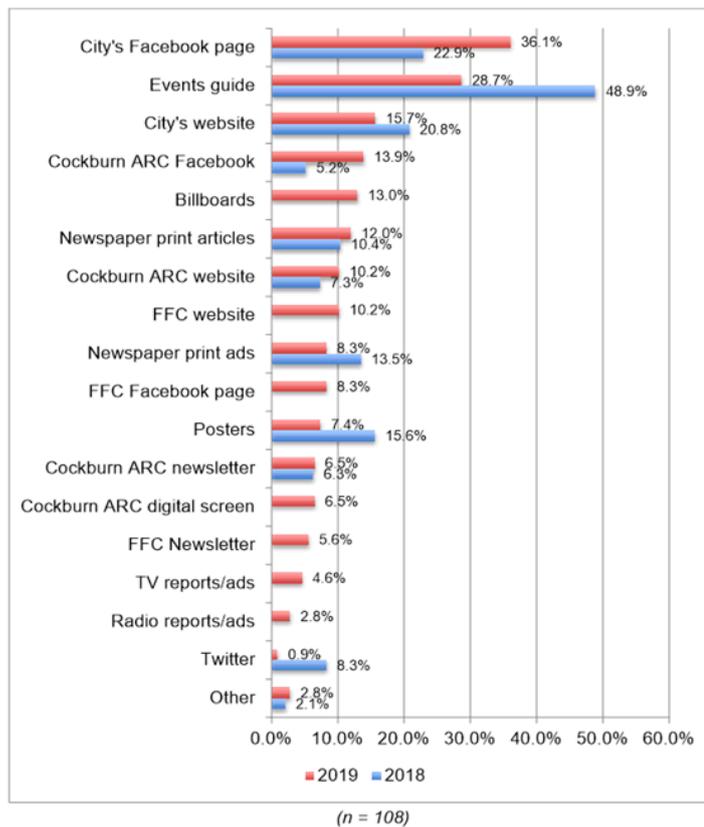
Graph 3.4.2b, presented overleaf, shows where people **who were aware of promotional material/advertising** claimed to have seen it. Multiple responses were permitted therefore results tally to greater than 100%. It should also be noted that some categories have been included in this survey period which people could only previously choose by nominating them within the ‘other’ category.

The largest proportion of respondents for 2019 were aware of the event’s promotion on the City’s Facebook page (36.1%). This was followed by 28.7% of all respondents aware of promotional material/advertising listed in the Events Guide (delivered to their letterbox) as a source. Also noted were 15.7% who listed the City’s website, 13.9% that listed the Cockburn ARC Facebook page, 13.0% who listed billboards and a further 12.0% who listed Newspaper print articles as a source. 10.2% each listed the Cockburn ARC website and the Fremantle Football Club website.



8.3% each of respondents listed newspaper print ads and the Fremantle Football Club Facebook page.

**Graph 3.4.2b Source of Promotional/Advertising Material**



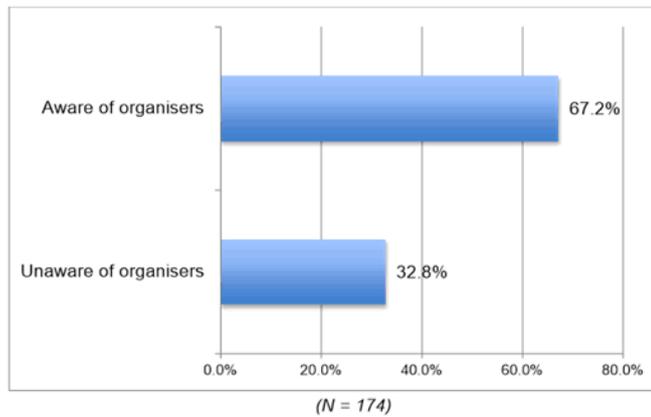
3.4.3 In question 9, all survey respondents were asked:

**“Are you aware who the organisers of the Christmas Collective are?”**

Graph 3.4.3a shows that 67.2% of respondents advised that they were aware of who the organisers of the Christmas Collective were. 32.8% advised that they were unaware.

Results for this survey period cannot be compared to those from 2018 as the 2018 question related to awareness of sponsors.

**Graph 3.4.3a Awareness of the Christmas Collective Organisers**



All survey respondents who claimed that they were aware of who the organisers of the Christmas Collective were (117 respondents), were asked:

**“Who are they?”**

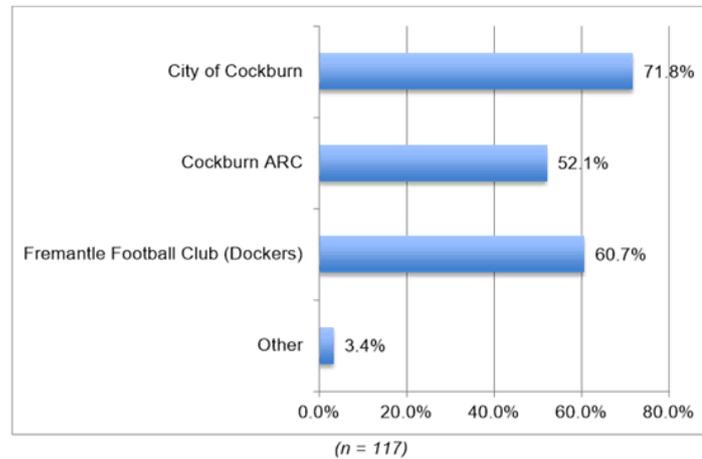
Graph 3.4.3b, presented overleaf, shows the level of organiser awareness of people **who claim to be aware of the organisers of the event**. Multiple responses were permitted therefore results tally to greater than 100%.

71.8% of survey respondents, who claimed to be aware of the organisers, advised that they were aware of the City of Cockburn as an organiser. This was followed by 60.7% who listed the Fremantle Football Club (Dockers) and a further 52.1% who listed Cockburn ARC.

3.4% of respondents listed ‘other’ organisers, citing broader organisations such as government as the organiser.



**Graph 3.4.3b Unprompted Organiser Awareness**



**Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups. No specific group was either aware or unaware of the sponsors.

3.4.4 In question 10, all survey respondents were asked:

**“The organisers of the Christmas Collective are listed below. Please indicate for each whether you were aware that they were organisers of the event?”**

Graph 3.4.4 shows the organisations – once prompted – that respondents believed were organisers of the Christmas Collective. Organiser recognition was higher (as a proportion of all respondents) than for unprompted organiser names. Multiple responses were permitted, therefore results will tally to greater than 100%.

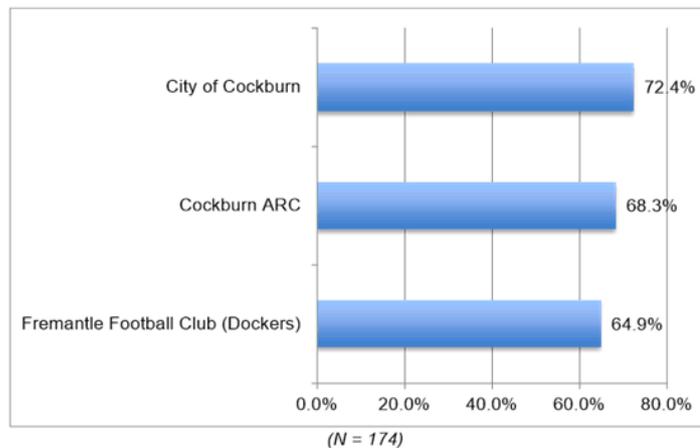
The listed organisers were:

- City of Cockburn
- Fremantle Football Club
- Cockburn ARC

The graph shows that 72.4% of respondents recognised the City of Cockburn as a sponsor of the Christmas Collective, followed by Cockburn ARC (68.3%) and the Fremantle Football Club (Dockers) (64.9%).

Results for this survey period cannot be compared to those from 2018 as the 2018 question related to awareness of sponsors.

**Graph 3.4.4 Prompted Organiser Awareness**



**Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups.



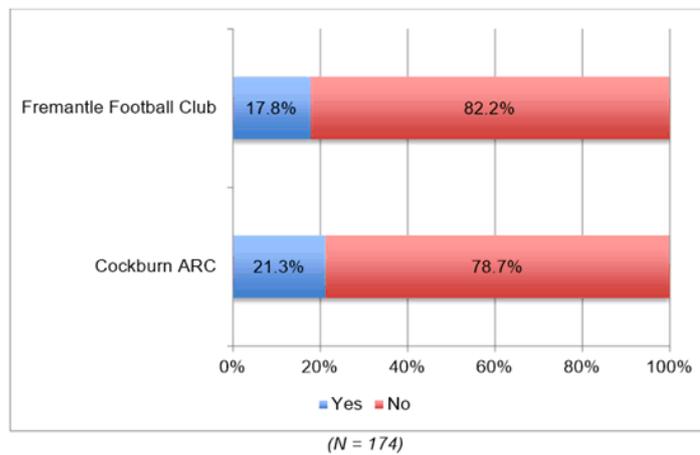
3.4.5 In question 11, all survey respondents were asked:

**“Are you a member of ... the Fremantle Football Club and/or Cockburn ARC?”**

Graph 3.4.5 shows that 21.3% of respondents advised that they were members of Cockburn ARC. 17.8% of respondents advised that they were members of the Fremantle Football Club.

This question was not asked in 2018, therefore results for this survey period cannot be compared.

**Graph 3.4.5 Membership**



**Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups.

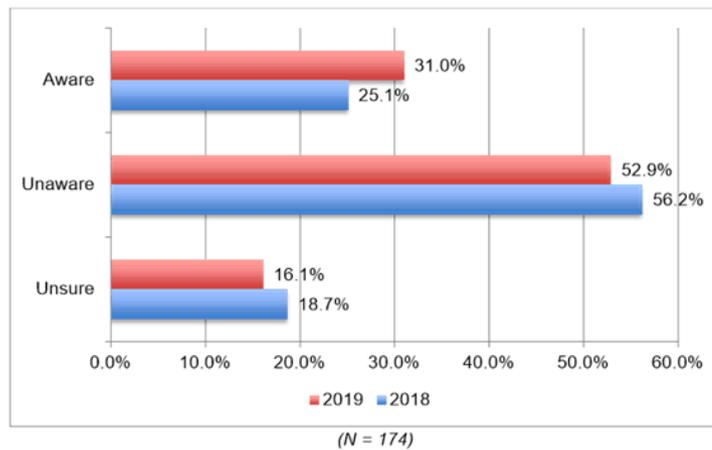
3.4.6 In question 12, all survey respondents were asked:

**“Were you aware that Cockburn ARC / the Christmas Collective is a partnership between the City of Cockburn and the Fremantle Football Club?”**

Graph 3.4.6 shows that 52.9% of respondents were unaware that Cockburn ARC / the Christmas Collective is a partnership between the City of Cockburn and the Fremantle Football Club. This figure does reflect a 5.9% increase of awareness in this survey period compared to 2018 results.

31.0% of respondents were aware (an increase from 25.1% in 2018). A further 16.1% of respondents were unsure whether or not they did know (a reduction of 2.6% from 2018).

**Graph 3.4.6 Partnership Awareness**



**Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups.



3.4.7 In **question 13**, all survey respondents were asked:

**“Which displays/activities/events were your favourites?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

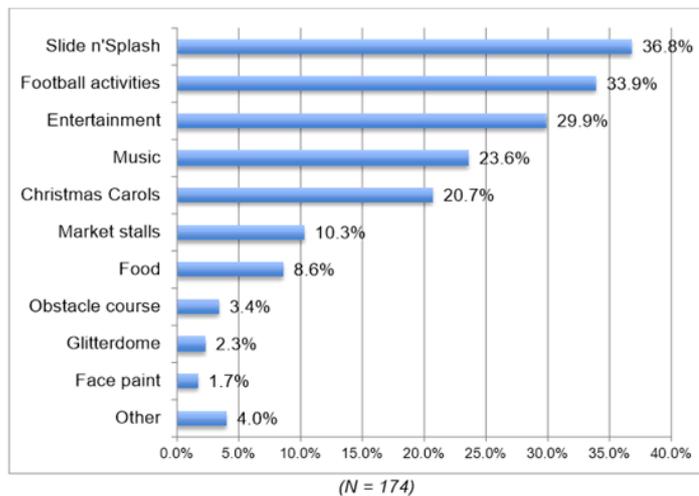
Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

Table 3.4.7 shows that the largest proportion of respondents cited that their favourite was the Slide n’Splash, 36.8% of respondents cited this followed by the football activities (33.9%) and entertainment (29.9%).

Also a favourite was the music (23.6%) followed by the Christmas Carols (20.7%), the market stalls (10.3%), the food (8.6%) and individual/specific activities.

4.0% provided other responses, which could not easily be classified. This included responses where respondents advised that they liked all events.

**Table 3.4.7 Favourite Displays/Events/Activities**



**3.5 Satisfaction With Food Offerings**

3.5.1 In **question 14**, all survey respondents were asked:

**“In each of the following areas, how satisfied were you with the food offerings?”**

Respondents were asked to rate their satisfaction levels with each of the following aspects of the food offerings at the event:

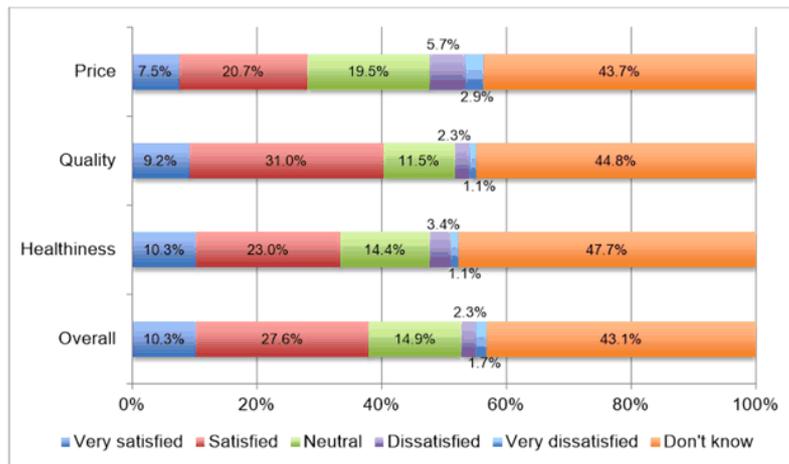
- Food - Price
- Food - Quality
- Food - Healthiness
- Food – Overall

Graph 3.5.1 shows that, in most assessment areas, between one third and half of respondents were not able to provide an opinion on their satisfaction with the food offerings, presumably because they did not use or attempt to use any of the outlets.

Of those that did use the food outlets, quality remains the area that gained the most satisfaction, followed by healthiness and then price as the lowest ranked issue.

Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction.

**Graph 3.5.1 Food Offering Satisfaction Levels**



(N = 174)



Respondents that indicated they were dissatisfied were asked why they felt this way. Responses to this question fell within a limited range of categories that were commented on repeatedly.

The key responses remain very similar to 2018. They were:

**Price**

- Too expensive. Ongoing research (for a range of event-based food – both within and outside of Cockburn) is that food vans are becoming more expensive and are providing less value for money.

**Quality**

- Despite a range of offerings, food vans are perceived as providing a more generic product (across different ethnic fares) due to their prevalence.

**Healthiness**

- While some of the vans provide good quality product, others provide less healthy meals. Negative responses came from respondents who believed that the food was not healthy across the entire range. Many respondents are looking for options which provide healthy and/or vegetarian food.

3.5.2 In **question 15**, survey respondents were asked:

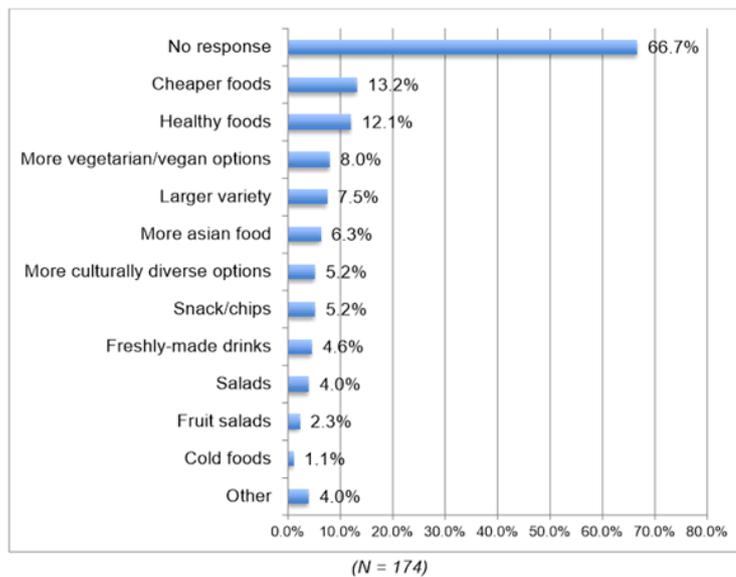
**“What types of food/beverages would you like to see at events like this?”**

Graph 3.5.2 shows that the majority of respondents (66.7%) did not respond to this question. It is assumed they did not desire any changes to the food offerings provided or did not use the services in the first place. Correlations between respondents who answered ‘don’t know’ to the majority of satisfaction ratings to question 14 (satisfaction with food offerings) were high.

Of those respondents who did provide a response, 13.2% indicated that they would like to see cheaper foods being offered at the event. This was followed by healthy foods (12.1%), more vegetarian/vegan options (8.0%), a larger variety of foods (7.5%), more Asian food (6.3%) and more culturally diverse options (5.2%).

4.0% of respondents provided ‘other’ responses that could not be classified in the above areas and should not be considered as appropriate responses.

**Graph 3.5.2** Desired Food Offerings



**3.6 Satisfaction with the Christmas Collective**

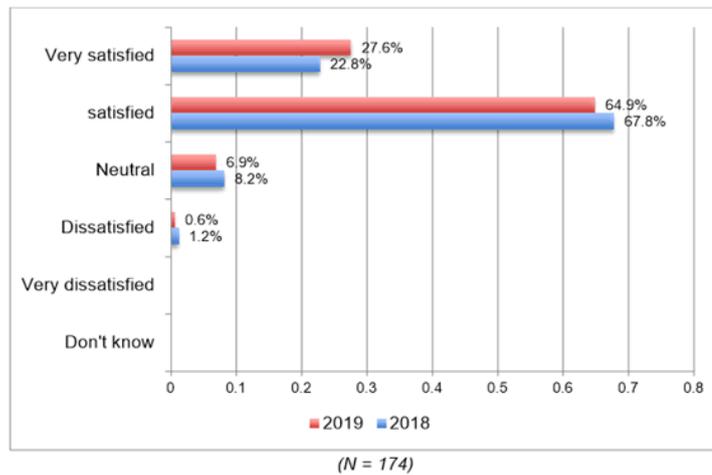
In **question 16**, survey respondents were asked:

**“How satisfied are you with the experience you had at the Christmas Collective?”**

Graph 3.6.1 shows that the majority of respondents (92.5%) were ‘at least’ satisfied with the experience they had. This represented a 1.9% increase in satisfaction since 2018 as well as an increase in the strength of satisfaction score. 27.6% of these respondents were very satisfied with the experience and a further 64.9% were satisfied.

Only 6.9% of respondents provided a neutral score, and a further 0.6% were dissatisfied.

**Graph 3.6.1 Event Satisfaction Levels**



Only one respondent was dissatisfied with the event. They were asked why this was so. The response was:

- Food too expensive and not enough choice

**Demographic Results**

- Overall satisfaction responses were generally spread uniformly across the different residential and demographic groups.

**3.7 Event Preferences**

3.7.1 In **question 17**, all survey respondents were asked:

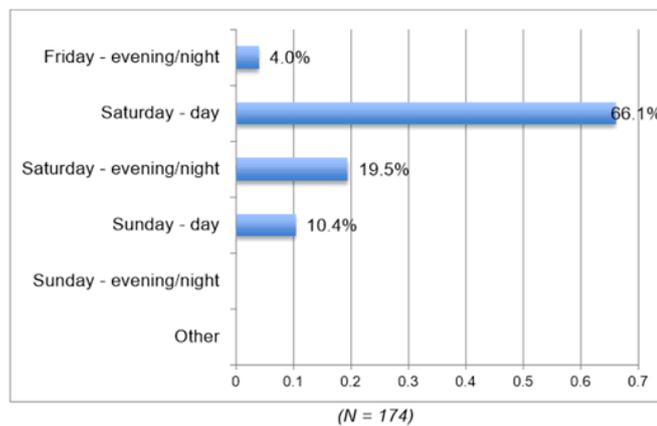
**“Thinking about the times for future Christmas events in Cockburn, which of the following do you prefer?”**

Respondents were able to choose from the following options:

- Friday evening/night
- Saturday - day
- Saturday – evening/night
- Sunday - day
- Sunday – evening/night
- Other (please specify)

Graph 3.7.1 shows that **Saturday – daytime** was easily the most preferred option of all presented (66.1%). This was followed by **Saturday – evening/night** (19.5%) and **Sunday – daytime** (10.4%). Few respondents chose **Friday – evening/night** as an option (4.0%). No respondents chose **Sunday – evening/night** as an option.

**Graph 3.7.1 Preferred Event Times**



**Demographic Results**

➤ Demographic responses were fairly evenly spread across all response options, although respondents in smaller groups chose evening sessions with a marginally greater frequency.

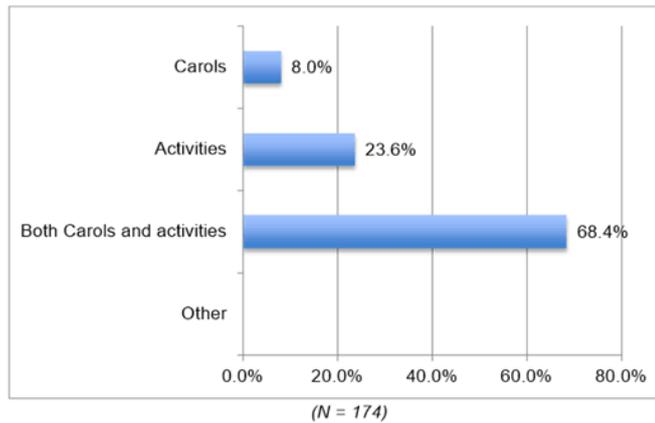


3.7.2 In **question 18**, all survey respondents were asked:

**“Which of the following types of events would you prefer?”**

Graph 3.7.2 shows that the majority of respondents prefer Christmas events that involved both Carols and activities (68.4%). 23.6% preferred events that included only activities and a further 8.0% preferred events that involved Carols only.

**Graph 3.7.2 Preferred Event Type**



**Demographic Results**

- Respondents attending in larger groups were more likely to prefer events which involved activities.

### 3.8 Event Perceptions

3.8.1 In question 19, all survey respondents were asked:

**“What did you like about the Christmas Collective?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents enjoyed it was a community/local event (24.1%). Also appreciated was the Slide ‘n’ Splash activity (20.7%), the Football activities/Fremantle Dockers (20.1%), the music/entertainment (17.2%), and that it was a free event (14.4%).

Also liked were the Christmas Carols (10.9%), the activities (9.8%), that it was holiday/Christmas event (9.2%), was a family event (8.6%) and was fun (7.5%). Respondents also liked that it was near to/water activities (6.9%) had things to see and do (5.7%) and had good food (5.7%).

6.3% were unable/unwilling to provide a response to this question.

The key responses were:

➤ <u>Community event/local event</u>	(24.1%)
➤ <u>Slide n’ Splash</u>	(20.7%)
➤ <u>Football activities/Dockers</u>	(20.1%)
➤ <u>Music/entertainment</u>	(17.2%)
➤ <u>Free event</u>	(14.4%)
➤ <u>Christmas Carols</u>	(10.9%)
➤ <u>Activities</u>	(9.8%)
➤ <u>Holiday/Christmas event</u>	(9.2%)
➤ <u>Family event</u>	(8.6%)
➤ <u>Fun</u>	(7.5%)
➤ <u>Near to/water activities</u>	(6.9%)
➤ <u>Things to see and do</u>	(5.7%)
➤ <u>Good food</u>	(5.7%)
➤ <u>Child friendly</u>	(5.2%)
➤ <u>Good atmosphere</u>	(4.0%)
➤ <u>Well organised</u>	(2.3%)
➤ <u>Stalls</u>	(2.3%)
➤ <u>No response</u>	(6.3%)
➤ <u>Other</u>	(2.9%)



3.8.2 In question 20, all survey respondents were asked:

**“What do you think would improve future Cockburn Christmas events?”**

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents provided multiple responses. In this case very few negative responses were provided therefore results tally to 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents thought that nothing needed to be done to improve future Cockburn Christmas events (47.7%).

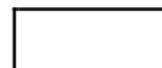
16.1% of respondents wanted there to be more booths/stalls. 14.9% of respondents wanted more kid’s activities, 8.6% suggested more shade, 7.5% wanted more activities, 6.3% wanted cheaper food and 5.7% wanted more people at the event.

Food was raised as an issue by a number of respondents, with 6.3% wanting cheaper food, 4.0% wanted healthier food and 2.9% wanted a better choice of food.

1.7% of respondents were unsure what would improve the event.

The key responses were:

- Nothing/fine as it is (47.7%)
- More booths/stalls (16.1%)
- More kid’s activities (14.9%)
- More shade (8.6%)
- More activities (7.5%)
- Cheaper food (6.3%)
- More people at event/busier (5.7%)
- More advertising/promotion (5.2%)
- More activities for under 5’s (4.6%)
- Healthier food (4.0%)
- Better public transport to venue needed (3.4%)
- Better choice/variety of food/bar for adults (2.9%)
- Fireworks/spectacular activities (2.3%)
- Docker’s photo/autograph booth (2.3%)
- Young adult activities (1.7%)
- Other (2.9%)
- Unsure (1.7%)



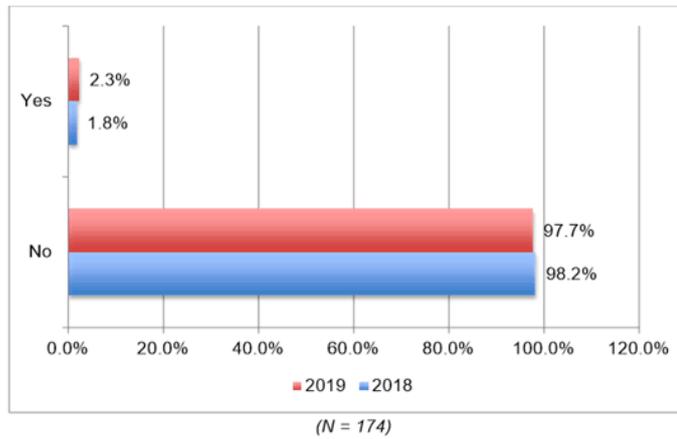
**3.9 Disabled Respondents**

In **question 21**, all survey respondents were asked:

**“Do you, or any person that you’ve come here with today, have a disability?”**

Graph 3.9.1 shows that 2.3% of respondents (4 respondents) advised that either they or a person they attended the event with had a disability. 97.7% advised that they or other members in their group did not have a disability.

**Graph 3.9.1 Disabled Respondents**



All survey respondents who claimed that they had a disability, or came with someone who had a disability (4 respondents), were asked:

**“Did you, or any person that you’ve come here with today, use any of the following facilities/services?”**

The facilities/services described were:

- Path and viewing area
- Auslan interpreter

All 4 respondents advised that they used the access services provided. Two of the respondents had used the path and viewing area.



In **question 23**, the 4 survey respondents citing their (or a member of their group's) disability were asked:

**“What other disability services/facilities do you feel would be of benefit?”**

Two of the respondents could not provide any additional services beyond the two options.

One respondent advised that they would like to see a ramp from the rear exit path to the carpark/oval.

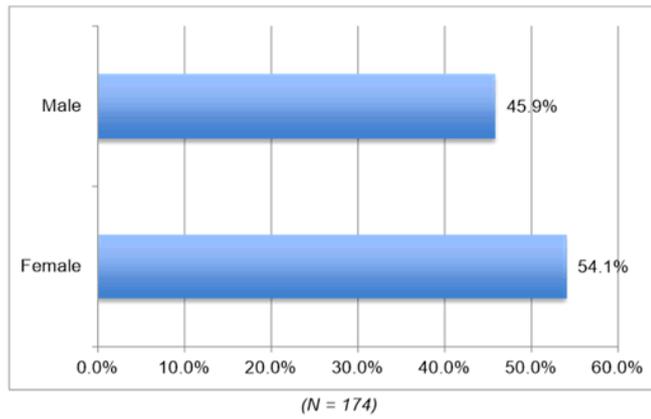
The other respondent advised that they would like to see aged care support services, although could not list any specific initiative.

**3.10 Demographics**

**3.10.1** In **question 24**, the interviewers were asked to note the gender of respondents.

Graph 3.10.1 shows that 45.9% of respondents were **male** compared to 54.1% who were **female**.

**Graph 3.10.1 Gender**



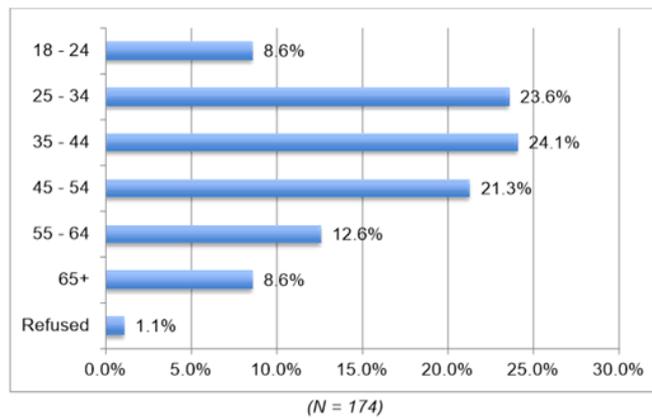
3.10.2 In question 25, all survey respondents were asked:

**“Which of the following age groups best represents your age?”**

Graph 3.10.2 shows age ranges were broadly spread, as would be expected from the general population distribution. 24.1% of respondents were in the 35 – 44 age group, 23.6% were between 25 – 34, 21.3% were between 45 – 54, 12.6% between 55 – 64, 8.6% between 18 – 24 and 8.6% were 65 and over. Only two respondents (1.1%) refused to provide their age.

Then normal distribution of age groupings lends confidence to the results obtained from the survey. The tendency for results to prefer the middle-age ranges lends confidence to the perception that this is primarily a family event, especially for younger families.

**Graph 3.10.2    Age Group**

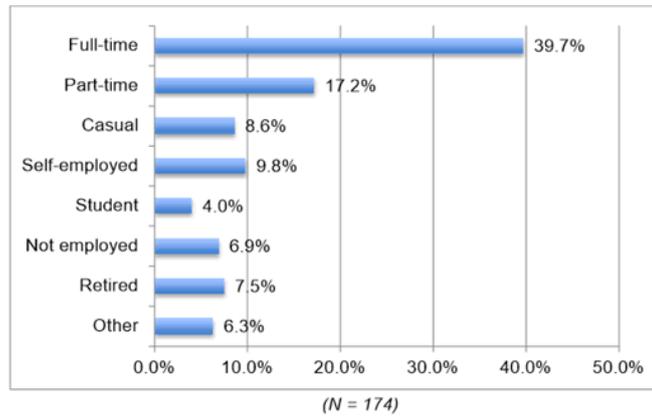


3.10.3 In question 26, all survey respondents were asked:

**“Which of the following best describes your current employment status?”**

Graph 3.10.3 shows that 39.7% of respondents were employed full-time, 17.2% were part-time employees and 8.6% were employed on a casual basis. 9.8% of respondents were self-employed, 7.5% were retired and 4.0% of respondents were students. 6.9% were not employed.

**Graph 3.10.3      Employment Status**



**Appendix**  
**Questionnaire – Intercept/Online Survey**

EUPHORIUM creative & City of **Cockburn**  
presents



# SIDE SPLITTER COMEDY FESTIVAL

## Post Event Report

Side Splitter Comedy Festival  
11-12 & 18-19 October 2019

1 November 2019





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[www.euphorium.com.au](http://www.euphorium.com.au)



## Overview



### Event Summary

With Exciting crowds on all of the nights of the festival, the event was blessed with a welcoming and supportive community who were super enthusiastic and so happy to enjoy a night in their own backyard! With a large amount of returning customers, we also saw new audience attend Sidesplitter for the first time. With some shows in the program selling out we now understand what time's and programing strategies work to allow us to have stronger attendance in the future.

With a large focus on making sure the audience had value for money we honored our relationship where possible directly to the City of Cockburn as the main supporters and sponsors of the event. Patrons were encouraged to contact the City with feedback and all the feedback has been positive and constructive.

The focus on getting people in the local area was a large priority, of the festival this year. By contacting a large amount of stakeholders we were able to spread awareness of the festival and

[www.euphorium.com.au](http://www.euphorium.com.au)





the good work that the city has done in investing in making the greater Cockburn area a vibrant and exciting place to live.

This year we really focused on the outdoor bar area to create a great atmosphere and be really practical for people to use. One way we did this was by having multiple tables with chairs and then one larger booth area. We received very positive feedback about the space as it felt funky and cozy. It also protected the patrons from the rain on the first Saturday. We located the bar to be directly opposite where the food truck was, which meant the queues didn't get confused and jumbled, and the outdoor area was being used to its full potential.

This year we opened up the second door to the building, which meant there was easier wheelchair access for patrons. It also significantly decreased the amount of congestion in the hallways pre-show, leaving room for people to still access the bathroom facilities.

#### What went well...

- People loved the all night passes.
- Second weekend had 6 sold-out shows
- Great feedback about gala's performers this year as the acts were more relevant
- Using both doors from the bar area worked well as it
  - a) meant there was wheelchair access
  - b) decreased patron congestion
  - c) decreased patron confusion about which theatre they needed to be at, and
  - d) gave staff quicker access to stock and facilities
- Moved bar away from food truck meant decreased patron congestion near the entrance/emergency exit
- Programming focused on filling the whole venue meant we were able to concentrate our resources to give better value for money.
- Due to the City of Cockburn we were able to keep the tickets affordable.

#### What we would do differently...

- Schedule longer breaks between shows, so people have the chance to enjoy the atmosphere, purchase more food and drinks
- The website user interface needs to be improved. We had a large number of visits, however due to the purchasing system being clunky we missed opportunities to close sales with ticket purchases. Investment will need to be put into this for next year to have an increase in participation.
- Pad program times, as people wouldn't arrive with enough time to get food and drinks before the show starts
- Put the bulk of programming on the 2nd weekend as word of mouth left us with a larger amount of sales for the 2nd weekend.

[www.euphorium.com.au](http://www.euphorium.com.au)

## Item 8.2 Attachment 4

CCEC 21/05/2020



- Don't program other shows during the Galas, as they are the main drawcard
- Add late-night shows to the second weekend

## What actions we would take:

- Start marketing the festival slightly earlier (start of 4th Quarter)
- Begin contacting the media well in advance.
- Look at community building activities we can do instead of marketing activities.
- Look at structuring Gala style performances more so they run on time.
- Create a working group to develop more content for shows in the future (involve 12 people from improv workshop with Alexander Circosta)
- Book comedians well in advance (we experienced issues internally this year with staff leaving causing us to fall behind on securing a great headline act earlier on)
- Break down the Census data of the area to have more relevant programming that will have a higher impact.

[www.euphorium.com.au](http://www.euphorium.com.au)





# Festival Data

## Website Data

Data relates to [www.sidesplitter.com.au](http://www.sidesplitter.com.au)

### Traffic

Sun, Sep 1 – Fri, Oct 25, 2019

Unique Visitors

3,255

+21.1% yr/yr

Visits

2,781

+11.3% yr/yr

Pageviews

4,370

+26.4% yr/yr

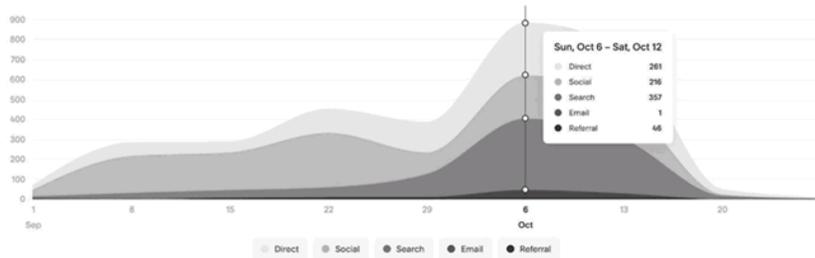
### Traffic Sources

Sun, Sep 1 – Thu, Oct 31, 2019

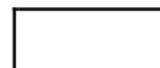
Sep 1 – Oct 31, 2019

#### Visits

Weekly



[www.euphorium.com.au](http://www.euphorium.com.au)



Item 8.2 Attachment 4

CCEC 21/05/2020



Source	Visits
Direct	996 (32.3%)
▶ Search	986 (32.0%)
▶ Social	974 (31.6%)
▶ Referral	128 (4.15%)
▶ Email	1 (0.03%)

Traffic Sources

Tue, Jan 1 – Fri, Nov 1, 2019

▶ <a href="http://trybooking.com">trybooking.com</a>	58
▶ <a href="http://cockburn.wa.gov.au">cockburn.wa.gov.au</a>	21
▶ <a href="http://theurbanlist.com">theurbanlist.com</a>	15
▶ <a href="http://sidestreeters.com">sidestreeters.com</a>	10
▶ <a href="https://m.facebook.com/android-app://m.facebook.com">android-app://m.facebook.com</a>	7
▶ <a href="http://euphorium.com.au">euphorium.com.au</a>	4
▶ <a href="http://xpressmag.com.au">xpressmag.com.au</a>	2
▶ <a href="http://baidu.com">baidu.com</a>	2
▶ <a href="http://horizonswest.com.au">horizonswest.com.au</a>	2
▶ <a href="http://cse.google.com">cse.google.com</a>	2
▶ <a href="http://bing.com">bing.com</a>	1

Despite targeting through Ad-spend from the City of Cockburn, we had a wide cast net from patrons visiting the website.

[www.euphorium.com.au](http://www.euphorium.com.au)





**Geography**

Sun, Sep 1 – Fri, Oct 25, 2019

▼ Western Australia	2,722
Perth	1,436
Others	84
Cannington	82
Maylands	68
Beckenham	58
Innaloo	35
Willetton	33
Bassendean	32
Claremont	28
Subiaco	28
Applecross	25
Atwell	25
East Victoria Park	22
Morley	21
Osborne Park	20
Rivervale	19
Canning Vale	19
Kardinya	18
Balga	18
Balcatta	18
Attadale	17

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Item 8.2 Attachment 4

CCEC 21/05/2020



Samson	17
Bentley	16
Lesmurdie	16
Bicton	16
Manning	15
Mount Hawthorn	14
Dianella	14
Kewdale	14
Nollamara	14
Hamilton Hill	14
Landsdale	14
Mount Lawley	13
Crawley	13
Piara Waters	13
Yokine	12
Scarborough	12
Thornlie	11
High Wycombe	11
Duncraig	11
Bedford	10
Madeley	10
North Fremantle	10

**Ticket Sales**

60% of the tickets had some form of incentive to purchase or discount given to community groups of interest from around the City of Cockburn. As much as we tried to process all free ticket giveaways, some were more difficult to track, resulting in some tickets being physical and not recorded in TryBooking. Knowing this, we would have had more



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people attend the festival than what was recorded in Trybooking.

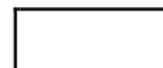
	Galas	Club Comedian Shows (these are shows not hosted in the main theatre)	Headliner Shows (Chopper, Fiona)	Total
Friday 11th	124	38	128	290
Saturday 12th	108	18	107	233
Friday 18th	91	46	150	287
Saturday 19th	118	119	154	3891
<b>Totals</b>	<b>441</b>	<b>221</b>	<b>539</b>	<b>1201</b>

**Patron Data**

We have not been able to yet effectively track demographical data that can be fully trusted, as a large amount of bookings have been done as group purchases.

Below are two maps showing the ticket purchases mapped out against addresses.

[www.euphorium.com.au](http://www.euphorium.com.au)

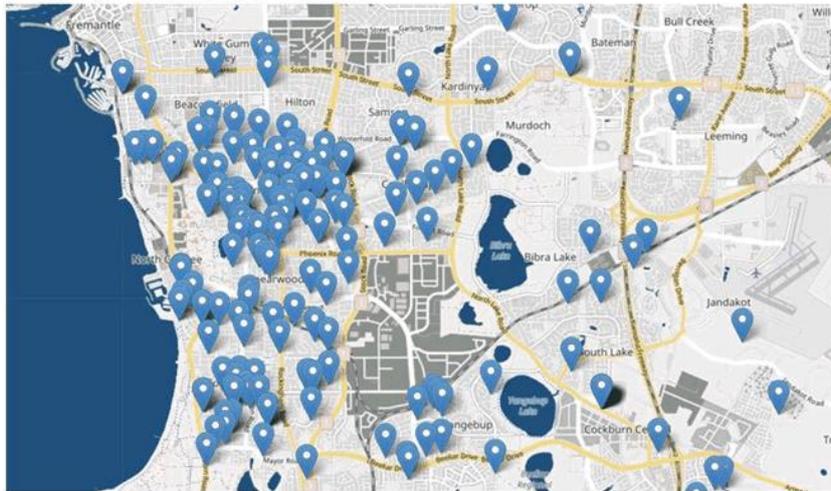




**Ticket Buyers MAP 1 - Wider Perth**



**Ticket Buyers Map 2 City of Cockburn**



[www.euphorium.com.au](http://www.euphorium.com.au)





## Marketing and Reach

### Paid Social Media Advertising Results

*REPORT FROM Distinct Digital Marketing (DDM)*

Case Study for 'SideSplitter Comedy Festival 2019'  
Euphorium Creative (EC) in partnership with the City of Cockburn

### Overview/Brief From Distinct Digital Marketing

SideSplitter is a comedy festival held in Cockburn, WA with the intent to increase the appeal of Cockburn as a city to young demographics. DDM was approached by EC to assist in their advertising efforts and provide guidance regarding paid advertising on Social Media platforms. Overall DDM's goal and expectation was to simply achieve results greater than the previous year with the combined goal of reaching \$16,000 in ticket sales.

#### Campaign Objectives

**Goal = More efficient use of Ad Spend comparable to previous year.**  
**Objective = Ticket Sales**

**Key Audiences = 20 - 30 year olds predominantly. Hamilton Hill, Cockburn.**  
**Timeframe = 31 days | 11-12th, 18th-19th OCT 2019**  
**Advertising spend = \$1,058.98 (As of the completion of event)**

Reach = 108,380 people

Impressions (How many times the Ad was shown) = 168,360

Solution

[www.euphorium.com.au](http://www.euphorium.com.au)

Item 8.2 Attachment 4

CCEC 21/05/2020



DDM offered to run Facebook and Instagram advertising campaigns directly to the mentioned audiences and areas. Multiple campaigns were created over the time frame to account for the evolving and developing ideas and needs of EC. These particular platforms were offered as the target audiences have been proved to be most attentive to them. Furthermore, in comparison to traditional marketing means, digital marketing is easily traceable, greatly cost-effective, targetable, controllable and speed to market is instant - keeping in mind the short timeframe given.

SideSplitter Festival had a landing page setup with a ticketing system to which DDM recommended as possibly 'confusing and overwhelming'. EC noted this. Also, DDM is lead to believe the Facebook pixel on the website and ticketing system was not firing properly and so the following 'purchase' figures should be based as a minimum figure. The advertising campaigns deemed the following;

Reporting starts	Reporting ends	Campaign name	Campaign delivery	Ad set budget	Ad set budget type	Results	Result indicator
02-09-19	30-10-19	Side Splitter Traffic	inactive		30 Daily		792 actions/link_click
02-09-19	30-10-19	Traffic offer ad	inactive		15 Daily		394 actions/link_click
02-09-19	30-10-19	Video Views	inactive		15 Daily		8037 video_thruplay_watched_actions
02-09-19	30-10-19	Retargeting Traffic	inactive		10 Daily		66 actions/landing_page_view
02-09-19	30-10-19	SS Reach	inactive		25 Daily		76768 reach

Reach	Impressions	Cost per results	Amount spent (AUD)	Ends	Frequency	Unique link clicks	Website purchases	Landing page views
26336	51600	0.814810606		486.93 Ongoing	1.959295261	713	39	385
8156	13828	0.260050761		102.46 Ongoing	1.695438941	384	3	336
4940	11274	0.025503297		204.97 Ongoing	2.282186235	36	1	14
1144	6208	1.206666667		79.64 Ongoing	5.426573427	70	7	66
76768	85450	2.409597749		184.98 Ongoing	1.113093997	58		18

Link clicks	Cost per landing page view (AUD)
792	1.26475325
394	0.30494048
37	14.64071429
84	1.20666667
58	10.27666667

A range of advertising strategies were used inclusive of reach, retargeting and traffic offers. Split testing was not used due to the small timeframe and already limited budget. Creatives used were that of 'SideSplitter' and copy was developed and guided by the festival marketing plan. All campaigns were tweaked, optimised and watched closely to ensure no errors were made.

DDM outperformed the expectations and collectively the marketing team hit \$16,000 in revenue, with DDM proving as a profitable investment for SideSplitter. Return on

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Adspend (Roas) due to misfiring of the Facebook pixel cannot be specified however it is predicted to be approximately 5-10x.

Facebook

- 874 organic reach: average from 15 Sept - 20 October
- Average 4 shares per post, over 2 posts per day
- 707 Likes on the 15 Sept
- 784 Likes on the 20 October

We also ran 3 competitions during this time, created polls, videos and engaging content about the comedians, food & previous sidesplitter event.

Instagram

A variety of promotions and stories were ran through our Instagram page with the aim to target a younger demographic. We also engaged with the audience in real-time and created fun stories for further engagement on Instagram

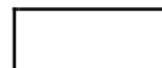


Radio Interviews

We were lucky enough to form a strong partnership with Radio Fremantle allowing us to conduct regular interviews on both the morning and afternoon shows.

- Four Radio Interviews were conducted with Fremantle Radio

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## Item 8.2 Attachment 4

CCEC 21/05/2020



- Two on Morning Drive Radio and Two on Afternoon programming
- The event was given Add Reads on Fremantle Radio the week of the event

### Directly Marketing

**This is work that was done by A Euphorium Team Memembr.**

### Community Groups

We contacted 24 community groups directly with offers and incentives to support Cockburn community groups. Any offers were also noted to be supported by the City of Cockburn Sponsorship

The groups that were given offers were as follows.

Disability in the Arts – Fremantle, Fremantle Surf Life Saving Club, Mosman Cricket Club, Cockburn Cobras Cricket Team, Cockburn Cricket Club, Cockburn Cricket club, Get About – Mosman Park ( disability service), Cockburn Netball Club, Freo Darts Assoc, The Hub 6163, Hamilton Hill community Group, Fly By Night Musicians Club, Palmyra Meals on Wheels, Cockburn Volunteer Sea Search, Park run – Cottlesloe, Heartwalkers, Coogee Cruisers, Yangebup Striders, Cockburn Mall Walking Group, Phoenix Walkers, Ottey Walkers, South Beach Striders, Port Coogee Walkers, Jandakot Walkers, Artzplace, Phoenix Theatre, Rotary of Cockburn

**Student deals were also offered to**

- **31 Murdoch Unigroups**

### Community Facebook Pages

- **Contacted 8 Facebook community pages - Some of which then ran little competitions for tickets.**



### Media Releases

- **10 media releases were sent out to Notable or Local Media Outlets, with 20 doubles passes being given out to news outlets**

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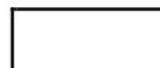


Taken from the West Australian



Taken from X-Press Magazine's Website

www.euphorium.com.au





ARTS & LIFESTYLE NEWS, NEWS

### SIDE SPLITTER COMEDY FESTIVAL Best medicine south of the river

October 3, 2019 at 14:32



Side Splitter Comedy Festival is back for 2019, returning to Memorial Hall in the suburban heartland of Hamilton Hill. Now in its fourth year, the festival's line up is as strong as ever, showcasing nearly 20 international, national and home grown stars over the two weekends of October 11-12 and 18-19.

#### Unsolicited Feedback

- 

**runamukhotdogs** Last night was so much fun! 

2w 1 like Reply
- 

**emmajtapp** This was our third year attending and once again we absolutely loved it. Thank you 🍷 

2w 1 like Reply
- 

**Michele Woods** Cracking festival - thank you! 🍷🍷    2

Love · Reply · Message · 1w
- 

**Julie D'Ercole** Always fantastic....C u next year 🍷🍷   1

Like · Reply · Message · 1w

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Hi Julian.  
A quick note to say thanks very much for the tickets, which we really appreciated.  
Hubby and I thoroughly enjoyed the shows; we'll certainly support this great local incentive again next year :)  
Kind regards  
Grace

Enquiry about:  
Thanks

Your message:  
Thank you for sponsoring the Sidesplitter Comedy Festival. It was hilarious and a real bonus to our area! We loved it!

### General Additional Marketing

#### XPRESS MAGAZINE - FEATURE IN ONLINE ADVERTISING

- 5 Email Mail outs
- Website content for Month Pre Event
- Ticket Give Away's Online
- Editorial



Example Banner from Xpress Promotions

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[www.euphorium.com.au](http://www.euphorium.com.au)





## BUDGET

### Trading Income

001-Bar Sales	7,733.31
001-Producing Services	32,727.27
001-Tickets Geraldton	109.46
001-Tickets Perth Metro Area	15,646.90
<b>Total Trading Income</b>	<b>56,216.94</b>

### Cost of Sales

Accommodation DC	1,571.63
Advertising DC	2,636.15
Bar Staff DC	806.00
Bar Stock DC	2,896.28
Catering DC	798.80
CEO Direct Costs	2,871.60
Equipment Hire DC	2,207.58
Event Security	1,560.00
Licenses DC	421.82
Marketing Coordination DC	2,493.56
Performer Payment DC	17,321.90
Photographer DC	450.00
Project Coordinator DC	4,900.00
Tech Hire Direct Costs	1,525.46
Ticketing Fee taken	391.36
Travel DC	3,553.32
<b>Total Cost of Sales</b>	<b>46,405.46</b>

<b>Gross Profit</b>	<b>9,811.48</b>
---------------------	-----------------

### Operating Expenses

Printing & Stationery	485.00
Subscriptions	110.94
Technical Equipment	53.64
Insurance	560.00
Travel - National	305.77
Wages and Salaries	2,677.04
<b>Total Operating Expenses</b>	<b>4,192.39</b>

<b>Net Profit</b>	<b>5,619.09</b>
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### Local Vendors

**We prioritised utilising vendors and suppliers in the City of Cockburn area, before using outside providers. We met and spoke to the Chamber of Commerce about obtaining a list of members,**

[www.euphorium.com.au](http://www.euphorium.com.au)



**and offering incentives for these members. Discussions were held about offering Christmas Party packages for local business in future years as well as speaking to business social clubs.**

**Celebrations SuperStore**

**We have a strong relationship with Gage Road Brewing as a local WA Supplier, we were able to get them to recommend a local independent vendor in Hamilton Hill that we were able to purchase our wholesale liquor from. The service was fantastic and one of the best vendors we have dealt with. We will be setting up an account with them for future business.**

**Scarvaci's IGA Hamilton**

**All supplies and non-alcohol products were purchased from local independent business.**

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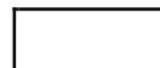


## Thank you!

From all the team at Euphorium, we want to thank you for supporting Side Splitter Comedy Festival 2019 and for being so great to work with! We look forward to continuing this partnership.



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CCEC 21/05/2020

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**9. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS**

Nil

**10. CLOSURE OF MEETING**

The meeting closed at 7.10pm.

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**13.6 MINUTES OF THE DELEGATED AUTHORITIES AND POLICIES COMMITTEE MEETING - 28 MAY 2020**

**Author(s)** B Pinto

**Attachments** 1. Minutes of the Delegated Authorities and Policies Committee Meeting - 28 May 2020 [↓](#)

**RECOMMENDATION**

That Council receive the Minutes of the Delegated Authorities and Policies Committee Meeting held on 28 May 2020 and adopt the recommendations contained therein.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

The Delegated Authorities and Policies Committee conducted a meeting on 28 May 2020. The Minutes of the meeting are required to be presented.

**Submission**

N/A

**Report**

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

The primary focus of this meeting is to review the Delegated Authorities pursuant to the *Local Government Act 1995*. Also presented are Delegated Authorities extraneous to the *Local Government Act 1995* which have now been reviewed.

There were a number of Policies that referenced Administration and Strategic Delegated Authorities. The Administrative and Strategic Delegated Authorities have been reviewed now that the Policy Project has been completed. The majority of these delegations are no longer required as a number of Policies that related to these delegations were either consolidated into one Policy or identified to be converted to Administration Policies, Procedures, or were to be deleted.

**Strategic Plans/Policy Implications**Leading 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, and non-compliance with the *Local Government Act 1995*.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



City of Cockburn  
Delegated Authorities & Policies  
Committee  
**Minutes**

For Thursday, 28 May 2020

These Minutes are subject to confirmation

Presiding Member's signature

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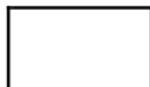
Date: 27 August 2020

DAP 28/05/2020

**CITY OF COCKBURN**

**SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES & POLICIES COMMITTEE HELD ON THURSDAY, 28 MAY 2020**

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**CITY OF COCKBURN  
MINUTES OF DELEGATED AUTHORITIES  
AND POLICIES COMMITTEE  
HELD THURSDAY, 28 MAY 2020 AT 6.00 PM**

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**PRESENT:****ELECTED MEMBERS**

Ms C Stone	- Councillor (Presiding Member)
Mr L Howlett	- Mayor
Mr M Separovich	- Councillor
Dr C Terblanche	- Councillor
Cr P Corke	- Councillor (Observer)
Cr L Smith	- Councillor (Observer) (Arr 6.02pm)

**IN ATTENDANCE**

Mr D Arndt	- Acting Chief Executive Officer
Mr D Green	- Director Governance and Community Services
Mr S Downing	- Director Finance and Corporate Services
Mr C Sullivan	- Director Engineering and Works
Mrs G Bowman	- Executive Manager, Strategy and Civic Support
Ms R Pleasant	- Acting Director Planning and Development Services
Mrs B Pinto	- Governance and Risk Officer
Ms S D'Agnone	- Council Minute Officer

**1. DECLARATION OF MEETING**

The Presiding Member declared the meeting open at 6.00pm.

CR SMITH JOINED THE MEETING AT 6.02PM AS AN OBSERVER.

**2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**

Nil

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

Nil

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**4. APOLOGIES & LEAVE OF ABSENCE**

Nil

**5. CONFIRMATION OF MINUTES**

**5.1 (2020/MINUTE NO 0005) MINUTES OF THE DELEGATED AUTHORITIES & POLICIES COMMITTEE MEETING - 27/02/2020**

**RECOMMENDATION**

That Committee confirms the Minutes of the Delegated Authorities & Policies Committee Meeting held on Thursday, 27 February 2020 as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 4/0**

**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

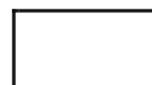
Nil

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

Nil

AT THIS POINT IN THE MEETING, THE TIME BEING 6.05PM, THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COUNCIL

8.1	9.1	13.1	14.1
	9.2		



DAP 28/05/2020

Item 8.1

**8. COUNCIL MATTERS****8.1 (2020/MINUTE NO 0006) PROPOSED AMENDMENT TO POLICY - "COUNCIL MEETINGS"****Author(s)** D Green**Attachments** 1. Council Meetings Policy [↓](#)**RECOMMENDATION**

That Council amends the Policy "Council Meetings", as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 4/0****Background**

At the March 2020 Ordinary Council Meeting, it was resolved to amend the City of Cockburn Standing Orders Local Law to include changes to the method of voting at Council Meetings. Since then, the City has been informed that the recommended process of changing the Local Law to accommodate the recording of votes against all members' names is not supported and that the City should amend its relevant Policy as a guide to achieving the outcome.

**Submission**

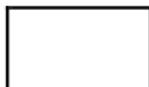
N/A

**Report**

The City's proposal to amend its Standing Orders Local Law, in accordance with Council's decision, was sent to the Joint (State Government) Standing Committee for Delegated Authority, as required. A copy was also sent to the WA Local Government Association (WALGA) for review, as a subscription service provided for member Councils.

Advice received from WALGA recommended that the process followed by Council on this occasion not be progressed, as it was likely that the Standing Committee would not support the wording in its proposed form, as it was technically non-compliant with Section 5.21 (4) of the *Local Government Act 1995*, which states that any member may require that the name (or names) of members present have their vote, for or against any decision, recorded in the minutes of the meeting.

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## Item 8.1

DAP 28/05/2020

Accordingly, to enable the same intended outcome to be achieved, it is suggested that the "Council Meetings" Policy be amended to include a provision that the votes of members be recorded, where there is a non-unanimous outcome. This will be facilitated at both Council and Standing Committee Meetings by the Presiding Member declaring the names of members voting either for or against each motion, as part of the decision making process, and this information being included in the minutes of each meeting. The proposed amendment is highlighted at Clause 6 of the Attachment.

It is considered that this will provide for an extra level of transparency and accountability which was sought when the matter was raised and passed at the Annual General Meeting of Electors on 4 February 2020.

**Strategic Plans/Policy Implications**Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.21 and 5.67 of the *Local Government 1995* refer.

**Community Consultation**

N/A

**Risk Management Implications**

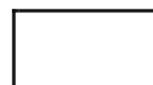
There is a "Low" level of "Compliance" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



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## Item 8.1 Attachment 1

DAP 28/05/2020

<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	

**Policy Type**

Council

**Policy Purpose**

This policy establishes the requirements and standards for Council Meetings and Standing Committee Meetings which apply in accordance with the Local Government Act (Part 5) and the City of Cockburn Standing Orders Local Law 2016 (as amended).

**Policy Statement**

This policy applies to Council Meetings and Council Standing Committee Meetings.

All Council Standing Committee Meetings will be held in accordance with the adopted Terms of Reference of the particular Committee, or as otherwise determined by Council resolution.

## (1) Meeting Times

1. Ordinary Council Meetings will be conducted on the second Thursday of each month at 7.00pm in the Council Chamber and are open to the public.
2. The Council meeting will consider matters as listed on the Council Agenda paper.
3. An Ordinary Council Meeting is not conducted during January of each year and any required business will be conducted as a Special Council Meeting during this specific period.
4. Any further variation to the date, place and/or time of Council Meetings will be subject to the resolution of Council.

## (2) Provision of Committee Business Papers to Elected Members

Council appoints Committees under the Local Government Act, 1995, the Business Papers for which are to be provided to all Elected Members of Council in advance of relevant Committee meetings being conducted.

1. Upon a meeting of a Committee established by Council being called in accordance with Council's Standing Orders Local Law, a notice of the meeting will be forwarded to:
  - a. all Committee members, and
  - b. other Elected Members who are not a member of the Committee for information

[1]



<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



2. The Business Papers for the Committee, including the Agenda, related attachments and where applicable, the Minutes of the previous meeting of the Committee, shall be forwarded to all Committee members with the Notice of Meeting, if possible, at least 72 hours prior to the commencement of the Meeting.
3. Notwithstanding anything contained in this Policy, any Elected Member may request a copy of Committee documentation to be provided to them.

(3) Seating Arrangements

Following the election of a new Council from time to time, the seating arrangements in the Council Chamber will be allocated on the following basis:

1. The elected Mayor will be seated at the head of the table, facing the public gallery.
2. The CEO will also be seated at the head of the table, immediately to the left of the Mayor.
3. The elected Deputy Mayor will be seated immediately to the right of the Mayor.
4. The Mayor will be responsible for the allocation of the remaining Councillors (with Ward members grouped together, wherever possible) who are to be seated in the Council Chamber.

(4) Reports

It is critical that reports prepared by staff for Council contain adequate information on which the Council can make an informed decision.

1. Principles

Reports prepared by officers for the Council's consideration are to:

- a. be according to law;
- b. take account of any State or Council Policy;
- c. have regard for the Council's Strategic Community Plan;
- d. be balanced and objective;
- e. be technically correct;
- f. be properly researched using relevant information and data;
- g. ensure procedural fairness;
- h. include options, consequences and associated impacts where appropriate;
- and
- i. include expert opinion or advice where necessary

2. Recommendations

Recommendations prepared by officers for the Council's consideration are to:

- a. be clear and unambiguous;
- b. be implementable;
- c. be professional and ethical;

[2]



Item 8.1 Attachment 1

DAP 28/05/2020

<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



- d. not expose the Council to unreasonable risk or liability;
  - e. have regard for the interests of the applicant/submitter as well as the wider community; and
  - f. include the administrative actions to enable implementation of the Council's decision
- (5) Proposed Amendments by Elected Members to recommendations for Council Meeting
- Elected Members are encouraged to provide suggested alternatives to officer recommendations to the Administration in advance of the relevant Council meeting, to enable consistency and clarity in terminology being proposed, as well as ensuring the legality of any proposed amendments.
1. Any proposed amendments to officer recommendations contained in the Council Agenda Paper are to be made personally by the Elected Member either with or without input from the relevant staff member.
  2. All proposed amendments are to be forwarded to the Minute Clerk following the distribution of the Agenda Paper to Elected Members, by no later than 10.00am on the day of the Council Meeting. A copy of the proposed amendment will be circulated to all other Elected Members.
  3. A reason for the proposed amendment must be included with the information provided in accordance with Clause (5) 2 above.
  4. Elected Members proposing amendments of a similar nature on the same item(s) may consult with each other in order to achieve a consensus position on any item and agree to withdraw any amendment, or part thereof, or to agree to provide an alternative of similar meaning and/or wording to one, or another, of the presented amendments.
  5. Having received all proposed amendments in accordance with this Policy, a listing will be compiled with all proposed amendments received, together with relevant reasons, for provision to the Council Meeting. Where there are multiple proposed amendments for the same item, they will be listed in the order they have been received from Elected Members.
  6. When called upon to do so at the relevant time during the Council Meeting by the Presiding Member, the CEO will inform the Meeting of the items on the Agenda Paper for which notice of a proposed amendment/s has been received.
  7. At the relevant point of the Council Meeting, the Presiding Member shall invite the Elected Member proposing the amendment(s) to move the alternative motion accordingly. In the case where more than one proposal has been received, the Presiding Member shall call for the amendment(s) to be put in order of their receipt as per Clause (5) 5 above and thereafter dealt with in accordance with Council's Standing Orders.
- (6) **Voting at Council and Standing Committee Meetings**

[3]



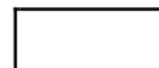
<b>Title</b>	<b>Council Meetings</b>
<b>Policy Number</b> (Governance Purpose)	



1. When called upon to do so by the Presiding Member, all Elected Members present at a formal meeting of the Council or Standing Committee are required to vote on each item put to the Meeting, unless required to leave the Meeting after declaring a financial or proximity interest in the item;
2. Voting may be called by the Presiding Member by way of a show of hands, or by any electronic system installed for this purpose; and
3. Once the votes have been cast, the Presiding Member shall ensure that the names of all elected members voting for and against a motion are recorded in the Minutes of the Meeting, unless there is a unanimous decision on a motion, which shall be recorded in the Minutes as such

Strategic Link:	Corporate Governance Charter
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	4133909

[4]



DAP 28/05/2020

Item 8.2

**8.2 (2020/MINUTE NO 0007) ANNUAL REVIEW OF DELEGATED AUTHORITIES MADE UNDER THE LOCAL GOVERNMENT ACT 1995**

**Author(s)** B Pinto

- Attachments**
1. Proposed Amendment - DA-LGACS2 'City of Cockburn (Local Government Act) Local Laws - Grants' [↓](#)
  2. Proposed Amendment - DA-LGACS5 'City of Cockburn (*Local Government Act 1995*) Local Laws - Use of Reserves' [↓](#)
  3. Proposed Amendment - DA-LGACS11 'City of Cockburn Local Laws – Application to Keep More Than Two Dogs at a Residential Property' [↓](#)
  4. Proposed Amendment - DA-LGACS12 'Usage and Management of Community and Sporting Facilities' [↓](#)
  5. Proposed Amendment - DA-LGACS13 'Community Funding for Sport Clubs & Individuals' [↓](#)
  6. Proposed Amendment - DA-LGAFCS1 '*Local Government Act 1995* - Advertising Proposed Differential Rates' [↓](#)
  7. Proposed Amendment - DA-LGAES5 'Legal Proceedings' [↓](#)

**RECOMMENDATION**

That Council:

- (1) adopt proposed amendments to the Delegated Authorities made under the Local Government Act 1995, as shown in the attachments to the Agenda;
- (2) adopt Delegated Authorities under the Local Government Act 1995, that have no changes as listed in the report; and
- (3) update the Delegated Authority Register accordingly.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**COMMITTEE RECOMMENDATION**

MOVED Cr M Separovich SECONDED Mayor L Howlett

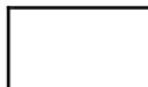
That the recommendation be adopted.

**CARRIED 4/0**

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

DURING DISCUSSION OF THE ABOE ITEM, CR TERBLANCHE LEFT THE MEETING AT 6.28PM AND RETURNED AT 6.30PM.

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CR SMITH LEFT THE MEETING AT 6.32PM AND RETURNED AT 6.33PM.

**Background**

Section 5.46 of the *Local Government Act 1995* requires local governments to keep and maintain a Register of Delegations. In accordance with section 5.46(2), Governance Services has coordinated a full review of the Delegations made under the Local Government Act, as required.

The review of the Delegations made under the Local Government Act is now complete. DAPPS Committee is now required to consider and recommend adoption of the proposed amendments to Council.

**Submission**

N/A

**Report**

In accordance with s5.46 of the *Local Government Act 1995* the City currently maintains a Register of Delegated Authority.

Section 5.46(2) of the Act requires a complete review of the Register of Delegations to be conducted at least once every financial year. The review of the delegations made under the Local Government Act has now been undertaken and is now being presented for adoption.

In consultation with the relevant officers, a comprehensive review of these delegations was undertaken. Very few changes were made to delegations, indicating they are still in line with their objective.

Listed in the table below are the proposed amended delegations for consideration of Council.

<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
DA – LGACS2 ‘City of Cockburn (Local Government Act) Minor Funding’	Conditions / Guidelines updated to include additional category	Now a delegation under the Policy associated with it. (Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships))  Additional category will provide financial assistance grants in relation to impacts of

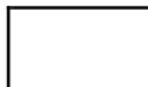


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<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
		COVID-19.
DA – LGACS5 'City of Cockburn (Local Government Act) Local Laws – Use of Reserves	Conditions / Guidelines updated Autonomy of Discretion updated Sub-Delegate/s updated to include additional staff.	Amendments have been undertaken in accordance with current operational procedures whereby Recreation Services staff has authority to approve reserve bookings within existing terms and conditions. Fee reductions and extensions are to be approved by management which is consistent with Delegated Authority 'Usage & Management of Community & Sporting Facilities'
DA – LGACS11 'City of Cockburn Local Laws – Application to Keep More Than Two Dogs at a Residential Property'	Conditions / Guidelines updated	Section of Local Law included regarding the distances of neighbour feedback. Condition 6 has been removed as it is not supported by the Local Law.
DA – LGACS12 'Usage & Management of Community & Sporting Facilities'	Function Delegated updated	The additional text added for clarity as approval for usage is delegated to staff under approved terms and conditions set by Manager Recreation and Community Safety.
DA – LGACS13 'Community Funding for Sport Clubs & Individuals'	Conditions / Guidelines updated	Minor amendment to include recently approved Sporting Club COVID-19 Financial Assistance Grants

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<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
		adopted by Council in April 2020.
DA - LGAFCS1 'Local Government Act, 1995 - Advertising Proposed Differential Rates'	Functions Delegated and Conditions / Guidelines updated	Included "Comment on Cockburn" as an advertising medium for giving notice and inviting submissions on proposed differential rates.
DA – LGAES5 'Legal Proceedings'	Legislative Requirements updated  Sub-Delegates updated	Reference to legislation included.  To enable the Rangers & Community Safety Manager to carry out his role.

The Instruments of delegation, listed below have been reviewed by staff and are considered appropriate for Council to adopt in their present form.

LGAES2	<i>Local Government Act 1995 - Appointment of Authorised Persons</i>
LGAES3	<i>Local Government Act 1995 - Calling of Tenders or Expressions of Interest</i>
LGAES4	<i>Local Government Act 1995 - Contract Variation</i>
LGAES6	<i>Local Government Act 1995 - Authority to Call Public Meetings</i>
LGAES12	<i>Acquisition and Disposal of Property (Land)</i>
LGAES13	<i>Legal Representation - Elected Members and Employees</i>
LGACS3	City of Cockburn ( <i>Local Government Act 1995</i> ) Local Laws – Notices
LGACS4	City of Cockburn ( <i>Local Government Act 1995</i> ) Local Laws – Stallholders
LGACS7	<i>Local Government Act, 1995 - Funding Assistance - Community Associations</i>
LGACS14	<i>Community Funding for Community Organisations and Individuals</i>
LGAEW1	City of Cockburn ( <i>Local Government Act 1995</i> ) Local Laws - Parking Controls
LGAEW2	<i>Local Government Act 1995 - Temporary Road Closures</i>
LGAEW3	<i>Local Government Act 1995 - Dangerous Trees on Private Land</i>
LGAEW4	<i>Local Government Act, 1995 - Sand Drift</i>
LGAEW5	<i>Local Government Act (Uniform Local Provisions) Regulations 1996 - Obstruction of Streets</i>
LGAFCS4	<i>Local Government Act 1995 - Payment from Municipal and Trust Funds</i>
LGAFCS5	<i>Local Government Act 1995 - Recovery of Rates and Service Charges - Leased Properties</i>
LGAFCS10	<i>Objections to the Rate Record and Rateable Status of Land</i>
LGAPD1	City of Cockburn ( <i>Local Government Act 1995</i> ) Local Laws 2000 (as amended) - Signs - Hoardings - Bill Posting

DAP 28/05/2020

Item 8.2

LGAPD4	Local Government Act 1995 - Preparation of Business Plans for Disposal of Land
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### Strategic Plans/Policy Implications

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### Budget/Financial Implications

N/A

### Legal Implications

Sec.5.46 (2) of the *Local Government Act 1995* refers.

### Community Consultation

N/A

### Risk Management Implications

Failure to adopt the recommendation would result in a "Moderate" level of "Compliance" risk with the *Local Government Act 1995* requirement to complete a review of the Register of Delegated Authority at least once every financial year.

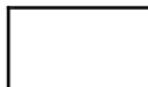
### Advice to Proponent(s)/Submitters

N/A

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

Nil

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DA	<b>LOCAL GOVERNMENT ACT, 1995 – MINOR FUNDING (SMALL GRANTS, DONATIONS &amp; SUBSIDIES)</b>	<b>LGACS2</b>
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<b>DELEGATED AUTHORITY CODE:</b>	<b>LGACS2</b>
<b>DIRECTORATE:</b>	Governance & Community Services
<b>BUSINESS UNIT:</b>	Community Development & Services
<b>SERVICE UNIT:</b>	Grants & Research
<b>RESPONSIBLE OFFICER:</b>	Manager, Community Development
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	<b>13 June 2019</b>
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	11

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	18 May 2017
	23 May 2013	24 August 2017
	22 May 2014	24 May 2018
	2 June 2015	28 February 2019
	26 May 2016	23 May 2019
	OCM:	9 June 2011
	14 June 2012	8 June 2017
	13 June 2013	14 September 2017
	12 June 2014	14 June 2018
	11 June 2015	

**FUNCTION DELEGATED:**

The authority to approve payment of minor grants, sponsorships, donations and subsidies available in the City’s Grants and Donation budget

**CONDITIONS/GUIDELINES:**

- (1) Funding will be considered under the following sub-categories as provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships), Category G – Major and Minor Funding:
  - 1. Minor Donations
  - 2. Subsidies
  - 3. Minor Grants
  - 4. Youth Reward and Recognition
  - 5. Donations to Schools – Reimbursements
  - 6. Community Welfare Funding
  - 6.7. **COVID-19 Community Funding**

[1]



Item 8.2 Attachment 1

DAP 28/05/2020

DA	LOCAL GOVERNMENT ACT, 1995 – MINOR FUNDING (SMALL GRANTS, DONATIONS & SUBSIDIES)	LGACS2
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- (2) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in the Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and associated Guidelines. The authority to make minor donations of up to \$200 to individuals and groups, but only after consultation with the Mayor.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act, 1995, s3.5, s5.42 and s5.44  
 Council Policy – Community Funding for Community organisations and Individuals (Grants, Donations and Sponsorship)

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

**DELEGATE/S AUTHORISED:**

Manager, Community Development

~~Manager, Corporate Communications – (Item 1.4 only)~~

~~Art and Culture Coordinator – (Item 1.4 only)~~

~~Director, Governance & Community Service (Item 1.6 only)~~

[2]



DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS – USE OF RESERVES	LGACS5
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<b>DELEGATED AUTHORITY CODE:</b>	LGACS5
<b>DIRECTORATE:</b>	Governance & Community Services
<b>BUSINESS UNIT:</b>	Recreation & Community Safety
<b>SERVICE UNIT:</b>	Recreation Services
<b>RESPONSIBLE OFFICER:</b>	Manager, <del>Recreation &amp; Community Safety</del> <del>services</del>
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	<del>13 June 2019</del>
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	23 May 2019
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	14 June 2018

**FUNCTION DELEGATED:**

The authority to approve applications for Use of Reserves by individuals / organisations

**CONDITIONS/GUIDELINES:**

- (1) ~~Events must be for not-for-profit activities~~ Activities must be approved within approved guidelines or conditions.
- (2) ~~Minimum bond of \$100.00 to be paid prior to approval being confirmed~~ Charges are applied as per the City's annually approved Fees and Charges Schedule.
- (3) Any reduction of fees may be applied as a customer service measure.
- (4) Any payment extensions for unpaid usage fees that enable continued access.
- (5) Permission to consume alcohol must be approved.
- (6) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

All Officers in accordance with conditions (1) and (2) above.

[1]



DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS – USE OF RESERVES	LGACS5
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[Only Manager Recreation and Community Safety and Coordinator Recreation Services in accordance with conditions \(3\), \(4\) and \(5\) above.](#)

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

City of Cockburn (Local Government Act) Local Laws (Part IV)  
Local Government Act, 1995, s3.5, s5.42 and s5.44

**DELEGATE:**

Chief Executive Officer  
Note: The Chief Executive Officer will sub delegate this authority to:

**SUB-DELEGATE/S:**

Manager, Recreation & Community Safety  
Co-ordinator, Recreation Services  
[Senior Recreation Facilities and Reserves Officer](#)  
[Community Facilities Project Officer](#)  
[Bookings Officer](#)

[2]



DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS – APPLICATIONS TO KEEP MORE THAN TWO(2) DOGS AT A RESIDENTIAL PROPERTY	LGACS11
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DELEGATED AUTHORITY CODE:	LGACS11
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Services
SERVICE UNIT:	Ranger & Community Safety Services
RESPONSIBLE OFFICER:	Manager, Ranger & Community Safety Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	13 June 2019
ATTACHMENTS:	N/A
VERSION NO.	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	23 May 2019
OCM:	13 September 2007	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	14 June 2018

**FUNCTION DELEGATED:**

The authority to approve / reject applications to keep more than two (2) dogs at a residential property.

**CONDITIONS/GUIDELINES:**

- (1) The premises complying in all respects with the provisions of the Act and this Local Law.
- (2) The ~~occupier~~ Applicant of the premises notifying the ~~Council~~ City of this intent in the prescribed form and pays the prescribed fee.
- (3) ~~The Applicant provides approval for the City's Officers to request community feedback;~~
  - A. In residential areas – within 50 metres of the applicants premises;
  - and
  - B. In rural areas – within 100 metres of the applicnats premises.~~Evidence that neighbours have been informed of the proposed use in accordance with the Local Law.~~

[1]



DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS – APPLICATIONS TO KEEP MORE THAN TWO(2) DOGS AT A RESIDENTIAL PROPERTY	LGACS11
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- (4) The City Council has not received any objections to the notification within a period of twenty-one days of the notification having been given.
- (5) In the event that any objections are received, then an applicant may not keep more than two dogs without the specific approval of Council.
- (6) ~~Any approval issued will only entitle an occupier to keep the specified number of dogs up until the end of October next following the date of the notification unless Council determines otherwise.~~
- (7) Any approval issued is not transferable or assignable either to any other occupier of the premises or to any other premises within the District.
- (8) Any approval issued is subject to the relevant dog or dogs being registered.
- (9) The number of dogs is limited to six over the age of three months and the young of those dogs under that age.
- (10) All transactions utilising this delegation are to be recorded ~~in the relevant register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As per Conditions.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Dog Act Section 26  
 City of Cockburn (Local Government Act) Local Laws - Sec. 2.9  
 Local Government Act, 1995, s3.5, s5.42 and s5.44

**DELEGATE:**

Chief Executive Officer

**SUB-DELEGATE/S:**

Ranger and Community Safety Services Manager

[2]



DA	<b>USAGE &amp; MANAGEMENT OF COMMUNITY &amp; SPORTING FACILITIES</b>	<b>LGACS12</b>
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<b>DELEGATED AUTHORITY CODE:</b>	<b>LGACS12</b>
<b>DIRECTORATE:</b>	Governance & Community Services
<b>BUSINESS UNIT:</b>	Recreation & Community Safety
<b>SERVICE UNIT:</b>	Recreation Services
<b>RESPONSIBLE OFFICER:</b>	Manager Recreation and Community Safety Recreation Services Co-ordinator
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	<b>13 June 2019</b>
<b>POLICY REF.:</b>	Usage & Management of Community & Sporting Facilities
<b>VERSION NO.</b>	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	25 August 2016
	28 August 2014	28 February 2019
	26 May 2016	23 May 2019
OCM:	9 April 2009	9 June 2016
	14 June 2012	8 September 2016
	11 September 2014	14 June 2018

**FUNCTION DELEGATED:**

The authority to apply specific conditions for the casual hire use of Council controlled Community and Sporting Facilities, in accordance with the Terms and Conditions of hire, which may be amended from time to time.

**CONDITIONS/GUIDELINES:**

- (1) The following conditions can be approved under this delegation in conjunction with conditions listed in Council Policy "Usage and Management of Community and Sporting Facilities"
  1. Community Facilities
  2. Community Sporting Facilities
  3. Passive Reserves
- (2) Any reduction of fees may be applied a customer service measure.
- (3) Any payment extensions for unpaid usage fees that enable continued access.
- (4) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

[1]



DA	USAGE & MANAGEMENT OF COMMUNITY & SPORTING FACILITIES	LGACS12
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**AUTONOMY OF DISCRETION:**

As provided in Council Policy  
Usage and Management of Community and Sporting Facilities

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act, 1995 sec 5.42 and 5.44  
Council Policy 'Usage and Management of Community and Sporting Facilities' refers.

**DELEGATE:**

Chief Executive Officer  
Note: The Chief Executive Officer will sub-delegate this authority to:

**DELEGATE/S AUTHORISED:**

Manager Recreation and Community Safety  
Co-ordinator Recreation Services

[2]



DAP 28/05/2020

Item 8.2 Attachment 5

DA	COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS	LGACS13
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DELEGATED AUTHORITY CODE:	LGACS13
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Co-ordinator Recreation Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	14 March 2019
DATE LAST REVIEWED:	
POLICY REF.:	Community Funding for Sporting Clubs & Individuals
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	28 February 2019
OCM:	

**FUNCTION DELEGATED:**

The authority to evaluate funding submissions in accordance with grant programs listed under policy Community Funding for Sporting Clubs and Individuals and to manage and allocate funds to submissions compliant with this policy and respective guidelines.

**CONDITIONS/GUIDELINES:**

- (1) To approve applications for the following grant programs:
  1. Major Capital Works Grant
  2. Minor Capital Works Grant
  3. Healthy Canteens Incentive
  4. Sports Equipment Grant
  5. Junior Sports Travel Assistance
  6. [Sporting Club COVID-19 Financial Assistance Grants](#)
- (2) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided as in the conditions above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

[1]

Item 8.2 Attachment 5

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DA	COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS	LGACS13
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Local Government Act, 1995 sec 5.42 and 5.44  
Council Policy "Community Funding for Sporting Clubs and Individual" refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

**DELEGATE/S AUTHORISED:**

Director, Governance & Community Services  
Manager, Recreation & Community Safety  
Co-ordinator Recreation Services

[2]



DA	LOCAL GOVERNMENT ACT, 1995 – ADVERTISING PROPOSED DIFFERENTIAL RATES	LGAFCS1
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<b>DELEGATED AUTHORITY CODE:</b>	LGAFCS1
<b>DIRECTORATE:</b>	Finance & Corporate Services
<b>BUSINESS UNIT:</b>	Financial Services
<b>SERVICE UNIT:</b>	Rates & Revenue Services
<b>RESPONSIBLE OFFICER:</b>	Director, Finance & Corporate Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	13 June 2019
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	10

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	2 June 2015
	26 July 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
		23 May 2019
OCM:	9 June 2011	12 June 2014
	14 June 2012	11 June 2015
	9 August 2012	9 June 2016
	13 June 2013	8 June 2017
		14 June 2018

**FUNCTION DELEGATED:**

To act as To Council in advertising the proposed Differential Rates and prepare a document describing the objects of, and reasons for, each proposed rate and minimum payment.

**CONDITIONS/GUIDELINES:**

- (1) Proposed Differential Rates to be advertised immediately in the following media after the presentation of the Budget Concept Forum for Elected Members covering Rates Modelling each year:
1. ~~1.~~ Display advert in the West Australian newspaper – Local Government Notices.
  2. ~~2.~~ Display advert in the Community newspaper – Cockburn Gazette.
  3. ~~3.~~ Display advert in the Cockburn Herald newspaper.
  4. ~~4.~~ City's Public Notice Board.
  5. ~~5.~~ City's Libraries – Spearwood, Coolbellup and Success.
  6. ~~6.~~ Front page of the City's web site.
  7. ~~7.~~ [Comment on Cockburn consultation platform](#)
  8. ~~8.~~ City's Social Media outlets.
  9. ~~9.~~ Copy sent to community and ratepayer groups.
  10. ~~10.~~ Copy sent to groups and organisations who have registered to receive the City's email newsletters.

[1]



## Item 8.2 Attachment 6

DAP 28/05/2020

DA	LOCAL GOVERNMENT ACT, 1995 – ADVERTISING PROPOSED DIFFERENTIAL RATES	LGAFCS1
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- (2) Either delegate has the authority to deal with such matters as relevant to this declaration.
- (3) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements and above conditions.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act 1995, Section 6.36

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

**SUB-DELEGATE/S:**

Director, Finance & Corporate Services  
Manager, Financial Services

[2]



DA	LOCAL GOVERNMENT ACT, 1995 – LEGAL PROCEEDINGS	LGAES5
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<b>DELEGATED AUTHORITY CODE:</b>	LGAES5
<b>DIRECTORATE:</b>	Governance & Community Services
<b>BUSINESS UNIT:</b>	Executive Services
<b>SERVICE UNIT:</b>	Executive Services
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	13 June 2019
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	23 May 2019
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	14 June 2018

**FUNCTION DELEGATED:**

The Authority to initiate legal proceedings and the signing of prosecution complaint forms in relation to breaches appurtenant to the Local Government Act, 1995, (Part 9 Division 2).

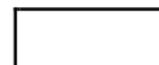
**CONDITIONS/GUIDELINES:**

- (1) Copy of duly completed Summons of Complaint form to be retained.
- (2) Any delegate has the authority to deal with such matters relevant to this declaration.
- (3) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

*Delegate to be satisfied that:-*

- (a) All other avenues to attain compliance that have been exhausted or;
- (b) The alleged offender has been convicted of the same or a similar offence in the past or;
- (c) The alleged offender has been formally warned on another occasion or;

[1]



DA	LOCAL GOVERNMENT ACT, 1995 – LEGAL PROCEEDINGS	LGAES5
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(d) the nature of the offence is such so as to warrant immediate prosecution action

**AUTONOMY OF DISCRETION:**

As indicated in conditions (1) to (3) and (a) to (d) above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

[Part 9, Division 2 of the Local Government Act, 1995](#), *refers*.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will further sub-delegate this authority to:-

**SUB-DELEGATE/S:**

- Director, Governance & Community Services
- Director, Engineering & Works
- Director, Finance & Corporate Services
- Director, Planning & Development
- Manager, Building Services
- Manager, Environmental Health
- Manager, Statutory Planning
- Manager, Financial Services

[Rangers and Community Safety Services Manager](#)

[2]



Item 8.3

DAP 28/05/2020

**8.3 (2020/MINUTE NO 0008) ANNUAL REVIEW OF DELEGATED AUTHORITIES MADE UNDER ACTS EXTRANEIOUS TO THE LOCAL GOVERNMENT ACT 1995**

- Author(s)** B Pinto
- Attachments**
1. Proposed Amendment - OLCS2 'Bush Fires Act 1954 - Prohibited and Restricted Burning Period' [↓](#)
  2. Proposed Amendment - OLCS3 'Bush Fires Act - Legal Proceedings' [↓](#)
  3. Proposed Amendment - OLEW1 'Graffiti Vandalism Act 2016 - Administration & Enforcement' [↓](#)

**RECOMMENDATION**  
That Council:

- (1) adopt proposed amendments to Delegated Authorities made under Acts extraneous to the *Local Government Act 1995*, as shown in the attachments to the Agenda;
- (2) adopt Delegated Authorities Extraneous to the *Local Government Act 1995*, that have no changes as listed in the report; and
- (3) update the Delegated Authority Register accordingly.

**COMMITTEE RECOMMENDATION**  
MOVED Cr C Terblanche SECONDED Mayor L Howlett  
That the recommendation be adopted.

**CARRIED 4/0**

**Background**

Section 5.46 of the *Local Government Act 1995* requires local governments to keep and maintain a Register of Delegations. Governance Services has coordinated a full review of the Delegations made under Acts extraneous to the *Local Government Act 1995*.

The review of the Delegations made under Acts extraneous to the *Local Government Act 1995* is now complete. The DAPPS Committee is now required to consider and recommend adoption of the proposed amendments to Council.

**Submission**

N/A



**Report**

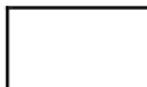
In accordance with s5.46 of the *Local Government Act 1995* the City currently maintains a Register of Delegations.

Section 5.46(2) of the Act requires a complete review of the Register of Delegations to be conducted at least once every financial year. While the mandatory review does not extend to those Delegations made under Acts extraneous to the *Local Government Act 1995*, it has been done to conform to the principle of good governance.

In consultation with the relevant officers, a comprehensive review of Delegations made under other Acts has been undertaken. Very few changes were recommended to these delegations, indicating they are still in line with their original intent and objectives.

Listed in the table below are the proposed amended delegations for the consideration of Council.

<b>Delegation</b>	<b>Proposed Amendment</b>	<b>Reason for Amendment</b>
DA - OLCS2 'Bush Fires Act 1954 – Prohibited & Restricted Burning Period'	Conditions / Guidelines updated	To avoid confusion as to which Deputy Fire Control Officer the Policy refers to.
DA - OLCS3 'Bush Fires Act 1954 – Legal Proceedings'	List of Delegates updated	New position and structure change.
DA – OLEW1 'Graffiti Vandalism Act 2016 – Administration & Enforcement'	Conditions / Guidelines and Sub-Delegates updated	References to Directorate/Business Unit and Service Unit have been updated to accurately reflect the area of responsibility in relation to the delegation. Delegation reference amended accordingly.  Sub-delegation provided to use section 18 of the Act to issue notices for graffiti. This will allow for improved removal of graffiti from private land if issued with a notice.



## Item 8.3

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The Instruments of delegation listed below have been reviewed by staff and no changes are required, as they are considered appropriate for Council to adopt in their present form.

OLPD17	City of Cockburn - Town Planning Scheme No 3 - Development Contributions
OLPD20	Building Act 2011 - Approve or Refuse Building Permit
OLPD21	Building Act 2011 - Approve or Refuse a Demolition Permit
OLPD22	Building Act 2011 - Approve or Refuse an Extension of Time for Building & Demolition Permits
OLPD23	Building Act 2011 - Issue an Occupancy Permit or Building Approval Certificate
OLPD24	Building Act 2011 - Make an Order for Building or Demolition Work
OLPD25	Building Act 2011 - Revoke Order for Building or Demolition Work
OLPD26	Building Act 2011 - Approve or Refuse an Extension of Time for an Occupancy Permit and Building Approval Certificate
OLPD27	Building Act 2011 - Appoint Authorised Persons
OLPD28	Building Act 2011 - Legal Proceedings
OLPD29	Food Act 2008 – Prosecutions
OLPD30	Food Act 2008 - Prohibition Orders
OLPD31	Food Act 2008 - Registration of Food Business
OLPD32	Food Act 2008 - Appointment of Authorised Persons & Designated Officers
OLPD33	Town Planning Scheme No.3 - Development Control
OLPD34	Public Health Act 2016 - Appointment of Authorised Officer
OLCS1	Bush Fires Act - Abatement of a Fire Danger
OLCS5	Bush Fires Act 1954 - Powers & Duties
OLCS14	Cat Act 2011 - Administration & Enforcement
OLCS15	Dog Act 1976 - Administration & Enforcement

### Strategic Plans/Policy Implications

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

#### **Budget/Financial Implications**

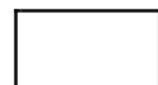
N/A

#### **Legal Implications**

Sec.5.46 (2) of the *Local Government Act 1995* refers.

#### **Community Consultation**

N/A



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**Risk Management Implications**

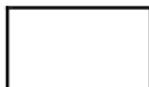
Failure to adopt the recommendation may result in inconsistent Instruments of Delegation that do not reflect current practices and positions, thus not adhering to the principles of good governance.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



DA	<b>BUSH FIRES ACT 1954 –PROHIBITED AND RESTRICTED BURNING PERIOD</b>	OLCS2
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<b>DELEGATED AUTHORITY CODE:</b>	OLCS2
<b>DIRECTORATE:</b>	<del>Executive</del> <del>Support</del> Department Governance & Community Services
<b>BUSINESS UNIT:</b>	<del>Executive</del> <del>Services</del> Recreation & Community Safety
<b>SERVICE UNIT:</b>	<del>Executive</del> <del>Services</del> Rangers & Community Safety
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	13 June 2019
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 May 2007	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
		23 May 2019
OCM:	14 June 2007	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	14 June 2018

**FUNCTION DELEGATED:**

To vary prohibited and restricted burning times, in accordance with s17(7) and (8) and s18(5), regarding:

- shortening, extending, suspending or reimposing a period of prohibited or restricted burning times; or
- imposing a further period of prohibited or restricted burning times.

**CONDITIONS/GUIDELINES:**

- (1) The Mayor and Chief Bush Fire Control Officer shall jointly sign a memorandum prepared by the Chief Bush Fire Control Officer giving effect to the extension of the Prohibited Burning Period and such memorandum shall not extend the Prohibited Burning Period for a period greater than fourteen(14) days at any one time. A notice giving effect to the extension of the Prohibited Burning Period shall be published in a newspaper circulating in the district and a copy of the notice shall be distributed to:

[1]



## Item 8.3 Attachment 1

DAP 28/05/2020

DA	BUSH FIRES ACT 1954 –PROHIBITED AND RESTRICTED BURNING PERIOD	OLCS2
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Mayor	Chief Executive Officer
Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officer
Rangers	Jandakot Volunteer Bush Fire Brigade
South Coogee Volunteer Bush Fire Brigade	City of Fremantle
City of Armadale	City of Melville
<a href="#">City of Gosnells Shire of Serpentine Jarrahdale</a>	<a href="#">City of Joondalup</a>
<a href="#">City of Rockingham</a>	<a href="#">City of Kalamunda</a>
<a href="#">City of Wanneroo</a>	<a href="#">Shire of Gingin</a>
<a href="#">Shire of Chittering</a>	<a href="#">Shire of Swan</a>
<a href="#">Shire of Mundaring</a>	Department of Fire & Emergency Services of WA
City of Kwinana	Department of Biodiversity, Conservation & Attractions
Rottneest Island Authority	<a href="#">City of Canning</a>

- (2) In the absence of the Mayor the Deputy Mayor becomes the Delegate in relation to signing of declarations as prescribed by the Bush Fires Act 1954, and in the absence of the Chief Bush Fire Control Officer the Deputy Chief Bush Fire Control Officer ([Rangers and Community Safety Services Manager](#)) becomes the Delegate.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements and Conditions above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Pursuant to the provisions of Section 17(10) of the Bush Fires Act 1954, the powers and duties of Section 17(7) and (8) of the aforesaid Act

**DELEGATE:**

Mayor  
Chief Bush Fire Control Officer

**SUBDELEGATE/S:**

Nil  
(No statutory power provided to sub-delegate [s48(3)].)

[2]



DA	BUSH FIRES ACT 1954 – LEGAL PROCEEDINGS	OLCS3
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<b>DELEGATED AUTHORITY CODE:</b>	OLCS3
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Services
<b>SERVICE UNIT:</b>	Executive Services
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	13 June 2019
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	23 May 2019
	14 June 2007	11 June 2015
OCM:	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	14 June 2018

**FUNCTION DELEGATED:**

That by virtue of a written instrument of delegation the delegates herein mentioned have the expressed authority to issue infringement notices and institute legal proceedings on behalf of the City of Cockburn pursuant to section 59(3) of the Bush Fires Act 1954.

**CONDITIONS/GUIDELINES:**

All delegates have the individual carriage and conduct of matters initiated.

- (1) Consider offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

*Bush Fires Act 1954,*  
s59(3) Prosecution of Offences

[1]



## Item 8.3 Attachment 2

DAP 28/05/2020

DA	BUSH FIRES ACT 1954 – LEGAL PROCEEDINGS	OLCS3
----	---	-------

s59A(2) Alternative Procedure - Infringement Notices

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

*Bush Fires Act 1954*

s59(3) (*Delegation by the local government*)

**DELEGATE:**

Director, Governance & Community Services – institute legal proceedings only

Manager, Recreation & Community Safety - institute legal proceedings only

Chief Bush Fire Control Officer

Ranger and Community Safety Services Manager - institute legal proceedings only

[Emergency Management Co-ordinator](#)

[Fire and Emergency Management Officer](#)

Senior Ranger

Ranger

[CoSafe Team Leader](#)

**SUB-DELEGATE/S:**

Nil

(No statutory power provided to sub-delegate [s48(3)].)

[2]



DA	GRAFFITI VANDALISM ACT 2016- ADMINISTRATION & ENFORCEMENT	OLCS4EW 4
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DELEGATED AUTHORITY CODE:	OLCS4EW4
DIRECTORATE:	Engineering & Works Governance & Community Services
BUSINESS UNIT:	Engineering & Works Recreation & Community Safety
SERVICE UNIT:	Roads Services Ranger & Community Safety
RESPONSIBLE OFFICER:	Manager Engineering Manager, Recreation & Community Safety
FILE NO.:	086/003
DATE FIRST ADOPTED:	8 December 2016
DATE LAST REVIEWED:	13 June 2019
POLICY REF.:	N/A
VERSION NO.	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 November 2016 18 May 2017 24 May 2018 23 May 2019
OCM:	8 December 2016 8 June 2017 14 June 2018

**FUNCTION DELEGATED:**

1. Exercise of any powers or the discharge of any of its duties under the Graffiti Vandalism Act 2016.
2. Appointment of authorised persons.

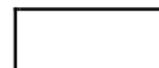
**CONDITIONS/GUIDELINES:**

1. A power under Section 17 to delegate the exercise of this power or the discharge of this duty ~~is sub-delegated to those positions listed within this authority. is not delegated~~
2. All transactions utilising this delegation are to be recorded ~~in the Recording of Delegations Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

Section 16 of the Graffiti Vandalism Act 2016 and conditions above.

[1]



DA	GRAFFITI VANDALISM ACT 2016- ADMINISTRATION & ENFORCEMENT	OLCS4EW 4
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**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act 1995.  
Local Government (Functions and General) Regulations 1996.  
Graffiti Vandalism Act 2016.

**DELEGATE:**

Chief Executive Officer

**SUB DELEGATE/S:**

Nil  
[Manager, Recreation and Community Safety](#)  
[Rangers and Community Safety Services Manager](#)

[2]



Item 8.4

DAP 28/05/2020

**8.4 (2020/MINUTE NO 0009) PROPOSED AMENDMENTS/DELETIONS OF ADMINISTRATION AND STRATEGIC DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS**

- Author(s)** B Pinto
- Attachments**
1. Proposed Amendment - DA -ACS5 'Completion of Firebreaks' [↓](#)
  2. Proposed Amendment - DA-SFCS1 'Investments' [↓](#)
  3. Proposed Amendment - DA-AEW2 'Kerbside House Numbering' [↓](#)
  4. Proposed Amendment - DA-APD55 'Structure Plans & Activity Centre Plans' [↓](#)
  5. Proposed Amendment - DA-APD59 'Commercial Leasing of City of Cockburn Owned & Controlled Land' [↓](#)
  6. Proposed Amendment - DA-APD60 'Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Non-for-Profit)' [↓](#)
  7. Proposed Amendment - DA-SEW1 'Maintenance of Verges & Public Open Space (POS) following Residential Subdivision' [↓](#)
  8. Proposed Amendment - DA-SEW2 'Street & Public Area Lighting' [↓](#)
  9. Proposed Amendment - DA-SEW3 'Traffic Management Investigation' [↓](#)
  10. Proposed Amendment - DA-SPD7 'Prevention of Sand Drift from Subdivision & Development Sites' [↓](#)
  11. Proposed Amendment - DA-SES1 'Obtaining Legal or Other Expert Advice' [↓](#)

**RECOMMENDATION**  
That Council

- (1) adopt proposed amendments to Administrative and Strategic Delegated Authorities, as shown in the attachments to the Agenda;
- (2) adopt Administrative and Strategic Delegated Authorities that have no changes, as listed in the report;
- (3) delete the Administrative and Strategic Delegated Authorities, Policy APD74 'Large Public Events – Approval' and Position Statement PSPD11 'Public Buildings', as listed in the report; and
- (4) update the Delegated Authority Register accordingly.



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Item 8.4

**COMMITTEE RECOMMENDATION**

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 4/0****Background**

Following on from the Policy Review Project, there were a number of Administrative and Strategic Delegated Authorities that were placed on hold until the entire Project was completed, which was finalised at the November 2019 Delegated Authority and Policies (DAP) Committee meeting.

A review of these Delegated Authorities has now been undertaken and is presented to Committee for consideration and adoption.

**Submission**

N/A

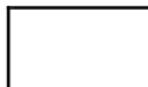
**Report**

In consultation with the relevant officers, a comprehensive review of these delegations was undertaken. There are some changes made to the delegations, indicating they are still in line with their objective.

Listed in the table below are the proposed amended delegations for consideration of Council.

<b><u>Delegation</u></b>	<b><u>Proposed Amendment</u></b>	<b><u>Reason for Amendment</u></b>
DA - ACS5 'Completion of Firebreaks'	Title updated and amended reference to Policy in delegation	Amendment reflects the correct title of delegation in accordance with the Policy
DA – SFCS1 'Investments'	Title updated and amended reference to Policy in delegation  Legislative Requirements updated.	Amendment reflects the correct title of delegation in accordance with the Policy.
DA – AEW2 'Kerbside House Numbering'	Corrected Policy Reference  Sub-Delegate List updated	To address correct Policy reference  Director and Manager Engineering have been deleted and replaced with Engineering Works Manager

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<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
DA – APD55 ‘Structure Plans & Activity Centre Plans’	Legislative Requirements updated	Reference to Legislation
DA – APD59 ‘Commercial Leasing of City of Cockburn Owned & Controlled Land’	Legislative Requirements updated	Reference to Legislation
DA – APD60 ‘Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Non-for-Profit)’	Legislative Requirements updated	Reference to Legislation
DA – SEW1 ‘Maintenance of Verges & Public Open Space (POS) following Residential Subdivision’	Title updated Conditions/Guidelines updated	Delegation amended to reflect correct title of Policy.
DA – SEW2 ‘Street & Public Area Lighting’	Title updated Conditions / Guidelines updated Delegates Authorised updated	Delegation amended to reflect correct title of Policy  Relevant staff added/deleted to delegation.
DA – SEW3 ‘Traffic Management Investigation’	Title updated Conditions / Guidelines updated	Delegation amended to reflect correct title of Policy
DA – SPD7 ‘Prevention of Sand Drift from Subdivision & Development Sites’	Title updated Conditions/Guidelines updated  Legislative Requirements / Council Policy updated	Delegation amended to reflect correct title of Policy.
DA – SES1 ‘Obtaining Legal or Other Expert Advice’	Title of delegation updated Conditions / Guidelines updated	Delegation updated to accurately reflect the Policy



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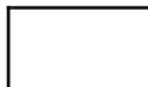
The delegations listed below have been reviewed by staff and are considered appropriate for Council to adopt in their present form.

APD56 'Building Permits / Strata Plans'
APD57 'Land Administration Act 1997 - Naming of Streets & Public Open Space'
ACS14 'City of Cockburn Art Collection'
AES6 'Attendance at Conferences & Seminars'
AES9 'Approval to Participate in Representative Delegations'
LPP5.4 ' Location of High Voltage Overhead Power Lines & Microwave Towers'

The following Policy, Position Statement and Delegated Authorities have been reviewed by relevant officers and have been identified for deletion:

Policy - APD74 'Large Public Events – Approval'	This Policy is no longer required as well established procedures have been implemented within the organisation when it comes to assessing and approval public events large or small and public buildings.
Position Statement - PSPD11 'Public Buildings'	This Position Statement is no longer required as well established procedures have been implemented within the organisation when it comes to assessing and approval public events large or small and public buildings.
DA – APD52 'Appointment of Real Estate Agent to Sell Council Owned Property'	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – APD58 'Large Public Events – Approval'	Well established procedures have been implemented within the organisation when it comes to assessing and approval public events large or small and public buildings. Delegation no longer required.
DA – AC2 'Seating Arrangements for Council Meeting'	Policy deleted in accordance with the Policy Review Project. Delegation no longer required.  It is now captured in Policy 'Council Meetings'
DA – ACS4 'Rewards for Civic Deeds'	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.

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DA – ACS6 ‘Volunteer Fire Fighters Training’	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.
DA – ACS13 ‘Emergency Relief Fund’	Policy has been identified to be converted to a Procedure in accordance with Policy Project Review. Delegation no longer required.
DA – AES1 ‘Annual General Meeting of Electors’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – AES3 ‘Industrial Relations’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – AES5 ‘Payments to Employees in Addition to Contract or Award’	Delegation no longer required.
DA – AES7 ‘Approval for Research/Study Visits’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – AES8 ‘Council Owned Vehicle Usage’	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.
DA – AES10 ‘Underground Power’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – AES11 ‘Industrial Relations - Employee Redundancy Payment’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – AEW1 ‘Street Verge Improvements’	The Street Verge Improvement policy provides a framework for the improvement of an adjacent verge by a property owner which is governed by the City of Cockburn Local Laws 2000. The Local Laws provide the power to enforce any non-compliance thereby rendering the delegate authority for street verge improvements obsolete.
DA – AEW3 ‘Street Lighting’	Delegation no longer required as the Policy has been consolidated with Policy ‘Street & Public Open Space Lighting’

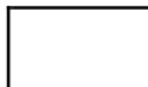


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DA – AEW4 'Installation of Playground/Recreation Equipment on Reserves'	Installation of Playgrounds/Recreation on Reserve" can be deleted as the revised policy aligns with the Public Open Space 2014-2024 (5 Year Review) and is only enacted following the adoption of Council's annual capital works budget.
DA – AEW5 'Landowner Biodiversity Conservation Grant Program'	The Landowners Biodiversity Conservation Grant Program is presented to the Grants and Donations Committee for review and adoption. This decision by Council mitigates the requirement for a delegated authority.
DA – AEW6 'Promotional Street Banners'	Incorporated into a Local Planning Policy 'Signs and Advertising'. Delegation no longer required
DA – AEW8 'Submission & Comment on Environmental Approvals & Matters'	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.
DA – AEW9 'Internally Illuminated Directional Signs'	Policy has been identified to be converted to a Procedure in accordance with Policy Project Review. Delegation no longer required.
DA – AEW10 'Installation of Private Memorial Plaques in Public Open Space'	Delegated Authority can be deleted as the revised policy aligns with the Public Open Space 2014-2024 (5 Year Review) and is only enacted following the adoption of Council's annual budget.
DA – AFCS1 'Employee Development'	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.
DA- AFCS2 'Leasing of Council Controlled Land'	Delegation was prepared in conjunction with previous policy which has now been deleted. Delegation no longer required.
DA – AFCS3 'Disposal of Assets'	Policy has been identified to be converted to a Procedure in accordance with Policy Project Review. Delegation no longer required.
DA – AFCS4 'Defence Force Reserves - Staff Participation'	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.
DA – AFCS6 'Renewal of Leases and Licenses for Council Owned or Controlled Property'	Delegation was prepared in conjunction with previous policy which has now been deleted. Delegation no longer required.

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DA – AFCS8 ‘Change of Basis for Valuation of Land for Rating Purposes	Policy has been identified to be converted to a Procedure in accordance with Policy Project Review. Delegation no longer required.
DA – AFCS9 ‘Debtors Management’	Policy has been identified to be converted to an Administration Policy in accordance with Policy Project Review. Delegation no longer required.
DA – SCS1 ‘Media Activity’	Delegation was prepared in conjunction with previous policy which has now been deleted. Delegation no longer required.
DA – SC8 ‘Conduct of Elections by Postal Ballot’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.
DA – SES2 ‘Access to Tape Recordings of Council Meetings’	Policy has been deleted in accordance with the Policy Project Review. Delegation no longer required.

**Strategic Plans/Policy Implications**

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

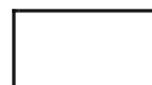
There is a “Low” level of “Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil.



## Item 8.4 Attachment 1

DAP 28/05/2020

DA	COMPLETION OF FIREBREAKS <u>ON PRIVATE LAND</u>	ACS5
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DELEGATED AUTHORITY CODE:	ACS5
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Ranger & Community Safety Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
POLICY REF.:	ACS5
VERSION NO.	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 May 2012 28 August 2014 25 August 2016
OCM:	9 April 2009 14 June 2012 11 September 2014

**FUNCTION DELEGATED:**

The authority to issue Infringement Notices against land holders who contravene Fire Break requirements.

**CONDITIONS/GUIDELINES:**

- (1) If fire breaks are not completed by the date specified in the Fire Order, an infringement notice be issued and City will arrange for the construction of a fire break, with all associated costs to be borne by the land owner.
- (2) Council advise contractors that extensions in time will not be allowed in accordance with (1) above.
- (3) All requirements of the Bush Fires Act, 1954, are to be complied with where necessary.

**AUTONOMY OF DISCRETION:**

As provided in Conditions above

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Bush Fires Act, 1954

Council Policy ACS5-"Completion of Firebreaks on Private Land" refers.

[1]



DA	COMPLETION OF FIREBREAKS <u>ON PRIVATE LAND</u>	ACS5
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**DELEGATE:**

Chief Executive Officer

Note: Chief Executive Officer will sub-delegate this authority to:-

**DELEGATE/S AUTHORISED:**

Chief Bush Fire Control Officer  
Rangers

[2]



## Item 8.4 Attachment 2

DAP 28/05/2020

DA	LOCAL GOVERNMENT ACT, 1995 – INVESTMENTS <u>OF FUNDS</u>	SFCS1
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DELEGATED AUTHORITY CODE:	SFCS1
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Finance Services
SERVICE UNIT:	Accounting Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8-December-2016
ATTACHMENTS:	N/A
VERSION NO.	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 May 2012 26 May 2012 24 November 2016
OCM:	9 June 2011 14 June 2012 9 June 2016

**FUNCTION DELEGATED:**

The authority to invest monies on behalf of Council.

**CONDITIONS/GUIDELINES:**

- (1) The Director, Finance & Corporate Services and Manager, Financial Services are to invest monies held in Council Funds as may, from time to time, not be required for use as working funds. The Director, Finance & Corporate Services, or in his absence the Manager, Management Accounting and Budgeting is authorised to sign all cheques/EFTs/other forms of payment prepared for investment of funds. Vouchers for investments made are to be submitted to Council.
- (2) Either delegate has the authority to deal with such matters relevant to this declaration.
- (3) All decisions taken under this authority are to be recorded on Investment Lists presented to Council.
- (4) Any requirements of the Local Government Act, 1995, or (Financial Management) Regulations, 1996, are to be complied with.
- (5) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

[1]



DA	LOCAL GOVERNMENT ACT, 1995 – INVESTMENTS <u>OF FUNDS</u>	SFCS1
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**AUTONOMY OF DISCRETION:**

Council's investment strategy is:

- (1) Funds required for day to day liquidity requirements shall be invested in either managed Cash Funds or managed investments.
- (2) The balance shall be invested in accordance with Policy SFCS1-'Investment of Funds'.
- (3) Choice of investment shall be governed by Council's Policy 'Investment of Funds'-Policy and continual review of performance.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy SFCS1-"Investments of Funds" refers.  
Local Government Act 1995 s6.14  
Local Government (Financial Management) Regulations 1996 Regulation 19C – Investment of money, restrictions on (Act s. 6.14 (2)(a))

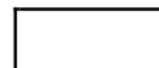
**DELEGATE:**

Chief Executive Officer  
 Note: The Chief Executive Officer will sub-delegate this authority to:

**DELEGATE/S AUTHORISED:**

Director, Finance & Corporate Services  
 Manager, Financial Services

[2]



## Item 8.4 Attachment 3

DAP 28/05/2020

DA	KERBSIDE HOUSE <del>NUMBERS</del> NUMBERING	AEW2
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DELEGATED AUTHORITY CODE:	AEW2
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering
SERVICE UNIT:	Engineering
RESPONSIBLE OFFICER:	Director, Engineering & Works
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	27 August 2015	23 February 2017
OCM:	9 April 2009	10 September 2015
	14 June 2012	9 June 2016

**FUNCTION DELEGATED:**

The authority to approve/refuse applications to apply kerbside property numbering within the district.

**CONDITIONS/GUIDELINES:**

- (1) As provided in Policy [AEW2'Kerbside House Numbering'](#)
- (2) Any relevant Australian Standard must be complied with in any permissions granted.
- (3) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Policy [AEW2'Kerbside House Numbering'](#).

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy [AEW2](#) "Kerbside House Numbering" refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:



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Item 8.4 Attachment 3

DA	KERBSIDE HOUSE <del>NUMBERS</del> <u>NUMBERING</u>	AEW2
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**DELEGATE/S AUTHORISED:**

~~Director, Engineering & Works~~  
~~Manager, Engineering~~  
Engineering Works Manager



## Item 8.4 Attachment 4

DAP 28/05/2020

DA	<b>STRUCTURE PLANS, REZONING APPLICATIONS AND METROPOLITAN REGION SCHEME AMENDMENTS</b>	<b>APD55</b>
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<b>DELEGATED AUTHORITY CODE:</b>	<b>APD55</b>
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Strategic Planning
<b>SERVICE UNIT:</b>	Strategic Planning
<b>RESPONSIBLE OFFICER:</b>	Manager, Strategic Planning
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	<b>9 June 2016</b>
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	6

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	26 November 2015
	22 August 2013	26 May 2016
	26 February 2015	
OCM:	9 April 2009	12 March 2015
	14 June 2012	10 December 2015
	12 September 2013	

**FUNCTION DELEGATED:**

## (1) Structure Plans

1. In accordance with Clause 17(1) of the Deemed Provisions, the authority to determine whether:
  - a. A Proposed Structure Plan complies with Clause 16(1) of the Deemed Provisions; or
  - b. Further information from the applicant is required before a Proposed Structure Plan can be accepted for assessment and advertising.
2. In accordance with Clause 17(1)(b) of the Deemed Provisions, the authority to estimate and provide to the applicant the fee for dealing with a Proposed Structure Plan in accordance with the Planning and Development Regulations 2009.
3. In accordance with Clause 18 of the Deemed Provisions, the authority to advertise the Proposed Structure Plan;
4. In accordance with Clause 19(1) of the Deemed Provisions the authority:
  - a. To request further information from a person who prepared a Proposed Structure Plan and;
  - b. To advertise any modifications proposed to a Proposed Structure Plan to address issues raised in submissions.

[1]



DA	<b>STRUCTURE PLANS, REZONING APPLICATIONS AND METROPOLITAN REGION SCHEME AMENDMENTS</b>	<b>APD55</b>
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5. In accordance with Clause 29(3) of the Deemed Provisions, the authority to decide not to advertise an amendment to a Structure Plan if, in the opinion of the officer, the amendment is of a minor nature.
6. In accordance with Clause 20(1) of the Deemed Provisions, the authority to prepare a report on an amendment to a Structure Plan, where the amendment is considered to be minor in nature, and to submit this directly to the Commission.

(2) Activity Centre Plans

1. In accordance with Clause 33(1) of the Deemed Provisions, the authority to determine whether:
  - a. A Proposed Activity Centre Plan complies with Clause 32(1) of the Deemed Provisions; or
  - b. Further information from the applicant is required before a Proposed Activity Centre Plan can be accepted for assessment and advertising.
2. In accordance with Clause 33(1)(b) of the Deemed Provisions, the authority to estimate and provide to the applicant the fee for dealing with a Proposed Activity Centre Plan in accordance with the Planning and Development Regulations 2009.
3. In accordance with Clause 34 of the Deemed Provisions, the authority to advertise the Proposed Activity Centre Plan;
4. In accordance with Clause 35(1) of the Deemed Provisions the authority:
  - a. To request further information from a person who prepared a Proposed Activity Centre Plan and;
  - b. To advertise any modifications proposed to a Proposed Activity Centre Plan to address issues raised in submissions.
5. In accordance with Clause 45(3), the authority to decide not to advertise an amendment to an Activity Centre Plan if, in the opinion of the officer, the amendment is of a minor nature.
6. In accordance with Clause 36(1) of the Deemed Provisions, the authority to prepare a report on an amendment to an Activity Centre Plan, where the amendment is considered to be minor in nature, and to submit this directly to the Commission.

**CONDITIONS/GUIDELINES:**

- (1) Where an amendment to a Structure Plan or Activity Centre Plan may be considered minor in nature
  1. As per Clause 17 of the Structure Plan Framework, a minor amendment to a Structure Plan or Activity Centre Plan is a change or departure that:
    - a. Does not materially alter the purpose and intent of the structure plan;
    - b. Does not change the intended lot / dwelling yield by more than 10 per cent;

[2]



## Item 8.4 Attachment 4

DAP 28/05/2020

DA	<b>STRUCTURE PLANS, REZONING APPLICATIONS AND METROPOLITAN REGION SCHEME AMENDMENTS</b>	<b>APD55</b>
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- c. Does not adversely impact upon the amenity of adjoining landowners and occupiers;
- d. Does not restrict the use and development of adjoining land;
- e. Does not significantly impact on infrastructure provision;
- f. Does not impact upon the environment;
- g. Is consistent with Council adopted policies; and
- h. Is deemed to be consistent with orderly and proper planning.

- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in (1) of Conditions/Guidelines above

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

City of Cockburn Town Planning Scheme No.3  
 Planning and Development Act 2005  
[Planning & Development \(Local Planning Schemes\) Regulation 2015](#)

**DELEGATE:**

Nil.

**DELEGATE/S AUTHORISED:**

Director, Planning and Development  
 Manager, Strategic Planning  
 Coordinator, Strategic Planning  
 Senior Strategic Planning Officers

[3]



DA	<b>COMMERCIAL LEASING OF CITY OF COCKBURN COUNCIL OWNED &amp; CONTROLLED LAND</b>	APD59
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<b>DELEGATED AUTHORITY CODE:</b>	APD59
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Strategic Planning Services
<b>SERVICE UNIT:</b>	Leasing & Land Administration
<b>RESPONSIBLE OFFICER:</b>	Director, Planning & Development
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	8 December 2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	5

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012 22 August 2013	26 May 2016 24 November 2016
OCM:	9 June 2011 14 June 2012	12 September 2013 9 June 2016

**FUNCTION DELEGATED:**

To obtain and apply valuations in relation to land to be leased from Council.

**CONDITIONS/GUIDELINES:**

- (1) When Council owned land or land (vested) in Council is to be leased a sworn Valuer will be requested to value the land and the GRV or Unimproved Value of the land will be used as the basis of determining the annual rental and each case will be considered on its merits.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

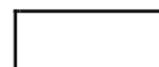
As provided in Policy APD86.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

[Planning & Development \(Local Planning Schemes\) Regulations 2015](#)  
Council Policy [APD86](#) - "Commercial Leasing of [City of Cockburn Council Owned & Controlled Land](#)" refers.

**DELEGATE:**

[1]



Item 8.4 Attachment 5

DAP 28/05/2020

DA	<b>COMMERCIAL LEASING OF CITY OF COCKBURN COUNCIL OWNED &amp; CONTROLLED LAND</b>	APD59
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Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate authority to:

**SUB-DELEGATE/S:**

Director, Planning & Development  
Manager, Strategic Planning  
Property & Lands Officer

[2]



DA	<b>RENEWAL OF LEASES AND LICENSES FOR COUNCIL OWNED OR CONTROLLED PROPERTY</b>	APD60
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<b>DELEGATED AUTHORITY CODE:</b>	APD60
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Strategic Planning Services
<b>SERVICE UNIT:</b>	Leasing & Land Administration
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	8-December-2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 May 2012 26 May 2016 24 November 2016
OCM:	9 April 2009 14 June 2012 9 June 2016

**FUNCTION DELEGATED:**

The authority to renew a lease and licence agreement.

**CONDITIONS/GUIDELINES:**

- (1) As provided in Policy [APD87'Leasing of City of Cockburn Property for Community and/or Recreational Purposes \(including Not-for-Profit\)](#).
- (2) Local Government Act 1995 section 3.58  
Local Government (Functions and General) Regulations 1996 section 30
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Council Policy [APD87'Leasing of City of Cockburn Property for Community and/or Recreational Purposes \(including Not-for-Profit\)](#).

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

[Planning & Development \(Local Planning Schemes\) Regulations 2015](#)  
Council Policy [APD87-"Renewal of Leasinges of City of Cockburn Property for Community and/or Recreational Purposes \(including Not-for-Profit\)and Licenses for Council Owned or Controlled Property"](#) refers.

[1]



Item 8.4 Attachment 6

DAP 28/05/2020

DA	RENEWAL OF LEASES AND LICENSES FOR COUNCIL OWNED OR CONTROLLED PROPERTY	APD60
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**DELEGATE:**

Chief Executive Officer

**DELEGATE/S AUTHORISED:**

Nil.

[2]



DA	<b>MAINTENANCE OF <del>VERGES AND PUBLIC OPEN SPACE (POS)</del>PUBLIC OPEN SPACE &amp; ROAD RESERVATIONS FOLLOWING RESIDENTIAL SUBDIVISION</b>	<b>SEW4</b>
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<b>DELEGATED AUTHORITY CODE:</b>	SEW4
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Engineering
<b>SERVICE UNIT:</b>	Parks
<b>RESPONSIBLE OFFICER:</b>	Director, Engineering & Works
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 March 2017
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	5

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012 27 August 2015	26 May 2016 23 February 2017
OCM:	9 April 2009 14 June 2012	10 September 2015 9 June 2016

**FUNCTION DELEGATED:**

The authority to require developers to maintain public open space and road reservations verge and P.O.S. areas in the district following subdivision.

**CONDITIONS/GUIDELINES:**

- (1) As provided in Policy SEW4 'Maintenance of Public Open Space and Road Reservations following Residential Subdivision'.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Policy 'Maintenance of Public Open Space and Road Reservations following Residential Subdivision' SEW4.

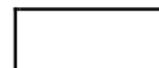
**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy SEW1 'Maintenance of Public Open Space and Road Reservations following Residential Subdivision' ~~Maintenance of Verges and Public Open Space Following Residential Subdivision~~ refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:



Item 8.4 Attachment 7

DAP 28/05/2020

DA	MAINTENANCE OF <del>VERGES AND PUBLIC OPEN SPACE (POS)</del> <u>PUBLIC OPEN SPACE &amp; ROAD RESERVATIONS</u> FOLLOWING RESIDENTIAL SUBDIVISION	SEW1
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**DELEGATE/S AUTHORISED:**

Director, Engineering & Works.



DA	STREET & PUBLIC <u>OPEN SPACE AREA</u> LIGHTING	SEW2
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<b>DELEGATED AUTHORITY CODE:</b>	SEW2
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Engineering
<b>SERVICE UNIT:</b>	Engineering
<b>RESPONSIBLE OFFICER:</b>	Director, Engineering & Works
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 March 2017
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	5

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	26 May 2016
	27 August 2015	23 February 2017
OCM:	9 April 2009	10 September 2015
	14 June 2012	9 June 2016

**FUNCTION DELEGATED:**

The authority to approve street and public area lighting standards proposed to be erected in association with subdivision, re-development or development within the district.

**CONDITIONS/GUIDELINES:**

- (1) The requirements specified in Council Policy SEW2' Street & Public Open Space Lighting'.
- (2) To approve the installation of street and public area lighting standards within all existing and proposed streets within the district in accordance with Council Policy SEW2.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided for in Conditions (1) and (2).

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act, 1995.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-



DA	STREET & PUBLIC <u>OPEN SPACE AREA</u> LIGHTING	SEW2
----	---	------

**DELEGATE/S AUTHORISED:**

Director, Engineering and Works  
Manager, Engineering Services  
~~Road Design Manager~~  
~~Project Engineer / Officer - Development~~  
~~Works Manager~~  
Manager, Infrastructure Services



DA	<b>LOCAL AREA TRAFFIC MANAGEMENT INVESTIGATION</b>	<b>SEW3</b>
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<b>DELEGATED AUTHORITY CODE:</b>	SEW3
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Engineering
<b>SERVICE UNIT:</b>	Road Design
<b>RESPONSIBLE OFFICER:</b>	Transport Engineer
<b>FILE NO.:</b>	086/003; 163/006
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 March 2017
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	27 August 2015
	23 May 2013	23 February 2017
OCM:	9 April 2009	13 June 2013
	14 June 2012	10 September 2015

**FUNCTION DELEGATED:**

The authority to investigate and determine requests for traffic management and traffic calming measures to be installed on roads within the district.

**CONDITIONS/GUIDELINES:**

- (1) The requirements specified in Council Policy [SEW3-Local Area Traffic Management Investigation](#).
- (2) To investigate the installation of traffic management measures using the Warrant Criteria and Weightings incorporated as part of Council Policy SEW3.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken or by another officer under the direction of the initiating officer

**AUTONOMY OF DISCRETION:**

As provided for in Conditions (1) and (2) above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

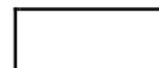
Refer Policy SEW3 '[Local Area](#) Traffic Management Investigation' Local Government Act 1995 s5.44 refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

[1]



Item 8.4 Attachment 9

DAP 28/05/2020

DA	<u>LOCAL AREA</u> TRAFFIC MANAGEMENT INVESTIGATION	SEW3
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**SUB-DELEGATE/S:**

Director Engineering and Works  
Manager Engineering Services  
Transport & Traffic Coordinator  
Engineer Road Design Manager  
Engineering Technical Officers

[2]



DA	<b>PREVENTION OF SAND DRIFT FROM SUBDIVISION AND DEVELOPMENT SITES DUST MANAGEMENT FOR DEVELOPMENT SITES</b>	SPD7
----	--	------

<b>DELEGATED AUTHORITY CODE:</b>	SPD7
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Environmental Health
<b>SERVICE UNIT:</b>	Environmental Health
<b>RESPONSIBLE OFFICER:</b>	Director, Planning & Development
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 June 2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 November 2015
	22 August 2013	26 May 2016
	26 February 2015	
OCM:	9 April 2009	12 March 2015
	14 June 2012	10 December 2015
	12 September 2013	

**FUNCTION DELEGATED:**

The authority to approve Dust Management Plans as required and implement Policy [SPD7 'Dust Management for Development Sites'](#).

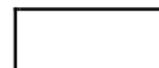
**CONDITIONS/GUIDELINES:**

- (1) Compliance with the provisions and requirements of Policy [SPD7 'Dust Management for Development Sites'](#).
- (2) The classification of subdivisions and developments as provided for under the Policy.
- (3) Prohibition of bulk earthworks on Class 3 and Class 4 subdivision and development sites between 1<sup>st</sup> October and 31 March each year.
- (4) The approval of Dust Management Plans.
- (5) Ensuring compliance with any conditions of subdivision and development relating to the requirements of the Policy.
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Conditions above.

[1]



DA	<b>PREVENTION OF SAND DRIFT FROM SUBDIVISION AND DEVELOPMENT SITES DUST MANAGEMENT FOR DEVELOPMENT SITES</b>	SPD7
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**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy SPD7 "Prevention of Sand Drift from Subdivision and Development Sites Dust Management for Development Sites" refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

**SUB-DELEGATE/S:**

Director, Planning & Development  
Manager, Environmental Health  
Co-ordinator, Environmental Health

[2]



DA	<b>OBTAINING LEGAL OR OTHER EXPERT ADVICE &amp; LEGAL PROCEEDINGS BETWEEN CITY OF COCKBURN &amp; OTHER PARTIES</b>	<b>SES1</b>
----	--	-------------

<b>DELEGATED AUTHORITY CODE:</b>	SES1
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Services
<b>SERVICE UNIT:</b>	Executive Services
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 June 2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	3

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 June 2012 26 May 2016
OCM:	13 May 2010 14 June 2012

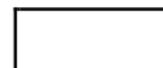
**FUNCTION DELEGATED:**

The authority to obtain legal or other expert advice and respond to legal proceedings on behalf of Council.

**CONDITIONS/GUIDELINES:**

(1) Obtaining Legal or Other Expert Advice:

1. in the instances where Council has resolved or requested to seek legal or other expert advice, a copy of that advice and Council's letter of instruction be provided to all Elected Members as soon as practicable within seven(7) days of receipt by the City unless otherwise resolved by Council;
2. where copies of legal or other expert advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by resolution of Council', following the opinion of the Solicitor or specialist who provided advice to the Council about the possible consequences of making that advice available to a third party;
3. Council maintain its retainer arrangement with its Solicitors for the purpose of ascertaining matters of an administrative nature where procedural verbal advice is obtained and that such advice sought be recorded as a file note on the appropriate file;



## Item 8.4 Attachment 11

DAP 28/05/2020

DA	<b>OBTAINING LEGAL OR OTHER EXPERT ADVICE &amp; LEGAL PROCEEDINGS BETWEEN CITY OF COCKBURN &amp; OTHER PARTIES</b>	SES1
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4. that where a legal or other expert opinion is sought in relation to an item placed before Council, a note that the item is subject to legal or other expert advice (as appropriate) be included in the relevant Agenda or Minutes.
5. before the Council considers an item on an agenda that includes or is based on expert advice (eg legal, environmental, financial) the Council shall have been provided with a copy of that advice (or summary if appropriate) prior to the meeting with adequate time to read and understand the advice before making its decision.
6. Legal advice sought by Council can only be obtained utilising the services of practitioners who form part of the Panel of Preferred Suppliers, as adopted by Council from time to time, unless, in the CEO's opinion, it is advantageous to utilise the services of a different provider who has specific expertise in a particular case.

- ~~(1) In the instances where Council has resolved or requested to seek legal or other expert advice, a copy of that advice be provided to all Elected Members as soon as practicable within seven (7) days of receipt by the City unless otherwise resolved by Council.~~
- ~~(2) The intent of any advice received relating to any matter placed before Council for determination being conveyed to Elected Members via "Elected Members Newsletter" within seven days of receipt and Elected Members may obtain a copy or further details of this advice.~~
- ~~(3) Where copies of legal or other expert advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by resolution of Council.~~
- ~~(4) Council maintain its retainer arrangement with its Solicitors for the purpose of ascertaining matters of an administrative nature where procedural verbal advice is obtained.~~
- ~~(5) Legal advice obtained for:-~~
- ~~1. initiating specific action by Council or its authorised officers;~~
  - ~~2. the interpretation of statute;~~
  - ~~3. the interpretation of the state of the law in relation to any matter; or~~
  - ~~4. any other advice to be relied upon as legal advice~~
- ~~is only to be obtained from certified practitioners.~~
- (2) Responding to Legal Proceedings:



DA	<b>OBTAINING LEGAL OR OTHER EXPERT ADVICE &amp; LEGAL PROCEEDINGS BETWEEN CITY OF COCKBURN &amp; OTHER PARTIES</b>	SES1
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1. The Elected Members must be advised that a legal proceeding has been commenced against the City as soon as practicable after the City has been given notice of the proceeding.
  2. A record of the proceedings taken pursuant to this Policy shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO, or as requested by the Audit and Strategic Finance Committee.
- (6) All transactions utilising this delegation are to be recorded ~~in the Recording of Delegated Decisions Register~~ by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Conditions above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy ~~SES1~~ "Obtaining Legal or Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties" refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

**DELEGATE/S AUTHORISED:**

- Director - Finance and Corporate Services
- Director - Planning & Development
- Director – Governance & Community Services
- Director - Engineering & Works
- Manager, Statutory Planning
- Manager, Strategic Planning
- Manager, Environmental Health
- Manager, Building Services



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Item 9.1

## 9. PLANNING & DEVELOPMENT DIVISION ISSUES

### 9.1 (2020/MINUTE NO 0010) PROPOSED AMENDMENT TO LOCAL PLANNING POLICY 5.6 - VEHICLE ACCESS

**Author(s)** K Knuckey  
**Attachments** 1. Proposed changes - LPP 5.6 [↓](#)  
 2. Schedule of Submissions [↓](#)

#### RECOMMENDATION

That Council adopt the proposed modifications to Local Planning Policy 5.6 - *Vehicle Access*, as shown in Attachment 1, for the purposes of advertising in accordance with Clause 5(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 21 days.

#### COMMITTEE RECOMMENDATION

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 4/0**

#### Background

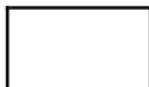
Local Planning Policy 5.6 'Vehicle Access' (LPP 5.6) was adopted by Council for the purposes of advertising in accordance with Clause 4 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* at its meeting held on 23 August 2018.

The policy was subsequently advertised from 12 September 2018 to 8 October 2018, during which time six submissions were received, five of which were objections.

The City has held off progressing the amendments to LPP 5.6, until the Armadale Road and North Lake Road Bridge (ARNLRB) project plans have been finalised. This includes understanding the design implications of Verde Drive west of Solomon Road. Furthermore, the City has been working with affected landowners and Main Roads WA (MRWA) to determine appropriate easement outcomes which have now been agreed upon.

A significant amount of time has passed since this advertising period, without being further progressed to the DAP Committee or an OCM for final approval. Furthermore, some additional modifications that were not advertised are now recommended to be made to the policy text and the related North Lake Road Vehicle Access Policy Plan. The new recommended modifications have been tracked in purple text in the report; while the previous modifications advertised to the public in 2018 have been tracked in red (see Attachment 1). Also included at Attachment 2 is a response to the submissions received in 2018.

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Given these changes the purpose of this report is to recommend the policy be readvertised for a period of 21 days in accordance with Clause 5(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Submission**

N/A

**Report**

A key objective of LPP5.6 is to coordinate access and reduce the number of crossovers on high volume roads to reduce traffic conflict. It does this by identifying 'Vehicle Access Policy Plans'. These plans identify vehicle access arrangements including crossover and public access easement details. Two vehicle access plans are currently included within the policy – one for North Lake Road (between the Kwinana Freeway and Semple Court) and the other for Verde Drive (between the Kwinana Freeway and the intersection of Armadale Road and Tapper Road).

Several lots have already been developed in line with LPP5.6. The below images illustrate a development that has created a public access road with car parking within the front setbacks. In these instances, the intent is that as each lot is developed in a consistent manner, importantly reducing the number of crossovers in this instance along North Lake Road.



This amendment proposes changes to both plans currently contained in the Policy at Appendix 1 and 2.



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Proposed Changes to the North Lake Road Vehicle Access Plan

The proposed changes to the North Lake Road plan result from having to respond to design needs of the duplication of North Lake Road, the emerging Cockburn Central West precinct and the ARNLRB project.

Specifically the changes relate to the removal of an access point from the Muriel Court Precinct (north of North Lake Road and opposite Legacy Way), the addition of a left-in-left-out intersection at Legacy Way, and the signalisation of the intersection at Poletti and North Lake Road.

No change is proposed to the crossover and public access easement design detail.

Proposed Changes to the Verde Drive Vehicle Access Plan

Changes to the Verde Drive Vehicle Access Plan are required to reflect the realignment of Verde Drive of which is a result of the ARNLRB project, which now sees the western end of Verde Drive connect with Armadale Road instead of the North Lake Road Bridge.

The map within the report (Appendix 1) has been updated to respond to the ARNLRB design and reflect the road alignment set out within the Cockburn Central East Structure Plan which was approved by the Western Australian Planning Commission on 5 December 2018.

It is recognised that amalgamation and/or consolidation of lots fronting Verde Drive, west of Solomon Road, may occur in the future and in this regard it is highlighted that the current policy at 4(a) provides a variation clause to consider such unforeseen changes.

Additional Changes to the Local Planning Policy Text

A further amendment is proposed to the policy that relates to both plans – that relating to the treatment of areas covered by easements in gross to be designed and treated to the satisfaction of the City – refer to the new clause 2(a). The intent of this amendment is to ensure consistency of construction, including materials, across all lots.

Clause 4 (b) is also proposed to be amended, in order to broaden the scope of what may be accepted as a detailed traffic assessment, providing more flexibility for City staff and proponents to negotiate.

Clause 1 (5) is a proposed addition to the policy, to make reference to the relevant local/state/national policies, guidelines and Australian Standards, which are used as a guide when determining aspects of Vehicle Access Policy Plans, such as access locations, intersection forms and spacing. This proposed Clause is purposefully unspecific, as there are numerous policies, guidelines and standards that are considered and many of them are subject to changes and replacements over time.

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It is noted the policy document will need to be reverted to the revised local planning policy layout adopted by the City prior to advertising.

It is recommended the policy amendment is advertised for further public comment to then be reported back to next available DAPs meeting for finalisation.

**Strategic Plans/Policy Implications**Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

The policy amendment was previously advertised for public consultation from 12 September to 8 October 2018. During this advertising period, six submissions were received, five of which were in objection to the proposed policy amendment (refer Attachment 2 – Schedule of Submissions). Issues raised within the objections have been addressed since the advertising period through collaborative consultation between City Officers, MRWA and the affected landowners (outcomes are detailed further in the Schedule of Submissions). City Officers are now satisfied all issues raised during the previous advertising period have been successfully resolved to the agreeance of all parties.

Should the policy amendment be readvertised as recommended, there will be opportunity for submissions to be made again, noting that construction of the ARNLRB project is now formally underway and the Cockburn Central East Structure Plan was approved by the Western Australian Planning Commission on 5 December 2018.

Given that over a year has passed since the policy amendment subject of this report was advertised, and some additional modifications are now also suggested, it is recommended that the policy amendment is readvertised.

The amendment will be advertised in accordance with Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 21 days.



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**Risk Management Implications**

Given the policy was advertised in 2018 but that consultation process was not closed out, there could be a perception with those who previously lodged a submission that their concerns were not taken on board. This is not the case, with some of the modifications reflecting those earlier submissions.

Not supporting the modification will also result in unclear guidance for developers and landowners in the vicinity of North Lake Road and Verde Drive, and could lead to financial and legal implications for the City as a result of providing inaccurate information.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



<b>Title</b>	<b>Vehicle Access</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.6</b>



**Policy Type**

Local Planning Policy

**Policy Purpose**

When land adjacent to major/arterial/distributor/important roads is developed for more intensive uses the resulting additional traffic generated by such uses, can cause conflict, especially where pre-existing traffic -volumes are high. This can create dangerous and unattractive road environments.

In these situations, a coordinated approach to vehicle access is required to ensure that development does not introduce any undesirable impacts on the safe and efficient movement for motorists, heavy vehicles operators, public transport users, pedestrians and cyclists.

The purpose of the Policy provides a framework for the planning and development of safe and efficient movement of motorists, public transport users, pedestrians and cyclists, where such a coordinated approach to vehicle access is required.

The Policy will be used by the City of Cockburn to guide the assessment of applications for development, subdivision and Local Development Plans, where a Vehicle Access Plan has been prepared.

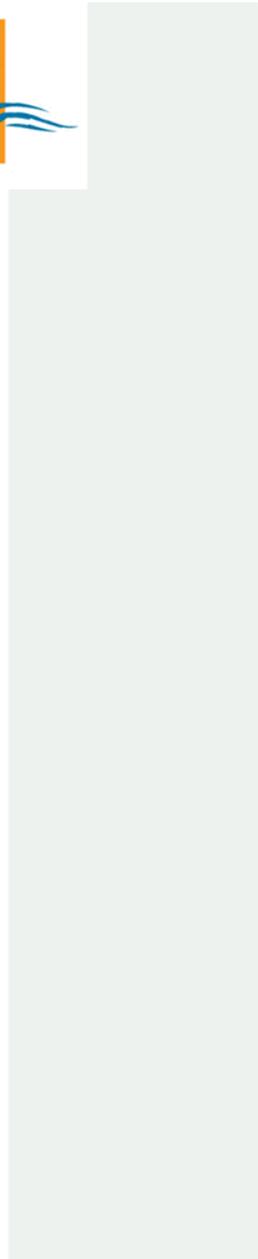
The overall objectives for the policy are to:

- (1) Provide for safe and efficient movement of motorists, public transport users, pedestrians and cyclists;
- (2) Provide for safe and efficient movement of waste management and other service vehicles;
- (3) Minimise the potential for conflict between through and local traffic;
- (4) Provide visually attractive road environments; and
- (5) Provide for reasonable property access that is direct, convenient and safe.

**Policy Statement**

- (1) Vehicle Access Policy Plans:
  1. Vehicle Access Policy Plans are to be prepared by the City of Cockburn in consultation with relevant stakeholders, which may include Main Roads WA, the Department of Planning and landowners of affected properties.
  2. Vehicle Access Policy Plans are to be adopted by Council for inclusion as an Appendix to the Vehicle Access Policy.

[1]



Item 9.1 Attachment 1

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<b>Title</b>	<b>Vehicle Access</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.6</b>



3. The access arrangements in Vehicle Access Policy Plans shall be constructed to public road standards and should consider the following design features to ensure traffic safety and efficiency:
    - a) road reserve widths;
    - b) intersection location and spacing;
    - c) intersection type;
    - d) traffic control type (i.e traffic signals, roundabout, signage);
    - e) median location and breaks;
    - f) the number, location and design of vehicle access points to adjoining private properties;
    - g) the size and length of vehicles that will be using the access;
    - h) the volume of traffic that will be using the access;
    - i) road lighting;
    - j) mechanisms for organising and securing shared use of crossovers;
    - k) servicing of properties by waste management and other commercial vehicles; and
    - l) provision of cyclist and pedestrian facilities and integration with the adjacent path network.
  
  4. Vehicle Access Policy Plans are to consider pedestrian and cyclist movement patterns and key desire lines, particularly where residential development exists or is planned in proximity to the Vehicle Access Policy Plans area.
  
  5. [Vehicle Access Policy Plans are to be prepared with reference to the relevant local / state / national policies, guidelines and Australian Standards as determined appropriate by the Local Government.](#)
- (2) Vehicle Access Controls:
1. Crossovers
    - a) Control over the location, design and number of crossovers will be exercised by the responsible authority to reflect the arrangements shown on a Vehicle Access Policy Plan.
    - b) There will be a presumption against the creation of new vehicle crossovers across the primary frontage of the lot where alternative access is, or could be made available, to secondary roads and laneways, or via easements in gross arrangements to a nominated crossover as shown on the Vehicle Access Policy Plan.
    - c) Where a vehicle crossover is permitted under a Vehicle Access Policy Plan, conditions may be imposed on the width and design of the crossover to ensure adequate visibility and to provide for the safe and convenient movement of vehicles entering and leaving the road.
  2. Easement in Gross

[2]



<b>Title</b>	<b>Vehicle Access</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.6</b>



- a) Where indicated on a Vehicle Access Policy Plan, the City of Cockburn will require as a condition of development or subdivision, easements in gross in the form of a public access easement on land titles. The easements in gross are granted for the City of Cockburn to maintain public access across the subject land to the side streets and crossover access points as delineated on the Vehicle Access Policy Plan. These easements in gross on land titles are to be provided at the cost of the developer or landowners of the subject land. [The treatment of the area covered by the easement in gross shall be designed and treated to the satisfaction of the City to ensure consistency across lots.](#)
  - b) In determining development applications where a Vehicle Access Policy Plan requires the provision of a right-of-carriageway and where such access is not available through adjacent properties to a dedicated road, consideration may be given for retention of a temporary access crossover until such time as alternative access is available via the right-of-carriageway system.
  - c) Provisions for the closure of the temporary crossover shall be provided by way of legal agreement.
3. Parking/Circulation
- a) All applications for development approval on land subject to a Vehicle Access Policy Plan will be required to provide for traffic to enter and leave the site in a forward direction and to comply with the City of Cockburn's car parking and on-site vehicle circulation requirements, as detailed in the City's Town Planning Scheme No. 3 (TPS 3). This requirement is intended to ensure that there is no traffic congestion on-site which would interfere with the safety and free flow of traffic along the primary road.
4. Variation Clause
- a) The precise location of rights of carriageways or crossovers delineated on a Vehicle Access Policy Plan may be varied subject to the agreement of the City of Cockburn provided that the purpose and the intent of the Vehicle Access Policy Plan is maintained.
  - b) [A detailed traffic assessment may be required in the form of a traffic management plan, a traffic impact assessment, a road safety audit, and/or traffic modelling](#) may be required where a variation to a Vehicle Access Policy Plan is proposed. [The form and scope of the required traffic assessment will be subject to guidance and agreement by the City of Cockburn.](#)
  - c) This policy document may be updated with agreement from the City of Cockburn.

[3]



Item 9.1 Attachment 1

DAP 28/05/2020

<b>Title</b>	<b>Vehicle Access</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 5.6</b>



d) [With specific regard to the Verde Drive Access Plan consideration will be given to the exact location of crossovers and need for an easement \(West of Solomon Road\) as development occurs. This recognises the likely need to reconfigure long narrow lots and the likely timing of various developments will likely be staged over time. The City at such time\(s\) will ensure the staging of development in this area is provided with suitable access arrangements and will use discretion by having due regard to the objectives of this policy and the intent of the Plan illustrated at Appendix 2.](#)

[4]



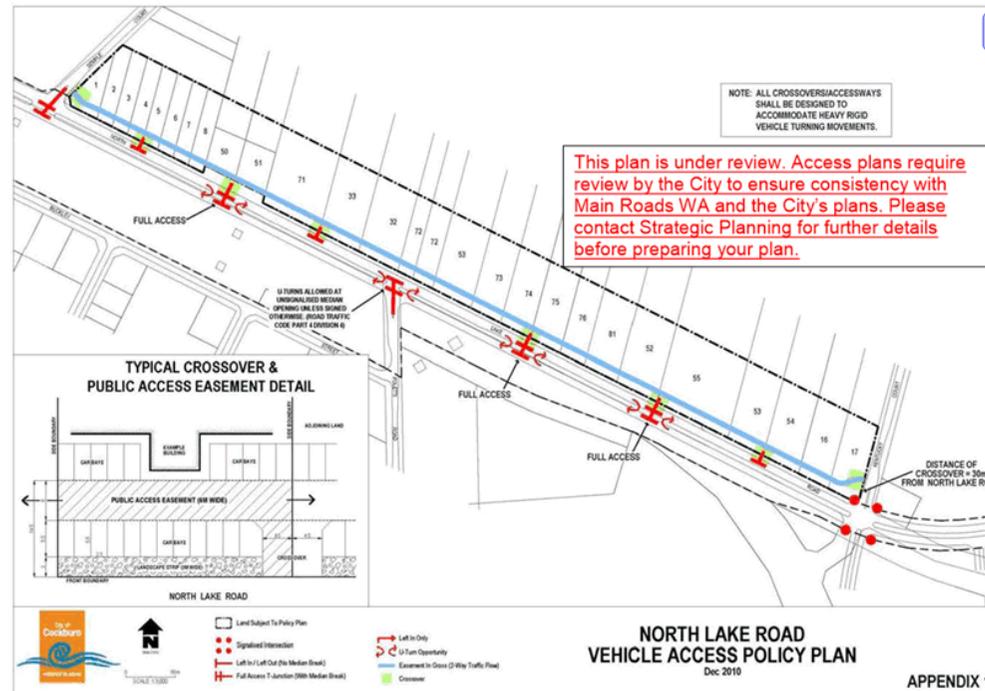
DAP 28/05/2020

Item 9.1 Attachment 1

<b>Title</b>	Vehicle Access
<b>Policy Number</b> (Governance Purpose)	LPP 5.6



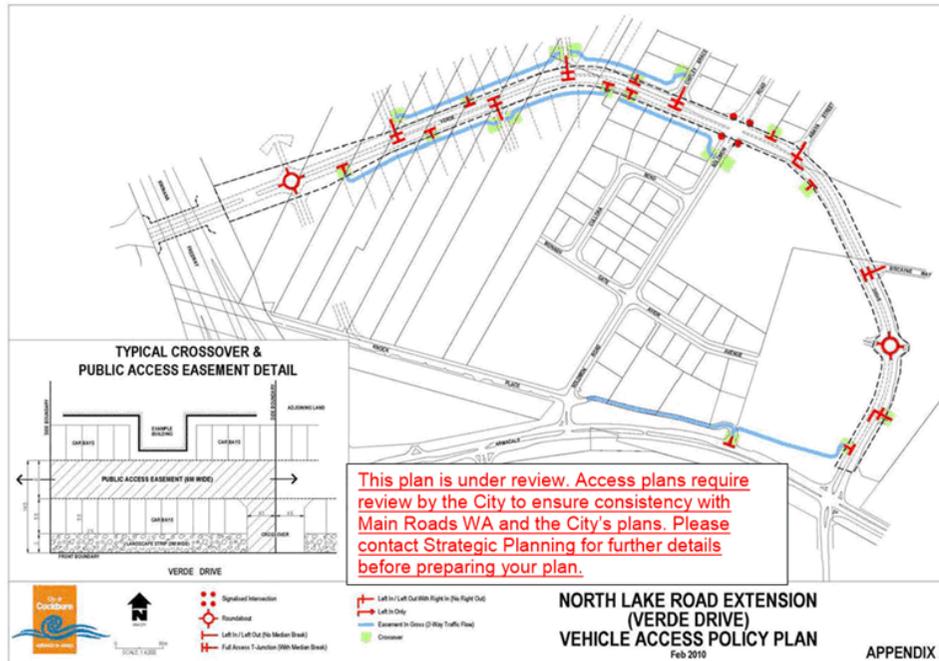
**Comment [KK1]:** Delete map and replace with map on page 7.



Item 9.1 Attachment 1

DAP 28/05/2020

<b>Title</b>	Vehicle Access
<b>Policy Number</b> (Governance Purpose)	LPP 5.6



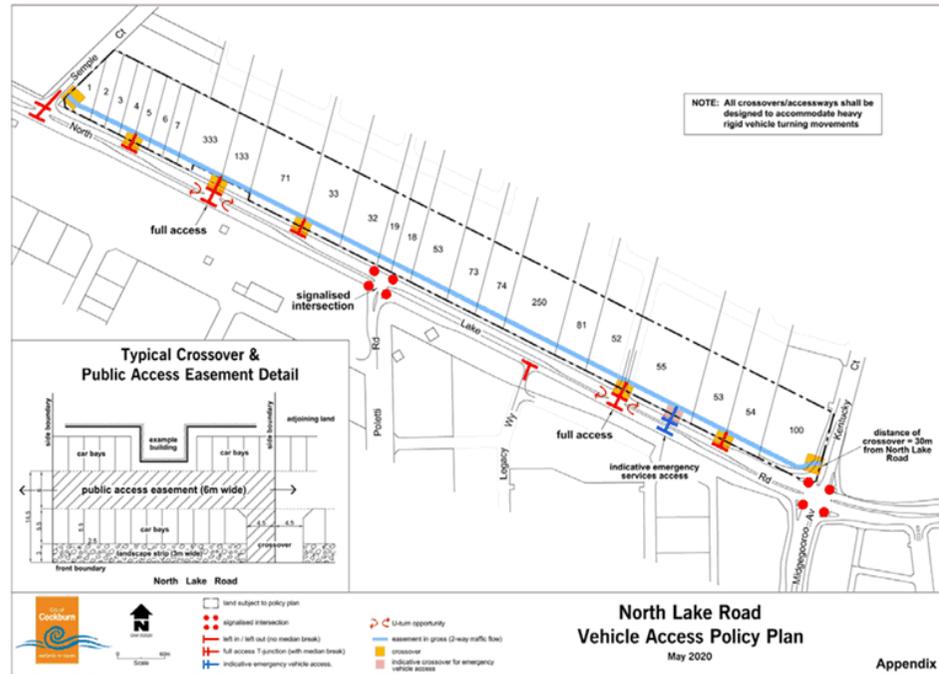
[6]



DAP 28/05/2020

Item 9.1 Attachment 1

<b>Title</b>	Vehicle Access
<b>Policy Number</b> (Governance Purpose)	LPP 5.6

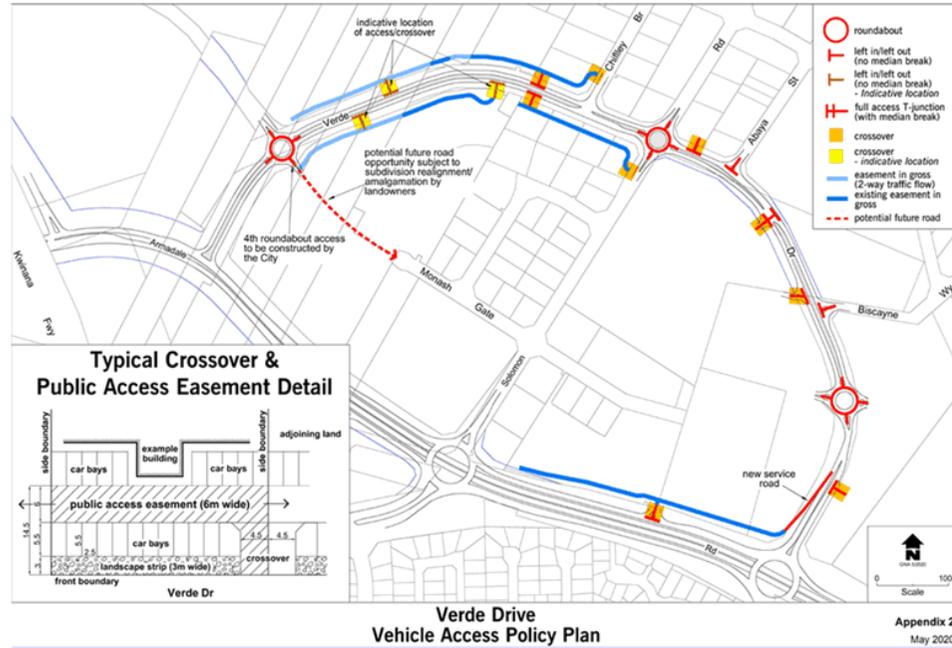


[7]

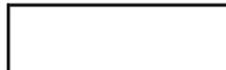
Item 9.1 Attachment 1

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<b>Title</b>	<b>Vehicle Access</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.6</b>



[8]

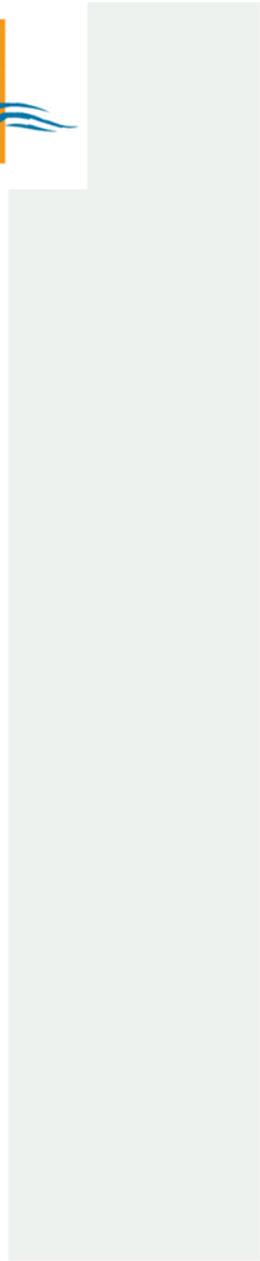


<b>Title</b>	<b>Vehicle Access</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 5.6</b>



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>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517299

[9]



Item 9.1 Attachment 2

DAP 28/05/2020

File No. 110/002

**SCHEDULE OF SUBMISSIONS**  
**AMENDMENT TO – LPP5.6 – VEHICLE ACCESS**

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Planning Solutions on behalf of Primewest	<p>Planning Solutions acts on behalf of Primewest Group (Primewest), the centre managers of the 'South Central' large format retail centre on Lot 403 (87) Armadale Road, Jandakot (subject site). We welcome the opportunity to make a submission on the proposed amendments to the City's Local Planning Policy 5.6 – Vehicle Access (LPP5.6), released for public comment until 8 October 2018.</p> <p>The amendments to LPP5.6 comprise of minor modifications to the text and accompanying maps to reflect proposed road changes associated with the Armadale Road to North Lake Road Bridge Project (the project).</p> <p>Having reviewed the proposed amendments in detail, along with Main Roads Western Australia's (MRWA) concept plans for the project, we strongly object to any proposed amendments to existing vehicle access arrangements between the subject site and Verde Drive (as depicted in the draft new LPP5.6 'Verde Drive Vehicle Access Policy Plan'). Such crossover modifications present numerous issues from a commercial, planning, property and traffic perspective, and in any event are not demonstrated as being necessary or essential.</p> <p>Our concerns are outlined in the following submission, as well as the enclosed correspondence to MRWA.</p> <p><u>Background</u></p> <p>The success of the South Central large format retail centre is reliant on its prominent location, exposure to passing trade, and ease of vehicle access to/from arterial roads.</p> <p>Planning Solutions, on behalf of Primewest, has been an active participant in the community engagement process pertaining to the Armadale Road to North Lake Road Bridge Project. Through this engagement process, Planning Solutions has raised concerns over particular elements of the project, including but not limited to, changes to the Verde Drive crossovers to/from the subject site.</p> <p>These concerns have been expressed to MRWA via a formal written submission, which we also enclose for your due consideration. In summary, it is our view that the crossover modifications present numerous issues and challenges from a commercial, planning and property perspective,</p>	<p>Following this submission, the City and MRWA have worked with Primewest to finalise an agreement on access for the South Central Site; one that facilitates the needs of MRWA and the landowner. The final plan presented for advertising is consistent with these discussions and final agreement.</p>



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Item 9.1 Attachment 2

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>and in any event are not demonstrated as being necessary or essential.</p> <p><u>Submission</u></p> <p>As detailed in the appended submission to MRWA, we strongly object to:</p> <ul style="list-style-type: none"> <li>a) Any change to the existing left-in left-out crossover on the western side of Verde Drive;</li> <li>b) Any change to the existing full-movement crossover on the eastern side of Verde Drive; and</li> <li>c) Any extension to the easement in gross over the subject site.</li> </ul> <p>Our objection to these access changes, and by extension, any such references in LPP5.6, are on the basis that:</p> <ol style="list-style-type: none"> <li>1. The proposed crossover modifications (and associated changes to internal traffic flows) would have significant commercial implications for business exposure and access, safe and convenient customer access and parking arrangements, and the functional operation of the site (and neighbouring properties) as a whole.</li> <li>2. It is evident that the full range of planning considerations (including the existing development configuration, requirements of businesses, vehicle circulation and parking arrangements) have not been given due consideration in preparing the concept plans. Any decisions impacting upon existing vehicle access arrangements must have due regard for such matters, beyond considering the 'ideal' road network design.</li> <li>3. The existing public access easement (serving the subject site and neighbouring properties to the west) relies upon the existing left-in left-out crossover being provided in its current position. Any change to the crossover location would likely require the consent and agreement of affected landowners to extend the public access easement, which is unlikely to be granted.</li> <li>4. The existing left-in left-out crossover location remains compliant with MRWA policy requirements for driveway spacing. Furthermore, the Verde Drive merging point (2 lanes into</li> </ol>	



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		<p>1 lane) can be shifted further north away from the existing crossover, and is not a design constraint dictating the crossover's relocation.</p> <p>Whilst the proposed amendments to LPP5.6 are reflective of MRWA concept plans, we submit that the City has not given due consideration to the full range of planning, property, commercial and traffic implications associated with such crossover changes. As the local planning authority, the City is obliged to consider this broad range of issues and implications, and not simply adopt (as planning policy) a set of concept plans prepared by a narrowly focused delivery agency (MRWA). The advertised documentation and associated Council reporting contains no evidence that the City has assessed the crossover modifications from a local planning perspective, nor considered their effect on affected landowners and businesses.</p> <p><u>Conclusion</u></p> <p>We thank the City for the opportunity to make a submission in relation to proposed amendments to LPP5.6, and respectfully object to those policy changes contemplating:</p> <ul style="list-style-type: none"> <li>a) Any change to the existing left-in left-out crossover on the western side of Verde Drive;</li> <li>b) Any change to the existing full-movement crossover on the eastern side of Verde Drive; and</li> <li>c) Any extension to the easement in gross over the subject site.</li> </ul> <p>In light of the above, we respectfully request a meeting between the City, Main Roads WA and the Department of Planning, Lands and Heritage to discuss the Armadale Road to North lake Road Bridge Project and the implications of crossover modifications currently contemplated by MRWA. In this regard, we consider any modification to LPP5.6 to be premature at this stage.</p> <p>We look forward to your confirmation of receipt of this submission and request to be informed about the progress of LPP5.6 and opportunities to present at future Committee / Council meetings.</p> <p>See <b>attachment 1</b> of the Schedule of Submissions for the letter from Planning Solutions to MRWA referenced above.</p>	



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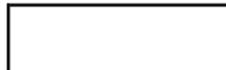
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2	Bunnings Warehouse 71 (Lot 400) Armadale Road Jandakot WA	<p>On behalf of Bunnings Group Limited, we strongly oppose the proposed Cockburn Central Planning Policy 5.6 which intends to reconfigure the existing access arrangements along Verde Drive.</p> <p>Bunnings previously made a submission in support of the Proposed Cockburn East Structure Plan on the basis that the existing access arrangements remained in place. Refer attached copy of that submission dated 31 July 2017.</p> <p>Bunnings Warehouse has been an occupier of the above premises since 2009 with the intention of being a long-term occupier and integral part of the local community for years to come.</p> <p>The success of the Bunnings Warehouse is related to its location and its convenient access to arterial roads. The Bunnings Warehouse currently enjoys left in / left out access to Armadale Rd via Knock Place, all movements access from the Verde Drive roundabout and left in left out to Verde Drive near the Armadale Rd intersection.</p> <p>Bunnings has reviewed the consultation material available, which proposes to relocate the left in / left out access from Verde Drive by approximately 110m to the north. The relocation is strongly opposed on the following grounds:</p> <ul style="list-style-type: none"> <li>• Negative commercial implications for business exposure and access.</li> <li>• The existing access arrangements are secured by existing easements.</li> <li>• The existing location is compliant with current design policies.</li> </ul> <p>We therefore submit that Council reconsider its proposal and retain the existing access arrangements. Bunnings would like the opportunity to be heard in support of this submission.</p> <p>Please feel free to contact me on 0407 606 499 should you require any further information.</p> <p>See <b>attachment 2</b> of the Schedule of Submissions for the 2017 submission referred to above.</p>	See response to submission 6.
3	Jeff & Dee Sinton Unit 3/105 Bindaring Parade, Claremont WA 6010	<p>I write to you as the owner of the above-mentioned property to register my objection to your proposed changes to the vehicle access policy for the precinct.</p> <p>In this respect, I submit the following comments for your review and consideration.</p> <p><b>1. Proposed Easement in Gross on Verde Drive:</b></p>	<p>The City has worked with Mr Sinton to provide the following:</p> <ul style="list-style-type: none"> <li>• Removed the unnecessary extension of the easement in gross south of the now proposed roundabout on Prinsep Road.</li> <li>• Crossovers are referenced as being indicative in order to</li> </ul>



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		<p>The original Solomon Road Structure Plan detailing North Lake Road extending into Verde Drive had easements in gross on both the northern &amp; southern sides of the thoroughfare to facilitate vehicle access to adjacent land holdings with traffic numbers expected in the range of 40,000 vehicles per day. We understand the intent and logic behind this original policy.</p> <p>With the realignment of Armadale Road, Verde Drive will now be a secondary thoroughfare with vehicle movements significantly less than what will be on Armadale Road and estimated to be between 10,000 – 15,000 vehicles per day. We thus question the need for a 14.5 metre easement in gross on private land when the Verde Drive reserve will already be 32 metres wide.</p> <p>The new Vehicle Access policy reflects the Prinsep Road roundabout encroaching on our lot with a crossover extending eastwards being the only ingress and egress to our land holding. In this respect, vehicles will have to traverse 150 metres north on Verde Drive from Armadale Road, enter the roundabout &amp; head east to access the crossover to our lot. This is a very undesirable outcome as the land holding will have limited commercial appeal due to this restricted access coupled with the proposed road infrastructure being up to 4 metres above natural AHD levels at the Armadale Road boundary.</p> <p>We also note that the northern portion of our lot will be largely severed by the Prinsep Road extension and that the easement in gross extending north of the roundabout will make this portion of the lands unusable for any commercial structure. We presume that should such transpire we will be paid compensation accordingly.</p> <p>Consequently we consider the easement in gross extending along the full length (~150 metres) of the western boundary of our residual lot to be unnecessary as it appears to be a holdover from the previous Solomon Road Structure Plan and seems completely impractical as it will only be providing access to our own lot and no others!</p> <p>For your additional information, I also confirm our lot is circa 42 metres wide and with the 14.5 metre easement in gross plus additional 5.5 metre parking bay and 1.5 metres access way that would need to be provided on the eastern side of the easement to cater for the car parking ratio required under a range of permitted uses, the effective building envelope for the site will essentially be halved and reduced down to a depth of some 21 metres.</p> <p>To this end, we would suggest that a long term occupier of the site will determine the best design outcome with respect to traffic circulation to suit their operations - whilst complying with prevailing zoning parameters and development guidelines.</p> <p>We further acknowledge the Shire's comments re the requirement for the easement in gross to accommodate potential future subdivision and access to adjoining lands to the east. Again we acknowledge this thought process but contend that such should be a condition of subdivision approval if it occurs at some point in time in the future and not be an unnecessary impost on the</p>	<p>pragmatically and practically address landowner needs over time, when right now it is difficult to know how lots south of Verde Drive and north of the new ARNLRB alignment will be developed.</p> <p>All other matters have since been addressed in recent discussions regarding the Verde Drive road design and land acquisition process.</p>



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		<p>use of the lands now.</p> <p>We further advise that discussions with both WAPC and the MR Alliance support our position that the easement in gross over the western portion of our land in a full north south direction is unwarranted.</p> <p><b>2. Verde Drive Geometry and Crossovers:</b></p> <p>COC advise that Verde Drive is proposed to be a "Boulevard" type thoroughfare with raised central median strip inclusive of tree planting &amp; on street parking.</p> <p>We would suggest a break in the median strip be incorporated with a designated right hand turn lane approximately half way (80 metres) north of the Armadale Road reserve such that north bound traffic can access our site rather having to continue north to the Prinsep Road roundabout and then back track south. This form of staged access to premises is of little interest to commercial operators and results in long term vacancies or lands remaining undeveloped for extended periods of time.</p> <p>By way of example, the dual crossovers on the southern portion of Verde Drive east could be replicated on Verde Drive west with the additional benefit of a break in the median strip as outlined above. This concept would also be similar to the eastern portion of Discovery Drive in Bibra Lake – which provides access to both west and east bound traffic and is a thoroughfare previously conveyed by the City as being similar to what Verde Drive will become.</p> <p><b>3. Armadale Road – Easement in Gross and Crossovers:</b></p> <p>As an extension of the above comments and to be consistent with the original Vehicle Access policy for North Lake Road, we would suggest that an easement in gross be registered on the north side of Armadale Road on all lots positioned on both the eastern and western sides of the Verde Drive intersection – as this should enhance the commercial appeal, potential uses, integration and access of these lots – rather than such being restricted to access of Verde Drive as is currently proposed.</p> <p>We acknowledge that the height of the Armadale Road infrastructure at up to 4 metres above existing AHD levels is less than ideal, but consider that an extension of the current easement in gross on Armadale Road between Verde Drive East &amp; Solomon Road (inclusive of Armadale Road crossover) would be a far better outcome than what is currently proposed.</p> <p><b>4. Summary:</b></p> <p>We trust the above outlines our concerns on the proposed Amendment to the Jandakot Vehicle Access Policy and consider that the proposal does not adequately address what the practical</p>	



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		implications and potential outcomes of the proposed road hierarchy and traffic circulation might be – namely undeveloped land holdings or long term vacancies as tenants will not commit to Leases whereby it is difficult for their customers to access the site.	
4	Lorian Nominees Pty Ltd 834 North Lake Road, Cockburn Central	<p>We are currently situated at 834 North Lake Road, Cockburn Central. Since the completion of the road works, the business that occupies the site has had a significant decline in business due to the restructure of North Lake Road. The restructure did not make adequate access provisions for this business/property which has operated on this property for the last 20 years.</p> <p>We have had customer complaints and on numerous occasions have had cars leaving the property and turning right into oncoming traffic. This is a disaster waiting to happen.</p> <p>Customers leaving and arriving at the premises attempting uturns with trailers is not ideal.</p> <p>Please consider an amendment to the current access structure for better access at 834 North lake Road, Cockburn. Access like what has been provided at First Choice Liquor.</p>	North Lake Road has since been upgraded and modified to remove this issue. A median and turning pockets for the intersection are now in place.
5	Rowley Legal on behalf of Jandakot Super Pty Ltd (Jandakot)	<p><b>Objection to Amendment of LPP 5.6-Vehicle Access</b></p> <p>We are instructed on behalf of c Pty Ltd (Jandakot), the registered proprietor of lot 20 Armadale Road, Jandakot.</p> <p>Please accept this submission and objection on our client's behalf in respect of the proposed amendments to the above Policy.</p> <p><b>Introduction</b></p> <ol style="list-style-type: none"> <li>1) LPP 5.6 is a local planning policy of the type dealt with by Division 2 of Part 2 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>2) According to clause 3 (3) of those Regulations, a local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.</li> <li>3) The City of Cockburn website indicates that the objective of Policy 5.6 is to provide a framework for the planning and development of a safe and efficient movement of motorists, public transport users, pedestrians and cyclists, and where a coordinated approach to vehicle access is required.</li> </ol>	This submission was made as the ARNLRB design was being finalised including the acquisition of 45 Armadale Road by MRWA. As a result of 45 Armadale Road being acquired (as it is impacted by the road design), the easement in gross will now terminate at the western end of Lot 20 Armadale Road as shown in the vehicle access policy plan for Verde Drive.



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		<p>4) The stated policy purpose of LPP 5.6 is:</p> <ul style="list-style-type: none"> <li>a) to ensure that where land adjacent to major/arterial/distributor/important roads is developed for more intensive uses no conflict arises from additional traffic generated by such uses, especially where pre-existing traffic volumes are high; and</li> <li>b) to coordinate the approach to vehicle access to ensure that development does not introduce any undesirable impacts on the safe and efficient movement for motorists, heavy vehicle operators, public transport users, pedestrians and cyclists.</li> </ul> <p>1) No relevant development is proposed on lot 200, or to the best of Jandakot's knowledge, on the immediately adjoining lots 105 or 400.</p> <p>2) There would accordingly appear to be no "trigger" to amendments or changes to the access arrangements proposed by the City in respect of lots 105, 200 and 400 in the context of the objectives of the Policy.</p> <p>3) Armadale Road is a Primary Regional Road under the control of Main Roads, WA.</p> <p>4) Pursuant to clause (2)2 (a) of LPP 5.6, where indicated on a Vehicle Access Policy Plan, the City of Cockburn will require as a condition of development or subdivision, easements in gross in the form of a public access easement on land titles. The easements in gross are granted for the City of Cockburn to maintain public access across the subject land to the side streets and crossover access points in accordance with the Vehicle Access Policy Plan.</p> <p>5) The easements in gross were provided and registered on titles of lots 105, 200 and 400 at the cost of developers or landowners to the design and satisfaction of the City to ensure consistency across the lots.</p> <p>6) Clause 4 (a) of LPP 5.6 allows for the precise location of accessways on a Vehicle Access Policy Plan to be varied subject to the agreement of the City of Cockburn provided that the purpose and intent of the Vehicle Access Policy Plan is maintained.</p> <p>7) Jandakot acquired lot 200 in order to carry out a commercial shopping centre development thereon and that is complete and trading.</p>	



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		<p>8) Jandakot has in place leases to 11 major businesses all of whom depend upon the existing easement and access arrangements to accommodate their customers, maintain circulation on the site and facilitate easy access from two agreed points to Armadale Road.</p> <p>9) In accordance with LPP 5.6, Jandakot entered into an easement in gross with the City of Cockburn affecting the land in reliance upon and in the expectation that Jandakot would reciprocally enjoy the benefit of the easement in gross over lot 105 with access out to Armadale Road and similarly over lot 400 with access to Armadale Road to the east of lot 200.</p> <p>10) The entirety of that easement is shown on the plan at page 48 of the LPP 5.6 amendment document on the Cockburn website consisting of an extract from the OCM of 23 August 2018.</p> <p>11) No planning justification is contained in the report to Council simply the proposed changes.</p> <p>12) It is understood that as a minimum the City proposes to close the westernmost accessway through lot 105 to Armadale Road in contravention of the relied upon easement in gross. The entirety of the proposed changes may not yet be in the public domain.</p> <p>13) Jandakot has been advised by Main Roads WA that following the completion of the Armadale Road works, the passing traffic across lot 200 will be reduced in volume as a consequence of diversion via various traffic treatments. There would accordingly seem to be no orderly and proper town planning purpose for the proposed amendments sufficient to satisfy the criteria</p> <p>14) for local planning policies set out in the Regulations or indeed within the stated purposes and objectives of LPP 5.6 itself.</p> <p>15) Objection</p> <p>16) Setting aside the ambiguity and impreciseness of the language which makes interpretation and application difficult, Jandakot objects to the proposed amendment to clause (2)2(a) which proposes the addition of the words:</p> <p>17) "The treatment of the area covered by the easement in gross shall be designed and treated</p>	



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		<p>to the satisfaction of the City to ensure consistency across lots."</p> <p>18) Jandakot objects to the entirety of Clause 4 (a) as a generality and particularly with regard to the added words:</p> <p>19) "In particular for the road alignment located between Solomon Road and North Lake Road (Appendix 2) "</p> <p>20) so far as that amendment may affect the easements in gross upon lot 105, lot 200 and lot 400.</p> <p>21) The two clauses set out above which seek to confer upon the City the unilateral right to vary the location of and manner of operation of the easements in gross and accessways on lots 105, 200 and 400 are legally misconceived.</p> <p>22) To seek to achieve that objective by way of a variation of a Local Planning Policy is an exacerbation of that misconception.</p> <p>23) S195 of the Land Administration Act 1997 (the LAA) makes clear that an easement in gross may be created in favour of a number of public agencies including local government.</p> <p>24) Such an easement may be characterised as a public access easement and is a right of way for the use and benefit of the public at large.</p> <p>25) A public access easement is a public work (s196(4) of the LAA)</p> <p>26) A public access easement in favour of the State of Western Australia may be varied only by a deed made by the Minister responsible for the administration of the Planning &amp; Development Act 2005.</p> <p>27) There is no provision in the LAA for the variation or surrender of a public access easement in favour of a local government. It consequently follows that once granted it may not be rescinded or varied unless all affected parties consensually agree.</p> <p>28) None of the relevant deeds recording the grant of the easements in gross deal with any power reserved in favour of the City of Cockburn to vary or surrender the easements in</p>	



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		<p>gross.</p> <p>29) A Local Planning Policy over-reaches if it purports to assume the right to do so.</p> <p>30) Such provisions are accordingly ultra vires as would be any attempt on the part of the City of Cockburn to unilaterally vary or surrender an easement in gross.</p> <p>31) Further, the owners of land and businesses who had previously entered into such easements or leases in reliance upon the entire "scheme" would be affected by any such attempts and would suffer damage.</p> <p>32) The City of Cockburn is requested to delete the proposed amendment to clause (2)2 a) and for clause 4 to be redrafted excluding areas which are the subject of easements in gross.</p>	
6	<p>BWP Trust</p> <p>Bunnings Warehouse 71 Armadale Road, Jandakot</p>	<p><b>Amendment to Local Planning Policy 5.6 – Vehicle Access</b></p> <p>Bunnings Warehouse – 71 Armadale Road, Jandakot</p> <p>BWP Management Limited is the owner of the Bunnings Warehouse at 71 Armadale Road Jandakot.</p> <p>We have reviewed the proposed Amendment as advertised by letter dated 12 September 2018.</p> <p>Our concerns relating to the closure of the Verde Road left in left out intersection near the Armadale Road intersection remain. I have attached my correspondence to you dated 31 July 2017 for ease of reference.</p> <p>Bunnings Warehouse has been an occupier of the above premises since 2009 and as far as we are aware intends to occupy the site for the longer term.</p> <p>The success of the Bunnings Warehouse is related to its location and its convenient access to arterial roads. The Bunnings Warehouse currently enjoys left in left out access to Armadale Rd via Knock Place, all movements access from the Verde Drive roundabout and left in left out to Verde Drive near the Armadale Rd intersection.</p> <p><b>Letter referenced above relating to BWPs submission to the Cockburn Central east Structure Plans and 2017 –</b></p> <p>BWP Management Limited is the owner of the Bunnings Warehouse at 71 Armadale Road Jandakot.</p>	<p>Following this submission, the City and MRWA have worked with Bunnings to finalise an agreement on access for the South Central Site; one that facilitates the needs of MRWA and the landowner. The final plan presented for advertising is consistent with these discussions and final agreement.</p>



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		<p>We have reviewed the proposed Cockburn Central east Structure Plan and are generally supportive.</p> <p>Bunnings Warehouse has been an occupier of the above premises since 2009 and as far as we are aware intend to occupy the site for the longer term.</p> <p>The success of the Bunnings Warehouse is related to its location and its convenient access to arterials roads. The Bunnings Warehouse currently enjoys left in left out access to Armadale Road via Knock Place, all movements access from the Verde Drive roundabout and left in left out to Verde Drive near the Armadale Road intersection.</p> <p>We have reviewed the existing information available including the attached "Proposed Cockburn Central East Structure Plan," the existing "Solomon Road Structure Plan". On the basis that no change is made to the three existing access arrangements (other than by incorporating grade separated roads and intersections), Bunnings support the significant road network improvements to the area and can see with wider community benefits that it will ultimately provide.</p>	



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**9.2 (2020/MINUTE NO 0011) ADOPTION FOR FINAL APPROVAL - MAJOR MODIFICATIONS TO LOCAL PLANNING POLICY LPP1.2 'RESIDENTIAL DESIGN GUIDELINES'**

<b>Author(s)</b>	D Di Renzo
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Local Planning Policy LPP1.2 Residential Design Guidelines <a href="#">↓</a></li> <li>2. Schedule of Submissions <a href="#">↓</a></li> <li>3. Summary of Survey Outcomes <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

That Council

- (1) adopts the proposed amendments to Local Planning Policy LPP1.2 'Residential Design Guidelines', as included at Attachment 1 in accordance with Clause 5 of the Deemed Provisions for Local Planning Schemes pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, with the following modification to provision DG2.2a:  
*Removal of street trees located within verge areas is strictly not permitted without specific approval of the City. Where removal is approved a replacement tree is to be located and installed, with two replacement trees encouraged where possible (Details of suitable species selection can be found at Appendix 4);*
- (2) in accordance with Clause 5 of the Deemed Provisions for Local Planning Schemes pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, publish a notice of the policy in a newspaper circulating in the Scheme area; and
- (3) notify submitters of Council's decision.

**COMMITTEE RECOMMENDATION**

MOVED Cr C Terblanche SECONDED Cr M Separovich

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.

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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.

This has led to a review of 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. These are currently not captured in the State's policy, which has dealt with multiple dwellings first.

Local Planning Policy 1.2 'Residential Design Guidelines'

LPP 1.2 was originally prepared and adopted as part of the Phoenix Revitalisation Strategy, the City's first Revitalisation Strategy, and has been subsequently amended through the development of the Hamilton Hill and Coolbellup Revitalisation Strategies.

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

At the 27 November 2019 Delegated Authorities and Policies Committee meeting, and subsequent 12 December 2019 Ordinary Meeting of Council, major modifications to LPP 1.2 were adopted for the purposes of community consultation.

Advertising Scheme Amendment No. 149 and LPP 1.2

Scheme Amendment No. 149 and LPP 1.2 were advertised together for public comment for a period of 42 days from 26 February 2020 until 9 April 2020. This was extended a further two (2) weeks in light of COVID-19 to ensure sufficient time was given for people to respond.

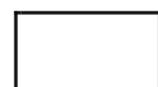
It is proposed that Scheme Amendment No. 149 be presented to the 11 June 2020 Ordinary Council Meeting.

**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 final approval, in light of the outcomes of community consultation.



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The draft amended policy is included at Attachment 1, and the 27 November 2019 Delegated Authorities and Policies Committee meeting report (Item 9.2) provides a comprehensive overview of the proposed changes and what they are seeking to achieve.

To summarise, the proposed changes are seeking to achieve improved grouped dwelling development outcomes and more compatible infill ahead of changes to the Residential Design Codes Vol 1 (R-Codes).

The review of LPP 1.2 includes the following key elements:

- Restructuring 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;
- Design guidance relating to the proposed requirements of Amendment No. 149, including the new 'Garden Area' requirement for each grouped dwelling.

#### Community Consultation

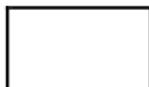
The draft modified LPP 1.2 was advertised for public comment in conjunction with Scheme Amendment No. 149, given that together they represent a suite of proposed changes to the local planning framework to implement SPP 7.0 and improve infill development and grouped dwelling outcomes.

They were advertised for a period of 42 days from 26 February 2020 until 9 April 2020, as required by the *Planning and Development (Local Planning Schemes) Regulations 2015* for standard scheme amendments. This was extended an additional two (2) weeks in response to COVID-19, acknowledging that disruptions and other priorities may have made this deadline difficult to meet. A notice was sent to all those who were originally consulted advising them of this extension.

Information Sheets and FAQs were prepared for landowners and builders/developers explaining the proposed changes, and the purpose of these changes.

Stakeholder engagement sought feedback from stakeholders on the proposed new requirements and design guidance, including the proposed 'intended neighbourhood character'.

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Extensive community engagement was undertaken, including the following:

- Consultation with the general community through advertisements in the Cockburn Gazette and 'Comment on Cockburn'; promotion on social media; brochures, and displays at the administration building;
- A short survey seeking community feedback on the features they value in their neighbourhoods, and the key proposed new requirements;
- Notices in Cockburn Soundings and Cockburn e-newsletter;
- Consultation with all of the City's community/resident groups, providing a FAQ guide and extending an invitation for City Officers to attend an upcoming meeting;
- Consultation with builders/developers of grouped dwellings (approximately 60) with FAQs explaining the proposal and its implications.

Four written submissions were received on the proposed changes to LPP 1.2 (refer Attachment 2). Two were from members of the community, one objecting and one supporting more trees across the City. One submission was received from the Department of Communities supporting the proposed approach and providing comments on the policy, with these comments addressed in the Schedule of Submissions (refer Attachment 2). One objection was received from a building company, discussed further below.

*Outcomes of Consultation with Builders/Developers*

An email was sent to approximately 60 builders/developers who had lodged development applications for grouped dwellings with the City over the past two years, seeking feedback on the proposal. One response was received from a building company objecting to the proposed modifications to LPP 1.2 and Amendment No. 149. This has been included in the Schedule of Submissions (refer Attachment 2), with each point addressed.

The submission objects to the proposed Garden Area on the basis that the R-Codes already provide for outdoor living areas/open spaces; and based on concerns that this area will remove a bedroom (or two) from each dwelling. The proposed garden area requirement will be likely to result in smaller dwellings, however it is not considered that it will affect lot yield, or force two-storey development. Achieving housing diversity, particularly increasing the number of smaller dwellings was a key objective of the revitalisation strategies, and it is therefore considered this proposal aligns with these objectives.



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This requirement and all other requirements of LPP 1.2 are seeking to protect and enhance the intended future character of the City's neighbourhoods. The outcomes of consultation with the community indicate support for this intended future character, and are discussed below.

This submission objected to proposed policy requirement DG2.2a, which stipulates that if approval is granted to replace a street tree it is to be replaced with two trees. It is recommended that this is modified to require replacement of the tree, with two street trees provided where possible, given it is considered reasonable for the majority of residential properties in existing areas to have one street tree.

#### *Outcomes of Neighbourhood Character Survey*

Community engagement also included a short survey that sought feedback on key elements that have been identified as important to the desired future character of neighbourhoods. The purpose of this survey was to seek specific feedback on key elements that the proposed changes to LPP 1.2 and Amendment No. 149 are seeking to protect in order to gauge whether the community supports these identified features.

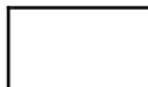
The outcomes of this survey are included at Attachment 3.

A total of 76 people completed the survey. 20 respondents were from Spearwood, Hamilton Hill or Coolbellup; 11 from Yangebup, and the rest from broadly across the City's other suburbs.

A total of 93 per cent of respondents agreed that green, leafy streets were a key feature that was valued and supported across most suburbs. Trees and garden areas on private property were valued by 75 per cent of respondents, and 57 per cent of respondents agreed that houses with some external features of interest were valued (with 32 per cent neither agreeing or disagreeing).

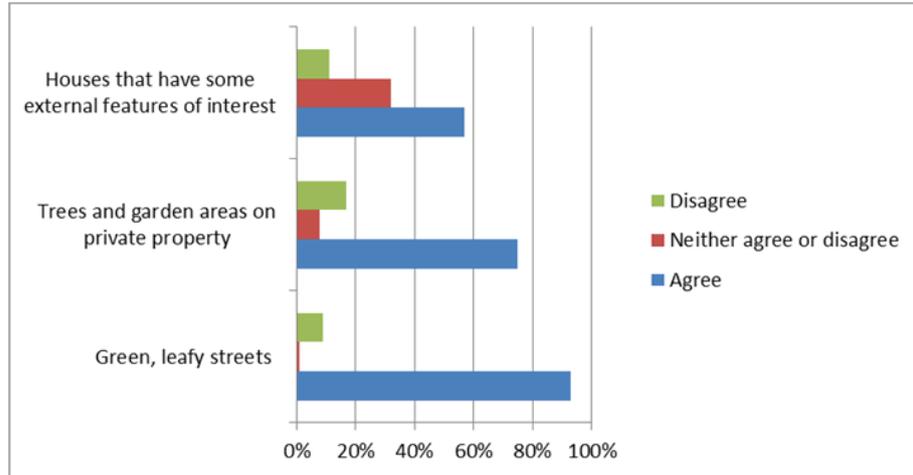
This feedback, depicted in the graph below is considered to confirm that the key features identified in draft LPP 1.2 to be protected and enhanced, are supported by respondents.

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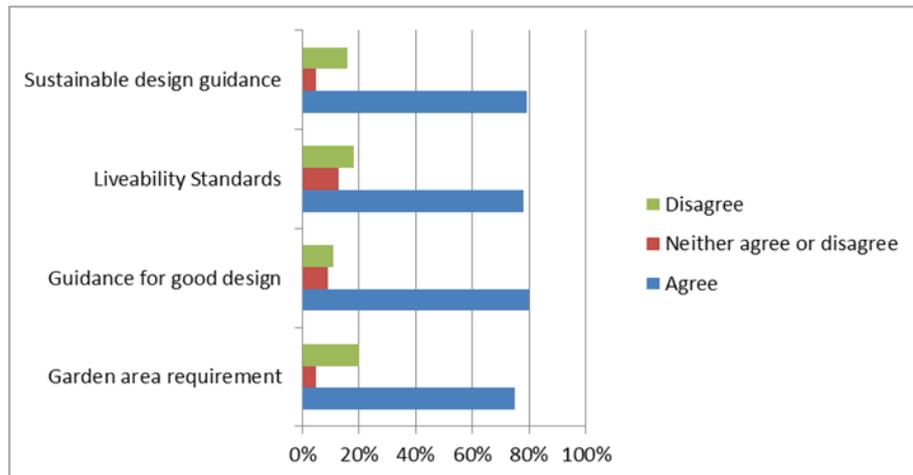


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We asked people whether they supported the proposed new key requirements for grouped dwellings. The majority of respondents supported the proposed new requirements, with 75 per cent supporting the proposed 9m<sup>2</sup> garden area requirement. Overall an average of 78 per cent of respondents supported the proposed new key measures, as depicted in the graph below.



Respondents were also asked whether there were other features they would like to protect in their neighbourhood, and overwhelmingly respondents referred to more trees, green space, street trees, and retention of large trees. These responses support the intent of the proposed modifications to LPP 1.2 and Amendment No. 149.

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### 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.

Community consultation indicates there is support for the identified intended/desired future character, and the proposed key measures that are proposed to protect and enhance this character. The proposed policy provisions are considered to allow these key characteristics to be protected and enhanced through design guidance, without being overly prescriptive.

This approach 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.

It is therefore recommended that Council adopt LPP 1.2 for final approval, subject to minor modification as outlined in the recommendation.

### **Strategic Plans/Policy Implications**

#### City Growth

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

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

#### Community, Lifestyle and Security

Provide safe places and activities for residents and visitors to relax and socialise.

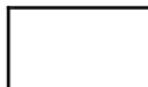
#### Economic, Social & Environmental Responsibility

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 are within the Strategic Planning advertising budget.

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**Legal Implications**

N/A.

**Community Consultation**

Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, local planning policies require a minimum 21 day advertising period, however because this was advertised with Scheme Amendment No. 149, it was advertised for 42 days as the required advertising period for scheme amendments. This was extended for an additional two weeks in light of COVID-19.

Extensive stakeholder consultation was undertaken regarding the proposed modifications to LPP 1.2, and Scheme Amendment No. 149, including:

- Advertisements in the Cockburn Gazette and 'Comment on Cockburn'; promotion on social media; brochures and displays at the administration building;
- Online survey;
- Notices in Cockburn Soundings and Cockburn e-newsletter;
- Consultation with all of the City's community/resident groups;
- Consultation with builders/developers of grouped dwellings (approximately 60).

**Risk Management Implications**

Without modifications to LPP 1.2, the required 'Garden Area' for grouped dwellings proposed by Amendment No. 149 will lack the guidance to ensure 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. Identifying intended neighbourhood character 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**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 28 May 2020 Delegated Authorities & Policies Committee.

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

Nil.



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## Item 9.2 Attachment 1

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

**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 260m<sup>2</sup>.
- (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.



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



(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.

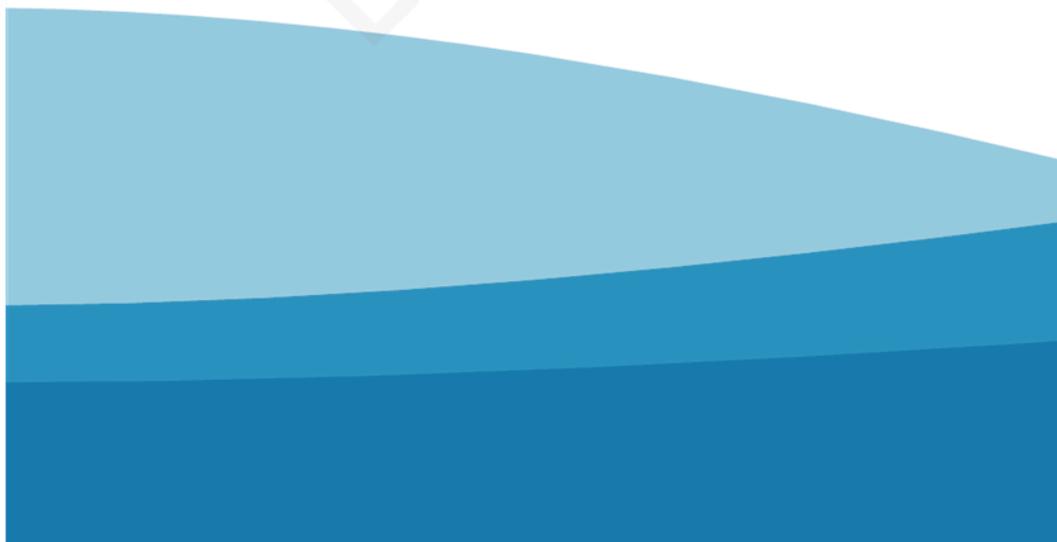




# ATTACHMENT 1

## City of Cockburn Local Planning Policy 1.2 Residential Design Guidelines

DRAFT



**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 9m<sup>2</sup> 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;

4–8m high



- 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



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- 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**

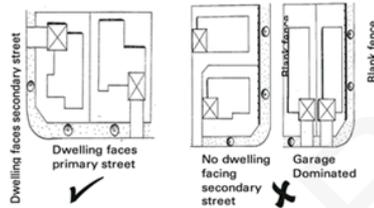


Figure 1. Corner Lots

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.

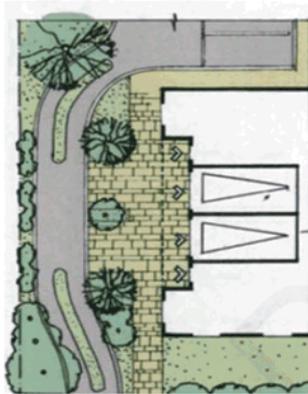


Figure 3: Curved pavement and landscape planting to reduce visual impact of driveway.

**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**

- O 3.1** 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.
- O 3.2** 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.
- O 3.3** 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
  - iv. designing courtyards or building indentations that are open on one side and have a width-to depth ratio of at least 3:1.



**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 <sup>2</sup>	<sup>1</sup> 3m <sup>2</sup>
Other bedrooms	9m <sup>2</sup>	<sup>1</sup> 3m <sup>2</sup>
Living room	N/A	4m

<sup>1</sup>Excluding 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.

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**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 1500m<sup>2</sup> 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.

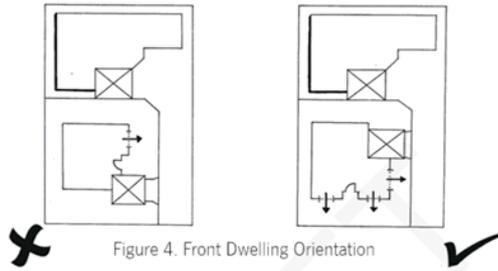


Figure 4. Front Dwelling Orientation

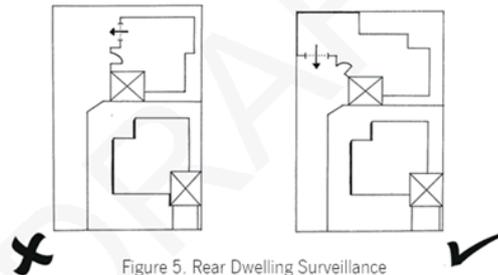


Figure 5. Rear Dwelling Surveillance

R40 Development Criteria	R60 Development Criteria
<ol style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>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).</li> <li>Development on lots larger than 1500m<sup>2</sup> shall also demonstrate a suitable level of variety in design and height and promote surveillance of the POS.</li> </ol>	<ol style="list-style-type: none"> <li>Development assembles more than one existing lot or the development site is over 2000m<sup>2</sup> in area.</li> <li>The majority of buildings (50%) are two storeys.</li> <li>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.</li> <li>Development shall demonstrate a suitable level of variety in design, height and rooflines and promote surveillance of the street and private access way.</li> <li>Development adjacent to POS must comply with the criteria set out in DG 9.1.</li> </ol>

## Item 9.2 Attachment 1

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**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**

- |               |  |
|---------------|--|
| <b>O 10.1</b> | 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. |
| <b>O 10.2</b> | To ensure that development responds to the local context, and addresses the intended future character.   |
| <b>O 10.3</b> | 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.



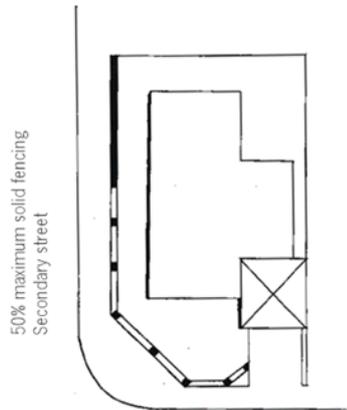


Figure 3. Fencing on corner lots

**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).

DRAFT



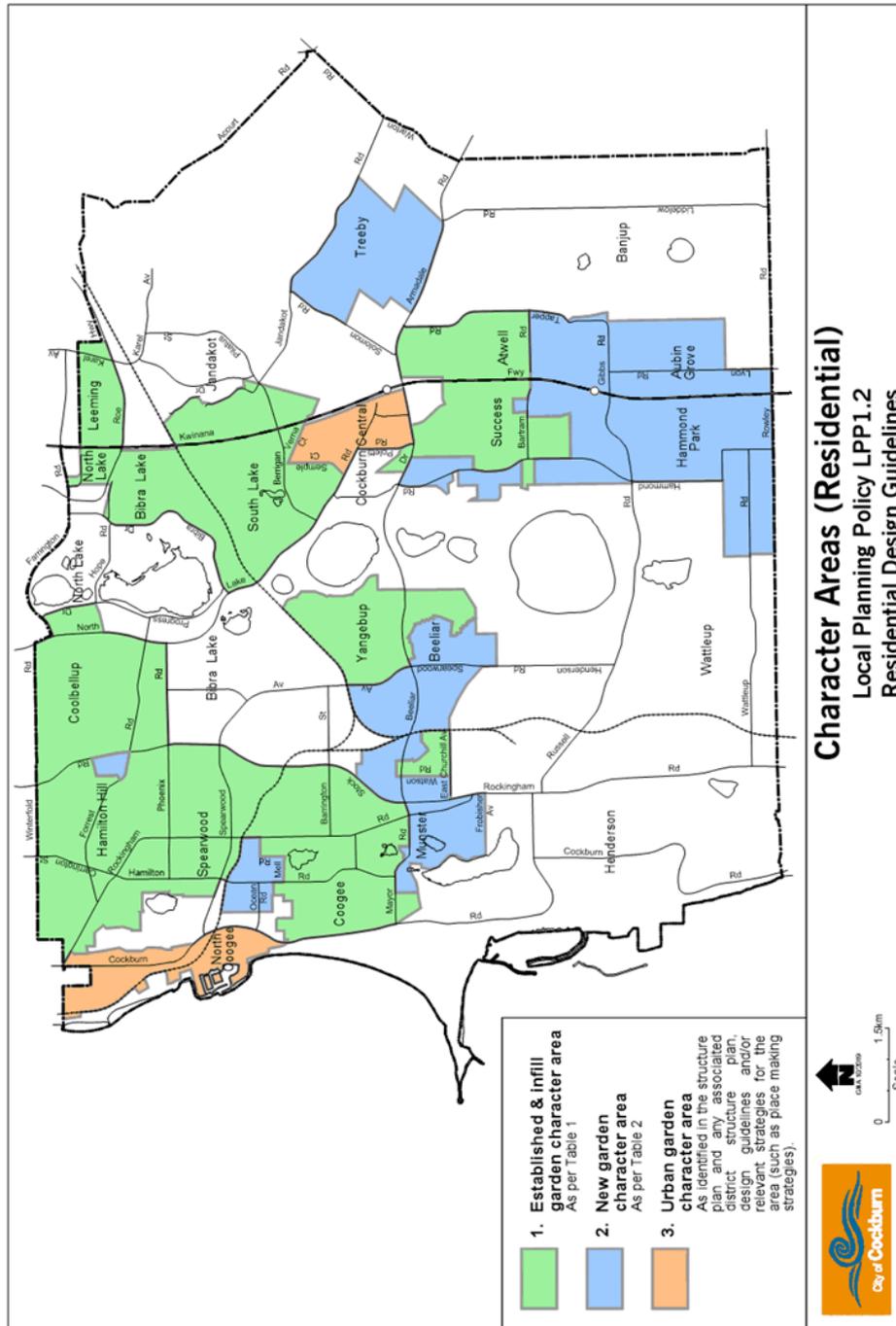


TABLE 1: INFILL GARDEN CHARACTER AREAS – INTENDED FUTURE CHARACTER

	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.

## Item 9.2 Attachment 1

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



#### 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.



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



**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)	

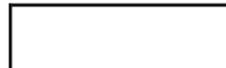
## Item 9.2 Attachment 2

DAP 28/05/2020

File No. 109/149

**SCHEDULE OF SUBMISSIONS  
PROPOSED MODIFICATIONS TO LOCAL PLANNING POLICY 1.2**

NO	NAME/ADDRESSES	SUBMISSION	RECOMMENDATION
1.	Activa Homes Group	<p>OBJECTION</p> <p>Please find our submission relating to the proposed LPP and scheme amendments - Better Neighbourhoods, Better Homes:-</p> <p><b>DG 1.1 Garden Area</b></p> <ol style="list-style-type: none"> <li>1. The R Codes already have plot ratio, minimum open space &amp; outdoor living requirements and there is no need to add additional garden area in addition to these requirements – it is not supported</li> <li>2. Understand that this garden area of 9m<sup>2</sup> is <i>per dwelling</i>, so if there was a grouped dwelling or apartments totaling 8 dwellings, then this requirement would be x 8?</li> <li>3. It is required to be located wholly on site, the minimum internal floor area for a minor bedroom is 9m<sup>2</sup>, this effectively reduces the home by 1 bedroom (refer comment 4, probably at least 2 bedrooms) making single storey projects unviable. The verge should be considered for additional tree planting</li> <li>4. Minimum dimensions of 3m x 3m, however also a requirement of being 1m minimum away from building, fences and the like, effectively this means the minimum dimensions are 5m x 5m, reducing the usable plot size by 25m<sup>2</sup> per dwelling (unless designed so that these adjoin one another). This is not practical</li> <li>5. Has the City of Cockburn modelled how this will affect</li> </ol>	<ol style="list-style-type: none"> <li>1. The proposed requirements seek to protect the identified neighbourhood character by introducing a specific new requirement for a garden area.</li> <li>2. This is correct – 9sqm per dwelling is the proposed garden area requirement.</li> <li>3. The proposed requirement is not considered force two-storey development, but it is acknowledged that this would in most circumstances result in a smaller dwelling. This is in line with the City's objectives to achieve more diverse dwelling types, particularly smaller dwellings, which was a key objective of the City's Revitalisation Strategies.</li> <li>4. Depending on how this area is designed and sited in could result in a larger area.</li> <li>5. The City has applied the requirements to typical grouped dwelling developments and understands that it typically results in less building coverage and smaller dwellings. There are a number of opportunities to use the garden area to add value to grouped dwellings, including by siting it adjacent to outdoor living areas to improve amenity.</li> </ol>



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Item 9.2 Attachment 2

NO	NAME/ADDRESSES	SUBMISSION	RECOMMENDATION
		<p>designing grouped dwellings, have they actually had some drawn up so see if this is even possible?</p> <p>6. Why does the LPP have to add all of this design guidance when it is already in place for apartments as per below – it should not be applied to grouped dwellings</p> <p>7. The proposed garden area only supports a small tree as noted below, however <i>DG 2.1 Landscaping</i> specifies a small-medium sized tree, a medium sized tree with a canopy of up to 9m and a height of up to 12m would be ill advised</p> <p>8. Our limited understanding of root structures of trees is that the root structure generally extends to the edge of the canopy, and possibly eucalyptus tree root structures extending further, this would result in even a small tree with a mature canopy size of up to 6m impacting on the adjoining structure, fencing and the like. Note that service pipework (sewer drains, stormwater drains) is generally around the perimeter of the structure, which would also be affected by a tree being planted so close</p> <p>9. A small tree at maturity will also increase maintenance, as the canopy will be above the gutter line so leaf matter, branches etc... will clog up the guttering</p> <p>10.k ongoing maintenance (pruning, removal of leaf litter) is inevitable with this policy being implemented</p>	<p>6. Some of the proposed provisions for draft LPP 1.2 have drawn on SPP 7.3 for Apartments, which reflect SPP 7 and a shift to improved design of the built environment. Those provisions that were also considered relevant to grouped dwellings have been incorporated to ensure that the standard of grouped dwellings in comparable to those for apartments where appropriate. Elements like guidance for room dimensions are intended to ensure liveable dwellings that meet the needs of residents.</p> <p>7. The requirement is intended to accommodate a small tree at a minimum, however depending on the species, siting, placement etc. a medium tree may be appropriate.</p> <p>8. Selection of appropriate species will be critical, and the City will provide guidance in this regard.</p> <p>9. The City acknowledges that the introduction of trees on grouped dwelling sites will be likely to increase maintenance for landowners to some extent. This is balanced against the anticipated improved amenity outcomes that will also be expected, including increased shade reducing heating and cooling costs; improving health and well-being outcomes for occupants; and</p>



NO	NAME/ADDRESSES	SUBMISSION	RECOMMENDATION																																								
		<p><b>Table 3.3a Minimum deep soil area and tree provision requirements</b></p> <table border="1"> <thead> <tr> <th>Site Area</th> <th>Minimum deep soil area</th> <th>Minimum requirement for trees<sup>1</sup></th> </tr> </thead> <tbody> <tr> <td>Less than 700m<sup>2</sup></td> <td></td> <td>1 medium tree and small trees to suit area</td> </tr> <tr> <td>700 – 1,000m<sup>2</sup></td> <td>10% OR</td> <td>2 medium trees OR 1 large tree and small trees to suit area</td> </tr> <tr> <td>&gt; 1,000m<sup>2</sup></td> <td>7% (if existing trees) retained on site OR (% site area)</td> <td>1 large tree and 1 medium tree for each additional 400m<sup>2</sup> in excess of 1000m<sup>2</sup> OR 1 large tree for each additional 900m<sup>2</sup> in excess of 1000m<sup>2</sup> and small trees to suit area</td> </tr> </tbody> </table> <p><sup>1</sup> Minimum requirement for trees includes retained or new trees. Refer Table 3.3b for tree sizes.</p> <p><b>Table 3.3b Tree sizes</b></p> <table border="1"> <thead> <tr> <th>Tree size</th> <th>Indicative canopy diameter at maturity</th> <th>Nominal height at maturity</th> <th>Required DSA per tree</th> <th>Recommended minimum DSA width</th> <th>Minimum DSA width where additional rootable soil zone (RSZ) width provided<sup>1</sup> (min 1m depth)</th> <th>Indicative pot size at planting</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>4-6m</td> <td>4-8m</td> <td>9m<sup>2</sup></td> <td>2m</td> <td>1m (DSA) + 1m (RSZ)</td> <td>100L</td> </tr> <tr> <td>Medium</td> <td>6-9m</td> <td>8-12m</td> <td>36m<sup>2</sup></td> <td>3m</td> <td>2m (DSA) + 1m (RSZ)</td> <td>200L</td> </tr> <tr> <td>Large</td> <td>&gt;9m</td> <td>&gt;12m</td> <td>64m<sup>2</sup></td> <td>6m</td> <td>4.5m (DSA) + 1.5m (RSZ)</td> <td>500L</td> </tr> </tbody> </table> <p><sup>1</sup> Rootable areas are for the purposes of determining minimum width only and do not have the effect of reducing the required DSA.</p> <p style="text-align: center;">STATE PLANNING POLICY 7.3 RESIDENTIAL DESIGN CODES VOLUME 2 - APARTMENTS 37</p> <p><b>DG 1.2 Driveways and Access</b></p> <p>11. The current R Codes already make provisions for driveways and access</p> <p>12. c) clarify in what circumstances traffic calming devices are required – assumed on larger projects only, say above 9 dwellings?</p>	Site Area	Minimum deep soil area	Minimum requirement for trees <sup>1</sup>	Less than 700m <sup>2</sup>		1 medium tree and small trees to suit area	700 – 1,000m <sup>2</sup>	10% OR	2 medium trees OR 1 large tree and small trees to suit area	> 1,000m <sup>2</sup>	7% (if existing trees) retained on site OR (% site area)	1 large tree and 1 medium tree for each additional 400m <sup>2</sup> in excess of 1000m <sup>2</sup> OR 1 large tree for each additional 900m <sup>2</sup> in excess of 1000m <sup>2</sup> and small trees to suit area	Tree size	Indicative canopy diameter at maturity	Nominal height at maturity	Required DSA per tree	Recommended minimum DSA width	Minimum DSA width where additional rootable soil zone (RSZ) width provided <sup>1</sup> (min 1m depth)	Indicative pot size at planting	Small	4-6m	4-8m	9m <sup>2</sup>	2m	1m (DSA) + 1m (RSZ)	100L	Medium	6-9m	8-12m	36m <sup>2</sup>	3m	2m (DSA) + 1m (RSZ)	200L	Large	>9m	>12m	64m <sup>2</sup>	6m	4.5m (DSA) + 1.5m (RSZ)	500L	<p>contributing to reducing the urban heat island effect in residential areas.</p> <p>10. It will be a matter of ensuring the species and siting of the tree is appropriate to ensure that the level of maintenance is reasonable.</p> <p>11. The proposed policy provisions seek to address some of the hostile driveway environments that are sometimes seen in larger developments. These outcomes detract from identified neighbourhood character.</p> <p>12. This is not intended to introduce a new requirement, and applies where it is deemed traffic calming is required on larger sites.</p> <p>13. This provision clarifies that the species and siting is to be appropriate, and does not specify the requirement for a medium tree. Note that some grouped dwelling sites are large enough to accommodate a medium tree comfortably – such as a 800sqm lot subdivided into two and retaining an existing dwelling that has sufficient space to retain an existing tree or new medium sized tree.</p> <p>14. The City is seeking to increase the number of trees in street verges to reduce the heat island effect; improve pedestrian amenity and enhance a green, leafy neighbourhood character.</p>
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Tree size	Indicative canopy diameter at maturity	Nominal height at maturity	Required DSA per tree	Recommended minimum DSA width	Minimum DSA width where additional rootable soil zone (RSZ) width provided <sup>1</sup> (min 1m depth)	Indicative pot size at planting																																					
Small	4-6m	4-8m	9m <sup>2</sup>	2m	1m (DSA) + 1m (RSZ)	100L																																					
Medium	6-9m	8-12m	36m <sup>2</sup>	3m	2m (DSA) + 1m (RSZ)	200L																																					
Large	>9m	>12m	64m <sup>2</sup>	6m	4.5m (DSA) + 1.5m (RSZ)	500L																																					



NO	NAME/ADDRESSES	SUBMISSION	RECOMMENDATION
		<p><b>DG 2.1 Landscaping</b></p> <p>13. b) Refer above image and comments - a medium tree should not be considered (note that we do not support a tree at all)</p> <p><b>DG 2.2 Verges</b></p> <p>14. a) removal of street trees not permitted without approval (as usual) but if removed, then need to be replaced with 2 trees? There should be no requirement to increase the amount of trees in the verge, as builders/developers avoid removing street trees wherever possible (it would be a last resort).</p> <p>15. As the City of Cockburn can control the verge, why not increase the extent of tree planting in the verge instead of imposing the 9m<sup>2</sup> garden area and tree within the property, as the Council will not have the resources to ensure that internal trees are not removed in the future or police what happens to this proposed garden area</p> <p><b>DG 5.1 Solar &amp; Daylight Access</b></p> <p>16. Do not understand why this needs to be a planning issue, or have additional LPP advice/requirements as all dwellings need to meet NCC requirements relating to energy efficiency</p> <p>17. Noted that a) b) and c) are effectively word for word from <i>Volume 2 of the R Codes - Apartments – Element Objectives 0 4.1.1 – 0 4.1.3</i>, why doesn't this proposed policy just refer to the relevant R Codes?</p> <p>18. Note that the orientation of many blocks do not assist in good solar orientation of the dwelling, so the City needs to make</p>	<p>However, it is agreed that generally one street tree per lot is reasonable and reflects current levels of street trees. It is recommended that this provision be reworded to state that a replacement tree will be required, and two replacement trees encouraged.</p> <p>15. The opportunity to increase verge planting is established areas is limited generally to 1-2 trees per dwelling, which does not mitigate the negative impact of trees lost due to infill development; nor does it increase amenity for residents to the same extent that trees on site will.</p> <p>16. These provisions will just ensure that as much as possible grouped dwellings are designed to have consideration for energy efficiency to the extent that they are able to, acknowledging that this will be constrained in infill development.</p> <p>17. The intent of including these provisions in the policy is so that they apply to grouped dwellings.</p> <p>18. As 16 above.</p> <p>19. As 16 above.</p> <p>20. These room dimensions are intended to provide guidance only, and will not be applied prescriptively – this guidance is seeking to ensure that dwellings are well-designed with useable, practical spaces that can reasonably accommodate the</p>



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		<p>exceptions for this, as the City enables subdivision</p> <p><b>DG 5.2 Natural Ventilation</b></p> <p>19. Do not understand why this needs to be a planning issue, or have additional LPP advice/requirements as all dwellings need to meet NCC requirements relating to lighting and ventilation</p> <p><b>DG 6.1 Size and Layout of Dwellings</b></p> <p>20. There needs to be flexibility in relation minimum internal floor areas and internal dimensions of habitable rooms and these areas taken from <i>Volume 2 of the R Codes – Apartments</i> should not apply to grouped dwellings, as the size of grouped dwellings tend to be larger than higher density apartments (can understand why sizes need to be stipulated for apartments)</p> <p>21. If the design demonstrates good design principles but does not comply with the minimum internal floor areas and internal dimensions of habitable rooms it should be supported by the City of Cockburn</p> <p><b>DG 10.1 Façade Design</b></p> <p>22. b) Would accept a minimum of 2 different finished materials to the façade facing street and 1 architectural feature, any more increases construction site waste and is not a sustainable practice, so clashes with <i>Design Principle 5: Sustainability</i>. Simplifying this also means that the façade, while still aesthetically pleasing, does not end up becoming</p>	<p>furniture and belongings of occupants, in line with community expectations.</p> <p>21. Agreed, as above.</p> <p>22. It is considered these requirements are reasonable, and it should be noted that their intention is to ensure visual interest so they will be applied with flexibility to achieve these outcomes.</p> <p>The proposed measures seek to achieve infill development and grouped dwellings that contribute positively to identified neighbourhood character. It is considered that the requirements will enhance grouped dwellings, and the garden areas can be used to add value to developments if designed appropriately.</p> <p>The requirements that have been taken from Volume 2 of the R-Codes have been selected where it is considered they are appropriate to enhance amenity for grouped dwelling.</p> <p>Advertising commenced 26 February 2020 and the advertising period was extended an additional two weeks in light of COVID-19 which is considered to provide ample time for responses. No other requests were received for consultation to be extended.</p>



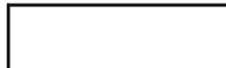
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		<p>detrimental to the streetscape by being overcomplicated and having too many features and finishes and ends up looking like a dogs breakfast (apologies for the crude analogy, but couldn't think of how to articulate this!)</p> <p><b>In general the proposed LPP and scheme amendments are not supported due to the comments above and following reasons:-</b></p> <ul style="list-style-type: none"> <li>• This increases red tape and costs, making developing in the City of Cockburn less viable. Potential developers would be wise to consider other local authorities that have less requirements imposed on them, as essentially, future dwellings built in the City of Cockburn will be smaller to accommodate these requirements and hence have a lower resale value.</li> <li>• The City of Cockburn charges development contributions for a number of areas (refer Development Contribution Plan 13), these should be removed, or heavily reduced, should these policies be implemented to compensate potential developers for the additional requirements that the City of Cockburn propose to impose</li> <li>• There are R Codes and NCC requirements in place that address these items already, this provides consistency – imposing further LPP requirements undermines this consistency</li> <li>• Appears that the City of Cockburn are just using <i>Volume 2 of the R Codes – Apartments</i> and applying it liberally to all grouped dwelling projects irrespective of zoning, project size, single storey, two storey etc... and this is detrimental to smaller developments, in particular smaller single storey</li> </ul>	



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		<p>developments which has a negative impact on the economy and small to medium size businesses that work in this space, as it effectively will push them out of the market and only larger projects will become viable, funded by larger builder/developer consortiums</p> <ul style="list-style-type: none"> <li>• Due to the current Covid 19 crisis any proposed LPP changes/implementation should be delayed by a minimum of 12 months to enable the economy and in particular the building industry to recover</li> </ul> <p>It is also recommended that the consultation period for this is extended to enable stakeholders such as builders/developers and industry bodies such as the MBA and HIA to have more time to submit comments, again this is due to the Covid 19 crisis, as their resources and priorities would be directed elsewhere.</p> <p>It would be recommended that the extension of the consultation period be advertised again to all stakeholders, so they are aware and can make comment at a more convenient time.</p>	
2.	Details confidential	<p>OBJECTION</p> <p>I don't support or agree with these modifications for the following reason:-</p> <ul style="list-style-type: none"> <li>- With a tree that stands 4 -8 meters high and a 4-6 meters canopy this may cause over shadowing.</li> </ul>	<p>The policy requires that appropriate species of tree be located appropriately so that it does not negatively impact on amenity.</p>
3.	Details confidential (Munster)	<p>COMMENTS</p> <p>Please mandate more trees in our suburbs at every opportunity.</p>	<p>The proposed policy seeks to support additional trees on grouped dwelling sites to increased urban tree canopy within the City.</p>
4.	Department of	SUPPORT	<p>1. The policy only applies to properties</p>



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	Communities	<p>Thank you for the opportunity to respond to the City of Cockburn's proposal for better neighbourhoods and better homes. The City is to be commended in its attempt to embed the principles of SPP 7.0 into grouped dwelling design in the interim period prior to Design WA's anticipated guidance on medium density housing. The aspiration for infill development and grouped housing to have a positive impact on neighbourhoods resulting in quality, well-designed homes that people want to live in is supported.</p> <ol style="list-style-type: none"> <li>1. The provision of the modified design guidance in Local Planning Policy (LPP) 1.2 is welcomed, however it is unclear why the policy only applies to single houses on lots with a frontage of less than 10.5m wide and single houses on lots less than 260m<sup>2</sup>. If the purpose of this policy is to ensure sufficient landscaping is provided on all lots, it should be noted that many large dwellings with frontages greater than 10.5m do not always provide a desired amount of landscaping. It is therefore suggested that a broader application of this policy is considered.</li> <li>2. The policy requires garden areas to be a minimum of 1m away from any building, roof, fence or structure. Communities would like clarification whether this relates to the garden area or to the tree itself. If the clause relates to trees, the 1m threshold really depends upon the tree, many broad canopy species will require more than 1m in which to grow whilst other species, such as espaliered lemon trees favour being planted close to walls. It is suggested that the clause be amended so that trees grown for the purpose of a shade canopy are built away from structures, whilst other trees may be closer where</li> </ol>	<p>where planning approval is required, as the City does not have a mechanism to impose the requirements on single dwellings that do not require planning approval (ie. that are only subject to a building licence). The primary intent of the policy is to address issue of grouped dwellings, medium density development and infill. However, it is acknowledged that single dwellings (even on larger lots) can have the same issues and impacts on neighbourhood character, although it does tend to be to a lesser extent (ie. access and parking areas for grouped dwellings result in more hardstanding areas and fewer opportunities for landscaping).</p> <ol style="list-style-type: none"> <li>2. This setback relates to the garden areas. Given that this is a policy provision, consideration will be given to the species of tree and siting etc.</li> <li>3. The 1m setback is a minimum dimension, if a larger setback is required due to the tree species this will be determined at the development application or subdivision stage.</li> <li>4. The policy previously had a length of driveway, however using number of</li> </ol>



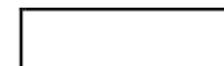
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		<p>appropriate.</p> <p>3. Similarly, the policy requirement for new or modified crossovers to be located a minimum of 1m from existing street trees is questioned. Depending on the site and species of street tree, 1m may be insufficient distance to protect significant roots. It is suggested that this clause is reviewed to ensure the health of the retained tree is not compromised by any crossover.</p> <p>4. The requirement in DG 2.1(d) Landscaping to increase landscaping on long, straight sections of driveway where more than 5 dwellings are proposed is supported however based upon Communities experience there may be instances in developments of less than 5 dwellings where this provision maybe appropriate. It is therefore suggested that this policy provisions may be better aligned to driveway length rather than dwelling numbers.</p> <p>5. Minimum area of 9 m2 located wholly on site for each dwelling Please also consider common areas. Grouped dwelling often achieve the coverage area requirement through common property. This should be considered. Mostly these areas are paved for access to car and easy maintenance. Suggest revision to identify a percentage that can be delegated to common property and/or added to the private property. Alternatively, this can also be implemented through treatment of private property abutting common area as a location for "gardens" as this will lessen the burden of maintenance. This will also help reach the policy goal to: "contribute positively to neighbourhood character". Locating trees in common property will also contribute to some extent to tree retention for future development as trees would be mostly</p>	<p>dwellings is considered to provide a more pragmatic and certain measures.</p> <p>5. These provisions are seeking to manage the issue of subdivision, to ensure that a vacant survey strata subdivision still requires the provision of a tree for each dwelling (rather than in the common property where no one will deliver it). In the circumstances of a development application for grouped dwellings, the City will consider trees appropriately distributed throughout the site (see DG 1.1), which may include within common property where they can achieve the same objectives (and help to provide shade and visual relief to driveway areas).</p> <p>6. The 3m x 3m area is required in addition to the outdoor living areas and can be included in the front setback to contribute to streetscape character.</p> <p>7. It is in addition to the outdoor living area.</p> <p>8. This provision will be a Scheme requirement (introduced by Amendment No. 149) and allowing this to be provided within parking areas with permeable paving etc. is considered to undermine the provision the objective to reduce hardscaping, as the City would</p>



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		<p>along the lot boundary minimising the impact on design/ dwelling type choices.</p> <p>6. Be a minimum length and width dimension of 3 m; 3x3m implies deep root area to be available mainly in private courtyard. What about the opportunity for dwelling on front street to contribute to overall streetscape per amended policy objective? Considered the majority of grouped dwelling fall into the R30/40 coding density category, the 3x3m dimensioning within the 20/24 sqm requirement of OLA which is the requirement for these densities will limit the design opportunities considerably when dealing with small lots. Reducing the width to a 2m width deep soil area still guarantee the planting of a small tree. This aligns with Design WA (SPP7.3.2), and arguably for consistency possibly with the upcoming State policy on grouped dwelling.</p> <p>7. ii) Be in addition to the minimum outdoor living area requirements of the Residential Design Codes - Clarify whether or not the 9m2 is required within the outdoor living area (OLA) area as stipulated in the RCodes, or whether it is in addition to OLA area.</p> <p>8. v) Not be used for vehicle parking or access; Consider allowing use of deep soil areas provided in common property for occasional access/car use such as visitor car parking. Otherwise, if a hybrid solution is not permitted in some places on site, we will risk an all-or nothing situation with provision of trees. Visitor bays can be achieved using permeable, grass and porous paving.</p> <p>9. vi) Contain no structures such as - buildings, patios, pergolas swimming pools or external fixtures; and Please clarify what are external features. Some gardening</p>	<p>be faced with a raft of alternative solutions that do not achieve the intent of the policy and provisions. The provision provides certainty regarding the delivery of this area.</p> <p>9. This provision precludes the encroachment of structures that would have a negative impact on the garden area and ability of the tree to be viable, not minor trellis structures.</p> <p>10. The garden area requirement is in addition to the outdoor living area and this clause seeks to ensure all trees are not proposed clustered on one lot at the rear, for example, which may not achieve the desired outcomes.</p> <p>11. See 1 above.</p> <p>12. Gutterguards may be an example on a side of a dwelling near the tree.</p> <p>13. The City would have discretion to consider this, particularly in the case of development build out (compared to an individual building a dwelling and providing the tree).</p> <p>14. The City is not seeking to be overly prescriptive in this regard – it is considered that the objectives make it clear what is trying to be achieved, and proponents will need to demonstrate how this is being achieved.</p> <p>15. This provision seeks to ensure</p>



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		<p>feature, which have a more structural impact such as trellis could be a positive outcome especially in common areas or private areas adjacent common property to improve the overall outlook of the development and positively impact on the streetscape.</p> <p>10.vii) Distributed appropriately throughout the development This is in contrast with the requirement for dimension, as explained above. 3 x 3m deep soil area requirement greatly restricts locations for gardening and trees (typically only space for this is provided in outdoor living areas).</p> <p>11. This policy applies to single houses on lots with a frontage less than 10.5m wide; single houses on lots less than 260m<sup>2</sup>. Please clarify the reasoning is behind this provision. If it is related terraced houses or referring to extend of lot boundary instead? This would allow the Council to be more specific about what issues they want to mitigate as this is unclear. If this clause is about ensuring landscaping is provided in all lots regardless of size, consider that many very large dwellings are built on lot frontages greater than 10.5m which do not necessarily provide the desired amount of garden and landscaping.</p> <p>12. Demonstrate measures to manage leaf litter impacts to minimise likely maintenance and ensure ease of maintenance. Some clarification would be useful to understand what the City considers to be the harm of leaf litter and acceptable prevention mechanisms.</p> <p>13. DG 2.1 Landscaping 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: According to Communities experience the cost to install a 90L tree is</p>	<p>consideration of the issue, rather than being prescriptive, particularly acknowledging the constraints of infill development and grouped dwellings.</p> <p>16. Noted that this is ideal, however this provision acknowledges the constraints of smaller dwellings in grouped housing sites/smaller lots.</p> <p>17. This is the minimum, and is consistent with R-Codes Vol 2.</p> <p>18. Noted. This has been deleted.</p>



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		<p>roughly 3 x the cost of 3x 45L trees as a forklift is required to install it. Pondering the cost of installation and the grow rate of tree, the time difference between a 45L and a 90L is roughly 2 years, it would be advisable to consider permitting a 45L tree if others were also provided on site, located on common property or abutting public space.</p> <p>14. 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 Based on Communities experience there are instances where driveways are longer than 35m, other than 5+ dwelling developments that would still benefit from this provision. It is advisable to relate the policy to length and not number of dwellings. Clarification is needed where the City would support reduction in driveway width 2.5m in areas where the provision is required or reduction to 2.5m in all straight maneuvering sections along the driveway when a 1m wide landscaping strip is provided, these option will help to minimise impact on development yield. There is not clear indication in the policy where the required widened landscaped strips should be used to plant trees. While the planting of trees in these areas is implicitly suggested in the policy this needs to be clearly stated. Moreover, based on our experience the maintenance of the landscaped areas also could be challenging when a strata company is not established</p>	



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		<p>15.DG 5.1 Solar and Daylight Access c) The development incorporates shading and glare control to minimise heat gain and glare from midspring to autumn Threshold is needed to that development can appropriately respond and cost their responses. It would be advisable to identify how the performance is measured, i.e. specify extent of direct sunlight in summer either by controlling amount of glazing and/or shading provided</p> <p>16.DG 5.2 Natural Ventilation b) ii. windows in at least two rooms and connecting doors located at the rear of the room rather than adjacent to the windows If the aim of this clause is to guarantee natural ventilations it would be preferable to align windows and doors to create ventilation pathways through different rooms.</p> <p>17.iv. designing courtyards or building indentations that are open on one side and have a width-to depth ratio of at least 3:1. Please specify if the indicated ratio is the expected outcome, e.g. Is this the optimum ratio, or would the courtyard be improved by being deeper, e.g. 3:2, or wider, e.g. 4:1.</p> <p>18.b) 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) Please note that Perth and City of Cockburn are in Climate Zone 5.</p>	



### BETTER NEIGHBOURHOODS, BETTER HOMES: SUMMARY OF COMMUNITY SURVEY OUTCOMES

The City provided a short online survey as part of the advertising of proposed modifications to Local Planning Policy No. 1.2 and Scheme Amendment No. 149. Each of the questions and the outcomes of responses are outlined below.

1. *The City has identified the following as key features to protect in existing suburbs; and to encourage in new suburbs - let us know whether you agree or disagree:*

Key features that are valued	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE
Green, leafy streets	93%	1%	9%
Trees and garden areas on private property	75%	8%	17%
Houses that have some external features of interest	57%	32%	11%

2. *We are proposing the following new key requirements for grouped dwellings (ie. units/villas) to protect what we think you love about your neighbourhoods – let us know whether you support these proposed requirements for grouped dwellings.*

Key proposed requirements	AGREED	NEITHER AGREE OR DISAGREE	DISAGREE
Garden area requirement: Requirement for each grouped dwelling to provide a minimum 9m <sup>2</sup> garden area which cannot be paved for a small-medium tree of an appropriate species (additional requirement to current outdoor living area).	75%	5%	20%
Guidance for good design: Design guidance to ensure new grouped dwellings fit in with existing neighbourhoods and are an attractive addition to the streetscape.	80%	9%	11%
Liveability Standards: Design guidance to ensure dwellings have well-designed and functional layouts, including guidance for room dimensions.	78%	13%	18%
Sustainable design guidance: More guidance for sustainable design, including consideration of solar orientation; daylight access to rooms and outdoor spaces; shading and glare control; and natural	79%	5%	16%

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ventilation.			
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3. Are there any other features you value about your neighbourhood that you would like to see protected? Please explain.

Where do you live?	Which of the following best describes your home?	Are there any other features you value about your neighbourhood that you would like to see protected
ATWELL, WA	House	Parks, lakes, wildlife. Safety and security. Public transport. Exercise. Trees and green space. Shade and shelter. Feeling of space between property, even if close. NOT like 70s flats. Safe and private access to your own home, without needing to get past others.
ATWELL, WA	House	Roads need to be wide enough so that if a car is parked on the road, rubbish trucks and service vehicles can still comfortably get past...stop designed suburbs where blocks are so tiny that people can't park on their own property and then no one else can use the road!!! Emergency vehicles will not be able to get through.
AUBIN GROVE, WA	House	Outlaw the London planes! They're destructive, dangerous to allergy sufferers and incredibly messy. Lop and chop widow-maker eucalypts along verges. Falling limbs are dangerous, as one almost hit my car when a truck's roof hit it while driving beneath. Provide incentives for more sustainable home construction, such as reduced rates.
AUBIN GROVE, WA	House	More parkland and wider streets. Closer dwellings on narrow streets make it more dangerous for residents and vehicles, as well as looking ugly and not promoting a strong sense of community between neighbours.
AUBIN GROVE, WA	House	Mature trees on public land. Local businesses - Neighbourhood shops like Harvest Lakes are much nicer for the community than large centres such as gateway. I've heard rents can be extortionate in local centres.
AUBIN GROVE, WA	House	The street curbing needs looking at.
BEELIAR, WA	House	The natural green private and public green spaces. Native flora and fauna. Our wetlands. The cooling qualities of quality, healthy turf and trees. Beautiful private irrigated gardens, that cool homes. There is no place in our community for plastic carpet, please ban synthetic turf it is a heat island exaggerator and probable toxic contaminant that I'll only end up in landfill.
BEELIAR, WA	House	Acknowledgement of Indigenous Land Purpose or Features



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BEELIAR, WA	Flat/Apartment	Green space / trees on verges / community trees on council land like olives ( or lemons black figs & mulberries )
BIBRA LAKE, WA	House	Community gardens, local parks, shaded playgrounds (not with useless sails but proper sun protection) Footpaths stricter dog/cat laws - no poo on verges and paths please! Flat curbs not raised curbs traffic calming on suburban streets
COOGEE, WA	House	Coogee Beach to remain natural with limited development. People need recreational spaces, not more apartments
COOGEE, WA	House	trees and native plants in front gardens to build wild life corridors between bush land and keep water usage low. spaces for recreation/social meetings/kids and dog friendly spaces
COOGEE, WA	House	preferable to see adequate street frontage setbacks imposed OR if reduced to minimal setbacks, the homes are to be designed to reduce bulk/scale at the front by way of articulation to the building itself
COOLBELLUP, WA	Semi-detached house/townhouse	Large and old trees should have protection as in other cities
COOLBELLUP, WA	Flat/Apartment	walking access, better more leafy bord and animal friendly parks, additional parks in low use streets
GLEN IRIS, WA	House	The beautiful Open Glen Iris golf course with its lakes and mature trees. It is like a beautiful park. These areas are becoming rare with urbanisation and areas of ugly roof tops.
HAMILTON HILL, WA	House	Tall trees and, where possible, some native vegetation. Verge gardens instead of grass on the verge. Large verge / large set back from street. Set back from side fencing - not side by side housing. Water tanks and sustainability features are lovely!
HAMILTON HILL, WA	House	Large trees
HAMILTON HILL, WA	House	Hate seeing the loss of mature trees due to subdivision, and allowing people to pave/gravel their verges.
HAMILTON HILL, WA	Flat/Apartment	Shrubs and trees that are already there. I've seen developments where there are native and non-native mature trees that have been demolished so I would like developments to have more consideration of the features of the land as it is and prevent removal of mature trees.  The other consideration with layout design of grouped dwellings is how it fits in with the surrounding houses and also considering development of single dwellings next to group dwellings. For example, the living area of grouped dwellings

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		may be next to the backyard of a single dwelling. The single dwelling has perhaps a chicken coop or an owner decides to put in a pool. While these features may be at the back of every backyard where a neighbourhood has single dwellings, these features may encroach on the liveability of grouped dwellings. Chook pens too close to living or kitchen areas of grouped dwellings can be a health issue. New pools and the location of the pool pump can be a noise problem. Just being aware of seemingly innocuous things can actually have an impact on grouped dwellings if not assessed comprehensively.
HAMILTON HILL, WA	House	Natural areas and tall trees
HAMILTON HILL, WA	Flat/Apartment	Parklands and housing densities
JANDAKOT, WA	Other	Rural Lifestyle, not hemmed in by industry, 4 lane highways and tiny 300sqm crammed in housing estates
JANDAKOT, WA	House	The open space, golf course and bush reserves.
MUNSTER, WA	House	verge tree/ street scape
MUNSTER, WA	House	Trees on verges
MUNSTER, WA	House	Any verge trees and street scapes
MUNSTER, WA	House	Verge trees in single dwellings
MUNSTER, WA	House	I like to see trees on the streets I am driving on like the jacaranda.
MUNSTER, WA	House	Green street scapes
MUNSTER, WA	Semi-detached house/townhouse	I enjoy driving through a street or suburb with trees on the verges
MUNSTER, WA	Semi-detached house/townhouse	I am looking to buy or build a unit for a low maintenance garden. I do not want to have a tree in my back area. I want to have some potted plants that do not cause me leaf litter, branches falling or clogged gutters. I want easy to maintain paving or concrete that does not lift and cause me to trip. I do not want overhang from a neighbours tree or their green rubbish. I like trees on verges and nature strips and down the main roads of my suburb.
NORTH LAKE, WA	House	Habitation and feeding trees for local birds
NORTH LAKE, WA	House	Landscaped verges and properties with limited large front walls / large gates.



NORTH LAKE, WA	House	large trees and green corridors
SOUTH LAKE, WA	House	Trees, both existing native bush and wetlands and established gardens. Also playing fields and open space.
SOUTH LAKE, WA	House	New sustainable ideas being mandatory on new homes and in the planning. White gun valley has some great shared resource, grey water and useful drainage solutions that I'd love to see implemented throughout cockburn.
SOUTH LAKE, WA	House	It drives me crazy that large established trees are knocked down for mass development, only to be replaced with new trees. There is no guarantee new trees will survive the drying climate, at least old trees have deep established roots. All backyard trees should be registered and owners should be required to ask Council for permission/assessment before they can be removed.
SPEARWOOD, WA	Semi-detached house/townhouse	Vehicle speed reduction using roundabouts and chicanes, native and food-cropping verge conversions, experimenting with renewable power generation, storage and sharing.
SPEARWOOD, WA	House	Large verges and speed bumps introduced
SPEARWOOD, WA	House	Front Verge to be kept tidy , green grass or native plants , especially after multi unit development , they just don't look finished !
SPEARWOOD, WA	House	Parks, protected areas, tall and mature trees, wildlife, bikepaths, walkpaths
SPEARWOOD, WA	House	Footpaths Bikeways Parkland especially for dog exercise
SPEARWOOD, WA	House	Low / no street fencing. Open style/ no fencing allows integration of front garden and verge. Also assists with community connection and passive surveillance.
SPEARWOOD, WA	House	Coogee Beach is our most valuable asset. More trees need to be planted in both Spearwood and Coogee. It certainly does not look like a leafy green suburb at the moment. Its dry and desolate. I would like to see more islands containing trees. Rockingham Road desperately needs beautifying and would be a good candidate for islands with trees planted. Amity Boulevard would also be perfect. Properties with fake lawns should be enforced to have a small to medium sized tree planted on council land. Houses with fake lawns and hardly any garden beds are radiating so much heat. There needs to be some compromise. So if a house wants fake lawn, they must have a tree.

## Item 9.2 Attachment 3

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SPEARWOOD, WA	House	There is a large problem with group dwellings not taking care of front verge gardens bringing down the look of the street and suburbs also they are parking on lawn areas and the street due to lack of parking provided. I live on a street with multiple home dwelling either units or houses stacked and I believe that the council has allowed to many of these to be developed on the one street providing a serious problem with parking and seamless integration. It would be great if the council could revisit some of these dwelling and request better frontage to make them look more part of the community rather than an eye soar.
SPEARWOOD, WA	House	Off street parking; space for parking off the road so you don't have to swerve into oncoming traffic or wait behind a parked car. allow more use the verge?IOf note: the apartment development on Kent street which always seems to have cars parked on the road
SUCCESS, WA		Parks and walkways Children's playground Plants and flowers along sides of walkways
SUCCESS, WA	House	More green belts of bush
SUCCESS, WA	House	All the parks. There aren't enough parks
SUCCESS, WA	House	Improve council gardens and protect existing parks. Not enough parks for residence.
SUCCESS, WA	Flat/Apartment	Pathways which allow easy access to shopping centre and bike paths (access to bike path was shut off due to kwinana freeway widening)
SUCCESS, WA	House	All new development must protect natural flora and fauna- say 30%. All tress over 20 years old need to be kept or paid for to replace elsewhere. Looking at ideas for multigenerational housing/shared housing co-ops. (see David holgrem book. Protect local marsh/swamp land from being filled- must be accommodated by developers. plant mature street trees (mandatory). All houses must have minimal sustainability ratings. All developments need to have block situated for correct solar access not amount of houses. Top soil needs to be saved and re spread on cleared land for reseeding natural area.
SUCCESS, WA	House	I would like to see more green spaces/parks/playgrounds in our area. Lot 810 Wentworth Parade in Success has been an awful vacant block for years. I ask that the City of Cockburn purchase this area and turn it into a fully fenced green space/park. With access on Malata Crescent. Parking spaces could be accommodated by widening the road. Perhaps people who have been put out of work by the Covid-19 could be employed in the building of this. Thank you and I hope you look into this idea. I am sure it would make a lot of families very happy.



TREEBY, WA	House	Walking trails are great to encourage a healthy lifestyle at your doorstep. I love the trail in Treeby. Off-leash dog parks are great places to responsibly exercise your dog and meet neighbors.
TREEBY, WA	House	No stop requiring things that are expensive and limit options on home designs. some people are not interesting is spending 1000s on gardens and constantly pouring water on dieing gardens. these requirements are far too restrictive and should be left upto the home owner to manage their own wants. stop meddling in stuff a council shouldn't meddle in. stick to providing road, picking up waste and managing parks. leave the lot to the home owner that owns it.
YANGEBUP, WA	House	Natural parklands.protect encourage wildlife.should be mandatory to have at least one verge tree .
YANGEBUP, WA	House	- Mature trees - in particular local native tree species. - Low and permeable front fences or no front fences at all. - Shade and amenity. - Biodiversity.
YANGEBUP, WA	House	Love all the greenery around Yangebup.
YANGEBUP, WA	House	cul de sac trees to provide natural shady parks
YANGEBUP, WA	House	Introduce as many appropriate verge trees as possible throughout the COC. This includes trees planted inedian strips on suitable roads . Trees appropriately located and planted in open space eg. Parks and playgrounds.
YANGEBUP, WA	House	while the above highlights green leafy streets. what i value about neighbourhoods generally that has been significantly overlooks in the city of cockburn is the placement of street trees so they actually provide shade over footpaths. in yangebup as example there is actually only very few points along all of the footpaths (easily under 10%) throughout the subub that is shaded at all, largely due to the placement of footpaths on edge of road with no nature strip - yet a lot of trees are being planted in middle of roads where they offer no shade value. more consideration need to be placed on design reviews so as to plan to realistically provide shade for footpaths. shaded footpaths mean more people walking, which means more active neighbourhoods. this is a fundamental design flaw in yangebup and most city of cockburn suburbs. look at any of the truly leafy suburbs and you will observe shade to footpaths comes from both private gardens and street trees all due to the placement of the footpath in relation to the property boundary.
YANGEBUP, WA	House	Edible gardens on public verges



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<p>YANGEBUP, WA</p>	<p>House</p>	<p>I would like to see owners of homes that spend a lot of money maintaining their verges (especially corner blocks) given a discount on rates. Furthermore, I believe homeowners that rent their properties should be made to declare so and pay more rates if the property becomes an eyesore</p>
<p>YANGEBUP, WA</p>	<p>House</p>	<p>Housing orientated to green spaces. Connected via footpaths. I love the idea of little shopping centres modified to be more of a piazza design, this social setting works very well in Europe and encourages community shopping and interaction, and rescues local crime. I value smaller front gardens as they are easier to sustain so I have noticed people care for them more. Trees would be helpful as they require minimal care once established. If we could raise the profile of native vegetation, perhaps more so than what currently occurs with the Apace scheme, that could assist. For example, could you offer new home owners 30 plants at any time of the year? That makes homes more attractive and filled with fauna than plastic grass.</p>



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**10. FINANCE & CORPORATE SERVICES DIVISION ISSUES**

Nil

**11. ENGINEERING & WORKS DIVISION ISSUES**

Nil

**12. COMMUNITY SERVICES DIVISION ISSUES**

Nil



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**13. EXECUTIVE DIVISION ISSUES**

**13.1 (2020/MINUTE NO 0012) PROPOSED AMENDMENT OF POLICY 'BUDGET AND BUSINESS PLANNING'**

- Author(s)** G Bowman
- Attachments**
1. Amended Budget and Business Planning Policy  
[↓](#)
  2. Corporate Strategic Planning and Budget Policy  
[↓](#)

<p><b>RECOMMENDATION</b> That Council rename the Budget and Business Planning Policy to Corporate Strategic Planning and Budget Policy and adopt the revised Policy as attached to the Agenda.</p>
<p><b>COMMITTEE RECOMMENDATION</b> MOVED Cr C Terblanche SECONDED Cr M Separovich That the recommendation be adopted.</p> <p style="text-align: right;"><b><u>CARRIED 4/0</u></b></p>

**Background**

The Budget and Business Planning Policy was last reviewed in March 2019.

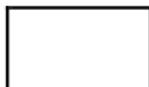
**Submission**

N/A

**Report**

The Budget and Business Planning Policy has been reviewed and the recommended changes have been included in the revised draft policy. The policy review primarily considered the Integrated Planning and Reporting Framework and the City's current Budget Formulation process.

With the major review of the Strategic Community Plan 2016-2020 currently underway, it is timely that the Strategic and Corporate business planning Policy be reviewed to reflect key changes made and to improve the City's integrated planning and reporting processes. Council resolved at the 14 May 2020 Ordinary Council Meeting to endorse the proposed Draft Strategic Community Plan 2020-2030 for public comment. The Draft Strategic Community Plan includes a new vision statement 'Cockburn, the best place to be' so there is a need to update the Policy with the new vision and related purpose statement.



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The Policy has now been reviewed to better reflect the Integrated Planning and Reporting Framework guidelines, with the key recommended amendments to the policy as follows:

- Inclusion of the Corporate Business Plan annual review process (as part of the budget formulation process) and inclusion of a six monthly progress report to Council to reflect the importance of this plan in resourcing the Strategic Community Plan.
- Inclusion of consideration of the Corporate Business Plan in a concept forum that guides the development of Council's Annual Budget formulation process.
- Replacement of the non-statutory Annual Business Plan with a more detailed expanded Corporate Business Plan
- Inclusion of more detail regarding the statutory review timeframes for the Strategic Community Plan and Corporate Business Plan.
- A recommended name change to 'Corporate Strategic Planning and Budget Policy' to better reflect a key purpose of the policy.

It is proposed in the Policy review that a more detailed and expanded Corporate Business Plan replace the non-statutory Annual Business Plan which will be consistent with the Integrated Planning and Reporting Framework.

The Corporate Business Plan is a statutory four year plan that is fully reviewed on an annual basis and is aligned with the Strategic Community Plan objectives. The Corporate Business Plan provides a clear line of sight between Council's Strategic Community Plan objectives and what resourcing estimates are planned for each financial year to support these objectives.

Whereas the Annual Business Plan is a remnant from the City's earlier corporate planning framework which was in place prior to the Integrated Planning and Reporting Framework and guidelines were developed.

The Annual Business Plan is considered unnecessary as it duplicates some of the Corporate Business Plan information and is structured in accordance with organisational Divisions, Business Units, and Service Units rather than Strategic Community Plan outcomes and objectives.

To ensure Council continues to receive the relevant information currently contained in the Annual Business Plan, it is proposed that the Corporate Business Plan be expanded to include additional information about service costs, staff estimates, and key performance indicators.

The reviewed Policy also includes the requirement for a new six monthly progress report for the Corporate Business Plan, instead of an Annual Business Plan mid-year review. This change will improve Council's ability to oversee progress in relation to the Strategic Community Plan objectives.



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Another change to the Policy includes the requirement for consideration of the Corporate Business Plan in the budget concept forums, which will improve resourcing alignment and integrated planning with the Strategic Community Plan objectives.

The Policy changes will also provide increased efficiency in reporting on the regulatory requirement to include an overview of the Strategic Community Plan and the Corporate Business Plan and any changes made to either of these plans during the financial year in the Annual Report.

The additional changes below relate to the Budget Formulation Principles in the Policy to formalise and reinforce existing budget practices, namely:

- The City's long standing decision to impose differential general rating and requirement for modelling;
- Ensuring specified area rates meet both current and future funding needs;
- Bringing the City's carried forward works and projects to Council as a budget amendment post end of year finalisation; and
- The determination and treatment of the end of year budget surplus.

The Budget Considerations for Reserve Funds section has also been revised in order to formalise budget discipline and quarantining requirements applicable to various Reserve Fund accounts. This serves to demonstrate effective financial management and budgeting practice.

The need for a third Elected Member budget concept forum dealing specifically with rates modelling will now be optional. This will much depend on whether the information can be covered at the operational budget concept forum or whether it is a Gross Rental Value (GRV) revaluation year where the impact needs greater focus and scrutiny.

### **Strategic Plans/Policy Implications**

#### Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

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

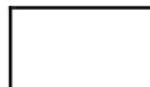
#### **Budget/Financial Implications**

Nil

#### **Legal Implications**

As contained in the attached Policy.

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**Community Consultation**

N/A

**Risk Management Implications**

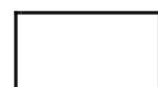
There is a low level of compliance risk with this item if Council does not adopt some of the recommended changes as the current policy does not include the regulatory requirement of the annual review of the Corporate Business Plan and the minor review of the Strategic Community Plan in its corporate and budget planning process outline. The policy review also ensures that the budget formulation practices are more fully reflected in this policy.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



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<b>Title</b>	<b>Strategic, Corporate Budget &amp; Business Planning and Budget</b>
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**Policy Type**

Council

**Policy Purpose**

The City's vision 'Cockburn, the best place to be' is underpinned by our a purpose 'Together, we strive to create a sustainable, connected, healthy and happy Cockburn community mission is 'to make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth Metropolitan area'. To achieve this vision, e mission high level long term and ongoing strategic objectives initiatives and business planning processes have been established. The Strategic Community Plan provides the overarching guidance for development of the City. It contains details of the City's Mission, Vision (of what the future would look like), the desired drivers of change or outcomes, and the key factors that will help deliver these outcomes – referred to as the 'Strategic Objectives'.

The Strategic Community Plan undergoes a major review (including community consultation) every four years and a minor review every two years. The Strategic Community Plan is functionally delivered and resourced through the Corporate Business Plan and the Council's Annual Budget and Business Planning process. The Corporate Annual Business Plan is reviewed every year and outlines the actions, projects, and services that the City's administration will undertake over a four year period to achieve the Strategic Community Plan objectives and outcomes. Whereas the Annual Budget provides the financial wherewithal to allocations support and resources for the relevant financial year t chis outcome. An Annual Business Plan is not a requirement of the Integrated Planning and Reporting Framework.

The Local Government (Administration) Regulations 1996, Regulations 19C and 19D, have the requirements for the Strategic Community Plan and Corporate Business Plan. They stem from the Local Government Act 1995 Section 5.56.

Section 6.2 (1) of the Local Government Act 1995 requires Council to prepare and adopt a budget for it municipal fund during the period 1 June to 31 August for the following financial year.

Section 6.2 (2) requires Council to have regard to the contents of the plan for the future of the district in the preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget. Ministerial approval is required to vary this limit.

Part 3 of the Local Government (Financial Management) Regulations 1996 prescribes the form and content for the annual budget and the requirement to review the performance of the budget between 1 January and 31 March each year.

[1]



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This policy has been formulated to articulate Council's requirements and processes for Strategic and Corporate planning and managing the annual budget in a manner that is both compliant with legislative requirements and pertinent to Council's operating needs.

**Policy Statement**

~~This policy establishes a framework for the City of Cockburn's is committed to a process of Strategic and Corporate Community Planning processes, that focuses on community organisational priorities, statutory requirements, and the Integrated Planning and Reporting Framework and Guidelines. This policy and provides the strategic guidance platform for an integrated uniform business planning and resourcing approach when considering major decisions which will affect the City into the future, in accordance with the Integrated Planning and Reporting Framework and Guidelines.~~

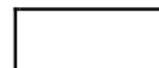
This policy establishes a framework for the formulation, administration and management of Council's budget that meets both statutory and Council's requirements. It serves to provide strategic guidance to staff and sets out various guiding principles to be followed when developing the annual budget.

(1) Budget Formulation Principles

The following principles shall guide the preparation of the initial draft budget:

1. The Strategic Community Plan, Corporate Business Plan, Council adopted strategies, informing strategies, the Community Survey and the Customer Satisfaction Survey should provide strategic guidance to management in determining budget priorities.
2. The projects and financial indicators listed within Council's Long Term Financial Plan (10 year Plan), and the Corporate Business Plan will form the basis and provide the general parameters for the annual budget. Budget submissions should be congruent with the objectives listed within the Strategic Community Plan.
3. Rating revenue is to be set at a level that will produce a balanced or small surplus budget. For this purpose, surplus/deficit calculations will be made in accordance with Local Government Operational Guidelines - Number 08 June 2005 "Opening and Closing Funds used in the Annual Budget (Includes Reference to Surplus and Deficit Budgets)"
4. Provisional allocation for Donations and Grants is to be up to a maximum of 2.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). The Council committee is to make recommendations regarding individual donations and grants.

[2]



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5. Provisional allocation for Community Events is to be up to a maximum of 1.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). ~~With~~ Council to approve a calendar of events.
  6. Provisional allocation for project contingency fund is to be up to a maximum of 1% of rates revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). These funds are set aside for the purpose of funding high priority projects identified during the year.
  7. All budget submissions made are to include detailed cash flow requirements.
  8. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.
  9. Standards established in other City policies, (such as verge maintenance), are to be adhered to. Where this causes a significant increase in costs, alternatives may be recommended.
  10. The end of year current surplus/deficit position ~~and value of (excluding~~ carried forward works and projects) will need to be estimated during the formulation of the annual budget. ~~These estimates together with the addition of carried forward works and projects, will be brought to Council as a budget amendment adjusted within the budget~~ to reflect actual positions once the end of year accounts have been finalised.
  11. General Rates revenue will be budgeted using a Differential Rates model pursuant with the Local Government Act 1995 that seeks to rate land in the district equitably and proportionally based on appropriate land use/type characteristics.
  12. Modelling of the proposed Differential Rates is The residential improved rate in the dollar/minimum payment with rates modelling to be presented to the Elected Members at a Third Elected Member Budget Concept Forum, with a focus on the residential improved rate in the dollar/minimum payment, particularly during a Gross Rental Value (GRV) revaluation year.
  13. Specified Area Rates adopted by Council will be reviewed annually and set at levels that raise sufficient funding to meet anticipated needs (both short and long term).
- (2) Budget Considerations for Reserve Funds
- ~~The requirement for each Reserve Fund and associated target values of the Fund will be reviewed at each Budget cycle and net transfers to Reserves will be managed in line with the objective of attaining target values set within Council's Long Term Financial Plan (LTFP) setting meeting. Surplus funds identified at the end of the financial year are to be transferred to Reserve Funds or other financial~~

[3]



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contingencies so that the target figures for each Reserve can be achieved over the next ten years in line with the 10 year plan.

Any Budget surpluses identified at the end of each financial year are to be transferred to an appropriate Reserves or other financial contingencies in a manner that is consistent with the objective of attaining target values.

A number of Reserves are subject to budget discipline and quarantining requirements as follows:

1. Carried Forwards Reserve – Municipal funding for carried forward works and projects included in the end of year surplus is to be quarantined into this reserve to fund the completion of those works in the following year.
2. Plant & Vehicle Reserve – The replacement program for major plant and vehicles will be funded from the Plant & Vehicle Reserve. Annual replenishing of this reserve will be based on the depreciation charge for applicable assets.
3. CIHF Building Maintenance Reserve – is replenished from the net commercial lease revenue from the Cockburn Integrated Health & Community Facility.
4. Waste & Recycling Reserve – net surplus/deficit for the Henderson Waste Recovery Park is managed through this reserve.
5. Waste Collection Reserve – transfers to this reserve are based on a hypothetical profit and loss for the Waste Collection Service.
6. Land Development & Investment Fund Reserve – net proceeds from land sales under the City's Land Management Strategy are transferred into this reserve, as is net commercial lease revenue from the Coogee caravan park and other commercial properties.
7. Developer Contribution Area (DCA) Reserves – net contributions from each DCA area are transferred into each respective reserve in accordance with the City's Town Planning Scheme.
8. Specified Area Rate Reserves – surplus funds raised and unspent at year end are to be quarantined into the respective reserve for future use in accordance with the LG Act.
9. Naval Base Shack/Shack Removal Reserves – net lease revenue is managed through these reserves for current and future maintenance and capital costs.
10. Marina Asset Replacement Reserve – net revenue from the lease of pens is required to be transferred into this reserve for future asset renewal and replacement needs. This should at least cover annual depreciation.
11. Insurance Reserve – any annual savings attained and surplus dividends given by LGIS are to be quarantined to this reserve, which is used to smooth out future spikes in premiums and excess payments.
12. Restricted Grants & Contributions Reserve – any external funding received with attached conditions remaining unspent at year end needs to be quarantined within this reserve.

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(3) Form and Content of Budget and Working Papers

Before presentation to Council, the budget will be developed and considered at a series of executive briefings and concept forums involving the Elected Members

[4]

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The form of the draft budget to be presented to and considered at the various executive briefings and concept forums includes the following elements:

1. A Rating Objects and Reasons paper. (as per Delegated Authority LGAFCS1 – Advertising Property Differential Rates).
2. A summary of all Reserve Funds and their anticipated movements ~~for the next three years~~ based on known capital works/replacement programs and any other relevant information.
3. Details of proposed new initiatives, both capital and operating.
4. Details of proposed Capital Works program for Infrastructure.
5. Details of proposed new Staff positions
6. Details of proposed new Information Technology
- ~~7. Listing of budget submission items received but not included in the draft budget.~~
- ~~87. A fees and charges register~~
- ~~9. A Business Plan for the financial year for each Service Unit.~~
- ~~98. A summary of the Corporate Business Plan projects, service changes, strategies and actions for the upcoming year~~

The formal budget presented to Council for adoption will be in a format that complies with the Part 3 of the Local Government (Financial Management) Regulations 1996 and is to include any other information deemed relevant (e.g. summaries of the new initiatives and capital programs).

Council's significant accounting policies are to be updated and included within the formal budget to provide direction for the year ahead and explain the basis of preparation for the statutory financial statements

- (4) Adjustment for Estimated Surplus/Deficit and Addition of Carried Forwards

~~Once the end of financial year accounts have been finalised and audited, a review will be presented to Council, adjusting the estimated value of carried forward works and projects to their true amounts. The actual opening budget surplus/deficit will also be determined and reported to Council. Any surplus to the estimated final adjusted to reflect the final position will be transferred. Any additional funds available will be transferred to Reserves in accordance with this policy. Also at this time, a detailed listing of carried forward works and projects will be presented to Council for addition to the City's amended annual budget.~~

- (5) Mid-Year Budget Review and Corporate Business Plan Progress Report

Council will conduct a mid-year budget review for the principal purpose of addressing budget variations that may arise or come to the attention of management during the first half of the year, in line with financial regulations.

The review is not for the purpose of including new initiatives or capital works. New initiatives will only be submitted to Council where they are deemed essential and have an identified source of funding. In this regard, the Project Contingency Fund is available as a source of funding for essential items.

[5]



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Council is bound by legislation to conduct a review of the budget between January and March each year.

A six monthly progress report for the current year of the Corporate Business Plan will be provided to Council between January and March each year.

(6) Community Engagement of Draft Budget

At the completion of the Draft Municipal Budget, by the end of April (in the relevant financial year), the draft Capital Expenditure Budget ~~and Draft Annual Business Plan~~ (including proposed increases in differential rates plus Fees and Charges will be:

- Placed on Comment on Cockburn providing 28 days to provide feedback
- Presented to Community Group and Business Group (Chambers of Commerce) leaders
- Provided at briefings to Elected Members in June (of the relevant financial year) of community feedback from Community and Business Groups' leadership teams
- Advertise proposed differential rates as required by the Local Government Act seeking additional (and formal) feedback (as per Delegated Authority LGAFCS1 Advertising of Proposed Differential Rates)

(7) Budget Management Timetable

The following timetable includes all the major activities comprising Council's budgeting regime including the adoption of the Budget by a Special Meeting of Council in June of each financial year. It is indicative and may be subject to minor variations.

October	<ul style="list-style-type: none"> <li>• Community and Business Groups invited to consider budget requests and priorities for the following financial years' budget.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Community and Business Groups submissions to be submitted by the end of November.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Long Term Financial Plan reviewed and adopted (Biennially).</li> <li>• <u>Progress report on Corporate Business Plan projects, and actions drafted Draft Annual Business Plan Review document showing Budget and Actual year-to-date figures distributed to the Executive.</u></li> <li>• Mid-year budget review procedures and submission templates issued to Managers.</li> <li>• Community and Business Group submissions to be assessed by relevant Business Unit Managers in line with LTFP, Corporate Business Plan, adopted Strategies and <u>Asset Management Plans.</u></li> </ul>

[6]

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January	<ul style="list-style-type: none"> <li>Mid-year budget review submissions due back from Managers.</li> <li>Executive to consider the proposed budget review.</li> <li>Corporate Business Plan <u>six month</u> review updated with year-to-date financial data <u>and progress against actions</u>.</li> <li>Completion of budget and Corporate Business Plan <u>progress report reviews</u> for Council adoption or <u>consideration</u>.</li> <li>Budget guidelines, procedures and submission templates issued to Managers for next year's budget.</li> <li>Budget Review amendments included in the monthly reports for February</li> </ul>
February	<ul style="list-style-type: none"> <li>New initiatives/capital works submissions due back to Management Accounting.</li> <li>Proposed new initiatives/capital works considered by the Executive.</li> <li>Advertising of differential rates.</li> <li>Review of fees and charges register by management.</li> <li>Completed operational budgets returned to Finance</li> <li>Council to adopt the Budget Review and <u>consider the Corporate Annual Business Plan progress r</u>Review.</li> </ul>
March	<ul style="list-style-type: none"> <li>Review &amp; Update of Activity Based Costing Model.</li> <li>Annual <u>review of the Corporate Business Plan</u> prepared by management.</li> <li>The Executive considers initial draft of Budget and <u>Corporate Annual Business Plan review</u>.</li> <li>First Budget Concept Forum for Elected Members covering capital expenditure projects.</li> <li>Fees &amp; Charges Register updated.</li> <li><u>Summary of Corporate Business Plan services, activities, and projects.</u></li> </ul>
April	<ul style="list-style-type: none"> <li>Second Budget Concept Forum for Elected Members covering operational budgets.</li> <li>Third Budget Concept Forum for Elected Members covering Rates Modelling <u>(if required)</u></li> <li>Differential Rating report to Council</li> <li>Carried forward projects estimated by management.</li> <li>Review of completed budget by the Executive.</li> <li>Finalisation of Statutory Budget and <u>draft a</u>Annual <u>review of the Corporate Business Plan</u>.</li> </ul>

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<b>Title</b>	<b>Strategic, Corporate Budget &amp; Business Planning and Budget</b>
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May	<ul style="list-style-type: none"> <li>At beginning of May, place <b>draft capital works budget</b> on Comment on Cockburn providing 28 days to provide feedback</li> <li>Presented to Community Group and Business Group (Chambers of Commerce) leaders</li> <li>Advertise proposed differential rates as required by the Local Government Act seeking additional (and formal) feedback</li> </ul>
June	<ul style="list-style-type: none"> <li>Provide a briefing to Elected Members on feedback from community engagement</li> <li>Provide feedback to Community and Business Groups on budget submissions</li> <li>Adoption of <b>reviewed Corporate Business Plan and Budget and Annual Business Plan</b> at Special Council Meeting.</li> </ul>
October	<ul style="list-style-type: none"> <li>Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.</li> </ul>

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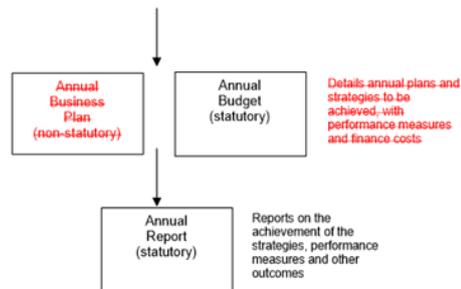
**Corporate Strategic Planning Process**



Item 13.1 Attachment 1

DAP 28/05/2020

<b>Title</b>	<b>Strategic, Corporate Budget &amp; Business Planning and Budget</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



Strategic Link:	Long Term Financial Plan, Strategic Community Plan
Category	Budgeting, Rates & <u>Procurement Strategy</u>
Lead Business Units:	Finance; Strategy
Public Consultation: (Yes or No)	Yes (budget only)
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	4134024

[9]



<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> (Governance Purpose)	



**Policy Type**

Council

**Policy Purpose**

The City's vision 'Cockburn, the best place to be' is underpinned by our purpose 'Together, we strive to create a sustainable, connected, healthy and happy Cockburn community. To achieve this vision, high level long term strategic objectives and business planning processes have been established. The Strategic Community Plan provides the overarching guidance for development of the City. It contains details of the City's Vision (of what the future would look like), the desired change or outcomes and the key factors that will help deliver these outcomes – referred to as the 'Strategic Objectives'.

The Strategic Community Plan undergoes a major review (including community consultation) every four years and a minor review every two years. The Strategic Community Plan is functionally delivered and resourced through the Corporate Business Plan and the Annual Budget process. The Corporate Business Plan is reviewed every year and outlines the actions, projects, and services that the City's administration will undertake over a four year period to achieve the Strategic Community Plan objectives and outcomes. Whereas the Annual Budget provides the financial allocations and resources for the relevant financial year..

The Local Government (Administration) Regulations 1996, Regulations 19C and 19D, have the requirements for the Strategic Community Plan and Corporate Business Plan. They stem from the Local Government Act 1995 Section 5.56.

Section 6.2 (1) of the Local Government Act 1995 requires Council to prepare and adopt a budget for it municipal fund during the period 1 June to 31 August for the following financial year.

Section 6.2 (2) requires Council to have regard to the contents of the plan for the future of the district in the preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget. Ministerial approval is required to vary this limit.

Part 3 of the Local Government (Financial Management) Regulations 1996 prescribes the form and content for the annual budget and the requirement to review the performance of the budget between 1 January and 31 March each year.

This policy has been formulated to articulate Council's requirements and processes for Strategic and Corporate planning and managing the annual budget in a manner that is both compliant with legislative requirements and pertinent to Council's operating needs.

[1]

Item 13.1 Attachment 2

DAP 28/05/2020

<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> (Governance Purpose)	



**Policy Statement**

This policy establishes a framework for the City of Cockburn’s Strategic and Corporate Planning processes that focuses on community priorities, statutory requirements, and the Integrated Planning and Reporting Framework and Guidelines. This policy provides the strategic guidance for an integrated business planning and resourcing approach when considering major decisions which will affect the City into the future.

This policy establishes a framework for the formulation, administration and management of Council’s budget that meets both statutory and Council’s requirements. It serves to provide strategic guidance to staff and sets out various guiding principles to be followed when developing the annual budget.

(1) Budget Formulation Principles

The following principles shall guide the preparation of the initial draft budget:

1. The Strategic Community Plan, Corporate Business Plan, Council adopted strategies, informing strategies, the Community Survey and the Customer Satisfaction Survey should provide strategic guidance to management in determining budget priorities.
2. The projects and financial indicators listed within Council’s Long Term Financial Plan (10 year Plan), and the Corporate Business Plan will form the basis and provide the general parameters for the annual budget. Budget submissions should be congruent with the objectives listed within the Strategic Community Plan
3. Rating revenue is to be set at a level that will produce a balanced or small surplus budget. For this purpose, surplus/deficit calculations will be made in accordance with Local Government Operational Guidelines - Number 08 June 2005 “Opening and Closing Funds used in the Annual Budget (Includes Reference to Surplus and Deficit Budgets)”
4. Provisional allocation for Donations and Grants is to be up to a maximum of 2.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). The Council committee is to make recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of 1.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). With Council to approve a calendar of events.
6. Provisional allocation for project contingency fund is to be up to a maximum of 1% of rates revenue (excluding the equivalent waste management and

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<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> (Governance Purpose)	



community surveillance service charges and interim rates). These funds are set aside for the purpose of funding high priority projects identified during the year.

7. All budget submissions made are to include detailed cash flow requirements.
8. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.
9. Standards established in other City policies, (such as verge maintenance), are to be adhered to. Where this causes a significant increase in costs, alternatives may be recommended.
10. The end of year current surplus/deficit position (excluding carried forward works and projects) will need to be estimated during the formulation of the annual budget. This estimate, together with the addition of carried forward works and projects, will be brought to Council as a budget amendment to reflect actual positions once the end of year accounts have been finalised.
11. General Rates revenue will be budgeted using a Differential Rates model pursuant with the Local Government Act 1995 that seeks to rate land in the district equitably and proportionally based on appropriate land use/type characteristics.
12. Modelling of the proposed Differential Rates is to be presented to the Elected Members at a Budget Concept Forum, with a focus on the residential improved rate in the dollar/minimum payment, particularly during a Gross Rental Value (GRV) revaluation year.
13. Specified Area Rates adopted by Council will be reviewed annually and set at levels that raise sufficient funding to meet anticipated needs (both short and long term).

(2) Budget Considerations for Reserve Funds

The requirement for each Reserve Fund and associated target values will be reviewed each budget cycle and net transfers to Reserves will be managed in line with the objective of attaining target values set within Council's Long Term Financial Plan (LTFP). Any budget surplus identified at the end of each financial year is to be transferred to an appropriate Reserve consistent with the objective of attaining target values.

A number of Reserves are subject to budget discipline and quarantining requirements as follows:

1. Carried Forwards Reserve – Municipal funding for carried forward works and projects included in the end of year surplus is to be quarantined into this reserve to fund the completion of those works in the following year.

[3]



## Item 13.1 Attachment 2

DAP 28/05/2020

<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> (Governance Purpose)	



2. Plant & Vehicle Reserve - the replacement program for major plant and vehicles will be funded from the annual replenishing of this reserve based on the depreciation charge for applicable assets.
3. CIHF Building Maintenance Reserve – is replenished from the net commercial lease revenue from the Cockburn Integrated Health & Community Facility.
4. Waste & Recycling Reserve – net surplus/deficit for the Henderson Waste Recovery Park is managed through this reserve.
5. Waste Collection Reserve – transfers to this reserve are based on a hypothetical profit and loss for the Waste Collection Service.
6. Land Development & Investment Fund Reserve – net proceeds from land sales under the City's Land Management Strategy are transferred into this reserve, as is net commercial lease revenue from the Coogee caravan park and other commercial properties.
7. Developer Contribution Area (DCA) Reserves – net contributions from each DCA area are transferred into each respective reserve in accordance with the City's Town Planning Scheme.
8. Specified Area Rate Reserves – surplus funds raised and unspent at year end are to be quarantined into the respective reserve for future use in accordance with the LG Act.
9. Naval Base Shack/Shack Removal Reserves – net lease revenue is managed through these reserves for current and future maintenance and capital costs.
10. Marina Asset Replacement Reserve – net revenue from the lease of pens is required to be transferred into this reserve for future asset renewal and replacement needs. This should at least cover annual depreciation.
11. Insurance Reserve – any annual savings attained and surplus dividends given by LGIS are to be quarantined to this reserve, which is used to smooth out future spikes in premiums and excess payments.
12. Restricted Grants & Contributions Reserve – any external funding received with attached conditions remaining unspent at year end needs to be quarantined within this reserve.

## (3) Form and Content of Budget and Working Papers

Before presentation to Council, the budget will be developed and considered at a series of executive briefings and concept forums involving the Elected Members.

The form of the draft budget to be presented to and considered at the various executive briefings and concept forums includes the following elements:

1. A Rating Objects and Reasons paper. (as per Delegated Authority LGAFCS1 – Advertising Property Differential Rates).
2. A summary of all Reserve Funds and their anticipated movements based on known capital works/replacement programs and any other relevant information.
3. Details of proposed new initiatives, both capital and operating.
4. Details of proposed Capital Works program for Infrastructure.
5. Details of proposed new Staff positions
6. Details of proposed new Information Technology
7. A fees and charges register

[4]



<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> (Governance Purpose)	



8. A summary of the Corporate Business Plan projects, service changes, strategies and actions for the upcoming year

The formal budget presented to Council for adoption will be in a format that complies with the Part 3 of the Local Government (Financial Management) Regulations 1996 and is to include any other information deemed relevant (e.g. summaries of the new initiatives and capital programs).

Council's significant accounting policies are to be updated and included within the formal budget to provide direction for the year ahead and explain the basis of preparation for the statutory financial statements.

- (4) Adjustment for Estimated Surplus/Deficit and Addition of Carried Forwards

Once the end of financial year accounts have been finalised and audited, the actual opening budget surplus/deficit will be determined and reported to Council. Any surplus to the estimated final position will be transferred to Reserves in accordance with this policy. Also at this time, a detailed listing of carried forward works and projects will be presented to Council for addition to the City's amended annual budget.

- (5) Mid-Year Budget Review and Corporate Business Plan Progress Report

Council will conduct a mid-year budget review for the principal purpose of addressing budget variations that may arise or come to the attention of management during the first half of the year, in line with financial regulations.

The review is not for the purpose of including new initiatives or capital works. New initiatives will only be submitted to Council where they are deemed essential and have an identified source of funding. In this regard, the Project Contingency Fund is available as a source of funding for essential items.

Council is bound by legislation to conduct a review of the budget between January and March each year.

A six monthly progress report for the current year of the Corporate Business Plan will be provided to Council between January and March each year.

- (6) Community Engagement of Draft Budget

At the completion of the Draft Municipal Budget, by the end of April (in the relevant financial year), the draft Capital Expenditure Budget (including proposed increases in differential rates plus Fees and Charges will be:

- Placed on Comment on Cockburn providing 28 days to provide feedback
- Presented to Community Group and Business Group (Chambers of Commerce) leaders
- Provided at briefings to Elected Members in June (of the relevant financial year) of community feedback from Community and Business Groups' leadership teams

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<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



- Advertise proposed differential rates as required by the Local Government Act seeking additional (and formal) feedback (as per Delegated Authority LGAFCS1 Advertising of Proposed Differential Rates)

(7) Budget Management Timetable

The following timetable includes all the major activities comprising Council's budgeting regime including the adoption of the Budget by a Special Meeting of Council in June of each financial year. It is indicative and may be subject to minor variations.

October	<ul style="list-style-type: none"> <li>• Community and Business Groups invited to consider budget requests and priorities for the following financial years' budget.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Community and Business Groups submissions to be submitted by the end of November.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Long Term Financial Plan reviewed and adopted (Biennially) .</li> <li>• Progress report on Corporate Business Plan projects, and actions drafted</li> <li>• Mid-year budget review procedures and submission templates issued to Managers.</li> <li>• Community and Business Group submissions to be assessed by relevant Business Unit Managers in line with LTFP, Corporate Business Plan, adopted Strategies and Asset Management Plans.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Mid-year budget review submissions due back from Managers.</li> <li>• Executive to consider the proposed budget review.</li> <li>• Corporate Business Plan six month review updated with year-to-date financial data and progress against actions.</li> <li>• Completion of budget and Corporate Business Plan progress report for Council adoption or consideration.</li> <li>• Budget guidelines, procedures and submission templates issued to Managers for next year's budget.</li> <li>• Budget Review amendments included in the monthly reports for February</li> </ul>

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<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> (Governance Purpose)	



February	<ul style="list-style-type: none"> <li>• New initiatives/capital works submissions due back to Management Accounting.</li> <li>• Proposed new initiatives/capital works considered by the Executive.</li> <li>• Advertising of differential rates.</li> <li>• Review of fees and charges register by management.</li> <li>• Completed operational budgets returned to Finance</li> <li>• Council to adopt the Budget Review and consider the Corporate Business Plan progress review.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Review &amp; Update of Activity Based Costing Model.</li> <li>• Annual review of the Corporate Business Plan prepared by management.</li> <li>• The Executive considers initial draft of Budget and Corporate Business Plan review.</li> <li>• First Budget Concept Forum for Elected Members covering capital expenditure projects.</li> <li>• Fees &amp; Charges Register updated.                         <ul style="list-style-type: none"> <li>• Summary of Corporate Business Plan services, activities, and projects.</li> </ul> </li> </ul>
April	<ul style="list-style-type: none"> <li>• Second Budget Concept Forum for Elected Members covering operational budgets.</li> <li>• Third Budget Concept Forum for Elected Members covering Rates Modelling (if required)</li> <li>• Differential Rating report to Council</li> <li>• Carried forward projects estimated by management.</li> <li>• Review of completed budget by the Executive.</li> <li>• Finalisation of Statutory Budget and draft annual review of the Corporate Business Plan.</li> </ul>
May	<ul style="list-style-type: none"> <li>• At beginning of May, place draft capital works budget on Comment on Cockburn providing 28 days to provide feedback</li> <li>• Presented to Community Group and Business Group (Chambers of Commerce) leaders</li> <li>• Advertise proposed differential rates as required by the Local Government Act seeking additional (and formal) feedback</li> </ul>
June	<ul style="list-style-type: none"> <li>• Provide a briefing to Elected Members on feedback from community engagement</li> <li>• Provide feedback to Community and Business Groups on budget submissions</li> <li>• Adoption of reviewed Corporate Business Plan and Budget at Special Council Meeting.</li> </ul>

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Item 13.1 Attachment 2

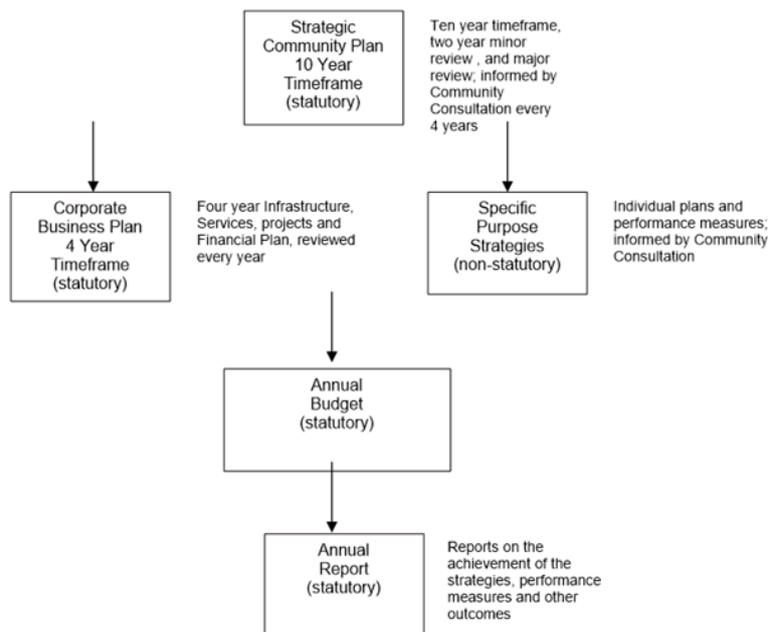
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October	<ul style="list-style-type: none"> <li>Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.</li> </ul>
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**Corporate Strategic Planning Process**



Strategic Link:	Long Term Financial Plan, Strategic Community Plan
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Item 13.1 Attachment 2

<b>Title</b>	<b>Corporate Strategic Planning and Budget</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



<b>Category</b>	Budgeting, Rates & Strategy
<b>Lead Business Units:</b>	Finance; Strategy
<b>Public Consultation:</b> <small>(Yes or No)</small>	Yes (budget only)
<b>Adoption Date:</b> <small>(Governance Purpose Only)</small>	14 March 2019
<b>Next Review Due:</b> <small>(Governance Purpose Only)</small>	March 2021
<b>ECM Doc Set ID:</b> <small>(Governance Purpose Only)</small>	4134024

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DAP 28/05/2020

Item 14.1

**14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****14.1 (2020/MINUTE NO 0013) PROPOSED CHANGES TO PROCUREMENT POLICY & ASSOCIATED DELEGATED AUTHORITY LGACS11 'PROCUREMENT SELECTION & AWARD'**

**Author(s)** A Natale and N Mauricio  
**Attachments** 1. Proposed Amendment - DA-LGAFCS11 'Procurement Selection and Award' [↓](#)  
 2. Proposed Amendment - Policy 'Procurement' [↓](#)

**RECOMMENDATION**

That Council adopts the proposed changes to the 'Procurement' Policy and associated Delegated Authority LGACS11 'Procurement Selection and Award' as attached to the Agenda.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**COMMITTEE RECOMMENDATION**

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 4/0**

**TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL**

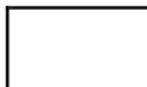
**Background**

The following Notice of Motion from Cr Stone was presented at the Delegated Authorities and Policies Committee meeting held on 27 February, 2020:

*That Council introduces the following clauses into the City's current Procurement Policy to ensure it takes all steps possible to reduce the risk of using goods or services that support modern slavery:*

- (1) *including clauses in supplier contracts obliging them to be familiar with and to comply with the requirements of the Modern Slavery Act;*
- (2) *request suppliers to complete periodical questionnaires relating to the sources of their products, materials and business practices and compliance with the requirements of the new legislation;*
- (3) *periodically audit suppliers to ensure compliance and address remediation steps to be taken where non-compliance is found to exist; and*
- (4) *providing training to employees.*

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## Item 14.1

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**Reason**

Last year, the *Modern Slavery Act 2018* came into effect outlining a new modern slavery reporting requirement for larger companies operating in Australia. Reporting obligations relate to the steps taken to respond to the risk of modern slavery in the operations and supply chains.

Whilst not covered under this Act, it would certainly be prudent of Local Government to review its procurement policy to include some of these measures, ensuring we are not contributing to any forms of modern slavery through our own procurement practices.

On 9 April and 8 May 2020, the State Government Gazetted amendments to the *Local Government (Functions and General) Regulations 1996 Part 4 — Provision of Goods and Services*. The primary purpose of these amendments was to increase the flexibility of the sector to contract with suppliers during and post a state of emergency declaration under the *Emergency Management Act 2005*. This included increasing the tender threshold from \$150,000 to \$250,000.

In accordance with Regulation 11A(1), local governments must now adopt a purchasing policy in relation to contracts for other persons to supply goods or services that are under \$250,000.

Given the 'Procurement' Policy was last reviewed in December 2018, the opportunity was also taken to reinforce the City's focus on sustainability, ethical purchasing and providing greater opportunities for local and regional suppliers to supply the City's needs during these difficult business conditions.

**Submission**

N/A

**Report**

The *Modern Slavery Act 2018* requires around 3,000 entities based (or operating) in Australia, having annual consolidated revenue of more than \$100 million, to prepare annual statements on potential modern slavery risks in their operations and supply chains, and the steps they have taken to address those risks. Other Australian based entities may report voluntarily. Reports are kept in a public repository known as the Modern Slavery Statements Register. Statements on the register may be accessed by the public, free of charge, on the internet.

Modern slavery is a term used to refer to a range of exploitative practices including slavery and slavery-like practices (such as debt bondage, servitude, forced marriage and forced labour) and human trafficking. The most recent global estimate was that on any given day,



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around 40 million people were victims of modern slavery. While the estimated prevalence of modern slavery in Australia is comparatively low, it is likely that modern slavery also exists in the supply chains for goods and services sold in Australia and by Australian companies.

Both small and large businesses can be exposed to modern slavery risks. However, the size and complexity of large entities' operations can increase their possible vulnerability. That is why the legislation is initially focused on large entities to best achieve compliance, and over time, the threshold could be lowered.

The best way that Council can mitigate its risk of modern slavery within its supply chain is also to focus on the large entities. It can do this by assessing tender and formal procurement responses to ensure compliance with the Modern Slavery Act by applicable Australian entities. Specifically:

- assessment of Modern Slavery Statements from required businesses;
- use of specific criteria in formal evaluations;
- monitoring contracts and taking action on non-compliance;
- including modern slavery as a topic within procurement awareness training for staff.

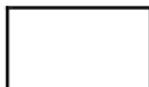
The attached amended policy has been updated with these inclusions. Entities not legislatively required to prepare modern slavery statements will be encouraged to address this topic through their responses to Sustainable Procurement criteria.

Other key changes to the Procurement Policy clarify the City's position in respect to the recent State Government amendments to the *Local Government (Functions and General) Regulations*, these include;

- Increasing the tender threshold from \$150,000 to \$250,000 (in alignment with State Government Procurement); and
- Addition of a further exemption that gives local government the discretion to renew or extend a contract that expires during a period where a state of emergency declaration is in force.

Another significant change to the policy aims to provide greater opportunity to local suppliers, this being the introduction of an economy constrained principle that describes the concept of local content within City boundaries and the greater area defined by the South West Metropolitan Region. This aligns well with the Council's strategic objectives to develop the local economy.

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In summary, the key changes and amendments to the policy are listed below:

- Reference to the *Modern Slavery Act 2018* to ensure appropriate actions are undertaken to mitigate procurement risk in the City's supply chain of using goods or services that support modern slavery;
- Adjustment of the tender threshold to accommodate the regulatory change to open tender processes;
- Re-alignment of all procurement thresholds below \$250,000, so as to ensure appropriate governance are considered for all procurement activity, including a focus on local content;
- Permit the Executive Manager to approve acceptable exemptions as allowed under the Policy;
- Separation and division of the sustainability principle to enable improved opportunities for regional expenditure. The criteria weighting has been reduced to a total of 10%, reflecting the environmental and social elements;
- New Principle added to reflect the City's position on 'Local and Regional Economy'. This Principle provides guidance to the South West Metropolitan Region with a total criteria weight of 10%.

Delegated Authority LGAFCS11 'Procurement Selection and Award'

Given the legislative increase to the tender threshold from \$150,000 to \$250,000, it was considered appropriate to review the Council delegation for evaluating and determining tenders. This is currently set at \$750,000 with two delegates required to authorise those contracts awarded above \$375,000.

It is proposed this be increased to less than \$1,000,000, with two delegates required for contract awards above \$500,000. These changes ensure supply contracts of \$1,000,000 and above are still required to come before Council, with any Elected Member able to request any tender below that value to be referred to Council. This change is considered administratively efficient, with those contracts awarded under delegation being notified to Elected Members via the Elected Member Information Hub.

**Strategic Plans/Policy Implications**

Economic, Social and Environmental Responsibility

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

Increase local employment and career opportunities across a range of different employment areas.



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Leading and Listening

Strengthen our regional collaboration to achieve sustainable economic outcomes. Ensure advocacy for funding and promote a unified position on regional strategic.

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

*Local Government (Functions and General) Regulations Reg. 11A*

**Community Consultation**

N/A

**Risk Management Implications**

If the amended policy is not adopted by Council, the City's procurement function will not be able to comply with the guiding local government regulations and will be less effective in achieving objectives contained within Council's Strategic Community Plan. Additionally, the City could be exposed to a greater risk of modern slavery being present within its supply chain.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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DA	PROCUREMENT SELECTION & AWARD	LGAFCS11
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<b>DELEGATED AUTHORITY CODE:</b>	LGAFCS11
<b>DIRECTORATE:</b>	Finance & Corporate Services
<b>BUSINESS UNIT:</b>	Corporate Services
<b>SERVICE UNIT:</b>	Procurement Services
<b>RESPONSIBLE OFFICER:</b>	Director, Finance & Corporate Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	24 August 2009
<b>DATE LAST REVIEWED:</b>	<a href="#">13 June 2019</a>
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 31 January 2013 25 February 2016 24 November 2016	22 November 2018 28 February 2019 23 May 2019
OCM:	9 April 2009 14 June 2012 14 February 2013 10 March 2016	8 December 2016 13 December 2018 14 March 2019

**FUNCTION DELEGATED**

The authority to:

- (1) Determine the criteria for evaluating tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers before inviting tenders (or equivalent), expressions of interest and a panel of pre-qualified suppliers;
- (2) Publicly invite tenders (or equivalent), expression of interest and panel of pre-qualified suppliers;
- (3) Accept or reject tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers where the consideration under the contract is, or is expected to be less than \$7501,000,000 (GST exclusive) ~~or less~~; and
- (4) Determine minor variations (in accordance with the Procurement Management Practice) before entering into a contract with the successful tenderer.

**CONDITIONS/GUIDELINES**

- (1) The Tender (or equivalent) relating to the provision of goods and services to Council being within Budget;

[1]



## Item 14.1 Attachment 1

DAP 28/05/2020

DA	PROCUREMENT SELECTION & AWARD	LGAFCS11
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- (2) Record of Tender (or equivalent) received to be maintained in the Tender Register;
- (3) Details of all advertised Tenders (or equivalent) and all Tenders (or equivalent) accepted pursuant to this Authority will be notified via "Council Information" publication;
- (4) Any Tenders (or equivalent) accepted for a value ~~of exceeding \$375500,000 or greater~~ (GST exclusive) requires the authorisation of two Delegates;
- (5) Any requirements of the Local Government Act, 1995 (Functions and General) Regulations, 1996, must be complied with; and
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION**

- (1) Any Elected Member may request that acceptance of a Tender (or equivalent) be referred to Council.
- (2) Any Elected Member is entitled to a copy of submitted documentation, upon request in writing to the Chief Executive Officer.
- (3) As provided under Council Policy and conditions above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY**

Local Government Act s 3.57, 5.42(1) & 5.43(b) refers  
 Local Government (Functions & General) Regulations 14(2a) refers  
 Procurement Policy

**DELEGATE**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

**DELEGATE/S AUTHORISED**

Director, Finance & Corporate Services  
 Director, Engineering & Works  
 Director, Governance and Community Services  
 Director, Planning & Development

[2]



<b>Title</b>	<b>Procurement</b>
<b>Policy Number</b> (Governance Purpose)	



**Policy Type**

Council

**Policy Purpose**

This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the City.

The City of Cockburn (the City) is committed to delivering best practice in the procurement of goods, services and works in accordance with Council Policies and applicable statutory obligations. All procurement activities must comply with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 in respect to all purchases, contracts and asset disposal decisions.

**Policy Statement**

Procurement decisions will be made using the following principles:

(1) Ethical Behaviour and Fair Dealing

Employees of the City must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the City from its employees, suppliers and contractors in conducting its business.

(2) Value for Money

Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community. These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social ~~and~~ environment), ~~and~~ economic and relevant service benchmarks. The City recognises that in order to achieve long term value for money, appropriate relationships may be developed with suppliers for specific supply categories. The acceptance of higher priced submissions must always be supported by justification, in presenting demonstrable benefits proportionate to the level of activity.

(3) Open and Effective Competition

Competition ~~is will be~~ encouraged through the ~~sourcing requirements~~ ~~etting~~ of the ~~appropriate~~ procurement thresholds (~~below~~) and any allowable exemptions ~~as outlined~~ within the ~~administrative~~ procurement framework policy. The document shall

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outline the acceptable manner in which information is to be presented and evaluated by the City.

The expected level of effective competition will depend on the pre-determined market engagement strategy (public, selective, pre-qualified) as identified in the procurement plan and the assessed level of risk to the City. City employees are to source across a range of diverse suppliers, to ensure market opportunities are considered.

**Procurement Threshold Requirements**

<b>Expected Procurement Category or Contract Value (initial period - excluding options and Ex GST)</b>	<b>Sourcing requirement</b>
Up to \$1,000 (credit card use)	One (1) verbal quotation <u>for adhoc activities. Local suppliers are preferred, when available.</u> Discretion may apply to the Procurement controlled credit card. The City's Procurement Framework Policy will apply.
Up to \$1,999	One (1) verbal quotation (min) for low risk activities. <u>Local suppliers are preferred, when available.</u> <u>The City's Procurement Framework Policy will apply</u> <del>The City's Procurement Framework Policy will apply.</del>
\$2,000 to \$ <del>1</del> 9,999	One (1) informal <del>or formal</del> written quotation (min) <del>for</del> low risk activities. <u>One (1) formal written quotation (min) other risk activities.</u> <u>Local suppliers are preferred and considered, when available.</u> The City's Procurement Framework Policy will apply.
\$ <del>2</del> 0,000 to \$ <del>8</del> 69,999	Two (2) informal quotations (min) (for low risk activities) or <del>T</del> wo (2) formal quotations (min) (for medium/high risk) <u>At least one (1) local supplier quote must be provided, when available, u</u> <del>Unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted suppliers.</del> The City's Procurement Framework Policy will apply.
\$ <del>9</del> 70,000 to \$ <del>2</del> 149,999	Three (3) formal quotations (min) for all risk activities. <u>At least one (1) local supplier quote must be provided if available, unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted supply. Sourcing above \$150,000 requires a Procurement Plan to be completed and approved by Procurement Services.</u> <u>The City's Procurement Framework Policy will apply.</u>

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\$2450,000 and above	Conduct a public process - Tender or similar for all risk activities. <del>u</del> Unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted suppliers. The City's Procurement Framework Policy will apply.
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Unless otherwise approved (in writing) by the CEO and/or Directors / [Executive Manager](#), the City will maintain a principle period of three (3) years for all initial procurement activities and contracts. The principle of competition will be satisfied where contracted Suppliers (where relevant) are utilised after considering alternative sourcing markets, including all cost and on-cost factors.

Where a public notice process is utilised, a single or multiple contract may be executed based on the City's requirements as evaluated and stipulated in the award.

In addition, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need and ongoing benefits from a panel arrangement.

The CEO and/or Directors / [Executive Manager](#) at their discretion may waive the requirements of this principle where a written justifiable reason is accepted. ~~Under this basis direct sourcing and contract extension can be applied, if applicable and justified.~~

(4) Sustainable Procurement ~~(Corporate Social Responsibility)~~

The City will consider [environmental and social](#) sustainability in all procurement decisions to maximise the positive impact on environmental ~~and~~, social ~~and economic~~ outcomes within the community. This principle ~~will~~ considers ~~the~~ whole-of-life costing ~~and social responsibility~~ in sourcing goods, services or works when ~~assessing~~ determining value for money. ~~For F~~formal procurement decisions ~~may set a the City may weight~~ sustainability ~~criteria weight of up to a total of 1020%, (total) in considering the elements below, with a maximum of 10% able to be assigned for any one of the following elements.~~

1. Environmental

Procurement that minimises unnecessary resource ~~consumption, consumption,~~ ~~and~~ considers whole-of-life costs ~~and that~~ ~~and~~ delivers beneficial environmental ~~economic~~ outcomes is encouraged. ~~Specifications should identify goods and/or services that satisfy this requirement.~~

2. Social

Procurement ~~that from organisations~~ ~~delivers a beneficial social outcome is~~ encouraged. ~~Specifications should identify goods and/or services that satisfy~~

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this requirement. Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises, is encouraged and ~~Exemption may apply to these organisations, if registered~~ and value can be demonstrated.

(5) Local and Regional Economy

The City encourages the development of competitive local businesses within its boundaries and within the broader South West Metropolitan Region. Where appropriate to do so, the City will seek participation of local and regional organisations in its supply chain in line with strategic objectives inof the City's Strategic Community Plan. Thise principle seeks to balance competition with the attainment of economic benefits for the region. The City will preference local businesses within its boundary, greater than those within the broader South Western Metropolitan Region.

Formal procurement decisions will set an economic criteria weight of 10%, in total. Should the criteria not be applicable, the weighting will be proportioned equally across the remaining criteria. It is recognised that not all categories can be procured from a local or regional supplier. For the avoidance of doubt, Regional Price Preferences does not apply to this Policy

3.1. Local Economy (within City boundaries)

The City will ~~seek~~provide supply opportunities ~~from~~ local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate ~~their~~ contribution to the local economy. ~~As directed by the procurement thresholds, the City encourages local content in the assessment of value for money, but does not include any preferential treatment of pricing in the evaluation process.~~

2. Regional Economy (within the South West Metropolitan Group of Councils)

The City encourages the development of competitive markets within the broader South West Metropolitan region. Supply opportunities for regional businesses may be available to the extent to which the business can demonstrate their contribution to the regional economy as reasonably practicable and provided there is no financial, or other detriment to the City.

(5)(6) Procurement Governance

Procurement governance will be managed using a centre-led procurement function, including (but not limited to) the application process for exemptions, procurement probity oversight & audit and reporting requirements.

1. Evaluation & Award

Evaluation criteria must be developed for all formal procurement activities relevant to the complexity, risk and expected budget. The supplier selection

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process may consider compliance, informative, qualitative and quantitative (cost) criteria, where allocated weightings should reflect the respective degree of importance. The evaluation criteria developed must total 100% inclusive of the cost criteria.

Procurement recommendations are determined by an evaluation panel where the size and composition of the panel will be dependent on the value and complexity of the procurement. Panel members must be qualified and trained to ensure submissions are evaluated with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process. Contracts may then be awarded to a supplier who is considered to provide the most advantageous outcome for the City, subject to Council delegations that may be in place. Post award, mutual acceptance of contractual terms must be agreed prior to the commencement of the contract.

Senior Managers, Directors and/or the CEO are required to authorise and set the financial limit for employees who are required to approve requisitions and commit to suppliers.

2. Disability Access

The City has legislative responsibilities to provide equitable access for individuals with disabilities to all buildings, facilities, information and services. Employee's must meet the City's disability access & inclusion requirements or seek specialist advice from internal resources or engage external advice. This may include accessibility appraisals, specifications reviews, audits and advice on best practice. This principle will be applied to all significant infrastructure projects and redevelopment requirements.

3. Procurement Risk

All employees with procurement responsibilities will identify and mitigate risk within the entire procurement and contract management lifecycle. All procurement will be properly planned and carried out in a manner that protects the City's capability to prevent, withstand and recover from any interruption from the supply of goods, services or works. Due diligence may be carried out on suppliers / organisations to ensure compliance and financial viability.

Where applicable, the City will ensure all steps are taken to reduce the risk in procuring goods and/or services that support modern slavery. This includes the compliance to the Modern Slavery Act 2018 in respect to:

- (a) the assessment of modern slavery Statements from required businesses;
- (b) the use of specific criteria in formal evaluations on modern slavery;
- (c) monitoring contracts and take action on non-compliance, as required; and
- (d) providing awareness training to staff.

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4. Compliance

Exemptions to all (or part) of this Policy must be approved (in writing) by the CEO or Director / [Executive Manager](#). All exemptions shall be consistent with all policies, procedures and the allowable market engagement given the associated risk. The Procurement process requires strict confidentiality and disclosure requirements to be developed and followed. It is the responsibility of the officer undertaking the procurement activity to ensure all documents created and received during the procurement process are correctly recorded and retained within the City's electronic document management system.

5. Purchase and Contract Development

All procurement (purchases and contracted) will be based on proper planning to ensure quality decision making. This requires sufficient and acceptable documentation to be developed in a timely manner, with an estimated cost.

Procurement template documents and forms will be used to ensure quality, unless otherwise approved. Purchase Orders must be issued to all suppliers prior to the supply of the goods, services or works, unless otherwise exempt.

Employees with procurement responsibility must be appropriately trained to carry out their duties in a competent and efficient manner. The City is expected to utilise existing or known contracted suppliers / service providers unless substantiation is provided and approved.

Where the procurement of goods, services or works is determined to be available from only one source of supply (manufacturer, supplier or agency), after best endeavours to determine alternative sources have failed, then written approval must be provided by the CEO or the Directors to support that finding.

6. Contractor Performance Management

Contracts and contractors shall be proactively managed to ensure contract obligations are met and performance enforced. The City requires all suppliers and contractors to comply with all risk control measures and all applicable OH&S legislation and safety procedures. Appropriate, processes shall include;

- (a) an evaluation to assess the capabilities and competencies to perform work in a safe, environmentally sound manner;
- (b) a safety risk assessment to be undertaken in accordance with the risk framework;
- (c) provide specific commentary against this Principle in all relevant procurement recommendation reports and where deficient, the award must be contingent on evidence being provided.

Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
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Category	Budgeting, Rates and Procurement
Lead Business Unit:	Procurement 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)	4134032

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**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 6.46pm.



**13.7 MEMBERSHIP OF THE DELEGATED AUTHORITIES AND POLICIES (DAP) COMMITTEE**

**Author(s)** D Green

**Attachments** 1. Cr Corke - Application [↓](#)

**RECOMMENDATION**

That Council appoints Cr Corke to the Delegated Authorities and Policies (DAP) Committee.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

By email received on 28 May 2020, Cr Corke advised that she would like to be appointed as a Member of the DAP Committee.

**Submission**

N/A

**Report**

Currently, the membership of the Committee comprises of the following elected members:

Mayor Howlett

Cr Stone (Presiding Member)

Cr Separovich

Cr Terblanche

Cr Widenbar (Deputy)

There is no upper limit of Elected Member appointments to Standing Committees. With an additional Member appointed, the number of attendees required to form a quorum of this Committee is now three (3).

**Strategic Plans/Policy Implications**Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

Section 2.7(2)(b) of the Local Government Act 1995 refers.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

Cr Corke has been advised that this matter is to be considered at the 11 June 2020 Ordinary Council Meeting.

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

Nil

**Don Green**

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**From:** Cr Phoebe Corke  
**Sent:** Thursday, 28 May 2020 11:41 AM  
**To:** Daniel Arndt; Don Green  
**Cc:** 15 Elected Members DL  
**Subject:** DAP Committee

Dear Daniel and Don

I would like, please, to nominate for the DAP Committee and would be grateful if this request could be considered at the June OCM.

Thank you.

Best, Phoebe



Cr Phoebe Corke  
Councillor - West Ward  
9 Coleville Crescent, Spearwood WA 6163  
PO Box 1215, Bibra Lake DC WA 6965  
M 0407 606 696  
E [pcorke@cockburn.wa.gov.au](mailto:pcorke@cockburn.wa.gov.au)



Please note that this correspondence is a personal message from your Councillor and does not necessarily represent the position of the City of Cockburn.

I Nyungar moort Beeliar boodja-k kaadadjiny. Koora, yeyi, benang baalap nidja boodja-k kaaradjiny.  
I acknowledge the Nyungar people of Beeliar boodja. Long ago, now and in the future they care for country.

## 14. PLANNING & DEVELOPMENT DIVISION ISSUES

### 14.1 AMENDMENT NO. 149 TO LOCAL PLANNING SCHEME NO. 3 - INTRODUCTION OF SCHEME PROVISION FOR STATE PLANNING POLICY 7.0 DESIGN OF THE BUILT ENVIRONMENT - GROUPED DWELLINGS AND SPECIAL PURPOSE - SMALL DWELLINGS - ADOPTION FOR FINAL APPROVAL

<b>Author(s)</b>	D Di Renzo
<b>Attachments</b>	1. Schedule of Submissions <a href="#">↓</a> 2. Overview of Survey Outcomes <a href="#">↓</a>
<b>Location</b>	NA
<b>Owner</b>	NA
<b>Applicant</b>	NA
<b>Application Reference</b>	109/149

#### RECOMMENDATION

That Council:

- (1) endorse the Schedule of Submissions prepared in respect of Amendment No. 149 to City of Cockburn Town Planning Scheme No. 3 (Scheme).
- (2) adopt Scheme Amendment No. 149 for final approval for the purposes of:
  1. Modifying the objective of the 'Residential Zone' in clause 3.2.1 a) from:
 

*'To provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.'*, to:

    - i) *To provide for a range of housing and a choice of residential densities to meet the needs of the community,*
    - ii) *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas,*
    - iii) *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*
  2. Insertion of a new clause as follows:
 

**4.4.5 Grouped Dwelling Requirements**

    - a) *Notwithstanding the minimum and average site area requirements of clause 5.1.1 and table 1 of the Residential Design Codes, Grouped Dwellings must comply with the following criteria:*  
*A Garden Area shall be provided for each grouped dwelling to support and sustain the development of tree*

*canopy, provide amenity for residents, and contribute positively to neighbourhood character, as follows:*

- i) Minimum area of 9m<sup>2</sup> located wholly on site for each dwelling,*
- ii) Be a minimum length and width dimension of 3m,*
- iii) Be in addition to the minimum outdoor living area requirements of the Residential Design Codes,*
- iv) Be landscaped, uncovered, unpaved, free draining soil,*
- v) Not be used for vehicle parking or access,*
- vi) Contain no structures such as - buildings, patios, pergolas, swimming pools or external fixtures, and*
- vii) Distributed appropriately throughout the development.*

- b) In relation to 4.4.5(a) this clause shall remain in effect until the relevant medium density/grouped dwelling State Planning Policy is gazetted.*

3. Insertion of new clause as follows:

*4.4.6 Special Purpose - Small Dwellings*

*'Special Purpose – Small Dwelling' is a single house or grouped dwelling with a maximum plot ratio of 70m<sup>2</sup> containing no more than two habitable rooms capable of use as a bedroom and meeting the Liveable Housing Design Guidelines (Australia) Silver Performance Level at a minimum.*

*For the purposes of a 'Special Purpose – Small Dwelling' the minimum and average site area as set out in Table 1 of the Residential Design Codes may be reduced by up to one third, which shall only be applied where development is proposed.*

4. Inclusion of an additional clause under Schedule A - Supplemental Provisions (Matters to be considered by local government) as follows

*67. (zc) Any advice of the Design Review Panel.*

- (3) note the amendment referred to in resolution (1) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

*An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*

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

- (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.
- (5) advise those parties that made a submission of Council's decision accordingly.

### Background

The State Government's Design WA Stage 1 became operational on 24 May 2019, which 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.

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

Grouped dwellings and medium-density development form part of a future stage of Design WA, and 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 precipitating from this are likely to be at 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.

Across the Perth metropolitan area infill development and grouped dwellings have in some circumstances had the following negative impacts:

- Negative impact on valued neighbourhood character;
- 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;
- 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 needs of occupants due to poor internal layouts, and lack of flexibility to accommodate future requirements or the needs of different occupants/households;
- Impacts on the amenity of neighbouring properties.

Grouped dwellings are the City's most rapidly growing housing typology, and it is important that the local planning framework responds to SPP 7.0 ahead of Design WA medium density stage. This will ensure that the design principles of SPP 7.0 can be implemented effectively in relation in the interim period. This will provide a better framework to achieve well-designed dwellings that provide high levels of amenity for occupants; respect valued neighbourhood character; and contribute to the creation of diverse and high quality housing to meet the needs of the community.

The proposed changes to the local planning framework include:

1. Scheme Amendment No. 149 – adopted at the October 2019 Ordinary Meeting of for the purposes of advertising,
2. Modifications to Local Planning Policy 1. 2 'Residential Design Guidelines' – adopted at the 27 November 2019 Delegated Authorities and Policies Committee meeting, and subsequent 12 December 2019 Ordinary Meeting of Council for the purposes of community consultation, and 28 May 2020 Delegated Authorities and Policies Committee meeting for final adoption.

LPP 1.2 provides guidance for the requirements of Amendment No. 149. It identifies intended future neighbourhood character and measures to ensure development contributes positively to this.

#### Advertising Scheme Amendment No. 149 and LPP 1.2

Scheme Amendment No. 149 and LPP 1.2 were advertised together for public comment for a period of 42 days from 26 February 2020 until 9 April 2020. This was extended a further two (2) weeks in light of COVID-19 to ensure sufficient time was given for people to respond.

#### **Submission**

N/A

#### **Report**

The purpose of this report is for Council to consider adopting Scheme Amendment No. 149 for final approval, in light of the outcomes of community consultation.

### Proposed Scheme Amendment No. 149

The City is in the process of reviewing the *Local Planning Strategy and Town Planning Scheme No. 3* (the Scheme), however in the interim it is appropriate to examine measures to implement SPP 7.0, with a particular focus on achieving better grouped dwelling outcomes.

The City seeks infill development that has a positive impact by respecting and enhancing valued local character, and results 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. In this regard the following changes to the scheme are proposed:

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; and
4. Formalising and modifying the single bedroom dwelling provision contained within *Local Planning Policy 1.5* 'Single Bedroom Dwellings'.

Each of these proposed changes are discussed below.

#### *Objective of the Residential Zone*

Currently the Scheme objective of the 'Residential' zone is:

*'To provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.'*

This objective does not address pertinent design, amenity and streetscape issues that are critical considerations for the 'Residential' zone, and in particular grouped dwellings. Accordingly it is recommended that the following objective for the 'Residential' zone be adopted to be consistent with the Model Provisions within the Planning and Development (Local Planning Schemes) Regulations 2015:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community;
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas, and;
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.

It is recognised the advertised version of the proposed residential zone objectives included a 4<sup>th</sup> point, however it is considered the intent of this provision is adequately provided for by the first three points of which are consistent with the States Model provisions for local planning schemes within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### *Design Review Panel*

SPP 7.0 is supported by the *Design Review Guide* which works to assist local governments with the establishment and operation of design review panels, and provides a framework for operation of the State Design Review Panel. Design review is the process of independently evaluating the design quality of a built environment proposal. It has been shown to improve the design quality of built outcomes and reduce project costs.

It is considered appropriate to make reference to the City's DRP, which the DPLH have indicated is proposed to be included in the *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 'Deemed Provisions'*. This will elevate the significance of the DRP's advice which will be pivotal in achieving improved design outcomes for larger grouped dwelling developments (and all development), and implementing the objectives of SPP 7.0. This is proposed to be included with an additional clause under Schedule A - Supplemental Provisions (Matters to be considered by local government), which is the approach recommended by DPLH.

### *Garden Area Requirement*

Amendment No. 149 proposes to introduce a requirement for each grouped dwelling to provide a Garden Area capable of supporting a small/medium sized tree. This requirement would be in addition to the outdoor living areas required for each dwelling under clause 5.3.1 of the R-Codes, although they could be located adjacent to each other.

The following requirements are proposed:

- Provision of a 9m<sup>2</sup> Garden Area, with a minimum dimension of 3m to facilitate the viable establishment of a tree 4-8m in height, with a canopy of 4-6m; and
- Provision of one Garden Area per grouped dwelling which is considered to provide a logical, proportionate rate.

These requirements would result in opportunities for landscaping 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 (aligning with the City of Cockburn's Urban Forest Plan 2018-2028);
- Improve amenity for residents of grouped dwellings; and
- Assist grouped dwellings to contribute positively to intended neighbourhood character as identified in modified LPP 1.2.

The proposed requirement for Garden Areas will not affect the potential lot yield of a development site; however it will reduce the area available for the dwelling footprint by 9m<sup>2</sup> for each dwelling. This would result in either a smaller dwelling or may encourage two storey developments. It should be noted that there is already a requirement for deep soil areas in all multiple dwelling developments as part of SPP 7.3 (Vol 2).

The benefit of this requirement being 'per dwelling' is that in the event that there is a vacant survey strata approved by the Western Australian Planning Commission for a development site, each survey strata lot will still need to provide a Garden Area in accordance with the Scheme.

This requirement is supported by further guidance within amended Local Planning Policy 1.2 'Residential Design Guidelines' (LPP 1.2).

#### *Special Purpose – Small Dwellings*

The R-Codes offer a density bonus for the development of single bedroom dwellings and sets out that the minimum site area for these dwellings is one third lower than would otherwise be applied. This is intended to provide alternative and affordable housing options for singles or couples. The 'deemed to comply' requirement limits the plot ratio of a single bedroom dwelling to 70m<sup>2</sup>.

This dwelling type was examined through the City's *Housing Affordability and Diversity Strategy*. It was determined that the maximum plot ratio is considered important, however the restriction on number of rooms capable of use as a bedroom is considered restrictive in today's housing market. Given that the R-Codes 'design principles' provides for housing suitable for one or two persons, the limitation of only one room capable of use as a bedroom is considered to prejudice the use of the dwelling for two people other than a couple.

In response to this, a key recommendation of Council's Housing Affordability and Diversity Strategy was to allow a second 'multi-purpose' room, and the Local Planning Policy for Single Bedrooms was amended accordingly in 2012. In the majority of instances the second room is typically used as an ancillary or utility type space such as a study or a spare room, with this extra space consistent with modern expectations. This has been implemented successfully and has not created any impact on the amenity of an area or adjoining neighbours and has made the incentive more attractive.

However, the definition of 'single bedroom dwelling' in the R-Codes has created some ambiguity in the framework, and it is recommended that this be resolved and formalised by including a new definition and density bonus in the Scheme for '*Special Purpose – Small Dwellings*' to reflect the desired outcome.

'Special Purpose – Small Dwellings' would be restricted to a plot ratio of 70m<sup>2</sup> (which is the same as single bedroom dwellings and ancillary dwellings/granny flats) however would allow up to two habitable rooms capable of use as a bedroom. It should be noted that ancillary dwellings (granny flats) also have a maximum plot ratio of 70m<sup>2</sup> but have no floor plan restrictions under the deemed to comply provisions of the R-Codes.

The lack of accessible dwellings within the Perth metropolitan area and the City of Cockburn was identified in the Housing Affordability and Diversity Strategy. Therefore to assist in addressing this issue it is also recommended that 'Special Purpose – Small Dwellings' be required to meet the Liveable Homes – Silver Performance level.

#### Community Consultation

Scheme Amendment No. 149 was advertised with the draft modified LPP 1.2, given that 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.

They were advertised for a period of 42 days from 26 February 2020 until 9 April 2020, as required by the *Planning and Development (Local Planning Schemes) Regulations 2015* for standard scheme amendments. This was extended an additional two (2) weeks in response to COVID-19, acknowledging that disruptions and other priorities may have made this deadline difficult to meet. A notice was sent to all those who were originally consulted advising them of this extension.

Information Sheets and FAQs were prepared for landowners and builders/developers explaining the proposed changes, and the purpose of these changes.

Stakeholder engagement sought feedback from stakeholders on the proposed new requirements and design guidance, including the proposed 'intended neighbourhood character'.

Extensive community engagement was undertaken, including the following:

- Consultation with the general community through advertisements in the Cockburn Gazette and 'Comment on Cockburn'; promotion on social media; brochures, and displays at the administration building;
- A short survey seeking community feedback on the features they value in their neighbourhoods, and the key proposed new requirements;
- Notices in Cockburn Soundings and Cockburn e-newsletter;

- Consultation with all of the City's community/resident groups, providing a FAQ guide and extending an invitation for City Officers to attend an upcoming meeting;
- Consultation with builders/developers of grouped dwellings (approximately 60) with FAQs explaining the proposal and its implications.

Four written submissions were received on Amendment No. 149 and the proposed changes to LPP 1.2. Two were from members of the community, one objecting and one supporting more trees across the City. One submission was received from the Department of Communities supporting the proposed approach and providing comments on the policy, with these comments addressed in the Schedule of Submissions (refer Attachment 1). One objection was received from a building company, discussed further below.

#### *Outcomes of Consultation with Builders/Developers*

An email was sent to approximately 60 builders/developers who had lodged development applications for grouped dwellings with the City over the past two years, seeking feedback on the proposal. One response was received from a building company objecting to Amendment No. 149 and the proposed modifications to LPP 1.2. This has been included in the Schedule of Submissions (refer Attachment 1), with each point addressed.

The submission objects to the proposed Garden Area on the basis that the R-Codes already provide for outdoor living areas/open spaces; and based on concerns that this area will remove a bedroom (or two) from each dwelling. The proposed garden area requirement will be likely to result in smaller dwellings, however it is not considered that it will affect lot yield, or force two-storey development. Achieving housing diversity, particularly increasing the number of smaller dwellings was a key objective of the revitalisation strategies, and it is therefore considered this proposal aligns with these objectives.

This requirement is seeking to protect and enhance the intended future character of the City's neighbourhoods. The outcomes of consultation with the community indicate support for this intended future character, and are discussed below.

#### *Outcomes of Neighbourhood Character Survey*

Community engagement also included a short survey that sought feedback on key elements that have been identified as important to the desired future character of neighbourhoods, and which underpin the proposed requirements of Amendment No. 149. The outcomes of this survey are included at Attachment 2.

A total of 76 people completed the survey. 20 respondents were from Spearwood, Hamilton Hill or Coolbellup; 11 from Yangebup, and the remaining from broadly across the City's other suburbs.

A total of 93 per cent of respondents agreed that green, leafy streets were a key feature that was valued and supported across most suburbs. Trees and garden areas on private property were valued by 75 per cent of respondents.

We asked people whether they supported the proposed new key requirements for grouped dwellings. The majority of respondents supported the proposed new requirements, with 75 per cent supporting the proposed 9m<sup>2</sup> garden area requirement.

Respondents were also asked whether there were other features they would like to protect in their neighbourhood, and overwhelmingly respondents referred to more trees, green space, street trees, and retention of large trees. These responses support the intent of Amendment No. 149.

### Conclusion

It is considered that Scheme Amendment No. 149 in conjunction with LPP 1.2 will ensure that the design principles of SPP 7.0 can be implemented effectively in relation to grouped dwellings in the interim period ahead of 'Stage 2 – Medium Density' of Design WA. This will provide the City with an improved framework to achieve well-designed grouped dwellings that contribute positively to the identified neighbourhood character.

It is therefore recommended that Council adopt Scheme Amendment No. 149 for final approval, and refer it to the WAPC for the final approval of the Minister for Planning.

### **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.

#### Economic, Social & Environmental Responsibility

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

### **Budget/Financial Implications**

The Scheme Amendment has been prepared by Strategic Planning, and the costs associated with community consultation will be within the Strategic Planning advertising budget.

### **Legal Implications**

The City has received legal advice regarding the exercise of discretion and the relationship between the R-Codes and the Scheme which has assisted in informing the proposal.

### **Community Consultation**

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

A standard amendment (such as this) requires 42 days consultation. This was extended for an additional two weeks in light of COVID-19.

Extensive stakeholder consultation was undertaken, including:

- Advertisements in the Cockburn Gazette and 'Comment on Cockburn'; promotion on social media; brochures and displays at the administration building;
- Online survey;
- Notices in Cockburn Soundings and Cockburn e-newsletter;
- Consultation with all of the City's community/resident groups;
- Consultation with builders/developers of grouped dwellings (approximately 60).

### **Risk Management Implications**

The officer's recommendation takes into consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of the fact that Design WA Stage 2 (medium density) is likely to be at least two years away.

### **Advice to Proponent(s)/Submitters**

Those who lodged a submission have been advised that the matter will be considered at the Council Meeting to be held on 11 June 2020.

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

Nil

File No. 109/149

**SCHEDULE OF SUBMISSIONS  
SCHEME AMENDMENT NO. 149**

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1.	Activa Homes Group	<p>OBJECTION</p> <p>Please find our submission relating to the proposed LPP and scheme amendments - Better Neighbourhoods, Better Homes:-</p> <p><b>DG 1.1 Garden Area</b></p> <ol style="list-style-type: none"> <li>1. The R Codes already have plot ratio, minimum open space &amp; outdoor living requirements and there is no need to add additional garden area in addition to these requirements – it is not supported</li> <li>2. Understand that this garden area of 9m<sup>2</sup> is <i>per dwelling</i>, so if there was a grouped dwelling or apartments totaling 8 dwellings, then this requirement would be x 8?</li> <li>3. It is required to be located wholly on site, the minimum internal floor area for a minor bedroom is 9m<sup>2</sup>, this effectively reduces the home by 1 bedroom (refer comment 4, probably at least 2 bedrooms) making single storey projects unviable. The verge should be considered for additional tree planting</li> <li>4. Minimum dimensions of 3m x 3m, however also a requirement of being 1m minimum away from building, fences and the like, effectively this means the minimum dimensions are 5m x 5m, reducing the usable plot size by 25m<sup>2</sup> per dwelling (unless designed so that these adjoin one another). This is not practical</li> <li>5. Has the City of Cockburn modelled how this will affect</li> </ol>	<ol style="list-style-type: none"> <li>1. The proposed requirements seek to protect the identified neighbourhood character by introducing a specific new requirement for a garden area.</li> <li>2. This is correct – 9sqm per dwelling is the proposed garden area requirement.</li> <li>3. The proposed requirement is not considered force two-storey development, but it is acknowledged that this would in most circumstances result in a smaller dwelling. This is in line with the City's objectives to achieve more diverse dwelling types, particularly smaller dwellings, which was a key objective of the City's Revitalisation Strategies.</li> <li>4. Depending on how this area is designed and sited in could result in a larger area.</li> <li>5. The City has applied the requirements to typical grouped dwelling developments and understands that it typically results in less building coverage and smaller dwellings. There are a number of opportunities to use the garden area to add value to grouped dwellings, including by siting it adjacent to outdoor living areas to improve amenity.</li> <li>6. Some of the proposed provisions for draft</li> </ol>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>designing grouped dwellings, have they actually had some drawn up so see if this is even possible?</p> <p>6. Why does the LPP have to add all of this design guidance when it is already in place for apartments as per below – it should not be applied to grouped dwellings</p> <p>7. The proposed garden area only supports a small tree as noted below, however <i>DG 2.1 Landscaping</i> specifies a small- medium sized tree, a medium sized tree with a canopy of up to 9m and a height of up to 12m would be ill advised</p> <p>8. Our limited understanding of root structures of trees is that the root structure generally extends to the edge of the canopy, and possibly eucalyptus tree root structures extending further, this would result in even a small tree with a mature canopy size of up to 6m impacting on the adjoining structure, fencing and the like. Note that service pipework (sewer drains, stormwater drains) is generally around the perimeter of the structure, which would also be affected by a tree being planted so close</p> <p>9. A small tree at maturity will also increase maintenance, as the canopy will be above the gutter line so leaf matter, branches etc... will clog up the guttering</p> <p>10. k) ongoing maintenance (pruning, removal of leaf litter) is inevitable with this policy being implemented</p>	<p>LPP 1.2 have drawn on SPP 7.3 for Apartments, which reflect SPP 7 and a shift to improved design of the built environment. Those provisions that were also considered relevant to grouped dwellings have been incorporated to ensure that the standard of grouped dwellings in comparable to those for apartments where appropriate. Elements like guidance for room dimensions are intended to ensure liveable dwellings that meet the needs of residents.</p> <p>7. The requirement is intended to accommodate a small tree at a minimum, however depending on the species, siting, placement etc. a medium tree may be appropriate.</p> <p>8. Selection of appropriate species will be critical, and the City will provide guidance in this regard.</p> <p>9. The City acknowledges that the introduction of trees on grouped dwelling sites will be likely to increase maintenance for landowners to some extent. This is balanced against the anticipated improved amenity outcomes that will also be expected, including increased shade reducing heating and cooling costs; improving health and well-being outcomes for occupants; and contributing to reducing the urban heat island effect in residential areas.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION																																						
		<p><b>Table 3.3a Minimum deep soil area and tree provision requirements</b></p> <table border="1" data-bbox="636 379 990 715"> <thead> <tr> <th>Site Area</th> <th>Minimum deep soil area</th> <th>Minimum requirement for trees<sup>1</sup></th> </tr> </thead> <tbody> <tr> <td>Less than 700m<sup>2</sup></td> <td rowspan="3">10% <b>OR</b> 7% if existing tree(s) retained on site  (% site area)</td> <td>1 medium tree and small trees to suit area</td> </tr> <tr> <td>700 – 1,000m<sup>2</sup></td> <td>2 medium trees <b>OR</b> 1 large tree and small trees to suit area</td> </tr> <tr> <td>&gt; 1,000m<sup>2</sup></td> <td>1 large tree and 1 medium tree for each additional 400m<sup>2</sup> in excess of 1000m<sup>2</sup> <b>OR</b> 1 large tree for each additional 900m<sup>2</sup> in excess of 1000m<sup>2</sup> and small trees to suit area</td> </tr> </tbody> </table> <p><sup>1</sup> Minimum requirement for trees includes retained or new trees Refer Table 3.3b for tree sizes</p> <p><b>Table 3.3b Tree sizes</b></p> <table border="1" data-bbox="636 762 1361 938"> <thead> <tr> <th>Tree size</th> <th>Indicative canopy diameter at maturity</th> <th>Nominal height at maturity</th> <th>Required DSA per tree</th> <th>Recommended minimum DSA width</th> <th>Minimum DSA width where additional rootable soil zone (RSZ) width provided<sup>1</sup> (min 1m depth)</th> <th>Indicative pot size at planting</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>4-6m</td> <td>4-8m</td> <td>9m<sup>2</sup></td> <td>2m</td> <td>1m (DSA) + 1m (RSZ)</td> <td>100L</td> </tr> <tr> <td>Medium</td> <td>6-9m</td> <td>8-12m</td> <td>36m<sup>2</sup></td> <td>3m</td> <td>2m (DSA) + 1m (RSZ)</td> <td>200L</td> </tr> <tr> <td>Large</td> <td>&gt;9m</td> <td>&gt;12m</td> <td>64m<sup>2</sup></td> <td>6m</td> <td>4.5m (DSA) + 1.5m (RSZ)</td> <td>500L</td> </tr> </tbody> </table> <p><sup>1</sup> Rootable areas are for the purposes of determining minimum width only and do not have the effect of reducing the required DSA.</p> <p style="text-align: right; font-size: small;">STATE PLANNING POLICY 73 RESIDENTIAL DESIGN CODES VOLUME 2 - APARTMENTS 37</p> <p><b>DG 1.2 Driveways and Access</b></p> <p>11. The current R Codes already make provisions for driveways and access</p> <p>12. c) clarify in what circumstances traffic calming devices are required – assumed on larger projects only, say above 9 dwellings?</p>	Site Area	Minimum deep soil area	Minimum requirement for trees <sup>1</sup>	Less than 700m <sup>2</sup>	10% <b>OR</b> 7% if existing tree(s) retained on site  (% site area)	1 medium tree and small trees to suit area	700 – 1,000m <sup>2</sup>	2 medium trees <b>OR</b> 1 large tree and small trees to suit area	> 1,000m <sup>2</sup>	1 large tree and 1 medium tree for each additional 400m <sup>2</sup> in excess of 1000m <sup>2</sup> <b>OR</b> 1 large tree for each additional 900m <sup>2</sup> in excess of 1000m <sup>2</sup> and small trees to suit area	Tree size	Indicative canopy diameter at maturity	Nominal height at maturity	Required DSA per tree	Recommended minimum DSA width	Minimum DSA width where additional rootable soil zone (RSZ) width provided <sup>1</sup> (min 1m depth)	Indicative pot size at planting	Small	4-6m	4-8m	9m <sup>2</sup>	2m	1m (DSA) + 1m (RSZ)	100L	Medium	6-9m	8-12m	36m <sup>2</sup>	3m	2m (DSA) + 1m (RSZ)	200L	Large	>9m	>12m	64m <sup>2</sup>	6m	4.5m (DSA) + 1.5m (RSZ)	500L	<p>report.</p> <p><b>A 3.3.3</b> The development is sited and planned to have no detrimental impacts on, and to minimise canopy loss of adjoining trees.</p> <p><b>A 3.3.4</b> Deep soil areas are provided in accordance with Table 3.3a. Deep soil areas are to be co-located with existing trees for retention and/or adjoining trees, or alternatively provided in a location that is conducive to tree growth and suitable for communal open space.</p> <p><b>A 3.3.5</b> Landscaping includes existing and new trees with shade producing canopies in accordance with Tables 3.3a and 3.3b.</p> <p><b>A 3.3.6</b> The extent of permeable paving or decking within a deep soil area does not exceed 20 per cent of its area and does not inhibit the planting and growth of trees.</p> <p><b>A 3.3.7</b> Where the required deep soil areas cannot be provided due to site restrictions, planting on structure with an area equivalent to two times the shortfall in deep soil area provision is provided.</p> <p>0. It will be a matter of ensuring the species and siting of the tree is appropriate to ensure that the level of maintenance is reasonable.</p> <p>1. The proposed policy provisions seek to address some of the hostile driveway environments that are sometimes seen in larger developments. These outcomes detract from identified neighbourhood character.</p> <p>2. This is not intended to introduce a new requirement, and applies where it is deemed traffic calming is required on larger sites.</p> <p>3. This provision clarifies that the species and siting is to be appropriate, and does not specify the requirement for a medium tree. Note that some grouped dwelling sites are large enough to accommodate a medium tree comfortably – such as a 800sqm lot subdivided into two and retaining an existing dwelling that has sufficient space to retain an existing tree or new medium sized tree.</p> <p>14. The City is seeking to increase the number of trees in street verges to reduce the heat island effect; improve pedestrian amenity and enhance a green, leafy neighbourhood character. However, it is agreed that generally one street tree per lot is reasonable and reflects current levels of street trees. It is</p>
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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><b>DG 2.1 Landscaping</b></p> <p>13. b) Refer above image and comments - a medium tree should not be considered (note that we do not support a tree at all)</p> <p><b>DG 2.2 Verges</b></p> <p>14. a) removal of street trees not permitted without approval (as usual) but if removed, then need to be replaced with 2 trees? There should be no requirement to increase the amount of trees in the verge, as builders/developers avoid removing street trees wherever possible (it would be a last resort).</p> <p>15. As the City of Cockburn can control the verge, why not increase the extent of tree planting in the verge instead of imposing the 9m<sup>2</sup> garden area and tree within the property, as the Council will not have the resources to ensure that internal trees are not removed in the future or police what happens to this proposed garden area</p> <p><b>DG 5.1 Solar &amp; Daylight Access</b></p> <p>16. Do not understand why this needs to be a planning issue, or have additional LPP advice/requirements as all dwellings need to meet NCC requirements relating to energy efficiency</p> <p>17. Noted that a) b) and c) are effectively word for word from <i>Volume 2 of the R Codes - Apartments – Element Objectives 0 4.1.1 – 0 4.1.3</i>, why doesn't this proposed policy just refer to the relevant R Codes?</p> <p>18. Note that the orientation of many blocks do not assist in</p>	<p>recommended that this provision be reworded to state that a replacement tree will be required, and two replacement trees encouraged.</p> <p>15. The opportunity to increase verge planting in established areas is limited generally to 1-2 trees per dwelling, which does not mitigate the negative impact of trees lost due to infill development; nor does it increase amenity for residents to the same extent that trees on site will.</p> <p>16. These provisions will just ensure that as much as possible grouped dwellings are designed to have consideration for energy efficiency to the extent that they are able to, acknowledging that this will be constrained in infill development.</p> <p>17. The intent of including these provisions in the policy is so that they apply to grouped dwellings.</p> <p>18. As 16 above.</p> <p>19. As 16 above.</p> <p>20. These room dimensions are intended to provide guidance only, and will not be applied prescriptively – this guidance is seeking to ensure that dwellings are well-designed with useable, practical spaces that can reasonably accommodate the furniture and belongings of occupants, in line with community expectations.</p> <p>21. Agreed, as above.</p> <p>22. It is considered these requirements are</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>good solar orientation of the dwelling, so the City needs to make exceptions for this, as the City enables subdivision</p> <p><b>DG 5.2 Natural Ventilation</b></p> <p>19. Do not understand why this needs to be a planning issue, or have additional LPP advice/requirements as all dwellings need to meet NCC requirements relating to lighting and ventilation</p> <p><b>DG 6.1 Size and Layout of Dwellings</b></p> <p>20. There needs to be flexibility in relation minimum internal floor areas and internal dimensions of habitable rooms and these areas taken from <i>Volume 2 of the R Codes – Apartments</i> should not apply to grouped dwellings, as the size of grouped dwellings tend to be larger than higher density apartments (can understand why sizes need to be stipulated for apartments)</p> <p>21. If the design demonstrates good design principles but does not comply with the minimum internal floor areas and internal dimensions of habitable rooms it should be supported by the City of Cockburn</p> <p><b>DG 10.1 Façade Design</b></p> <p>22. b) Would accept a minimum of 2 different finished materials to the façade facing street and 1 architectural feature, any more increases construction site waste and is not a sustainable practice, so clashes with <i>Design Principle 5: Sustainability</i>. Simplifying this also means that the façade, while still aesthetically pleasing, does not end up</p>	<p>reasonable, and it should be noted that their intention is to ensure visual interest so they will be applied with flexibility to achieve these outcomes.</p> <p>The proposed measures seek to achieve infill development and grouped dwellings that contribute positively to identified neighbourhood character. It is considered that the requirements will enhance grouped dwellings, and the garden areas can be used to add value to developments if designed appropriately.</p> <p>The requirements that have been taken from Volume 2 of the R-Codes have been selected where it is considered they are appropriate to enhance amenity for grouped dwelling.</p> <p>Advertising commenced 26 February 2020 and the advertising period was extended an additional two weeks in light of COVID-19 which is considered to provide ample time for responses. No other requests were received for consultation to be extended.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>becoming detrimental to the streetscape by being overcomplicated and having too many features and finishes and ends up looking like a dogs breakfast (apologies for the crude analogy, but couldn't think of how to articulate this!)</p> <p><b>In general the proposed LPP and scheme amendments are not supported due to the comments above and following reasons:-</b></p> <ul style="list-style-type: none"> <li>• This increases red tape and costs, making developing in the City of Cockburn less viable. Potential developers would be wise to consider other local authorities that have less requirements imposed on them, as essentially, future dwellings built in the City of Cockburn will be smaller to accommodate these requirements and hence have a lower resale value.</li> <li>• The City of Cockburn charges development contributions for a number of areas (refer Development Contribution Plan 13), these should be removed, or heavily reduced, should these policies be implemented to compensate potential developers for the additional requirements that the City of Cockburn propose to impose</li> <li>• There are R Codes and NCC requirements in place that address these items already, this provides consistency – imposing further LPP requirements undermines this consistency</li> <li>• Appears that the City of Cockburn are just using <i>Volume 2 of the R Codes – Apartments</i> and applying it liberally to all grouped dwelling projects irrespective of zoning, project size, single storey, two storey etc... and this is detrimental</li> </ul>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>to smaller developments, in particular smaller single storey developments which has a negative impact on the economy and small to medium size businesses that work in this space, as it effectively will push them out of the market and only larger projects will become viable, funded by larger builder/developer consortiums</p> <ul style="list-style-type: none"> <li>• Due to the current Covid 19 crisis any proposed LPP changes/implementation should be delayed by a minimum of 12 months to enable the economy and in particular the building industry to recover</li> </ul> <p>It is also recommended that the consultation period for this is extended to enable stakeholders such as builders/developers and industry bodies such as the MBA and HIA to have more time to submit comments, again this is due to the Covid 19 crisis, as their resources and priorities would be directed elsewhere.</p> <p>It would be recommended that the extension of the consultation period be advertised again to all stakeholders, so they are aware and can make comment at a more convenient time.</p>	
2.	Details confidential	<p>OBJECTION</p> <p>I don't support or agree with these modifications for the following reason:-</p> <ul style="list-style-type: none"> <li>- With a tree that stands 4 -8 meters high and a 4-6 meters canopy this may cause over shadowing.</li> </ul>	<p>The proposed modified LPP 1.2 that supports the requirements of Amendment No. 149 requires that appropriate species of tree be located appropriately so that it does not negatively impact on amenity.</p>
3.	Details confidential (Munster)	<p>COMMENTS</p> <p>Please mandate more trees in our suburbs at every opportunity.</p>	<p>Amendment No. 149 seeks to support additional trees on grouped dwelling sites to increased urban tree canopy within the City through the requirement for all new grouped</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
4.	Department of Communities	<p>SUPPORT WITH COMMENTS</p> <p>Thank you for the opportunity to respond to the City of Cockburn's proposal for better neighbourhoods and better homes. The City is to be commended in its attempt to embed the principles of SPP 7.0 into grouped dwelling design in the interim period prior to Design WA's anticipated guidance on medium density housing. The aspiration for infill development and grouped housing to have a positive impact on neighbourhoods resulting in quality, well-designed homes that people want to live in is supported.</p> <p>Scheme Amendment No. 149</p> <p>1. The proposed scheme amendment seeks to introduce the requirement for grouped dwellings to provide a 9m2 garden area (minimum dimension of 3m) to fit a small-medium tree. The purpose of this is to protect the green leafy character of neighbourhoods; provide shade and create a pleasant street environment; and to replace loss of trees and landscaping from development and reduce the heat island effect. This approach is welcomed however Communities has concerns regarding the implications of this requirement on design, particularly for smaller lots. We therefore request that the City consider a percentage of the 9m2 garden area that can be delegated to common areas or the streetscape where this may achieve a better design outcome. For smaller lots reducing the garden area width to 2m deep soil area would still facilitate the planting of a smaller tree.</p>	<p>dwellings to provide a garden area.</p> <p>1. Some of the most significant issues with infill and grouped dwellings have occurred on smaller lots with the level of site coverage and hardstanding resulting in development that is out of character with existing neighbourhoods, and poor levels of amenity for residents. This is why it is considered important for all grouped dwellings to have a tree (rather than them being sited together), to ensure that there are improved amenity outcomes for residents of grouped dwellings. Embedding this requirement in the Scheme is considered imperative to delivering these garden areas and ensuring they are implemented in various scenarios of subdivision and land tenure. The City will have discretion around other design elements and R-Codes requirements such as outdoor living areas where considered appropriate, and where the objectives of the policy are being met to provide a level of design flexibility.</p> <p>2. Noted.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>2. The proposed new definition in the Scheme of 'Special Purpose – Small Dwelling's is supported by Communities in that it provides a more affordable housing product that can be accessed by a broader range of people, not just a single person or couple. This type of product can provide an important stepping-stone onto the housing ladder. Whilst provision for this type of dwelling has already been implemented successfully by the City it is good to see this provision being formalised by the inclusion of a new definition and density bonus in the Scheme. The inclusion of a requirement for these dwellings to meet Liveable Homes – Silver performance level is also welcomed, potentially increasing the stock of accessible dwellings in the City.</p>	

## BETTER NEIGHBOURHOODS, BETTER HOMES: SUMMARY OF COMMUNITY SURVEY OUTCOMES

The City provided a short online survey as part of the advertising of proposed modifications to Local Planning Policy No. 1.2 and Scheme Amendment No. 149. Each of the questions and the outcomes of responses are outlined below.

1. *The City has identified the following as key features to protect in existing suburbs; and to encourage in new suburbs - let us know whether you agree or disagree:*

Key features that are valued	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE
Green, leafy streets	93%	1%	9%
Trees and garden areas on private property	75%	8%	17%
Houses that have some external features of interest	57%	32%	11%

2. *We are proposing the following new key requirements for grouped dwellings (ie. units/villas) to protect what we think you love about your neighbourhoods – let us know whether you support these proposed requirements for grouped dwellings.*

Key proposed requirements	AGREED	NEITHER AGREE OR DISAGREE	DISAGREE
Garden area requirement: Requirement for each grouped dwelling to provide a minimum 9m <sup>2</sup> garden area which cannot be paved for a small-medium tree of an appropriate species (additional requirement to current outdoor living area).	75%	5%	20%
Guidance for good design: Design guidance to ensure new grouped dwellings fit in with existing neighbourhoods and are an attractive addition to the streetscape.	80%	9%	11%
Liveability Standards: Design guidance to ensure dwellings have well-designed and functional layouts, including guidance for room dimensions.	78%	13%	18%
Sustainable design guidance: More guidance for sustainable design, including consideration of solar orientation; daylight access to rooms and outdoor spaces; shading and glare control; and natural	79%	5%	16%

ventilation.			
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3. Are there any other features you value about your neighbourhood that you would like to see protected? Please explain.

Where do you live?	Which of the following best describes your home?	Are there any other features you value about your neighbourhood that you would like to see protected
ATWELL, WA	House	Parks, lakes, wildlife. Safety and security. Public transport. Exercise. Trees and green space. Shade and shelter. Feeling of space between property, even if close. NOT like 70s flats. Safe and private access to your own home, without needing to get past others.
ATWELL, WA	House	Roads need to be wide enough so that if a car is parked on the road, rubbish trucks and service vehicles can still comfortably get past...stop designed suburbs where blocks are so tiny that people can't park on their own property and then no one else can use the road!!! Emergency vehicles will not be able to get through.
AUBIN GROVE, WA	House	Outlaw the London planes! They're destructive, dangerous to allergy sufferers and incredibly messy. Lop and chop widow-maker eucalypts along verges. Falling limbs are dangerous, as one almost hit my car when a truck's roof hit it while driving beneath. Provide incentives for more sustainable home construction, such as reduced rates.
AUBIN GROVE, WA	House	More parkland and wider streets. Closer dwellings on narrow streets make it more dangerous for residents and vehicles, as well as looking ugly and not promoting a strong sense of community between neighbours.
AUBIN GROVE, WA	House	Mature trees on public land. Local businesses - Neighbourhood shops like Harvest Lakes are much nicer for the community than large centres such as gateway. I've heard rents can be extortionate in local centres.
AUBIN GROVE, WA	House	The street curbing needs looking at.
BEELIAR, WA	House	The natural green private and public green spaces. Native flora and fauna. Our wetlands. The cooling qualities of quality, healthy turf and trees. Beautiful private irrigated gardens, that cool homes. There is no place in our community for plastic carpet, please ban synthetic turf it is a heat island exaggerator and probable toxic contaminant that I'll only end up in landfill.
BEELIAR, WA	House	Acknowledgement of Indigenous Land Purpose or Features

BEELIAR, WA	Flat/Apartment	Green space / trees on verges / community trees on council land like olives ( or lemons black figs & mulberries )
BIBRA LAKE, WA	House	Community gardens, local parks, shaded playgrounds (not with useless sails but proper sun protection) Footpaths stricter dog/cat laws - no poo on verges and paths please! Flat curbs not raised curbs traffic calming on suburban streets
COOGEE, WA	House	Coogee Beach to remain natural with limited development. People need recreational spaces, not more apartments
COOGEE, WA	House	trees and native plants in front gardens to build wild life corridors between bush land and keep water usage low. spaces for recreation/social meetings/kids and dog friendly spaces
COOGEE, WA	House	preferable to see adequate street frontage setbacks imposed OR if reduced to minimal setbacks, the homes are to be designed to reduce bulk/scale at the front by way of articulation to the building itself
COOLBELLUP, WA	Semi-detached house/townhouse	Large and old trees should have protection as in other cities
COOLBELLUP, WA	Flat/Apartment	walking access, better more leafy bord and animal friendly parks, additional parks in low use streets
GLEN IRIS, WA	House	The beautiful Open Glen Iris golf course with its lakes and mature trees. It is like a beautiful park. These areas are becoming rare with urbanisation and areas of ugly roof tops.
HAMILTON HILL, WA	House	Tall trees and, where possible, some native vegetation. Verge gardens instead of grass on the verge. Large verge / large set back from street. Set back from side fencing - not side by side housing. Water tanks and sustainability features are lovely!
HAMILTON HILL, WA	House	Large trees
HAMILTON HILL, WA	House	Hate seeing the loss of mature trees due to subdivision, and allowing people to pave/gravel their verges.
HAMILTON HILL, WA	Flat/Apartment	Shrubs and trees that are already there. I've seen developments where there are native and non-native mature trees that have been demolished so I would like developments to have more consideration of the features of the land as it is and prevent removal of mature trees.  The other consideration with layout design of grouped dwellings is how it fits in with the surrounding houses and also considering development of single dwellings next to group dwellings. For example, the living area of grouped dwellings

		may be next to the backyard of a single dwelling. The single dwelling has perhaps a chicken coop or an owner decides to put in a pool. While these features may be at the back of every backyard where a neighbourhood has single dwellings, these features may encroach on the liveability of grouped dwellings. Chook pens too close to living or kitchen areas of grouped dwellings can be a health issue. New pools and the location of the pool pump can be a noise problem. Just being aware of seemingly innocuous things can actually have an impact on grouped dwellings if not assessed comprehensively.
HAMILTON HILL, WA	House	Natural areas and tall trees
HAMILTON HILL, WA	Flat/Apartment	Parklands and housing densities
JANDAKOT, WA	Other	Rural Lifestyle, not hemmed in by industry, 4 lane highways and tiny 300sqm crammed in housing estates
JANDAKOT, WA	House	The open space, golf course and bush reserves.
MUNSTER, WA	House	verge tree/ street scape
MUNSTER, WA	House	Trees on verges
MUNSTER, WA	House	Any verge trees and street scapes
MUNSTER, WA	House	Verge trees in single dwellings
MUNSTER, WA	House	I like to see trees on the streets I am driving on like the jacaranda.
MUNSTER, WA	House	Green street scapes
MUNSTER, WA	Semi-detached house/townhouse	I enjoy driving through a street or suburb with trees on the verges
MUNSTER, WA	Semi-detached house/townhouse	I am looking to buy or build a unit for a low maintenance garden. I do not want to have a tree in my back area. I want to have some potted plants that do not cause me leaf litter, branches falling or clogged gutters. I want easy to maintain paving or concrete that does not lift and cause me to trip. I do not want overhang from a neighbours tree or their green rubbish. I like trees on verges and nature strips and down the main roads of my suburb.
NORTH LAKE, WA	House	Habitation and feeding trees for local birds
NORTH LAKE, WA	House	Landscaped verges and properties with limited large front walls / large gates.

NORTH LAKE, WA	House	large trees and green corridors
SOUTH LAKE, WA	House	Trees, both existing native bush and wetlands and established gardens. Also playing fields and open space.
SOUTH LAKE, WA	House	New sustainable ideas being mandatory on new homes and in the planning. White gun valley has some great shared resource, grey water and useful drainage solutions that I'd love to see implemented throughout cockburn.
SOUTH LAKE, WA	House	It drives me crazy that large established trees are knocked down for mass development, only to be replaced with new trees. There is no guarantee new trees will survive the drying climate, at least old trees have deep established roots. All backyard trees should be registered and owners should be required to ask Council for permission/assessment before they can be removed.
SPEARWOOD, WA	Semi-detached house/townhouse	Vehicle speed reduction using roundabouts and chicanes, native and food-cropping verge conversions, experimenting with renewable power generation, storage and sharing.
SPEARWOOD, WA	House	Large verges and speed bumps introduced
SPEARWOOD, WA	House	Front Verge to be kept tidy , green grass or native plants , especially after multi unit development , they just don't look finished !
SPEARWOOD, WA	House	Parks, protected areas, tall and mature trees, wildlife, bikepaths, walkpaths
SPEARWOOD, WA	House	Footpaths Bikeways Parkland especially for dog exercise
SPEARWOOD, WA	House	Low / no street fencing. Open style/ no fencing allows integration of front garden and verge. Also assists with community connection and passive surveillance.
SPEARWOOD, WA	House	Coogee Beach is our most valuable asset. More trees need to be planted in both Spearwood and Coogee. It certainly does not look like a leafy green suburb at the moment. Its dry and desolate. I would like to see more islands containing trees. Rockingham Road desperately needs beautifying and would be a good candidate for islands with trees planted. Amity Boulevard would also be perfect. Properties with fake lawns should be enforced to have a small to medium sized tree planted on council land. Houses with fake lawns and hardly any garden beds are radiating so much heat. There needs to be some compromise. So if a house wants fake lawn, they must have a tree.

SPEARWOOD, WA	House	There is a large problem with group dwellings not taking care of front verge gardens bringing down the look of the street and suburbs also they are parking on lawn areas and the street due to lack of parking provided. I live on a street with multiple home dwelling either units or houses stacked and I believe that the council has allowed to many of these to be developed on the one street providing a serious problem with parking and seamless integration. It would be great if the council could revisit some of these dwelling and request better frontage to make them look more part of the community rather than an eye soar.
SPEARWOOD, WA	House	Off street parking; space for parking off the road so you don't have to swerve into oncoming traffic or wait behind a parked car. allow more use the verge?IOf note: the apartment development on Kent street which always seems to have cars parked on the road
SUCCESS, WA		Parks and walkways Children's playground Plants and flowers along sides of walkways
SUCCESS, WA	House	More green belts of bush
SUCCESS, WA	House	All the parks. There aren't enough parks
SUCCESS, WA	House	Improve council gardens and protect existing parks. Not enough parks for residence.
SUCCESS, WA	Flat/Apartment	Pathways which allow easy access to shopping centre and bike paths (access to bike path was shut off due to kwinana freeway widening)
SUCCESS, WA	House	All new development must protect natural flora and fauna- say 30%. All tress over 20 years old need to be kept or paid for to replace elsewhere. Looking at ideas for multigenerational housing/shared housing co-ops. (see David holgrem book. Protect local marsh/swamp land from being filled- must be accomodated by developers. plant mature street trees (mandatory). All houses must have minimal sustainability ratings. All developments need to have block situated for correct solar access not amount of houses. Top soil needs to be saved and re spread on cleared land for reseeding natural area.
SUCCESS, WA	House	I would like to see more green spaces/parks/playgrounds in our area. Lot 810 Wentworth Parade in Success has been an awful vacant block for years. I ask that the City of Cockburn purchase this area and turn it into a fully fenced green space/park. With access on Malata Crescent. Parking spaces could be accommodated by widening the road. Perhaps people who have been put out of work by the Covid-19 could be employed in the building of this. Thank you and I hope you look into this idea. I am sure it would make a lot of families very happy.

TREEBY, WA	House	Walking trails are great to encourage a healthy lifestyle at your doorstep. I love the trail in Treeby. Off-leash dog parks are great places to responsibly exercise your dog and meet neighbors.
TREEBY, WA	House	No stop requiring things that are expensive and limit options on home designs. some people are not interesting is spending 1000s on gardens and constantly pouring water on dieing gardens. these requirements are far too restrictive and should be left upto the home owner to manage their own wants. stop meddling in stuff a council shouldn't meddle in. stick to providing road, picking up waste and managing parks. leave the lot to the home owner that owns it.
YANGEBUP, WA	House	Natural parklands.protect encourage wildlife.should be mandatory to have at least one verge tree .
YANGEBUP, WA	House	- Mature trees - in particular local native tree species. - Low and permeable front fences or no front fences at all. - Shade and amenity. - Biodiversity.
YANGEBUP, WA	House	Love all the greenery around Yangebup.
YANGEBUP, WA	House	cul de sac trees to provide natural shady parks
YANGEBUP, WA	House	Introduce as many appropriate verge trees as possible throughout the COC. This includes trees planted inedian strips on suitable roads . Trees appropriately located and planted in open space eg. Parks and playgrounds.
YANGEBUP, WA	House	while the above highlights green leafy streets. what i value about neghbourhoods generally that has been significantly overlooks in the city of cockburn is the placement of street trees so they actually provide shade over footpaths. in yangebup as example there is actually only very few points along all of the footpaths (easily under 10%) throughout the subub that is shaded at all, largely due to the placement of footpaths on edge of road with no nature strip - yet a lot of trees are being planted in middle of roads where they offer no shade value. more consideration need to be placed on design reviews so as to plan to realistically provide shade for footpaths. shaded footpaths mean more people walking, which means more active neighbourhoods. this is a fundamental design flaw in yangebup and most city of cockburn suburbs. look at any of the truly leafy suburbs and you will observe shade to footpaths comes from both private gardens and street trees all due to the placement of the footpath in relation to the property boundary.
YANGEBUP, WA	House	Edible gardens on public verges

YANGEBUP, WA	House	I would like to see owners of homes that spend a lot of money maintaining their verges (especially corner blocks) given a discount on rates. Furthermore, I believe homeowners that rent their properties should be made to declare so and pay more rates if the property becomes an eyesore
YANGEBUP, WA	House	Housing orientated to green spaces. Connected via footpaths. I love the idea of little shopping centres modified to be more of a piazza design, this social setting works very well in Europe and encourages community shopping and interaction, and rescues local crime. I value smaller front gardens as they are easier to sustain so I have noticed people care for them more. Trees would be helpful as they require minimal care once established. If we could raise the profile of native vegetation, perhaps more so than what currently occurs with the Apace scheme, that could assist. For example, could you offer new home owners 30 plants at any time of the year? That makes homes more attractive and filled with fauna than plastic grass.

**14.2 DEVELOPMENT APPLICATION - PROPOSED CHILD CARE PREMISES - 39, 41 AND RESERVE 49523 LAKEFRONT AVENUE, BEELIAR**

<b>Author(s)</b>	D King
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location Plan <a href="#">↓</a></li><li>2. Development Plans <a href="#">↓</a></li><li>3. Bushfire Management Plan and Emergency Evacuation Plan <a href="#">↓</a></li><li>4. Schedule of Submissions <a href="#">↓</a></li><li>5. Traffic Impact Statement <a href="#">↓</a></li><li>6. Environmental Noise Assessment <a href="#">↓</a></li></ol>
<b>Location</b>	39, 41 & R49523 Lakefront Avenue, Beeliar
<b>Owner</b>	Department of Communities
<b>Applicant</b>	Harley Dykstra
<b>Application Reference</b>	DA19/0729

**RECOMMENDATION**

That Council:

- (1) approve the proposal subject to the following conditions:
  1. The development must be carried out in accordance with the details of this application herein, and any approved plans.
  2. Hours of operation are restricted to 6:00am to 6:30pm Monday to Friday and not at all on public holidays.
  3. A maximum of six staff and 58 children are permitted on site at any one time.
  4. The outdoor play area is not to be utilised prior to 7am.
  5. All stormwater must be contained and disposed of on-site, to the satisfaction of the City of Cockburn.
  6. No building or construction activities shall be carried out before 7:00am or after 7:00pm, Monday to Saturday, and not at all on Sundays or public holidays.
  7. Prior to the issue of a building permit, amended plans are to be submitted to and approved by the City to show a solid screen wall on the western boundary of the upper floor.
  8. Prior to the issue of a building permit, a detailed landscaping plan shall be submitted to and approved by the City.
  9. Landscaping shall be installed and reticulated in accordance with the approved landscape plan prior to the occupation of the development. Landscape areas are to be maintained thereafter in perpetuity and in good order to the satisfaction of the City.

10. Prior to the issue of a building permit, a schedule of the materials, finishes and colours are to be submitted to and approved by the City. The schedule shall include details of the type of materials proposed to be used including their colour and texture. The development shall thereafter be maintained in accordance with the approved materials schedule.
11. All mechanical plant and related hardware shall be screened from view of adjoining properties and the respective street frontages. The details in respect of which are to be provided to the City's satisfaction/approval on updated plans prior to the issue of a building permit. The location of plant and equipment shall also minimise the impact of noise on future occupants of the development and adjoining residents.
12. Prior to the commencement of works, a Construction Management Plan (CMP) shall be submitted to and approved by the City. The CMP shall be implemented to the satisfaction of the City.
13. All waste and recycling materials must be contained within the bins. These bins must be stored in an internal enclosure within the building or within an external enclosure located and constructed to the satisfaction of the City.
14. The footpath adjacent to the car parking on Lakefront Avenue shall be adequately paved and drained to the satisfaction of the City.
15. The premises must clearly display the street numbers.
16. All outdoor lighting shall be installed and maintained in accordance with Australian Standard AS 4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".
17. All noise attenuation measures identified by the *Herring Storer Acoustic Report "Proposed Child Care Centre Lots 841 and 842 Lakefront Avenue, Bee liar"* (Ref -24841-3-19241; dated 28 October 2019) and a further acoustic report required under Condition 18, are to be implemented prior to the occupancy of the development and the requirements of the Acoustic Report/s are to be observed at all times.
18. Prior to the submission of a Building Permit application, a further Acoustic Report shall be submitted to and approved by the City and implemented thereafter to the satisfaction of the City.
19. The owner shall grant free of cost to the City of Cockburn (the City) a 'management' and also an 'air right' easement(s) in gross for access over 49523R (the land) for the use and benefit of the public at large in accordance with any specifications of and to the satisfaction of the City. The easement(s) in gross shall be prepared by the City's solicitors

to the satisfaction of the City and shall be registered over the Certificate of Title to the land prior to the issue of a building permit for the proposed development. The owner shall be responsible to pay all costs of and incidentals to the preparation of the easement(s) in gross (including the drafts), the preparation of an easement(s) only Deposited Plan and fees for the stamping and registration of the easement(s) in gross.

Footnotes

- a. This is a Planning Approval only and does not remove the responsibility of the applicant/landowner to comply with all relevant building, health and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3, or with the requirements of any external agency.
- b. The development shall comply with the requirements of the Building Code of Australia.
- c. In regard to Condition 5, drainage is to be contained at a rate of 1 in 100 year storm event for a 24 hour period.
- d. In regard to Condition 7, the landscape plan shall address the location, number, size and species type of existing and proposed trees and shrubs, including calculations for the landscaping area.
- e. In regard to Condition 12, the Construction Management Plan shall address the following items:  
Access to and from the site;  
Delivery of materials and equipment to the site;  
Storage of materials and equipment on the site;  
Parking arrangements for contractors and subcontractors;  
Management of construction waste; and  
Other matters likely to impact on surrounding properties.
- f. In regard to Condition 13, the bin store area must be of an adequate size to contain all waste bins, at least 1.8m high, fitted with a gate and graded to a 100mm diameter industrial floor waste with a hose cock, all connected to sewer.
- g. In regard to Condition 17, the acoustic report shall be prepared by a suitably qualified and recognised acoustic consultant and shall demonstrate that the design and location of plant and other sources of noise within the development (such as air conditioners) will not exceed the assigned noise levels set out in the *Environmental Protection (Noise) Regulations 1997* (as amended).
- h. All food businesses shall comply with the *Food Act 2008* and Chapter 3 of the Australia New Zealand Food Standard Code (Australia Only).

- i. An “Application to Construct or Alter a Food Premises” is required to be submitted to Health Services prior to construction. This is to be accompanied by detailed plans and specifications of the food preparation and storage area (including mechanical ventilation and hydraulics), sanitary conveniences and garbage room, demonstrating compliance with mentioned legislation.
  - j. The proposal shall comply with the *Child Care Services Regulations 2007* and the requirements of the Department for Child Protection and the applicant is advised approval shall be obtained from the Department for Families, Housing, Community Services and Indigenous Affairs.
  - k. A sign permit is required in accordance with the City’s Local Laws (2000) prior to the erection of any signs on site. A permit is obtainable from the City’s Building Services Department.
- (2) notify the applicant and those who made a submission of Council’s decision.

### Background

The proposal for a Child Care Premises at Lot 842 (No. 39), Lot 841 (No. 41) and Lot 843 (Reserve 49523) Lakefront Avenue, Beeliar (the subject site) was submitted to the City of Cockburn (the City) on 4 October 2019 (refer Attachment 1 – Location Plan). The proposal was considered by Council with a recommendation of conditional approval at the 9 April 2020 Ordinary Council Meeting, where the following decision was made:

*“That Council defer the determination of the application for Child Care Premises at 39 (Lot 842) and 41 (Lot 841) Lakefront Avenue, Beeliar to the May Ordinary Council Meeting in order to allow broader community consultation with the wider community be undertaken.”*

The reason for this decision, from Council, was as follows:

*“The proposed development will have a significant impact on the community of Beeliar and therefore by deferring the decision for a month it will enable broader community time to provide comment on the proposal. “*

Following the 9 April 2020 Ordinary Council Meeting, the proposal was readvertised, with letters sent to landowners within 100 metres of the proposal and the proposal being placed on the City’s community engagement online platform – Comment on Cockburn. It is understood that a key motivation from Council for the deferral was on the basis that Council sought a formal referral of the application to the community

group Beeliar Community Voice (BCV). This has now been completed. The BCVs' full submission is provided under submission number 32 within the schedule of submissions (refer Attachment 4). In total BCV provided 23 different points of objection. This is described further in the consultation section below.

The City is aware of BCV desire for the subject site to be transferred to the City and retained as undeveloped land or rezoned to Public Open Space. Additionally previous enquiries have been made by the community including Elected Members advocating for the land to be transferred to the City. In response the Department of Communities advised previously that:

*“whilst Communities is supportive of the intention to activate this land holding to facilitate the Community it is not able to cede this land at nil cost. Land held by the Department of Communities should ideally be used to achieve a social or affordable housing outcome. Where this may not be feasible to achieve, we seek to sell the site at market value to reinvest the proceeds in a housing outcome elsewhere. Communities would consider a sale to the City, or a land swap option for a site/sites of similar value, otherwise we will seek to sell the land on the open market to a private party who is able to activate the site.”*

Informing the City's position on obtaining the site is the already planned public open space provision. The Meve at Beeliar Structure Plan provides for the strategic location of 14.7% of public open space, being in the form of a 6.92 hectare central park, six (6) small local parks and a 1.4 hectare conservation open space to retain significant Tuart trees. The standard provision in Western Australia is a minimum of 10%. The public open space has been provided progressively over time and is now fully delivered.

It is noted that in 2017 the Department of Communities undertook pre-lodgement discussions with City staff in relation to the suitability of developing eight (8) multiple dwellings on the subject site. The City advised the Department of Communities the proposal presented challenges in integrating the surrounding town centre and lakeside environment and public space areas with a multiple dwelling development, particularly given the narrow (12m) depth of the site and availability for onsite car parking. On balance compared to the impact of multiple dwellings, the City considers the current proposal for a Child Care Premises to be a preferred option for developing the site in accordance with the intent of the zone and the structure plan.

### **Submission**

N/A

## Report

The proposal seeks to develop a Child Care Premises on the currently vacant subject site. The proposal includes;

- a two storey building – 458.6m<sup>2</sup> total floor area (268.05m<sup>2</sup> ground floor and 190.5m<sup>2</sup> upper floor) (refer Attachment 2 – Development Plans);
- hours of operation 6:00am to 6:30pm, Monday to Friday;
- maximum of 58 children (aged between 2 years and above) and six staff members;
- landscaping; and
- 193m<sup>2</sup> of Indoor Play Area and 408m<sup>2</sup> outdoor play area.

The applicant has included within their submission an Acoustic report, Bushfire Management Plan and Traffic Impact Statement.

The subject site comprises two parcels of land, one being 415m<sup>2</sup> in area and the second being 266m<sup>2</sup> in area totalling 681m<sup>2</sup>. The proposed building includes a 1.7m wide suspended walkway between these two parcels over Reserve 49523R connecting the two sections of the building. The subject site is a corner site with access to Lakefront Avenue and Bluebush Avenue. It abuts a local reserve (Beeliar Reserve) to the south, medium density residential to the west, Beeliar Village Local Centre to the north, and Beeliar Community Centre to the east.

The site has remained vacant since the development of Beeliar, except for an 8 year period from October 2005 to January 2013 when 41 Lakefront Avenue was developed for a Sales Centre to facilitate the sale of Residential lots within the Beeliar Estate. The site itself and off-street parking have been in existence prior to the Beeliar Village Local Centre.



### Legislation and Policy

#### *Metropolitan Region Scheme (MRS)*

The site is zoned "Urban" under the MRS.

#### *City of Cockburn Town Planning Scheme No. 3*

The subject site is zoned "Development" under the TPS 3, the objective is as follows:

*"To provide for future residential, industrial or commercial development to be guided by a comprehensive Structure Plan prepared under the Scheme."*

On 24 March 2006 the Meve at Beeliar Structure Plan was adopted by the City of Cockburn. The Structure Plan identifies the subject site as "Local Centre", which has the following objective:

*"To provide for convenience retailing, local offices, health, welfare and community facilities which serve the local community, consistent with the local serving role of the centre"*

Child Care Premises' is a "P" (Permitted) use within the Local Centre Zone under TPS 3, which means the use is permitted by the Scheme providing it complies with the relevant development standards and requirements of the Scheme.

#### *State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)*

A Bushfire Management Plan (BMP) has been submitted with the application as required under SPP 3.7, due to the subject lots being identified as bushfire prone (refer Attachment 3).

From a bushfire attack level perspective the proposal is classified as BAL 12.5 (the lowest/least risk rating in terms of radiant heat and ember attack). Typically, however, vulnerable uses are those that are considered to have occupants with a lesser capacity to respond (even if the bushfire risk is lower) in the event of a bushfire and that may present evacuation challenges. Such uses include hospitals, nursing homes and child care centres.

SPP 3.7 requires assessment against the bushfire protection criteria as well as an Emergency Evacuation Plan (EEP). As such, the BMP and EEP have been referred to DFES for their comment as required under SPP 3.7. On 5 March 2020 comments were received from DFES that the proposal complies with the above policy and the BMP and EEP adequately address the concerns related to bushfire and emergency evacuation.

*Local Planning Policy 3.1 – Child Care Premises (LPP3.1)*

LPP3.1 provides guidance 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.

The proposal does propose to vary certain LPP3.1 policy requirements regarding site design, landscaping, parking and traffic as follows.

Framework	Section	Requirement	Proposal	Compliance
LPP 3.1 – Child Care Premises	Site Design	The site is to be regular in shape and have a minimum lot area of 1,000m <sup>2</sup> .	The site is irregular in shape and has a total lot size of 681m <sup>2</sup> .	<b>Non-compliant</b> – see Officer comments section of the report.
LPP 3.1 – Child Care Premises	Landscaping	The first 2m of the front boundary and 1m of the secondary street being landscaped.	Minimal to no landscaping on the street boundaries.	<b>Non-compliant</b> – see Officers comments section of the report.
LPP 3.1 – Child Care Premises	Parking and Traffic	One bay per one employee and one bay per 10 children. A total of 12 bays are required on-site.	There are no on-site parking bays. The applicant proposes to use existing on-street parking.	<b>Non-compliant</b> – see Officers comments section of the report.

Consultation

The proposal has been advertised on two separate occasions.

## Advertising Period One:

The first was for three weeks from 15 November 2019 to 6 December 2019, to 21 nearby lots, including residential and other lots within the Local Centre Zone and advertised online via Comment on Cockburn for the same period.

There were five submissions of which all were objections (two from nearby residents and three from nearby shop owners). The issues raised are summarised as follows:

- Traffic – the proposal will cause undue vehicular traffic;
- Parking – there are already parking issues within the area;
- Use – Child Care premises is not the most appropriate use of the site;
- Built Form – the proposal will impact upon the natural light received by nearby business owners; and
- Noise – concerns regarding the impact of noise.

Advertising Period Two:

The second advertising period was from 4 May to 21 May 2020, for a period of 17 days. The advertising area was expanded with letters sent to landowners with 100 metres of the proposal, the Beeliar Community Voice (BCV) was notified (at the request of Council) and the proposal again placed online via Comment on Cockburn. Submissions were received from those nearby at the existing shopping centre up to 2.7km from the subject site.

Inclusive of both advertising periods, a total of 55 submissions were received (53 objections and 2 non objections) and the issues can be summarised below:

- Use - (noting this is not a valid Planning argument).
- Traffic and Congestion;
- Built form and Aesthetics;
- Parking;
- Proximity to the Lake;
- Landscaping;
- Waste collection;
- Noise; and
- Maintenance of the development.

A schedule of submissions is at Attachment 4.

### Planning assessment

#### Consideration of the 'Proposed Use'

A Child Care Centre is a Permitted use within the Local Centre zone *“which means the use is permitted by the scheme provided it complies with the relevant development standards and requirements of the scheme”*.

A Child Care Premises is defined in the City's Scheme as having *“the same meaning as in Community Services (Child Care) Regulations 1988”*. The above Regulations define a Child Care Premises as; *“... premises specified in a licence or permit as premises in which a child care service may be provided”*.

41 submissions relate to the proposed Child Care centre not being the most appropriate use of the site, the existence of the Buggles Child Care Centre in close proximity approximately 50 metres from the subject site at 4 Bluebush Avenue, and the perceived loss of public open space. In response, the planning framework does not dictate the distance similar land uses must be from each other. Pursuant to *section 6.5 of State Planning Policy 4.2 – Activity Centres for Perth and Peel “competition between businesses of itself is not considered a relevant planning consideration”*. As such Council (or the State Administrative Tribunal) should not (according to SPP 4.2) be persuaded to discount to this proposal (in any way) on the basis that approval may (or may not) result in competition. As mentioned above; *“competition is not a relevant planning consideration”*.

Similarly, a number of submissions have suggested a different land use for the site including Restaurant, Small Bar or Public Open Space and Community purpose. As mentioned above Council is required to assess the proposal on its merits; it is not appropriate, under the Planning Framework, for the City to contemplate any other use other than what is proposed. The proposal is to be assessed on its merits

The City is unable to direct proponents towards specific land uses, rather the planning framework identifies what land uses are capable of approval for each zone, in this case a Child Care Centre is a Permitted use. Therefore the proposed use cannot be compromised in any manner by the City considering a separate use. It has also been established above that *“competition is not a relevant planning consideration”*. As such even though there is another Child Care Centre in proximity that in itself is not a reason to refuse this proposal.

Failure to assess the proposal on its merits (by refusing the proposal or requesting conditions not appropriate under the Planning framework) could lead to this proposal being reconsidered (in favour of the applicant) by the State Administrative Tribunal and opening the City up to legal fees of a substantial cost.

#### *Consideration of Site Design and Landscaping*

The proposal varies the recommended minimum site area under LPP 3.1 as the site area is 681m<sup>2</sup> in lieu of a minimum 1,000m<sup>2</sup>. The intent of the larger size is to cater for the landscaping, parking and outdoor play area that is required for Child Care premises. In this situation, the parking is not being proposed on-site, rather it proposes to utilise the existing on-street parking due to the specific nature of the lots.

The proposal does not meet the landscaping requirement for 2m of landscaping at the frontage and 1m at the secondary street. However, a thin landscaping strip of 0.32m has been provided abutting Bluebush Avenue and a 0.5m landscaping strip along Lakefront Avenue. The reduced landscaping strip is supported on two accounts, the first being

the site is constrained in how narrow it is, however, the primary reason for support of the reduced landscaping strip is that the first metre along Lakefront Avenue is a proposed footpath to allow children being dropped off ample space to enter the building and a continuation of the existing pedestrian footpath from Bluebush Avenue. The plans do indicate landscaping is to be provided and this will be conditioned to ensure appropriate tree species and locations are selected.

#### *Consideration of Built form and Aesthetics*

18 of the submissions received related to the built form and aesthetics of the proposed Child Care Premises, in that the proposed building does 'not suit' the area, a two storey building will drown out natural light and ventilation for the existing shopping centre and impact upon the existing view of the Lake and reserve.

The proposal is seen to certainly create a different streetscape purely on the basis that there is no building upon the site currently. The predominant material upon the building is 'Shadowclad' and a 'Surfmist colourbond' roof sheeting, both of which are considered sympathetic to the location. Nevertheless, a schedule of materials, finishes and colours are recommended to ensure the building finish complements the surrounding development given the prominent location.

The proposal is south of the existing shopping centre, as such there will be no loss of sunlight for adjoining premises as "winter sun" comes from the north. The shadow cast by this proposal will fall over the lake.

In terms of structure plan requirements, any proposal on the subject site should ideally be designed in a manner which is sympathetic to the interface of the lake and town centre concepts originally envisioned within the structure plan. It is considered that the design of the Child Care Premises responds to the lakeside location.

With regard to the provisions of LPP3.1 the built form of child care premises should be consistent with the scale and character of the locality. In response the proponent has sought to demonstrate an architectural design responsive to the lakefront setting as illustrated at Attachment 2. Recognised is the inclusion of such elements as integrated signage, a deep soil zone, landscaping and timber feature cladding.

#### *Reserve 49523 Right of Way*

The development itself is to be constructed between Reserve 49523, which is Unallocated Crown Land and thus under control of the State of Western Australia. The proposal was referred to the *Department of Planning, Lands and Heritage* (DPLH) for their comments, with particular regard to the 1.7m wide second storey walkway which provides the proposal access between the two sites. The DPLH have

no objection to the proposal subject to a legal agreement being entered into between themselves and the proponent, this is recommended to be imposed as a condition of approval and is accepted by the applicant.

Reserve 49523 is intended to provide access from the Beeliar Village Shopping Centre through to the boardwalk surrounding the Beeliar Lake. Access to the lake remains in place via the boardwalk which is a reserve for open space and has existing access from the footpath on Bluebush Avenue, the Community Centre and via Reserve 49523, which will remain open.

A condition is to be imposed for an agreement to be entered into between the City and the applicant/developer for the reserve to be maintained by the operator of the facility and paved to the standard of the footpath which surrounds the development site.

#### *Consideration of the Proposals Proximity to the Lake*

10 submissions made mention of the development in its proximity to the Lake with regard to the health of the Lake and a Child Care being located within close proximity to a water body.

The lake has been designed as a water storage facility for irrigation of the adjacent oval and streetscapes due to low yielding bores, storm water overflow capture, wetland habitat and an aesthetic feature for the community. The City is aware of algal blooms that have occurred within the lake and principle cause of the algal blooms is the nutrient rich bore water which has been pumped into the lake since being constructed in 2004/5.

Several initiatives have been implemented over the last few years including a new aerator and altering operating times, refilling of the lake during daylight hours, stocking the lake with native fish, trial of Aquaritin (nanotechnology based product) and ongoing water testing. Further initiatives to reduce the potential for algal blooms within the lake are being investigated. The City has received advice from the Department of Health which does not suggest spray drift from the Lake will cause health concerns.

With regard to the safety measures in place for a child care centre in close proximity to a water body, the *Community Services (Child Care) Regulations 1988* requires that any child care premises be separated from the water body by a fence or gate of not less than 1.2m in height. The proposal has a 2.4m high permeable fence on the southern side abutting the Lake that separates the outdoor play area from the existing boardwalk.

### *Consideration of Traffic and Congestion*

16 submissions expressed concerns that the addition of the proposed Child Care Centre, which seeks to utilise existing bays, will exacerbate the area with existing traffic and congestion issues. The applicant has provided a Traffic Impact Statement (TIS) which confirms the existing road network and standards is capable of accommodating the additional traffic impacts without the requirement for further upgrades (refer Attachment 5) . The matter of parking is discussed in the next section.

There are thirteen on-street parking bays on the southern side of Lakefront Avenue, which are proposed to be utilised by the applicant. The development proposes a footpath within the first 1.405m of the subject site to ensure safe access into the site and for the public walking past. The footpath is a continuation along the existing Lakefront Avenue and Bluebush Avenue.

The applicant has provided justification towards the peak car usage of Child Care Premises based on the RTA Guide to Traffic Generating Developments (NSW) which surmises the following vehicle trips per peak hours.

Demographic Group	Peak Vehicle Trips		
	7am to 9am	2:30pm to 4pm	4pm to 6pm
Pre School (0-2 years old)	1.4	0.8	-
Long Day Care (Children older than 2)	0.8	0.3	0.7
Before/After School	0.5	0.2	0.7

There are no traffic generating standards for Child Care Centres that apply to Western Australia specifically. City officers agree with the methodology used within the NSW standards.

Based on the above table, the proposed child care premises would generate the following vehicle movements during peak times.

- 7am to 9am = 46.4 vehicle movements;
- 2:30pm to 4pm = 17.4 vehicle movements;
- 4pm to 6pm = 40.6 vehicle movements.

Total vehicle movements during peak times = 104.4.

The six staff members are likely to generate two vehicle trips each (one morning and one afternoon), whilst each of the children could be expected to generate up to 4 trips per day (drop off/pick up). Therefore, the maximum daily demand for the premises would be 244 movements per day.

Lakefront Avenue is a Local Distributor Road under the Main Roads Western Australia hierarchy which has the capacity to carry up to 6000 vehicle movements per day. The City's most recent traffic count from November 2017 indicates an average weekday traffic count of 1,057 vehicles per day on Lakefront Avenue.

City Officers have considered the impact upon the existing road network and conclude that the impact will not cause undue congestion or traffic issues.

#### *Car Parking*

LPP 3.1 and the Western Australian Planning Commissions Planning Bulletin 72 outline that parking is to be contained on-site, to ensure there is no impact upon the amenity of surrounding residents and businesses. The City's TPS 3 requires that one car parking bay be provided for every 10 children accommodated, and one car parking bay for every staff member. With a maximum occupancy of 58 children and six staff members, the required parking rate is 11.8 car parking bays.

The Local Structure Plan report from March 2001 details this area as the Village Centre, and identifies the centre as being a 'Main Street' development which indicates parking to be provided on-street. The subject site differs to 28 Lakefront Avenue, Beeliar (also Village Centre) as it does not have the ability to contain vehicle parking on-site. This is important to note.

Any development proposed on the subject site would be restricted in its ability to provide on-site parking considering the existing on-street bays (bays would have to be removed to accommodate vehicle access) and the frontage to Bluebush Avenue is not wide enough (5.1m) to accommodate a crossover that would comply with the relevant Australian Standards.

The table below provides a description of the parking calculation on 28 Lakefront Avenue (Beeliar Village Local Centre):

Tenancy	Use	Floor Area	Parking requirement
IGA	IGA Supermarket	950m <sup>2</sup>	63.3
1	Retail Shop	120m <sup>2</sup>	8
2	Retail Shop	70m <sup>2</sup>	4.66
3	Retail Shop	88m <sup>2</sup>	5.86
4	Retail Shop	133m <sup>2</sup>	8.66
5	Retail Shop	97m <sup>2</sup>	6.46
6	Retail Shop	58m <sup>2</sup>	3.86
7a	Retail Shop	72m <sup>2</sup>	4.8
7b	Retail Shop	72m <sup>2</sup>	4.8
8	Office	150m <sup>2</sup>	3
9	Medical Centre	178m <sup>2</sup>	3.56
<b>Total Bays Required</b>			116.9
<b>Total On Site Bays Provided</b>			67
<b>Bays Provided Off-Site (both sides of Lakefront Avenue)</b>			44
<b>Total Bays Provided</b>			111 (shortfall of 6 bays)

The site was created with a shortfall of on-site car parking bays and made use of the existing Lakefront Avenue car parking bays within the assessment. It also included either side of Lakefront Avenue in its parking calculation. The parking requirement for Retail/Shop is one car parking bay per 15m<sup>2</sup> of gross lettable area.

The updated table below is an assessment of the tenancies which are now on-site, as of March 2020, and the applications for change of use proposals received by the City.

Tenancy	Use	Development Application	Floor Area	Parking requirement
IGA	IGA Supermarket	Original	950m <sup>2</sup>	63.3
1	Cellarbrations Liquor	Original	120m <sup>2</sup>	8
2	Classic Curry Indian restaurant	DA14/0565	70m <sup>2</sup>	1 bay per 4 persons accommodated. With a maximum capacity of 48 persons the parking rate = 12 bays
3	Retail Shop (Newsagent)	Original	88m <sup>2</sup>	5.86
4	Café (Sul Lago)	DA10/0390	133m <sup>2</sup>	8.66
5	Retail Shop (Vacant)	Original	97m <sup>2</sup>	6.46
6	Retail Shop (Hair Dare You)	Original	58m <sup>2</sup>	3.86
7a	Fish and Chips	Original	72m <sup>2</sup>	4.8
7b	Tinos	Original	72m <sup>2</sup>	4.8
8	Office	DA14/0949	150m <sup>2</sup>	Pharmacy is considered a shop land use which requires 1 bay per 15m <sup>2</sup> . Therefore 10 bays are required
9	Medical Centre	DA14/0449	178m <sup>2</sup>	3 practitioners the parking rate is 5 bays per practitioner. = 15 bays required
<b>Total Bays Required</b>				142.74
<b>Total On Site Bays Provided</b>				67
<b>Bays Provided Off-Site (both sides of Lakefront Avenue)</b>				44
<b>Total Bays Provided</b>				111 (shortfall of 31.74)

There is an existing shortfall of 31.74 car parking bays within the Beeliar Village Local Centre, which includes a consideration of the 44 car parking bays on Lakefront Avenue. The Beeliar Village Local Shopping Centre itself has a parking shortfall of 31.74 car parking bays. The shortfall has been permitted in light of reciprocal uses such as the Consulting Rooms and Pharmacy; it is highly likely someone visiting the Medical Centre will visit the Pharmacy on the same trip.

Whilst the above car parking calculation for the Beeliar Village Shopping Centre is relevant to understand the greater context, it should be noted that a nearby site shortfall in parking should not be reason to prejudice another site for the subsequent impact it may have.

Through the assessment, City Officers have taken into account the creation of the subject land through the structure planning and subdivision process, and the intent of a 'Main Street' for Lakefront Avenue. Whilst car parking bays are not contained on site, it is considered reasonable for the proposal to utilise 12 car parking bays on the southern side of Lakefront Avenue for the following reasons:

- The subject site is a shape and size which creates difficulties for any development to accommodate car parking. Any use seeking to develop the site would encounter similar difficulties. For example a café/restaurant with the same parking deficiency would have a maximum capacity of 48 persons;
- There are an additional 47 car parking bays in the nearby Beeliam Community Centre which can provide a function of overflow parking where necessary, particularly as the Child Care Centre is closed on weekends (when the Community Centre is in peak use);
- There are 23 car parking bays along Bluebush Avenue within 250m of the subject site that can be used as overflow parking (refer Attachment 1);
- Promotes alternative travel modes - whilst not a requirement for Child Care Centres, the development proposes three bicycle racks which can accommodate six bicycles. The development also has shower facilities to provide staff the ability to change and shower for their work day;
- The site is within 300m of a bus stop for bus route 531 which travels to Fremantle and Cockburn Central twice per hour.

#### *Consideration of Noise*

5 of the objections raised relates to the potential for noise impacts upon the abutting land uses. The applicant has submitted an Environmental Acoustic Report prepared by Herring Storer Acoustics which has assessed the noise generated from the proposal which includes mechanical noise and children playing in the outdoor play areas (refer Attachment 6).

The acoustic report determines that the noise generated and decibel levels at nearby properties would comply with the *Environmental Protection (Noise) Regulations 1997* on the following recommendations:

- The exact use and location of mechanical services (such as air conditioners) has not yet been determined, however, where located adjacent to the lift will comply with noise levels;
- The number of children playing outside at any one time will not exceed 50; and
- A 2.4m solid screen wall being provided on the western boundary (Bluebush Avenue) and partially along the northern boundary to provide further noise mitigation.

City Officers have assessed the proposal and concluded that the provisions in the acoustic report can be accounted for in the management and development of the proposal. It will subsequently comply with the *Environmental Protection (Noise) Regulations 1997*. Proposed Condition 17 seeks to condition that all noise attenuation measures identified by the *Acoustic Report* and a further acoustic report required under Condition 18, are to be implemented prior to the occupancy of the development and the requirements of the Acoustic Report/s are to be observed at all times.

#### *Consideration of Waste*

A bin store has been provided which is external to the development and accessed from Bluebush Avenue. The proposal requires 8 bins, which have been provided, and is of an adequate size to store the required bins, with a hose cock to ensure cleanliness. The bins store is fenced off from the street by a 1.8m high fence.

#### Conclusion

The proposed Child Care Centre establishes the Main Street environment as intended under the Meve' at Beeliar Estate Structure Plan by creating the intended built environment component on the eastern side of Lakefront Avenue. The development itself is a "permitted use" within the Local Centre zone; is considered a building that will contribute positively to the streetscape; and potential issues such as noise and bushfire risk have been adequately addressed.

The site is constrained in its ability to provide onsite parking given its size, shape, and the existing parking on Lakefront Avenue leads to a shortfall of 12 car parking bays. Issues such as traffic and congestion have been addressed through a Traffic Impact Statement and the parking concerns are unlikely to significantly impact the general area given additional overflow bays located within close proximity at the Beeliar Community Centre and along Bluebush Avenue.

It is recommended Council approve the proposal with conditions.

#### **Strategic Plans/Policy Implications**

##### City Growth

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

##### 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.

### Economic, Social and Environmental Responsibility

Increase local employment and career opportunities across a range of different employment areas.

### Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

Should Council decide to refuse this application it is likely that the applicant will appeal the decision to the State Administrative Tribunal. On the basis that the proposal is a "P" (Permitted) use the City would be likely to lose any such appeal resulting the potential of the City being awarded legal costs from the applicant.

City officers will likely then have to invest approximately 40 hours in time attending to the SAT appeal.

### **Legal Implications**

Should Council refuse this proposal there is likely to be legal implications by way of an appeal to the State Administrative Tribunal.

### **Community Consultation**

Inclusive of both advertising periods, a total of 55 submissions were received (53 objections and 2 non objections). Details are provided earlier in this report.

### **Risk Management Implications**

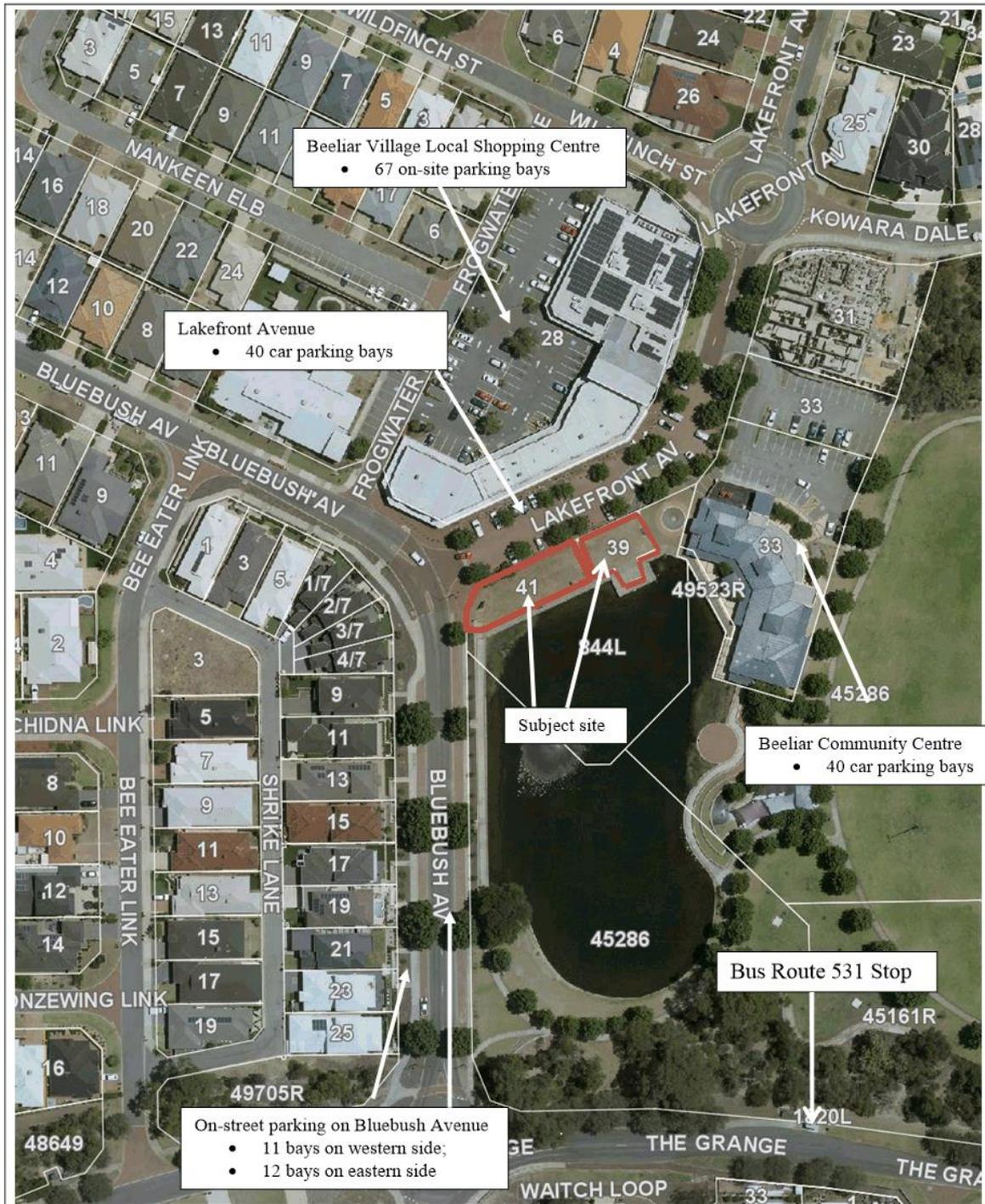
Nil

### **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 11 June 2020 Ordinary Council Meeting.

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

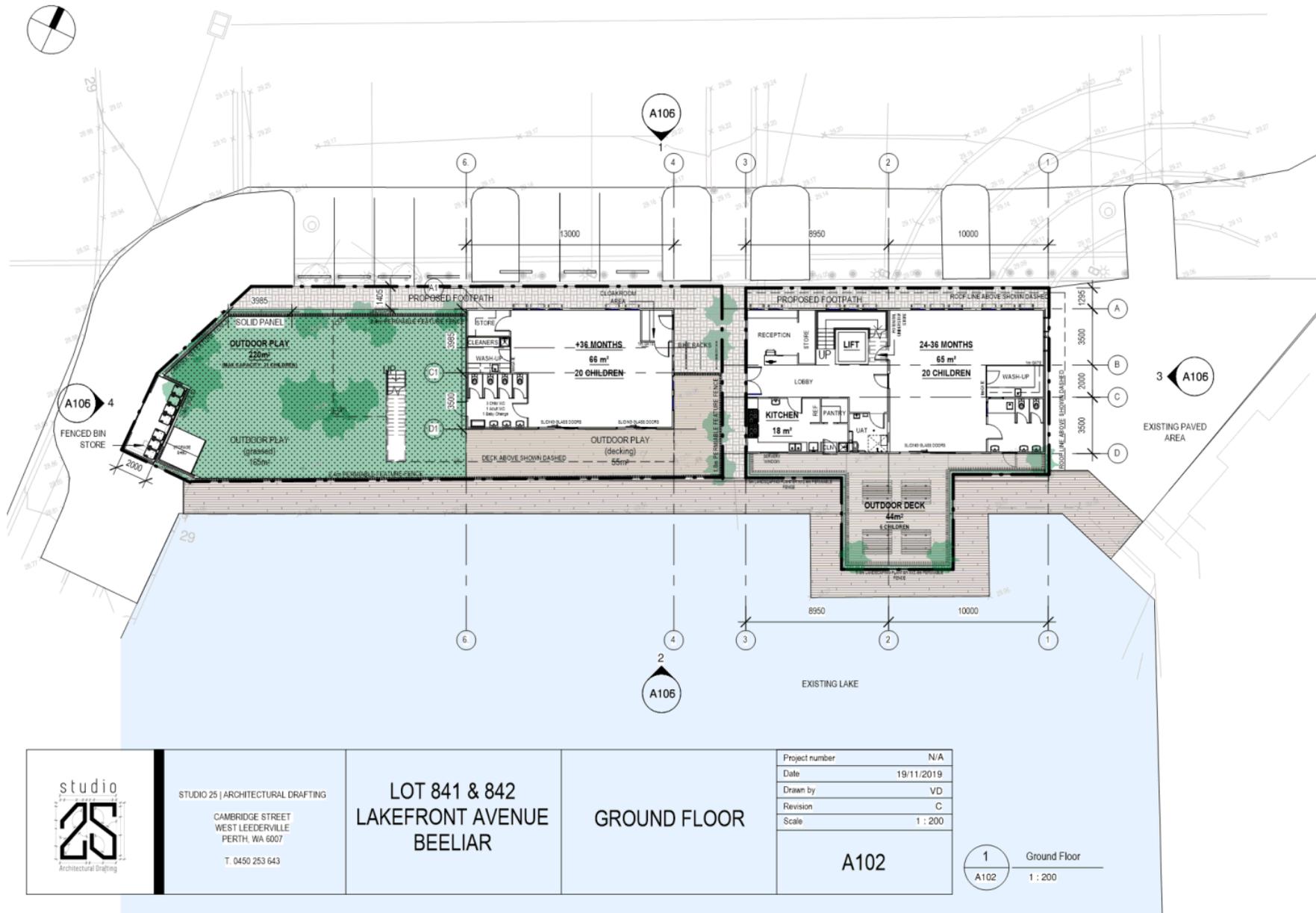
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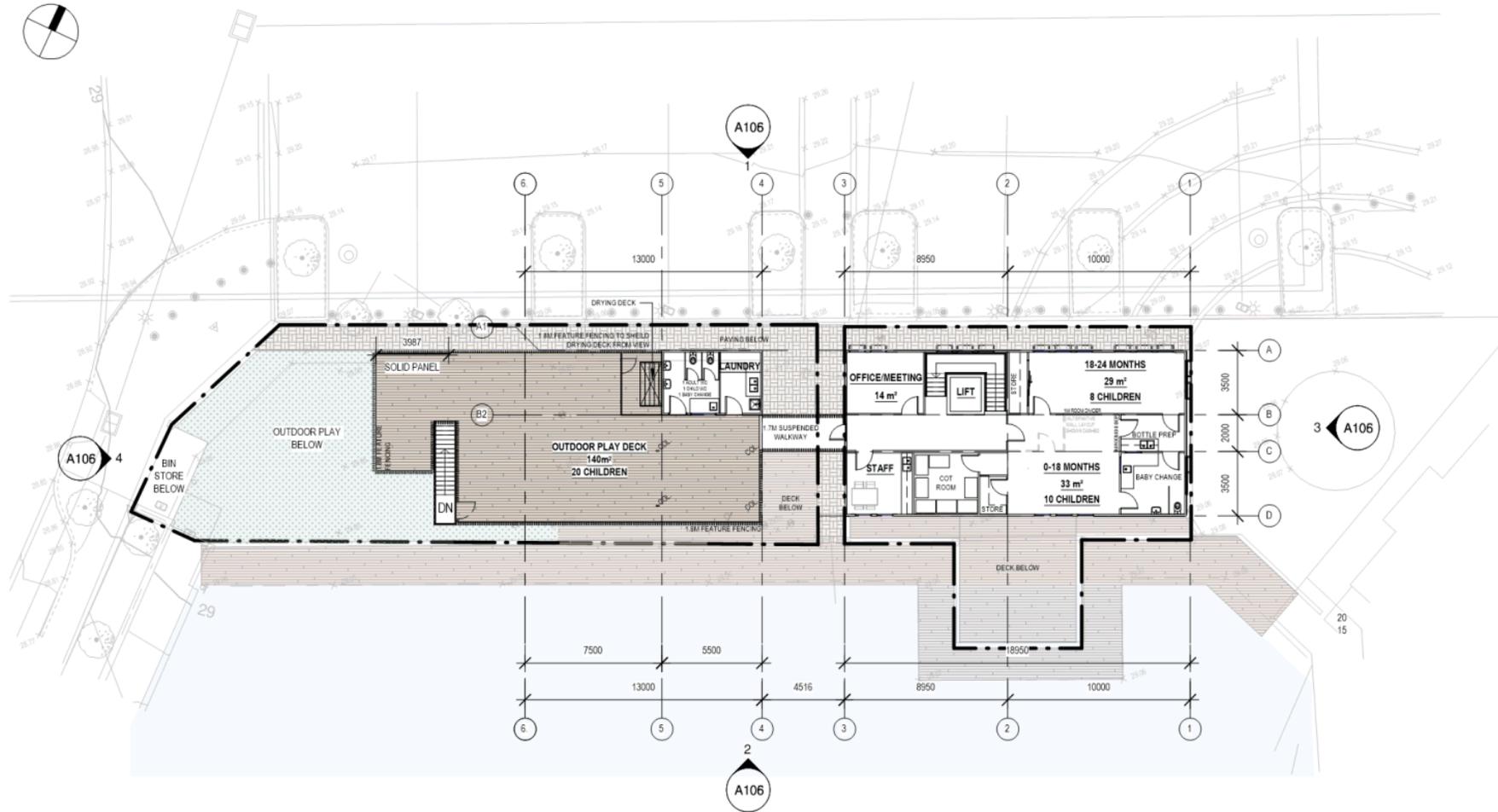


	<p><b>39 &amp; 41 Lakefront Avenue, Beeliar (DA19/0729)</b></p>	<p>PRINTED ON: 18/03/2020</p>	<p>SCALE = 1:1500</p>	
<p><small>DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.</small></p>				



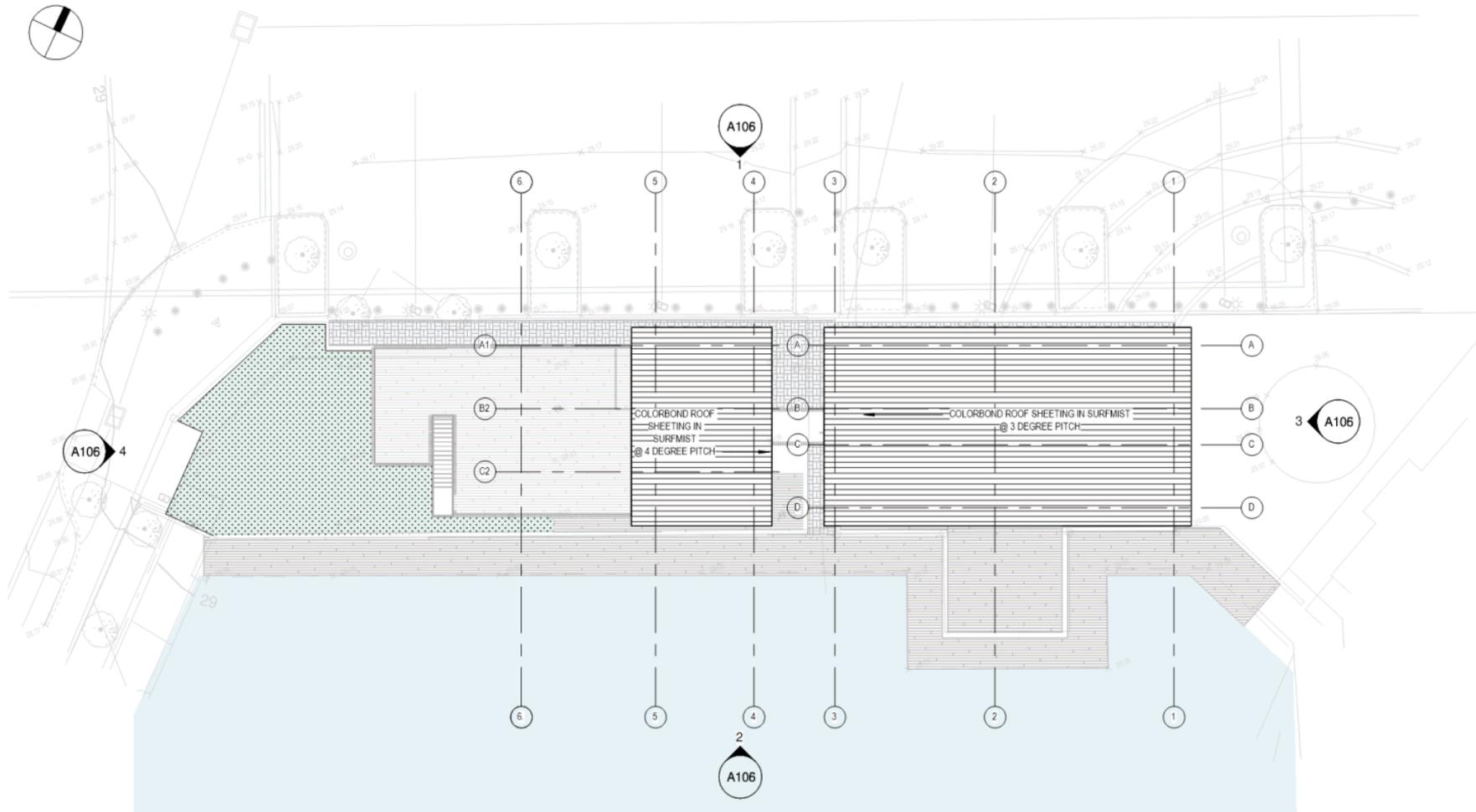
**39 & 41 Lakefront Avenue  
Beelihar, WA 6164**





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	CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007 T. 0450 253 643			Date	19/11/2019
				Drawn by	VD
				Revision	C
				Scale	1 : 200
				A103	





	STUDIO 25   ARCHITECTURAL DRAFTING CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007 T. 0450 253 643	LOT 841 & 842 LAKEFRONT AVENUE BEELIAR	ROOF PLAN	<table border="1"> <tr> <td>Project number</td> <td>N/A</td> </tr> <tr> <td>Date</td> <td>19/11/2019</td> </tr> <tr> <td>Drawn by</td> <td>VD</td> </tr> <tr> <td>Revision</td> <td>A</td> </tr> <tr> <td>Scale</td> <td>1 : 200</td> </tr> </table>	Project number	N/A	Date	19/11/2019	Drawn by	VD	Revision	A	Scale	1 : 200
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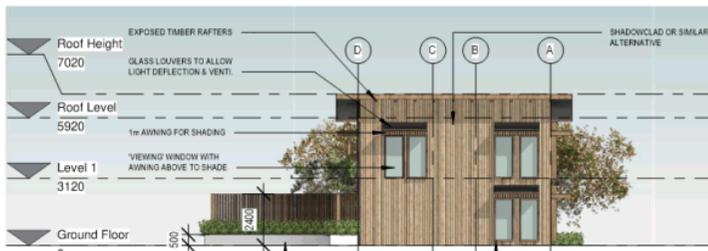




1 North-West Elevation  
A105 1 : 200



2 South-East Elevation  
A105 1 : 200

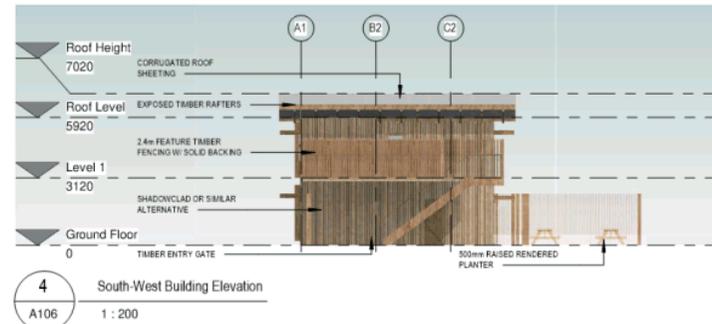
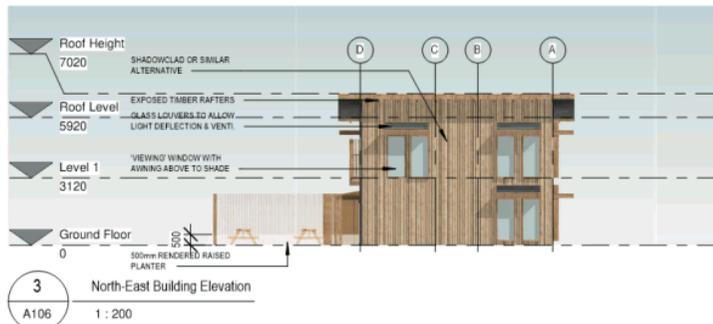
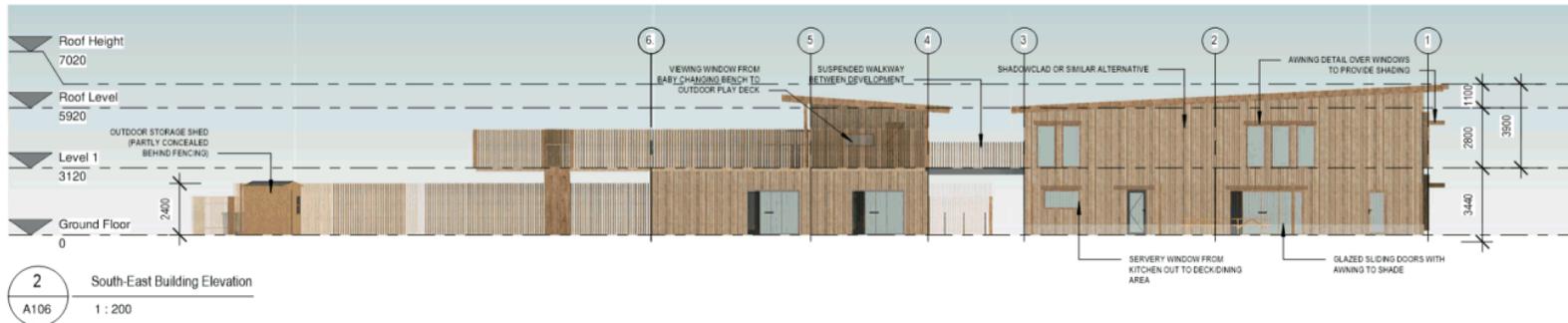
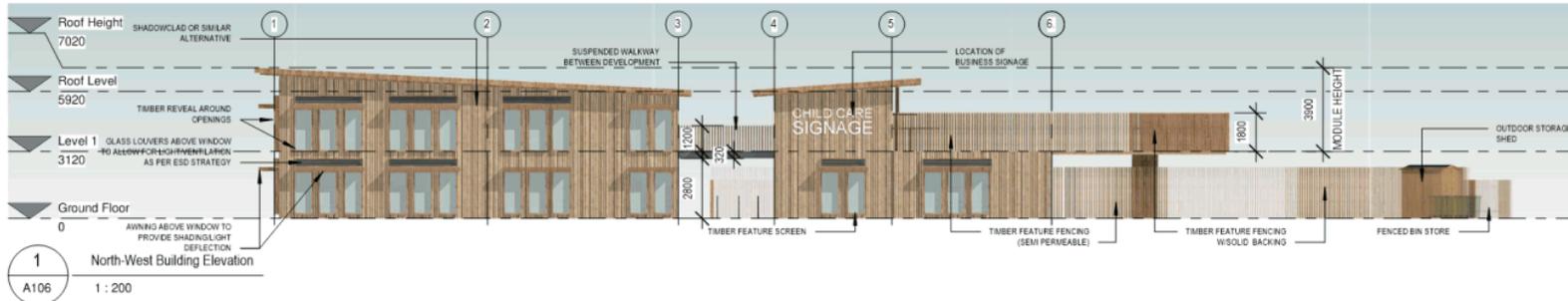


3 North-East Elevation  
A105 1 : 200



4 South-West Elevation  
A105 1 : 200

	STUDIO 25   ARCHITECTURAL DRAFTING CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007 T. 0450 253 643	LOT 841 & 842 LAKEFRONT AVENUE BEELIAR	SITE ELEVATIONS	Project number N/A Date 19/11/2019 Drawn by VD Revision A Scale 1 : 200
	A105			



	STUDIO 25   ARCHITECTURAL DRAFTING  CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007  T. 0450 253 643	LOT 841 & 842 LAKEFRONT AVENUE BEELIAR	BUILDING ELEVATIONS	Project number N/A Date 19/11/2019 Drawn by VD Revision A Scale 1 : 200
	A106			

# BUSHFIRE MANAGEMENT PLAN (SPP 3.7)

**CHILDCARE CENTRE**

39 and 41 LAKEFRONT AVENUE

BEELIAR

18 SEPTEMBER 2019

draft

**ENVISION BUSHFIRE PROTECTION**

[www.envisionbp.com.au](http://www.envisionbp.com.au)

✉ [admin@envisionbp.com.au](mailto:admin@envisionbp.com.au)

☎ 0439 112 179

**LIMITATIONS STATEMENT**

This Bushfire Management Plan ('BMP') has been solely prepared for a Childcare Centre at 39 and 41 Lakefront Avenue, Beeliar.

**Envision Bushfire Protection**

ABN: 90958370365

124 Derby Road SHENTON PARK WA 6008

P: 0439 112 179

Email: admin@envisionbp.com.au

**Version Control**

39 & 41 Lakefront Avenue, Beeliar			
Version	Date	Author	
V1	18/09/2019	AR	Review

draft

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**Disclaimer**

In undertaking this work the authors have made every effort to accurately apply the available information at the time of writing following the instructions of the regulatory authorities and applying best practice as described by the Fire Protection Association Australia. Any conclusions drawn or recommendations made in the report are done in good faith and the consultants take no responsibility for how this information and the report is subsequently used.

Envision Bushfire Protection accepts no liability for a third party's use of, or reliance upon, this specific report.

Importantly the measures contained in this report cannot guarantee, human safety or an absence of harm, or that the building will not be damaged or would survive a bushfire event on every occasion. This is due to the unpredictable nature of fire behaviour (knowledge in this field continues to develop) and the unpredictable nature of extreme weather conditions.

This report has been prepared in part utilising the WALGA Environmental Planning Tool ('EPT'). The author agrees that at all times copyright in the material on the EPT website remains with WALGA and the Contributors as the case may be and has cited the EPT as being the source of the information and acknowledges the contributors copyright in the information.

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**Scope of this report**

Envision Bushfire Protection has been engaged to provide expert bushfire safety and planning advice.

The scope of the advice has been to assess the proposal for compliance with the policy measures described in State Planning Policy 3.7 and identify appropriate mitigation measures to be considered by the determining authority. This is described in a Bushfire Management Plan and prepared with regard to the Department of Planning Lands and Heritage templates.

The investigations and mitigation measures identified in the BMP, has in turn formed the basis for the preparation of a Bushfire Emergency Evacuation Plan.

**Client relationship**

I was engaged to provide expert bushfire safety and planning advice. My relationship with the client is a standard commercial contract and no private, personal, or other matter has influenced the content of the BMP or my findings.

STATEMENT OF CONFORMITY – PLANNING AND DEVELOPMENT ACT 2005



**Anthony Rowe Level 3 - BPAD36690**

Principal

**ENVISION** Bushfire Protection  
**Hazard planning for resilience**



The signatory declares that this Bushfire Management Plan meets the requirements of State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Areas V1.3.

## EXECUTIVE SUMMARY

### Preface

The proposal is to establish a childcare centre at 39 and 41 Lakefront Avenue, Beeliar (**'the site'**).

The site is within a declared bushfire prone area and State Planning Policy 3.7 *Planning in Bushfire Prone Areas* (**'SPP 3.7'**) applies.

In accordance with SPP 3.7 the planning authority when determining an application in a declared bushfire prone area must first be satisfied the proposal is consistent with the policy intent, **to preserve life and reduce the impact of bushfire on property and infrastructure**.

The proposal, a childcare centre, is listed under SPP 3.7, as a vulnerable class of development. The requirements for a vulnerable development contained in SPP 3.7 and the *Guidelines for Planning in Bushfire Prone Areas* (WAPC, V1.3 December 2017) apply.

This BMP is accompanied by a Bushfire Emergency Evacuation Plan ('BEEP') which has been prepared following the requirements in cl 5.5.2 of the Guidelines, AS 3745-2010.

The purpose of this BMP is to assess *the suitability of the building in its location for the intended purpose and further, to place primacy upon human life, assessing the requirements needed for caring for 'vulnerable' people*.

#### **Suitability of the building for the intended purpose**

The subject land is zoned Local Centre in the City of Cockburn Local Planning Scheme.

An inspection of the site was undertaken on 15 September 2019, and a spatial bushfire risk assessment was made in accordance with the methodology provided in AS 3959:2018(Method 1).

The proposal was assessed against the bushfire criteria, (SPP3.7 measures 6.2, 6.5, and 6.6 and Appendix 4 Guidelines for planning in bushfire prone areas v1.3) and found to meet the acceptable solutions for the criteria which is divided into four elements – location, siting and design, vehicular access and water.

#### **Caring for vulnerable people**

The City of Cockburn has a Mediterranean climate with four seasons: cool, wet winters (June to August) followed by a mild spring (September-November), and hot, dry summers (December to February) leading into autumn (March-May).

The bushfire season is typically from the beginning of December through to the end of March each year. The highest fire danger ratings occur during this period. The site is most likely to be affected by an uncontrolled fire in the reserve north east of the site.

The proposed childcare centre is within a determined Bushfire Attack Level BAL 12.5, but the southern extent of the building is BAL Low.

It is not recommended the building be used for refuge during a bushfire event, as safe evacuation is provided from the carpark at all times. Instead the building should be used to provide shelter whilst evacuation is undertaken in an orderly manner from the immediate carpark. Whilst the BAL is comparatively low the site may still be subject to smoke and burning embers that could cause minor injuries.

Whereas in a structural fire the emergency procedure is to leave the building immediately, in the case of a bushfire emergency the building should be used to protect children and personnel from falling embers to minimise exposure before entering vehicles to evacuate the site.

Should the Department of Fire and Emergency Services (DFES) advise of an approaching fire, or if smoke or an uncontrolled fire is observed to the south, south west, the childcare facility and site should be evacuated.

**Conclusion**

The proposal can satisfy the requirement **to preserve life and reduce the impact of bushfire on property and infrastructure**.

This justification, however, is conditioned upon:

1. The building being constructed to BAL 12.5, but noting the western section is within an area determined as BAL Low.
2. The facility is located within a built-up urban area accessible for evacuation, without the need to travel through a potentially Extreme Bushfire Hazard Level area, and with available urban firefighting facilities, i.e. reticulated water and hydrants.
3. Access to a safer place area (<BAL 2), is available by foot.

**Suggested conditions of planning approval**

Further to the above, the following conditions of Development Approval are recommended, and the identified works are required to be undertaken before operation of the facility:

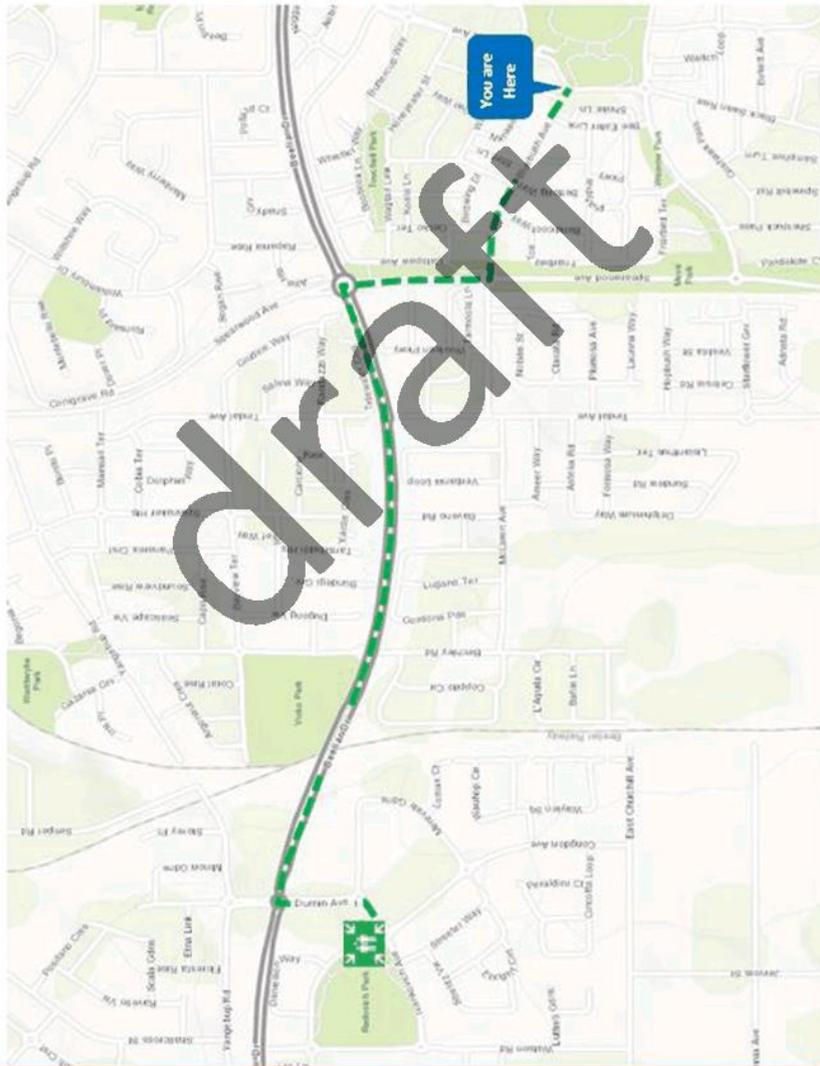
1. The Childcare Centre building is to be constructed to BAL 12.5 (AS 3959:2018, s.3 and s.5).  
*The construction standard should be maintained by the avoidance of any flammable attachments i.e. shade sails or the storage of flammable materials within 3 m of the building.*
2. The adoption of the Bushfire Emergency Evacuation Plan (Appendix 2) Preparation, Response and Recovery.
3. The inside face of all external doors shall display the Evacuation Diagram.
4. A 4kg chemical Fire Extinguisher shall be provided together with operating instruction.
5. External water (fire) hoses, shielded from a bushfire, capable of applying water safely onto each part of the building, without relying on a reticulated power supply, shall be provided.

**Advisory notes**

1. The landowner acknowledges any materials located against or near adjacent to the building, should they ignite, will expose the building to flame contact and will increase its risk of ignition.
2. The landowner is responsible for availing themselves of any promotions and information to assist owners in preparing for and responding to a bushfire event as may be made by the City or the Department Fire and Emergency Services.
3. The landowner acknowledges that external material can be damaged, perish or distort over time and that can in turn provide a point of vulnerability for bushfire attack. The landowner should undertake an inspection of the building's external surfaces prior to each fire season, to eliminate any externally visible gaps greater than 2mm.



**BUSHFIRE EMERGENCY EVACUATION PLAN**



**39 & 41 LAKEFRONT AVENUE BEEILIAR**

**EVACUATE**

**ON ADVICE (DFES) TO LEAVE or if you see an uncontrolled fire.**

Seek instructions from the Emergency Services Incident Controller (DFES officer managing the fire). Contact DFES at 13 33 37.

**Advise of location and children present**  
Assemble Account for all visitors.

**LEAVE**

Exit from building to vehicles.  
Evacuate to Radonich Park unless otherwise instructed by DFES.  
Turn right onto Spearwood Avenue and onto Beelihar Drive and continue to the shopping centre and Radonich Park.  
Advise DFES of your arrival at Radonich Park.  
Advise Parents of Child Pick up location

Name	
Chief Warden	
Warden	
Warden	
TRANSPORT	

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## 1. PROPOSAL DETAILS

### 1.1 Introduction

#### Purpose of this Plan

The purpose of this BMP is to assess the suitability of the building in its location for the intended purpose and further, to place primacy upon human life, assessing the requirements needed for caring for 'vulnerable' people.

This document presents an assessment of a proposed vulnerable class of development "visitation uses that may involve people who are unaware of their surroundings" with the requirements State Planning Policy 3.7 and *Guidelines for Planning in Bushfire Prone Areas* (WAPC, V1.3 December 2017) including assessment against each of the Bushfire Protection Criteria and the requirement for an Emergency Evacuation Plan.

#### Site and Proposal Description

The proposal is to establish a childcare centre at 39 & 41 Lakefront Avenue, Beeliar ('the site'). The site is 664.5 m<sup>2</sup> and is at the southern edge of the local business centre. It adjoins a small lake that is part of a public open space that extends east of the site. Within this area is a portion of remnant vegetation retained as conservation (the reserve) that is classified as Forest (AS 3959:2018).

A carpark provides 90° carparking along Lakefront Avenue which is a two-way road separating the site from the local shopping centre at it's north.

The site is within a contiguous urban area comprising largely single houses on medium density lots. The site has access to a reticulated water supply and hydrants are located within 50 m of the site on Bluebush Avenue.

The site is rectangular and lies east west, the eastern section is within BAL-12.5 but the western section, adjacent carpark and Bluebush Avenue is BAL Low. The western section is safe for evacuation, and with access to the hydrant a safe position to conduct firefighting.

The Beeliar Community Centre is located immediately east of the site and is a nominated Evacuation Centre in times of Bushfire. It is noted that the building and its carpark is located closer to the reserve than the proposed building. It may therefore not be available in times of a bushfire event likely to involve the reserve.

#### Land Zoning

The site is zoned Local Centre in the City of Cockburn Local Planning Scheme.

#### Adjoining Land Uses

West	Urban built out area – Low bushfire threat cl. 2.2.3.2(e) AS 3959:2018.
North	Urban built out area – Low bushfire threat cl. 2.2.3.2(e) AS 3959:2018.
East	Unmanaged reserve - Class A Forest AS 3959:2018.
South	Managed reserve – Low bushfire threat cl. 2.2.3.2(f) AS 3959:2018.



Plate 1: Locality



Plate 2: OBRM Bushfire Prone Area (pink area)

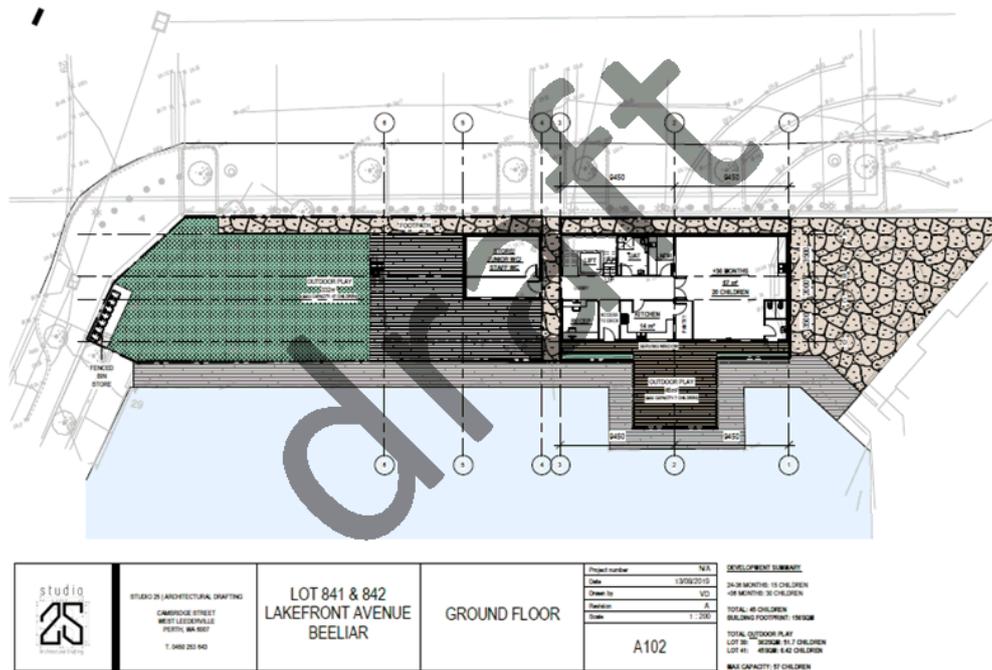


Plate 3: proposed childcare building

## 1.2 Stakeholders

The proponent's requirements are:

- To comply with State Planning Policy 3.7.
- To ensure the protection of the safety, health and wellbeing of the occupants.
- To accept superficial damage to buildings and grounds will occur during a bushfire event.
- To acknowledge the support of emergency services for fire suppression cannot be relied upon in a bushfire event

## 1.3 Regulatory Compliance Requirements

### ***Planning and Development Act 2005 - SPP 3.7***

On 7 December 2015 the State Government introduced, a state map of Bushfire Prone Areas by order under the *Fire and Emergency Services Act 1998* and introduced development controls in Bushfire Prone Areas through the *Planning and Development Act 2005*. These controls were authorised by State Planning Policy 3.7 (Planning in Bushfire Prone Areas) regulations introduced under Part 10A Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* and guided by the *Guidelines for Planning in Bushfire Prone Areas*.

The State Planning Policy, Regulations, and Guidelines now form the foundation for fire risk management planning in WA at a community and land development level. The Policy Intent of SPP 3.7 is **to preserve life and reduce the impact of bushfire on property and infrastructure**.

### **Vulnerable Land Uses (Guidelines for Planning in Bushfire Prone Areas cl.5.5.1)**

Typically, *Vulnerable* land uses are those where persons may be less able to respond in a bushfire emergency. This includes 'childcare centres'.

In recent court determinations it has been acknowledged that whilst people may choose to live in a dangerous location, that is different to inviting people who may or may not be aware of the danger of a bushfire. (JURAN and CITY OF ARMADALE [2018] WASAT 49 (21 June 2018)). Consequently, the requirement for the precautionary principle to be applied by cl.6.11 in SPR 3.7, necessitates a higher consideration of safety, than may normally be expected of an owner, where it involves a 'vulnerable' development.

An additional requirement provided by SPP 3.7 and its Guidelines, is that a proposal that is classified as a vulnerable development is to be accompanied by a BEEP, comprising the details described at cl.5.5.2 of the Guidelines.

### ***The Building Act 2011***

The *Building Act 2011*, and *Building Regulations 2012*, applies the construction standards of the Building Code of Australia where it relates to an 'applicable' building.

A building permit as demonstration of compliance with the requirements of the National Construction Code is required for new habitable buildings and where there is a change of building class, unless expressly exempted.

### ***Bushfires Act 1954***

Section 33 of the *Bushfires Act 1954* recognises the responsibility of all landowners to prevent the spread of bushfire. Local government at any time, may give notice in writing to an owner or occupier of land within the district of the local government. The Notice may specify works to be undertaken including the management of grasses on the property usually to be maintained at less than 10cm during the fire season. It also provides that the identified works can be undertaken as a separate operation or in coordination with the neighbouring land.

## 2. ENVIRONMENTAL CONSIDERATIONS

### 2.1 Native Vegetation – Modification and Clearing

A fundamental consideration in the assessment of development under SPP 3.7 is to avoid instances where bushfire risk management measures would conflict with or be limited by other biodiversity management measures.

In accordance with the Department of Planning Lands and Heritage template (BMP template to support a BAL Contour Assessment) a review of the listed databases has been undertaken as part of this assessment to identify whether restrictions or other specific considerations may apply that would affect the implementation of any bushfire protection initiatives that may otherwise be identified.

Is the land affected by:	Yes/No/NA	If yes - describe
Conservation Wetland or buffer (DBCA-019 DBCA-017)	No	
RAMSAR Wetland (DBCA-010)	No	
Threatened and Priority Flora (DBCA-036)	No	
Threatened and Priority Fauna (DBCA-037)	No	
Threatened Ecological Communities (DBCA-038)	No	
Bush Forever (COP-071)	No	
Environmentally Sensitive Area (DWER-046)	No	
Regionally Significant Natural Areas (DWER-070)	No	
Conservation Covenant (DPIRD-023)	No	
South West Ecological Linkages	Yes	Identified area of remnant vegetation.
<b>Does the proposal require the removal of restricted vegetation?</b>	<b>Yes</b>	<b>No</b>

No vegetation is required to be removed.

### 2.2 Re-Vegetation/Landscape Plans

Revegetation / landscape plans are not included, nor are they required as part of this proposal.

### 3. BUSHFIRE ASSESSMENT

#### 3.1 Bushfire Attack Level Assessment (Inputs)

##### Bushfire Behaviour

Bushfire behaviour is the primary determinant of the bushfire risk and the design fire as a basis for identifying appropriate treatments. Bushfire behaviour is affected by three factors;

- Climate (drought and season) & weather (temperature, humidity, wind, atmospheric instability) – determines the intensity of a fire, the speed and direction and potential for advanced spotting. Measured as an FDI in AS3959.
- Topography (slope of the ground, aspect and wind influences) – fire travels faster uphill, flame length is increased uphill, landforms can channel and increase local windspeed and create turbulence. Measured as 0.0° or a degree down slope in AS3959 (Method 1).
- Vegetation (horizontal and vertical structure, flammability, mass and availability). Measured as a vegetation classification, or an exclusion, in AS3959 (Method 1).

It is assumed that a bushfire will achieve a steady state and be fully developed to maximum intensity over a 100 m (minimum fire run). Grass fires will travel faster (GFDI) than a forest canopy fire, but a forest canopy fire can eject a higher level of embers and also eject them over a greater distance. Crown fires occur when the ground fire is intense, and conversely when ground fuels are managed the resultant fire intensity may not be sufficient to involve the crown, and a crown fire cannot be sustained. Separating the vertical structure so there is no direct connection between the ground and the crown, reduces the likelihood of a crown fire.

The arrangement of fuel has a greater affect upon the intensity of the fire than just its mass, its exposure to oxygen is referred to as its availability in a bushfire.

The following assessment has been undertaken in accordance with the methodologies described in AS3959-2018 and in accordance with the Guidelines and the Fire Protection Association accredited practitioner methodology.

All vegetation within 150 m (**context**) of the subject building has been classified (AS 3959:2018 Clause 2.2.3) to determine the Bushfire Hazard Level at the locality;

The BAL rating has been determined through site inspection and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI - 80 for Western Australia;
- Separation distance between the building and the classified vegetation source(s) within 100 m (for BAL impact) the separation distance is measured from the wall face (receiver) to the unmanaged understory rather than the canopy edge (dripline) *see below*; and
- Slope of the land under the classified vegetation.

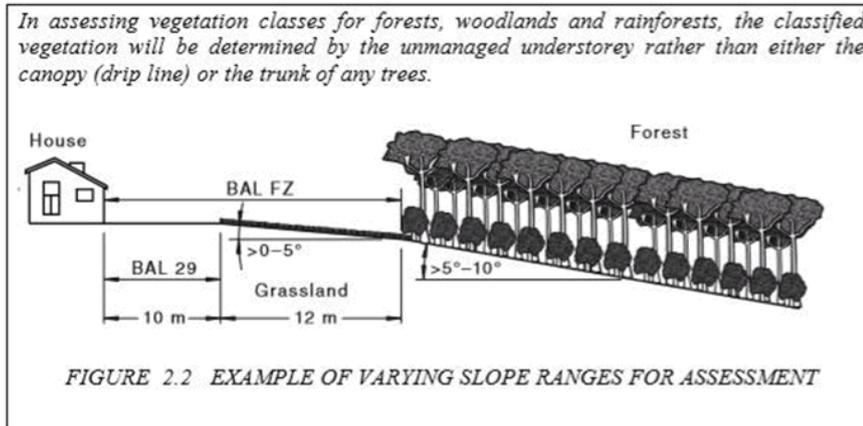


Plate 4: Arrangement of inputs for the determination of a BAL.

A site inspection was undertaken on 15 September 2019, in accordance with the FPAA Guidelines.

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.2.3 and Table 2.5 in AS 3959:2018.

A BAL assessment has been prepared in accordance with the FPAA Guidelines and is attached in Appendix A.

**3.2 Determined Bushfire Attack Level (Outputs)**

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959:2018.

<b>Determined Bushfire Attack Level (highest BAL)</b>	12.5
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**4. IDENTIFICATION OF BUSHFIRE HAZARD ISSUES**

The Guidelines for preparing a Bushfire Risk Management Plan (OBRM) 2015 (Risk Management Plan Guidelines) tailors the risk management methodology identified in ISO 31000:2018. For the purpose of this BMP, the assessments of ‘likelihood’ and ‘consequence’ have been based on the Risk Management Guidelines. Regard has also been given to the City of Cockburn Bushfire Risk Management Plan 2015 – 2020.

The intensity of a bushfire is affected by the conditions that make up the Fire Danger Index. The Fire Danger Index (Fire Danger Rating) is a grading of conditions ranging from moderate to catastrophic. DFES issue Fire Danger Ratings daily during summer. The ratings range from ‘moderate’, ‘high’, ‘very high’, ‘severe’, ‘extreme’ through to ‘catastrophic’.

High temperatures, strong winds and dry available fuels represent the catastrophic conditions and belie the complacency that the public may develop from witnessing fires on less severe days. It’s the worst conditions that are planned for and unfortunately most fires are the result of human actions inadvertent or deliberate and the propensity increases with an increasing population. The propensity for thunderstorms in the summer months is another source.

The Fire Danger Index for Western Australia is 80, and the fire season is inclusive of December and March each year. Extreme days occur mostly in January and February.

The prevailing winds directions (particularly in Severe + FDR conditions) season are predominantly from the south and south west in the afternoons during the bushfire season, but a bush fire can come from any direction.

The reserve, classified as forest and located north east of the site, is densely vegetated and can be expected to eject a significant amount of embers and smoke.

The reserve is within 250 m (to its east) of a large conservation area (Beeliar Regional Park) that also extends to be within 500 m south of the site. The conservation area is within sufficient proximity that burning embers from it could involve the reserve. As an isolated public space there is also a risk of a fire in the reserve without it being part of a larger landscape fire.

The likelihood of a fire in the reserve is classed as **Possible**.

The potential impact of a bushfire affecting the proposed development is from one aspect as the site is within an urban built out area. The site is also located within a short distance to the location of emergency services and is served by hydrants for fire suppression facilities (fire hoses).

The building is located partially in BAL 12.5 by the calculated rating Method 2 (FPA Flamesol calculator 21/09/19) is 4.2kWm<sup>2</sup>. This is below the emergency access rating of 10.0kWm<sup>2</sup> required to undertake evacuation at the peak of a bushfire event. It is also a heat level within the resilience of most construction standards.

Damage to the building during a bushfire event in the reserve is expected to be superficial.

The greatest threat to the building is therefore from burning embers accumulating against the building or finding flammable materials connecting to the building, ie shade sails or open rubbish bins.

Extinguishing burning embers immediately after the peak of the fire has passed is accessible for able bodied persons if convenient facilities are provided and personnel are trained

The intervention of emergency services will assist to reduce the degree of damage that may result to the proposed building.

Importantly the site offers an immediate access to an area of BAL Low, but whilst the effect of heat would be within levels of human comfort, falling embers and smoke that could exacerbate respiratory conditions may still be experienced if shelter is taken in this area. Children with respiratory sensitivity may be best evacuated or advised not to attend on days anticipated to be Extreme or Catastrophic (announced the day before).

Overall the consequence is considered **Minor**.

The risk is therefore determined to be low.

Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	High	Very High	Extreme	Extreme
Likely	Medium	High	Very High	Extreme
Possible	Low	Medium	High	Very High
Unlikely	Low	Low	Medium	High

Plate 5: OBRM risk rating matrix.

**5. BUSHFIRE PROTECTION MEASURES**

**5.1 Bushfire Protection Criteria**

For each of the elements listed within Appendix 4 of the Guidelines for Planning in bushfire prone areas, the ‘intent’ must be achieved either by the proposal meeting the acceptable solutions; or where these acceptable solutions cannot be fully met, then by a performance-based solution that can achieve the ‘intent’.

✓	Acceptable solution provided	C	An Acceptable Solution to be conditioned	
N/A	Not Applicable	P	Performance Principle solution see 5.1	
Bushfire Protection Criteria				
Bushfire Protection Criteria	Method of Compliance	AS	PP	Proposed Bushfire Management Strategies
<b>Element 1: location</b>	To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure	✓		
	A1.1 Development location	✓		The site is located within a Low Bushfire Hazard Level.
<b>Element 2: Siting and Design</b>	To ensure that the siting and design of development minimises the level of bushfire impact	✓		
	A2.1 Asset Protection Zone	✓		The proposed childcare centre is within low threat space (Excluded AS3959 2.2.3.2(e) and is classified an BAL 12.5 with a radiant heat flux at the building of 4.4 kWm <sup>2</sup> (equivalent o BAL 4.4).  An Asset Protection Zone is not required
<b>Element 3: Vehicular Access</b>	To ensure that the vehicular access serving a subdivision/development is available and safe during a bushfire event	✓		
	A3.1 Two access routes	✓		The site is within an urban area within a network of roads providing multiple destination options. Bluebush Avenue,

				Spearwood Avenue, Beeliam Drive, Stock Road.
	A3.2 Public road	✓		All roads are public roads.
	A3.3 Cul-de-sac (including a dead-end road)	N/A		
	A3.4 Battle-axe	N/A		
	A3.5 Private driveway longer than 50 m	N/A		
	A3.6 Emergency access way	N/A		
	A3.7 Fire service access routes (perimeter roads)	N/A		
	A3.8 Firebreak width	N/A		
<b>Element 4: Water</b>	To ensure that water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire	✓		
	A4.1 Reticulated areas	✓		Reticulated hydrants are available.
	A4.2 Non-reticulated areas	N/A		
	A4.3 Individual lots within non-reticulated areas	✓		Reticulated hydrants are available.

## 5.2 Performance Principles

No Performance Principle has been applied.

## 5.3 Vulnerable Development Emergency Evacuation (CI 6.6)

Appendix 2 includes the BEEP. This plan has followed the State Government of Victoria CFA Guide to Developing a Bushfire Emergency Plan to determine whether evacuation or refuge presented the safest option. It has followed the NSW Rural Fire Service – Guide to Developing a Bush Fire Emergency Management Plan, the Bushfire Protection Guidelines WA, and AS 3745-2010 to identify the triggers for evacuation.

The attached Emergency Evacuation Plan incorporates the requirements listed under section 5.5.2 V1.3 Guidelines for Planning in Bushfire Prone areas.

### Assumptions

- The childcare centre will be hosted and children supervised.

- The occupants are able bodied, but require guidance, appropriate support and vehicles available if evacuation is required.
- The supervisors can see and smell smoke and can see a fire.

**Key features to achieve occupant life safety include:**

- Establishing alert triggers; and
- Establishing evacuation procedure.

**Important Note**

The Beeliam Community Centre is located adjacent to the site. The Beeliam Community Centre is a nominated evacuation centre in times of bushfire. Evacuation from the site is upon the circumstance that the Beeliam Community Centre is not considered safe, as advised by DFES or emergency services. In such circumstance evacuation should be taken to Radonich Park or as otherwise advised by DFES or emergency services.

The emergency evacuation plan should be concise and consider:	Addressed in Emergency Evacuation Plan <i>The plan has followed AS3745-2010</i>
the number of people at the facility	80 children and staff.
whether the occupants are permanent or transient	Visiting
whether there is a caretaker onsite	Hosted
whether there are people with a disability, medically dependent, young children or the elderly	Special transport needs for children.
identification of a safe alternative location if there was a need for evacuation/relocation	Raddinoch Park, South Coogee
a proposed method of movement of occupants to safe location(s)	Children will arrive by private vehicle. An emergency transport arrangement is required.
details of suitable access/egress routes for the expected type/volume of traffic, including alternatives when suitable roads are inaccessible, insufficient or inappropriate	Access/egress is via Bluebush Avenue, Spearwood Avenue, Beeliam Drive, Durnin Avenue is through low Bushfire Hazard Level (Appendix 2 Guidelines 1.3) areas and is expected to be accessible during a bushfire event
transport options for those without access to private vehicles	Emergency transport arrangements are required.
options to shelter in place as a last resort	The facility is to be used for shelter from embers and smoke until vehicles are available to evacuate the site.

<b>roles and responsibilities of facility personnel and emergency services.</b>	The landowner/manager will have responsibility for seasonal preparations and daily preparations.
The emergency evacuation plan should consider if actions will change based on a series of triggers, such as:	Addressed in Emergency Evacuation Plan
<b>effective warning methods appropriate for the occupants (including consideration of at risk persons and the demographics of the occupants)</b>	Day managers and personnel are expected to recognise smoke, smell of fire and the site of fire.  Warning is through monitoring of the DFES website and by observation.
<b>closure of facility and early relocation of occupants appropriate to the fire danger rating (FDR) and bushfire warnings</b>	Not required. The facility is part of the built-up urban area, with ready opportunity to access areas with safer places where the radiant and convective heat will be below harm levels. Evacuation in an event is recommended due to the risk of minor injury from smoke or embers.  It would be prudent to consider advising parents and guardians of children with respiratory conditions to avoid attendance on Extreme + FDR days. If in attendance such children should be placed as a priority for evacuation.
<b>any local government bushfire requirements (for example, harvest and vehicle movement bans).</b>	Nil
<b>a suitably qualified emergency management professional should prepare the emergency evacuation plan in collaboration with relevant stakeholders including the landowner/developer and the local government (refer to section 6.14 of the Guidelines).</b>	Anthony Rowe Accreditation Level 3 Accreditation Number: 36690

## 6. BUSHFIRE MANAGEMENT STRATEGIES

In responding to the hazard of bushfire and achieving the Policy Intent, bushfire behaviour represents the risk and the corresponding treatment options for the risk can be categorised as:

Occupant safety:

- Education and awareness
- Avoidance if possible.
- Safe evacuation to a safer destination.
- Safe evacuation to a safer place.
- Shelter in place – last resort.

Asset protection:

- Distance/separation space.
- Construction standards to the degree necessary.

Facilitating safe intervention:

- Access.
- Facilities – water.
- Operating space.

Governance -Ongoing responsibilities include:

- Community Education.
- Maintenance of approval conditions (Planning and Development Act 2005).
- Regional fuel management and the mutual obligation between landowners (Bushfire Act 1954).
- Policing to discourage deliberately ignited fires.
- Provision of community refuges.
- Provision of fire fighting services.
- Maintenance of public roads and (public) emergency access ways.
- Issue of emergency warnings.
- Community recovery from an event.

Each aspect above also has a relationship with the principles of Emergency Management and these can be divided across the BMP and BEEP working in unison – the BMP determines the capability of the building and the Emergency options are described in the BEEP:

- Prevention - mitigation works undertaken in advance i.e. Planning - siting and construction considerations (BMP).
- Preparation - education procedures training i.e. Seasonal maintenance, regular review of requirements, awareness of warning systems (BEEP).
- Response – actions taken in an event saving lives (primarily) and assets secondary (BEEP).
- Recovery – return and restoration (BEEP)

## 6.1 Bushfire Management Measures

---

In addition to the measure of compliance with the Acceptable Solutions in section 5 above, the following measures are recommended as appropriate treatments to the bushfire risk identified by the investigations of this BMP.

### Occupant safety

The most intense bushfire is likely to arrive in the afternoon between December and March each year (fire season), although the risk can extend from November to April and a fire can arrive from any direction.

The proposal is compliant with the Acceptable Solutions. It does not require the establishment of an Asset Protection Zone because it is located within a built out urban area, or any other specific works, because the site has access to a reticulated hydrant system and unrestricted access for evacuation and attendance by emergency services.

In order to ensure safety as a vulnerable development it is important to observe the activities described in the Emergency Evacuation Plan, and to recognise that unlike a structural fire emergency, where the building should be immediately evacuated, in the circumstance of a bushfire the protection of the children from the effects of smoke and embers requires the condition of the building to be observed whilst waiting to evacuate the site by vehicle.

Active management measures, Preparation, Response and Recovery are key features incorporated into the Emergency Evacuation Plan.

### Asset Protection

It is recommended the building be constructed to BAL 12.5 as described in AS 3959:2018, to provide protection from ember attack.

### Facilitating intervention

During a bushfire event buildings can be lost to initially small fires as a result of litter accumulating against a building becoming ignited by burning embers. The ability of able-bodied people present shortly after the fire front has passed to extinguish such fires can save buildings. This action is assisted by the provision of clearly identified external fire hoses sufficient to reach and apply water to all parts of the building.

As a contingency personnel at the child care facility should be trained to use the equipment if in the circumstance it is safe to do so however childcare workers should not be expected to be firefighters and their priority remains the protection and safety of the children not the asset.

### Governance

Maintain ongoing responsibilities.

## 6.2 Spatial Representation of Bushfire Management Measures

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The spatial representation of bushfire management measures provides a visual summary of the required works and location that are required to maintain the bushfire attack level determined to comply with the requirements of SPP 3.7.

It provides the basis for ongoing compliance with the terms of the planning approval.

In this instance other than the construction standard, given the location of the building within an area determined to be low threat (AS 3959:2018), external works are not required.

A figure illustrating the Spatial Representation of Bushfire Management Measures is provided in the Summary.

## 7. RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF BUSHFIRE MEASURES

### 7.1 Owner

<p>1. The Childcare Centre building is to be constructed to BAL 12.5 (AS 3959:2018, s.3 and s.5).</p> <p><i>The construction standard should be maintained by the avoidance of any flammable attachments i.e. shade sails or the storage of flammable materials within 3 m of the building.</i></p>	Prior to occupation
<p>2. The adoption of the Bushfire Emergency Evacuation Plan (Appendix 2) Preparation, Response and Recovery.</p>	Prior to occupation
<p>3. The inside face of all external doors shall display the Evacuation Diagram.</p>	Prior to occupation
<p>4. A 4kg chemical Fire Extinguisher shall be provided together with operating instruction.</p>	Prior to occupation
<p>5. External water (fire) hoses, shielded from a bushfire, capable of applying water safely onto each part of the building, without relying on a reticulated power supply, shall be provided.</p>	Prior to occupation

### 7.2 The City of Cockburn

<p>1. Developing and maintaining district bushfire fighting services and facilities.</p>	Ongoing
<p>2. Promoting education and awareness of bushfire prevention and preparation measures through the community.</p>	Ongoing
<p>3. Administering the requirements of the <i>Planning and Development Act 2005</i> and the <i>Building Act 2011</i>, to apply to future development.</p>	Ongoing

### 7.3 State Government

<p>1. Notification of Emergency Alerts - Website and Telecommunication Media</p>	Ongoing
<p>2. Policing operation to minimise the outbreak of bushfires.</p>	Ongoing

#### 7.4 Acknowledgement

---

##### Acknowledgement - Proponent

The proponent acknowledges the responsibilities as listed above and the requirement to ensure that should the facility transfer to a new owner, that the new owner is aware of the BMP and their ongoing responsibility

draft

APPENDIX 1 - BAL Assessment

draft

**Bushfire Attack  
Level Assessment  
Report**

Prepared by a BPAD  
Accredited Practitioner

Fire Protection Association Australia Life Property Environment







## AS 3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018 (Incorporating Amendment Nos 1, 2 and 3). FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.

### Property Details and Description of Works

<b>Address Details</b>	<b>Unit no</b>	<b>Street no</b>	<b>Lot no</b>	<b>Street name / Plan Reference</b>	
		39 & 41		Lakefront Avenue	
	<b>Suburb</b>			<b>State</b>	<b>Postcode</b>
	Beeliar			WA	
<b>Local government area</b>					
<b>Main BCA class of the building</b>	Select Class	<b>Use(s) of the building</b>	Class 9		
<b>Description of the building or works</b>					

### Report Details

<b>Report / Job Number</b>	<b>Report Version</b>	<b>Assessment Date</b>	<b>Report Date</b>
	V1	15 September 2019	21 September 2019

### BPAD Accredited Practitioner Details

<p><b>Name</b> ANTHONY ROWE – BPAD 36690</p> <p><b>Company Details</b> Envision Bushfire Protection Ph - 0439 112 179 Email - admin@envisionbp.com.au</p> <p><b>ENVISION</b> Bushfire Protection <b>Hazard planning for resilience</b></p>	<p><i>Authorised Practitioner Stamp</i></p>
<p><small>Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.</small></p>	

**BAL Assessment Report**

Fire Protection Association Australia Life Property Environment

**Site Assessment & Site Plans**

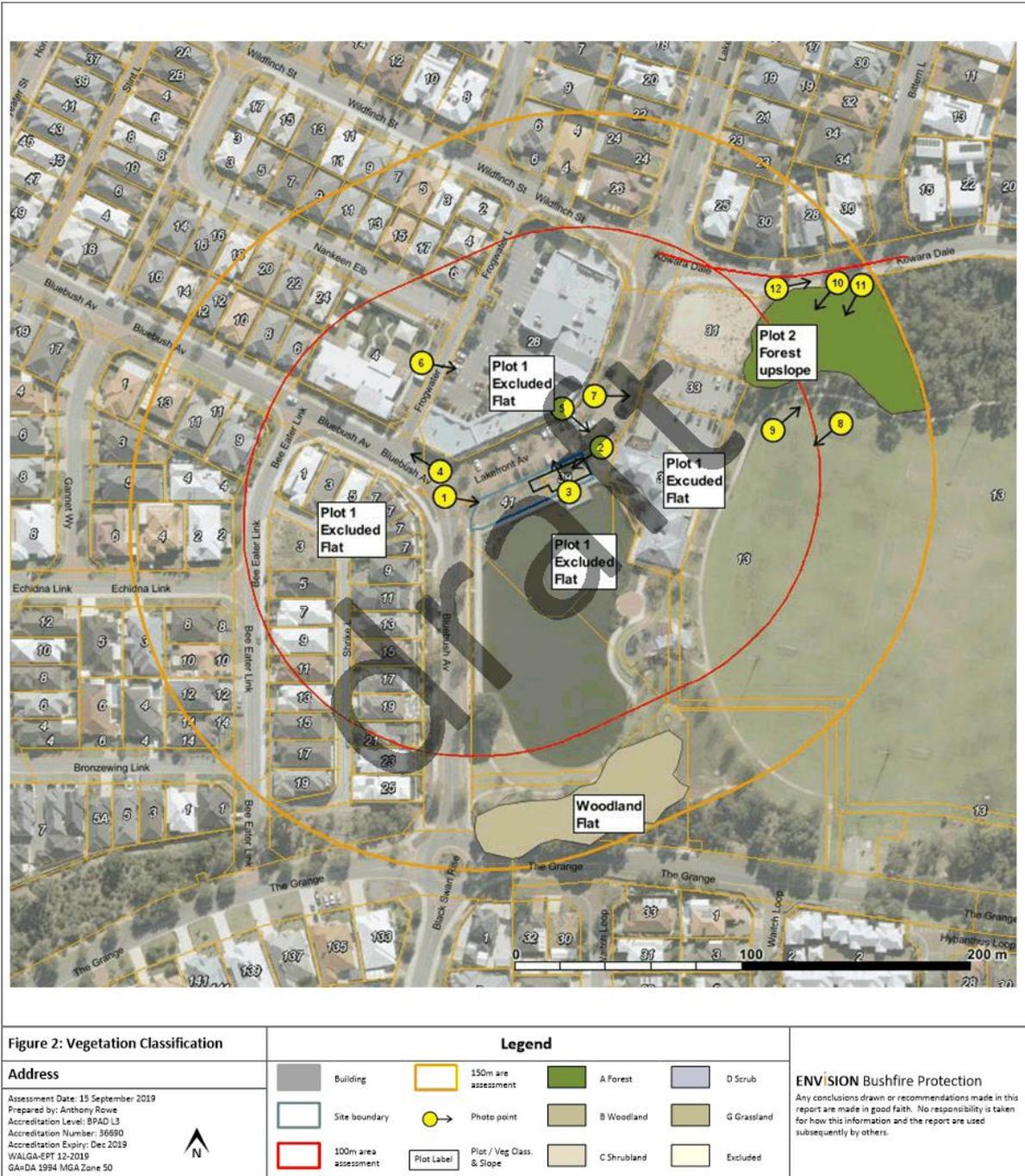
The assessment of this site / development was undertaken on 15 September 2019 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959:2018 Simplified Procedure (Method 1).



<b>Figure 1: Location and Topography</b>		<b>Legend</b>		<b>ENVISION Bushfire Protection</b> Any conclusions drawn or recommendations made in this report are made in good faith. No responsibility is taken for how this information and the report are used subsequently by others.
<b>Address</b> Assessment Date: 15 September 2019 Prepared by: Anthony Rowe Accreditation Level: BPAD L3 Accreditation Number: 36690 Accreditation Expiry: Dec 2019 WALGA-EPT 12-2019 GA=DA 1994 MGA Zone 50	Building Site boundary 100m area assessment Photo point Plot Label	150m area assessment Plot / Veg Class. & Slope A Forest B Woodland C Shrubland D Scrub G Grassland Excluded		

BAL Assessment Report

Fire Protection Association Australia Life Property Environment



BAL Assessment Report

Fire Protection Association Australia Life Property Environment

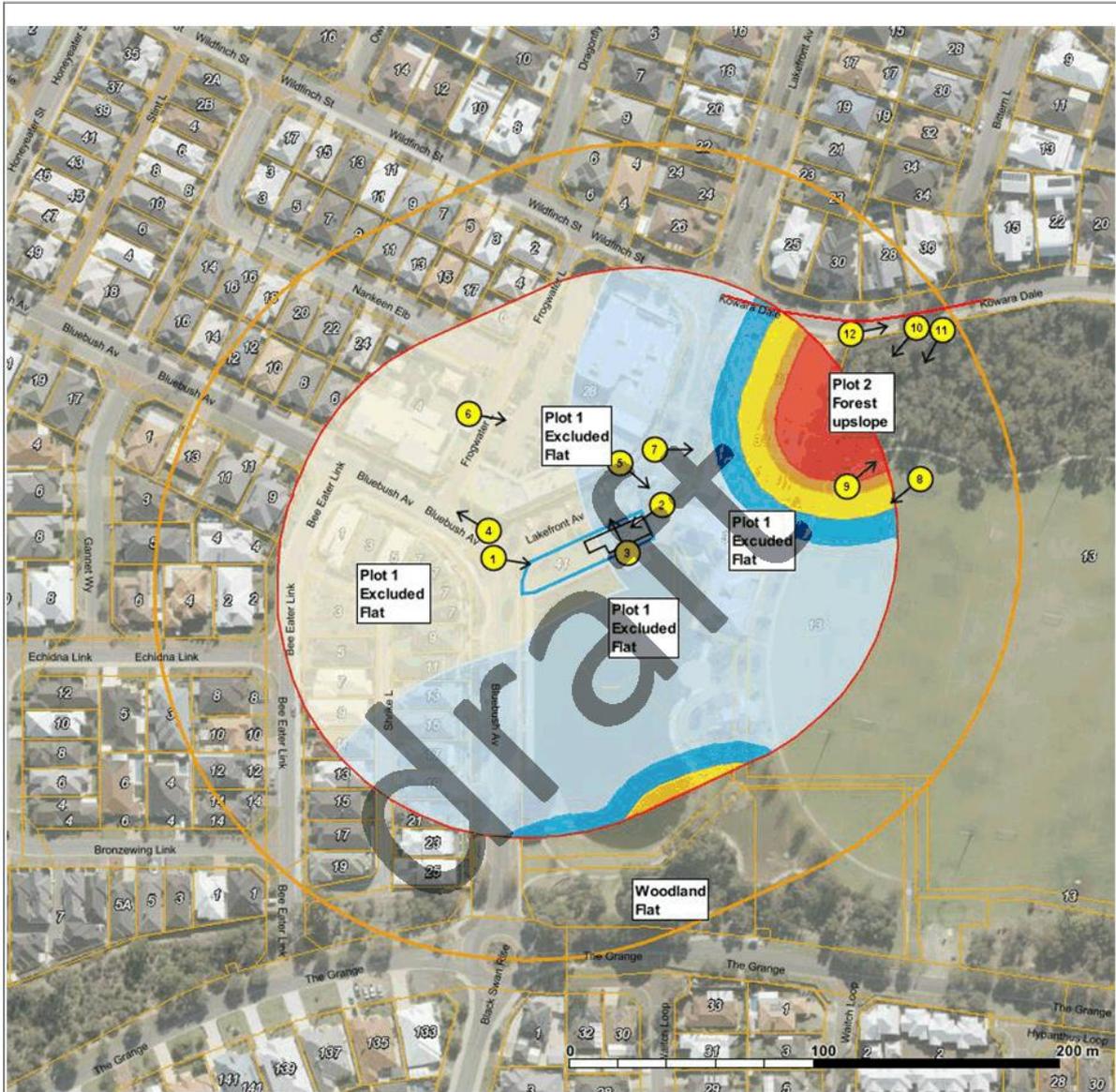


Figure 3: BAL Contour (Attainable)		Legend				ENVISION Bushfire Protection Any conclusions drawn or recommendations made in this report are made in good faith. No responsibility is taken for how this information and the report are used subsequently by others.
<p>Address</p> <p>Assessment Date: 15 September 2019 Prepared by: Anthony Rowe Accreditation Level: BPAD L3 Accreditation Number: 36690 Accreditation Expiry: Dec 2019 WALGA-EPT 12-2019 GA=DA 1994 MGA Zone 50</p>	<p>Building</p> <p>Site boundary</p> <p>100m area assessment</p> <p>150m area assessment</p> <p>Photo point</p> <p>Plot Label</p>	<p>BAL FZ</p> <p>BAL 40</p> <p>BAL 29</p>	<p>BAL 19</p> <p>BAL 12.5</p> <p>BAL Low</p>			

**BAL Assessment Report**

Fire Protection Association Australia Life Property Environment

**Vegetation Classification**

All vegetation within 150 m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959:2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

<p><b>Photo ID:</b> 1      <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	
<p><b>Photo ID:</b> 2      <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	
<p><b>Photo ID:</b> 3      <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	

**BAL Assessment Report**

Fire Protection Association Australia Life Property Environment

<p><b>Photo ID:</b> 4 <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	
<p><b>Photo ID:</b> 5 <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	
<p><b>Photo ID:</b> 6 <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	

**BAL Assessment Report**

Fire Protection Association Australia Life Property Environment

<p><b>Photo ID:</b> 7 <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	
<p><b>Photo ID:</b> 8 <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(f) Low threat vegetation, including grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks</p>	
<p><b>Photo ID:</b> 9 <b>Plot:</b> 2</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class A Forest - Low open forest A-04</p> <p><b>Description / Justification for Classification</b></p> <p>Playing field in foreground of forest comprising Trees 30 m high; 30%-70% foliage cover (may include understorey of sclerophyllous low trees or shrubs). Typically dominated by Eucalypts, melaleuca or callistemon and callitris.</p>	

**BAL Assessment Report**

Fire Protection Association Australia Life Property Environment

<p><b>Photo ID:</b> 10      <b>Plot:</b> 2</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class A Forest - Low open forest A-04</p> <p><b>Description / Justification for Classification</b></p> <p>Tress 30 m high; 30%-70% foliage cover (may include understorey of sclerophyllous low trees or shrubs). Typically dominated by Eucalypts, melaleuca or callistemon and callitris.</p>	
<p><b>Photo ID:</b> 11      <b>Plot:</b> 2</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class A Forest - Open forest A-03</p> <p><b>Description / Justification for Classification</b></p> <p>Tress 30 m high; 30%-70% foliage cover (may include understorey of sclerophyllous low trees or shrubs). Typically dominated by Eucalypts, melaleuca or callistemon and callitris.</p>	
<p><b>Photo ID:</b> 12      <b>Plot:</b> 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p><b>Description / Justification for Classification</b></p> <p>2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas</p> <p>(e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.</p>	

## BAL Assessment Report

Fire Protection Association Australia Life Property Environment

### Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

#### Fire Danger Index

FDI 40

Table 2.7

FDI 50

Table 2.6

FDI 80

Table 2.5

FDI 100

Table 2.4

### Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Excludable – Clause 2.2.3.2(e)	N/A	N/A	BAL – LOW
2	Class A - Forest	0	80	BAL – 12.5

Table 1: BAL Analysis

### Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

**BAL – 12.5**

## BAL Assessment Report

Fire Protection Association Australia Life Property Environment

## Appendix 2: Additional Information / Advisory Notes

## CONSTRUCTION REQUIREMENTS

AS 3959 – 2009 has six (6) levels of BAL based on the radiant heat flux exposure to the building, and identifies the relevant sections for building construction, as detailed below;

Bushfire Attack Level (BAL)	Classified vegetation within 100m of the site and heat flux exposure thresholds	Description of predicted bushfire attack levels of exposure	Construction Section (within AS 3959)
BAL-LOW	See clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements	Nil (s.4)
BAL-12.5	$\leq 12.5 \text{ kW/m}^2$	Ember Attack	3 & 5
BAL-19	$> 12.5 \text{ kW/m}^2$ to $\leq 19 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 6
BAL-29	$> 19 \text{ kW/m}^2$ to $\leq 29 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 7
BAL-40	$> 29 \text{ kW/m}^2$ to $\leq 40 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL-FZ	$> 40 \text{ kW/m}^2$	Direct exposure to flames from the fire front in addition to heat flux and ember attack	3 & 9

APPENDIX 2 - Emergency Evacuation Plan

draft

**39 and 41 Lakefront Avenue Beeliar**  
**WESTERN AUSTRALIA**

**Prepared by:**

**Dated**

**To be reviewed annually.**

*This plan has been prepared having regard to AS3745-2010.*

draft

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draft

**Preface**

This Emergency Plan follows the structure for an Emergency Plan as described in AS 3745-2010 clause 3.4.

**1. PREPARATION**

**THE STRUCTURE OF THE EMERGENCY PLANNING COMMITTEE**

**THE EMERGENCY PLANNING COMMITTEE (EPC)**

Nominees of the Childcare Centre	

The **PURPOSE OF THE EMERGENCY PLANNING COMMITTEE** is:

- responsible for ensuring the plan is promoted and available to appropriate persons.
- determines the **Emergency Control Organisation (ECO)** and ensures the compliance of the facility with all bushfire safety measures.
- maintains the emergency plan and ensures resources are provided for its implementation.

The responsibility of the **EPC** is to prepare for bushfire emergency and includes overseeing:

- Awareness of procedures;
- Training;
- Testing; and
- Review of the Emergency Plan.

The EPC prior to the commencement of the bushfire season will audit the facility utilising the Preparation Checklist and attend to any items of non-compliance.

### ESTABLISHING THE EMERGENCY CONTROL ORGANISATION (ECO)

The EPC is responsible for ensuring the establishment of the ECO and to nominate people to the key positions who will be responsible for implementing the plan.

The ECO will comprise nominated people who will be on site whenever the facility is operating.

The primary role of the ECO is to respond to the bushfire emergency and protect human safety during a bushfire event.

The ECO should have clearly documented bushfire emergency (Response) and post bushfire emergency (Recovery) procedures and responsibilities.

The ECO appointed Chief Warden or their nominee will undertake a daily inspection of the facility during the bushfire season using the Daily Preparation Checklist as a guide.

draft

**Key positions and responsibility**

**Chief Warden –**

- Determine the need to evacuate
- Contact DFES or the Police and advise that an evacuation is underway.
- Oversee evacuation
  - Arrange transport
  - Determine safe destination
- Document the emergency situation - what happened, and what the outcome was

**Deputy Chief Warden**

- A person nominated to act as the Chief Warden if delegated by the Chief Warden or in the absence of the Chief Warden

**Evacuation Wardens**

- Receive directions from the Chief Warden
- Sound alarm
- Ensure all visitors have been alerted and children are accounted for.
- Guide visitors to identified areas as directed by the Chief Warden.
- Carry out tasks as directed by the Chief Warden.
- Be readily identifiable, such as by the wearing of high vis vests.
- Contribute to debriefing.

Key position	Name	Contact
Chief Warden		
Deputy Chief Warden		
Wardens		

## 2. PLANNING

### Purpose and Scope - Emergency Plan

To define the responsibilities and processes to be followed in the event of an emergency situation caused by an imminent threat from bushfire. This plan should be regarded as a 'living document' with guidelines that can be adapted to changing circumstances.

### Facility

This Emergency Plan applies to the Childcare centre at 39 and 41 Lakefront Avenue Beeliar.

### Applicable Bushfire Management Plan

The Bushfire Management Plan dated 18 September 2019, articulates the bushfire safety measures and provides:

- Evacuation procedures
- The maintenance of the ground in a low threat state
- Access route identification and the provision of fire fighting facilities.

### Equipment Locations

#### Control building

The Childcare Centre is the control building.

The Childcare Centre is the identified assembly area upon the signalling of the alarm.

The Childcare Centre has a good position to overview the emergency response and can provide evacuation to the carpark, with the building providing a shield to the effects of radiant heat.

Evacuation from the building should be undertaken from the eastern side, to the immediate carpark.

The Building should be provided with:

- Communication equipment
- Alarm control for signalling assembly
- First aid equipment
- Evacuation Equipment (to provide comfort and shelter at Radonich Park)
- Communication equipment
- Toiletries
- First aid kit
- Portable shelter
- Water

**PLANNED EMERGENCY RESPONSE - EVACUATE**

Note: An arrangement is to be entered into with a transport company to provide a priority attendance to transport children in an emergency.

**Evacuation Triggers**

Monitoring of the DFES Alerts and Warnings web page by staff <https://www.emergency.wa.gov.au> must occur at regular intervals during the fire season. (Automated devices for mobile phones are available. See DFES website).

- Assemble and Evacuate if directly advised by emergency personnel, DFES or Police
- Assemble and Evacuate if an uncontrolled fire (smoke or flame) is observed nearby.

**Time required to Evacuate** - 30 Minutes.

**Suitable Access Routes** - Radonich Park – 5 minutes drive time.

**Method of Evacuation/Transportation Arrangements** - The method of evacuation is by private vehicle.

**The capacities of the visitors must be considered and any special needs.**

**Transport**

**TRANSPORT Ph.** .....

draft

### 3. RESPONSE

#### Procedures

Upon being alerted to a fire approaching

1. Locate children to the front of the building and close to the exit
2. Close windows and doors facing east
3. Account for all children (verify against daily registration log)
4. Contact transport company
5. Keep children hydrated and calm
6. Locate fire extinguishers
7. Observe external conditions
8. Monitor condition of the building
9. Upon arrival of transport evacuate the building to the vehicle/s, take evacuation equipment.
10. Advise DFES of evacuation
11. Leave for Radonich Park
12. Advise parents/guardians of evacuation

#### Notes:

The location may be subject to smoke and ember attack. It is best to remain in the building until transport arrives in order to reduce the likelihood of minor injury and upsetting of children.

Should the building catch fire before the transport has arrived, then evacuate immediately to the carpark junction with Bluebush Avenue.

#### 4. RECOVERY

Advise DFES of arrival at Radonich Park.

Advise Parents that evacuation has taken place.

Await the All Clear advice from DFES or

Arrange collection of Children.

Upon All Clear- Chief Warden or nominee is to return to the Childcare Centre

##### **Return**

Check building for damage and any small smouldering objects and extinguish.

Monitor Building condition for 24 hours prior to reoccupation.

Advise parents of re-commencement of operation.

##### **Debrief**

Emergency Planning Committee and Emergency Control Organisation to review effectiveness and refine the Emergency Evacuation Plan.

draft

## 5. TRAINING REQUIREMENTS

Nominated persons/Office Bearers at the facility shall be trained in the following emergency management response:

- Individual roles and responsibilities.
- Access and egress routes.
- Assembly point location.
- Firefighting equipment locations
- The written procedures applicable to the site.

Nominated persons/Office Bearers attending the facility during the fire season must acknowledge that they have read and understood the emergency evacuation procedures, understand their role and responsibilities, and had any questions relating to the evacuation procedure adequately answered.

### Exercise drills

Site preparation during the fire season, undertaking inspection of the facility and knowing what to look for.

Assembly and Evacuation procedures should practiced.

Site preparation procedures can be practiced, to emulate actions before fire's arrival, and post fire passage inspection can be practiced.

Fire fighting techniques to address small fires should be practiced to create a familiarity with the firefighting equipment.

A debrief of all staff following any bushfire event to discuss any issues regarding the plan.

## 6. REVIEW

**18 September 2020**

**FIRE DANGER RATING EXPLAINED**

The Department of Fire and Emergency Services provides community and emergency advice about predicted and current conditions that advise about the level of bushfire threat.

The Fire Danger Rating FDR is based on the forecast weather conditions, the higher the rating the higher the threat.

Extreme or Catastrophic ratings are the highest level and represent unsafe conditions.

**Fire Danger Rating (DFES)**

**Emergency Warnings**

<b>CATASTROPHIC</b>	<b>EXTREME</b>	<b>EMERGENCY WARNING</b>
<p><i>The worst conditions for a fire. Homes are not designed or built to withstand a fire in these conditions. The only safe place is away from bushfire risk areas.</i></p>		<p><i>An out of control fire is approaching very fast. You need to act immediately to survive. You must leave now if it is safe to do so.</i></p>
<b>SEVERE</b>	<b>VERY HIGH</b>	<b>WATCH AND ACT</b>
<p><i>Seek out information and be ready to leave or stay and actively defend your property if a fire starts. Only stay if you are 100% prepared.</i></p>		<p><i>A fire is approaching and is out of control. Put your plan into action. If your plan is to leave, make sure you leave early. Only stay if you are mentally, physically and emotionally prepared to defend your property and you have all the right equipment.</i></p>
<b>HIGH</b>	<b>LOW - MODERATE</b>	<b>ADVICE</b>
<p><i>Be vigilant. Check your fire plan and continue to monitor conditions as they can change quickly.</i></p>		<p><i>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</i></p>

Attachment 1 – Preparation Check Lists

draft

<b>PREPARATION</b>	
<b>SEASONAL CHECKLIST</b>	<b>COMPLIES</b>
1. Ensure all roof and building junctions and gutters are clear of litter (Building Owner).	
2. Ensure easily ignited flammable materials, are not located within 3m of the building.	
3. All objects attached to the buildings are non-combustible or easily removable, and the removing mechanism is in working order.	
4. Fire Extinguisher charge levels are in working order and the instructions on use is attached.	
5. The 'control building facilities' are present and in working order.	
6. The Evacuation Diagram is clearly displayed on the inside face of the external doors.	
7. Emergency Contacts details are current and identified on the Evacuation Diagram.	
8. Ensure all staff are aware of their responsibilities as assigned by this plan.	
<b>Date of Inspection</b>	
<b>Acknowledged: NOMINEES OF THE CHILD CARE CENTRE</b>	

To be completed in the morning during the fire season (Chief Warden)

<b>DAILY PREPARATION CHECKLIST - BUSHFIRE SEASON</b>	<b>COMPLIES</b>
1. Check the DFES website for any alerts.	
2. Ensure visitors upon arrival and children's parents are aware and familiar with the evacuation procedures and the alternate collection place.	
3. Daily log book (registration of attendance) is kept on hand along with parent / guardian contact details in case of evacuation	
4. Ensure Flammable materials have not accumulated against the building.	
5. Ensure firefighting equipment and access-ways are clear of any obstructions.	
6. Ensure communication equipment is in working order, that mobile phones are charged (Emergency Kit).	
7. Ensure the first aid kit is accessible and complete (Emergency Kit) and ready to take for evacuation.	
8. Ensure sufficient drinking water is available for all visitors and ready to take for evacuation.	
9. Ensure adequate transport is available for evacuation.	
<b>Date of Inspection</b>	

Attachment 2 – Evacuation Diagram

draft

BUSHFIRE EMERGENCY RESPONSE PLAN									
<b>FACILITY DETAILS</b>			<b>EMERGENCY WARNINGS (DFES)</b>						
<b>Location -</b> 39 & 41 Lakefront Avenue Beeliar <b>Facility -</b> Childcare Centre <b>Visitors -</b> Maximum 80			<b>Vehicle Management: Visitors are expected to arrive by private transport. Ensure vehicles are available and ready for evacuation if required.</b>						
			<b>ADVICE</b>						
			<b>EMERGENCY</b>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">CONTACT PERSONS</th> <th style="width: 40%;">NAME</th> <th style="width: 40%;">CONTACT NO.</th> </tr> </thead> <tbody> <tr> <td>Owner</td> <td></td> <td></td> </tr> </tbody> </table>			CONTACT PERSONS	NAME	CONTACT NO.	Owner			<p>An ADVICE warning has been issued across telecommunications media.</p> <p>The Chief Warden to determine when to evacuate:</p> <ul style="list-style-type: none"> <li>The severity of a bushfire incident</li> <li>The approximate time for the bushfire to impact the building</li> <li>DFES and Police advice</li> <li>Preparation of the facility</li> </ul>
CONTACT PERSONS	NAME	CONTACT NO.							
Owner									
<b>Chief Wardens Role:</b> Remain informed of DFES Emergency Warnings by monitoring the website or information line <b>DFES - 13 DFES (13 33 37)</b> Emergency WA website: <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>			<p><b>DFES or Police have advised evacuation is required</b></p> <ul style="list-style-type: none"> <li>The Chief Warden will confirm with DFES or Police that the planned evacuation route is safe</li> <li>The Chief Warden will advise the assembly point and the direction for vehicles to take away from the fire threat</li> <li>Evacuate to <b>Radonich Park</b></li> </ul>						
			<b>WATCH AND ACT</b>						
			<b>ALL CLEAR</b>						
<b>Fire Reporting</b>	<b>000 (112 from mobile)</b>	DFES or Police have advised evacuation is required							
<b>DFES Emergency Information</b>	<b>13 33 37</b>	<ul style="list-style-type: none"> <li>Turn off evaporative air conditioning</li> <li>Assemble at building</li> <li>Account for all visitors</li> <li>Close all doors and windows</li> <li>Move to vehicles and evacuate to</li> </ul>							
<b>WA Police</b>	<b>000 (112 from mobile)</b>	Chief Warden is to confirm route is safe following advice from DFES or police							
<b>WA Ambulance</b>	<b>000 (112 from mobile)</b>								
<b>Bureau of Meteorology</b>	<b>1300 659 213</b>								
		When the area has been deemed safe by emergency services:							
		<ul style="list-style-type: none"> <li>return to the site</li> <li>check grounds for any smouldering objects</li> <li>advise the manager of your return</li> <li>monitor grounds and buildings, particularly roofs for smouldering material and small fires for 24 hours after the event. Extinguish small fires if safe to do so</li> </ul>							

**BUSHFIRE EMERGENCY EVACUATION PLAN**



**39 & 41 LAKEFRONT AVENUE BEELIAR**

**EVACUATE**

**ON ADVICE (DFES) TO LEAVE or if you see an uncontrolled fire.**

Seek instructions from the Emergency Services Incident Controller (DFES officer managing the fire). Contact DFES at 13 33 37.

**Advise of location and children present**

Assemble Account for all visitors.

**LEAVE**

Exit from building to vehicles.

Evacuate to Radonich Park unless otherwise instructed by DFES.

Turn right onto Spearwood Avenue and onto Beeliar Drive and continue to the shopping centre and Radonich Park.

Advise DFES of your arrival at Radonich Park.

Advise Parents of Child Pick up location

	Name
Chief Warden	
Warden	
Warden	
TRANSPORT	

draft

APPENDIX 3 – References

## GENERAL REFERENCES

SA Department of Environment and Natural Resources, Government of South Australia, 2012 *Overall Fuel Hazard Guide for South Australia*

WA Department of Planning 2016, *Visual Guide for bushfire risk assessment in Western Australia*

Standards Australia 2010, *Australian Standard AS 3745:2010 Planning for emergencies in facilities*

Standards Australia 2009, *AS 3959-2009 Construction of buildings in bushfire-prone areas*, Sydney

Standards Australian and Standards New Zealand 2009, *Australian Standard / New Zealand Standard ISO 31000:2009 Risk management – principles and guidelines*

Western Australian Planning Commission (WAPC) 2015, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, Western Australian Planning Commission, Perth, Perth

Western Australian Planning Commission and Department of Fire and Emergency Services (WAPC and DFES) 2017, *Guidelines for Planning in Bushfire Prone Areas Version 1.3*, Western Australia

Office of Bushfire Risk Management (OBRM), *Bushfire Risk Management (BRM) Plan Guidelines*, viewed November 2015

City of Cockburn, *Bushfire Risk Management Plan 2015 - 2020*

## Online references

Office of Bushfire Risk management (OBRM) 2017, *Map of Bush Fire Prone Areas*, viewed September 2019, <<https://maps.slip.wa.gov.au/landgate/bushfireprone/>>

West Australian Local Government Association **Environmental Planning Tool (EPT)**  
<https://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/Environment/Environmental-Planning-Tool/EPT-Conditions-of-Use.pdf.aspx?lang=en-AU>, viewed May 2019

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## ATTACHMENT 4 – SCHEDULE OF SUBMISSIONS

DA19/0729 – 39, 41 &amp; Reserve 49523 Lakefront Avenue, Beeliar

No.	Name/Address	Submission	Officers Recommendation
1	1 Shrike Lane, Beeliar	<b>Objection.</b> <ol style="list-style-type: none"> <li>1. Can't understand why we need another child care.</li> <li>2. I feel it will spoil the natural environment look of the lake etc.</li> <li>3. It will create a terrible traffic hazard along the bluebush avenue. It's very dangerous and overly busy along that road already.</li> </ol>	<p><b>1. Noted.</b> There is an existing Child Care Centre at 4 Bluebush Avenue, Beeliar. The City is unable to direct proponents towards particular land uses, where an application for planning is made the City is required to assess each application under the relevant planning framework. With regard to the proximity of the existing Child Care Centre, <i>State Planning Policy 4.2 – Activity Centres for Perth and Peel</i> section 6.5 states <i>competition between businesses of itself is not considered a relevant planning consideration</i>.</p> <p><b>2. Noted</b> The proposal is able to be considered at the subject site as it is a Permitted use under the City's Town Planning Scheme No. 3. Any development upon the site is likely to create a variance to the existing streetscape, it is not considered that this particular proposal creates an undue impact to the natural or built environment.</p> <p><b>3. Noted</b> The proposal was submitted with a Traffic Impact Statement which has been reviewed by the City's officers who have determined that the existing road capacity and anticipated usage from the proposal can be accommodated within the existing road network.</p>
2	38 Lesueur Pass, Beeliar	<b>Objection.</b> <ol style="list-style-type: none"> <li>1. Parking congestion and crowding of areas. Large (double story) building enclosing existing grassed and cafe areas.</li> <li>2. Childcare facility does not best make use of, or add to the value the community assets in the immediate area, such as the park, recreation and fitness and the lake.</li> <li>3. Removal of a public space. The 'grassed'</li> </ol>	<p><b>1. Noted.</b> It is noted that parking is the key variation being proposed. The City has taken into consideration that the subject site is unable to accommodate on-site parking without having to remove several existing on-street bays. Child Care Centres should generally be located with Local or District Centres which allow for reciprocal use of parking with itself and the other uses/business within the Local Centre.</p> <p><b>2. Noted.</b> A Child Care Premises is a Permitted use in the Local</p>

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		<p>area (which is the land in question) alongside the decking/walkway creates an open feel to the area to run, cycle or walk though. with the proposed plans, the walkway becomes an enclosed tunnel.</p> <p>4. The development offers little to no benefit to the community, with another 2 childcare centres a stones throw away. Any development in the area should be shared or open to community access for park use, recreation, fitness or provide some social benefits.</p>	<p>Centre zone and can be considered for approval. The City is not the developer of this proposal, rather it is assessing an application that has been received. A Child Care Centre is a Permitted use within the Local Centre zoning, the City is unable to direct proponents towards specific land uses other than via the planning framework.</p> <p><b>3. Noted.</b>                  Whilst the site is currently vacant and may appear as part of the lake and adjoining reserves it is zoned land capable of development and is not part of the public open space. The development does not protrude over its boundaries and the boardwalk, 2.1m wide, is being retained.</p> <p><b>4. Noted.</b>                  Please see submission 1, point 1.</p>
<p>3</p>	<p>6/28 Lakefront Avenue, Beelias</p>	<p><b>Objection.</b></p> <p>I have a business that is situated immediately opposite the proposed site. I have the following objections to the proposal.</p> <ol style="list-style-type: none"> <li>1. A double story building will affect my natural light.</li> <li>2. The noise of the children playing will effect my noise levels in my salon and beauty rooms. My clients come to my business to relax and i believe that this aspect of my business will be effected by the noise of children playing.</li> <li>3. i am concerned about the lack of extra parking bays that will be required. We already have parking issues at times and</li> </ol>	<p><b>1. Not supported.</b>                  The proposal is 20 metres from the existing Beelias shopping centre and will only impact upon natural light in the early morning hours as the sun rises. Notwithstanding the above, commercial premises such as the proposed child care centre and shop do not come into consideration for measuring solar access.</p> <p><b>2. Noted.</b>                  An Acoustic report was submitted with the proposal which demonstrates to the City's satisfaction that noise can be appropriately mitigated with screen walls, design of the building and ensuring only a certain number of children in the outdoor play areas at any one time.</p> <p><b>3. Noted</b>                  It is noted that parking is the key variation being proposed. The City has taken into consideration that the subject site</p>

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 DA19/0729 – 39, 41 & Reserve 49523 Lakefront Avenue, Beeliam

		<p>having to accommodate for another 12 bays will mean that my clients may not have parking to my visit my business.</p> <p>4. The road is already a concern with the speed that cars travel down it at times and i don't think that this will be improved by parents dropping off and picking up their children.</p>	<p>is unable to accommodate on-site parking without having to remove several existing on-street bays and the landowner/applicant should not be unfairly refused the right to develop due to existing parking congestion at a nearby site.</p> <p><b>4. Noted.</b> Speeding is a Police matter that the City cannot enforce.</p>
4	Shop 1, 28 Lakefront Avenue Anonymous	<p><b>Objection.</b></p> <p>As the owner of the cafe adjacent to the proposed centre I would welcome any extra foot traffic however I have a major concern regarding parking.</p> <p>1. The carpark is already a nightmare with cars flying through and being paved children don't understand it's a road. Potentially 60 extra cars with mums and toddlers will be chaotic. My busy time is 6-930am which i'm assuming will be the same for the proposed centre. I am concerned my customers won't be able to access my premises . At present 7 of the 12 bays opposite are used by staff of the Beeliam Shopping Centre. It is a dangerous car park and over the almost 10 years i've been at the centre there have been many bingles and near misses. It definately needs to be addressed.</p> <p>2. I have contacted the council verbally many times with my concerns to ask about speed bumps or some traffic calming measures to slow cars down. Maybe this is something the developers of the new centre could look</p>	<p><b>1. Noted</b> Please see response to Submission 2, Point 1 and Submission 1, Point 3.</p> <p><b>2. Supported</b> The City can investigate traffic control measures on Lakefront avenue.</p>

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 DA19/0729 – 39, 41 & Reserve 49523 Lakefront Avenue, Beeliar

5		<p>at providing</p> <ol style="list-style-type: none"> <li>1. Whilst we dont object to this application, it seems ludicass for their to be no provision for parking. We already have pressure on parking when junior sport is training or playing on the oval, or if there is a function on in the community centre. The council has not provided much parking at all for the use of this oval and community centre; the parking is very limited. However there is plenty of wasted space surrounding the oval which could be developed into more parking, ie along the Grange and Kowara drive.</li> <li>2. Could council instestigate providing more parking for the use of this oval, community centre, and this child care centre.</li> </ol>	<p><b>1. Noted</b>                  It is noted that parking is the key variation being proposed. The City has taken into consideration that the subject site is unable to accommodate on-site parking without having to remove several existing on-street bays and the landowner/applicant should not be unfairly refused the right to develop due to existing parking congestion at a nearby site.</p> <p><b>2. Supported</b>                  The Council can investigate providing more on-street parking along the existing verge of Kowara Dale and the Grange to provide more parking options of sport and recreation.</p>
6	<p>17 Buttercup way                  Beeliar                    &amp;                  43 Coppito circle                  Beeliar                    1</p>	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. The serenity and community feel found by the lake will be destroyed by the introduction of buildings to this site, especially multi story buildings.</li> <li>2. We have a childcare centre on the other side of the block, plus many others a short drive away.</li> <li>3. This is a selfish development which is inconsiderate of the community. Being a Beeliar resident for over 20 years, I would hate to see our community over run by industrialised buildings only built for with profit in mind. We are a community focused area, Please keep it that way and leave our lake alone.</li> </ol>	<p><b>1. Noted.</b>                  The proposal is a two storey building within a maximum height of 7.02m. It is agreed that development of the site will change the existing streetscape and view towards the Lake from the existing shopping centre and some residents from the west of the site. It is considered the proposal has taken measures to design the building in response to its Lakefront location through timber panelling, integrated signage and deep soil zone for planting.</p> <p><b>2. Noted.</b>                  Please see response to Submission 1 – Point 1.</p> <p><b>3. Noted.</b>                  The land is zoned Local Centre and a Child Care Premises is a permitted use.</p>

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7	34 Mannikin Heights Beeliar WA 6164	<p><b>Objection.</b></p> <p>1. There is already a childcare centre in the same block of shops. It makes zero business sense, especially given the economic market and that child care centres are struggling economically. There are many child care centres in the area. I think it would be detrimental to the existing child care centre and the proposed child care centre and it is likely the two would struggle financially.</p>	<p><b>1. Noted.</b> Please see response to Point 1, Submission 1.</p>
8	87 Lesueur Pass, Beeliar	<p><b>Objection.</b></p> <p>1. The development of the lakefront area, if approved at all, should be as an entirely free to use public space. E.g. somewhere to sit under cover after getting take away food from across the road; outdoor gym; bike repair station; sculpture/art park; I'm sure the community have other suggestions.</p> <p>2. To build further upon it would diminish the amenity of the existing spaces. If it is deemed so important to have two childcare centres within a 50m radius of each other, then worry yourselves with making better pedestrian and cycling infrastructure instead of noting that street parking can make up the difference.</p> <p>3. I access the shops there by foot or bike and it's already risky enough with the parking design, inviting more cars and young children increases the risk of a nasty accident.</p>	<p><b>1. Noted.</b> The subject site is zoned Local Centre and able to be developed into a Child Care Centre. The City cannot require the developer to provide the area as public open space free for the community to use..</p> <p><b>2. Noted.</b> Please see response to Submission No. 1 – Point 1.</p> <p>Supported – The City can investigate an upgrade to cycling and pedestrian facilities within the area.</p> <p><b>3. Noted.</b> Lakefront Avenue in front of the shops is a relatively low speed environment, whilst the proposal will lead to more traffic within the area the City officers have assessed that the additional traffic can be accommodated within the existing road network.</p> <p><b>4. Noted.</b> Please see response to Submission 2 – Point 2.</p>

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		<p>4. If you think that more children = more parents spending more money at the local shops then maybe consider why there are still empty shopfronts in that complex. Encourage a quality butcher, bakery, watch/shoe repair/key cutting or other essential service to start up instead of creating more congestion by duplicating businesses</p>	
9	17 Nasturtium gardens Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. Location is terrible (lake and children!)</li> <li>2. No parking is terrible idea This area Should be kept for picnics or bare</li> </ol>	<p><b>1. Noted.</b> The <i>Child Care Services (Child Care) Regulations 2006</i> require a Child Care premises within close proximity to water bodies to be fenced off from the water body by a minimum 1.2m high fence and any gated access having a sufficient self-locking mechanism.</p> <p><b>2. Noted.</b> Please see response to Submission 2 – Point 1 and Submission 2 – Point 8.</p>
10	27 Birkett Avenue, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. I feel this space would be better used for something else. You have a small lake there and a boardwalk, why not restaurants, have that space in Beeliar known for quiet night life?</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 2, Point 2.</p>
11	5 Gannet Way, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. As a local resident i feel that the community would benefit more from some other kind of facility or service that does not already exist in the same area.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 2, Point 2.</p> <p><b>2. Noted.</b> Please see response to Submission 1 – Point 3 and submission 1 – Point 1.</p>

## ATTACHMENT 4 – SCHEDULE OF SUBMISSIONS

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		<p>2. I am concerned about the increase in traffic at an already busy (and dangerous) spot at daycare pick up and drop off times and I am worried about the negative economic impact on the existing Buggles Childcare centre.</p>	
12	Anonymous	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. There is already a large, established childcare centre less than 50m from this site. The competition would not be fair on either business.</li> <li>2. The lake and its views are a huge part of this area of Meve Estate. To put a two storey building here would very much ruin the existing open and peaceful ambience of the space.</li> <li>3. The carpark is not large enough to deal with extra traffic generated from a building on this site. To use nearby street parking to supplement this would create inconvenience and extra noise for nearby residents.</li> <li>4. The noise of the children playing in the proposed outdoor area would be amplified by the lake and would be disruptive for nearby residents.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 - Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 6 - Point 1</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 2.</p> <p><b>4. Noted.</b> Please see response to Submission 3 - Point 2.</p>
13	12 Bettong Way Beeliar WA 6164	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. Why build another child care facility so close to Buggles.</li> <li>2. Why can't we have a Restaurant</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1, Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2, Point 2.</p>

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		overlooking the lake?	
14	65 Peregrine Circle, Beeliar	<p><b>Objection.</b></p> <p>1. This development won't lead to improvement in amenity for the community, particularly along the lakefront and what is the 'town centre' for this section of Beeliar. There are plenty of other uses for this land (such as hospitality, retail or commercial) that would allow all sectors of the community to engage with the lakefront precinct.</p>	<p><b>1. Noted.</b>                      Please see response to Submission 1, Point 1 and Submission 2, Point 2.</p>
15	6 Echidna Link Beeliar 6164	<p><b>Objection.</b></p> <p>1. The Development Plan image on the first page gives a false representation of the view from the roadside. Firstly the image shows what appears to be a SEA view to either side of the buildings.</p> <p>2. Secondly there is a SMALL man made pond with water feature immediately behind which will be obscured by the building. This is a deliberate misleading attempt by the architects to present a picturesque impression. Planning Application depicts a LAKE. This is no lake, rather it is a small man-made water feature.</p> <p>3. Timber reveal on the outside is not visually aligned with the immediate surroundings. A timber reveal is better suited in a forest setting, and Beeliar suburb is not in a forest setting. This will be an eyesore.</p> <p>4. TIS by Harley Dykstra clearly states that</p>	<p><b>1. Noted.</b>                      The drawings themselves are accurate and reflect the building as proposed. Often architectural drawings will show elevations without the surrounding context so the building itself can be focused upon.</p> <p><b>2. Noted.</b>                      The ground floor, upper floor and roof plan all show the existing Lake on the plans. Whilst the plans do not state 'man-made Lake' it accurately captures the size of the Lake.</p> <p><b>3. Noted.</b>                      Please see response to Submission 1, Point 3.</p> <p><b>4. Noted.</b>                      The Traffic Impact Statement provides an assessment of the impact upon traffic and congestion but does not provide a road safety audit. Lakefront Avenue in this location is a low speed environment due to the on-street car parking and change in road texture which encourages</p>

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		<p>"the subject site has no usable frontage to Lakefront Avenue due to the existing street parking bays within the Lakefront Avenue road reserve. Further, the site cannot achieve safe access or egress on its secondary street boundary, to Bluebush Avenue." Therefore a car parking DISPENSATION has been recommended. Further, based on information provided by CoC as regards the parking capacity at the Functions Hall etc they have arrived at a consensus there to be no competition for parking during peak hour. Over time this will undoubtedly lead to parents 'flooding' out nearby parking lots as they drop/pickup their children. This will create immense foot traffic across the immediate Lakefront Avenue leading to possible accidents and has a high potential to cause DEATH by someone being run over. I am also astounded the TIC provided by Harley Dykstra has ZERO safety concerns listed. Not even one. I find this hard to believe especially with the anticipated increase in traffic. I assert that Harley Dykstra have not undertaken a Risk Assessment. I propose the Risk Assessment be made public, firstly to determine it has been done in accordance with the respective national standards, and secondly to ensure it actually identifies the correct mitigation to the risks.</p> <p>5. I am of the opinion the original DA for the Beeliar site did not include for a monstrosity of a building to be built directly adjacent to</p>	<p>drivers to slow down.</p> <p><b>5. Noted.</b>                  There original Development Application for the site was a temporary Sales Office to facilitate the sale of residential land during the early years of Beeliars' development. There have been no other development applications lodged on the site with the City.</p>
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		the man-made water feature. Can the original DA be made public to show the residents of Beeliar that in fact such a monstrosity was originally planned?	
16	10 Regelia vista, beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. A two stort building will be an eyesore and especuilly when we have a daycare 50 meters across the road.</li> <li>2. The space would be better used for something else such as a bakery or cafe or restaurant...a local business that the area does not already have</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 6, Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2, Point 2.</p>
17	54 Mannikin Heights, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. A large 2 story childcare centre will detriment both the aesthetics of the lake and recreation area as well create a large amount of noise from children playing thus ruining the ambience of the lake.</li> <li>2. Another issue is the fact there is a childcare centre only 50m away returning a retail/hospitality space into predominantly a 'care' space. We lack a winebar/restaurant (other than an Indian Restaurant constantly under new management). Surely this would build to the beauty of the lake with waterfront tables to enjoy the space. It would be a mistake to develop the space to become a daycare facility when much better facilities could utilise such a prime location.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 3, Point 2 and Submission 6, Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 1, Point 1 and Submission 2, Point 2.</p>

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		This is coming from a father of young children.	
18	8 Gannet Way, Beeliam	<b>Objection.</b>	<b>Noted.</b>
19	141 The Grange Beeliam	<p><b>Objection.</b></p> <p>I object to the proposal for 2 reasons.</p> <ol style="list-style-type: none"> <li>1. The first being I believe the building will spoil the whole ambience of the lakefront which is the most impressive thing about the suburb. When I first came to the suburb 4 years ago to attend a home open, it was the lakefront that convinced me this was where I wanted to live. The proposed building will totally spoil the look of lakefront and I believe the proposal is being considered based on financial benefits not those in the interest of the community.</li> <li>2. Secondly I believe the parking area at the lakefront shops will be severely impacted by a child care centre and as a result will be very dangerous to residents. This decision should not be made at council offices this should be assessed on the ground with councillors attending the lakefront site both in the morning and after school as well as</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 6, Point 1</p> <p><b>2. Noted.</b> The decision is being made by Council on 11 June 2020. City officers have attended the site several times for site photos and to gain an understanding of the site.</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 1.</p>

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		<p>around 5 to 6 pm when many parents would be dropping off and picking up their children.</p> <p>3. I strongly believe this decision will put the lives of residents, especially children at risk owing to a huge increase in traffic at the shopping centre. Parents will not use the bays along the lake unless all bays in the car park are full - that is just human nature. Please do not sell out our beautiful lakefront for purely financial reasons. Thank you</p>	
20	72 Senecio Lane Beeliar WA 6164	<p><b>Objection.</b></p> <p>1. I believe having another child care centre with in a few metres of an existing child care centre will be detrimental to the existing one and I don't believe we have enough young children to run two facilities so close to each other.</p> <p>2. I don't think the proposed site is suitable for a day care centre and poses many safety risks with the pond.</p> <p>3. I would like to see the site developed for a cafe or bakery.</p>	<p><b>1. Noted.</b> Please see response to Submission 1 - Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 9 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 2.</p>
21	9 Centaury Close Beeliar	<p><b>Objection.</b></p> <p>1. This is a terrible place for a new day care centre. There is currently one just a block away from this proposal.</p> <p>2. The car parking area is not suitable for accomodating the traffic as it gets really busy there already not to mention how slim</p>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 1 – Point 3 and Submission 2 – Point 1.</p> <p><b>3. Noted.</b></p>

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		<p>it is going through.</p> <ol style="list-style-type: none"> <li>3. A two story building will also completely cut off the view and natural light to the shops that are already established there.</li> <li>4. If there is a need for a child care centre in the area somewhere quieter with less traffic would be better.</li> <li>5. There is a daycare there already and another one down the road. How about a pub?</li> </ol>	<p>Please see response to Submission 6 – Point 1.</p> <p><b>4. Noted.</b> Please see response to Submission 1 – Point 3.</p> <p><b>5. Noted.</b> Please see response to Submission 2 – Point 2.</p>
22	64 Mannikin Heights, Beeliar, 6164	<p><b>Non-objection.</b></p> <p>I think it's a great plan. It will provide more local options for child care that is needed!</p>	<p><b>Noted.</b></p>
23	1 Ranunculus Court, Beeliar, 6164	<p><b>Objection.</b></p> <p>I would like to offer up some thoughts for consideration as part of this public consultation process. PUBLIC AMENITY/ENVIRONMENT</p> <ol style="list-style-type: none"> <li>1. The rear of the building is not particularly slightly for everyone looking across the lake at the shop precinct. All the design effort has been put to the front which is only seen by potential customers/shoppers. Everyone passing through Beeliar (east) will see the back of the building. Blech.</li> <li>2. The outdoor deck appears to occupy a large % of the public deck/walkway around the lake. In some places the public</li> </ol>	<p><b>1. Noted.</b> The majority of the design has been placed into the front façade facing Lakefront Avenue. A 2.4m visually permeable fence abuts the rear (Lake side) of the premises and the two storey component provides surveillance over the Lake and boardwalk. A Schedule of Materials, Finishes and Colours is recommended to be imposed to ensure the fencing is of an appropriate standard and look.</p> <p><b>2. Noted.</b> The proposal does not protrude over its boundaries. The pathway/boardwalk is remaining in place and is approximately 2.1m wide. Similarly, on the Lakefront Avenue side the first 1.4m of the site is to be utilised as a footpath.</p>

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		<p>access/pathway has been reduced by 1/3 and one particular stretch (parallel with Lakefront Drive) seems to be almost ½ its original size (though sizes are not marked). This pathway should be preserved for enough width for groups to pass together rather than single file (parents with small kids on bikes, you don't want them going ahead alone on the edge of a water-feature. Elderly on scooters, wide prams, mums with prams walking together, walking groups etc). Too narrow.</p> <p>3. Acoustic report does not appear to take the adjacent lake into account. Water amplifies and transmits sounds considerably. Therefore the properties deemed to be 'neighbouring' should be increased/widened and consideration given to construction on wildlife using the lake (including nesting birds).</p> <p>4. Not entirely sure why a private development would be granted over the top of public space (the lake) at all. PARKING/TRAFFIC/SAFETY</p> <p>5. The various documents provided in this consultation variously refer to the number of staff as 6 and 14 respectively (item 6.0 of the traffic report) and occupancy numbers from 58 to 80. Inconsistent. That is 6-14 parking bays permanently taken out of circulation (6.30am to 6.30pm for just one tenant). 2. Documents vary re: occupation caps 58 to 80. That's anything from 120-160 pick-up/drop-offs during known peak periods morning and after-school hours.</p>	<p><b>3. Noted.</b> Please see response to Submission 3 – Point 2.</p> <p><b>4. Noted.</b> Please see response to Submission 2 – Point 3.</p> <p><b>5. Noted.</b> The maximum number of staff on premises at any one time is 6, it is likely the 14 reflects the anticipated number of staff in total but not all working at one time. The number of children on site is 58, and is recommended to be conditioned as such.</p> <p><b>6. Noted.</b></p> <p><b>7. Noted.</b></p> <p><b>8. Noted</b> A universal bay is not required for a Child Care Premises under the City's Town Planning Scheme No. 3. As the existing bays are being used there is no requirement for an additional universal bay.</p> <p><b>9. Noted.</b> A Construction Management Plan is recommended to be imposed on the proposal which will address issues such as parking during the construction phase.</p> <p><b>10. Noted.</b> Please see response to Submission 1 – Point 3.</p> <p><b>11. Noted.</b> The Council report acknowledges the nearest bus stop to the site is on The Grange.</p>
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		<p>Their own report estimates 250+ 3. Business is relying on a tenuous inference from an old development plan (which originally showed 'alfresco activity' in that site) and assumed that developers 'knew' that a business there wouldn't need its own parking. I doubt they imagined a business would have up to 14 staff parking there every day and 80 families visiting daily. This inference is rubbish.</p> <p>6. This business will operate during school holidays when community centre parking is heavily used for sporting &amp; community groups (including events on the oval).</p> <p>7. Would like to see an *actual* parking/traffic survey done to show peak usage in area (and traffic) rather than just figures created from textbook averages.</p> <p>8. City of Cockburn will make a Universal access bay for use by customers of this business which typically requires 2 bays to accommodate. Further reduces bays available to locals.</p> <p>9. Parking during construction – trades, blockages, fencing. Not addressed in parking survey.</p> <p>10. 250+ additional traffic movements would be considerable. Have used a technicality to minimize the apparent impact of this in the report. LakeFront drive is not used as a major road (regardless of gazetting) because of constant parking traffic, traffic calming and similar. The paving is even a different colour to distinguish it from other roads in the area as part of CEPTED</p>	<p><b>12. Noted.</b>                  The bins are stored within an external waste store adjacent to Bluebush Avenue. It is an inevitable component of every development that waste is generated, the bins will only be outside of the bin store on bin day.</p> <p><b>13. Noted.</b>                  Please see response to Point 9 above.</p> <p><b>14. Noted.</b>                  The planning framework does not state that 'surfmist colour bond' cannot be used on Commercial buildings. With regard to glare, the roof is 40m from the nearest residential dwelling.</p> <p><b>15. Supported.</b>                  A revised landscaping plan to provide more detail as to species numbers is recommended as a condition of approval.</p> <p><b>16. Noted.</b>                  The City cannot presume that the building and development will not be maintained. A schedule of Materials, Finishes and Colours is recommended as a condition of approval and the building shall be maintained following its approval.</p> <p><b>17. Noted.</b>                  Please see response to Submission 1 – Point 1 and Submission 2 – Point 2.</p>
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		<p>principles. It is a slow traffic, parking heavy road infrequently used as a thorough fare. Feels disingenuous for them to call it a major road just to make their stats look better. Would want to see ACTUAL traffic figures across time periods before council blithely accepts this one.</p> <ol style="list-style-type: none"> <li>11. Public transport has now changed (item 8.0). Nearest bus stop is on The Grange.</li> <li>12. The fenced bin area as shown on the design will mean the multiple bins sitting right out on the corner of Lakefront Drive/BlueBush Ave which will make an unsafe environment for traffic in that area (esp for those trying to turn). Waste trucks currently come between 6.30 and 9am which is peak traffic time in that area and moreso with a new childcare facility dominating the corner.</li> <li>13. No safe access around the lake during construction (footpath and timber decking closed) forcing families onto Lakefront Drive to pass. Nothing in the DA about how pedestrian and vehicular traffic will be managed during construction. DESIGN</li> <li>14. Surfmist colorbond sheeting too close to zincalume for houses looking down onto it. Glare ahoy.</li> <li>15. Landscape plan not submitted but there doesn't seem to be any/much screening to rear or landscaping consideration to soften impact of the built form. This is a natural area, needs to be addressed. Not enough to make a building brown.</li> <li>16. That's a lot of timber/brush screening</li> </ol>	
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		<p>around the site. I can't help but think about how cruddy that's going to look as they struggle to fill their vacancies and money is tight. They're not going to be spending \$\$ on aesthetic maintenance. Requirement to construct screening out of a composite/recycled product that will still look good in 10 years?</p> <p>17. Thank you for the opportunity to comment. To my mind this space would be *so* much more suited to some kind of landscaped/art instalation/interpretive hub which can be used by the community than shoehorning such an intensive business in just 50m from one which isn't even fully occupied. If Beeliam (east) requires another daycare centre so desperately then how about positioning one elsewhere where it can be more 'local' for people who live up top or down toward the Regional Park.</p>	
24	22 Lakefront Ave Beeliam	<b>No Objection.</b>	<b>Noted.</b>
25	21 Cockatiel Way Beeliam	<p><b>Objection.</b></p> <p>1. It seems superfluous to have 2 childcare centres within such a small distance to each</p>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2 – Point 2.</p>

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		<p>other.</p> <ol style="list-style-type: none"> <li>2. There are so many uses of that space that would benefit the community.</li> <li>3. Seems strange to have a childcare facility on an unfenced lake.</li> <li>4. The proposed site will cause congestion at the access to other shops as the existing childcare does in accessing the lane behind the shops and car park.</li> </ol>	<p><b>3. Noted.</b> Please see response to Submission 9 – Point 1.</p> <p><b>4. Noted.</b> Please see response to Submission 1 – Point 3.</p>
26	1 Nobilis Street, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. As I don't know the community statistics, it would be unfair for me to say that there is no need for another childcare centre; however, there is definitely no need for a childcare centre to be in that location. Evidently, having two centres within 50-100m of each other is absurd.</li> <li>2. Cafes or other community gathering buildings would be much more appropriate.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2 – Point 2.</p>
27	3 Echidna Link Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. There is a daycare already established a few metres up the road!</li> <li>2. Putting a building there will spoil the area. So many people enjoy the view of the lake and walk around the lake every day. There is no need for another daycare.</li> <li>3. You have already spoiled the area by building town houses next to the carpark.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 6 – Point 1.</p> <p><b>3. Noted</b> The proposal at 31 Lakefront Avenue was a Public Works application in which the City provides a recommendation to the Western Australian Planning Commission who is the determining authority. That land is similarly zoned as Local Centre and Multiple Dwellings are a Permitted use.</p>

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		Establish a beautiful garden instead!!	Please see response to Submission 2 – Point 2.
28	22 Nankeen Elbow, Beeliar WA 6164	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. We do not need another daycare centre we already have one opposite the medical centre it's a ridiculous use of waterfront space.</li> <li>2. kids play area like a skatepark or more restaurants or a nice bar would be more appropriate in a residential area.</li> <li>3. The proposed building is ugly and unnecessary!</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2 – Point 2.</p> <p><b>3. Noted.</b></p>
29	24 Waylen Square Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. Firstly there is already a daycare so close, and a few in the area already.</li> <li>2. It is also close to the water.</li> <li>3. The space could be used for something that the community doesn't already have!</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 9 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 2.</p>
30	14 Catspaw Avenue Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. An awful place to build. The lake is gorgeous and the daycare centre could be built elsewhere. I love seeing the ducks waddling on that piece of land. Leave it as is.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1 and Submission 6 – Point 1.</p>

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31	11 Centaury Close Beeliar 6164	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. That area should be kept as parkland / Lakefront.</li> <li>2. there is a Child Care Center 100m away, why another?</li> <li>3. This development will change the entire atmosphere of the village and not to mention the parking and traffic chaos that it will create. Please reconsider! Many thanks</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 2 – Point 3.</p> <p><b>2. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>3. Noted.</b> Please see the response to Submission 1 – Point 3 and Submission 2 – Point 1.</p>
32	Beeliar Community Voice	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. BCV Inc. have been working with the City and our local member Fran Logan for over two years regarding the lots on Lakefront Avenue, trying to work out how the City may be able to acquire the lots from the Department of Communities for public open space, for the community to enjoy and use in conjunction with the Community Centre, Shopping Precinct and Reserve. The wider community feel very strongly about the Lake and the surrounding area of the Shopping Precinct – the community have embraced the area, have adopted the Lake as part of BCV's Adopt-A-Spot Program, and are very proud to have such a great open space in the community that they can enjoy.</li> <li>2. The Lots in question are in the middle of the local hub for the area, which is highly used by locals, the Primary School across the Reserve, and is a major space utilised by the resident sporting clubs at the Reserve.</li> </ol>	<p><b>1. Noted.</b> The City is aware that the community group have been working towards having the subject site purchased or transferred to the City and utilised as part of the surrounding open space. Until such time as that may occur, the subject site is zoned Local Centre and the City has an obligation to assess all applications that are lodged.</p> <p><b>2. Noted.</b></p> <p><b>3. Noted.</b> Please see response to Submission 1 – Point 1 and Submission 6 – Point 1.</p> <p><b>4. Noted.</b> Child Care Premises are required to comply with the <i>Child Care Services Act 2007</i> and <i>Child Care Services (Child Care) Regulations 2006</i> which require specific amount of outdoor and indoor play area per Child. The proposal complies with the above legislation.</p> <p><b>5. Noted.</b> Please see response to Submission 2 – Point 1.</p>

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		<p>The Lake’s boardwalk is used by many as part of their exercise routine, proving popular for the elderly, mum’s with prams, and children on different modes of transport due to the easy access and gentle nature of the walk around the area. The local shops adjacent to the lots enjoy a pleasing outlook on the local hub, especially for the food premises and their patrons who enjoy numerous hours outside enjoying their time with friends and families in a beautiful open outdoor setting.</p> <p>3. Major concerns exist concerning how this proposed development will affect not only the look and atmosphere of Lakefront Avenue, but how it will affect the existing Child Care Centre that is located within 100 metres of the site. The existing Centre has a capacity for 99 children, and over the past couple of years they have not been running anywhere near at capacity – this would suggest that there is not a demand for further spaces in the immediate area, and with all the other available centres nearby there is no need for a new centre.</p> <p>4. Also, it is not common to have a two-storey building for a childcare centre, due to the need for appropriate outdoor space for play. With the lots being the size and shape they are, and the need for an upper outdoor deck that will hang over the ground level outdoor area, there are concerns that the space is not big enough to provide for 58 children, and there are concerns about safety of having an upper deck with stair access to</p>	<p><b>6. Noted.</b>                  Please see response to Submission 1 – Point 3. The City can investigate the potential for additional parking near the School and along the reserve.</p> <p><b>7. Noted.</b>                  The current proposal does not include a pick up and drop off service.</p> <p><b>8. Noted.</b>                  Please see response to Submission 27 – Point 3.</p> <p><b>9. Noted.</b>                  Please see response to Submission 23 – Point 9.</p> <p><b>10. Noted.</b>                  Bluebush Avenue has a reasonable number of on-street parallel parking bays available to residents and users of the reserve. The City can investigate the potential for more parking bays surrounding the reserve.</p> <p><b>11. Noted.</b></p> <p><b>12. Noted.</b></p> <p><b>13. Noted.</b>                  The City can liaise with the service provider to ensure bin collection is completed between anticipated peak periods such as the morning and afternoon. The only feasible location for bin collection is the corner of Lakefront Avenue and Bluebush Avenue.</p> <p><b>14. Noted.</b>                  Please see the answer above.</p>
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		<p>ground level. The plan to house the under 2-year-old rooms upstairs would indicate that toddlers will be using the upper outdoor deck.</p> <p>5. Parking will prove to be a major issue, even though most of the traffic for the Centre might be at the beginning and end of their opening hours. 6 parking bays for staff on Lakefront Avenue will be lost to the community who use the parking throughout the day, and it has already been identified that there is insufficient parking space for the current shopping precinct and Community Centre.</p> <p>6. With pick up and drop off times being staggered in the morning and afternoons for the proposed Centre, this will coincide with the heavy vehicular traffic that uses Lakefront Avenue to access the Primary School on the other side of the Reserve, as well as those who are currently using the existing Child Care Centre. Many parents are parking along Lakefront Avenue in order to walk their children to the Primary School, as there is a major lack of parking near the school itself, and many utilise the time to do extra shopping as they go about their school runs.</p> <p>7. Will the proposed childcare centre in future try to offer a service to drop-off and pick-up children to local schools in the area? If so, where will their vehicles reside when not in use?</p> <p>8. There have already been major concerns lodged with the City regarding vehicular and</p>	<p><b>15. Noted.</b></p> <p><b>16. Noted.</b>                  Speeding is a Police matter that the City cannot enforce.</p> <p><b>17. Noted.</b>                  Please see response to Submission 6 – Point 1. The proposal is 20 metres from the existing shopping centre and the road will not be enclosed by the development, the intention under the Structure Plan was for a ‘Main Street’ development which has a built form on both sides of the street.</p> <p><b>18. Noted.</b>                  Please see response to Submission 6 – Point 1. It is likely that reciprocal use of the Child Care Centre and existing shopping centre will occur (for example – parents dropping off children and collecting a coffee or groceries from the existing shopping centre).</p> <p><b>19. Noted.</b>                  Please see response to Submission 23 – Point 2.</p> <p><b>20. Noted.</b>                  The City is aware of algal blooms within the adjacent man-made Lake and has undertaken numerous initiatives in the last several years to reduce the potential for algal blooms. The City will continue with several of these initiatives to reduce the potential for algal blooms. The City has written to the Department of Health regarding the algal blooms and has received no information that spray drift from the site will cause health risks.</p> <p><b>21. Noted.</b></p>
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		<p>pedestrian traffic and parking regarding the development currently underway at the corner of Lakefront Avenue and Kowara Dale for 14 x 2 storey apartments. These apartments are still an ongoing concern to the community – and the fact that there was no avenue for the community to object to this project is still a hot angry topic in the community.</p> <p>9. The disruption to the community for both vehicle and pedestrian traffic will be catastrophic as the development begins, due to the location of the site and restricted access for construction vehicles etc. This will also adversely affect the local businesses as people will find it exceedingly difficult to park in the area, thus forcing them to leave the area completely to do their shopping/business.</p> <p>10. There is a limited supply of street parking along Lakefront Avenue and Bluebush Avenue, which are highly utilised as mentioned previously by Primary School and existing Child Care Centre traffic at peak drop-off and pick-up times. Then you have those who use the Community Centre, with a car park that does not hold enough parking for when the hall is in use, especially with sporting clubs or community also using the Reserve. Even though the sporting clubs have games generally on the weekend, the Reserve is used most weekday evenings for football practice in the winter season (February to September) that would coincide with the pick-up period</p>	<p>Mosquitos are a concern for significant parts of the City of Cockburn as a whole due to the north-south chain of wetlands that run through the City. With regard to the Lake adjacent to the proposal the water is aerated by the existing fountain which disrupts the water and creates difficulties in mosquito larvae being able to breed. In addition, the Lake is monitored and treated under the City's Mosquito Monitoring Program.</p> <p><b>22. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>23. Noted.</b> Please see response to Submission 2 – Point 2.</p>
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		<p>for the proposed Centre. With the likely new addition of a Cricket Club taking residence at the Reserve in the very near future, there will be more training sessions for both junior and senior teams that will adversely affect the parking during the week in the mornings and afternoons during their summer season.</p> <p>11. The proposal doesn't allow for the high use of the Centre during the week by local groups, businesses and individuals, nor for the fact that the Community Centre and Reserve are to be upgraded as part of the Community, Sport and Recreation Facilities Plan to a District Reserve and Community Centre in the next couple of years. As it currently stands, the car park is insufficient for the current classification of the Reserve and Centre, so the issue of parking is going to be increased dramatically when the upgrades are complete. If the Council are expecting the Reserve and Community Centre to cater for a wider reach of residents (hence the upgrade to District level), then the issue of parking is going to need to be addressed, regardless of whether another business is up and running along Lakefront Avenue or not.</p> <p>12. The car park for the shopping precinct located behind Lakefront on Frogwater Lane is constantly at capacity with limited parking around the current Child Care business. These issues will certainly continue if this development goes ahead, not only for the construction phase but well</p>	
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		<p>beyond once the business is running.</p> <p>13. Also, in relation to the rubbish collection, how many bins will the Centre have, and where will they be placed for collection? There is no clear safe verge to place the bins on, and they cannot be left in front of existing parking spaces. All other bins for the shopping precinct are left along Frogwater Lane, from the corner of Bluebush to the car park for the precinct. The existing Child Care Centre place all their bins further along Bluebush Avenue, clear of any street parking. Most of the businesses in the area place the bins out the day before collection, and they are put away the day after collection.</p> <p>14. Will the Centre be able to guarantee public safety in that the bins are not put out too early, and are put away soon after they are emptied?</p> <p>15. There is also the increased traffic of Learner Driver Instructors (Vehicular and Motorcycle) bringing their students to Lakefront Avenue to practice various ways of parking and driving in and around the Community Centre Car Park, that has not been addressed in the proposal. This increase is directly related to the new Licence Service Centre on Beeliar Drive at Success. You can generally see 5 to 10 of these vehicles using the car park while you have a coffee at the café at any given time of the working day.</p> <p>16. There is also the safety aspect of the Bluebush and Lakefront intersection. There</p>	
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		<p>are safety issues of people speeding along Bluebush Avenue heading towards the Grange, and we have seen accidents were cars have taken the slight bend too fast and ended up teetering on the edge of the Lake having jumped the curb and footpath. Pedestrians using pathways along Bluebush and Lakefront must be very careful around the intersection due to the nature of the blind curve in the road at the intersection.</p> <p>17. The proposed 2 storey building for the childcare centre will not only cut out a lot of natural light for the businesses that currently run along Lakefront Avenue, it will also adversely affect the openness of the surrounding public area, and may even create a terrible tunnel view and closed-in vibe along the street.</p> <p>18. The food businesses in the precinct may well lose patrons due to the massive change to the outlook across the lake, and it is very hard to visualize what affect the building will have on the boardwalk itself.</p> <p>19. Will the boardwalk fall into the shadow of the building, thus becoming a safety hazard due to wet, moss covered boards that will need a higher level of maintenance? The claustrophobic feel of walking along the edge of a large wall for a two storey building with a basic fence for the lake on the other side will not appeal to anyone; the room to walk two or three abreast will be lost if there is traffic moving in both directions; cyclists, kids on scooters, mums with prams, and our</p>	
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		<p>locals who use motorised scooters for mobility will not be able to use the boardwalk with ease, especially if there is other foot/wheel traffic on the boardwalk; and the fact that the proposed site extends out into the "Jetty" space near the Community Centre removes the viewing platform for public use, creating a narrow walkway along the fence of the Lake with sharp corners that people will struggle to navigate around.</p> <p>20. Another concern for the development is the lack of consideration of the lake itself. Many parents have voiced safety concerns of having a centre right at the Lake's edge. BCV Inc have been working with the City over the past couple of years regarding the quality of the water, and the filtration system for the lake. There have been serious issues about the water quality that have resulted in signs being erected around the Lake warning of health risks concerning contact with the water. When the fountain is on and there is a breeze, quite often the boardwalk along Lakefront is exposed to fine water spray.</p> <p>21. There is also a major issue with Mosquitoes around the Lake and Reserve, due to the various breeding grounds among the Lake and drainage areas.</p> <p>22. The majority of the local community agree that the lots in question are not suitable for retail use, especially for a two-storey childcare centre when there is one less than 100 metres away.</p>	
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		<p>23. The community would prefer the land to be incorporated into the open space that already exists, to enhance the local hub and unify the community in being able to connect and enjoy the benefits of better health and well-being in the great outdoors.</p>	
33	Ameer Way, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. Too close to same service facility (Buggles). Missing an opportunity to offer diversity in services provided to the area.</li> <li>2. Do not agree with childcare site next to a lake.</li> <li>3. Unattractive and old-fashioned building design aesthetics. Two storey design removes all lake view aspect from that side of area.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 9 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 6 – Point 1.</p>
34	26 Goshawk Pass, Beeliar	<p><b>Objection.</b></p> <p>I have recently found out that there are development plans with Council for a child care centre at 39 &amp; 41 Lakefront Avenue Beeliar. I would like to object to the planned development on two fronts.</p> <ol style="list-style-type: none"> <li>1. Firstly, the childcare centre will front a rather large lake. There are two issues with the lake. The first issue, and probably the priority, is that the lake is a health hazard. The Council has already erected signage around the lake stating it is a health hazard due to potentially harmful algae and that</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 32 – Point 20.</p> <p><b>2. Noted.</b> Please see response to Submission 9 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 1 – Point 3 and Submission 2 – Point 1.</p> <p><b>4. Noted.</b> The City can investigate the possibility of turning Lakefront Avenue into a way one street, however it may have implications on the surrounding side streets which will likely have increased traffic.</p>

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		<p>"humans and animals should avoid direct contact with the water". The lake contains a fountain (I assume to aerate the water or for other purposes) which operates for lengthy periods daily. When the wind is blowing the water from that fountain blows as far as the pedestrian walkways around the lake and further. I know from experience just how bad that can be. It is clear that the water will blow into the proposed child care centre and will potentially create a health hazard for the children.</p> <ol style="list-style-type: none"> <li>2. Secondly, there is no fencing around the lake and very minimal fencing where the proposed child care centre will be situated. This is an immediate attraction to a child should one 'escape' the child care centre and will likely result in tragedy.</li> <li>3. My second objection is around the car parking/traffic management of the site. I note that traffic management assessment however it does not reflect the reality of what occurs. The roadway is very narrow and dangerous currently. There are large delivery trucks, large SUV's and a significant amount of through traffic that use the particular roadway in the mornings. I have witnessed many near misses, both with other cars and with children running onto that roadway.</li> <li>4. AT THE VERY LEAST, this roadway should be turned into a ONE WAY street NOW, without even considering the additional traffic and parking issues a Child Care Centre will bring to the area. I am not</li> </ol>	
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		objecting to an additional child care centre in this area, but this site is simply not suitable for that purpose. Regards Tony Wood	
35	24 McLaren Avenue Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. The proposal does not appear to meet community need in my view, when there is already a child care centre in close vicinity. Currently there is no facility which provides late afternoon/evening dining and which at the same time caters to families. An example of a successful facility would be Roar Bar and Grill in Bibra Lake. Something similar in Beeliar would be a huge success, given the large number of families in the area, and the high use of Beeliar park by said families, as well as singles, couples and seniors.</li> <li>2. I am also concerned that a double storey facility would cast shadows over Lakefront Blvd and obstruct views of the lake from the retail end.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2 – Point 2.</p>
36	10 Sanderling Way Beeliar	<p><b>Objection.</b></p> <p>The reasons I object to this development are as follows:</p> <ol style="list-style-type: none"> <li>1. The open area outside the building for the children is within 2 metres of the contaminated artificial lake and on most days spray mist from the fountain in the lake</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 32 – Point 20.</p> <p><b>2. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 1.</p> <p><b>4. Noted.</b></p>

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		<p>drifts up to 25 metres or so from the edge of the lake. Algae carried in windblown mist from the aerator/fountain creates a potential health risk to children attending the centre.</p> <ol style="list-style-type: none"> <li>2. There is already a child care centre within 50 metres.</li> <li>3. There is insufficient staff parking for the Centre which will impact on customers attending nearby businesses such as the chemist, pizzeria, hairdresser, cafe and IGA.</li> <li>4. The visual impact of a large 2 storey building right on the edge of the lake the increased noise level created by children using the open area will discourage water birds from continuing to use the lake which, at present, is a quiet and peaceful environment.</li> <li>5. The amenity of the open area around the lake which is enjoyed by local residents who walk around the lake or sit on the benches near the lake will be destroyed by the visual impact of a large 2 storey building right on the edge of the lake.</li> </ol>	<p>The existing Lake is a man-made Lake for the purposes of irrigating the surrounding reserves. The site can be developed for its purposes and whilst in its current state as a vacant parcel of land waterbirds would likely spend time upon the land, there is not an ability to refuse the development as it may disrupt water birds on an adjacent lake.</p> <p><b>5. Noted.</b> Please see response to Submission 6 – Point 1 and Submission 23 – Point 2.</p>
37	Anonymous	<p><b>Objection.</b></p> <p>to hom it may concerned I opposed to this new centre</p> <ol style="list-style-type: none"> <li>1. we already have a child care Centre on the Lake front</li> <li>2. we already have enough stinking bins every week, sometimes blocking the footpath</li> <li>3. there is not enough car park to accomodate</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> The bins are stored within an external waste store adjacent to Bluebush Avenue. It is an inevitable component of every development that waste is generated, the bins will only be outside of the bin store on bin day.</p>

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		<p>58 cars every morning and evening This is a small hub to serve to locals. this application must be refused.</p> <p>4. we don't have a bakery in this shopping Centre that would be more appropriated for that small parcel of land. I am not against Cild Care Centres but 2 is too much. hope you take in consideration the people in the area and bring this matter to a happy ending .</p>	<p><b>3. Noted.</b> Please see response to Submission 2 – Point 1.</p> <p><b>4. Noted.</b> Please see response to Submission 2 – Point 2.</p>
38	18 Hybanthus Loop, Beeliam	<p><b>Objection.</b></p> <p>Hi, I object for several reasons.</p> <ol style="list-style-type: none"> <li>1. The obvious one, there is already a childcare center around the corner, seems silly having 2 childcare centers so close to each other.</li> <li>2. The area itself is not adequate for a 2 story building. It will make the area feel very closed in and uncomfortable.</li> <li>3. There is already not enough parking down there (especially when there are sporting events on) can you imagine having up to 58 parents dropping off and picking up their kids?! Nightmare.</li> <li>4. The businesses already there will loose the lovely view of the lake. The lake is what gives the area it's open and relaxed atmosphere. People won't want to sit at the cafe and look at a building right in front of them. I could go on, but I think putting a building there is the worst idea. This is the only area of its kind within walking distance</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 6 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 1.</p> <p><b>4. Noted.</b> Please see the above response under Point 2.</p> <p><b>5. Noted</b> Please see response to Submission 2 – Point 2.</p>

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		<p>for locals to go to, so it will completely ruin it.</p> <p>5. Why not build a small play area with some picnic tables and benches, or things like an outdoor ping-pong table (for people to bring their own bat/balls), keep it open and welcoming for people to enjoy a coffee or fish and chips. Or give local pop up businesses an opportunity to set up a stall here once in a while We should be encouraging locals to enjoy and support their community shopping hubs, not deterring them. Thanks</p>	
39	10 Buttercup Way, Beeliam	<p><b>Objection.</b></p> <p>I live in Meve estate where the proposal will be and my partner and I are also currently planning a future family here.</p> <ol style="list-style-type: none"> <li>1. We both agree that a second child care is a ridiculous idea as there is already a large one with availabilities in the existing complex as well as a few close by.</li> <li>2. A two story building in this spot will spoil the view of the lake from the shops already there. The retail space already there also struggles to get new tenants when one becomes vacant so I don't think building more shops is a good idea.</li> <li>3. My suggestion would be to develop more garden area with seating in this spot next to the lake. If the lake was cleaned up this area could be great for picnics, food vans,</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1, Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 6, Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 2 – Point 2.</p> <p><b>4. Noted.</b> Please see response to Submission 32 – Point 20.</p> <p><b>5. Noted</b> Please see response to Submission 27 – Point 3.</p> <p><b>6. Noted.</b></p>

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		<p>markets or a community garden.</p> <ol style="list-style-type: none"> <li>4. I've seen dead floating carp as well as dead ducks in the lake, the water quality is disgusting and I would not want my kids looking at it every day in its current state.</li> <li>5. I have also heard that the new community housing apartments going up next to the shops will be largely housing elderly. I'm sure they would appreciate a garden area much more than a two story building blocking the view and a childcare isn't much use to them either.</li> <li>6. It seems obvious to me the plan of a childcare and a two story building was either planned before the suburb was built or by someone who doesn't live in the area and is not up to date with the community's needs.</li> </ol>	
40	91 Birkett Ave, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. The Lakefront area is the heart of this community and why many of us paid higher prices to live here as opposed to other estates in the area.</li> <li>2. A 2 storey Childcare right on the lake is an eyesore and limits local residents ability to utilise the walking paths around the lake as we do now.</li> <li>3. We have a childcare centre not even 50m away</li> <li>4. Childcare centres should not be built on a body of water. It doesn't matter how</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Noted.</b> Please see response to Submission 6 – Point 1. Impacts to house prices from development applications are not a valid planning consideration.</li> <li><b>2. Noted.</b> Please see response to Submission 23 – Point 2.</li> <li><b>3. Noted</b> Please see response to Submission 1 – Point 1.</li> <li><b>4. Noted.</b> Please see response to Submission 9 – Point 1.</li> <li><b>5. Noted.</b></li> </ol>

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		<p>well supervised the children are there is a very real risk of a small child drowning.</p> <p>5. We are told that the lake water is not suitable for swimming etc... spray from the lake often hits the current decking and side road. Children and staff would be constantly exposed to the spray of this water.</p> <p>6. It would impact on local businesses by blocking them in, reducing the parking available to patrons.</p> <p>7. We are not looking to attract non-residents in to this estate. Our community works well as it is.</p>	<p>Please see response to Submission 32 – Point 20.</p> <p><b>6. Noted.</b> Please see response to Submission 2 – Point 1.</p> <p><b>7. Noted.</b></p>
41	Birkett Avenue, Beeliar	<p><b>Objection.</b></p> <p>1. This is not needed and will ruin the feel of our area. This area was supposed to be lifestyle usage i.e. Cafe etc</p>	<p><b>2. Noted.</b> Please see response to Submission 6 – Point 1 and Submission 2 – Point 2.</p>
42	139 the grange Beeliar	<p><b>Objection.</b></p> <p>1. I am a long term resident of the city and Beeliar. The level of community engagement and consultation associated with this development application had been extremely limited, given the impact the development the</p>	<p><b>1. Noted.</b> The proposal has been advertised to the community on two separate occasions, first from 15 November 2019 – 6 December 2019 and the second time from 4 May 2020 – 21 May 2020, both times the application was placed upon the City's Community Engagement platform – Comment on Cockburn. Consultation has been consistent with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>

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		<p>building will have on the surrounding lake and amenities.</p> <p>2. Beeliar already has a childcare centre positioned meters from the site, which it is understood to meet the community and population demand. The local community have all been talking about the proposed development, of whom most are apposed and not supportive of the parcel of land being developed in front of the lake for the purpose of childcare facilities.</p> <p>3. This is a negative position to adopt during times in that we should be promoting construction and growth post COVID-19 albeit, I am doubtful there is a demonstrated need for such amenities in Beeliar and</p> <p>4. can for see traffic issues in what's an already busy and thriving local activity centre. These are also the views of most residents that have spoken with me regarding the development.</p>	<p>The City sent letters advising of the proposal to all owners within a 100m radius of the subject site. Extending this radius to all of Beeliar, who are still able to comment via Comment on Cockburn, would have been an unsustainable use of paper.</p> <p><b>2. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>3. Noted.</b></p> <p><b>4. Noted.</b> Please see response to Submission 1 – Point 3.</p>
43	190 Beeliar Drive, Lake Coogee	<p><b>Objection.</b></p> <p>1. There is no requirement for another childcare service in the area of Cockburn. We are over represented already. Services in the surrounding areas are struggling to keep their heads above water financially already. Another service would just see those who have been servicing the</p>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> The proposed staffing complies with the requirements under the <i>Child Care Services (Child Care) Regulations 2006</i>. Under the City's Town Planning Scheme No. 3, a Child Care Premises does not require a delivery bay.</p>

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		<p>community for many many years potentially have to close.</p> <ol style="list-style-type: none"> <li>2. There is no way you could run a service for that many children with only 6 staff. Where would deliveries be able to park?</li> <li>3. The area should be made into open public space. Limited availability of on premises parking will impede the surrounding businesses, residents and people using the spaces around if allowed to park on the street.</li> </ol>	<p><b>3. Noted</b>                  Please see response to Submission 2 – Point 2.</p>
44.	91 Birkett Avenue Beeliar	<p><b>Objection.</b></p> <p>It's a horrible idea.</p>	<p><b>Noted.</b></p>
45	6 Bettong Way, Beeliar	<p><b>Objection.</b></p> <p>I would like to express my strong opposition to the proposed development on Lakefront Avenue in Beeliar. I am a Beeliar resident and truly love my suburb. The lakefront area is the reason we purchased a home here and we are also willing to overlook the pollution from Cockburn Cement as we love the area so much.</p> <ol style="list-style-type: none"> <li>1. I strongly feel any development on this land would not only detract from the overall beauty of the area but the increase in vehical traffic is concerning.</li> <li>2. If development is allowed to go ahead I worry the impact on the current buisnesses</li> </ol>	<p><b>1. Noted.</b>                  Please see response to Submission 6 – Point 1 and Submission 1 – Point 3.</p> <p><b>2. Noted.</b>                  Please see response to Submission 1 – Point 1.</p> <p><b>3. Noted.</b>                  Please see response to Submission 3 – Point 1.</p> <p><b>4. Noted.</b>                  Please see response to Submission 1 – Point 3.</p> <p><b>5. Noted.</b>                  Please see response to Submission 1 – Point 1.</p> <p><b>6. Noted.</b>                  Please see response to Submission 2 – Point 2.</p>

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		<p>would be negative.</p> <p>3. The blocking of natural light and of course the view to the lake would be particularly detrimental to the current business tenants. We as a community struggle to support the current tenants of the shopping area, I can't see how adding more commercial space would be of benefit to the community.</p> <p>4. Currently the parking in the area works well. The car park feels safe and as I walk my children through there daily any increase in vehicle movement is of major concern.</p> <p>5. There is the existing day care 50m away-how can we justify taking away our open space to cram it with a 2 story building offering the same service which can be accessed so close by?</p> <p>6. As a rate payer and someone who is proud to live in the City of Cockburn I would love to see the space used for the community and less for profit. Perhaps a community garden, nature play area or improved seating/ picnic area with more trees and shade etc to allow more usage of the nearby food outlets and coffee shop. Thank you for your time. I hope you keep the community opposition in mind when voting on this matter.</p>	
46	4 Bettong Way, Beeliam	<p><b>Objection.</b></p> <p>1. We already have a childcare centre. The street is called "Lakefront Ave" then you</p>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b></p>

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		<p>go and build an ugly 2 story building... and a childcare centre next to a lake...</p> <ol style="list-style-type: none"> <li>I've lived here for 9 years and if you suggested a one storey cafe or a restaurant or some nice little shops I would have whole heartedly agreed... but this idea is not for the residents.</li> <li>It's such a bad idea and will bring down the whole look and feel of the suburb... please, someone with some common sense and actually care for the community and it's residents put a stop to this submission I beg you.</li> </ol>	<p>Please see response to Submission 2 – Point 2.</p> <p><b>3. Noted.</b> Please see response to Submission 6 – Point 1.</p>
47	18 Friarbird Terrace, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>No need for a daycare taking up prime location on the lakefront! It would be much nicer with a 'village' feel - a bar, restaurant, retail service, something that is relevant to the majority of the suburb and surrounds.</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1 and Submission 2 – Point 2.</p>
48.	11 Spinebill Rest Beeliar WA 6164	<p><b>Objection.</b></p> <p>Waste of prime real estate. And we already have a daycare centre 50 metres away. This is a crazy proposal!</p>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1 and Submission 2 – Point 2.</p>
49	25 Magnolia Gardens Yangebup WA 6164	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>The lake area is a recreational area for the residents of Beeliar. It is used regularly by</li> </ol>	<p><b>1. Noted.</b></p> <p><b>2. Noted.</b> Please see response to Submission 6 – Point 1.</p>

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		<p>walkers, people exercising, wildlife. This area doesn't need a double storey development.</p> <ol style="list-style-type: none"> <li>The rest of the buildings are single storey and they don't effect the view of near by residents. I use the park area and shops to exercise or to walk in a reasonably peaceful, quiet area.</li> <li>The car park can get full quickly and they are not providing any extra car parking. Probably will take spaces away or label them childcare centre only spaces lessening them for residents.</li> <li>A child care centre already exists not far away from this site. Do we need another one at the same site? Even my 7 year old son doesn't like the idea of a large building on the site and he enjoys visiting the lake and the wildlife it attracts. It is a nice area do we have to destroy it or build on every piece of land around the lake. Leave it in piece or grass it and have seats. Community area.</li> </ol>	<p><b>3. Noted.</b>                  The car parking bays will not be line marked as solely for the proposed Child Care Centre. Please see response to Submission 2 – Point 1.</p> <p><b>4. Noted.</b>                  Please see response to Submission 1 – Point 1.</p>
50.	7 Friarbird Terrace Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>There is already a child care facility close by, a double story child care facility is not needed. Bigger isn't always best, especially when children are involved.</li> <li>There's increased risk hazards, health and safety standards with a larger centre and</li> </ol>	<p><b>1. Noted.</b>                  Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b>                  The proposed Child Care Premises, whilst two storey, seeks a maximum of 58 Children whilst the existing centre on 4 Bluebush Avenue has a maximum capacity of 99 Children. The proposal is required to comply with the <i>Child Care Services (Child Care) Regulations 2006</i>.</p>

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		<p>ensuring there's adequate safe monitoring standards with a larger facility.</p> <p>3. Building up removes the open space area of the lakefront.</p>	<p><b>3. Noted.</b> Please see response to Submission 2 – Point 3.</p>
51	Bee Eater Link, Beeliam	<p><b>Objection.</b></p> <p>1. This space should be used for something more sustainable and greener and that the public will use like cafe or park area or further child's play area.</p> <p>2. We already have a child care centre and do not want a double storey building shadowing the beautiful lake and surrounds!</p> <p>3. How about just planting more trees and having a lovely outdoor area to eat and drink and enjoy the view !!</p>	<p><b>1. Noted</b> Please see response to Submission 2 – Point 2.</p> <p><b>2. Noted</b> Please see response to Submission 1 – Point 1 and Submission 6 – Point 1.</p> <p><b>3. Noted</b></p>
52	6 Centaury Close Beeliam.	<p><b>Objection.</b></p> <p>1. There is a child care facility already situated in the same area very close proximity.</p> <p>2. A two storey structure will ruin the views of the lake and make the area near shops very closed in.</p> <p>3. Will increase traffic congestion.</p> <p>4. Increase noise.</p> <p>5. Land better used on something the whole community can use e.g. cafe, Please please</p>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 6 – Point 1.</p> <p><b>3. Noted.</b> Please see response to Submission 1 – Point 3.</p> <p><b>4. Noted</b> Please see response to Submission 3 – Point 2.</p> <p><b>5. Noted.</b></p>

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		do not approve this application. Thank you	Please see response to Submission 2 – Point 2.
53	20 Birkett Avenue Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. The building does not fit with the current buildings &amp; landscape of the area.</li> <li>2. As a consumer of the established businesses that are across from the proposed site it will block natural light making my normally enjoyable experiences not so enjoyable.</li> <li>3. I do not have a need for a child care centre.</li> <li>4. The site should have an establishment or open public space that the whole community would frequent. This child care centre does not target the local demographic of the people that live locally.</li> </ol>	<p><b>1. Noted.</b></p> <p><b>2. Noted.</b> Please see response to Submission 6 – Point 1.</p> <p><b>3. Noted.</b></p> <p><b>4. Noted.</b> Please see response to Submission 2 – Point 2.</p>
54	28 Goshawk Pass Beeliar 6164	<b>Objection</b>	<b>Noted.</b>
55	25 Thornbill Loop, Beeliar	<p><b>Objection.</b></p> <ol style="list-style-type: none"> <li>1. This is not needed as we have an excellent childcare centre 100 meters from this location. We used Buggles for our child and were very happy with it.</li> <li>2. We would much prefer green spaces, parkland, or some useful services rather than another eyesore like the empty space</li> </ol>	<p><b>1. Noted.</b> Please see response to Submission 1 – Point 1.</p> <p><b>2. Noted.</b> Please see response to Submission 2 – Point 2.</p>

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		currently next to the cafe.	
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Our Ref: 21973 – 20190917 – TIS – QA: CP

25 September 2019

City of Cockburn  
 9 Coleville Crescent  
 SPEARWOOD WA 6163

To whom it may concern,

**TRAFFIC IMPACT ASSESSMENT FOR CHILD CARE CENTRE  
 LOTS 842 & 841 (NO. 39 - 41) LAKEFRONT AVENUE, BEELIAR**

**1.0 INTRODUCTION**

This Traffic Impact Statement (TIS) has been prepared by Harley Dykstra on behalf of Armada Property Services to support a Development Application for a Child Care Centre on Lots 842 & 841 (No. 39 – 41) Lakefront Avenue, Beeliar ('the subject land'). The site is located within the Beeliar 'Local Centre' zone, adjacent to a large area of 'Parks and Recreation', comprising of playing fields, passive recreation opportunities and a Lake. The Beeliar Community Service is directly east of the subject site, while there is an IGA and other specialty stores located to the north. **Figure 1** (below) has been included to provide context of the surrounding area.



**FIGURE 1 – AERIAL PHOTOGRAPH**

**PERTH & FORRESDALE**

Level 1, 252 Fitzgerald Street, Perth  
 15/2 Hensbrook Loop, Forrestdale  
 PO Box 316, Kelmscott WA 6991

T: 08 9228 9291

T: 08 9495 1947

E: metro@harleydykstra.com.au

ABN 77 503 764 248

Albany

Bunbury

Busselton

Forrestdale

Perth

www.harleydykstra.com.au







**4.0 VEHICLE ACCESS AND PARKING**

As depicted in Figure 1, the subject site has no usable frontage to Lakefront Avenue due to the existing street parking bays within the Lakefront Avenue road reserve. Further, the site cannot achieve safe access or egress on its secondary street boundary, to Bluebush Avenue.

A review of the original Meve at Beeliar Local Structure Plan (initially gazetted in 2001), depicts the subject lots comprising only of built form elements. It has since been surmised that the Structure Plan contemplated the potential development that could occur on this site, and provided street parking to accommodate for this.

Accordingly, the proposed development has been designed with no on site car parking, and therefore seeks a car parking dispensation from the requirement set out in Table 2 of the City of Cockburn’s Town Planning Scheme No. 2 (TPS 2). **Table 1** represents the car parking calculation applicable to this application in accordance with the Scheme requirements.

PROPOSED USE	CAR PARKING REQUIREMENT	PROPOSED	REQUIRED
Child Care Centre	1 : 1 employee Plus 1 : 10 children	6 employees 60 children	12 bays

**TABLE 1 – CAR PARKING CALCULATION**

While this development proposes no on-site car parking, there is an existing row of 13 street car parking bays, located directly adjacent the subject site. The existing pedestrian path to access these bays is located on the Subject Site; which will be retained and enhanced by the proposed development. This pedestrian path will ensure safe access from the car park and surrounding locality to the facility, and to surrounding public recreation. **Figure 3 (overleaf)** depicts the majority of public car parking spaces in the locality.

As depicted in **Figure 3**, the largest area of public car parking is approximately 30m east of the subject site, behind the Beeliar Community Centre. This car parking area provides ample parking space to the ‘Village Centre’. It is understood from pre-lodgement consultation with the City that the Community Centre is currently being used as follows:

- Function Hall (150 person capacity):  
Sunday - reserved for Soccer group (April – October); Saturday afternoon and evening/night – reserved for function bookings only. Some sporting group bookings on Monday and Thursday evenings.
- Meeting Room (50 person capacity):  
Regular bookings all day Monday and Thursday (community and fitness groups); regular morning and evening (after 6.30pm) bookings for Tuesday & Wednesdays; Saturdays reserved for Function bookings.

Based on this advice from the City of Cockburn, and the above desktop survey of the surrounding car parking availability, it is unlikely that the proposed facility will require additional parking given the bays located directly adjacent that will service the development. However, should there be a peak surge in child care centre users, it is anticipated that the Village Centre and Community Centre parking areas adequately accommodate all centre users. Further, it is not anticipated that the peak hours of operation of the Child Care Centre would generally conflict with the Community Centre usage, or any other retail use adjacent, and therefore no competition for parking bays is anticipated.

The City of Cockburn may consider reconfiguring the adjacent car parking bays to include a universal access bay, ensuring universal access to the facility and the southern portion of Lakefront Avenue.

Traffic Impact Statement  
Proposed Child Care Centre at Lots 842 & 841 (No. 39 – 41) Lakefront Avenue, Beeliar



**FIGURE 3 – PUBLIC PARKING SURVEY**

#### **5.0 PROVISION FOR SERVICE VEHICLES**

It is not anticipated that any service vehicles will need to enter the site, however, if required, service vehicles are able to navigate the public street and utilise parking directly adjacent to the centre. There is adequate space for all necessary vehicles to manoeuvre within the car parking area. Further, the on street car parking bays are intended to accommodate all of the small deliveries required by the tenants.

The site plan provides for an enclosed bin storage area on the western boundary of the site with direct access to the road reserve. It is proposed that street collection of waste will occur from Bluebush Avenue.

#### **6.0 DAILY TRAFFIC VOLUMES AND VEHICLE TYPES**

All working vehicles associated with the Child Care Centre facility will enter and park in the allocated parking area. It is not considered that the proposed café and shop will have any tangible impact on the daily traffic volumes and have therefore been excluded from this analysis. The facility will employ 14 staff members at full capacity (i.e. 80 children). The age groups that this facility intends to accommodate are:

- 0 children <24 months;
- 30 children between 24 and 36 months; and
- 30 children >36 months.

The RTA Guide to Traffic Generating Developments (NSW) concludes that the trip rates generated for child care centres generally occur over three peak periods, and are as shown in **Table 1**:

Traffic Impact Statement  
Proposed Child Care Centre at Lots 842 & 841 (No. 39 – 41) Lakefront Avenue, Beelihar



DEMOGRAPHIC GROUP	PEAK VEHICLE TRIPS		
	7AM – 9AM	2:30PM – 4PM	4PM – 6PM
Pre-School (0 – 2 years old)	1.4	0.8	-
Long Day Care (Children older than 2)	0.8	0.3	0.7
Before/After School	0.5	0.2	0.7

**TABLE 1 – RTA CHILD CARE CENTRE TRIP RATES**

Based on **Table 1**, the proposed child care centre would generate the following:

- 7am – 9am: (0 children x 1.4 trips) + (60 children x 0.8 trips) 48 vehicle movements
- 2.30pm – 4pm: (0 children x 0.8 trips) + (60 children x 0.3 trips) 18 vehicle movements
- 4pm – 6pm: (0 children x 0 trips) + (60 children x 0.7 trips) 42 vehicle movements

**108 movements**  
during peak times.

It is assumed that each of the 6 staff members employed would generate 2 trips daily (morning and afternoon), while each of the children accommodated could be expected to generate 4 trips per day. Therefore, the *maximum* daily demand for the facility would be 252 movements per day.

The Western Australian Planning Commission’s Transport Assessment Guidelines for Developments (Vol. 4) states that:

*“where a traffic increase as a result of a proposed development is less than 10% of current road capacity, it would not normally have a material impact”.*

Lakefront Avenue is a “Local Distributor” in accordance with the Main Roads WA Road Hierarchy. Local Distributors generally have the capacity to carry a volume of 6,000 vehicles per day in built up areas. It is therefore considered that this proposal and the associated traffic generated from the child care facility at maximum capacity would have no material impact on the surrounding road network.

#### **7.0 TRAFFIC MANAGEMENT ON THE FRONTAGE STREETS**

The subject site has frontage to Lakefront Avenue on its northern boundaries. The Bluebush Avenue intersection is located approximately 40m south-west of the centre of the subject site. Lakefront Avenue is a 50km/hr single lane road.

When and if vehicles enter onto Lakefront Avenue from the proposed public parking, the sight lines extend more than 50m in each direction (given the short length of the road). Vehicles will be able to enter or exit in either direction on both Lakefront Avenue and Bluebush Avenue.

#### **8.0 PUBLIC TRANSPORT ACCESS**

The subject site is located approximately 180m south-east of a Transperth bus stop on Bluebush Avenue, which is serviced by the 531 bus route, providing access to the Cockburn Train Station and Fremantle Station.

Traffic Impact Statement  
Proposed Child Care Centre at Lots 842 & 841 (No. 39 – 41) Lakefront Avenue, Beeliar



### **9.0 PEDESTRIAN AND CYCLING ACCESS**

There are pedestrian footpaths on both sides of Lakefront Avenue and the adjacent Bluebush Avenue. These paths provide pedestrian connectivity toward and throughout the Village Centre as well as the surrounding residential areas and public open space. The Site Plan proposes to maintain and improve the existing pedestrian footpath from the street car parking area, providing direct pedestrian access to the facility. The majority of these paths have been constructed to a standard which allows for reciprocal use by pedestrians and bicycles. The facility provides bicycle racks and other end of trip facilities for staff and users in order to promote other active modes of transport.

### **10.0 SITE SPECIFIC ISSUES**

No site specific issues have been identified.

### **11.0 SAFETY ISSUES**

No safety issues have been identified as a result of this proposal.

### **12.0 CONCLUSION**

The above information represents a comprehensive Traffic Impact Statement that adequately details the traffic characteristics of the subject site and the proposed development, in accordance with the WAPC Transport Assessment Guidelines for Developments publication. It further assesses the impact on the public parking within the locality that this development might generate, concluding that it will have no material impact on the overall locality.

Should the City of Cockburn require any additional information to facilitate the assessment of this proposal, please do not hesitate to contact the undersigned.

Yours sincerely

Madison Mackenzie  
Planning Consultant  
**Harley Dykstra Pty Ltd**

E-mail: [MadisonM@HarleyDykstra.com.au](mailto:MadisonM@HarleyDykstra.com.au)

Traffic Impact Statement  
Proposed Child Care Centre at Lots 842 & 841 (No. 39 – 41) Lakefront Avenue, Beeliar



**PROPOSED CHILD CARE CENTRE**

**LOTS 841 & 842 LAKEFRONT AVENUE  
BEELIAR**

**ENVIRONMENTAL ACOUSTIC ASSESSMENT**

SEPTEMBER 2019

OUR REFERENCE: 24841-3-19241

Rochdale Holdings Pty Ltd A.B.N. 85 009 049 067 trading as:  
HERRING STORER ACOUSTICS  
P.O. Box 219, Como, W.A. 6952  
(08) 9367 6200  
hsa@hsacoustics.com.au



Herring Storer Acoustics

## DOCUMENT CONTROL PAGE

**ENVIRONMENTAL ACOUSTIC ASSESSMENT**  
**CHILD CARE CENTRE – LAKEFRONT AVENUE, BEELIAR**

Job No: 19241

Document Reference : 24841-3-19241

FOR

**HARLEY DYKSTRA**

DOCUMENT INFORMATION				
<b>Author:</b>	Tim Reynolds	<b>Checked By:</b>	George Watts	
<b>Date of Issue :</b>	20 September 2019			
REVISION HISTORY				
Revision	Description	Date	Author	Checked
1	Revised Plan	23/09/19	TR	-
2	Comment on Cars	28/10/19	TR	
DOCUMENT DISTRIBUTION				
Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	Harley Dykstra Attn : Madison Mackenzie Email : <a href="mailto:madisonm@harleydykstra.com.au">madisonm@harleydykstra.com.au</a>		✓
1	2	Harley Dykstra Attn : Madison Mackenzie Email : <a href="mailto:madisonm@harleydykstra.com.au">madisonm@harleydykstra.com.au</a>		✓
1	3	Harley Dykstra Attn : Madison Mackenzie Email : <a href="mailto:madisonm@harleydykstra.com.au">madisonm@harleydykstra.com.au</a>		✓

This report has been prepared in accordance with the scope of services and on the basis of information and documents provided to Herring Storer Acoustics by the client. To the extent that this report relies on data and measurements taken at or under the times and conditions specified within the report and any findings, conclusions or recommendations only apply to those circumstances and no greater reliance should be assumed. The client acknowledges and agrees that the reports or presentations are provided by Herring Storer Acoustics to assist the client to conduct its own independent assessment.

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**Herring Storer Acoustics**

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**APPENDICIES**

A	PLANS
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## 1. INTRODUCTION

Herring Storer Acoustics were commissioned by Harley Dykstra to undertake an acoustic assessment of noise emissions associated with the proposed development of a child care centre, located Lots 841 and 842 Lakefront Avenue, Beelihar.

The report considers noise received at the neighbouring premises from the proposed development for compliance with the requirements of the *Environmental Protection (Noise) Regulations 1997*. This report considers noise emissions from :

- Children playing within the outside play areas of the child care centre; and
- Mechanical services.

For reference, plans of the proposed development is attached in Appendix A.

## 2. SUMMARY

We understand that it is proposed that the child care centre would only operate between 6:30am and 6:30pm, Monday to Friday (excluding public holidays) and would cater for up to 60 children.

With the boundary fence, as shown on the drawings attached in Appendix A, noise received at the neighbouring premises from children playing in the outdoor areas would comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* during the day period. It is understood that although the child care centre would open before 7am, the outdoor play area would not to be utilised until after 7am. Hence, compliance with the requirements of the *Environmental Protection (Noise) Regulations 1997* would be achieved.

With the air condition condensing units located on the roof above the lift/ stairs, noise from the mechanical services has been assessed to also comply with the relevant assigned noise levels at all times.

With the boundary fence, as shown on the drawings attached in Appendix A and the restriction of usage to the outdoor play area, noise emissions from the proposed child care centre, would be deemed to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times.

Although, not required to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*, noise emissions from car doors closing would also comply the regulations.

## 3. CRITERIA

The allowable noise level at the surrounding locales is prescribed by the *Environmental Protection (Noise) Regulations 1997*. Regulations 7 & 8 stipulate maximum allowable external noise levels. For noise sensitive premises this is determined by the calculation of an influencing factor, which is then added to the base levels shown below in Table 3.1. The influencing factor is calculated for the usage of land within two circles, having radii of 100m and 450m from the premises of concern. For commercial premises, the assigned noise levels are fixed throughout the day, as listed in Table 3.1.

**TABLE 3.1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days (Evening)	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35 + IF	45 + IF	55 + IF

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.  
IF is the influencing factor.

It is a requirement that received noise be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

**“impulsiveness”** means a variation in the emission of a noise where the difference between L<sub>Apeak</sub> and L<sub>Amax(Slow)</sub> is more than 15 dB when determined for a single representative event;

**“modulation”** means a variation in the emission of noise that –

- (a) is more than 3 dB L<sub>AFast</sub> or is more than 3 dB L<sub>AFast</sub> in any one-third octave band;
- (b) is present for more than at least 10% of the representative assessment period; and
- (c) is regular, cyclic and audible;

**“tonality”** means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as L<sub>Aeq,T</sub> levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as L<sub>ASlow</sub> levels.

Where the noise emission is not music, if the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 3.2 below.

**TABLE 3.2 - ADJUSTMENTS TO MEASURED LEVELS**

Where <b>tonality</b> is present	Where <b>modulation</b> is present	Where <b>impulsiveness</b> is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

Note: These adjustments are cumulative to a maximum of 15 dB.

For this development, the closest neighbouring residences are located to the west, as shown on Figure 01. For these residences, the influencing factor (IF) has been calculated at +1 dB.

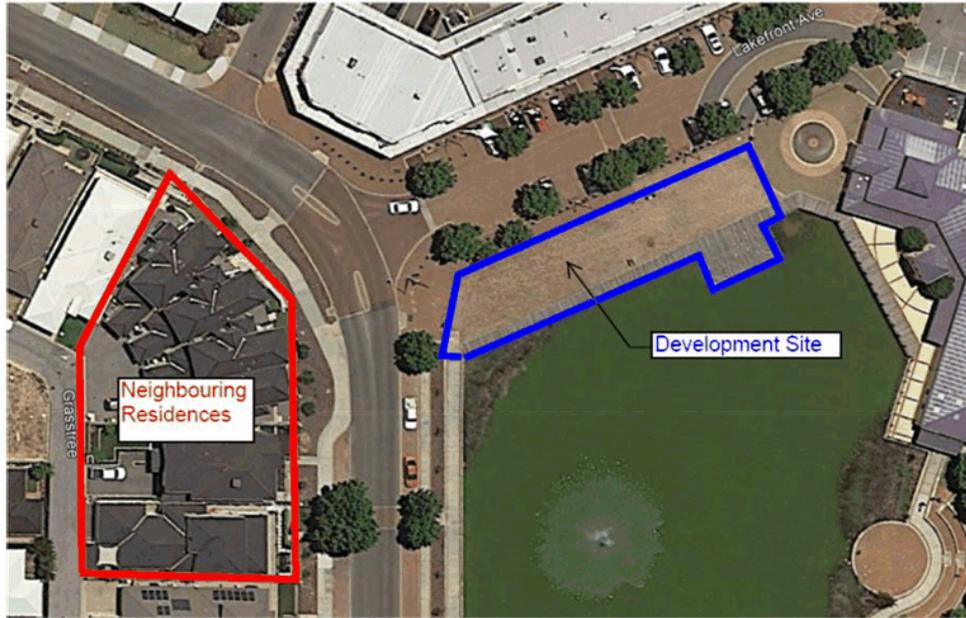


FIGURE 01 – NEIGHBOURING RESIDENCES

Based on the above influencing factor, the assigned outdoor noise levels for the neighbouring residential locations are listed in Table 3.3.

TABLE 3.3 - ASSIGNED OUTDOOR NOISE LEVEL

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>A max</sub>
Noise sensitive premises	0700 - 1900 hours Monday to Saturday	46	56	66
	0900 - 1900 hours Sunday and Public Holidays	41	51	66
	1900 - 2200 hours all days	41	51	56
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	36	46	56

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
 L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
 L<sub>Amax</sub> is the maximum noise level.

4. PROPOSAL

From information supplied, we understand that the child care centre normal hours of operations would be between 6:30am and 6:30pm, Monday to Friday (closed on public holidays). It is understood that the proposed childcare centre will cater for a maximum of 60 children.

Although, the child care centre would be open before 7am, it is understood that the outdoor play area would not be in use until after 7am. Therefore, noise received at the neighbouring premises from children within the outdoor area of the child care centre needs to comply with the assigned noise levels for the day period. However, noise received at the neighbouring residences from the mechanical services would need to comply with the assigned noise levels for the night period.

With regards to the air conditioning, we understand that the air conditioning has not been designed at this stage of the development. However, we suggest that the condensing units be located on the roof over the entry, behind a parapet.

## 5. MODELLING

To assess the noise received at the neighbouring premises from the proposed development, noise modelling was undertaken using the noise modelling program SoundPlan.

Calculations were carried out using the DWER weather conditions as stated in the Department of Environment Regulation "Draft Guidance on Environmental Noise for Prescribed Premises".

Calculations were based on the sound power levels used in the calculations are listed in Table 5.1.

**TABLE 5.1 – SOUND POWER LEVELS**

Item	Sound Power Level, dB(A)
Children Playing	83 (per 10 children)
Air conditioning condensing Units	4 @ 72

Note :

- 1 It is noted that a fence will be constructed around the outdoor play area. From information received, we understand that it is desirable that the fence be as open as possible. To achieve compliance, the boundary fence requires to be as shown on the drawings as attached in Appendix A.
- 2 Noise modelling was undertaken to a number of different receiver locations for each of the neighbouring residence, as shown in Figure 01. It is also noted that the residence of concern, across Lakefront Avenue, are 2 storey. Therefore, noise modelling was also undertaken to both ground and first floors. However, to simplify the assessment, only the noise level in the worst case location has been listed.

With regards to noise associated with cars, the following is noted :

- Lakefront Avenue is a road and not a car park. From the City of Cockburn's intramaps, Lakefront Avenue has over 1000 vpd (with 5% heavy vehicles), additionally Bluebush Avenue has over 2000 vpd (with 6% heavies), so it is not a quiet suburban street.
- Noise emissions from vehicles on roads is exempt from the regulations.
- The operating hours for the proposed child care centre are as outlined within the City Local Planning Policy 3.1 – Child Care Premises. This being 6:30am to 7pm Monday to Friday.

Even so, for information, we have calculated the noise for a car door closing from a bay near the office. The calculation was based on a sound power level of 87 dB(A).

**6. ASSESSMENT**

Given the size of the outdoor play area and the number of children, acoustic modelling of outdoor play noise was made, based on 50 children playing outside within the outdoor play areas at the one time and one group of children on the balcony, utilising 6 groups of 10 children with sound power levels distributed as plane sources. The resultant noise levels at the neighbouring residence from children playing outdoors are tabulated in Table 6.1.

The resultant noise levels from the air conditioning at the neighbouring residences are also listed in Table 6.1.

Notes :

1. The noise modelling for the mechanical services does not include any diversity of operation. Thus, the assessment of the mechanical services would be considered conservative.
2. It has been assumed that the mechanical services condensing units would be located on the roof above the lift/stairs. Screening to the residences has been included.

From previous measurements, noise emissions from children playing is a broadband noise and does not contain any annoying characteristics. Noise emissions from the mechanical services would be tonal and a +5 dB(A) penalty would be applied, as shown in Table 6.1.

**TABLE 6.1 - ACOUSTIC MODELLING RESULTS FOR L<sub>A10</sub> CRITERIA  
OUTDOOR PLAY AREAS AND MECHANICAL PLANT**

Neighbouring Premises	Calculated Noise Level (dB(A))	
	Children Playing	Air Conditioning
Residences	46	29 (34)

( ) Includes +5 dB(A) penalty for tonality

Noise from a car door closing would be an L<sub>AMax</sub> noise level and the resultant noise level at the worst case neighbouring residence would be as listed in Table 6.2.

**TABLE 6.2 - ACOUSTIC MODELLING RESULTS FOR CAR DOOR CLOSING**

Neighbouring Premises	Calculated Noise Level (dB(A))
	Car Door
Residences	44

Tables 6.3 and 6.4 summarise the applicable Assigned Noise Levels, and assessable noise level emissions for each identified noise.

**TABLE 6.3 – ASSESSMENT OF L<sub>A10</sub> NOISE LEVEL EMISSIONS  
OUTDOOR PLAY (DAY PERIOD)**

Neighbouring Premises	Assessable Noise Level, dB(A)	Applicable Assigned Noise Level (dB(A))	Exceedance to Assigned Noise Level
Residences	46	46	Complies

**TABLE 6.4 – ASSESSMENT OF  $L_{A10}$  NOISE LEVEL EMISSIONS  
ALL AIR CONDITIONING (NIGHT PERIOD)**

Neighbouring Premises	Assessable Noise Level, dB(A)	Applicable Assigned Noise Level (dB(A))	Exceedance to Assigned Noise Level
Residences	34	36	Complies

Although, not required to comply with the assigned noise levels as outlined in the regulations, for information, an assessment of noise received at the neighbouring residences from a car door closing has been undertaken. This assessment is listed in Table 6.5.

**TABLE 6.5 – ASSESSMENT OF  $L_{Amax}$  NOISE LEVEL EMISSION  
CAR DOOR CLOSING (NIGHT PERIOD)**

Neighbouring Premises	Assessable Noise Level, dB(A)	Applicable $L_{Amax}$ Assigned Noise Level (dB(A))	Exceedance to Assigned Noise Level
Residences	44	56	Complies

## 7. CONCLUSION

It is proposed that the child care centre would only operate between 6:30am and 6:30pm, Monday to Friday (excluding Public Holidays) and would cater for up to 60 children.

With the inclusion of the boundary fence, as shown in Appendix A, noise received at the neighbouring premises from children playing in the outdoor areas shows that compliance with the *Environmental Protection (Noise) Regulations 1997* during the day period only. Although the child care centre would open before 7am, it is understood that the outdoor play area is not to be utilised until after 7am. Thus, achieving compliance with the requirements of the *Environmental Protection (Noise) Regulations 1997*.

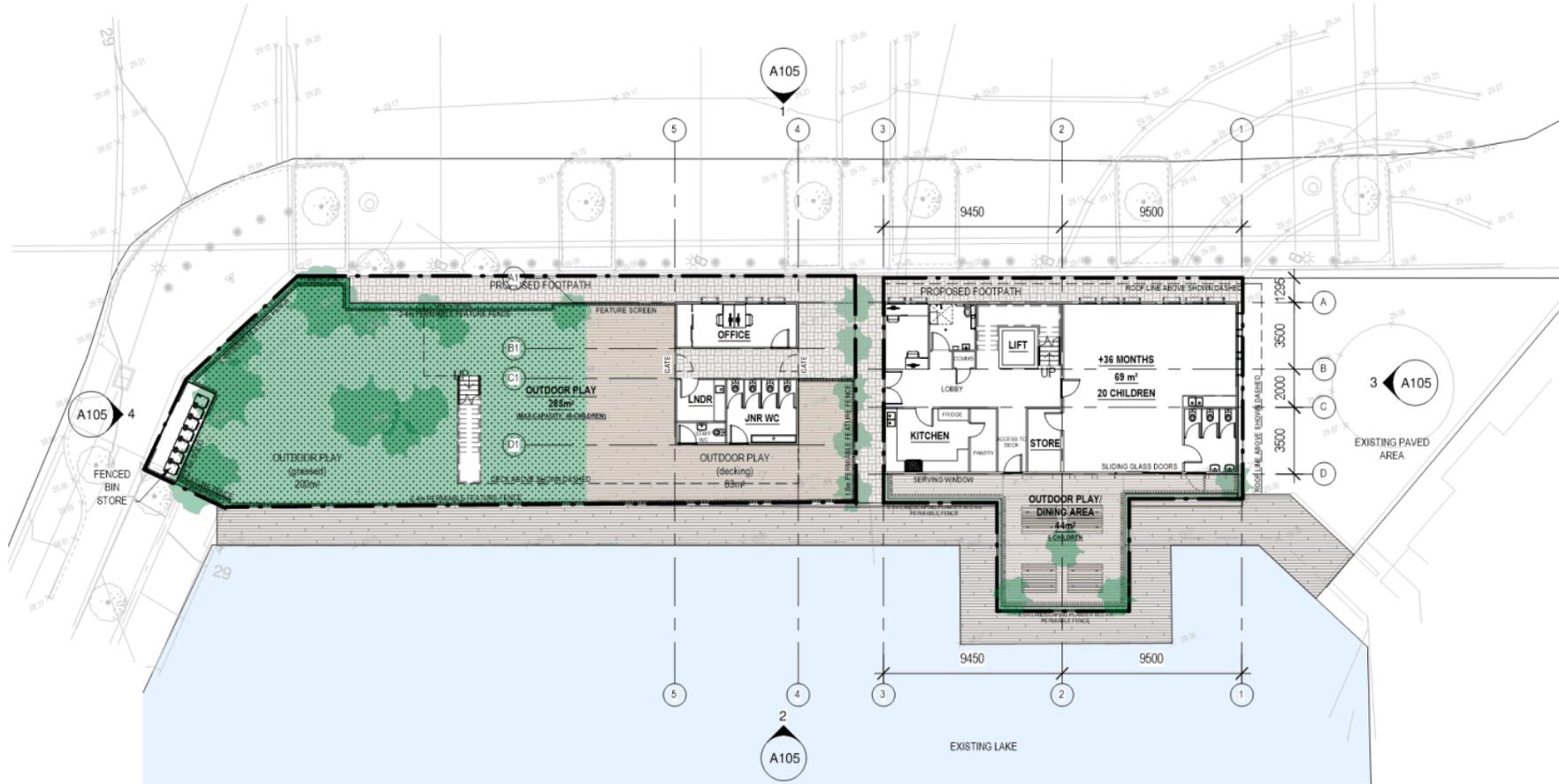
With the air condition condensing units located on the roof above the lift/ stairs, noise from the mechanical services has been assessed to also comply with the relevant assigned noise levels at all times.

With the boundary fence, as shown in Appendix A and restriction of usage to the outdoor play area to the day period, noise emissions from the proposed child care centre, would be deemed to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times.

Additionally, if applicable, noise emissions from car accessing the child care centre would also be compliant with the Regulatory requirements.

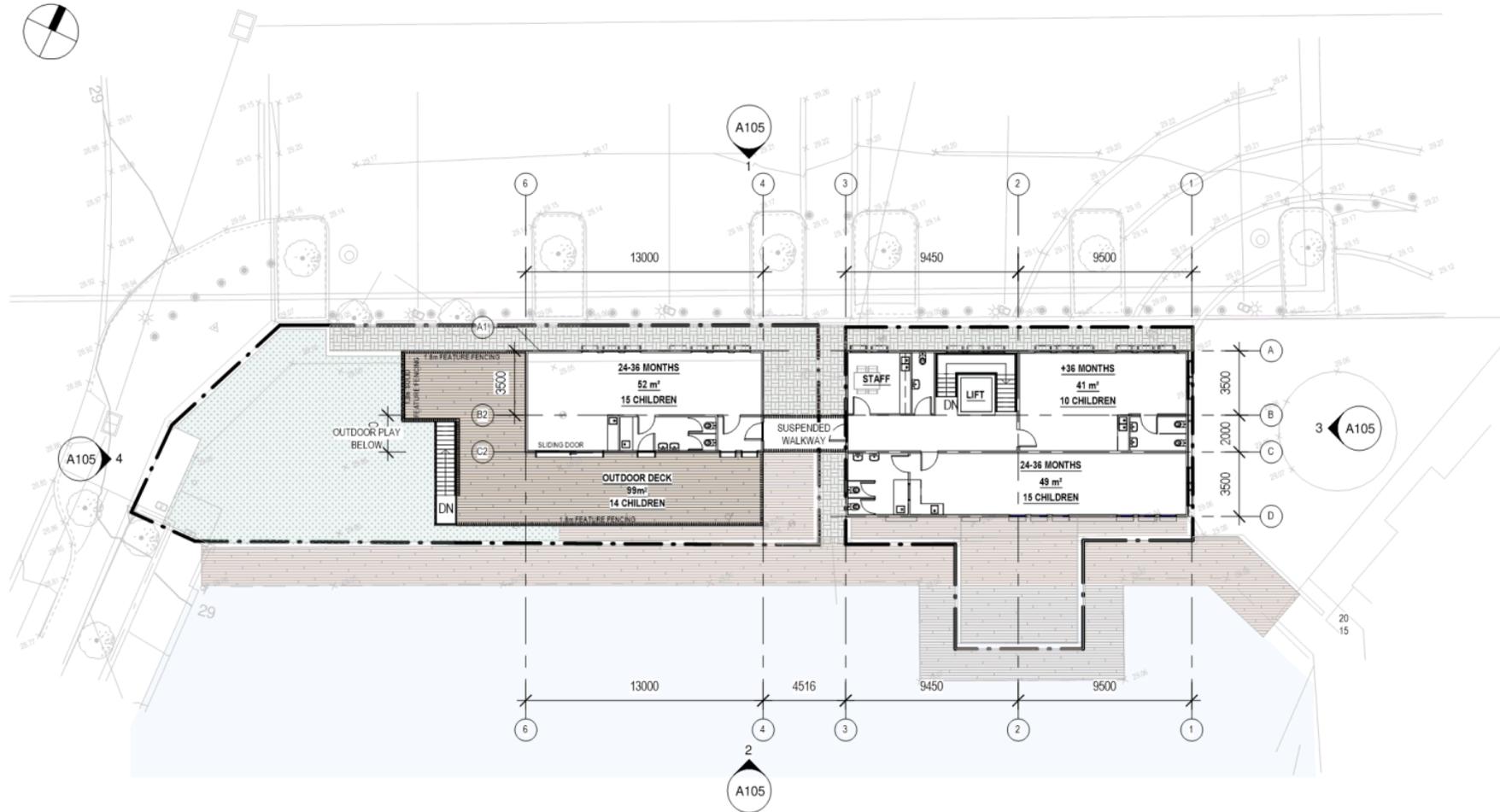
## APPENDIX A

### PLANS



	STUDIO 25   ARCHITECTURAL DRAFTING	LOT 841 & 842 LAKEFRONT AVENUE BEELIAR	GROUND FLOOR	Project number	N/A
	CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007 T. 0450 253 643			Date	13/08/2019
				Drawn by	VD
				Revision	A
				Scale	1 : 200
			<span style="font-size: 2em;">A102</span>		

1 Ground Floor  
A102 1 : 200



	STUDIO 25   ARCHITECTURAL DRAFTING	LOT 841 & 842 LAKEFRONT AVENUE BEELIAR	FIRST FLOOR	Project number	N/A
	CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007 T. 0450 253 643			Date	13/08/2019
				Drawn by	VD
				Revision	B
				Scale	1 : 200
				A103	





**1** North-West Elevation  
A105 1 : 200



**2** South-East Elevation  
A105 1 : 200



**3** North-East Elevation  
A105 1 : 200



**4** South-West Elevation  
A105 1 : 200

	STUDIO 25   ARCHITECTURAL DRAFTING  CAMBRIDGE STREET WEST LEEDERVILLE PERTH, WA 6007  T. 0450 253 643	LOT 841 & 842 LAKEFRONT AVENUE BEELIAR	ELEVATIONS	<table border="1"> <tr> <td>Project number</td> <td>N/A</td> </tr> <tr> <td>Date</td> <td>13/08/2019</td> </tr> <tr> <td>Drawn by</td> <td>Author</td> </tr> <tr> <td>Revision</td> <td>Checker</td> </tr> <tr> <td>Scale</td> <td>1 : 200</td> </tr> </table>	Project number	N/A	Date	13/08/2019	Drawn by	Author	Revision	Checker	Scale	1 : 200
	Project number	N/A												
Date	13/08/2019													
Drawn by	Author													
Revision	Checker													
Scale	1 : 200													
<p><b>A105</b></p>														

## 15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

### 15.1 PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - APRIL 2020

<b>Author(s)</b>	N Mauricio
<b>Attachments</b>	1. <a href="#">Payments Listing - April 2020</a> ↓ 2. <a href="#">Credit Card Monthly Payments Summary - to 1 April 2020</a> ↓

#### RECOMMENDATION

That Council receive the list of payments made from the Municipal and Trust funds for April 2020, 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 April 2020 with a net total of \$15.08 million is attached to the agenda for review. This comprises:

- EFT payments list (trade suppliers and others) - \$10,57m;
- Payroll payments summary - \$4.43m;
- Corporate credit card expenditure - \$64.52k; and
- Bank transaction fees - \$22.5k.

Also attached is a separate listing of credit card spending during the month of March (settled in April), grouped by each card holder. This includes transaction details for the acting CEO spend of \$2,448.60 (includes \$2,400 DWER (Department of Water and Environmental Regulation) licence approval for Hammond Rd duplication). This is reported in line with an Office of the Auditor General better practice recommendation.

**Strategic Plans/Policy Implications**Leading 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 that has been made.

**Advice to Proponent(s)/Submissioners**

N/A

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

Nil

APRIL 20 PAYMENT LISTING  
MUNICIPAL & TRUST FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF129033	10152	AUST SERVICES UNION	PAYROLL DEDUCTIONS	7/04/2020	1,091.70
EF129034	10154	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	7/04/2020	450,821.00
EF129035	10305	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	7/04/2020	1,675.55
EF129036	10484	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY	7/04/2020	61,074.95
EF129037	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	PAYROLL DEDUCTIONS	7/04/2020	82.00
EF129038	11857	CHAMPAGNE SOCIAL CLUB	PAYROLL DEDUCTIONS	7/04/2020	416.00
EF129039	11860	45S CLUB	PAYROLL DEDUCTIONS	7/04/2020	16.00
EF129040	19726	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	7/04/2020	1,524.05
EF129041	25987	TOYOTA FLEET MANAGEMENT	PAYROLL DEDUCTIONS - NOVATED LEASE	7/04/2020	608.14
EF129042	27874	SMART SALARY	SALARY PACKAGING/LEASING ADMINISTRATION	7/04/2020	13,356.26
EF129043	10747	IINET LIMITED	INTERNET SERVICES	7/04/2020	1,079.84
EF129044	99997	LEIGH JARRETT	IHC SPECIAL PAYMENT WE 29/3 & WE 5/4	9/04/2020	2,309.40
EF129045	99997	FAMILY DAY CARE	FDC PAYMENT WE 05/04/2020	9/04/2020	45,343.49
EF129046	99997	IN HOME CARE PAYMENTS	IHC PAYMENTS WE 05/04/2020	9/04/2020	20,046.48
EF129047	26696	CHAMONIX TERBLANCHE	MONTHLY ELECTED MEMBER ALLOWANCE	17/04/2020	86.93
EF129048	27475	LARA KIRKWOOD	MONTHLY ELECTED MEMBER ALLOWANCE	17/04/2020	171.84
EF129049	27872	PHOEBE CORKE	MONTHLY ELECTED MEMBER ALLOWANCE	17/04/2020	915.00
EF129050	99996	VERNITA D' SANGES	RATES REFUNDS	17/04/2020	67.50
EF129051	99996	MARIOLA SZOZDA AND GRZEGORZ SZOZDA	RATES REFUNDS	17/04/2020	55.00
EF129052	99996	HANNAH SADEGHI	RATES REFUNDS	17/04/2020	410.00
EF129053	99996	LIVING CHURCH OF GOD LTD	RATES REFUNDS	17/04/2020	66.50
EF129054	99996	DEAHNA A DE CANDIA	RATES REFUNDS	17/04/2020	410.00
EF129055	99996	ROXANNE VAN ZYL	RATES REFUNDS	17/04/2020	410.00
EF129056	99996	OBERON APARTMENTS OWNERS	RATES REFUNDS	17/04/2020	108.00
EF129057	99996	ASC PTY LTD	RATES REFUNDS	17/04/2020	150.00
EF129058	99996	KAITLYN TAYLOR	RATES REFUNDS	17/04/2020	55.00
EF129059	99996	SMYL COMMUNITY SERVICES	RATES REFUNDS	17/04/2020	306.00
EF129060	99996	ALZHEIMER' S WA	RATES REFUNDS	17/04/2020	400.00
EF129061	99996	HARLEY JAMES WILSON	RATES REFUNDS	17/04/2020	150.00
EF129062	99996	RENEE MCCREADY	RATES REFUNDS	17/04/2020	30.00
EF129063	99996	BISTRO 21 PTY LTD	RATES REFUNDS	17/04/2020	2,000.00
EF129064	99996	DEREK LARSEN	RATES REFUNDS	17/04/2020	461.87
EF129065	99996	RAY WHITE CAHILL & ASSOCIATES	RATES REFUNDS	17/04/2020	1,235.00
EF129066	99996	MARILYN CLARKSON	RATES REFUNDS	17/04/2020	503.97
EF129067	99996	CORTES MANAGEMENT GROUP	RATES REFUNDS	17/04/2020	1,935.00
EF129068	99996	SUKHDEV K BHULLAR	RATES REFUNDS	17/04/2020	510.68
EF129069	99996	ADAM LOMAX	RATES REFUNDS	17/04/2020	600.00
EF129070	99996	DEVELOPMENTWA	RATES REFUNDS	17/04/2020	3,498.30
EF129071	99996	DEVELOPMENTWA	RATES REFUNDS	17/04/2020	1,111.23
EF129072	99996	JULIE MARIE COLEMAN	RATES REFUNDS	17/04/2020	30.00
EF129073	99996	DIVOR PTY LTD	RATES REFUNDS	17/04/2020	358.98
EF129074	99996	DANIEL TUOMA	RATES REFUNDS	17/04/2020	444.00

EF129075	99996	MILICA DJURIC	RATES REFUNDS	17/04/2020	150.00
EF129076	99996	INDIGENOUS PROFESSIONAL SERVICES	RATES REFUNDS	17/04/2020	150.00
EF129077	88888	SUNDRY CREDITOR EFT	BOND REFUNDS	17/04/2020	150.00
EF129078	88888	SUNDRY CREDITOR EFT	BOND REFUNDS	17/04/2020	500.00
EF129079	88888	SUNDRY CREDITOR EFT	BOND REFUNDS	17/04/2020	15,684.10
EF129080	88888	SUNDRY CREDITOR EFT	BOND REFUNDS	17/04/2020	500.00
EF129081	99997	CARMINE & MICHELINA D'ASCANIO	SENIOR SECURITY SUBSIDY SCHEME	17/04/2020	100.00
EF129082	99997	JOAO & CONCEICAO DE BRITO	JUNIOR SPORT TRAVEL ASS. JASON DE BRITO	17/04/2020	400.00
EF129083	99997	ALLAN SWIFT	SENIOR SECURITY SUBSIDY SCHEME	17/04/2020	300.00
EF129084	99997	BRUCE BOURGEOIS	SENIOR SECURITY SUBSIDY SCHEME	17/04/2020	100.00
EF129085	99997	SANDRA COPIC	COVID-19 REFUND	17/04/2020	220.00
EF129086	99997	MINGANG TU	COCKBURN ARC REFUND	17/04/2020	36.00
EF129087	99997	ONG PING CHANG	BOOKING REFUND	17/04/2020	72.00
EF129088	99997	MALIKA MCLEOD	COCKBURN ARC REFUND	17/04/2020	200.00
EF129089	99997	RAVJIT KHANGURA	COVID-19 CLOSURE REFUND	17/04/2020	150.00
EF129090	99997	RHIANNA DUNN	PETTY CASH WFH ITEMS - CORDS AND CHAIR	17/04/2020	120.01
EF129091	99997	MRS A DAY	COVID-19 REFUND	17/04/2020	200.00
EF129092	99997	EL & MO MCGIVERN	CENTRE CLOSURE REFUND	17/04/2020	25.00
EF129093	99997	HARI HARAN K MOHAN	FUTSAL COURT BOOKING REFUND	17/04/2020	100.00
EF129094	99997	MARTIN WT HORLOR	CENTRE CLOSURE - COVID 19 - REFUND	17/04/2020	50.00
EF129095	99997	JP PAPARELLA	COVID - 19 REFUND	17/04/2020	200.00
EF129096	99997	RJ & LD CAPPER	COMPOST BIN REBATE - CAPPER	17/04/2020	50.00
EF129097	99997	JANAYA MENEGHINI	REIMBURSEMENT - EXTENSION CORD PURCHASE	17/04/2020	55.98
EF129098	99997	ST JEROMES SENIORS CLUB	BUS SUBSIDY /LGACS2	17/04/2020	75.00
EF129099	99997	MISS MARIA J TAIA	PARTY CANCELLATION REFUND	17/04/2020	220.00
EF129100	99997	LINH TU TRINH	COMPOST BIN REBATE	17/04/2020	50.00
EF129101	99997	JOSEPH GARTON	COMPOST BIN REBATE	17/04/2020	50.00
EF129102	99997	VANESSA WILLIAMS	ARC REFUND	17/04/2020	200.00
EF129103	99997	DAVID MCARTHUR	PEN D148 FEE REFUND - DAVID MCARTHUR	17/04/2020	2,070.25
EF129104	99997	BARBARA FREEMAN	REIMBURSEMENT FOR BARBARA FREEMAN	17/04/2020	200.33
EF129105	99997	HANNAH LETHBRIDGE	REIMBURSEMENT FOR PURCHASE NOTEPADS	17/04/2020	9.00
EF129106	99997	MICHAEL D'ANGELO	SAFETY GLASSES REIMBURSEMENT	17/04/2020	299.00
EF129107	99997	HANNAH LETT	COMPOST BIN REBATE	17/04/2020	45.00
EF129108	99997	MILES RUSSO	2ND PRIZE HEAT 2 5 -10YEARS COCKBURNS GO	17/04/2020	250.00
EF129109	99997	WEI LIN LIM	VENUE CLOSURE REFUND	17/04/2020	18.00
EF129110	99997	MONA LASHKARI	REFUND REQUEST ARC - MONA LASHKARI	17/04/2020	150.00
EF129111	99997	SIAN NELSON-WHITE	REFUND REQUEST ARC SIAN NELSON-WHITE	17/04/2020	200.00
EF129112	99997	TAK MING CHUNG	REFUND REQUEST - ARC	17/04/2020	17.00
EF129113	99997	NISHIKA QUADROS	REFUND REQUEST ARC - N QUADROS	17/04/2020	34.00
EF129114	99997	LANY SETIAWATI	COMPOST BIN REBATE - LANY SETIAWATI	17/04/2020	50.00
EF129115	99997	DOME COFFEE GROUP	INVOICE STDINV0008234	17/04/2020	221.40
EF129116	99997	COLIN GATER	WORKING FROM HOME REIMBURSEMENT	17/04/2020	68.76
EF129117	99997	ANNA BODEN-JONES	REFUND REQUEST ARC ANNA BODEN-JONES	17/04/2020	200.00
EF129118	99997	BOLLYGOOD FOODS PTY LTD	INVOICE # : 00000411	17/04/2020	150.00
EF129119	99997	ANNA ALLEGRETTA	COCKBURN SENIORS CENTRE REFUND	17/04/2020	29.30
EF129120	99997	SUE BATE	COCKBURN SENIORS CENTRE REFUND	17/04/2020	60.00
EF129121	99997	URSULA BEIWINKEL	COCKBURN SENIORS CENTRE REFUND	17/04/2020	42.50
EF129122	99997	ANGELO CAPRARO	COCKBURN SENIORS CENTRE REFUND	17/04/2020	106.50
EF129123	99997	WENDY CARTLEDGE	COCKBURN SENIORS CENTRE REFUND	17/04/2020	111.00
EF129124	99997	ALSION FALCONER	COCKBURN SENIORS CENTRE REFUND	17/04/2020	38.50

EF129125	9997	HELEN FULLER	COCKBURN SENIORS CENTRE REFUND	17/04/2020	42.50
EF129126	9997	ALAN HART	COCKBURN SENIORS CENTRE REFUND	17/04/2020	42.50
EF129127	9997	PATRICIA HARWOOD	COCKBURN SENIORS CENTRE REFUND	17/04/2020	146.50
EF129128	9997	MAVIS HAZELWOOD	COCKBURN SENIORS CENTRE REFUND	17/04/2020	58.00
EF129129	9997	AUDREY HOUSE	COCKBURN SENIORS CENTRE REFUND	17/04/2020	70.00
EF129130	9997	KATHRYN MITCHELL	COCKBURN SENIORS CENTRE REFUND	17/04/2020	64.00
EF129131	9997	SUE MURRELL	COCKBURN SENIORS CENTRE REFUND	17/04/2020	38.50
EF129132	9997	GAIL RIJNHART	COCKBURN SENIORS CENTRE REFUND	17/04/2020	100.50
EF129133	9997	PATRICIA SANDALL	COCKBURN SENIORS CENTRE REFUND	17/04/2020	21.50
EF129134	9997	PIA SCILIO	COCKBURN SENIORS CENTRE REFUND	17/04/2020	55.50
EF129135	9997	LENA SKROZA	REFUND - SENIOR MEMBERSHIP	17/04/2020	32.00
EF129136	9997	MARIA VAN EJK	COCKBURN SENIORS CENTRE REFUND	17/04/2020	61.50
EF129137	9997	YVONNE VANDERHOEK	COCKBURN SENIORS CENTRE REFUND	17/04/2020	21.50
EF129138	9997	ANGELA WATSON	COCKBURN SENIORS CENTRE REFUND	17/04/2020	38.50
EF129139	9997	ROBERTA BUNCE	REIMBURSEMENT FOR LUNCH	17/04/2020	58.30
EF129140	9997	BEACHPOINT CAFE	CLEAN OCEAN CUPPAS	17/04/2020	455.40
EF129141	9997	MELISSA DAVEY	ARC REFUND	17/04/2020	150.00
EF129142	9997	SARAH KOLEVSKI	ARC REFUND	17/04/2020	170.00
EF129143	9997	KELLY SEPHTON	COMPOST BIN REBATE	17/04/2020	50.00
EF129144	9997	ERIN HASSETT	CROSSOVER REBATE	17/04/2020	300.00
EF129145	9997	SONIA HALL	PETTY CASH REIMBURSEMENT - FRONT COUNTER	17/04/2020	19.29
EF129146	9997	M & C GRIECO	DCAS REFUND OF RECOVERD PAYMENTS	17/04/2020	1,370.52
EF129147	9997	OCEAN ROAD INFRASTRUCTURE	DCA5 REFUND FOR RECOVERED PAYMENTS	17/04/2020	1,291.82
EF129148	9997	PRM PROPERTY MEVE PTY LTD	DCA5 REFUND FOR RECOVERD PAYMENTS	17/04/2020	26,730.61
EF129149	9997	SURELAND JOINT VENTURE	DCA5 REFUND FOR RECOVERED PAYMENTS	17/04/2020	7,568.88
EF129150	9997	AIGLE ROYAL DEVELOPMENTS PTY LTD	DCA4 REFUND FOR RECOVERED PAYMENTS	17/04/2020	37,698.85
EF129151	9997	EMMAUS DEVELOPMENTS PTY LTD	DCA4 REFUND FOR RECOVERED PAYMENTS	17/04/2020	3,758.50
EF129152	9997	THE MICHAEL TRUST ACCOUNT	DCA4 REFUND FOR RECOVERED PAYMENTS	17/04/2020	60,666.02
EF129153	9997	WENDY LUMANAU	REFUND REQUEST COVID-19	17/04/2020	200.00
EF129154	9997	STEFANIE SEILER	SWIMMING LESSON REFUND	17/04/2020	34.00
EF129155	9997	CLAIRE BAKER	COVID-19 NETBALL CANCELLATION	17/04/2020	140.00
EF129156	9997	STACEY NICHOLAS	ARC REFUND	17/04/2020	140.00
EF129157	9997	WASTE MANAGEMENT & RESOURCE RECOVERY	INVOICE INV5438 - MEMBER SUBSCRIPTION	17/04/2020	1,650.00
EF129158	9997	TALIA DI TULLIO	1ST PRIZE HEAT 2 5 -10YEARS COCKBURNS G	17/04/2020	500.00
EF129159	9997	P O & K M ANDERTON	COVID-19 REFUND	17/04/2020	280.00
EF129160	9997	THE WETLANDS CENTRE, COCKBURN	SPONSORSHIP - TWCC - 2ND INSTALMENT 2019	17/04/2020	50,469.82
EF129161	9997	NATIVE ARC INC	SPONSORHIP - NARC - 2ND INSTALLMENT - 20	17/04/2020	50,469.82
EF129162	9997	K JAMIESON	OFFICEWORKS REIMBURSEMENT	17/04/2020	40.97
EF129163	9997	EVERSWELL PTY LTD	DCA5 REFUND FOR RECOVERED PAYMENTS	17/04/2020	96,787.93
EF129164	9997	MICHAEL SMART	COMPOST BIN REBATE - M SMART	17/04/2020	50.00
EF129165	9997	VINCE M AND KATALIN T	COMPOST BIN REBATE - V MOLNAR	17/04/2020	45.00
EF129166	9997	TOM AND KERRY MCLNTYRE	COMPOST BIN REBATE - K MCINTYRE	17/04/2020	50.00
EF129167	9997	VITTORIO MARCELLO CREVATIN	COMPOST BIN REBATE - V CREVATIN	17/04/2020	50.00
EF129168	9997	VIVA DEVELOPMENTS PTY LTD	REFUND FOR OVER PAYMENT X 3 CONTRIBUTION	17/04/2020	11,070.52
EF129169	9997	KAROLINE JAMIESON	PURCHASE AWAITING REPLACEMENT CREDITCARD	17/04/2020	38.50
EF129170	9997	PAUL AND DIANE FROST	CROSSOVER CONTRIBUTION 4 COLONIAL DRIVE	17/04/2020	300.00
EF129171	9997	DANIEL KIM & WARALUK SAE-CHUENG	CROSSOVER CONTRIBUTION 78 SAPHIRE DRIVE	17/04/2020	300.00
EF129172	9997	SARAH POLLITT	REFUND REQUEST ARC - SARAH POLLITT	17/04/2020	220.00
EF129173	9997	STUART GREER	PETTY CASH 02/04/2020	17/04/2020	44.98
EF129174	10058	ALSCO PTY LTD	HYGIENE SERVICES/SUPPLIES	17/04/2020	188.09

EF129175	10091	ASLAB PTY LTD	ASPHALTING SERVICES/SUPPLIES	17/04/2020	6,474.38
EF129176	10118	AUSTRALIA POST	POSTAGE CHARGES	17/04/2020	32,903.61
EF129177	10170	MACRI PARTNERS	AUDITING SERVICES	17/04/2020	4,884.00
EF129178	10207	BOC GASES	GAS SUPPLIES	17/04/2020	417.08
EF129179	10221	BP AUSTRALIA PTY LTD	DIESEL/PETROL SUPPLIES	17/04/2020	23,717.77
EF129180	10226	BRIDGESTONE AUSTRALIA LTD	TYRE SERVICES	17/04/2020	22,959.14
EF129181	10239	BUDGET RENT A CAR - PERTH	MOTOR VEHICLE HIRE	17/04/2020	968.00
EF129182	10244	BUILDING & CONST INDUSTRY TRAINING FUND	LEVY PAYMENT	17/04/2020	35,513.58
EF129183	10246	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES	17/04/2020	3,187.13
EF129184	10287	CENTRELINE MARKINGS	LINEMARKING SERVICES	17/04/2020	3,575.00
EF129185	10326	CITY OF GOSNELLS	REPLACEMENT OF LIBRARY SUPPLIES / LSL	17/04/2020	3,170.27
EF129186	10333	CJD EQUIPMENT PTY LTD	HARDWARE SUPPLIES	17/04/2020	1,816.15
EF129187	10338	CLEANAWAY PTY LTD	WASTE DISPOSAL SERVICES	17/04/2020	2,104.74
EF129188	10353	COCKBURN CEMENT LTD	CEMENT AND LIME	17/04/2020	370.26
EF129189	10368	COCKBURN WETLANDS EDUCATION CENTRE	COMMUNITY GRANT	17/04/2020	778.00
EF129190	10375	VEOLIA ENVIRONMENTAL SERVICES	WASTE SERVICES	17/04/2020	10,741.47
EF129191	10384	PROGILITY PTY LTD	COMMUNICATION SERVICES	17/04/2020	8,736.20
EF129192	10483	LANDGATE	MAPPING/LAND TITLE SEARCHES	17/04/2020	1,467.32
EF129193	10526	E & MJ ROSHER PTY LTD	MOWER EQUIPMENT	17/04/2020	6,166.37
EF129194	10528	EASIFLEET	VEHICLE LEASE	17/04/2020	1,710.33
EF129195	10535	WORKPOWER INCORPORATED	EMPLOYMENT SERVICES - PLANTING	17/04/2020	1,919.52
EF129196	10580	FC COURIERS	COURIER SERVICES	17/04/2020	1,032.78
EF129197	10597	FLEXI STAFF PTY LTD	EMPLOYMENT SERVICES	17/04/2020	19,871.58
EF129198	10611	FORPARK AUSTRALIA	PLAYGROUND EQUIPMENT	17/04/2020	44,000.00
EF129199	10655	GHD PTY LTD	CONSULTANCY SERVICES	17/04/2020	8,145.50
EF129200	10708	HEAVY AUTOMATICS PTY LTD	EQUIPMENT MAINTENANCE SERVICES	17/04/2020	2,907.64
EF129201	10726	HOLTON CONNOR ARCHITECTS & PLANNERS	ARCHITECTURAL SERVICES	17/04/2020	16,252.50
EF129202	10740	HYDRO-DYNAMIC MINING SERVICES PTY LTD	REPAIRS/MAINTENANCE SERVICES	17/04/2020	22,379.50
EF129203	10768	INST OF PUBLIC WORKS ENG AUST - WA	MEMBERSHIP FEES	17/04/2020	5,335.00
EF129204	10888	LJ CATERERS	CATERING SERVICES	17/04/2020	350.35
EF129205	10912	M2 TECHNOLOGY GROUP	MESSAGING SERVICES	17/04/2020	726.00
EF129206	10913	BUCHER MUNICIPAL PTY LTD	PURCHASE OF NEW PLANT / REPAIR SERVICES	17/04/2020	8,673.43
EF129207	10923	MAJOR MOTORS PTY LTD	REPAIRS/MAINTENANCE SERVICES	17/04/2020	732.14
EF129208	10938	MAXWELL ROBINSON & PHELPS	PEST & WEED MANAGEMENT	17/04/2020	279.40
EF129209	10944	MCLEODS	LEGAL SERVICES	17/04/2020	13,766.61
EF129210	10991	BEACON EQUIPMENT	MOWING EQUIPMENT	17/04/2020	1,909.75
EF129211	11004	MURDOCH UNIVERSITY OFFICE OF FINANCE, PLANNING & REPORTING	ANALYSING SERVICES	17/04/2020	1,445.40
EF129212	11028	NEVERFAIL SPRINGWATER LTD	BOTTLED WATER SUPPLIES	17/04/2020	387.18
EF129213	11036	NORTHLAKE ELECTRICAL	ELECTRICAL SERVICES	17/04/2020	12,895.03
EF129214	11077	P & G BODY BUILDERS PTY LTD	PLANT BODY BUILDING SERVICES	17/04/2020	531.30
EF129215	11152	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MAINTENANCE	17/04/2020	5,517.60
EF129216	11177	PITNEY BOWES AUSTRALIA PTY LTD	GIS SOFTWARE	17/04/2020	275.00
EF129217	11182	PREMIUM BRAKE & CLUTCH SERVICE	BRAKE SERVICES	17/04/2020	4,311.12
EF129218	11208	QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY/CONSUMABLES	17/04/2020	2,213.48
EF129219	11244	RESEARCH SOLUTIONS PTY LTD	RESEARCH SERVICES	17/04/2020	6,572.50
EF129220	11248	RICOH AUSTRALIA	OFFICE EQUIPMENT	17/04/2020	47.69
EF129221	11307	SATELLITE SECURITY SERVICES PTY LTD	SECURITY SERVICES	17/04/2020	9,680.02
EF129222	11308	BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	HARDWARE SUPPLIES	17/04/2020	437.45
EF129223	11331	SHAWMAC PTY LTD	CONSULTANCY SERVICES - CIVIL	17/04/2020	1,188.00
EF129224	11334	SHENTON ENTERPRISES PTY LTD	POOL EQUIPMENT/SERVICES	17/04/2020	11,893.24

EF129225	11387	BIBRA LAKE SOILS	SOIL & LIMESTONE SUPPLIES	17/04/2020	1,400.00
EF129226	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL GATE FEES	17/04/2020	1,680.00
EF129227	11449	SPEARWOOD FLORIST ULTIMATE CO PTY LTD	FLORAL ARRANGEMENTS	17/04/2020	100.00
EF129228	11469	SPORTS TURF TECHNOLOGY PTY LTD	TURF CONSULTANCY SERVICES	17/04/2020	1,980.00
EF129229	11483	ST JOHN AMBULANCE AUST WA OPERATIONS	FIRST AID COURSES	17/04/2020	314.80
EF129230	11557	TECHNOLOGY ONE LTD	IT CONSULTANCY SERVICES	17/04/2020	1,940.40
EF129231	11625	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	17/04/2020	129,817.80
EF129232	11667	TURFMASTER FACILITY MANAGEMENT	TURF & MOWING SERVICES	17/04/2020	6,182.00
EF129233	11701	VIBRA INDUSTRIAL FILTRATION AUSTRALASIA	FILTER SUPPLIES	17/04/2020	1,121.56
EF129234	11702	VILLA DALMACIA ASSOCIATION INC.	SPECIAL CLUB ACTIVITIES	17/04/2020	1,820.00
EF129235	11722	WA HINO SALES & SERVICE	PURCHASE OF NEW TRUCKS / MAINTENANCE	17/04/2020	3,336.26
EF129236	11738	WA RANGERS ASSOCIATION	CONFERENCES/SEMINARS	17/04/2020	129.00
EF129237	11749	WARREN'S EARTHMOVING CONTRACTORS	EARTHMOVING SERVICES	17/04/2020	6,985.00
EF129238	11773	NUTRIEN AG SOLUTIONS	CHEMICAL SUPPLIES	17/04/2020	990.00
EF129239	11793	WESTERN IRRIGATION PTY LTD	IRRIGATION SERVICES/SUPPLIES	17/04/2020	21,002.30
EF129240	11806	WESTRAC PTY LTD	REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	17/04/2020	1,553.32
EF129241	11828	WORLDWIDE ONLINE PRINTING - O'CONNOR	PRINTING SERVICES	17/04/2020	599.00
EF129242	11835	WURTH AUSTRALIA PTY LTD	HARDWARE SUPPLIES	17/04/2020	1,184.35
EF129243	11854	ZIPFORM	PRINTING SERVICES	17/04/2020	2,860.70
EF129244	12014	BT EQUIPMENT PTY LTD	EXCAVATING/EARTHMOVING EQUIPMENT	17/04/2020	6,333.21
EF129245	12018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE	MOWING EQUIPMENT/PARTS/SERVICES	17/04/2020	39.60
EF129246	12024	ACCESS OFFICE INDUSTRIES	FURNITURE - STORAGE	17/04/2020	1,436.60
EF129247	12153	HAYS PERSONNEL SERVICES PTY LTD	EMPLOYMENT SERVICES	17/04/2020	12,762.94
EF129248	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT	TRAINING SERVICES	17/04/2020	1,465.00
EF129249	12656	COOGEE BEACH SURF LIFESAVING CLUB INC	POORE GROVE SLSC DEVELOPMENT COSTS	17/04/2020	265.00
EF129250	12672	NORMAN DISNEY & YOUNG	CONSULTANCY SERVICES	17/04/2020	4,180.00
EF129251	12791	ALCHEMY TECHNOLOGY	COMPUTER SOFTWARE SERVICES	17/04/2020	7,417.85
EF129252	12796	ISENTIA PTY LTD	MEDIA MONITORING SERVICES	17/04/2020	1,496.00
EF129253	13102	MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD	EMPLOYMENT SERVICES	17/04/2020	7,455.85
EF129254	13563	GREEN SKILLS INC	EMPLOYMENT SERVICES	17/04/2020	9,528.79
EF129255	13779	PORTER CONSULTING ENGINEERS	ENGINEERING CONSULTANCY SERVICES	17/04/2020	2,750.00
EF129256	13825	JACKSON MCDONALD	LEGAL SERVICES	17/04/2020	79,812.41
EF129257	13860	KRS CONTRACTING	WASTE COLLECTION SERVICES	17/04/2020	14,041.50
EF129258	14350	BAILEYS FERTILISERS	FERTILISER SUPPLIES	17/04/2020	4,475.35
EF129259	14530	DONALD VEAL CONSULTANTS PTY LTD	CONSULTANCY SERVICES	17/04/2020	8,835.75
EF129260	14777	LGIS JARDINE LLOYD THOMPSON PTY LTD	INSURANCE PREMIUMS	17/04/2020	186.07
EF129261	15003	DADAA LTD	COMMUNITY GRANT	17/04/2020	2,090.00
EF129262	15271	PLE COMPUTERS PTY LTD	COMPUTER HARDWARE	17/04/2020	162.06
EF129263	15393	STRATAGREEN	HARDWARE SUPPLIES	17/04/2020	1,079.40
EF129264	15550	APACE AID INC	PLANTS & LANDSCAPING SERVICES	17/04/2020	367.95
EF129265	15588	NATURAL AREA HOLDINGS PTY LTD	WEED SPRAYING	17/04/2020	7,529.49
EF129266	15609	CATALYSE PTY LTD	CONSULTANCY SERVICES	17/04/2020	5,500.00
EF129267	15850	ECOSCAPE	ENVIRONMENTAL CONSULTANCY	17/04/2020	238.70
EF129268	15868	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES - ENGINEERING	17/04/2020	8,995.80
EF129269	16064	CMS ENGINEERING PTY LTD	AIRCONDITIONING SERVICES	17/04/2020	46,882.26
EF129270	16107	WREN OIL	WASTE DISPOSAL SERVICES	17/04/2020	16.50
EF129271	16396	MAYDAY EARTHMOVING	ROAD CONSTRUCTION MACHINE HIRE	17/04/2020	100,001.00
EF129272	16653	COMPLETE PORTABLES PTY LTD	SUPPLY & HIRE OF MODULAR BUILDINGS	17/04/2020	165.78
EF129273	16846	ACTION GLASS & ALUMINIUM	GLAZING SERVICES	17/04/2020	495.00
EF129274	17279	AUSSIE COOL SHADES SAILS AWNINGS & HOME SECURITY	SHADE SAILS & AWNINGS	17/04/2020	6,276.70

EF129275	17471	PIRTEK (FREMANTLE) PTY LTD	HOSES & FITTINGS	17/04/2020	2,345.95
EF129276	17553	ALTUS TRAFFIC PTY LTD	TRAFFIC CONTROL SERVICES	17/04/2020	792.00
EF129277	17608	NU-TRAC RURAL CONTRACTING	BEACH CLEANING/FIREBREAK CONSTRUCTION	17/04/2020	10,097.38
EF129278	17827	NIL SEN (WA) PTY LTD	ELECTRICAL SERVICES	17/04/2020	14,590.59
EF129279	18126	DELL AUSTRALIA PTY LTD	COMPUTER HARDWARE	17/04/2020	25,968.80
EF129280	18272	AUSTRACLEAR LIMITED	INVESTMENT SERVICES	17/04/2020	59.46
EF129281	18286	IW PROJECTS PTY LTD	CONSULTANCY SERVICES - CIVIL ENGINEERING	17/04/2020	7,240.75
EF129282	18316	STILES ELECTRICAL & COMMUNICATION SERVICES	ELECTRICAL SERVICES	17/04/2020	1,936.00
EF129283	18407	RIPE ART	CATERING SERVICES - EDIBLE ART	17/04/2020	90.00
EF129284	18801	FREMANTLE BIN HIRE	BIN HIRE - SKIP BINS	17/04/2020	420.00
EF129285	19446	ENVISIONWARE PTY LTD	SOFTWARE	17/04/2020	148.50
EF129286	19541	TURFCARE WA PTY LTD	TURF SERVICES	17/04/2020	10,422.50
EF129287	19649	TELSTRA NETWORK INTEGRITY SERVICES	COMMUNICATION SERVICES	17/04/2020	15,770.79
EF129288	19776	JOSH BYRNE & ASSOCIATES	ENVIRONMENTAL CONSULTANT	17/04/2020	630.72
EF129289	19856	WESTERN TREE RECYCLERS	SHREDDING SERVICES	17/04/2020	44,660.00
EF129290	20000	AUST WEST AUTO ELECTRICAL PTY LTD	AUTO ELECTRICAL SERVICES	17/04/2020	1,278.61
EF129291	20321	RIVERJET PTY LTD	EDUCTING-CLEANING SERVICES	17/04/2020	20,889.00
EF129292	21127	JOANNA AYCKBOURN (VOICES IN SYNC)	INSTRUCTION - SINGING	17/04/2020	100.00
EF129293	21291	CHITTERING VALLEY WORM FARM	ENVIRONMENTAL EDUCATION	17/04/2020	150.00
EF129294	21294	CAT HAVEN	ANIMAL SERVICES	17/04/2020	1,343.25
EF129295	21371	LD TOTAL SANPOINT PTY LTD	LANDSCAPING WORKS/SERVICES	17/04/2020	25,041.93
EF129296	21627	MANHEIM PTY LTD	IMPOUNDED VEHICLES	17/04/2020	814.00
EF129297	21665	MMJ REAL ESTATE (WA) PTY LTD	PROPERTY MANAGEMENT SERVICES	17/04/2020	21,970.38
EF129298	21678	IANNELLO DESIGNS	GRAPHIC DESIGN	17/04/2020	1,336.50
EF129299	21744	JB HI FI - COMMERCIAL	ELECTRONIC EQUIPMENT	17/04/2020	2,703.00
EF129300	21747	UNICARE HEALTH	WHEELCHAIR HIRE	17/04/2020	519.90
EF129301	21915	ECOWATER SERVICES PTY LTD	MAINTENANCE SERVICES - WASTE SYSTEMS	17/04/2020	416.20
EF129302	22106	INTELFIFE GROUP	SERVICES - DAIP	17/04/2020	16,027.59
EF129303	22337	SEGAFREDO ZANETTI AUST PTY LTD	COFFEE & COFFEE MACHINES	17/04/2020	489.40
EF129304	22375	TCD CIVIL CONSTRUCTION	CONSTRUCTION (SEWER, DRAINAGE, WATER)	17/04/2020	68,546.96
EF129305	22376	BCI SALES PTY LTD	BUS SALES, REPAIRS, MAINTENANCE	17/04/2020	459.68
EF129306	22404	CLEVERPATCH PTY LTD	ARTS/CRAFT SUPPLIES	17/04/2020	883.43
EF129307	22553	BROWNES FOOD OPERATIONS	CATERING SUPPLIES	17/04/2020	130.02
EF129308	22613	VICKI ROYANS	ARTISTIC SERVICES	17/04/2020	300.00
EF129309	22624	AUSSIE EARTHWORKS PTY LTD	EARTHWORKS	17/04/2020	2,453.00
EF129310	22639	SHATISH CHAUHAN	TRAINING SERVICES - YOGA	17/04/2020	260.00
EF129311	22682	BEAVER TREE SERVICES PTY LTD	TREE PRUNING SERVICES	17/04/2020	43,624.59
EF129312	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	FUEL SUPPLIES	17/04/2020	54,750.14
EF129313	22859	TOP OF THE LADDER	GUTTER CLEANING SERVICES	17/04/2020	1,045.00
EF129314	22903	UNIQUE INTERNATIONAL RECOVERIES LLC	DEBT COLLECTORS	17/04/2020	243.20
EF129315	22913	AUSTRALIAN OFFICE LEADING BRANDS	ENVELOPES	17/04/2020	150.07
EF129316	23457	TOTALLY WORKWEAR FREMANTLE	CLOTHING - UNIFORMS	17/04/2020	7,764.15
EF129317	23570	A PROUD LANDMARK PTY LTD	LANDSCAPE CONTRUCTION SERVICES	17/04/2020	57,498.16
EF129318	23579	DAIMLER TRUCKS PERTH	PURCHASE OF NEW TRUCK	17/04/2020	1,024.34
EF129319	24156	MASTEC AUSTRALIA PTY LTD	PURCHASE OF NEW BINS	17/04/2020	61,330.51
EF129320	24275	TRUCK CENTRE WA PTY LTD	PURCHASE OF NEW TRUCK	17/04/2020	9,344.93
EF129321	24506	AMARANTI'S PERSONAL TRAINING	PERSONAL TRAINING SERVICES	17/04/2020	75.00
EF129322	24643	BIBLIOTHECA RFID LIBRARY SYSTEMS AUSTRALIA PTY LTD	PURCHASE OF LIBRARY TAGS	17/04/2020	546.53
EF129323	24734	MYRIAD IMAGES	PHOTOGRAPHY SERVICES	17/04/2020	187.00
EF129324	24748	PEARMANS ELECTRICAL & MECHANICAL SERVICES P/L	ELECTRICAL SERVICES	17/04/2020	6,664.65

EF129325	24864	FREMANTLE FOOTBALL CLUB	MERCHANDISE STOCK FOR RETAIL SALE	17/04/2020	72.60
EF129326	24945	NS PROJECTS PTY LTD	PROJECT MANAGEMENT SERVICES	17/04/2020	4,312.00
EF129327	24949	BITUMEN SURFACING	BITUMEN SUPPLIES	17/04/2020	818.40
EF129328	25115	FIIG	INVESTMENT MANAGEMENT SERVICES	17/04/2020	2,750.00
EF129329	25415	JANDAKOT STOCK & PET SUPPLIES	PET SUPPLIES	17/04/2020	4,231.20
EF129330	25418	CS LEGAL	LEGAL SERVICES	17/04/2020	3,568.11
EF129331	25471	ELEMENTAL KITE SURF SUP	SURFING LESSONS	17/04/2020	750.00
EF129332	25713	DISCUS ON DEMAND	PRINTING SERVICES	17/04/2020	1,631.48
EF129333	25733	MIRACLE RECREATION EQUIPMENT	PLAYGROUND INSTALLATION / REPAIRS	17/04/2020	4,526.50
EF129334	25813	LG CONNECT PTY LTD	ERP SYSTEMS DEVELOPMENT	17/04/2020	2,861.06
EF129335	25819	BRAJKOVICH DEMOLITION & SALVAGE (WA) PTY LTD	DEMOLITION SERVICES	17/04/2020	7,150.00
EF129336	25822	FIT2WORK	EMPLOYEE CHECK	17/04/2020	153.56
EF129337	25832	EXTERIA	STREET AND PARK INFRASTRUCTURE	17/04/2020	38,632.00
EF129338	25989	CULTURAL LEARNING CENTRE MOSAICA INC.	CULTURAL GRANT	17/04/2020	250.00
EF129339	26029	AUTOSWEEP WA	SWEEPING SERVICES	17/04/2020	880.00
EF129340	26067	SPRAYKING WA PTY LTD	CHEMICAL WEED CONTROL SERVICES	17/04/2020	9,541.40
EF129341	26114	GRACE RECORDS MANAGEMENT	RECORDS MANAGEMENT SERVICES	17/04/2020	3,363.22
EF129342	26211	AMCOM PTY LTD	INTERNET/DATA SERVICES	17/04/2020	13,077.41
EF129343	26257	PAPERBARK TECHNOLOGIES	ARBORICULTURAL CONSULTANCY SERVICES	17/04/2020	3,415.00
EF129344	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE	TURF & LANDSCAPE MAINTENANCE	17/04/2020	145,914.66
EF129345	26314	CPE GROUP	TEMPORARY EMPLOYMENT SERVICES	17/04/2020	3,361.46
EF129346	26321	SKATEBOARDING WA	SKATEBOARDING CLINICS	17/04/2020	1,100.00
EF129347	26359	WILSON SECURITY	SECURITY SERVICES	17/04/2020	204,984.33
EF129348	26399	PAPERSCOUT	GRAPHIC DESIGN SERVICES	17/04/2020	5,254.00
EF129349	26419	EQUIFAX AUSTRALASIA CREDIT RATINGS PTY LTD	CREDIT REFERENCE CHECKS	17/04/2020	603.90
EF129350	26442	BULLANT SECURITY PTY LTD	LOCKSMITH & SECURITY SERVICES	17/04/2020	4,299.91
EF129351	26470	SCP CONSERVATION	FENCING SERVICES	17/04/2020	11,631.40
EF129352	26574	EVA BELLYDANCE	ENTERTAINMENT - BELLY DANCING	17/04/2020	75.00
EF129353	26606	ENVIRO INFRASTRUCTURE PTY LTD	CONSTRUCTION& FABRICATION	17/04/2020	32,313.76
EF129354	26610	TRACC CIVIL PTY LTD	CIVIL CONSTRUCTION - EXTENSION OF VERDE DRIVE	17/04/2020	588,418.75
EF129355	26614	MARKETFORCE PTY LTD	ADVERTISING	17/04/2020	19,999.04
EF129356	26618	GLOBAL SPILL CONTROL PTY LTD	ROAD SAFETY PRODUCTS	17/04/2020	1,059.52
EF129357	26709	TALIS CONSULTANTS PTY LTD	WASTE CONSULTANCY	17/04/2020	10,441.02
EF129358	26721	QUAD SERVICES PTY LTD	CLEANING SERVICES	17/04/2020	2,195.33
EF129359	26739	KERB DOCTOR	KERB MAINTENANCE	17/04/2020	5,673.80
EF129360	26743	STATEWIDE TURF SERVICES	TURF RENOVATION	17/04/2020	12,085.92
EF129361	26766	JPW EARTHMOVING PTY LTD	EARTHMOVING SERVICES	17/04/2020	2,244.00
EF129362	26782	SOFT LANDING	RECYCLING SERVICES	17/04/2020	17,705.28
EF129363	26824	WEB KEY IT PTY LTD	WEBSITE CONSULTANCY	17/04/2020	1,078.00
EF129364	26843	ERGOLINK	ERGONOMIC OFFICE FURNITURE	17/04/2020	299.20
EF129365	26883	GTA CONSULTANTS	TRANSPORT PLANNING	17/04/2020	3,765.63
EF129366	26898	SPANDEX ASIA PACIFIC PTY LTD	SIGNAGE SUPPLIER	17/04/2020	8,781.68
EF129367	26904	GREEN SERVICES	SUSTAINABILITY EDUCATION FOR HOUSEHOLDS	17/04/2020	3,120.00
EF129368	26909	WEST COAST PROFILERS PTY LTD	ROAD PLANING COLD SERVICES	17/04/2020	2,265.12
EF129369	26911	HARVEY NORMAN OCONNOR	RETAIL	17/04/2020	21,582.00
EF129370	26915	FOCUSED VISION CONSULTING PTY LTD	CONSULTING	17/04/2020	3,701.50
EF129371	26917	CIRRUS NETWORKS PTY LTD	IT NETWORK & TELEPHONY SERVICES	17/04/2020	1,188.00
EF129372	26923	WOODLANDS DISTRIBUTORS PTY LTD	RUBBISH COLLECTION EQUIPMENT	17/04/2020	5,385.60
EF129373	26927	MIXED MEDIA	MULTIMEDIA PRODUCTION	17/04/2020	1,045.00
EF129374	26929	ELAN ENERGY MATRIX PTY LTD	RECYCLING SERVICES	17/04/2020	830.40

EF129375	26938	MAJESTIC PLUMBING	PLUMBING SERVICES	17/04/2020	9,842.04
EF129376	26946	AV TRUCK SERVICES PTY LTD	TRUCK DEALERSHIP	17/04/2020	63.67
EF129377	26981	PERTH MARKET RESEARCH	EVENT ANALYSIS AND COMMUNITY MARKET RESE	17/04/2020	8,789.00
EF129378	26987	CTI RISK MANAGEMENT	SECURITY - CASH COLLECTION	17/04/2020	920.70
EF129379	27010	QUANTUM BUILDING SERVICES PTY LTD	BUILDING MAINTENANCE	17/04/2020	1,183.60
EF129380	27031	DOWNER EDI WORKS PTY LTD	ASPHALT SERVICES	17/04/2020	45,161.80
EF129381	27032	WTP AUSTRALIA PTY LTD	QUANTITY SURVEYORS	17/04/2020	6,215.00
EF129382	27046	TFH HIRE SERVICES PTY LTD	HIRE FENCING	17/04/2020	363.00
EF129383	27059	FRONTLINE FIRE AND RESCUE EQUIPMENT	MANUFACTURE-FIRE VEHICLES/EQUIPMENT	17/04/2020	1,328.06
EF129384	27065	WESTBOOKS	BOOKS	17/04/2020	123.18
EF129385	27107	A.LEVIS & SONS	BORE DRILLING	17/04/2020	28,723.98
EF129386	27132	WILMA SCENINI	TRAINING & INSTRUCTOR	17/04/2020	100.00
EF129387	27161	NEXT POWER	SOLAR PANEL	17/04/2020	4,244.04
EF129388	27189	HEALTHSTRONG PTY LTD	HOME CARE	17/04/2020	110.00
EF129389	27195	ALLFLOW INDUSTRIAL	OIL WATER SEPARATORS	17/04/2020	2,771.95
EF129390	27198	GREEN PROMOTIONS PTY LTD	PROMOTIONAL SUPPLIES	17/04/2020	566.50
EF129391	27241	LANDSCAPE ELEMENTS PTY LTD	LANDSCAPING SERVICES	17/04/2020	65,527.87
EF129392	27246	VEALE AUTO PART S	SPARE PARTS MECHANICAL	17/04/2020	205.60
EF129393	27252	POSITION PARTNERS	SURVEY	17/04/2020	1,859.00
EF129394	27269	INTEGRAPAY PTY LTD	PAYMENT PROCESSING	17/04/2020	6,500.73
EF129395	27280	FLOORWISE PTY LTD	FLOORING SERVICES	17/04/2020	749.39
EF129396	27334	WESTCARE PRINT	PRINTING SERVICES	17/04/2020	396.00
EF129397	27346	OFFICE LINE	FURNITURE OFFICE	17/04/2020	633.60
EF129398	27348	MESSAGE MEDIA	TELECOMMUNICATIONS	17/04/2020	2,106.06
EF129399	27374	SOUTHERN CROSS CLEANING	COMMERCIAL CLEANING	17/04/2020	6,985.26
EF129400	27379	ESRI AUSTRALIA PTY LTD	GIS SOFTWARE	17/04/2020	17,765.00
EF129401	27381	FIT FOR LIFE EXERCISE PHYSIOLOGY	EXERCISE CLASSES	17/04/2020	440.00
EF129402	27384	SIFTING SANDS	SAND CLEANING	17/04/2020	16,739.03
EF129403	27385	PROGRAMMED ELECTRICAL TECHNOLOGIES	ELECTRICAL SERVICES	17/04/2020	792.00
EF129404	27392	AXIS MAINTENANCE SERVICES PTY LTD	MAINTENANCE	17/04/2020	3,370.86
EF129405	27396	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY	NEWSPAPER DELIVERY	17/04/2020	130.55
EF129406	27401	EMPRISE MOBILITY PTY LTD	MOBILITY EQUIPMENT	17/04/2020	2,690.00
EF129407	27403	FREEDOM FAIRIES PTY LTD	AMUSEMENT	17/04/2020	224.40
EF129408	27414	HANCOCK CREATIVE PTY LTD	TRAINING	17/04/2020	192.50
EF129409	27423	MECHANICAL PROJECT SERVICES PTY LTD	AIRCONDITIONING SERVICES	17/04/2020	3,846.84
EF129410	27427	HOME CHEF	COOKING/FOOD SERVICES	17/04/2020	1,078.03
EF129411	27431	UNITED DIAMOND TOOLS	TOOLS	17/04/2020	3,300.00
EF129412	27434	CARTWRIGHT MEDIA	VIDEO PRODUCTION	17/04/2020	540.00
EF129413	27437	PB RETICULATION & MAINTENANCE SERVICES PTY LTD	IRRIGATION SERVICES	17/04/2020	211.75
EF129414	27455	SITE PROTECTIVE SERVICES	CCTV PARTS	17/04/2020	11,701.82
EF129415	27456	SECUREPAY PTY LTD	PAYMENT SOLUTIONS	17/04/2020	607.48
EF129416	27482	BILLI AUSTRALIA PTY LTD	WATER FILTER TAPS	17/04/2020	691.90
EF129417	27495	BEST CONSULTANTS	CONSULTANCY	17/04/2020	1,375.00
EF129418	27507	FACILITIES FIRST AUSTRALIA	CLEANING SERVICES	17/04/2020	2,103.46
EF129419	27512	AGENT SALES & SERVICES PTY LTD	POOL CHEMICALS	17/04/2020	10,172.80
EF129420	27523	ROBERT LAWRENCE TOOHEY	HIGH PRESSURE CLEANING	17/04/2020	2,491.00
EF129421	27536	BOLTBLUE WEB & MARKETING	GRAPHIC DESIGN	17/04/2020	55.00
EF129422	27539	JASMIN CARPENTRY & MAINTENANCE	CARPENTRY	17/04/2020	5,437.74
EF129423	27546	BPA ENGINEERING	CONSULTANCY - ENGINEERING	17/04/2020	8,690.00
EF129424	27567	CHORUS AUSTRALIA LIMITED	HEALTH CARE SERVICES	17/04/2020	145.20

EF129425	27575	SHRED X SECURE DESTRUCTION	DOCUMENT DESTRUCTION	17/04/2020	50.60
EF129426	27576	ZUMBA FITNESS WITH TRACY	ZUMBA FITNESS CLASSES	17/04/2020	160.00
EF129427	27586	PROBUILD TECHNOLOGIES	FENCING SERVICES	17/04/2020	884.95
EF129428	27587	NEW GROUND WATER SERVICES PTY LTD	IRRIGATION/RETICULATION	17/04/2020	42,282.90
EF129429	27592	HEY JAY FIX IT!! HOME MAINTENANCE SERVICE	HOME MAINTENANCE	17/04/2020	4,635.00
EF129430	27610	ROCKWATER PTY LTD	HYDROGEOLOGICAL CONSULTANCY	17/04/2020	10,709.88
EF129431	27617	GALAXY 42 PTY LTD	CONSULTANCY - IT	17/04/2020	12,672.00
EF129432	27622	TRUGRADE MEDICAL SUPPLIES	MEDICAL SUPPLIES	17/04/2020	2,213.52
EF129433	27646	SITE ARCHITECTURE STUDIO	ARCHITECTURAL SERVICES	17/04/2020	4,136.00
EF129434	27652	AREA 5 FOOTBALL PTY LTD	TRAINING - FOOTBALL	17/04/2020	1,630.00
EF129435	27660	FUTURE POWER WA PTY LTD	ELECTRICAL - SPORTS LIGHTING AFL	17/04/2020	98,080.63
EF129436	27676	BLUE FORCE PTY LTD	SECURITY SERVICES	17/04/2020	842.00
EF129437	27695	QTM PTY LTD	TRAFFIC MANAGEMENT	17/04/2020	8,781.60
EF129438	27702	ARCHAE-AUS PTY LTD	CONSULTANCY - CULTURAL	17/04/2020	594.00
EF129439	27710	RELAY CONTROLS	ELECTRICAL SERVICES	17/04/2020	676.50
EF129440	27741	OH COOKIE CO.	CATERING - BAKERY PRODUCTS	17/04/2020	1,200.00
EF129441	27757	GROUND SUPPORT SYSTEMS (AUST)	SHORING EQUIPMENT	17/04/2020	4,192.98
EF129442	27777	MOLIVI CONSTRUCTION PTY LTD	COMMERCIAL, CIVIL, INDUSTRIAL MAINTENANC	17/04/2020	34,695.35
EF129443	27784	ROPS ENGINEERING AUSTRALIA PTY LTD	CRANE REPAIRS	17/04/2020	249.26
EF129444	27812	OCEANIS INTERNATIONAL PTY LTD	CONSULTANCY - AQUATIC	17/04/2020	22,000.00
EF129445	27819	AXIIS CONTRACTING PTY LTD	CONCRETE WORKS	17/04/2020	28,029.76
EF129446	27829	SMEC AUSTRALIA PTY. LTD.	CONSULTANCY - ENGINEERING	17/04/2020	9,993.50
EF129447	27842	LIGHT HOUSE LAUNDRY	LAUNDRING	17/04/2020	217.04
EF129448	27850	DOWSING GROUP PTY LTD	CONCRETING SERVICES	17/04/2020	2,136.00
EF129449	27855	TOTAL LANDSCAPE REDEVELOPMENT SERVICE PTY LTD	TREE WATERING	17/04/2020	90,211.48
EF129450	27861	COLLABORATIVE WORLD CONSULTANTS	CONSULTANCY - ENGINEERING	17/04/2020	600.00
EF129451	27863	CARERS PLUS	NURSING SERVICES	17/04/2020	6,147.70
EF129452	27868	THE BASKETBALL MAN	BASKETBALL EQUIPMENT	17/04/2020	2,459.60
EF129453	27894	LIFECARE HOMECARE	HEALTHCARE	17/04/2020	484.00
EF129454	27908	RAUBEX CONSTRUCTION	ENGINEERING CIVIL - LANDFILL CAPPING	17/04/2020	254,018.85
EF129455	27917	GO DOORS PTY LTD	DOOR MAINTENANCE & REPAIR	17/04/2020	2,601.50
EF129456	27926	SINE GROUP PTY LTD	COMPUTER SOIFTWARE	17/04/2020	31,750.38
EF129457	27934	EXCELPLAS	LABORATORY TESTING	17/04/2020	84,943.10
EF129458	27940	A-SMART PTY LTD	SERVICE & MAINTENANCE	17/04/2020	227.70
EF129459	27949	SIGNCRAFT PTY LTD	SIGNAGE	17/04/2020	1,155.00
EF129460	27953	TRUCKLINE	SPARE PARTS, TRUCK/TRAILER	17/04/2020	428.10
EF129461	27954	ECOKLEENSOLAR	CLEANING SERVICES	17/04/2020	1,045.00
EF129462	27955	FAR LANE	CONSULTANCY ECONOMIC	17/04/2020	14,239.50
EF129463	27960	SAI GLOBAL	STANDARDS	17/04/2020	925.87
EF129464	10047	ALINTA ENERGY	NATURAL GAS & ELECTRCITY SUPPLY	17/04/2020	2,760.85
EF129465	11794	SYNERGY	ELECTRICITY USAGE/SUPPLIES	17/04/2020	378,425.48
EF129466	11758	WATER CORP UTILITY ACCOUNT	WATER USAGE / SUNDRY CHARGES	17/04/2020	32,911.97
EF129467	11760	WATER CORPORATION	SEWER EASEMENT	17/04/2020	1,597.95
EF129468	27492	SUPERCHOICE SERVICES PTY LIMITED	PAYROLL DEDUCTIONS	17/04/2020	856,758.63
EF129469	10152	AUST SERVICES UNION	PAYROLL DEDUCTIONS	21/04/2020	1,091.70
EF129470	10154	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	21/04/2020	437,645.00
EF129471	10305	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	21/04/2020	1,675.55
EF129472	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION	PAYROLL DEDUCTIONS	21/04/2020	82.00
EF129473	11857	CHAMPAGNE SOCIAL CLUB	PAYROLL DEDUCTIONS	21/04/2020	412.00
EF129474	11860	45S CLUB	PAYROLL DEDUCTIONS	21/04/2020	16.00

EF129475	19726	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	21/04/2020	1,524.05
EF129476	25987	TOYOTA FLEET MANAGEMENT	PAYROLL DEDUCTIONS - NOVATED LEASE	21/04/2020	608.14
EF129477	27874	SMART SALARY	SALARY PACKAGING/LEASING ADMINISTRATION	21/04/2020	11,907.42
EF129478	99997	FAMILY DAY CARE	FDC PAYMENT WE 19/04/20	23/04/2020	52,498.31
EF129479	99997	IN HOME CARE PAYMENTS	IHC PAYMENTS WE 19/04/20	23/04/2020	10,636.65
EF129480	27277	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	QUARTERLY LAND FILL LEVY	28/04/2020	1,367,992.24
EF129481	27951	PROGRAMUS LIMITED	SOFTWARE	28/04/2020	71,000.00
EF129482	10097	BLACKWOODS ATKINS	ENGINEERING SUPPLIES	30/04/2020	65.08
EF129483	10160	DORMA AUSTRALIA PTY LTD	AUTOMATIC DOOR SERVICES	30/04/2020	5,500.00
EF129484	10184	BENARA NURSERIES	PLANTS	30/04/2020	16,754.83
EF129485	10226	BRIDGESTONE AUSTRALIA LTD	TYRE SERVICES	30/04/2020	6,507.12
EF129486	10239	BUDGET RENT A CAR - PERTH	MOTOR VEHICLE HIRE	30/04/2020	1,072.50
EF129487	10246	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES	30/04/2020	954.24
EF129488	10292	CHADSON ENGINEERING PTY LTD	MEDICAL SUPPLIES	30/04/2020	42.35
EF129489	10333	CJD EQUIPMENT PTY LTD	HARDWARE SUPPLIES	30/04/2020	671.33
EF129490	10359	COCKBURN PAINTING SERVICE	PAINTING SUPPLIES/SERVICES	30/04/2020	1,265.00
EF129491	10368	COCKBURN WETLANDS EDUCATION CENTRE	COMMUNITY GRANT	30/04/2020	350.00
EF129492	10375	VEOLIA ENVIRONMENTAL SERVICES	WASTE SERVICES	30/04/2020	1,275.82
EF129493	10483	LANDGATE	MAPPING/LAND TITLE SEARCHES	30/04/2020	2,624.68
EF129494	10526	E & MJ ROSHER PTY LTD	MOWER EQUIPMENT	30/04/2020	3,746.06
EF129495	10535	WORKPOWER INCORPORATED	EMPLOYMENT SERVICES - PLANTING	30/04/2020	1,714.90
EF129496	10580	FC COURIERS	COURIER SERVICES	30/04/2020	120.76
EF129497	10597	FLEXI STAFF PTY LTD	EMPLOYMENT SERVICES	30/04/2020	1,112.49
EF129498	10655	GHD PTY LTD	CONSULTANCY SERVICES	30/04/2020	33,078.38
EF129499	10768	INST OF PUBLIC WORKS ENG AUST - WA	MEMBERSHIP FEES	30/04/2020	4,950.00
EF129500	10787	JANDAKOT ACCIDENT REPAIR CENTRE	PANEL BEATING SERVICES	30/04/2020	2,000.00
EF129501	10794	JASON SIGNMAKERS	SIGNS	30/04/2020	319.83
EF129502	10913	BUCHER MUNICIPAL PTY LTD	PURCHASE OF NEW PLANT / REPAIR SERVICES	30/04/2020	3,914.35
EF129503	10938	MAXWELL ROBINSON & PHELPS	PEST & WEED MANAGEMENT	30/04/2020	977.90
EF129504	10944	MCLEODS	LEGAL SERVICES	30/04/2020	1,440.49
EF129505	10951	MELVILLE MOTORS PTY LTD	MOTOR CARS	30/04/2020	55,698.94
EF129506	11028	NEVERFAIL SPRINGWATER LTD	BOTTLED WATER SUPPLIES	30/04/2020	575.58
EF129507	11036	NORTHLAKE ELECTRICAL	ELECTRICAL SERVICES	30/04/2020	62,008.18
EF129508	11077	P & G BODY BUILDERS PTY LTD	PLANT BODY BUILDING SERVICES	30/04/2020	1,892.00
EF129509	11182	PREMIUM BRAKE & CLUTCH SERVICE	BRAKE SERVICES	30/04/2020	13,150.50
EF129510	11208	QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY/CONSUMABLES	30/04/2020	1,030.30
EF129511	11308	BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	HARDWARE SUPPLIES	30/04/2020	802.30
EF129512	11337	SHERIDANS FOR BADGES	NAME BADGES & ENGRAVING	30/04/2020	289.30
EF129513	11387	BIBRA LAKE SOILS	SOIL & LIMESTONE SUPPLIES	30/04/2020	124.00
EF129514	11459	SPEARWOOD VETERINARY HOSPITAL	VETERINARY SERVICES	30/04/2020	283.00
EF129515	11483	ST JOHN AMBULANCE AUST WA OPERATIONS	FIRST AID COURSES	30/04/2020	550.00
EF129516	11625	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	30/04/2020	5,250.82
EF129517	11667	TURFMASTER FACILITY MANAGEMENT	TURF & MOWING SERVICES	30/04/2020	4,180.00
EF129518	11701	VIBRA INDUSTRIAL FILTRATION AUSTRALASIA	FILTER SUPPLIES	30/04/2020	245.30
EF129519	11749	WARREN'S EARTHMOVING CONTRACTORS	EARTHMOVING SERVICES	30/04/2020	1,155.00
EF129520	11787	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES	30/04/2020	418.20
EF129521	11793	WESTERN IRRIGATION PTY LTD	IRRIGATION SERVICES/SUPPLIES	30/04/2020	465.30
EF129522	11795	WESTERN POWER	STREET LIGHTING INSTALLATION & SERVICE	30/04/2020	28,575.00
EF129523	11806	WESTRAC PTY LTD	REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	30/04/2020	5,664.82
EF129524	12014	BT EQUIPMENT PTY LTD	EXCAVATING/EARTHMOVING EQUIPMENT	30/04/2020	914.87

EF129525	12024	ACCESS OFFICE INDUSTRIES	FURNITURE - STORAGE	30/04/2020	5,402.10
EF129526	12153	HAYS PERSONNEL SERVICES PTY LTD	EMPLOYMENT SERVICES	30/04/2020	7,512.38
EF129527	12394	MP ROGERS & ASSOCIATES PTY LTD	CONSULTANCY SERVICES - MARINE	30/04/2020	16,282.09
EF129528	12500	ELLENBY TREE FARM	PLANT SUPPLIES	30/04/2020	4,323.00
EF129529	12507	TECHNOLOGY FOR AGEING AND DISABILITY WA	MEDICAL SUPPLIES	30/04/2020	198.00
EF129530	13558	ENGINEERING TECHNOLOGY CONSULTANTS	CONSULTANTS SERVICES	30/04/2020	3,333.00
EF129531	13563	GREEN SKILLS INC	EMPLOYMENT SERVICES	30/04/2020	7,224.01
EF129532	13764	DDL AUSTRALIA PTY LTD	COMPUTER SOFTWARE	30/04/2020	3,135.00
EF129533	13779	PORTER CONSULTING ENGINEERS	ENGINEERING CONSULTANCY SERVICES	30/04/2020	4,400.00
EF129534	13860	KRS CONTRACTING	WASTE COLLECTION SERVICES	30/04/2020	14,995.75
EF129535	14350	BAILEYS FERTILISERS	FERTILISER SUPPLIES	30/04/2020	21,994.85
EF129536	14631	WASTE GAS RESOURCES PTY LTD	POWER GENERATION	30/04/2020	1,459.13
EF129537	15588	NATURAL AREA HOLDINGS PTY LTD	WEED SPRAYING	30/04/2020	7,466.02
EF129538	15609	CATALYSE PTY LTD	CONSULTANCY SERVICES	30/04/2020	660.00
EF129539	15786	AD ENGINEERING INTERNATIONAL PTY LTD	SIGNS - ELECTRONIC	30/04/2020	528.00
EF129540	15850	ECOSCAPE	ENVIRONMENTAL CONSULTANCY	30/04/2020	13,924.63
EF129541	16064	CMS ENGINEERING PTY LTD	AIRCONDITIONING SERVICES	30/04/2020	4,499.00
EF129542	16653	COMPLETE PORTABLES PTY LTD	SUPPLY & HIRE OF MODULAR BUILDINGS	30/04/2020	44.00
EF129543	16894	TREBLEX INDUSTRIAL PTY LTD	CHEMICALS - AUTOMOTIVE	30/04/2020	1,501.50
EF129544	16985	WA PREMIX	CONCRETE SUPPLIES	30/04/2020	10,011.32
EF129545	17279	AUSSIE COOL SHADES SAILS AWNINGS & HOME SECURITY	SHADE SAILS & AWNINGS	30/04/2020	44,517.00
EF129546	17343	RAC BUSINESSWISE	MEMBERSHIP SUBSCRIPTION	30/04/2020	44.20
EF129547	17345	KENNARDS HIRE - MYAREE	EQUIPMENT HIRE	30/04/2020	4,875.00
EF129548	17471	PIRTEK (FREMANTLE) PTY LTD	HOSES & FITTINGS	30/04/2020	8.61
EF129549	17827	NIL SEN (WA) PTY LTD	ELECTRICAL SERVICES	30/04/2020	1,415.08
EF129550	18203	NAT SYNC ENVIRONMENTAL	PEST CONTROL	30/04/2020	777.00
EF129551	18316	STILES ELECTRICAL & COMMUNICATION SERVICES	ELECTRICAL SERVICES	30/04/2020	31,346.48
EF129552	18494	DEPT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	LICENCE RENEWAL	30/04/2020	51.00
EF129553	19533	WOOLWORTHS LTD	GROCERIES	30/04/2020	70.48
EF129554	19541	TURFCARE WA PTY LTD	TURF SERVICES	30/04/2020	13,017.40
EF129555	19776	JOSH BYRNE & ASSOCIATES	ENVIRONMENTAL CONSULTANT	30/04/2020	616.00
EF129556	20000	AUST WEST AUTO ELECTRICAL PTY LTD	AUTO ELECTRICAL SERVICES	30/04/2020	28,048.35
EF129557	20321	RIVERJET PTY LTD	EDUCTING-CLEANING SERVICES	30/04/2020	1,072.50
EF129558	20547	GARRARDS PTY LTD	INSECTICIDES / PESTICIDES	30/04/2020	44.95
EF129559	20885	TACTILE INDICATORS PERTH	TACTILES	30/04/2020	1,692.00
EF129560	21101	AMY WARNE	COMPOST WORKSHOPS	30/04/2020	2,542.50
EF129561	21120	SHOREWATER MARINE PTY LTD	MARINE CONSTRUCTION SERVICES	30/04/2020	6,527.44
EF129562	21127	JOANNA AYCKBOURN (VOICES IN SINC)	INSTRUCTION - SINGING	30/04/2020	400.00
EF129563	21627	MANHEIM PTY LTD	IMPOUNDED VEHICLES	30/04/2020	99.00
EF129564	21665	MMJ REAL ESTATE (WA) PTY LTD	PROPERTY MANAGEMENT SERVICES	30/04/2020	1,228.73
EF129565	21684	AIT SPECIALISTS PTY LTD	TAXATION ADVICE	30/04/2020	179.97
EF129566	21747	UNICARE HEALTH	WHEELCHAIR HIRE	30/04/2020	237.00
EF129567	21798	THE CIVIL GROUP	CONSULTANCY - ENGINEERING	30/04/2020	12,650.00
EF129568	22337	SEGAFREDO ZANETTI AUST PTY LTD	COFFEE & COFFEE MACHINES	30/04/2020	414.40
EF129569	22553	BROWNES FOOD OPERATIONS	CATERING SUPPLIES	30/04/2020	122.20
EF129570	22569	SONIC HEALTH PLUS PTY LTD	MEDICAL SERVICES	30/04/2020	3,294.22
EF129571	22624	AUSSIE EARTHWORKS PTY LTD	EARTHWORKS	30/04/2020	41,765.50
EF129572	22682	BEAVER TREE SERVICES PTY LTD	TREE PRUNING SERVICES	30/04/2020	78,521.93
EF129573	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	FUEL SUPPLIES	30/04/2020	49,376.45
EF129574	23253	KOTT GUNNING	LEGAL SERVICES	30/04/2020	991.43

EF129575	23409	GLOBAL SYNTHETICS	DRAINAGE, GEOTEXTILES	30/04/2020	38,135.42
EF129576	23457	TOTALLY WORKWEAR FREMANTLE	CLOTHING - UNIFORMS	30/04/2020	501.26
EF129577	23579	DAIMLER TRUCKS PERTH	PURCHASE OF NEW TRUCK	30/04/2020	58,353.60
EF129578	23671	URBSOL	TRAFFIC DESIGN	30/04/2020	8,800.00
EF129579	24156	MASTEC AUSTRALIA PTY LTD	PURCHASE OF NEW BINS	30/04/2020	32,069.75
EF129580	24275	TRUCK CENTRE WA PTY LTD	PURCHASE OF NEW TRUCK	30/04/2020	366.92
EF129581	24655	AUTOMASTERS SPEARWOOD	VEHICLE SERVICING	30/04/2020	3,568.00
EF129582	24734	MYRIAD IMAGES	PHOTOGRAPHY SERVICES	30/04/2020	5,775.00
EF129583	24736	ZENIEN	CCTV CAMERA LICENCES	30/04/2020	8,327.00
EF129584	24748	PEARMANS ELECTRICAL & MECHANICAL SERVICES P/L	ELECTRICAL SERVICES	30/04/2020	3,569.50
EF129585	24974	SCOTT PRINT	PRINTING SERVICES	30/04/2020	12,722.60
EF129586	25063	SUPERIOR PAK PTY LTD	VEHICLE MAINTENANCE	30/04/2020	2,293.45
EF129587	25121	IMAGE SOURCE DIGITAL SOLUTIONS	BILLBOARDS	30/04/2020	1,380.72
EF129588	25128	HORIZON WEST LANDSCAPE & IRRIGATION P/L	LANDSCAPING SERVICES	30/04/2020	37,260.40
EF129589	25586	ENVIROVAP PTY LTD	HIRE OF LEACHATE UNITS	30/04/2020	44,605.00
EF129590	25733	MIRACLE RECREATION EQUIPMENT	PLAYGROUND INSTALLATION / REPAIRS	30/04/2020	99.00
EF129591	25736	BLUE TANG (WA) PTY LTD	CONSULTANCY SERVICES	30/04/2020	5,500.00
EF129592	25737	DATABASE CONSULTANTS AUSTRALIA	CONSULTANCY SERVICES	30/04/2020	11,747.08
EF129593	26257	PAPERBARK TECHNOLOGIES	ARBORICULTURAL CONSULTANCY SERVICES	30/04/2020	510.00
EF129594	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE	TURF & LANDSCAPE MAINTENANCE	30/04/2020	73,431.29
EF129595	26314	CPE GROUP	TEMPORARY EMPLOYMENT SERVICES	30/04/2020	239.25
EF129596	26442	BULLANT SECURITY PTY LTD	LOCKSMITH & SECURITY SERVICES	30/04/2020	160.95
EF129597	26470	SCP CONSERVATION	FENCING SERVICES	30/04/2020	22,972.95
EF129598	26606	ENVIRO INFRASTRUCTURE PTY LTD	CONSTRUCTION & FABRICATION	30/04/2020	12,237.83
EF129599	26614	MARKETFORCE PTY LTD	ADVERTISING	30/04/2020	3,107.96
EF129600	26618	GLOBAL SPILL CONTROL PTY LTD	ROAD SAFETY PRODUCTS	30/04/2020	9,407.20
EF129601	26625	ANDOVER DETAILERS	CAR DETAILING SERVICES	30/04/2020	1,164.90
EF129602	26667	TANGELO CREATIVE	GRAPHIC DESIGN	30/04/2020	11,000.00
EF129603	26709	TALIS CONSULTANTS PTY LTD	WASTE CONSULTANCY	30/04/2020	11,596.08
EF129604	26735	SHANE MCMASTER SURVEYS	SURVEY SERVICES	30/04/2020	13,035.00
EF129605	26739	KERB DOCTOR	KERB MAINTENANCE	30/04/2020	4,646.40
EF129606	26740	MADDINGTON TOYOTA	AUTOMOTIVE	30/04/2020	12,841.45
EF129607	26811	ROMERI MOTOR TRIMMERS	UPHOLSTERY REPAIR	30/04/2020	400.00
EF129608	26831	AFL SPORTS READY LTD	EDUCATION & TRAINING	30/04/2020	1,673.67
EF129609	26888	MEDIA ENGINE	GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	30/04/2020	1,759.00
EF129610	26898	SPANDEX ASIA PACIFIC PTY LTD	SIGNAGE SUPPLIER	30/04/2020	2,624.24
EF129611	26901	ALYKA PTY LTD	DIGITAL CONSULTANCY AND WEB DEVELOPMENT	30/04/2020	577.50
EF129612	26909	WEST COAST PROFILERS PTY LTD	ROAD PLANING COLD SERVICES	30/04/2020	1,012.00
EF129613	26910	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA NSW	EVENTS AND TRAINING	30/04/2020	21,065.00
EF129614	26923	WOODLANDS DISTRIBUTORS PTY LTD	RUBBISH COLLECTION EQUIPMENT	30/04/2020	18,566.85
EF129615	26929	ELAN ENERGY MATRIX PTY LTD	RECYCLING SERVICES	30/04/2020	448.12
EF129616	26938	MAJESTIC PLUMBING	PLUMBING SERVICES	30/04/2020	1,890.22
EF129617	26946	AV TRUCK SERVICES PTY LTD	TRUCK DEALERSHIP	30/04/2020	748,052.87
EF129618	26989	P & M AUTOMOTIVE EQUIPMENT	SERVICE & MAINTENANCE MECHANICAL	30/04/2020	114.40
EF129619	27010	QUANTUM BUILDING SERVICES PTY LTD	BUILDING MAINTENANCE	30/04/2020	46,010.40
EF129620	27011	BAILEYS MARINE FUEL AUSTRALIA	FUEL	30/04/2020	575.57
EF129621	27015	INTELLI TRAC	GPS TRACKING	30/04/2020	2,216.50
EF129622	27032	WTP AUSTRALIA PTY LTD	QUANTITY SURVEYORS	30/04/2020	1,375.00
EF129623	27034	ADELBY PTY LTD	FIREBREAK CONSTRUCTION	30/04/2020	145.20
EF129624	27044	GRAFFITI SYSTEMS AUSTRALIA	GRAFFITI REMOVAL & ANTI-GRAFFITI COATING	30/04/2020	2,267.59

EF129625	27059	FRONTLINE FIRE AND RESCUE EQUIPMENT	MANUFACTURE-FIRE VEHICLES/EQUIPMENT	30/04/2020	1,654.93
EF129626	27065	WESTBOOKS	BOOKS	30/04/2020	1,772.74
EF129627	27082	KULBARDI PTY LTD	STATIONERY SUPPLIES	30/04/2020	568.70
EF129628	27138	MARINA INDUSTRIES ASSOCIATION LTD		30/04/2020	396.00
EF129629	27185	STONECRAFT MASONRY SOLUTIONS	STONE MASON	30/04/2020	820.00
EF129630	27189	HEALTHSTRONG PTY LTD	HOME CARE	30/04/2020	110.00
EF129631	27246	VEALE AUTO PARTS	SPARE PARTS MECHANICAL	30/04/2020	3,849.10
EF129632	27250	TREVOR PHILLIPS & ASSOCIATES	SURVEYING	30/04/2020	4,000.00
EF129633	27308	JATU CLOTHING & PPE PTY LTD	CLOTHING PPE	30/04/2020	181.76
EF129634	27334	WESTCARE PRINT	PRINTING SERVICES	30/04/2020	412.50
EF129635	27379	ESRI AUSTRALIA PTY LTD	GIS SOFTWARE	30/04/2020	924.00
EF129636	27392	AXIS MAINTENANCE SERVICES PTY LTD	MAINTENANCE	30/04/2020	5,872.86
EF129637	27401	EMPRISE MOBILITY PTY LTD	MOBILITY EQUIPMENT	30/04/2020	2,863.00
EF129638	27423	MECHANICAL PROJECT SERVICES PTY LTD	AIRCONDITIONING SERVICES	30/04/2020	2,033.90
EF129639	27427	HOME CHEF	COOKING/FOOD SERVICES	30/04/2020	122.05
EF129640	27444	VEEV GROUP PTY LTD	CONSULTANCY	30/04/2020	16,742.00
EF129641	27448	SELECTRO SERVICES PTY LTD	ELECTRICAL	30/04/2020	365.75
EF129642	27455	SITE PROTECTIVE SERVICES	CCTV PARTS	30/04/2020	16,101.27
EF129643	27482	BILLI AUSTRALIA PTY LTD	WATER FILTER TAPS	30/04/2020	6,446.00
EF129644	27485	ASHLEY GROUP	AUTO ELECTRICAL	30/04/2020	1,045.00
EF129645	27499	HODGE COLLARD PRESTON ARCHITECTS	ARCHITECTS	30/04/2020	3,877.50
EF129646	27500	ABSOLUTE BALANCE	FITNESS PROGRAMMES	30/04/2020	209.00
EF129647	27523	ROBERT LAWRENCE TOOHEY	HIGH PRESSURE CLEANING	30/04/2020	1,551.00
EF129648	27532	NQPETRO WA PTY LTD	FUEL EQUIPMENT SPECIALIST	30/04/2020	2,429.90
EF129649	27539	JASMIN CARPENTRY & MAINTENANCE	CARPENTRY	30/04/2020	7,019.87
EF129650	27548	STANDING FORK	CATERING	30/04/2020	739.20
EF129651	27567	CHORUS AUSTRALIA LIMITED	HEALTH CARE SERVICES	30/04/2020	2,867.70
EF129652	27568	EPT	UPS SERVICE/REPAIRS	30/04/2020	748.00
EF129653	27622	TRUGRADE MEDICAL SUPPLIES	MEDICAL SUPPLIES	30/04/2020	1,122.30
EF129654	27631	AQUATIC SERVICES WA PTY LTD	POOL EQUIPMENT & MAINTENANCE	30/04/2020	10,342.20
EF129655	27635	THREAT PROTECT	SECURITY	30/04/2020	242.00
EF129656	27640	RANGE FORD	MOTOR VEHICLES	30/04/2020	32,541.79
EF129657	27644	CMAKTECH	ICT ENGINEERING & CONSULTING	30/04/2020	4,307.07
EF129658	27650	DATAKOM SYSTEMS (AU) PTY LTD	IT SALES, CONSULTING & SERVICE	30/04/2020	10,941.00
EF129659	27653	ABS INSTITUTE	TRAINING	30/04/2020	1,703.75
EF129660	27676	BLUE FORCE PTY LTD	SECURITY SERVICES	30/04/2020	20.00
EF129661	27695	QTM PTY LTD	TRAFFIC MANAGEMENT	30/04/2020	24,667.70
EF129662	27749	ADVISIAN PTY LTD	CONSULTING - ENGINEERING	30/04/2020	4,427.50
EF129663	27776	URBAN RESOURCES PTY LTD	HIRE PALNT & EQUIPMENT	30/04/2020	8,800.00
EF129664	27797	CITY LIFTS	LIFT MAINTENANCE	30/04/2020	638.00
EF129665	27809	RA-ONE PTY LTD	SOFTWARE	30/04/2020	17,545.00
EF129666	27819	AXIIS CONTRACTING PTY LTD	CONCRETE WORKS	30/04/2020	19,259.63
EF129667	27821	NS ADVISORY	CONSULTANCY ASSETS	30/04/2020	2,574.00
EF129668	27829	SMEC AUSTRALIA PTY. LTD.	CONSULTANCY - ENGINEERING	30/04/2020	5,285.50
EF129669	27842	LIGHT HOUSE LAUNDRY	LAUNDERING	30/04/2020	140.75
EF129670	27847	MATRIX TRAFFIC AND TRANSPORT DATA PTY LTD	TRAFFIC SURVEYS	30/04/2020	2,981.00
EF129671	27863	CARERS PLUS	NURSING SERVICES	30/04/2020	5,624.85
EF129672	27894	LIFECARE HOMECARE	HEALTHCARE	30/04/2020	605.00
EF129673	27913	EMERGE ASSOCIATES	ENVIRONMENTAL CONSULTING	30/04/2020	1,584.01
EF129674	27930	BE PROJECTS (WA) PTY LTD	CONSTRUCTION SERVICES - REDEVELOPMENT OF COC	30/04/2020	167,968.13

EF129675	27934	EXCELPLAS	LABORATORY TESTING	30/04/2020	4,620.00
EF129676	27943	CHARGEFOX PTY LTD	SOFTWARE DEVELOPMENT	30/04/2020	726.00
EF129677	27958	EXECUGIFTS	PROMOTIONAL/MERCHANDISE ITEMS	30/04/2020	819.50
EF129678	27959	PLASTIC FREE FOUNDATION	ENVIROMENTAL	30/04/2020	5,500.00
EF129679	27961	CHRISTINE PARFITT	EDUCATIONAL - WASTE	30/04/2020	2,000.00
EF129680	27962	BEINGTHERE SOLUTIONS PTY LTD	COMMUNICATIONS	30/04/2020	10,725.00
EF129681	11867	KEVIN JOHN ALLEN	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129682	12740	LOGAN HOWLETT	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	11,439.09
EF129683	20634	LEE-ANNE SMITH	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129684	25353	PHILIP EVA	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129685	26696	CHAMONIX TERBLANCHE	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129686	27326	MICHAEL SEPAROVICH	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129687	27327	CHONTELLE SANDS	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129688	27475	LARA KIRKWOOD	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	4,509.66
EF129689	27871	TOM WIDENBAR	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129690	27872	PHOEBE CORKE	MONTHLY ELECTED MEMBER ALLOWANCE	30/04/2020	2,639.83
EF129691	99996	OFFICE OF STATE REVENUE	RATES REFUND	30/04/2020	912.04
EF129692	99996	HOWIE STAIN	RATES REFUND	30/04/2020	56.65
EF129693	99996	DOUGLAS BIRD	RATES REFUND	30/04/2020	100.00
EF129694	99996	JESSICA WELSHMAN	RATES REFUND	30/04/2020	30.00
EF129695	99996	MW URBAN	RATES REFUND	30/04/2020	295.00
EF129696	99996	MW URBAN	RATES REFUND	30/04/2020	295.00
EF129697	99996	FEYMORE PTY LTD	RATES REFUND	30/04/2020	148.86
EF129698	99996	P J HORNBY	RATES REFUND	30/04/2020	56.35
EF129699	99996	NANCY MERENDA	RATES REFUND	30/04/2020	799.26
EF129700	99996	ZAHEEN NISHA	RATES REFUND	30/04/2020	1,798.14
EF129701	99996	YOLK GREEN NO 9 PTY LTD	RATES REFUND	30/04/2020	1,556.61
EF129702	23250	DEPARTMENT OF PLANNING, LANDS & HERITAGE	DAP APPLICATIONS & DAP FEES	30/04/2020	10,486.00
EF129703	99997	STUART GREER	PETTY CASH- MOSQUITO EQUIPMENT	30/04/2020	44.98
EF129704	99997	TAK MING CHUNG	REFUND REQUEST ARC TRIXIE CHUNG	30/04/2020	17.00
EF129705	99997	LENA SKROZA	COCKBURN SENIORS CENTRE REFUND	30/04/2020	32.00
EF129706	99997	NICHOLAS N & S	COVID-19 NETBALL CANCELLATION - STACEY	30/04/2020	140.00
EF129707	99997	HISTORICAL SOCIETY COCKBURN	ANNUAL CONTRIBUTION TO OPERATING COSTS A	30/04/2020	14,000.00
EF129708	99997	LIRON MINCHIN	REFUND REQUEST ARC - LIRON MINCHIN	30/04/2020	200.00
EF129709	99997	TRACEY JOHNSON	PETTY CASH REIMBURSEMENT TRACEY JOHNSON	30/04/2020	84.34
EF129710	99997	COCKBURN SES	COCKBURN SES REIMBURSEMENT	30/04/2020	574.63
EF129711	99997	AAI LTD T / AS GIO	FEFUND FOR INCORRECT PAYEE	30/04/2020	138.00
EF129712	99997	ALIX & PHILLIP ANDRIANI	COVID-19 REFUND	30/04/2020	200.00
EF129713	99997	ANAIS PAGES	BIRD BATH REBATE - A PAGES	30/04/2020	19.95
EF129714	99997	MR DARCY M ALBREY	BIRD BATH REBATE - D ALBREY	30/04/2020	19.00
EF129715	99997	T TAMILYHASAN	REFUND REQUEST ARC T TAMILYHASAN	30/04/2020	200.00
EF129716	99997	SUZANNE MALONEY	REFUND REQUEST ARC - SUZANNE MALONEY	30/04/2020	165.00
EF129717	99997	PM & KN SUMMERS	REFUND REQUEST ARC PAUL SUMMERS	30/04/2020	126.00
EF129718	99997	PM & KN SUMMERS	RFUND REQUEST ARC - PAUL SUMMERS	30/04/2020	165.00
EF129719	99997	AMI HACKETT	REFUND REQUEST ARC - AMI HACKETT	30/04/2020	126.00
EF129720	99997	CSDA OFFICIAL DEPARTMENT	DOCUMENT NUMBER : 180107941	30/04/2020	249.48
EF129721	99997	CALIDA TACKEN	REFUND REQUEST ARC - CALIDA TACKEN	30/04/2020	200.00
EF129722	99997	JELENA ROMIC	REFUND REQUEST ARC - JELENA ROMIC	30/04/2020	220.00
EF129723	99997	CHRISTINE HARLOCK	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	200.00
EF129724	99997	WENDY WARBURTON	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	300.00

EF129725	99997	AUDREY WASHBOURNE	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	200.00
EF129726	99997	MARICA BORCICH	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	100.00
EF129727	99997	LAINIE COOPER	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	200.00
EF129728	99997	SANDRA CHANEY	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	200.00
EF129729	99997	RAY DOREY	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	300.00
EF129730	99997	LEONARD THOMPSON	SENIOR SECURITY SUBSIDY SCHEME	30/04/2020	145.00
EF129731	99997	ANITA YEVSTIHNEYEV	REFUND REQUEST ARC - ANITA YEVSTIHNEYEV	30/04/2020	200.00
EF129732	99997	CINDY THIO	REFUND REQUEST ARC - CINDY THIO	30/04/2020	150.00
EF129733	99997	NICHOLAS AND MONICA HYDE	REFUND REQUEST ARC - N AND M HYDE	30/04/2020	34.00
EF129734	99997	ORLA LANE	REFUND REQUEST ARC - ORLA LANE	30/04/2020	70.00
EF129735	99997	LOUISE HOCKNULL	REFUND REQUEST ARC - LOUISE HOCKNULL	30/04/2020	165.00
EF129736	99997	DYLAN HARBRON	REFUND REQUEST ARC - DYLAN HARBRON	30/04/2020	126.00
EF129737	99997	LEIGH SMEETS	REFUND REQUEST ARC - LEIGH SMEETS	30/04/2020	495.00
EF129738	99997	J L PARRISH CHEE	COMPOST BIN REBATE - JESSIE PARRISH CHEE	30/04/2020	50.00
EF129739	99997	SCOTT WHITMORE	COMPOST BIN REBATE - S WHITMORE	30/04/2020	50.00
EF129740	99997	MISS J M DE BRITO	REFUND REQUEST ARC - JOSEPHINE DEBRITO	30/04/2020	165.00
EF129741	99997	S & K HAMERSLEY	PEN (D148) FEE REFUND STEVE HAMERSLEY	30/04/2020	50.00
EF129742	99997	FERNANDEZ NA	REFUND REQUEST ARC - NICOLE FERNANDEZ	30/04/2020	220.00
EF129743	99997	CARMEL LUXTON	COCKBURN SENIORS CENTRE REFUND	30/04/2020	162.00
EF129744	99997	PATRICIA ROBINSON	COCKBURN SENIORS CENTRE REFUND	30/04/2020	117.00
EF129745	99997	JL PARRISH CHEE	COMPOST BIN REBATE - SING CHEE	30/04/2020	50.00
EF129746	99997	KAREN STEPHEN	COMPOST BIN REBATE - KAREN STEPHEN	30/04/2020	50.00
EF129747	99997	MR SIMON PEARCE	CROSSOVER CONTRIBUTION - SIMON PEARCE	30/04/2020	300.00
EF129748	99997	V H ROLANDO	CROSSOVER CONTRIBUTION - VICTOR ROLANDO	30/04/2020	300.00
EF129749	99997	KB EARL SV ERCEG	CROSSOVER CONTRIBUTION - KATELYN EARL	30/04/2020	300.00
EF129750	99997	SZENE LIM	CROSSOVER CONTRIBUTION - SZE-NEE LIM	30/04/2020	300.00
EF129751	99997	TLING YUU FUNG	CROSSOVER CONTRIBUTION - TING YUU FUNG	30/04/2020	300.00
EF129752	99997	SANDRA JOY VAZ	CROSSOVER CONTRIBUTION - SANDRA JOY VAZ	30/04/2020	300.00
EF129753	99997	COOGEE BEACH PROGRESS ASSOCIATION	NEWLETTER SUBSIDY	30/04/2020	556.00
EF129754	99997	COOGEE BEACH PROGRESS ASSOCIATION	NEWLETTER SUBSIDY	30/04/2020	134.00
EF129755	99997	COOLBELLUP COMMUNITY ASSOCIATION INC	NEWLETTER SUBSIDY	30/04/2020	820.60
EF129756	99997	COOLBELLUP COMMUNITY ASSOCIATION INC	NEWLETTER SUBSIDY	30/04/2020	134.00
EF129757	99997	COOLBELLUP COMMUNITY ASSOCIATION INC	NEWLETTER SUBSIDY	30/04/2020	55.00
EF129758	99997	JILL ZUMACH	REIMBURSEMENT - SUPPORT WORKERS EASTER	30/04/2020	153.45
EF129759	99997	BERNADETTE PINTO	REIMBURSEMENT - HEADPHONES	30/04/2020	8.00
EF129760	99997	CLARE KEW	COMPOST BIN REBATE - CLARE KEW	30/04/2020	50.00
EF129761	10047	ALINTA ENERGY	NATURAL GAS & ELECTRCITY SUPPLY	30/04/2020	73.05
EF129762	11794	SYNERGY	ELECTRICITY USAGE/SUPPLIES	30/04/2020	33,803.87
EF129763	12025	TELSTRA CORPORATION	COMMUNICATIONS SERVICES	30/04/2020	17,616.46
EF129764	10747	IINET LIMITED	INTERNET SERVICES	30/04/2020	963.09
EF129765	11758	WATER CORP UTILITY ACCOUNT	WATER USAGE / SUNDRY CHARGES	30/04/2020	2,112.42
EF129766	11760	WATER CORPORATION	SEWER EASEMENT	30/04/2020	1,597.95
		<b>TOTAL OF 734 EFT PAYMENTS</b>			<b>10,569,608.15</b>
		<b>LESS: CANCELLED EFT PAYMENTS:</b>			
EF128448		CARMINE AND MICHELINA DASCANIO		2/04/2020	-100.00
EF127754		GERLYNE QUEEN AGUILA		2/04/2020	-150.00
EF128532		JASON DE BRITO		7/04/2020	-400.00
EF128576		ALLAN SWIFT		7/04/2020	-300.00
EF128585		BRUCE BOURGEOIS		7/04/2020	-100.00

EF129112	TRIXIE CHUNG		21/04/2020	-17.00
EF129156	STACEY NICHOLAS		21/04/2020	-140.00
EF129135	LENA SKROZA		21/04/2020	-32.00
				- 1,239.00
<b>TOTAL EFT PAYMENTS (NET OF CANCELLED PAYMENTS)</b>				<b>10,568,369.15</b>
<b>ADD: BANK FEES AND CREDIT CARD PAYMENTS</b>				
	BANK FEES			21.84
	MERCHANT FEES COC			15,496.71
	MERCHANT FEES MARINA			156.68
	MERCHANT FEES ARC			1441.2
	MERCHANT FEES VARIOUS OUT CENTRES			1,306.12
	NATIONAL BPAY CHARGE			2,076.80
	RTGS/ACLR FEE			
	NAB TRANSACT FEE			2031.84
	MERCHANDISE / OTHER FEES			
	CBA CREDIT CARD PAYMENT			64,523.80
				<b>87,054.99</b>
<b>ADD: PAYROLL PAYMENTS</b>				
	COC20/03/20 Pmt 000157409282 City of Cockburn		1/04/2020	1,422,195.51
	COC02/04/20 Pmt 000157497251 City of Cockburn		2/04/2020	1,427.76
	COC03/04/20 Pmt 000157585545 City of Cockburn		3/04/2020	1,288.51
	COC06/04/20 Pmt 000157629689 City of Cockburn		6/04/2020	3,827.71
	COC03/04/20 Pmt 000157887995 City of Cockburn		9/04/2020	9,266.40
	COC07/04/20 Pmt 000158110146 City of Cockburn		15/04/2020	1,380,187.12
	COC17/04/20 Pmt 000158291939 City of Cockburn		17/04/2020	203,174.30
	COC20/04/20 Pmt 000158501346 City of Cockburn		22/04/2020	11,195.56
	COC26/04/20 Pmt 000158899273 City of Cockburn		29/04/2020	1,393,197.57
	COC30/04/20 Pmt 000159021884 City of Cockburn		30/04/2020	835.69
				<b>4,426,596.13</b>
<b>TOTAL PAYMENTS MADE FOR THE MONTH</b>				<b>15,082,020.27</b>

Credit Card Transactions Mar 2020	
Card Holder Name	\$
ALEXANDRA K MORTON	2,022.50
ALISON WATERS	243.73
ANTON LEES	893.20
ASANKA VIDANAGE	815.42
CASSANDRA COOPER	821.95
CHERIE CABLE	270.19
CHRISTOPHER BEATON	140.89
COLLEEN MILLER	270.85
COURTNEE THOMSON	619.11
DEAN BURTON	313.00
KAREN O'REILLY	1,276.23
KAROLINE JAMIESON	58.40
LEAH NAPIER	535.12
LIMITED	318.77
LINDA SEYMOUR	3,938.65
LINDA WALKER	1,852.55
LORENZO SANTORIELLO	996.47
MARIE LA FREN AIS	1,716.74
MICHAEL EMERY	547.09
MIJALCE DANILOV	187.80
MIRANDO RADJA	1,010.28
MISS JESSICA DONALD	1,981.77
MIR ANTONIO NATALE	8,449.80
MIR BRETT FELLOWS	2,849.18
MIR BRETT MCEWIN	2,875.00
MIR C MACMILLAN	391.60
MIR CHARLES SULLIVAN	38.33
MIR CLIFFORD RYAN	543.02
MIR CLIVE J CROCKER	1,946.34
MIR DANIEL ARNDT	325.20
MIR DONALD M GREEN	7.88
MIR GLEN WILLIAMSON	22.50
MIR GLENN PETHICK	1,581.24
MIR JOHN WEST	35.00
MIR MICHAEL HAYNES	553.67
MIR NELSON MAURICIO	2,835.20
MIR NICHOLAS JONES	1,029.35
MIR PAUL J DE BRUIN	404.24
MIR S ATHERTON	497.25
MIR S PALMER	1,488.82
MIR TRAVIS MOORE	300.00
MRS J KIURSKI	906.48
MRS JULIE MCDONALD	598.33
MRS KIM HUNTER	1,024.14
MRS S SEYMOUR-EYLES	2,331.90
MRS SARAH KAHLE	192.08
MRS SHARON STILL	230.89
MS BARBARA FREEMAN	951.30
MS CAROLINE LINDSAY	1,913.95
MS DONNA JORDAN	1,245.69
MS GAIL M BOWMAN	41.00
MS JILL ZUMACH	9.50
MS MICHELLE CHAMPION	1,520.28
MS NICOLA JANE LEDGER	67.99
MS PENELOPE PRICE	526.95
MS SAMANTHA BARON	1,535.54
MS SAMANTHA STANDISH	170.81
MS SANDRA EDGAR	239.15
MS SIMONE SIEBER	2,618.85
STEVEN JOHN ELLIOT	142.70
STUART DOWNING	2,448.60
Total	64,523.80

Stuart Downing Credit Card Transactions Mar 2020			
Budget Number	Amount	Narration	Narration
GL 116-6256	8.60	DOME PORT COOGEE	Coffee 2 non-staff
WC 1208.01	2,400.00	DWER - WATER	Licence Hammond Rd Dup proj
GL 116-6303	40.00	NEWS LIMITED	Sub to WSJ & The Aust
	<b>2,448.60</b>		

## 15.2 STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - APRIL 2020

**Author(s)** N Mauricio

**Attachments** 1. Financial Activity Statement - April 2020 [↓](#)

### RECOMMENDATION

That Council:

- (1) adopt the Statement of Financial Activity and associated reports for April 2020, as attached to the Agenda;
- (2) amend the 2019-2020 Municipal Budget in accordance with the detailed schedule attached as follows:

Revenue (Capital and Operating)	1,392,087	Increase
Expenditure (Capital & Operating)	47,840	Increase
Transfers to Reserves	2,250,000	Increase
Transfers from Reserves	1,105,753	Increase
Net impact on closing Municipal budget surplus	200,000	Increase

**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 (FY). 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 brought forward from FY 2018-2019 following the audit completion, was \$7.24 million. The budget has been revised to match the audited figure.

#### Closing Surplus

The City's actual closing surplus position for the month of \$54.67 million was \$2.21 million under the YTD budget. The closing surplus reported at the start of each financial year is a large amount, due to the inclusion of the annual rates revenue in the month of July. It then progressively reduces throughout the year as the City delivers its budgeted 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 FY 2019-2020 revised budget is currently showing a closing surplus of \$43,815 (up from \$12,771 in the adopted budget and up from \$37,386 in February). Note 3 of the financial report reconciles the change in budget surplus.

Operating Revenue

Operating revenue of \$146.15 million was under the YTD budget by \$0.71 million, as the City starts to feel the financial impact from the COVID-19 shut-down of certain facilities. A significant portion of the City's operating revenue is brought to account in July every 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	105.64	105.57	0.07	105.82
Specified Area Rates	0.59	0.59	0.00	0.60
Fees and Charges	25.34	25.83	(0.50)	30.20
Operating Grants and Subsidies	9.01	9.45	(0.44)	10.96
Contributions, Donations, Reimbursements	1.36	1.36	(0.00)	1.54
Interest Earnings	4.22	4.07	0.15	4.79
<b>Total</b>	<b>146.15</b>	<b>146.87</b>	<b>(0.71)</b>	<b>153.91</b>

The material variances identified for the month included:

- Fees and Charges
  - Cockburn ARC fee revenue was \$1.25m below YTD budget target due to its closure from the 20<sup>th</sup> March as a result of COVID-19 related state of emergency response measures.
- Operating Grants & Subsidies
  - Child care subsidies were down \$0.35m against YTD budget also affected by COVID-19.

Operating Expenditure

Operating expenditure of \$110.41 million was under the YTD budget by \$4.67 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	48.36	48.74	0.38	58.62
Employee Costs - Indirect	0.71	0.90	0.19	1.57
Materials and Contracts	29.82	33.91	4.10	42.25
Utilities	4.51	4.79	0.27	5.73
Interest Expenses	0.48	0.46	(0.03)	0.81
Insurances	1.53	1.47	(0.06)	1.47
Other Expenses	7.01	7.37	0.36	9.68
Depreciation (non-cash)	29.57	29.90	0.33	36.12
Amortisation (non-cash)	0.91	0.95	0.04	1.14
Internal Recharging-CAPEX	(1.53)	(1.29)	0.24	(1.58)
<b>Total</b>	<b>121.37</b>	<b>127.18</b>	<b>5.81</b>	<b>155.80</b>

The material variance identified for the month included:

- Employee Costs
  - Executive salaries were \$0.47m over YTD budget, due to the CEO termination payment and ongoing higher duty payments for the acting CEO.
  - Parks overhead salaries were underspent \$0.39 million.
- Material and Contracts (\$2.48 million under YTD budget):
  - Community Development Services were collectively \$0.88 million under YTD budget, with child care (\$0.34m) having the only material variance.

- Waste Collection Services costs were collectively \$0.74 million under YTD budget, but this will be partly absorbed by higher recyclables processing costs between April and June from the new Suez contract.
- Land Administration is showing a timing variance of \$0.56m from a land exchange transaction in Garston Way between several parties. This will be eliminated once the exchange of invoices is completed and processed.
- Information Communication & Technology contracts were collectively \$0.32 million under YTD budget (mostly from timing issues).

### Capital Expenditure

The City's adopted capital budget of \$43.38 million has increased to \$78.93 million, primarily due to the addition of carried forward works and projects and minor addition during the mid-year budget review.

At the end of the month, the City had actual spending of \$27.19 million against the YTD budget of \$26.71 million (\$3.95 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	8.64	9.61	0.97	25.46	3.33
Drainage	0.74	0.65	(0.10)	2.15	0.21
Footpaths	1.14	0.99	(0.15)	2.13	0.06
Parks Infrastructure	5.78	7.36	1.58	13.18	2.27
Landfill Infrastructure	1.19	1.30	0.11	5.54	1.42
Freehold Land	0.18	0.18	(0.00)	3.00	0.18
Buildings	3.89	4.35	0.46	16.73	6.56
Furniture and Equipment	0.03	0.03	0.00	0.04	0.00
Information Technology	1.21	1.38	0.17	2.34	0.32
Plant and Machinery	3.56	3.20	(0.36)	6.07	1.30
Marina Infrastructure	0.83	0.82	(0.01)	1.77	0.14
<b>Total</b>	<b>27.19</b>	<b>29.87</b>	<b>2.68</b>	<b>78.42</b>	<b>15.79</b>

Significant project budget variances recorded for the month are detailed below:

- Roads Infrastructure (\$0.97m)
  - Verde Drive was \$0.67m behind YTD budget
- Parks Infrastructure (\$1.58m)
  - Coogee Beach Master Plan was the only material variance at \$0.50m

#### Capital Funding

Capital funding sources are highly correlated to capital spending, the sale of assets and the rate of development within the City (determining developer contributions received). Material variances identified for the month were:

- Proceeds on sale of plant assets were collectively under YTD budget by \$0.28 million.

#### Reserve Transfers

- Transfers from reserves of \$26.39 million were \$11.59 million under YTD budget, mainly associated with uncompleted capital works.

#### Cash and Investments

The closing cash and financial investment holding at month's end totalled \$193.89 million, down from \$200.64 million the previous month. \$134.78 million of this comprised the City's financial reserves (down from \$136.70 million last month). Another \$4.10 million was held against the City's bonds and deposits liability. The remaining \$55.01 million represented available cash funding to cover operational requirements over the remainder of the 2019-20 FY.

#### Investment Performance, Ratings and Maturity

After cutting the cash rate to historic low of 0.25% on 20th March 2020, the RBA has left the rate steady since then. The RBA stated that there will not be an increase in the cash rate until there is sustainable progress made towards their goals for full employment and inflation. The long-term government bond rate and the Australia Dollar still remain at their lowest levels. For the first half of 2020, the activities restrictions and uncertainties due to the coronavirus pandemic will likely result in the biggest contraction in national output and income since the 1930s. The increasing focus of governments now is how to stimulate economic growth and aim for a "V" shaped recovery trajectory. The City expects an environment of very low interest rates over the coming

two years, limiting the opportunity to derive investment returns from its cash holdings.

The City's investment portfolio yielded a weighted annualised return of 1.63 percent for the month (down from 1.65% last month and 1.70% the month before). Longer dated term deposits continue to buffer the overall yield, with new investments attracting much lower rates now. This outperformed the City's target rate of 1.05 percent (RBA cash rate of 0.25 percent plus 0.80 percent performance margin) by 0.58 percent. Interest from investments to the end of the month was \$3.45 million, slightly above the YTD budget setting of \$3.29 million.

The City's surplus funds are invested in term deposits (TD) with Australian Prudential Regulation Authority (APRA) regulated Australian and foreign owned banks. Current investments held are compliant with Council's Investment Policy, other than those made under previous policy and statutory provisions. This includes Australian reverse mortgage funds with a face value of \$2.554 million and book value of \$0.979 million (net of a \$1.575 million impairment provision), which continue paying interest and returning capital (\$0.45 million returned to date of the original \$3.0 million). Term deposits with foreign owned banks totalling \$29.8 million also now sit outside Council policy. These are redeemed and reinvested with Australian banks as and when they fall due (last one September 2020).

The City's investments fall within the following Standard and Poor's short term risk rating categories:



Figure 1: Portfolio allocations compared to Investment Policy limits

Given the negative outlook for interest rates, the current investment strategy seeks to secure the best rate on offer, subject to cash flow planning and policy requirements.

The City’s TD investment portfolio duration as at the end of the month was 153 days (slight increase from 142 days last month). The maturity profile of the City’s TD investments is graphically depicted below, showing adequate maturities across the next five months to meet liquidity requirements (generally at least \$15 million each month):

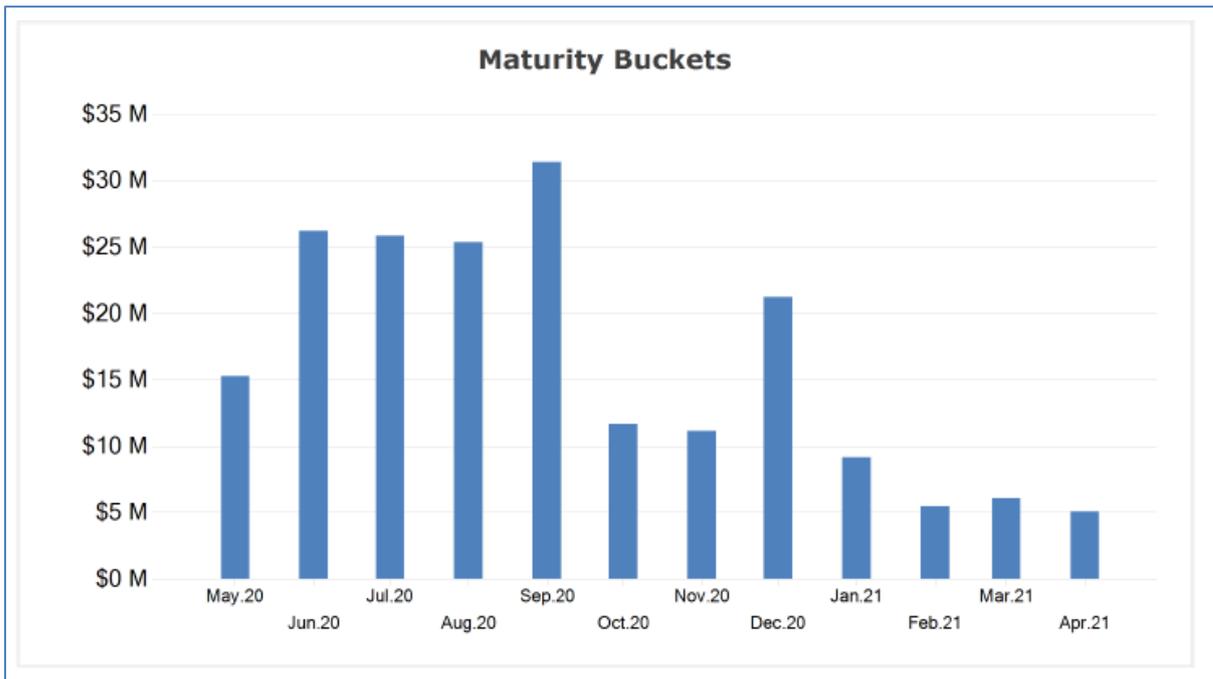


Figure 2: Council Investment Maturity Profile

### Investment in Fossil Fuel Free Banks

At month end, the City held 65% of its TD investment portfolio with banks considered non-funders of fossil fuel related industries (down from 71% last month), as the City commenced investing with Macquarie Bank who are offering attractive returns in the current market. 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 \$8.2 million in outstanding rates and property charges (reduced from \$9.6 million last month). This amount excluded \$1.67 million in prepaid rates (that will be applied to next year's rates charges). This represented 6.2 percent in uncollected charges against the \$133.0 million total rates levied to month's end (inclusive of prior year outstanding balances and part year rating).

In terms of overdue rates accounts, the City had 170 properties owing \$0.58 million under legal debt recovery processes (707 properties owing \$2.52 million last month). A pause in legal actions has been instigated during the current pandemic period as a relief measure, resulting in a significant reduction of active cases.

### Budget Amendments

The following budget amendments require Council adoption:

- \$2.1m refund to Municipal from Developer Contribution Area (DCA) 4 (\$0.60m) and DCA 5 (\$1.50m) for the cost of prefunding construction of Beelias Drive (Spearwood Ave to Stock Road). To be transferred to Roads & Drainage Reserve
- Prinsep Road Extension – return of \$1.04m in Roads Reserve funding due to extra R2R grant received.
- Unrequired funding for ESRI mapping solution returned to Municipal surplus (\$0.20m)
- Purchase of land - portion lot 100 Birchley Rd, Beelias for POS (\$0.12m) funded from POS cash in lieu funds held in Trust.
- Return unused funds for new admin building project (NCAC) to contingency (\$0.30m)
- Additional \$50k from budget contingency fund for COVI-19 response measures.
- Fund Baler Court Off Leash Dog Exercise Area fencing (\$46k) from budget contingency fund.
- \$12k capital works grant to BMX Skate Park.

The attached financial report includes a detailed schedule with these proposed budget changes (plus a few other minor ones) 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's end, the City held \$6.42 million within its trust fund (up from \$6.07 million last month), comprising fully the total POS cash in lieu contributions held for future recreation requirements across specific suburbs within the City.

### **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 2019-20 FY revised budget surplus of \$43,815 will increase by \$200,000 to \$243,815 as a result of the budget amendments proposed for adoption 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 could factually misrepresent actual financial outcomes if the recommended budget amendments are not adopted. Further, some services and projects could 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 30 April 2020

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget	
	\$	\$	%	\$	\$	\$	
<b>Operating Revenue</b>							
Financial Services	113,472,604	113,191,258	0%	281,346	√	114,659,699	117,846,000
Information Services	-	1,250	-100%	(1,250)		1,500	1,500
Human Resource Management	153,939	243,327	-37%	(89,388)		292,000	292,000
Library Services	36,979	55,789	-34%	(18,810)		68,146	56,146
Recreation & Community Safety	9,603,475	10,771,184	-11%	(1,167,709)	×	12,962,331	13,034,278
Community Development & Services	7,520,325	7,979,701	-6%	(459,376)	×	9,104,857	8,599,857
Corporate Communications	109,733	119,365	-8%	(9,632)		113,600	118,600
Governance & Risk	2,875	667	331%	2,208		800	800
Statutory Planning	781,968	775,257	1%	6,711		1,002,000	1,002,000
Strategic Planning	3,005,454	2,565,895	17%	439,559	√	3,116,745	3,126,262
Building Services	974,067	980,304	-1%	(6,237)		1,159,014	1,334,014
Environmental Health	337,816	326,083	4%	11,733		347,500	333,500
Waste Services	7,676,478	7,616,394	1%	60,083		8,577,255	8,558,998
Parks & Environmental Services	967,592	914,417	6%	53,175		919,004	1,482,623
Engineering Services	207,432	255,000	-19%	(47,568)		291,000	281,000
Infrastructure Services	1,303,612	1,073,235	21%	230,377	√	1,296,231	1,003,350
	146,154,346	146,869,125	0%	(714,779)		153,911,681	157,070,927
<b>Total Operating Revenue</b>	<b>146,154,346</b>	<b>146,869,125</b>	<b>0%</b>	<b>(714,779)</b>		<b>153,911,681</b>	<b>157,070,927</b>
<b>Operating Expenditure</b>							
Governance	(3,726,533)	(3,056,102)	22%	(670,430)	×	(3,750,445)	(3,530,263)
Strategy & Civic Support	(770,620)	(980,619)	-21%	209,999	√	(1,215,787)	(1,188,978)
Financial Services	(5,489,850)	(5,240,637)	5%	(249,213)	×	(6,731,425)	(6,218,115)
Information Services	(5,311,790)	(5,889,847)	-10%	578,057	√	(6,940,275)	(6,410,628)
Human Resource Management	(2,280,592)	(2,383,948)	-4%	103,356		(3,003,966)	(2,952,449)
Library Services	(2,914,033)	(3,321,846)	-12%	407,813	√	(3,962,670)	(3,988,344)
Recreation & Community Safety	(13,549,994)	(14,155,443)	-4%	605,449	√	(17,139,933)	(16,874,107)
Community Development & Services	(9,091,640)	(10,431,371)	-13%	1,339,731	√	(13,048,727)	(12,774,540)
Corporate Communications	(3,392,144)	(3,540,865)	-4%	148,720		(4,209,054)	(3,997,821)
Governance & Risk	(397,555)	(426,118)	-7%	28,562		(497,875)	(472,875)
Statutory Planning	(1,100,364)	(1,171,899)	-6%	71,535		(1,428,683)	(1,428,683)
Strategic Planning	(1,055,488)	(1,731,123)	-39%	675,635	√	(2,170,725)	(1,889,225)
Building Services	(1,360,421)	(1,359,990)	0%	(431)		(1,656,413)	(1,716,537)
Environmental Health	(1,546,283)	(1,693,552)	-9%	147,270		(2,081,780)	(2,015,928)
Waste Services	(12,579,614)	(13,098,173)	-4%	518,560	√	(16,355,861)	(17,144,443)
Parks & Environmental Services	(12,656,853)	(13,154,138)	-4%	497,285	√	(16,575,429)	(16,489,237)
Engineering Services	(6,712,941)	(6,672,220)	1%	(40,721)		(8,039,233)	(7,989,249)
Infrastructure Services	(8,481,834)	(9,317,674)	-9%	835,840	√	(11,315,646)	(10,869,941)
	(92,418,547)	(97,625,563)	-5%	5,207,016		(120,123,928)	(117,951,365)

## STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 April 2020

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Less: Net Internal Recharging</b>	1,533,378	1,294,832	18%	238,546	1,583,564	1,515,474
<b>Add: Depreciation &amp; Amortisation on Non-Current Assets</b>						
Computer Equipment	(1,235,447)	(1,296,110)	-5%	60,663	(1,555,332)	(1,555,332)
Furniture and Equipment	(301,414)	(299,220)	1%	(2,194)	(359,052)	(359,052)
Plant & Machinery	(2,724,766)	(2,706,320)	1%	(18,446)	(3,249,355)	(3,249,355)
Buildings	(5,370,911)	(5,319,250)	1%	(51,661)	(6,383,100)	(6,383,100)
Infrastructure - Roads	(11,545,346)	(11,734,620)	-2%	189,274	(14,081,544)	(12,189,504)
Infrastructure - Drainage	(2,207,571)	(2,246,450)	-2%	38,879	(2,695,740)	(2,695,740)
Infrastructure - Footpaths	(1,470,436)	(1,494,550)	-2%	24,114	(1,793,460)	(1,427,916)
Infrastructure - Parks Equipment	(3,901,294)	(3,974,190)	-2%	72,896	(4,769,028)	(4,769,028)
Landfill Infrastructure	(909,308)	(952,490)	-5%	43,182	(1,142,988)	(1,142,988)
Marina Infrastructure	(352,979)	(360,000)	-2%	7,021	(432,012)	(1,040,400)
Coastal Infrastructure	(462,068)	(469,650)	-2%	7,582	(563,580)	-
Leased Equipment	-	8	-100%	(8)	(235,142)	(41,200)
	<b>(30,481,539)</b>	<b>(30,852,842)</b>	<b>-1%</b>	<b>371,303</b>	<b>(37,260,333)</b>	<b>(34,853,615)</b>
<b>Total Operating Expenditure</b>	<b>(121,366,708)</b>	<b>(127,183,573)</b>	<b>-5%</b>	<b>5,816,865</b>	<b>(155,800,697)</b>	<b>(151,289,506)</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>24,787,637</b>	<b>19,685,552</b>	<b>26%</b>	<b>5,102,086</b>	<b>(1,889,016)</b>	<b>5,781,421</b>
<b>Non-Operating Activities</b>						
<b>Profit/(Loss) on Assets Disposal</b>						
Plant and Machinery	220,990	108,680	103%	112,310	42,176	(590,592)
Freehold Land	1,218,364	1,440,000	-15%	(221,636)	6,740,000	-
Furniture and Equipment	-	-	0%	-	-	-
Buildings	(259,197)	-	0%	(259,197)	-	-
	<b>1,180,157</b>	<b>1,548,680</b>	<b>-24%</b>	<b>(368,523)</b>	<b>6,782,176</b>	<b>(590,592)</b>
<b>Capital Expenditure</b>						
Computer Equipment	(1,212,582)	(1,384,445)	-12%	171,863	(2,344,886)	(1,165,620)
Furniture and Equipment	(25,000)	(29,472)	-15%	4,472	(44,472)	-
Plant & Machinery	(3,562,719)	(3,203,649)	11%	(359,071)	(6,073,440)	(3,870,000)
Land	(179,553)	(175,890)	2%	(3,663)	(3,000,000)	-
Buildings	(3,885,238)	(4,349,442)	-11%	464,204	(16,732,828)	(10,244,500)
Infrastructure - Roads	(8,642,423)	(9,610,326)	-10%	967,903	(25,464,958)	(19,303,359)
Infrastructure - Drainage	(742,576)	(647,374)	15%	(95,202)	(2,148,647)	(1,318,000)
Infrastructure - Footpaths	(1,140,402)	(986,839)	16%	(153,563)	(2,125,791)	(1,439,268)
Infrastructure - Parks Equipment	(5,042,933)	(6,618,036)	-24%	1,575,103	(11,626,592)	(4,812,000)
Infrastructure - Parks Landscaping	(738,900)	(742,365)	0%	3,465	(1,552,923)	(620,000)
Landfill Infrastructure	(1,187,745)	(1,302,607)	-9%	114,862	(5,538,861)	(179,000)
Marina Infrastructure	(826,910)	(820,203)	1%	(6,706)	(1,767,424)	(425,000)
<b>Note 1.</b>	<b>(27,186,980)</b>	<b>(29,870,647)</b>	<b>-9%</b>	<b>2,683,667</b>	<b>(78,420,822)</b>	<b>(43,376,747)</b>

## STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 April 2020

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Add: Land - Vested in Crown</b>	(571,615)	(2,500,000)	-77%	1,928,385 ✓	(2,500,000)	-
<b>Add: Transfer to Reserves</b>	(18,580,219)	(18,548,392)	0%	(31,827)	(45,604,726)	(27,595,783)
<b>Add Funding from</b>						
Non-Operating Grants and Subsidies	2,884,545	2,660,458	8%	224,087 ✓	8,900,260	6,058,933
Non-Government Contributions	315,766	267,542	18%	48,224	2,828,642	2,150,000
Developers Contributions Plans: Cash	3,682,815	3,495,840	5%	186,975	4,080,000	4,080,000
Proceeds on Sale of Assets	2,454,486	2,803,340	-12%	(348,854) X	8,287,768	915,000
Reserves	26,388,695	37,979,468	-31%	(11,590,773) X	58,667,727	17,646,331
	<b>35,726,308</b>	<b>47,206,648</b>	<b>-24%</b>	<b>(11,480,341)</b>	<b>82,764,397</b>	<b>30,850,264</b>
<b>Non-Cash/Non-Current Item Adjustments</b>						
Depreciation on Assets	29,572,231	29,900,352	-1%	(328,121) ✓	36,117,345	33,710,627
Amortisation on Assets	909,308	952,490	-5%	(43,182)	1,142,988	1,142,988
Profit/(Loss) on Assets Disposal	(1,180,157)	(1,548,680)	-24%	368,523 X	(6,782,176)	590,592
Loan Repayments	(2,298,499)	(2,354,041)	-2%	55,542	(3,974,400)	(2,500,000)
Non-Current Rehabilitation Asset Provision	5,171,553	5,171,553	0%	-	5,171,553	-
Non-Current Accrued Debtors	(273,267)	-	0%	(273,267) ✓	-	-
Non-Current Leave Provisions	139,907	-	0%	139,907	-	-
Deferred Pensioners Adjustment	36,974	-	0%	36,974	-	-
	<b>32,078,050</b>	<b>32,121,674</b>	<b>0%</b>	<b>(43,625)</b>	<b>31,675,310</b>	<b>32,944,207</b>
<b>Add: Surplus/(Deficit) B/F July 1</b>	7,236,184	7,236,495	0%	(311)	7,236,495	2,000,000
<b>Less: Surplus/(Deficit) C/F</b>	<b>54,669,522</b>	<b>56,880,011</b>	<b>-4%</b>	<b>(2,210,488)</b>	<b>43,815</b>	<b>12,771</b>
	-	-	-	-	-	-

**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	(1,212,582)	(340,648)	(1,553,229)	(1,384,445)	(2,344,886)	791,657
Furniture and Equipment	(25,000)	-	(25,000)	(29,472)	(44,472)	19,472
Plant & Machinery	(3,562,719)	(1,848,303)	(5,411,022)	(3,203,649)	(6,073,440)	662,418
Land	(179,553)	(174,816)	(354,369)	(175,890)	(3,000,000)	2,645,631
Buildings	(3,885,238)	(6,623,605)	(10,508,843)	(4,349,442)	(16,732,828)	6,223,985
Infrastructure - Roads	(8,642,423)	(3,435,738)	(12,078,161)	(9,610,326)	(25,464,958)	13,386,798
Infrastructure - Drainage	(742,576)	(336,892)	(1,079,468)	(647,374)	(2,148,647)	1,069,179
Infrastructure - Footpaths	(1,140,402)	(410,315)	(1,550,717)	(986,839)	(2,125,791)	575,074
Infrastructure - Parks Equipment	(5,042,933)	(1,827,545)	(6,870,478)	(6,618,036)	(11,626,592)	4,756,114
Infrastructure - Parks Landscaping	(738,900)	(289,035)	(1,027,935)	(742,365)	(1,552,923)	524,988
Landfill Infrastructure	(1,187,745)	(2,919,799)	(4,107,544)	(1,302,607)	(5,538,861)	1,431,317
Marina Infrastructure	(826,910)	(144,203)	(971,112)	(820,203)	(1,767,424)	796,312
	<b>(27,186,980)</b>	<b>(18,350,898)</b>	<b>(45,537,878)</b>	<b>(29,870,647)</b>	<b>(78,420,822)</b>	<b>32,882,944</b>

**Note 2.**

Closing Funds in the Financial Activity Statement are represented by:

	Actuals \$	YTD Revised Budget \$	Full Year Revised Budget \$	Adopted Budget \$
<b>Current Assets</b>				
Cash & Investments	192,913,782	191,766,127	141,634,207	134,040,426
Rates Outstanding	7,446,601	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	73,496	50,000	50,000	50,000
Sundry Debtors	4,292,274	2,884,300	2,884,300	2,884,300
GST Receivable	635,568	-	-	-
Prepayments	263,309	100,000	100,000	100,000
Accrued Debtors	714,498	-	-	-
Stock on Hand	23,660	15,000	15,000	15,000
	<b>206,363,187</b>	<b>198,315,427</b>	<b>148,183,507</b>	<b>140,589,726</b>
<b>Current Liabilities</b>				
Creditors	(4,610,153)	(5,768,600)	(6,154,801)	(6,154,801)
Income Received in Advance	(1,722,545)	(1,200,000)	(1,200,000)	(1,200,000)
GST Payable	(103,914)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(4,313,015)	(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)
Provision for Rehabilitation Assets	-	-	-	-
	<b>(13,792,682)</b>	<b>(13,368,600)</b>	<b>(13,754,801)</b>	<b>(13,754,801)</b>
<b>Net Current Assets</b>	<b>192,570,505</b>	<b>184,946,827</b>	<b>134,428,706</b>	<b>126,834,925</b>
<b>Add: Non Current Investments</b>	<b>978,935</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
	<b>193,549,441</b>	<b>185,946,827</b>	<b>135,428,706</b>	<b>127,834,925</b>
<b>Less: Restricted/Committed Assets</b>				
Cash Backed Reserves #	(134,777,767)	(123,155,166)	(129,523,241)	(127,822,154)
Deposits & Bonds Liability *	(4,102,151)	(5,911,650)	(5,861,650)	-
	<b>54,669,522</b>	<b>56,880,011</b>	<b>43,815</b>	<b>12,771</b>
<b>Closing Funds (as per Financial Activity Statement)</b>	<b>54,669,522</b>	<b>56,880,011</b>	<b>43,815</b>	<b>12,771</b>

# 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
					\$	\$	\$	\$
		<b>Budget Adoption</b>		<b>Closing Funds Surplus(Deficit)</b>				<b>12,771</b>
Various	ABC allocation adjustments		OCM 12/09/19		54,475			67,246
CW	5983 Balancing DCP13 funded project		OCM 14/11/19				30,668	36,578
GL	105 Forfeited incomplete bonds		OCM12/12/19			270,187		306,765
OP	9705 Welcome Kit Residence - error in populating budget		OCM12/12/19				2,000	304,765
Various	Mid-year budget review		OCM12/02/20				267,379	37,386
Various	Balancing Internal Recharges		OCM09/04/20			13,615		51,001
OP	6035 1/3 of project cost is funded by Port Coogee SAR		OCM09/04/20			83,333		134,334
CW	5832 Mid-year budget review correction - reduction in funding		OCM09/04/20				7,685	126,649
CW	5921 Mid-year budget review correction - POS funded		OCM09/04/20			32,235		158,884
OP	9470 Reduction in external grant		OCM09/04/20				5,000	153,884
OP	6999 Funding ARC's Leisure Management Software		OCM09/04/20				4,578	149,306
OP	8173 Mid-year budget review correction - funding removal		OCM09/04/20				72,491	76,815
GL	100 Removal of rate penalty re: COVID-19		OCM09/04/20				33,000	43,815
				<b>Closing Funds Surplus (Deficit)</b>	<b>54,475</b>	<b>399,370</b>	<b>422,801</b>	<b>43,815</b>

## Statement of Comprehensive Income *by Nature and Type*

for the period ended 30 April 2020

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
<b>OPERATING REVENUE</b>						
01 Rates	105,636,469	105,565,301	71,167	105,893,635	105,822,468	107,680,000
02 Specified Area Rates	586,971	585,000	1,971	596,971	595,000	490,000
05 Fees and Charges	Note 1 25,336,865	25,832,771	(495,906)	29,706,738	30,202,645	29,361,458
10 Grants and Subsidies	9,010,136	9,454,434	(444,298)	10,515,952	10,960,250	13,203,983
15 Contributions, Donations and Reimbursements	1,362,494	1,364,673	(2,179)	1,541,467	1,543,646	1,191,014
20 Interest Earnings	4,221,412	4,066,946	154,466	4,942,139	4,787,673	5,144,473
25 Other revenue and Income	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>146,154,346</b>	<b>146,869,125</b>	<b>(714,779)</b>	<b>153,196,902</b>	<b>153,911,681</b>	<b>157,070,927</b>
<b>OPERATING EXPENDITURE</b>						
50 Employee Costs - Salaries & Direct Oncosts	Note 2 (48,356,465)	(48,735,397)	378,932	(58,239,848)	(58,618,780)	(57,343,930)
51 Employee Costs - Indirect Oncosts	(706,903)	(896,566)	189,663	(1,375,618)	(1,565,281)	(1,578,469)
55 Materials and Contracts	Note 3 (29,817,401)	(33,914,457)	4,097,056	(38,154,194)	(42,251,250)	(39,976,260)
65 Utilities	(4,513,859)	(4,785,982)	272,123	(5,455,548)	(5,727,671)	(5,724,940)
70 Interest Expenses	(484,747)	(455,022)	(29,726)	(839,951)	(810,225)	(2,284,625)
75 Insurances	(1,533,725)	(1,470,280)	(63,445)	(1,533,725)	(1,470,280)	(1,560,700)
80 Other Expenses	(7,005,447)	(7,367,859)	362,412	(9,318,029)	(9,680,441)	(9,482,441)
85 Depreciation on Non Current Assets	(29,572,231)	(29,900,352)	328,121	(35,789,224)	(36,117,345)	(33,710,627)
86 Amortisation on Non Current Assets	(909,308)	(952,490)	43,182	(1,099,806)	(1,142,988)	(1,142,988)
<b>Add Back:</b> Indirect Costs Allocated to Capital Works	1,533,378	1,294,832	238,546	1,822,110	1,583,564	1,515,474
<b>Total Operating Expenditure</b>	<b>(121,366,708)</b>	<b>(127,183,573)</b>	<b>5,816,865</b>	<b>(149,983,832)</b>	<b>(155,800,697)</b>	<b>(151,289,506)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES</b>						
	<b>24,787,637</b>	<b>19,685,552</b>	<b>5,102,086</b>	<b>3,213,070</b>	<b>(1,889,016)</b>	<b>5,781,421</b>
<b>NON-OPERATING ACTIVITIES</b>						
11, 16 Non-Operating Grants, Subsidies and Contributions	3,200,311	2,928,000	272,312	12,001,214	11,728,902	8,208,933
18 Developers Contributions Plans: Cash	3,682,815	3,495,840	186,975	4,266,975	4,080,000	4,080,000
95 Profit/(Loss) on Sale of Assets	1,180,157	1,548,680	(368,523)	6,413,653	6,782,176	(590,592)
<b>Total Non-Operating Activities</b>	<b>7,491,669</b>	<b>5,472,520</b>	<b>2,019,149</b>	<b>22,110,227</b>	<b>20,091,078</b>	<b>11,698,341</b>
<b>NET RESULT</b>	<b>32,279,307</b>	<b>25,158,072</b>	<b>7,121,235</b>	<b>25,323,297</b>	<b>18,202,062</b>	<b>17,479,762</b>

## 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
	\$	\$	\$	\$
<b><u>Recreation &amp; Community Safety</u></b>				
Recreational Services	521,636	501,525	601,830	601,830
Law and Public Safety	559,465	403,498	462,551	462,551
Cockburn ARC	7,807,943	9,064,269	11,016,766	11,193,223
	8,889,044	9,969,292	12,081,147	12,257,604
<b><u>Waste Services:</u></b>				
Waste Collection Services	2,752,075	2,614,742	2,647,216	2,647,216
Waste Disposal Services	4,897,739	4,772,962	5,699,662	5,699,662
	7,649,814	7,387,704	8,346,878	8,346,878
<b><u>Infrastructure Services:</u></b>				
Port Coogee Marina	1,159,639	972,861	1,043,940	991,850
	1,159,639	972,861	1,043,940	991,850
	17,698,497	18,329,857	21,471,964	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	(2,502,373)	(2,082,487)	(2,497,136)	(2,497,136)
Finance and Corporate Services Division	(7,016,632)	(7,039,604)	(8,588,408)	(8,044,589)
Governance and Community Services Divi	(17,630,744)	(17,969,295)	(21,616,524)	(21,402,210)
Planning and Development Division	(4,754,992)	(4,886,092)	(5,850,738)	(5,910,862)
Engineering and Works Division	(16,451,723)	(16,757,919)	(20,065,974)	(19,489,132)
	(48,356,465)	(48,735,397)	(58,618,780)	(57,343,930)

### Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(1,504,747)	(1,476,068)	(1,794,380)	(1,555,389)
Finance and Corporate Services Division	(3,543,213)	(3,918,967)	(4,970,251)	(4,361,376)
Governance and Community Services Divi	(9,333,490)	(11,051,586)	(13,456,689)	(13,067,775)
Planning and Development Division	(161,401)	(987,634)	(1,336,212)	(988,860)
Engineering and Works Division	(15,274,551)	(16,480,202)	(20,693,718)	(20,002,861)
Not Applicable	0	0	0	0
	(29,817,401)	(33,914,457)	(42,251,250)	(39,976,260)

City of Cockburn - Reserve Funds

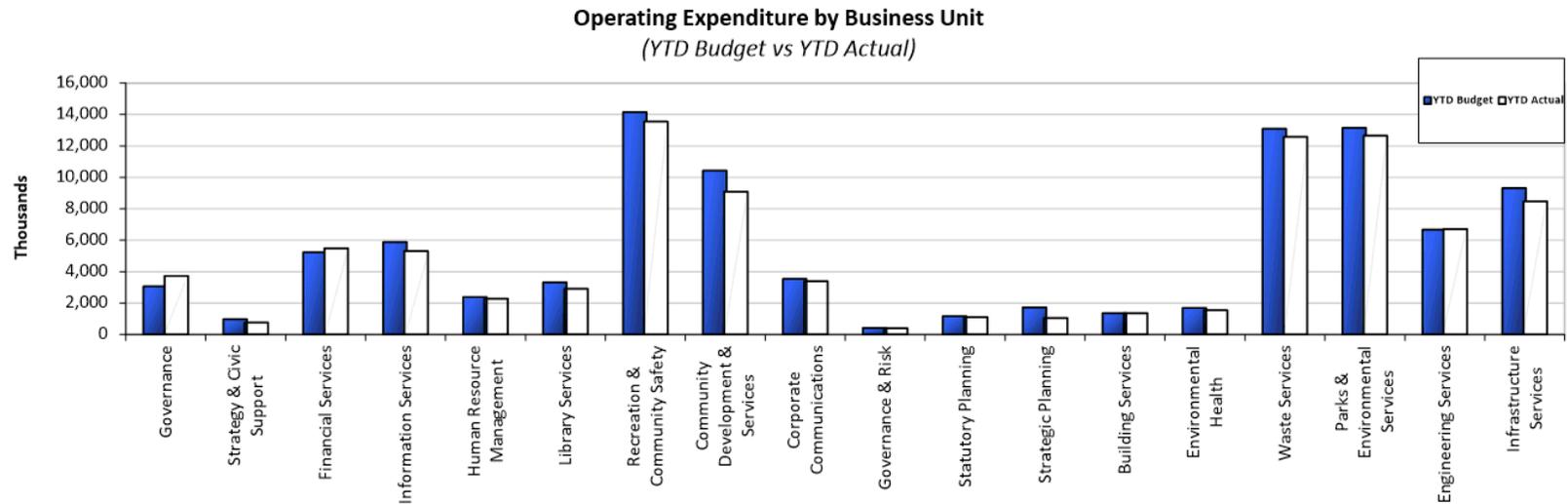
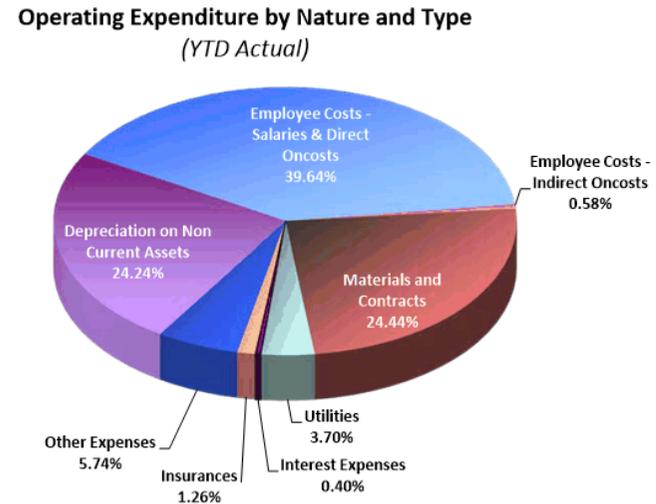
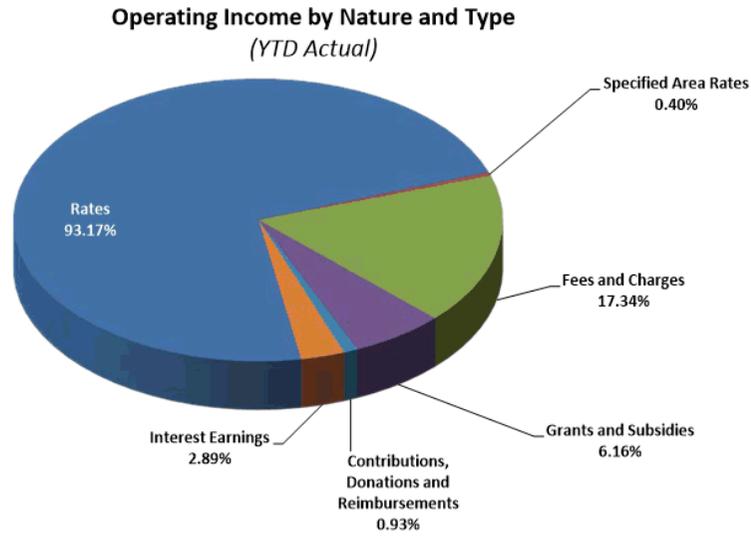
Financial Statement for Period Ending 30-Apr-2020

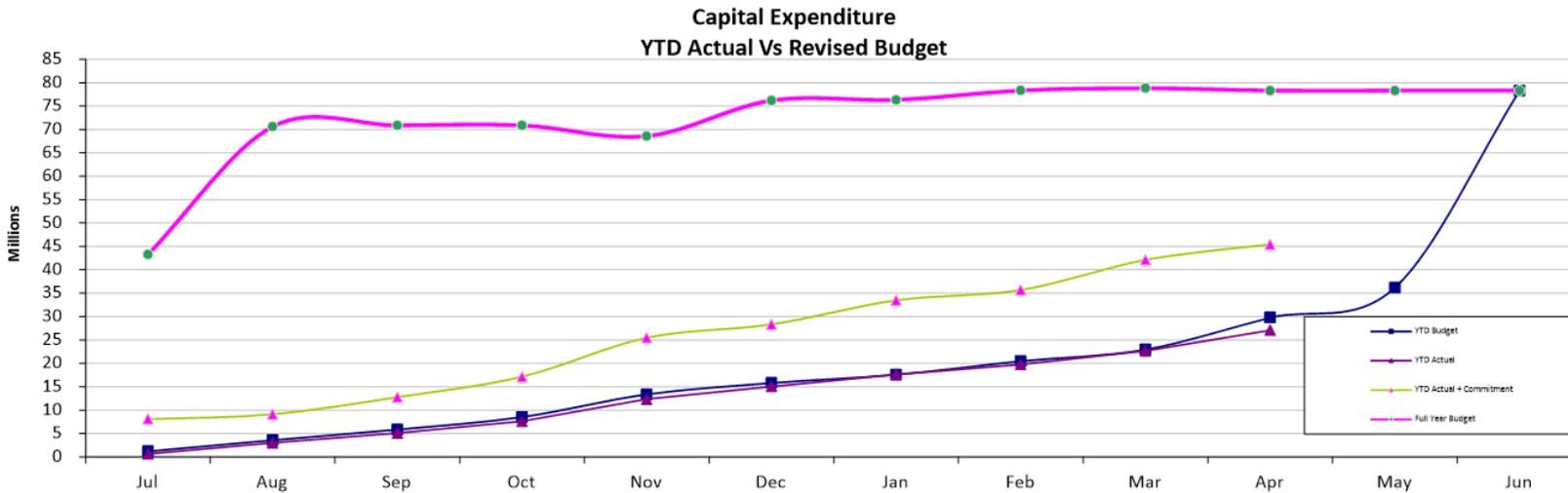
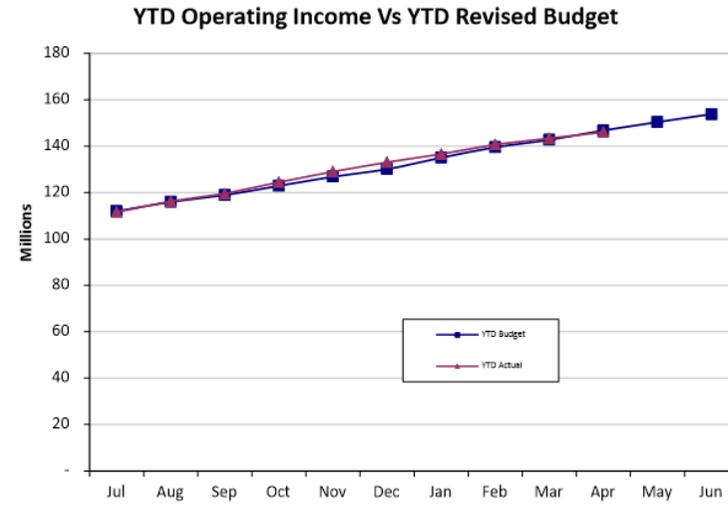
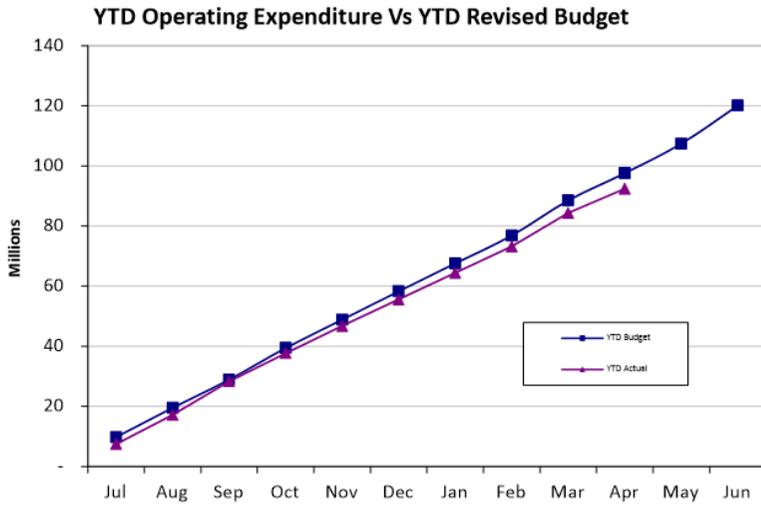
Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Council Funded</b>										
Bibra Lake Management Plan	579,591	579,591	7,052	5,372	-	-	(64,810)	(64,810)	521,833	520,153
Carry Forward Projects	5,932,650	5,932,650	-	-	8,780,584	8,780,584	(13,384,245)	(8,691,863)	1,328,989	6,021,371
CIHCF Building Maintenance	7,746,691	7,746,691	108,854	81,743	1,486,079	1,297,353	(15,000)	(3,500)	9,326,624	9,122,287
Cockburn ARC Building Maintenance	2,054,346	2,054,346	26,999	20,267	1,640,000	-	-	-	3,721,345	2,074,613
Cockburn Coast SAR	16,840	16,840	-	111	30,000	24,758	(8,887)	(8,887)	37,954	32,823
Community Infrastructure	19,187,585	19,187,585	248,878	187,307	9,500,000	-	(3,205,561)	(1,001,186)	25,730,902	18,373,706
Community Surveillance	778,372	778,372	9,286	7,078	200,000	-	(149,633)	(117,856)	838,025	667,594
Environmental Offset	311,136	311,136	4,089	3,063	-	-	(66,000)	(3,940)	249,225	310,258
Greenhouse Action Fund	572,893	572,893	7,195	5,439	200,000	-	(96,000)	(37,670)	684,088	540,661
HWRP Post Closure Management & Contaminated	2,373,754	2,373,754	36,320	27,324	1,100,000	916,667	(135,000)	(5,577)	3,375,074	3,312,168
Information Technology	302,718	302,718	3,803	2,987	200,000	-	(5,000)	(5,000)	501,521	300,705
Insurance	1,806,509	1,806,509	23,742	17,954	674,420	160,000	-	-	2,504,671	1,984,464
Land Development and Investment Fund	9,638,807	9,638,807	140,690	104,659	7,029,081	1,630,619	(4,818,660)	(201,230)	11,989,918	11,172,856
Major Building Refurbishment	14,878,218	14,878,218	195,527	146,776	1,627,464	-	(175,000)	-	16,526,209	15,024,995
Municipal Elections	80,756	80,756	1,061	656	-	-	(80,000)	(80,000)	1,817	1,412
Naval Base Shacks	1,132,099	1,132,099	14,872	11,164	30,000	-	(20,000)	(3,465)	1,156,971	1,139,798
Plant & Vehicle Replacement	11,016,204	11,016,204	134,163	99,827	3,054,545	-	(4,398,969)	(2,425,405)	9,805,943	8,690,626
Port Coogee Marina Assets Replacement	1,291,632	1,291,632	16,961	12,628	300,000	-	(180,000)	(75,396)	1,428,593	1,228,864
Port Coogee Special Maintenance - SAR	1,644,432	1,644,432	20,182	15,146	440,000	441,348	(287,487)	(277,591)	1,817,127	1,823,335
Port Coogee Waterways - SAR	94,237	94,237	1,238	930	60,000	56,830	(50,000)	-	105,475	151,996
Port Coogee Waterways - WEMP	1,360,710	1,360,710	17,511	13,229	-	-	(85,000)	(35,000)	1,293,221	1,338,938
Roads & Drainage Infrastructure	12,944,727	12,944,727	150,052	112,532	-	-	(11,178,967)	(4,697,647)	1,915,812	8,359,612
Staff Payments & Entitlements	1,679,842	1,679,842	20,571	15,525	125,000	-	(190,000)	(150,900)	1,635,413	1,544,467
Waste & Recycling	15,481,387	15,481,387	202,254	151,165	924,000	-	(5,686,861)	(1,300,744)	10,920,780	14,331,807
Waste Collection	3,288,540	3,288,540	42,769	32,046	1,414,645	-	(576,000)	(290,456)	4,169,954	3,030,130
Welfare Redundancies	43,561	43,561	-	430	-	-	-	-	43,561	43,991
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	-	-	-
	<b>116,238,238</b>	<b>116,238,238</b>	<b>1,434,069</b>	<b>1,075,355</b>	<b>38,815,818</b>	<b>13,308,159</b>	<b>(44,857,080)</b>	<b>(19,478,123)</b>	<b>111,631,045</b>	<b>111,143,629</b>
<b>Grant Funded</b>										
Aged and Disabled Asset Replacement	372,120	372,120	13,135	3,667	57,505	47,921	(95,000)	-	347,760	423,708
Family Day Care Accumulation Fund	11,342	11,342	-	112	-	-	-	-	11,342	11,454
Naval Base Shack Removal	595,485	595,485	7,826	5,875	50,000	-	-	-	653,311	601,360
Restricted Grants & Contributions	6,625,483	6,625,483	-	-	-	-	(6,061,683)	(6,460,646)	563,800	164,838
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	1,044,584	1,044,584	21,256	10,199	591,930	270,000	(14,374)	(14,374)	1,643,395	1,310,408
	<b>8,649,014</b>	<b>8,649,014</b>	<b>42,217</b>	<b>19,852</b>	<b>699,435</b>	<b>317,921</b>	<b>(6,171,057)</b>	<b>(6,475,020)</b>	<b>3,219,609</b>	<b>2,511,768</b>
<b>Development Cont. Plans</b>										
Cockburn Coast DCP14	73,383	73,383	964	724	-	-	(43,110)	(404)	31,237	73,703
Community Infrastructure DCP 13	5,708,631	5,708,631	234,723	67,343	3,000,000	2,806,188	(7,531,629)	(187,158)	1,411,725	8,395,004
Hammond Park DCP	3,069,175	3,069,175	65,595	31,468	250,000	441,004	(6,914)	(7,634)	3,377,856	3,534,014
Munster Development	1,350,746	1,350,746	39,582	13,423	80,000	110,112	(7,765)	(404)	1,462,563	1,473,877

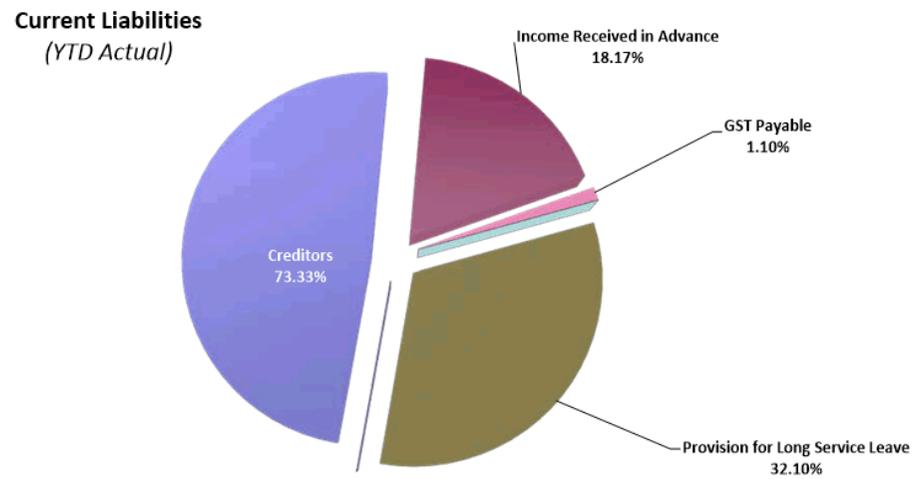
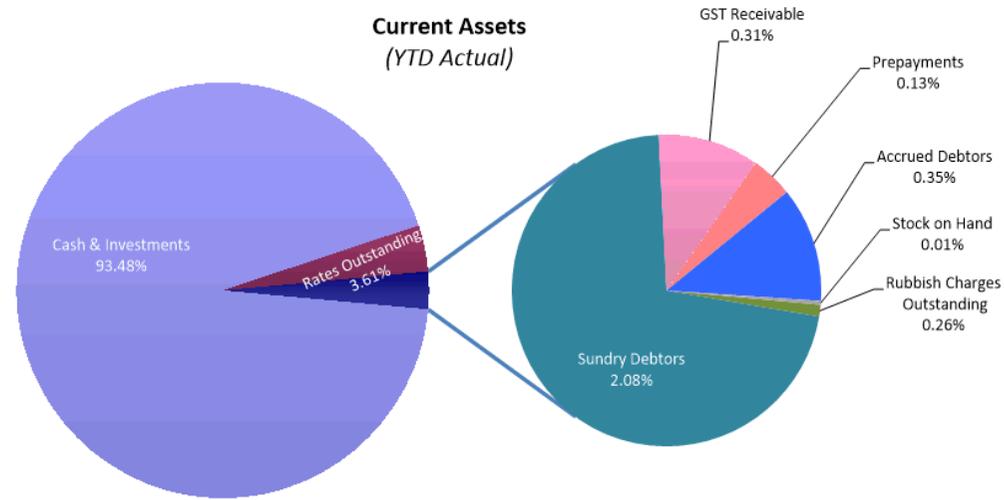
### City of Cockburn - Reserve Funds

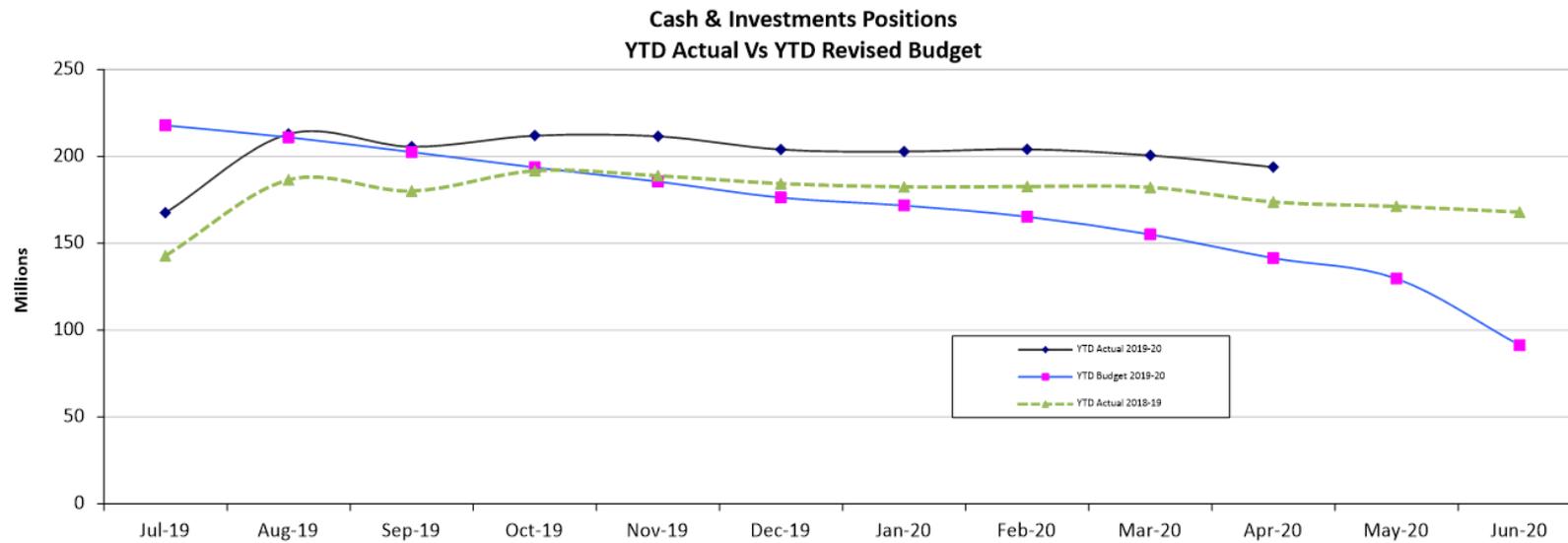
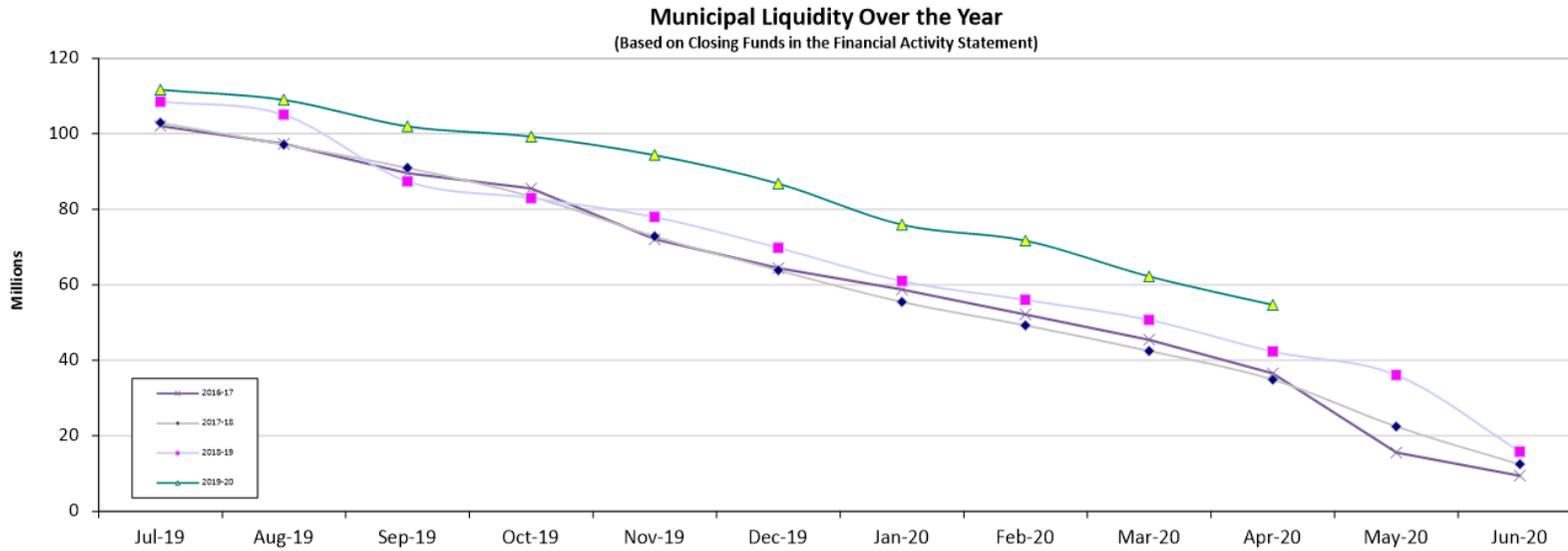
#### Financial Statement for Period Ending 30-Apr-2020

<i>Account Details</i>	<i>Opening Balance</i>		<i>Interest Received</i>		<i>t/t's from Municipal</i>		<i>t/t'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	189,874	189,874	4,364	3,098	250,000	144,442	(22,929)	(404)	421,309	337,010
Packham North - DCP 12	80,659	80,659	2,206	796	100,000	-	(9,163)	(404)	173,702	81,052
Solomon Road DCP	649,076	649,076	25,030	6,404	-	-	(4,676)	(404)	669,430	655,076
Success Nth Development Cont. Plans	3,851,777	3,851,777	91,161	38,000	50,000	-	(3,776)	(404)	3,989,162	3,889,374
Thomas St Development Cont. Plans	13,550	13,550	294	134	-	-	-	-	13,844	13,684
Wattleup DCP 10	19,333	19,333	4,134	703	250,000	106,433	(6,914)	(1,658)	266,554	124,812
Yangebup East Development Cont. Plans	1,816,937	1,816,937	43,411	18,404	-	61,616	(1,356)	(134,153)	1,858,991	1,762,803
Yangebup West Development Cont. Plans	875,848	875,848	21,723	8,641	100,000	-	(1,356)	(102,527)	996,215	781,962
	<b>17,698,991</b>	<b>17,698,991</b>	<b>533,187</b>	<b>189,137</b>	<b>4,080,000</b>	<b>3,669,795</b>	<b>(7,639,590)</b>	<b>(435,552)</b>	<b>14,672,588</b>	<b>21,122,370</b>
<i>Total Reserves</i>	<b>142,586,243</b>	<b>142,586,243</b>	<b>2,009,473</b>	<b>1,284,344</b>	<b>43,595,253</b>	<b>17,295,875</b>	<b>(58,667,727)</b>	<b>(26,388,695)</b>	<b>129,523,241</b>	<b>134,777,767</b>









**DETAILED BUDGET AMENDMENTS REPORT**  
for the period ended 30 April 2020

PROJECT/ACTIVITY LIST		DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
						RESERVE	REVENUE	MUNICIPAL	NON-CASH
GL 895	Developer Contribution DCP4	Refund from DCP4 for the cost of prefunding the construction for Beellar Drive from Spearwood Ave to Stock Road. To be transferred to Roads & Drainage Reserve	ADD		600,000	(600,000)			
GL 896	Developer Contribution DCP5	Refund from DCP5 for the cost of prefunding the construction for Beellar Drive from Spearwood Ave to Stock Road. To be transferred to Roads & Drainage Reserve	ADD		1,500,000	(1,500,000)			
GL 873	GIS Services	Transfer of fund from CW for ESRI Licence	ADD	25,000				(25,000)	
GL 230	Family Day Care	Funding staff annual leave from FDC/IHC Leave Reserve	ADD	23,316		(23,316)			
GL 233	In-Home Care	Funding staff annual leave from FDC/IHC Leave Reserve	ADD	7,728		(7,728)			
CW4844	Cockburn Integrated Health Solar Panel	Prefunding the purchase of solar panel. Reimbursement from GP Super Clinic to come	ADD	50,500		(50,500)			
CW1444	ESRI	Transfer \$25k for ESRI Licence and remaining fund to general surplus	LESS	(225,000)				225,000	
CW4801	Prinsep Road Extension	Removal of reserve funding due to extra R2R grant received				1,040,291	(1,040,291)		
CW1642	100 Birchley Ave – Landscaping	POS Embellishment fee. Funded from POS cash in lieu	ADD	21,136			(21,136)		
CW7801	Green Waste Decontamination Plant	Increased in expenditure	ADD	15,000		(15,000)			
CW4657	Port Coogee Fuel Spill Kit	Transfer unspent fund to Marina Stage 2 – Planning and Preliminary Works	LESS	(8,844)		8,844			
CW4726	Marina Stage 2 – Planning and Preliminary Works	Increased in expenditure	ADD	8,844		(8,844)			
OP8190	Land Acquisition/Disposal Cost	Purchase of land for POS	ADD	125,160			(125,160)		
OP6261	Marina Specific Carpark Leasing and Maintenance	Transfer unspent fund to Port Coogee Marina External & Marina Walkways	LESS	(19,000)				19,000	
OP6255	Port Coogee Marina External & Marina Walkways	Increased in expenditure	ADD	19,000				(19,000)	
OP6004	New Council and Admin Centre	Transfer unspent fund back to Contingency Fund	LESS	(300,000)				300,000	
OP7966	COVID-19 Response & Recovery Costs	Increased in expenditure	ADD	50,000				(50,000)	
OP8272	EM Budget Contingency	Unspent fund in NCAC refunded \$200k and transfer \$50k to fund COVID-19 related expenditure	ADD	250,000				(250,000)	
OP8324	NDIS	Transfer unspent fund to Restricted Grant Reserve	ADD		150,000	(150,000)			
OP7855	Cockburn Coast Oval	Received early possession costs for future maintenance	ADD	5,000			(5,000)		
CW5999	Baler Court Offleash Dog Exercise Area	Reinstalment of a PVC fence to the perimeter funded from Contingency Fund	ADD	45,957				(45,957)	
OP8272	EM Budget Contingency	Funding reinstalment of a PVC fence to Baler Court	LESS	(45,957)				45,957	
OP9390	BMX Skate Park Maintenance	Transfer to provide grant to sporting club	LESS	(12,000)				12,000	
CW1484	Major Capital Works Grant Program	Providing grant to sporting club	ADD	12,000				(12,000)	
				<b>47,840</b>	<b>2,250,000</b>	<b>(1,105,753)</b>	<b>(1,392,087)</b>	<b>200,000</b>	<b>0</b>

## 16. ENGINEERING & WORKS DIVISION ISSUES

### 16.1 RFT04-2020 HERBICIDE, INSECTICIDE, WETTING AGENT SPRAYING (PARKS, BUSHLAND RESERVES, FIREBREAKS AND STREETSCAPES)

**Author(s)** A Waters

**Attachments** 1. Tender Evaluation Summary (**CONFIDENTIAL**)

#### RECOMMENDATION

That Council accept the Tender submissions for RFT04-2020 - Herbicide, Insecticide, Wetting Agent Spraying (Parks, Bushland Reserves, Firebreaks and Streetscapes) Services from:

- (1) The Trustee for Turfmaster Unit Trust T/AS Turf Master Facility Management for the specific Scope (Parks boom spray) at an estimated contract value over the initial 3 year period is \$116,220 (Ex GST);
- (2) Gas Assets Pty Ltd T/AS Gecko Contracting for the specific Scope (Streetscapes - hand spray) at an estimated contract value over the initial 3 year period is \$54,690 (Ex GST); and
- (3) South East Regional Centre for Urban Landcare Inc. T/AS Sercul for the Specific Scope (Bushland reserves - hand spray) & (Firebreak maintenance weed control only – boom spray) at an estimated contract value over the initial 3 year period is \$890,058 (Ex GST).

The indicative value of the contracts is based on a cost model utilising submitted rates and a work schedule that may vary due to seasonal and operational factors. The contracts has been estimated over an initial period of three (3) years for each specific scope from the date of commencement, with Principal instigated options to extend the period for one (1) subsequent year and up to an additional twelve (12) months, to a maximum of five (5) years, in accordance with the Schedules of Rates.

#### Background

The City of Cockburn (The Principal) is seeking a suitably qualified and experienced Contractor to supply and apply registered herbicides and pesticides within parks (boom spray), bushland reserves (hand spray), firebreak maintenance (weed control only), and streetscapes. The majority of spraying will be on a scheduled basis; however some ad-hoc spraying may be required at an agreed rate.

The works shall incorporate both tractor mounted boom, small boom, vehicle mounted spraying and hand spraying. The tender required respondents to submit for one or multiple scopes of work to deliver the following services in distinct categories.

The scope of works is tailored to each of the service unit's specific requirement along with a range of herbicides and pesticides (approved by the Australian Pesticides and Veterinary Medicines Authority), depending on the control required. The scope includes; parks (boom spray), streetscapes, bushland reserves (hand spray) and firebreak maintenance (weed control only – boom spray).

The contract documentation also enables the City to complete alternative weed control program through other providers as required.

The Contractor(s) under the proposed Contract, will be required to provide all labour, plant, tools and equipment, materials, products, transportation/cartage, administrative costs, travelling expenses and anything else necessary for the completion of the works/services.

The tender was advertised in the West Australian newspaper and also displayed on the City's eProcurement website between the Saturday 7 March 2020 and Tuesday, 24 March 2020.

### Submission

Tenders closed at 2:00pm (AWST) Tuesday 24 March 2020 and fourteen (14) tender submissions were received from:

<b>Tenderer's Name (Trading)</b>	<b>Registered Business Name (Entity)</b>
Baileys Fertilisers	A.K.C. Pty Ltd
Downer EDI Works	Downer EDI Works Pty Ltd
Environmental Industries Pty Ltd	Environmental Industries Pty Ltd
Gecko Contracting	Gas Assets Pty Ltd
Top 2 Bottom Welding	Luke John Hemsley
Natural Area Holdings	Natural Area Holdings Pty Ltd
LD Total	Sanpoint Pty Ltd
Sercul	South East Regional Centre For Urban Landcare Inc.
Martins Environmental Services	The Trustee For Martins Family Trust
Sprayking WA	The Trustee For Sprayking WA Unit Trust
The Lawncare Man	The Trustee for The Watson Family Trust
Turf Master	The Trustee For Turfmaster Unit Trust
Turf Care WA Pty Ltd	Turf Care WA Pty Ltd
Website Weed and Pest Control	Website Weed and Pest (WA) 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 & Tendering
(c)	Compliance with Specifications
(d)	Compliance with the General Conditions of Contract
(e)	Compliance and completion of the Price Schedule in the format provided
(f)	Completion of the Qualitative Criteria
(g)	Compliance with ACCC Requirements and completion of Certificate of Warranty

### Compliance Tenderers

Procurement Services undertook an initial compliance assessment and found thirteen (13) submissions were deemed compliant and released for evaluation. The submission from Baileys Fertilisers was deemed non-compliant as they failed to provide documentation which conformed to the conditions of tendering.

### Evaluation Criteria

Evaluation Criteria (Parks – Boom Spray)	Weighting Percentage
Demonstrated Experience	10%
Sustainability	10%
Methodology (Parks – Boom Spray)	40%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

Evaluation Criteria (Streetscapes – Hand Spray)	Weighting Percentage
Demonstrated Experience	10%
Sustainability	10%
Methodology (Streetscapes - Hand Spray)	40%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

<b>Evaluation Criteria (Bushland Reserves &amp; Firebreaks)</b>	<b>Weighting Percentage</b>
Demonstrated Experience	10%
Sustainability	10%
Methodology (Bushland Reserves & Firebreaks)	40%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

### Tender Intent/ Requirements

The intent of this tender is to appoint suitably experienced and qualified Contractor(s) to supply and apply herbicides and pesticides within Parks reserves, Streetscapes, Bushland and Firebreak maintenance (weed control only).

### Evaluation Panel

<b>Name</b>	<b>Position</b>
Alison Waters (Chair)	Parks Operations Coordinator
Matthew Kennewell	Environmental Supervisor
Travis Moore (SMT)	Manager Recreation & Community Safety
Colin MacMillan	Engineering Works Manager
<b>Probity Role:</b>	
Tammy Chappel	Contracts Lead (Projects)

### Scoring Tables

The three (3) tables below break up the services between Parks (boom spray), Streetscapes; and Bushland reserves (hand spray) / Firebreak maintenance (weed control only – boom spray):

#### Table One – Parks (Boom Spray Only)

<b>Tenderer's Name</b>	<b>Percentage Score</b>		
	<b>Non-Cost Evaluation</b>	<b>Cost Evaluation</b>	<b>Total</b>
	<b>60%</b>	<b>40%</b>	<b>100%</b>
<b>Turfmaster **</b>	<b>37.73%</b>	<b>39.36%</b>	<b>77.09%</b>
Website Weed and Pest	36.28%	37.12%	73.40%
Gecko Contracting	40.40%	28.87%	69.27%
Environmental Industries	34.85%	30.77%	65.62%
The Lawncare Man	26.80%	29.77%	56.57%
LD Total	25.38%	28.64%	54.01%
Turf Care	34.83%	15.99%	50.81%
Top 2 Bottom Welding	2.38%	40.00%	42.38%

**\*\* Recommended Submission**

Table 2 – Streetscapes (Hand Spray)

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>Gecko Contracting**</b>	<b>40.10%</b>	<b>35.77%</b>	<b>75.87%</b>
Sprayking WA	38.88%	36.36%	75.23%
Website Weed & Pest	36.40%	36.03%	72.43%
LD Total	29.98%	40.00%	69.98%
Downer EDI	34.50%	31.61%	66.11%
Environmental Industries	34.50%	31.32%	66.00%
Turfmaster	37.55%	6.73%	44.28%
Top 2 Bottom Welding	4.38%	10.64%	15.02%

**\*\* Recommended Submission**

Table 3 - Bushland Reserves (Hand Spray) &amp; Firebreaks (Boom Spray)

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>Sercul**</b>	<b>42.48%</b>	<b>23.91%</b>	<b>66.38%</b>
Environmental Industries	33.93%	27.26%	61.18%
Website Weed and Pest	27.40%	32.84%	60.27%
Martins Enviro	28.35%	20.27%	48.62%
Top 2 Bottom Welding	1.90%	40.00%	41.90%
Natural Area Holdings	33.93%	7.03%	35.28%

**\*\* Recommended Submission**

## Evaluation Criteria Assessment

### Demonstrated Experience

All submissions (except Top 2 Bottom Welding) clearly demonstrated that they have the experience to meet the City's requirements as detailed in the Specifications, General and Special Conditions of Contract as stated in the Tender document. Furthermore they outlined relevant previous experience with similar scopes of work for other local government organisations and state government agencies.

### Sustainability

The panel determined Turfmaster, Website Weed and Pest, Gecko Contracting, Environmental Industries, Sercul, Environmental Industries, Martins Enviro, LD Total and Downer EDI understood the City's sustainability values and objectives as outlined in the tender and received appropriate scores. Whilst The Lawncare Man, Natural Area Holdings, Sprayking WA and Top 2 Bottom Welding failed to provide sufficient detail to confirm their understanding of sustainability.

### Methodology (Parks – Boom Spray Only)

Gecko Contracting and Turfmaster scored the highest for this criterion. The evaluation panel collectively ascertained the submissions from Turfmaster, Website Weed and Pest, Gecko Contracting, Environmental Industries, The Lawncare Man submitted sound responses to this criterion. Whilst LD Total, Turf Care and Top 2 Bottom Welding were unable to clearly outline a composite understanding of the requirements of the scope of works.

### Methodology (Streetscapes - Hand Spray)

Gecko Contracting and Sprayking WA scored the highest for this criterion. Gecko Contracting, Sprayking WA, Website Weed & Pest, LD Total, Downer EDI, Environmental Industries and Turfmaster outlined to the panel a well-defined methodology for the delivery of streetscape services which was reflected in their overall score. Whilst Top 2 Bottom Welding failed to articulate a sound understanding of the delivery of the works and applicable methodology required.

### Methodology (Bushland Reserves & Firebreaks)

Sercul scored the highest for this criterion. The evaluation panel determined the submissions from Sercul, Environmental Industries, Martins Enviro, Natural Area Holdings and Website Weed & Pest clearly understood the scope of works for bushland reserves and firebreaks through the provision of sound methodologies. The submission from Top 2 Bottom Welding failed to provide sufficient details to address this criterion.

### Summation

The evaluation panel recommends that Council accept the following submissions for RFT04-2020 Herbicide, Insecticide, Wetting Agent Spraying (Parks, Bushland Reserves, Firebreaks and Streetscapes), as being the most advantageous for the City. The panel recommends;

- Turfmaster Unit Trust T/as Turf Master Facility Management for the specific scope - Parks (boom spray);
- Gas Assets Pty Ltd T/as Gecko Contracting Scope for the specific scope – Streetscapes (Hand Spray); and

- South East Regional Centre For Urban Landcare Inc T/as Sercul for specific scope – Bushland Reserves (hand spray) and for specific scope Firebreak Maintenance (boom spray).

Referee checks were undertaken with positive responses received.

The recommendation is based on:

- Demonstrated experience in performing similar works;
- A range of personnel and resources that have the experience and capacity in managing the services associated with the requirements of the contracts;
- Clear understanding of the methodology, procedures, record keeping and OH&S requirements to undertake the services;
- The required plant and machinery and contingency measures to undertake the specific scopes to achieve the required outcomes; and
- The best overall value for money to perform the works associated with the specific scopes.

### **Strategic Plans/Policy Implications**

#### City Growth

Maintain service levels across all programs and areas.

#### 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 price model is based on the submitted rate schedules as determined through a schedule of spraying areas per hectare as representative of an indicative amount that may vary due to seasonal and operational factors. The contract value has been estimated over an initial period of 3 years for each of the contracted scopes as outlined below;

- Scope – Parks (Boom Spray) for \$116,220 (Ex GST) from Turfmaster Unit Trust T/AS Turf Master Facility Management;
- Scope – Streetscapes (Hand Spray) for \$54,690 (Ex GST) from Gas Assets Pty Ltd T/AS Gecko Contracting; and

- Scope - Bushland Reserves (hand spray) and Firebreak maintenance (boom spray) for \$ 890,058 (Ex GST) from South East Regional Centre For Urban Landcare.

The table below outlines the operational spraying budget and expenditure for the Parks and Environments Service Units over the last two year budget. The schedule of rates submitted by the three successful tenderers can be accommodated within the operational budget allocation and individual capital works projects that will also access these services. The tender has achieved some savings against current rates across the different scopes.

	Financial Year	Budget (ex GST)
<b>Parks</b>	2018 / 2019	\$207,020
	2019 / 2020	\$212,780
<b>Environment</b>	2018 / 2019	\$321,345
	2019 / 2020	\$239,940

### 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 following risks are evident if the Tender is not adopted given the City does not have adequate plant / machinery or labour to conduct the required scheduled spraying.

- The condition of the Turf may be compromised impacting scheduled sporting activity and the City's current service level.
- Streetscapes may have increased weed germination or weed invasion from private properties and bushland reserves leading to reputational damage to the City's level of service.
- Reduction in the condition index for each bushland resulting in not achieving the KPI's as outlined in the City's Natural Area Management Strategy.

Increased presence of weeds leads to increased fuel load and the risk of intense fires. Increased fuel loads in designated fire breaks permits fuel loads to become more constant over larger areas. The City has sought a financial assessment review to be conducted on South East Regional Centre for Urban Landcare given the value of their contract.

The review is currently underway with the outcome being provided prior to or at the June OCM.

**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 11 June 2020 Ordinary Council Meeting.

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

**Nil**

**17. COMMUNITY SERVICES DIVISION ISSUES**

Nil

**18. EXECUTIVE DIVISION ISSUES**

Nil

**19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**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 INVESTIGATON - ECO PARK - ANTI-SOCIAL BEHAVIOUR ISSUES****Author(s)** A Lees

Cr Smith has requested a report to investigate options to combat anti-social behaviour in Eco Park, including the option of gates only accessible to residents.

**Reason**

This has now been going on for years and a solution needs to be found.

**22.2 INVESTIGATON – PEDESTRIAN CROSSING OF BEELIAR DRIVE, BEELIAR HIVE SHOPPING CENTRE****Author(s)** J Kiurski

Cr Stone has requested a report to investigate the provision of a safe pedestrian crossing of Beeliar Drive near the Beeliar Hive Shopping Centre.

**Reason**

Residents of Minori Gardens and the adjacent new development have expressed concerns about the safety of pedestrians crossing Beeliar Drive to and from the day care and primary school.

## 23. CONFIDENTIAL BUSINESS

### 23.1 CONFIDENTIAL STAFF MATTER

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *a matter affecting an employee or employees.*

## 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