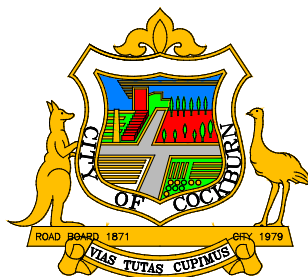


**CITY OF COCKBURN**



**ORDINARY COUNCIL**

**AGENDA PAPER**

**FOR**

**THURSDAY, 14 FEBRUARY 2013**

# CITY OF COCKBURN

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## **CITY OF COCKBURN**

### **AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 14 FEBRUARY 2013 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. ACTION TAKEN ON PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**7. PUBLIC QUESTION TIME**

**8. CONFIRMATION OF MINUTES**

**8.1 (OCM 14/02/2013) - ORDINARY COUNCIL MEETING - 13 DECEMBER 2012**

**RECOMMENDATION**

That Council adopt the Minutes of the Ordinary Council Meeting held on Thursday, 13 December 2012, as a true and accurate record.

**COUNCIL DECISION**

**9. WRITTEN REQUESTS FOR LEAVE OF ABSENCE**

**10. DEPUTATIONS AND PETITIONS**

**11. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (If adjourned)**

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

### 13. COUNCIL MATTERS

#### 13.1 (OCM 14/02/2013) - MINUTES OF THE DELEGATED AUTHORITIES, POLICIES AND POSITION STATEMENTS COMMITTEE MEETING - 31/01/2013 (CC/P/001) (D GREEN) (ATTACH)

##### RECOMMENDATION

That Council adopt the Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting held on Thursday, 31 January 2013, as attached to the Agenda and adopts the recommendations contained therein.

##### COUNCIL DECISION

#### Background

The Delegated Authorities, Policies and Position Statements Committee conducted a meeting on 31 January 2013. The Minutes of the meeting are required to be presented.

#### Submission

N/A

#### Report

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

The primary focus of this meeting was to review the Policies and Position Statements of the Engineering and Works Division and Executive Support Services, in accordance with Council's decision. In addition to the above, there are a number of Planning and Development DAPPS that are being presented to final adoption on the completion of public consultation.

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

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

## **Budget/Financial Implications**

As contained in the Minutes.

## **Legal Implications**

N/A

## **Community Consultation**

As contained in the Minutes.

## **Attachment(s)**

Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting – 31 January 2013.

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

N/A

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

Nil.

## 14. PLANNING AND DEVELOPMENT DIVISION ISSUES

### 14.1 (OCM 14/02/2013) - DRAFT MURDOCH SPECIALISED ACTIVITY CENTRE STRUCTURE PLAN - LOCATION: MURDOCH ACTIVITY CENTRE FRAME - APPLICANT: WESTERN AUSTRALIAN PLANNING COMMISSION (SM/M/070) (R COLALILLO) (ATTACH)

#### RECOMMENDATION

That Council endorse this report as the basis to making a submission to the Western Australian Planning Commission ("WAPC") on the Draft Murdoch Specialised Activity Centre ("Draft MSACSP"), emphasising the following issues:

1. That the Roe Highway extension is an uncommitted aspect of the future road hierarchy, and accordingly cannot be relied on as a component of the Draft MSACSP.
2. That the issues of traffic need to be comprehensively investigated and addressed.
3. That detailed environmental studies need to be undertaken and completed.
4. That the existing Parks and Recreation reserved land within the City of Cockburn, accommodating important regional sports facilities, be retained and protected into the future.
5. That the Draft MSACSP indicate more logical urban frame areas, which have the capacity for accommodating higher urban densities, rather than seeking to prescribe exact area at this broader stage.

#### COUNCIL DECISION

#### Background

##### State Planning Policy 4.2 - Activity Centres for Perth and Peel

The Western Australian Planning Commission's State Planning Policy 4.2 - Activity Centres for Perth and Peel ("SPP4.2") identifies Murdoch as a 'Specialised Centre'. Specialised Centres have a focus on regionally significant economic or institutional activities that generate

many work and visitor trips, which therefore require a high level of transport accessibility. The primary functions of Murdoch are identified as Health, Education and Research.

SPP4.2 specifies that Specialised Centres provide opportunities for the development of complementary activities, particularly knowledge-based businesses. A range of land uses that complement the primary function of these centres will be encouraged on a scale that will not detract from other centres in the hierarchy. The policy requires 'Activity Centre Structure Plans' to be prepared for Specialised Centres, with the WAPC being the responsible approval authority.

#### Murdoch Activity Centre Structure Plan - Part A

In June 2007, the WAPC approved the Murdoch Activity Centre Structure Plan – Part A ("MACSP-A"). The MACSP-A relates to land located to the south west of the Murdoch train station and bound by the Kwinana Freeway to the east, Farrington Road to the south, Murdoch Drive and South Street to the north. The approved MACSP-A is shown in Attachment 1 to this report.

In its 2007 approval, the WAPC noted the consideration of the broader Murdoch activity centre area, including long term planning for Murdoch University and other associated areas was required to be investigated as a separate study and structure plan. This broader plan has now been formulated and is known as the Draft Murdoch Specialised Activity Centre Structure Plan ("Draft MSACSP") which is the subject of this report.

The Draft MSACSP is currently being advertised for comment. The purpose of this report is to examine the key implications for the City of Cockburn ("City") and for Council to formulate a position with respect to the Draft MSACSP and provide the WAPC with a submission.

The Draft MSACSP was commissioned by the WAPC to guide the strategic development of the wider Murdoch Activity Centre. The WAPC through the DoP is responsible for ensuring that integrated land use and infrastructure planning is in place for Murdoch which is identified as a significant 'Specialised Centre' and Transit Oriented Development ("TOD") opportunity in the WAPC's spatial planning framework 'Directions 2031 and Beyond'.

The primary objective of the Draft MSACSP is to align the current strategic and development plans of all Murdoch institutions and landholders to ensure the most efficient and compatible use of land. Additionally, the WAPC has directed that the structure plan *"considers a long term vision for the development of Murdoch Activity Centre, promoting not just greater collaboration between parties but 'innovation' in the master planning of this activity centre as a major*



*knowledge based export hub in conjunction with the existing regionally significant institutional activities”.*

The Draft MSACSP is different to conventional structure plans as it provides for more than physical design or land use planning within the study area. Its aim is therefore to develop a new type of strategic document, which is adequately informed by the economic realities and opportunities at Murdoch and shaped by the environmental character and sensitivities of the place.

The Structure Plan has implications for the Metropolitan Region Scheme and the Local Planning Schemes of both the City of Melville and City of Cockburn. The current Draft MSACSP has been prepared by the DoP (and its lead consultant Hames Sharley) for formal consultation and public feedback purposes. When finalised, the Structure Plan will be endorsed by the WAPC and will effectively supersede the existing MACSP-A which has been in operation since 2007.

The Draft MSACSP is a 150 page document and is therefore too large to include as a full attachment to this report. Therefore only key text and diagrams of the full Draft MSACSP have been included as attachments in this case. A copy of the document is available via the DoP's website - [www.planning.wa.gov.au](http://www.planning.wa.gov.au).

## **Submission**

N/A

## **Report**

The Draft MSACSP primarily covers land within the City of Melville however it also includes approximately 52 hectares of land which is within the City of Cockburn. Additionally, the range of land uses proposed and intensity of future development within the Draft MSACSP will have wider ranging impacts for the City's transport network, recreation opportunities and natural environment. The potential implications for the City and proposed modifications or recommendations for the Draft MSACSP are discussed in detail as follows:

### Movement Network

The 'Movement' section of the Draft MSACSP notes that there are reports and concerns regarding traffic congestion that need to be explored further and fundamental changes to the traffic network may need to be employed. It is disappointing that detailed investigations and analysis were not undertaken during the preparation of the Draft MSACSP to inform the design and future requirements of the plan

itself. This is considered to represent a significant issue for the plan, and is of a magnitude that requires full resolution prior to final consideration of the Draft MSACSP.

The Draft MSCASP provides minimal information in respect to public transport and private vehicle access/egress from the south including via Murdoch Drive, Farrington Road and Bibra Drive. It is therefore recommended that detailed traffic modelling be undertaken and plans developed for prior to any decision to consider the Draft MSACSP for final approval. This detailed traffic modelling needs to cater for the projected vehicular (light and heavy), cyclist and pedestrian movement into and out of the precinct from this direction. The modelling is to be based on at least three scenarios including:

- No Roe Highway Extension ("RHE")
- RHE only to Murdoch Drive
- Full RHE past North Lake Road to Stock Road.

Particularly from the perspective of the City of Cockburn, Council's formal position is not supportive of Roe Highway being developed. Accordingly it needs to be understood whether the Draft MSACSP is capable of full implementation if Roe Highway doesn't proceed, or whether there is a maximum threshold that can't be exceeded.

Traffic modelling would also need to include detailed implications of the Draft MSCASP on the south road network (Farrington Rd, Bibra Dr, Progress Dr, North Lake Rd) within the City. .

As noted above, the extension of Roe Highway in the short to medium term, or at all, is not a "given", and could be described as uncertain. Alternative plans need to be developed and incorporated into the Draft MSCASP to address the significant traffic flows expected to impact on the City's road network south and south west of the subject area (including Farrington Road and Bibra Drive) arising from the Fiona Stanley hospital opening and the other developments in the area. It further questions whether there is a maximum threshold that development can't exceed given the prevailing traffic issues for the area.

Similarly attention to public transport and cyclist and pedestrian movements to/from the south needs much more coverage in the Draft MSCASP.

Any development alongside or connecting with Farrington Road must be designed in line with "controlled access" main road principles. This would entail no direct driveway access, all connections to be via controlled intersections, and the number of connections being limited accordingly.

Measures need to be identified and secured in terms of access and egress to the 'Murdoch Chase' residential estate currently via Farrington Road, not being adversely impacted by future development of the Draft MSCASP core area.

The Draft MSACSP identifies that the role and function of Farrington Road may require review in light of the outcomes of Roe Highway extension. The City does not support any duplication or widening of Farrington Road due to the potential environmental impacts on the adjacent Beeliar Regional Park. Upgrades within the existing road reservation may be supported subject to relevant mechanisms and actions to protect the adjacent environment.

The 'Movement' section of the report also provides only a brief analysis and proposal of a dual path network within the Draft MSCASP area but lacks details in respect of pedestrian connectivity between the subject area and the area south of Farrington Rd. This is important as the southern adjacent area is an environmentally sensitive conservation and recreation area and will be an attractor for future residents within the Murdoch Activity Centre core. It is also unclear as to the views of the university in respect of securing important elements of the campus for the public realm such as pedestrian and cycling connections.

### Environment

The Draft MSACSP acknowledges that further studies are necessary in respect to environmental issues across the site as a whole. It is the City's view that in line with standard structure plan preparation guidelines that these studies should have been undertaken to inform the preparation and design of the Draft MSACSP.

For example, the Draft MSACSP recommends that a number of flora and fauna studies should be undertaken for areas outside existing reserves to avoid further habitat fragmentation. It suggests that these studies be undertaken before subdivision or development. The most relevant time for these studies to be undertaken is during the structure planning phase in order to inform the overall layout and design of cells within the structure plan area.

Similarly, the Draft MSACSP recommends further studies are required to determine appropriate buffers distances around existing wetland areas. The City reiterates that these studies should have already been undertaken to inform the preparation and design of the structure plan.

The City strongly supports the introduction of a minimum green building rating into building design criteria and it is suggested that the ratings be

such that they meet best practice sustainable building design as a minimum. Addressing the 'heat island effect' of future development will be of particularly importance given the highly dense nature of development proposed.

Consideration should also be given alternative forms of energy generation for larger facilities and precincts including Tri and Co-generation and Geothermal. It is understood that Fiona Stanley Hospital will utilise a Co-generation system and has set the standard for the remainder of the activity centre.

The Draft MSACSP states that *"Due to the often unsightly aesthetic of utilities infrastructure, expansion should be restricted to the training and technology precinct where possible. Where development is required it must be screened from view from the public realm."*

The above is considered to be a flawed assumption as utility infrastructure should be installed where it can provide the best advantage and be designed in a manner that blends in and even compliments the architectural themes of the sites. Tri gen / district energy plants can be installed in the ground floor of buildings, wind generators can provide a key backdrop demonstrating sustainability, PV panels can be integrated into roof structures and power and hot and cold water conduits can be installed underground along transit corridors. Rather it is conventional electricity substations and overhead power lines that can be aesthetically displeasing and it is these traditional forms of development that should be discouraged through alternative renewable energy provisions.

#### Existing MRS Parks and Recreation reserved land

The Draft MSACSP identifies existing MRS Parks and Recreation reserved land within the City of Cockburn as forming part of the 'Murdoch South' precinct.

The land parcels are currently owned in freehold by WAPC and were leased to the City of Cockburn on the 1 July 1986 for a period of 25 years, expiring 30 June 2011, with an option to renew for a further twenty five years. The City subsequently subleased the land parcels to:

- Lakeside Recreation Centre – lease commencement date 1 September 1990 expiring 29 June 2011.
- North Lake Spanish Club – lease commencement date 1 July 1991 expiring 30 June 2011.
- Murdoch Pines Golf and Recreation Club – lease commencement date 1 July 1995 expiring 29 June 2011.

The subleases offered options to renew the leases for further terms and all parties have indicated their desire to take up the option on their leases which are:

- Lakeside Recreation Centre – 25 Years
- North Lake Spanish Club – 25 Years
- Murdoch Pines Golf and Recreation Club – 10 Years

The land is identified within the Beeliar Regional Park Management Plan 2006 for recreational uses and the City's intention is that these uses will continue into the future.

Given that the Draft MSACSP is a long term strategic document which aims to provide for the needs of future communities, redevelopment of the existing recreation sites is only a consideration that could be contemplated with careful consideration. This would be about understanding the sporting needs of the region for the future. This has not occurred to the extent required to contemplate a change in planning direction.

There appears to be an absence of rigour to underpin any assumptions which suggest a different strategic approach to regional open space for this land precinct. The City considers that there is a need to protect this regional open space in perpetuity, as an important component of a broader activity centre which is planned to be of central city scale proportions.

In addition to the concerns held about the potential loss of important regional open space, there are further issues including traffic noise and access. Particularly given the potential isolation of the subject area from the rest of the MSACSP, it is felt that attempts to connect residential/urban living in this area with the MSACSP will be tenuous at best.

Given the above the City does not support the changes in land use for these areas as indicated in the Draft MSACSP.

The Draft MSACSP suggests that *“this area could accommodate a government led initiative to provide, for example, exemplar high-density*

*housing, designed to assist builders to lead the market into more sustainable forms of housing”.*

The above appears to be contradictory to the notion of higher density housing and development be within highly activated areas, particularly as the southern area is proposed not to be developed until well into the future. This is on the basis that it is not evident that it will be served by good public transport connections or be walkable distance to other services. Therefore the proposed high density examples led by government initiative should be occurring in the first development stages of the Draft MSACSP adjacent to the high frequency transit spine and ‘Murdoch Square’.

### Implementation

The Draft MSACSP states that the coordination of a number of activities at a state, regional and local level as well as the preparation of a number of key documents will be required in order to implement the vision of the document. The DoP’s current preferred approach to implementation is through the provisions of the respective Local Schemes, which will require the introduction of provisions to the City of Melville and City of Cockburn Town Planning Schemes as well as the Metropolitan Region Scheme.

However, as stated in the document, the possibility exists for the WAPC to deliver the project through the introduction of an ‘Improvement Plan’ and associated ‘Improvement Scheme’ under the provisions of the *Planning and Development Act 2005*. This method could potentially lead the creation of a redevelopment authority to oversee the project’s implementation.

Given the uncertainty in terms of delivery, it is considered appropriate that a determination be made on how the Draft MSACSP be implemented prior to the plan being considered for adoption.

The statutory planning implementation table within the Draft MSACSP requires that a review of the City’s local planning framework be undertaken to ensure consistency with the Draft MSACSP. In terms of timing it recommends that amendments to TPS3 be drafted during consideration of the Draft MSACSP and prior to its finalisation. This approach is considered very premature and is not supported on the basis that the City has concerns with the Draft MSACSP in its current form. This section should therefore be modified to allow for any future amendments to be undertaken after the Draft MSACSP has been finalised.

### Residential densities and 'frame area'

The Draft Plan depicts an arbitrary line in terms of areas of the surrounding suburbs which may be able to accommodate higher urban densities in order to help deliver a broader mix and concentration of people and activities to the area. The depicted line goes does to the scale of following local roads, which is considered to distract from the broader merits of considering strategically the capacity for higher urban densities in proximity of specialised centres and associated infrastructure.

In terms of the Draft MSACSP, it is considered that more indicative and logical extents be considered to help inform future planning at the local level within the Cities of Melville and Cockburn which will likely include review of urban densities. Such extents could logically be:

1. Sommerville Boulevard and Parry Avenue to the north
2. Karel Avenue to the east
3. Farrington Road to the south
4. North Lake Road to the west.

This should be changed as part of the Draft MSACSP.

### Conclusion

It is positive to see the invigorated level of strategic planning being undertaken by the WAPC for the Murdoch Activity Centre. However noting the importance of the centre, it is vital that a number of critical aspects be investigated and concluded prior to the Draft MSACSP being considered for final adoption.

The City has previously outlined the bulk of the concerns to the WAPC during the preparation of the final draft version of the MSACSP and it is unclear why these haven't been considered prior to advertising of the Draft MSACSP.

Notwithstanding, it is appropriate that the City make a comprehensive new submission on the Draft MSACSP, specifically emphasising the following points:

1. That the Roe Highway extension is an uncommitted aspect of the future road hierarchy, and accordingly cannot be relied on as a component of the Draft MSACSP.
2. That the issues of traffic need to be comprehensively investigated and addressed.
3. That detailed environmental studies need to be undertaken and completed.

4. That the existing Parks and Recreation reserved land within the City of Cockburn, accommodating important regional sports facilities, be retained and protected into the future.
5. That the Draft MSACSP indicate more logical urban frame areas, which have the capacity for accommodating higher urban densities, rather than seeking to prescribe exact area at this broader

## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.

### **Community & Lifestyle**

- Promotion of active and healthy communities.

## **Budget/Financial Implications**

The Draft MSCASP is a strategic and long term document and it is unlikely changes to the City's Scheme and Scheme Map will be required within the short to medium term. However, in the long term, changes may be required and any Scheme Amendments and LSP's will require staff resources and time in terms of preparation and implementation. Although these cannot be quantified at this stage, the Draft MSACSP recommends the City contribute to items as a District Water Management Strategy and prepare amendments to TPS3 in line with the Draft MSACSP.

## **Legal Implications**

N/A

## **Community Consultation**

The Draft MSACSP was advertised by the WAPC from 5 December 2012 to 8 February 2013. The WAPC have undertaken an extensive public consultation process including advertising within newspapers, internet and copies of documents being available from various publicly accessible locations including within the City of Cockburn. The City also advertised the Draft MSACSP on its website. Landowners within the suburbs of North Lake, Bibra Lake and Coolbellup were also sent letters from the WAPC to make them aware of the proposal.



Officers from the DoP have confirmed that they will accept a 'late' submission from the City given the timing of the first available Council meeting in 2013 being after the official close of advertising.

### **Attachment(s)**

1. Draft MSACSP Executive Summary
2. Draft Structure Plan Key Diagram
3. Site Plan
4. Activity Centre Precinct Areas
5. Range of Dwelling Zones
6. Proposed Major Road Network
7. Precinct Character Guidelines
8. Staging Plan
9. Mid and Long Term Transport Infrastructure
10. Key Interventions and Actions

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

The DoP has been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

## **14.2 (OCM 14/02/2013) - COOLBELLUP TOWN CENTRE STRUCTURE PLAN - LOCATION: N/A - OWNER: VARIOUS - APPLICANT: DPS (SM/M/071) (R SERVENTY) (ATTACH)**

### **RECOMMENDATION**

That Council

- (1) adopts the Coolbellup Town Centre Structure Plan subject to the following modifications:
  1. The addition of a new annotation to the Structure Plan and part one requiring the north-south pedestrian link, Main Street and Town Square to be subject to an easement in gross on any future Strata Plan to ensure the general public has legal access to these spaces at all times.
  2. Include a requirement in part two for the north-south pedestrian link to be provided with adequate lighting.
  3. Include a requirement in part two that the design of the main street and town square prioritises pedestrian

movement.

4. The Structure Plan to identify Sugar Gums on Lot 3 as being retained as per the Vegetation Assessment in Appendix 2.
  5. Section 1.4 of part one amended to read that the Structure Plan comes into effect after the City issues final approval and the WAPC endorses the Structure Plan.
  6. Section 3.2 of Table A amended to require development to conform to designated R80 density.
  7. Section 4.1 of Table A amended so that development proposed by a third party is not a criteria for requiring a Detailed Area Plan.
  8. Section 4.3 of Table A amended so that significant departure(s) from the endorsed Structure Plan cannot be undertaken via the preparation of a Detailed Area Plan.
  9. Table 1 and Table 2 of the Structure Plan be removed and included in part one.
  10. Removal of non critical annotations from the Structure Plan to the satisfaction of the City and where appropriate include it in part one.
  11. Removal of recommended land uses from the Structure Plan and part two section 4.4.
  12. Include in Part Two Section 4.8.3 a requirement that only parallel parking is to be developed directly adjacent to Waverley Road and Coolbellup Avenue.
- (2) once the Proposed Structure Plan has been modified in accordance with Recommendation 1, forward the proposed Structure Plan to the Western Australian Planning Commission for endorsement, pursuant of Clause 6.2.10.1 of the Scheme;
  - (3) adopts the attached Schedule of Submissions; and
  - (4) advise in writing the proponent and all submissioners of the outcome of this decision.

## COUNCIL DECISION

### Background

A proposed Coolbellup Town Centre Local Structure Plan (LSP) was submitted to City in November 2012 (refer Attachment 1). The intent of the LSP is to guide the redevelopment of the Town Centre for a mix of uses, including Residential R80, Mixed Use and Retail. The LSP has been prepared on behalf of the proprietors of the Coolbellup Hotel, but covers the whole of the Town Centre.

The proposed LSP outlines structural elements to guide the future development of the Town Centre in a way which produces and attractive and vibrant activity centre. The LSP also provides a framework for preparing and assessing more detailed development applications. It enables landowners to progress their respective developments without reliance on other landowners within the Town Centre. This is particularly important considered the incremental nature of development which occurs in areas of fragmented land ownership.

The purpose of this report is to consider the LSP for final adoption, following the advertising period taking place.

### Submission

The proposed Structure Plan has been submitted by DPS planning consultants on behalf of Coolbellup Hotel Pty Ltd.

### Report

In 2001 the City, recognising that Coolbellup Town Centre was underperforming, requested the Department of Housing ("DoH") and the Department of Planning ("DoP") undertake a joint planning study of the Coolbellup Town Centre. A subsequent Enquiry by Design community consultation workshop investigated options for the redevelopment of the Centre. One of the options investigated, Scenario 3, involved the relocation and redevelopment of the Coolbellup Town Centre to the former Koorilla Primary School site and development of the existing site for residential purposes. In 2007 commercial consultant, Syme Marmion & Co, were engaged by the Council to assess the redevelopment options for the Coolbellup Town Centre. Syme Marmion concluded that Scenario 3 was not feasible and recommended that other options be investigated. Other options included:

- Redevelopment and refurbishment of the existing centre with surplus land developed for residential uses,
- Relocation of the shopping centre to the corner of Coolbellup Avenue and Waverley Road (hotel site) and redevelopment of the current shopping centre site for residential uses; or
- Do nothing leaving owners to undertake repairs, upgrades and refurbishment on an as needs basis.

This conclusion and options were presented to Council in December 2007, where a resolution was passed to seek community, land owner and tenant feedback on the options and proposals prepared by Syme Marmion. This consultation was undertaken from November 2008 to January 2009. Analysis of the submissions received and the issues relevant to the project were presented to Council in July 2009. At this meeting the Council concluded that due to financial risks, the City should not resume the land or proceed any further with the project, but rather encourage the owners to self fund further studies of redevelopment options. The City also committed (as part of its normal strategic planning role) to assist the proponents where possible so that a structure plan could be formulated and presented for formal consideration.

### The Proposal

The intent of the proposed Coolbellup Town Centre LSP is to guide the redevelopment of the Town Centre for a mix of uses, including Residential R80, Mixed Use and Retail.

The proposed LSP outlines structural elements to guide the future development of the Town Centre in a way which produces and attractive and vibrant activity centre. The LSP also provides a framework for preparing and assessing more detailed development applications. It enables landowners to progress their respective developments without reliance on other landowners within the Town Centre. This is particularly important considered the incremental nature of development which occurs in areas of fragmented land ownership.

It is the purpose of this report to recommend the adoption of the LSP subject to a number of modifications. The recommended modifications are outlined below and are generally in response to submissions lodged during the public advertising period. The recommendations include:

1. Various amendments to the Structure Plan and Part One of the Structure Plan relating to planning process and new Structure Plan preparation conventions stemming from a submission from the Department of Planning.
2. Removal of recommended land uses from the Structure Plan and Part Two Section 4.4 so as to remove any confusion regarding land use permissibility.
3. Addition of a new annotation to the Structure Plan and section to Part One requiring the north-south pedestrian link, Main Street and Town Square be subject to an easement in gross on any future Strata Plan to ensure the general public has legal access to these spaces at all times.
4. Include a requirement in Part Two for the north-south pedestrian link to be provided with adequate lighting.
5. Include a requirement in Part Two that the design of the Main Street and Town Square prioritises pedestrian movement.
6. Identify Sugar Gums on Lot 3 as being retained as per the Vegetation Assessment on Structure Plan.

#### Issues Raised During Consultation

The issues raised during the public advertising of the LSP are summarised in the following sections. Some of the concerns resulted in recommendations to modify the LSP.

#### Building Height

Five submissions were received raising concerns regarding the building height proposed by the Structure Plan. These concerns related to maintaining the existing character of Coolbellup and overlooking opportunities from new residential development.

With regard to neighbourhood character, concerns were raised that the four to five storey maximum building height would allow significantly larger scale development than the predominately single storey development within Coolbellup. However, there are a number of three storey apartment developments throughout Coolbellup and one adjacent to the Town Centre. It is not considered that this break from the existing built form will be detrimental to the broader character of Coolbellup. Rather, such is considered to reflect the natural evolution of urban areas throughout Perth, and particularly look to focus opportunities for higher density development in areas which comprises a mix of activities and which would benefit from higher concentrations of people to help generate activity.

Neighbourhood Centres, like Coolbellup, are identified as suitable locations for higher density residential development under the State and Metropolitan planning policy framework. Over the following

decades Neighbourhood Centres across Perth are expected to undergo redevelopment into mixed use, medium to high density developments.

With regard to concerns over opportunities for overlooking from new residential development, the four to five storey maximum building height will not increase the area of the adjacent residential development which is overlooked. These existing dwellings are set back from any future residential dwellings by a minimum of 30m along Waverly Road, 40m along Coolbellup Avenue and 35m along Cordelia Avenue. These setbacks will be adequate to prevent overlooking of adjoining dwellings beyond the front setback area.

#### Traffic and On-Street Parking

Five submissions raised concerns regarding traffic and on-street parking. These concerns relate to safety issues and removal of street trees.

With regard to safety concerns over increased traffic and on-street parking, the Structure Plan includes a Traffic Report which demonstrates that the proposal will not increase the traffic volumes along Coolbellup Avenue, Waverley Road and Cordelia Avenue beyond their existing design capacity. The Traffic Report's modelling of the development potential of the Town Centre under the proposed Structure Plan found that there would be no requirement for additional traffic management measures for the surrounding road network resulting from the proposed land uses and density. Nevertheless, responding to the anecdotal evidence of speeding along Coolbellup Avenue, the Structure Plan identifies the need for traffic management measures to ensure safe access and egress from the site. The Traffic Report also provides guidance on the design and location of on-street parking in order to ensure safe and efficient traffic movement. Detailed design of on-street parking will be set at the development application stage and will comply with the Australian Standards (AS2890).

With regard to concerns over street tree removal, the Structure Plan proposes on-street parking on the southern side of Waverly Road and eastern side of Coolbellup Avenue; however, the existing street trees will be required to be retained. Any future works within the road reserves will be required to demonstrate, through an arboriculture report, that the trees will be maintained in a healthy condition.

#### North-South Pedestrian Link

Two submissions raised concerns regarding pedestrian safety and opportunities for graffiti within the proposed north-south Pedestrian Link. The Structure Plan requires that north-south pedestrian link be designed to be safe and inviting, with adjoining development providing passive surveillance over the space. In response to a submission's

comments about lighting in the space, it is also recommended that the Structure Plan (Part Two - Explanatory Section) be amended to include the requirement for adequate lighting. It is considered that these design features will limit the opportunities for graffiti and create a safe pedestrian thoroughfare.

### Structure Plan Formatting, Structure and Processes

The Department of Planning in its submission made various recommendations to amend the Structure Plan and part one of the Structure Plan. These recommendations relate to the planning process and the new Structure Plan preparation conventions. These recommendations are supported.

### Conclusion

In summary it is recommended that Coolbellup Town Centre LSP be adopted subject to the following modifications:

1. Various amendments to the Structure Plan and part one of the Structure Plan relating to planning process and new Structure Plan preparation conventions stemming from a submission from the Department of Planning.
2. Removal of recommended land uses from Structure Plan and part two Section 4.4 so as to remove any confusion regarding land use permissibility.
3. Addition of a new annotation to Structure Plan and section to part one requiring the north-south pedestrian link, Main Street and Town Square be subject to an easement in gross on any future Strata Plan to ensure the general public has legal access to these spaces at all times.
4. Include a requirement in part two for the north-south pedestrian link to be provided with adequate lighting.
5. Include a requirement in part two that the design of the Main Street and Town Square prioritises pedestrian movement.
6. Identify Sugar Gums on Lot 3 as being retained as per the Vegetation Assessment on Structure Plan.

### **Strategic Plan/Policy Implications**

#### **Growing City**

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Diversity of housing to respond to changing needs and expectations.

#### **Community & Lifestyle**

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

The LSP was advertised for public consultation for 21 days from 19 December. Attachment 2 tables the submissions received during advertising. In total 18 submissions were received, nine of these submissions were from Government departments. Of the nine submissions from community members five submissions objected to the LSP and two did not support elements of the LSP. The key concerns raised in these submissions have been discussed under the report section above.

### **Attachment(s)**

1. Coolbellup Town Centre LSP
2. Table of Submissions

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

Those who lodged a submission have been advised that the matter will be considered at the 14 February 2013, Ordinary Council Meeting.

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

Nil.



**14.3 (OCM 14/02/2013) - STRUCTURE PLAN ADOPTION - LOCATION: LOT 742 HAMMOND ROAD, SUCCESS - OWNER: DEL CARLO DEVELOPMENTS PTY LTD - APPLICANT: CITY OF COCKBURN (SM/M/078) (A VAN BUTZELAAR) (ATTACH)**

**RECOMMENDATION**

That Council:

- (1) endorse the Schedule of Submission prepared in respect of the Structure Plan;
- (2) in accordance with Clause 6.2.9.1 of City of Cockburn Town Planning Scheme No. 3 ("Scheme"), adopts the Structure Plan for Lot 742 Hammond Road, Success; and
- (3) advises the landowners within the Structure Plan area and those who made a submission of Council's decision accordingly.

**COUNCIL DECISION**

**Background**

The purpose of this report is to consider for adoption the Proposed Structure Plan for Lot 742 Hammond Road, Success ("subject land"). The Proposed Structure Plan seeks to provide the framework for the zoning and subsequent land use and development control of the subject land.

The City gave conditional planning approval for a residential development comprising single and two bedroom multiple dwellings and five single dwellings (17 dwellings) at densities of between R40 to R80 on 2 November 2007. This was given in advance of a Structure Plan as the issues were largely design driven, and accordingly it was decided that the subsequent zoning arrangements for the land could be handled through a future Structure Plan.

As the development is now completed, it is necessary for the City to appropriately zone/code the land by way of a Structure Plan to reflect development that has been undertaken, and to ensure that it is clear to current/future landowners what their zoning is.

As the Structure Plan does not facilitate subdivision, as defined by the Scheme, the Western Australian Planning Commission ("WAPC") is not required to endorse the Structure Plan as per Clause 6.2.10 of the Scheme. The Structure Plan has been advertised, and is now presented to Council for final adoption.

### **Submission**

N/A

### **Report**

The subject area is zoned Urban under the Metropolitan Region Scheme ("MRS") and is located within Development Area 8, Development Contribution Area 2 and Development Contribution Area 13 under the Scheme. The subject land area is 0.2574 hectares in size and is located approximately 28 kilometers south west of the Perth CBD in the locality of Success (refer Attachment 1).

The Structure Plan area has been developed for residential purposes. 12 single and two bedroom multiple dwellings and five single dwellings exist on the site. Planning approval for the 12 multiple dwellings and 5 single was granted on November 1 2007.

The decision to consider the development in the absence of a Structure Plan was done so on the basis that the main issues were design related. This meant that the future decisions to apply zoning could best be made once the full development outcome for the land had been secured. This has now taken place.

### **Community Consultation**

The Structure Plan for the subject land (Attachment 2) was advertised for public comment between 1 December 2012 to 1 January 2013. This included a notice in the Cockburn Gazette, a letter to the current landowner, adjoining landowners and State Government agencies. At the close of advertising 8 submissions had been received, all from State Government agencies and servicing authorities. The submissions provided advice and raised no objections to the structure plan. The submissions are set out in the Schedule of Submissions (Attachment 3).

Pursuant to Clause 6.2.4 and Schedule 11 of the Scheme, a structure plan is required to be prepared and adopted to guide future subdivision and development.

Having regard to the submissions, and that development for the land has taken place; it is recommended that Council approve the Structure Plan for Lot 742 Hammond Road, Success. This will apply the

necessary zoning for the land to help inform the ongoing use of the land for residential purposes.

### **Strategic Plan/Policy Implications**

#### **Growing City**

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Development that is soundly balanced between new and existing areas.

#### **Community & Lifestyle**

- Community environments that are socially cohesive and embrace diversity.
- Communities that are connected, inclusive and promote intergenerational opportunities.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

In accordance with Clause 6.2.8 of the Scheme, public consultation was undertaken from 1 December 2012 to 1 January 2013. This included a notice in the Cockburn Gazette, letters to landowners within the Structure Plan area, adjoining landowners and State Government agencies.

Analysis of the submissions has been undertaken within the 'Report' section above, as well as the attached Schedule of Submissions (Attachment 3).

### **Attachment(s)**

1. Location and Context Plan
2. Proposed Local Structure Plan
3. Schedule of Submissions

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

**14.4 (OCM 14/02/2013) - HAMILTON HILL REVITALISATION STRATEGY SCHEME AMENDMENT - LOCATION: HAMILTON HILL - OWNER: VARIOUS - APPLICANT: CITY OF COCKBURN (93100) (RESERVENCY) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005*, amend City of Cockburn Town Planning Scheme No. 3 by:
  1. Rezoning various properties within parts of Hamilton Hill to 'Residential R30', 'Residential R30/40', 'Residential R40', 'Residential R20/40/60' and 'Residential R80' in accordance with the adopted Hamilton Hill Revitalisation Strategy as shown on Attachment 1 – Residential Density and Zoning Plan.
  2. Unreserving Lot 33 Davilak Avenue, Hamilton Hill, from 'Local Reserve - Lakes and Drainage' and zone 'Residential R20/40/60' in accordance with the adopted Hamilton Hill Revitalisation Strategy as shown on Attachment 1 – Residential Density and Zoning Plan.
  3. Rezoning Lot 70 Rockingham Road, Hamilton Hill, from 'Residential R20' to 'Local Centre' zone as shown on Attachment 1 – Residential Density and Zoning Plan.
  4. Rezoning Lot 52 Rockingham Road, Lot 51 Healy Road and Portion of Lot 100 Blackwood Avenue and Lot 227 Southwell Crescent, Hamilton Hill from 'Residential R20' to 'Development' zone as shown on Attachment 1 – Residential Density and Zoning Plan.
  5. Rezoning Lot 33, 37,41B,43 & 55-63 Rockingham Road, Hamilton Hill from 'Local Centre' to 'Development' zone within 'Development Area 39' and 34 & 36C Davilak Avenue, Hamilton Hill, from 'Residential R20' to

‘Development ’ zone within ‘Development Area 39’ as shown on Attachment 1 – Residential Density and Zoning Plan.

6. Introducing a new ‘Development Area’ (No. 39), and including provisions under Schedule 11 of the Scheme as follows:

Ref No.	Area	Provisions
<b>DA39</b>	Rockingham Road Centre (North)	<ol style="list-style-type: none"> <li>1. Structure Plan adopted and endorsed in accordance with clause 6.2 of the Scheme to guide subdivision, land use and development and must include the whole Development Area 39.</li> <li>2. The permissibility of land uses shall apply in accordance with clause 6.2.6.3 of the Scheme whereby the Local Structure Plan may impose a classification on the land by reference to reserves or zones, or by indicating the specific permissibility of land uses in the Local Structure Plan.</li> <li>3. Minor development which does not increase the gross development floor space by 15% from that approved at 18.01.2013 can be approved without the adoption and endorsement of a Structure Plan.</li> <li>4. Structure Plan will comply with the City of Cockburn's Local Commercial and Activity Centre Strategy. The Structure Plan will be considered to be a Major Development under the LCACS and required to address the <i>General Guidelines on the Expectations and Targets of Neighbourhood and Local Centres</i>.</li> <li>5. Structure Plan will be required to fulfill the following design objectives to the satisfaction of the Council – <ol style="list-style-type: none"> <li>i. Provide for a mixed use development that provides daily and weekly household shopping needs, and convenience services.</li> <li>ii. Provide for a medium and high density residential development.</li> <li>iii. Provide high amenity public realm within the Centre for centre users to gather.</li> <li>iv. Development responds sensitively to the surrounding residential development through; <ol style="list-style-type: none"> <li>a. adequate setbacks;</li> <li>b. well articulated and fenestrated facades;</li> <li>c. minimal overlooking and overshadowing;</li> <li>d. location and screening of servicing areas and plant equipment; and</li> <li>e. access points and configuration.</li> </ol> </li> <li>v. Development addresses Rockingham Road through a minimal setback and an articulated facade with regular fenestration.</li> <li>vi. Parking generally to be located centrally and screened from Rockingham Road and Davilak Avenue.</li> <li>vii. Development maintains pedestrian access through Centre between Davilak Avenue and Rockingham Road.</li> <li>viii. Development does not take access from any road within the Roe Highway reserve.</li> <li>ix. Development does not include any signage visible from the Roe Highway Reserve.</li> <li>x. Entrances to development adjacent to the Roe Highway Reserve are taken from Rockingham Road.</li> <li>xi. Development minimises the number of crossovers off</li> </ol> </li> </ol>

		Rockingham Road and use public assess easements where appropriate.
		6. Development adequately addresses noise emissions from Rockingham Road and any road within the Roe Highway Reserve.
		<p>7. Amending Sections 5.4.4 (b) and (c) by removing reference to the 'R30/40 split coded areas', and replacing with reference to 'split coded areas'.</p> <p>8. Amending Section 5.4.4 (c) by removing reference to 'R40' and replacing with 'the split code'.</p> <p>9. Rezoning Lot 133 Arthur Street, Hamilton Hill, from 'Local Reserve - Lakes and Drainage' to 'Residential R30/40' zone.</p> <p>10. Unreserving Reserve No. 37398 Tolley Court, Hamilton Hill, from 'Local Reserve - Parks and Recreation' and zone 'Residential R20/40/60' zone.</p> <p>(2) as the amendment is in the opinion of Council consistent with Regulation 25(2) of the <i>Town Planning Regulations 1967</i> ("Regulations"), and upon receipt of the necessary amendment documentation, the amendment be referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, be advertised for a period of 42 days in accordance with the Regulations. In the event that the EPA determines that the amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to advertising of the amendment; and</p> <p>(3) prepare the amendment documentation in accordance with the standard format prescribed by the Regulations.</p>

## COUNCIL DECISION

## Background

At its 8 November 2012 Ordinary Meeting, Council resolved to adopt the Hamilton Hill Revitalisation Strategy subject to a number of modifications. The purpose of this Report is to recommend Council initiate an amendment to City of Cockburn Town Planning Scheme No. 3 ("Scheme") to implement the various zoning change recommendations for Hamilton Hill outlined in the Hamilton Hill Revitalisation Strategy. Attachment 1 – Residential Density and Zoning Plan show these various zoning modifications.

The Report proposes two additional zoning changes which were not identified in the Hamilton Hill Revitalisation Strategy, but represent logical rationalisations of the existing zonings in Hamilton Hill. These include the rezoning of Lot 133 Arthur Street, Hamilton Hill from 'Local Reserve - Lakes and Drainage' to 'Residential R30/40' and the zoning of Reserve No. 37398 Tolley Court, Hamilton Hill as 'Residential R20/40/60'.

## Submission

N/A

## Report

The associated zoning changes for residential properties are consistent with the now adopted Hamilton Hill Revitalisation Strategy. The rationale underpinning the zoning changes reflects the prevailing Directions 2031 Strategic Plan, whereby opportunities for urban consolidation in appropriate areas is emphasised. The Hamilton Hill Revitalisation Strategy has produced an outcome which is considered to reflect Directions 2031 in all aspects, as well as reflect the indepth community consultation and visioning which has underpinned the Strategy.

The purpose of this Report is to recommend Council initiate an amendment to Town Planning Scheme No.3 (TPS3) to implement the various zoning change recommendations for Hamilton Hill outlined in the Hamilton Hill Revitalisation Strategy. Attachment 1 – Residential Density and Zoning Plan shows these various zoning modifications.

### Development Area

The Report also recommends new 'Development Area' provisions for the Rockingham Road Centre to guide its future redevelopment. The Development Area provisions require a structure plan to be prepared before a significant redevelopment of the area can occur. A significant redevelopment being defined as an expansion greater than 15% of the current gross floorspace. The 'Development Area' provisions require a

future structure plan to fulfil a number of 'good design' principles. In summary these principles require:

- Retention of local shopping facilities;
- Improved public realm;
- Creation of new community gathering areas;
- A sensitively built form response to the surrounding residential areas;
- Improved relationship between the Centre, Rockingham Road and surrounding residential areas (north and south of Rockingham Road);

#### R30/40/60 Split Density Code

The Hamilton Hill Revitalisation Strategy proposes a new Split Density Code of R30/40/60 with the objective of encouraging improved redevelopment outcomes through;

1. The assembly of land parcels into larger development sites that can be developed in a more coordinated manner; and
2. Promotion of two storey construction for higher density developments so as to achieve an improved balance between open space and dwelling floorspace.

To facilitate the introduction of the new Split Code it proposed that the Scheme be amended to refer only to split coded areas rather than only R30/40 split coded areas.

#### Additional Zoning Changes

The Report also proposes two additional zoning changes which were not identified in the Hamilton Hill Revitalisation Strategy, but represent logical rationalisations of the existing zonings in Hamilton Hill. These include the rezoning of Lot 133 Arthur Street, Hamilton Hill from 'Local Reserve - Lakes and Drainage' to 'Residential R30/40' and the zoning of Reserve No. 37398 Tolley Court, Hamilton Hill as 'Residential R20/40/60'.

#### ***Lot 133 Arthur Street, Hamilton Hill***

Lot 133 Arthur Street, Hamilton Hill is 282m<sup>2</sup> in area and was previously used as a retention drainage basin for local stormwater (refer Attachment 2). However, the City's Drainage Catchment Study found that the basin was surplus to need and no longer needed. In November 2012 the basin was filled in and is now suitable for residential development.

It is proposed that the land be zoned 'Residential R30/40' as per the adjoining properties. It is intended that the City will develop and sell this land once zoned appropriately. The City will need to negotiate with adjoining land owners to gain vehicle access to the property.



**Reserve No. 37398 Tolley Court**

Reserve No. 37398 Tolley Court, Hamilton Hill is 1009m<sup>2</sup> and though zoned for the purpose of recreation has never been developed for this purpose (refer to Attachment 3). The land was ceded to the Crown for 'Parks and Recreation' when the land was first subdivided into single residential lots in the 1970s. Its small size has meant that City has never developed the land for recreation purposes. Its size and the fact that it is only bounded by a road on one side means that the Reserve is not considered to effectively be able to function as a local park.

Therefore, it is proposed that the Reserve is zoned 'Residential R20/40/60' as per the adjoining properties. It is intended that the land be developed and sold by the City with the money from this sale being invested in an upgrade to nearby Dixon Park. This money could be used to deliver some of the upgrades the Revitalisation Strategy identifies for Dixon Park which include:

- Landscaping design and construction;
- BBQs;
- Regional playground and shade;
- Car park;
- Oval flood lighting;
- Benches, seats and shade structures;
- Footpath extensions; and
- Fencing and bollards.

Importantly, both proposals will be subject to community consultation by way of the Scheme amendment process. Once advertising has closed, the Scheme amendment will be presented back to Council to consider the submissions received on this and the other proposals.

**Conclusion**

In summary it is recommended that that Council initiate an amendment to the Scheme to implement the various zoning recommendations for Hamilton Hill outlined in the Hamilton Hill Revitalisation Strategy and also two additional zoning changes which represent logical rationalisation of the existing zonings in Hamilton Hill.

**Strategic Plan/Policy Implications****Growing City**

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Diversity of housing to respond to changing needs and expectations.

- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

#### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.

#### **Community & Lifestyle**

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

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

In accordance with the *Town Planning Regulations 1967* consultation is to be undertaken subsequent to the local government adopting the Scheme Amendment and the Environmental Protection Authority (EPA) advising that the proposal is environmentally acceptable. This requires the amendment to be advertised for a minimum of 42 days.

#### **Attachment(s)**

1. Hamilton Hill Revitalisation Strategy Residential Density and Zoning Plan
2. Plan of Lot 133 Arthur Street, Hamilton Hill
3. Plan of Reserve No. 37398 Tolley Court, Hamilton Hill

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

N/A

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

Nil.

**14.5 (OCM 14/02/2013) - DEVELOPMENT ASSESSMENT PANELS - NOMINATION OF TWO (2) MEMBERS AND TWO (2) ALTERNATE MEMBERS BY COUNCIL TO THE SOUTH WEST METROPOLITAN AREA JOINT DEVELOPMENT ASSESSMENT PANEL (PS/C/005) (GBOWERING) (ATTACH)**

**RECOMMENDATION**

That Council:

- (1) nominate \_\_\_\_\_ and \_\_\_\_\_ as its two members to the South West Metropolitan Area Joint Development Assessment Panel ("SWMAJDAP");
- (2) nominate \_\_\_\_\_ and \_\_\_\_\_ as its two alternate members to the South West Metropolitan Area Joint Development Assessment Panel ("SWMAJDAP"); and
- (3) advise the Minister for Planning of the above nominations for appointments to the SWMAJDAP.

**COUNCIL DECISION**

**Background**

The City has recently been notified by the Director General of the Department of Planning that the appointments of the current local government DAP members expire on the 26 April 2013. As such the Council is required to nominate four members (two representatives and two alternates). The minister will appoint the members for a two year term. At this stage there won't be any opportunity to put forward alternative nominations following the local government elections in October, unless all four nominated members are not re-elected.

The previous resolution for nomination of members and alternative member is contained in Minute No. 4499 from the OCM on 12 May 2011.

The current two local government DAP members are Mayor Logan Howlett and Deputy Mayor Kevin Allen. The current two alternate members are Cllr Carol Reeve-Fowkes and Cllr Bart Houwen.

## Submission

N/A

## Report

The 2010 Amendment Act resulted in a number of amendments to the *Planning and Development Act 2005* (PD Act). Part 3 in particular, introduced Part 11A – Development Assessment Panels, into the PD Act. To give new effect to these provisions, the *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP Regulations') were introduced. The DAP Regulations provide the heads of power enabling the operation, constitution and administration of DAPs.

As described in the Western Australian Planning Commission (WAPC) Planning Bulletin 106/2011, *DAPs are panels comprising a mix of technical experts and local government representatives with the power to determine applications for development approvals in place of the relevant decision making authority. The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's leading practice model for development assessment.*

A total of 15 DAPs have been established by the Minister for Planning. All DAPs comprise the following membership:

- Two (2) local government representatives.
- Three (3) specialist members, one of whom will be the presiding member, one who will be the deputy presiding member, and one who will otherwise possess relevant qualifications and/or expertise.

Local authorities are responsible for nominating their two (2) DAP representatives from their pool of elected members (Councillors). When determined, a Local Authority provides the names of its nominated panel members to the Minister for appointment, following which the names of members appointed to each DAP will be published on the DAP website maintained by the Department of Planning.

A local authority is also required to nominate two (2) alternate members. The alternate members replace permanent local government DAP members when required (due to illness, leave or other cause). Alternate members can only sit in replacement of a permanent local member where they generally share the same knowledge and/or experience as the permanent member.

In the event a local authority fails to nominate two elected representatives within the specified time frame, the Minister has the

power to appoint two alternative community representatives. The DAP Regulations require these persons to be local residents, with sufficient local knowledge and/or appropriate experience whereby in the opinion of the Minister, they can suitably represent the interests of their local community.

In all instances, nominated DAP and alternate members are required to undergo mandatory training before they can sit on a DAP. Training addresses the Western Australian planning and development framework, planning law, the operation of a DAP, the DAP Code of Conduct and the expected behaviour of DAP members.

DAP members will be paid by the Department of Planning where they successfully complete the required training. DAP members attending a DAP meeting will also be paid a sitting fee per meeting. Similarly, reimbursement of all travel expenses incurred when attending a DAP meeting is provided for by the DAP Regulations. Current fees and reimbursements are available on the Department of Planning's website.

All DAP members are appointed for a term of two (2) years.

DAPs meet on an irregular basis as applications that fall within the criteria are received. The City of Cockburn forms part of a Joint Development Assessment Panel (JDAP) for the South West Metropolitan Area. Other local authorities comprising this JDAP include the Cities of Fremantle and Rockingham, and the Town's of East Fremantle and Kwinana.

The two appointed local government members are required to attend a JDAP meeting when an application for development within their local authority is to be determined. Meetings may be held at any of the member Councils offices at the direction of the DAPS Secretariat.

In accordance with the DAP Regulations, local authorities are required to submit the names of their nominated DAP members and alternate members to the minister. Local government authorities need to submit their member names by 15 February 2013.

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

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

### **A Prosperous City**

- Sustainable development that ensures Cockburn Central becomes a Strategic Regional Centre.

### **Budget/Financial Implications**

There are no budgetary or financial implications arising from the nomination and appointment of Councillors to the JDAP. Sitting fees will be provided directly to the members by the Commission.

### **Legal Implications**

Planning and Development Act 2005 (as amended).

Approvals and Related Reforms (No. 4) (Planning) Act 2010.

Planning and Development (Development Assessment Panels) Regulations 2011.

### **Community Consultation**

N/A

### **Attachment(s)**

1. Planning Bulletin 106/2011 – New legislative provisions for Development Assessment Panels.
2. Development Assessment Panel Nomination Form

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

N/A

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

Nil.

## **14.6 (OCM 14/02/2013) - SINGLE DWELLING (TWO STOREY) - LOCATION: 22 BEACH ROAD, COOGEE - OWNER: D & M THOMASICH - APPLICANT: DOMINATION HOMES (3309519) (T CAPPELLUCCI) (ATTACH)**

### **RECOMMENDATION**

That Council

- (1) grant approval to commence development for a single dwelling at No.22 (Lot 20) Beach Road, Coogee, in accordance with the attached plans and subject to the following conditions and advice notes:

Conditions

1. All stormwater being contained and disposed of on-site to the satisfaction of the City.
2. The proposed crossover must be located and constructed in accordance with the City's requirements.
3. Walls, fences and landscaped areas are to be truncated within 1.5 metres of where they adjoin vehicle access points where a driveway and/or parking bay meets a public street or limited in height to 0.75 metres.
4. The dwelling must be connected to the reticulated sewerage system of the Water Corporation prior to occupation.
5. The surface finish of the boundary walls abutting adjoining lots are to be either face brick or rendered the same colour as the external appearance of the dwelling.

Advice Notes

1. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, with any requirements of the City of Cockburn Town Planning Scheme No. 3, or the requirements of any other external agency.
  2. In regard to Condition 1, the City requires the on-site storage capacity be designed to contain a 1 in 20 year storm of a 5 minute duration. This is based on the requirements to contain surface water by Building Codes of Australia.
  3. This development has been assessed and approved as 'single dwelling' and should not be construed as an approval to subdivide the land which will be assessed if and when an application is referred from the Western Australian Planning Commission.
  4. No activities causing noise and/or inconvenience to neighbours being carried out after 7.00pm or before 7.00am, Monday to Saturday, and not at all on Sunday or Public Holidays during construction.
- (2) advise those who made a submission on the proposal of the Council's decision.

## COUNCIL DECISION

### Background

N/A

### Submission

The applicant seeks approval to construct a two-storey dwelling to the front of the property allowing for the creation of a rear lot in the future. The proposed new dwelling results in a maximum top of wall (roof over) height of 7.5 metres directly above natural ground level on the western elevation to the rear of the building.

The proposed variations were advertised to surrounding landowners. Four (4) submissions were received with three (3) objections and one (1) submission neither supporting nor objecting to the proposal. .

### Report

The following section provides a discussion of the issues for consideration by Council.

#### Policy APD53 'Coogee Residential Height Requirements'

Policy APD53 'Coogee Residential Height Requirements' was prepared to guide the height of residential development in the suburb of Coogee and was adopted by Council on 14 August 2008. The policy states:

*"Maximum building height of residential development shall be limited to:*

- (i) Top of wall (roof over) - 7m*
- (ii) Top of Wall (parapet) – 8m*
- (iii) Top of pitched roof – 10m"*

The policy states that building heights for residential development shall be limited to those specified in the policy and that any proposal that exceeds the requirements is to be advertised for public comment.



### Building Height

As mentioned above, the proposal will result in a building with a wall height exceeding the maximum wall height by 0.5 metres in part.

Whilst the top of wall height exceeds 7m on the northern (rear) and western (side) elevations of the proposed development, the building on these elevations is compliant with boundary setbacks. There is no overshadowing onto the adjoining residential properties as the block is orientated north/south and the shadows fall toward the front of the dwelling.

The subject lot slopes steeply down from the front to the rear boundary and with a cross fall from the eastern (higher) down to the western (lower) side. The wall height variation is limited to the northern and western portions of the building.

The proposed dwelling is setback well away from the western side boundary with walls setback between 5.68 metres to 10.68 metres. This setback which allows for access to a future rear lot substantially mitigates the height variation. For example a building with lesser side setbacks and a wider foot print would have a much higher top of roof than the proposed dwelling and be of much greater bulk.

The proposed internal retaining wall in the location of the maximum wall height is 1.536 metres above natural ground level. The wall height variation does not affect direct sunlight access to the adjoining properties due to the north-south orientation of the lots. The additional height does not have an unreasonable bulk and scale impact either. Due to the setback of the dwelling from the western boundary of a minimum of 5.68m and the articulated western elevation, the portion of the building exceeding a wall height of 7m does not over tower or unreasonably impact on the amenity of adjoining properties.

It is also apparent that the proposed dwelling would not unreasonably restrict views of Fremantle and the ocean to the west from the adjoining properties as the height variation does not substantially alter the impact in this regard.

The natural ground levels existing on-site are to be modified by internal retaining walls shown on the northern and western elevations of the dwelling. Given that these walls are not on the boundary and are internal to the site the visual impact of the height of the building is effectively mitigated.

### Building on Boundary

The application proposes a maximum height variation for the proposed garage boundary wall towards the eastern boundary abutting No. 24 Beach Road, Coogee. The proposed wall height ranges from 2.8 to 3.3 metres above natural ground level with an average of 3.1m. The R-Codes acceptable development criteria for a boundary wall height are 3 metres maximum with an average of 2.7 metres. During the advertising period, no comments were received from the owner of the directly affected adjoining property.

The height variation is relatively minor and does not cause any undue amenity impacts on the adjoining property, and no objection has been received to that variation. The proposed variation is therefore considered to be compliant with the R-Codes Performance Criteria Clause 6.3.2 as the subject wall will not overshadow nor tower over adjoining development.

### Streetscape

On the opposite side of Beach Road, to the south of the subject property, there is a large three-storey dwelling with relatively similar heights and natural ground levels, which indicates that the visual impact on the Beach Road streetscape will be minimal.

The over height portions of the dwelling are located predominately in the north western corner of the site (to the side and rear of the dwelling), where the lowest natural ground levels of the site are present.

The contemporary facade of the dwelling presenting to the street frontage of Beach Road is staggered, comprising a range of external wall surface treatments and varying window sizes that will provide articulation and interest to the streetscape.

In addition, the proposed upper floor balcony on the southern elevation will assist in providing passive surveillance of Beach Road and will make an attractive addition to the streetscape for what amounts to a minor variation to wall height with no undue amenity impacts to any of the adjoining residential properties.

### **Conclusion**

The variations proposed, are considered minor and within the intent and objectives of the R-Codes, Town Planning Scheme 3 and the relevant Planning Policy. The significant slope and cross fall of the site is also a mitigating factor. In light of the above, the proposed maximum

top of wall (roof over) height for the proposed dwelling, on the northern and western elevations is considered to not adversely impact on the amenity of the surrounding area given that the total height is well within the maximum permitted under Policy. It is therefore recommended that Council approve the application subject to the listed conditions.

### **Strategic Plan/Policy Implications**

#### **Growing City**

- Development that is soundly balanced between new and existing areas.
- Diversity of housing to respond to changing needs and expectations.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Town Planning Scheme No. 3  
Planning and Development Act 2005  
State Administrative Tribunal Regulations

### **Community Consultation**

In accordance with Planning Policy APD53, the proposal was advertised to the surrounding eight (8) neighbours for comment. Four (4) submissions were received with three (3) objections and one (1) submission not objecting to or supporting the application.

Attachment 7 contains a summary of the submissions and Officer's response. However the main point raised in each submission received was in regards to the proposal exceeding the wall height allowed under APD53 of 7 metres.

While the proposed top of wall (roof over) height exceeds 7 metres on the northern and western elevations (7.5 and 7.3 metres respectively) the overall height of the dwelling of 9 metres is well within the maximum top of pitched roof height of 10 metres permitted under the policy.

### **Attachment(s)**

- (1) Location Plan
- (2) Existing Plan
- (3) Site Plan
- (4) Floorplans
- (5) Elevations
- (6) Overshadowing Plan
- (7) Variations to Height Limits
- (8) Schedule of Submissions

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

## **14.7 (OCM 14/02/2013) - HARD STAND STORAGE USES IN HOPE VALLEY WATTLEUP (SM/M/015) (G BOWERING) (ATTACH)**

### **RECOMMENDATION**

That Council

- (1) note the officers report; and
- (2) write to Landcorp requesting the Development of Land Planning Policy be amended to provide relevant standards in relation to Dust, Noise, Visual and Traffic Impacts and establish a range of standard conditions addressing these matters.

### **COUNCIL DECISION**

### **Background**

At the Ordinary Council Meeting held on the 8th of November 2012 Cr Houwen requested that the City investigate and report back on any

adverse or potentially adverse impacts caused by the rapid expansion of the hard stand areas in the Latitude 32/Wattleup area.

## **Submission**

N/A

## **Report**

In response to the request the City's Statutory Planning Department has contacted the Town of Kwinana, Landcorp and the Western Australian Planning Commission (WAPC) about the impacts of the spread of temporary hard stand uses within the Hope Valley Wattleup Redevelopment Area. Internally Statutory Planning, Environmental Health Services and Engineering have discussed the range of impacts occurring through the spread of hard stand storage activities.

## Planning Framework

The current status of planning within the HVW Act area is that most of the area is not yet subject to local structure planning and only the non statutory district level structure planning is in place that gives general guidance about the distribution of land uses and activities within the area.

The lack of progress on detailed local structure planning is a result of the complex macro infrastructure issues for which the HVW Act was put in place in 2000 to facilitate. Primarily decisions are pending from the State Government on the Outer Harbour, Intermodal Terminal and Rowley Road reservation and construction.

The absence of Local Structure Plans mean that development in HVW is not permitted, in a similar way to Development Zone areas under Town Planning Scheme No.3. In this regard there should be no development until a local structure plan is prepared and approved by the Western Australian Planning Commission. That typically would mean not even a change of use no matter how minor is permitted.

The exception to this is the extraction of Basic Raw Materials (Sand and Limestone) which has some priority in the Latitude 32 area under State Planning Policy 2.4. The extraction of sand and limestone in the area continues at a pace and is a major contributor to heavy traffic, noise and dust issues within the area.

The City has only had delegation to issue approvals for development within HVW for a little over 18 months. However this delegation can only be exercised when the City's view and Landcorp's views are aligned. If Landcorp's recommendation is different to the City's

position on an application then the WAPC is required to determine the proposal.

While the HVW Redevelopment Act and Master Plan are clear that no development should be entertained, it has been acknowledged by the WAPC and Landcorp that there needs to be some level of facilitation of temporary or transitional land uses within the area, rather than complete sterilisation.

To this end the HVW Master Plan under clause 11.7 grants the power to approve temporary land uses in respect of any use class, provided:

- (a) *no building would be placed on the land unless it could be readily adapted for use for a purpose permitted in the precinct, or that might preclude or inhibit the ultimate use of the land for a permitted purpose;*
- (b) *the use would be compatible with the use of adjoining properties or the predominant use of the land in the immediate locality; and*
- (c) *the use would not be prejudicial to the amenity of the locality.*

To clarify the terms under which this provision would be exercised Landcorp prepared their Development of Land Planning Policy. This policy states that only Car Park; Hard Stand; Storage; and Transport Depot may be considered appropriate under Clause 11.7 of the Master Plan. This is provided that any buildings are transportable in nature; have no concrete footings; and must not be connected to sewer or water. The timeframe for a temporary approval is also limited by the Master Plan to 5 years and this has been consistently applied by the WAPC and the SAT in their decisions.

It is the intention of the policy to ensure that any temporary development has only the barest minimum of investment as a high level of investment in any site is very likely to compromise the complex infrastructure planning process that are being undertaken. This consideration is critical to ensuring that a range of ad hoc land uses are not established in the HVW area that become a barrier to the redevelopment of the area for industrial and transportation purposes as envisaged by the Master Plan and District Structure Plans.

Temporary approvals under the Master Plan contain conditions that require the removal of any structures, including sealed surfaces and services and the reinstatement of any modified levels prior to the expiry of the 5 year term of approval, unless a further approval is obtained.

#### Distribution of Hard Stand Uses

Landcorp has provided a plan showing the distribution of approved hard stand uses in the HVW area. However a more detailed examination of known and potential hard stand and storage activity

within the area has been undertaken through examination of current aerial imagery and review of the City's files with respect to the approval status of identified sites.

Attachment one is a plan of the area which highlights properties that were identified for review of their approval status, there were 35 properties identified comprising 39 lots. Of the 35 sites there are:

- 16 sites with valid approvals
- 8 sites (13 lots) with applications for storage use submitted
- 8 sites that are either subject of compliance action or require investigation; and
- 1 site owned by Landcorp with unapproved works by the tenant (not hardstand).

This is not an indication of all of the current compliance issues in the HVW area as there are a number of compliance matters pending action and further investigation. It should be noted that many of the approved uses and the current applications have been prompted by past compliance investigations.

#### Range of Impacts from Hard Stand Uses

##### 1. Dust

The ad-hoc proliferation of these uses has the potential to increase dust problems and impact on the amenity of the existing residents and other activities such as market gardening still occurring in the area. In this respect the range of options to mitigate dust impacts from hard stand has been a singular topic of debate between the City, Landcorp and WAPC over the last year. The matter has been a key issue in SAT determinations where the finish of the Hard Stand surfaces needed to be specified. The range of options for hard stand surface treatment examined so far are:

- a) Fully sealed (bitumen or concrete surface)
- b) Emulsion stabilised limestone (polymer glue)
- c) Recycled bitumen laid several hundred mm thick
- d) Dust Mag (Magnesium Chloride) solution applied by water truck
- e) Dust EX (polymer) solution applied by water truck

Each of the above surface treatments has its particular strengths and weaknesses.

Fully sealed hard stand is extremely expensive and very likely to be a valuable investment in the land that owners will be unlikely to want to remove after 5 years. This is therefore seen as a potential

barrier to the HVW Redevelopment and as such Landcorp will not support sealed hard stand.

Emulsion stabilised limestone is relatively cheap and effective at sealing the surface, however when it is to be removed the City has been informed that it is classified as a Class 3 waste. The cost for disposal is high per ton and requires a suitable landfill site. It is therefore not seen as a viable treatment for large scale temporary hard stand uses as the treated surface cannot be left in situ after the end of the approval period.

Dust EX is a biodegradable polymer (typically a by-product of wood mills) that needs constant reapplication by water truck. When applied it is not a durable binder as the first vehicle to travel over the treated surface breaks the bonded layer exposing loose surface (fines) to the air allowing dust lift off. Repeated movements continue that process.

Both Recycled Bitumen and Dust Mag are seen as suitable surface treatments for large temporary hard stand applications depending on the situation. Recycled bitumen has an upfront cost but can be recovered, sold and reused at the end of the initial use thereby mitigating the upfront cost of application. Subject to maintenance of the surface recycled bitumen is seen by the City to be the best overall option, particularly where other uses are in proximity that may be impacted by dust.

Dust Mag (Magnesium Chloride) is a non toxic chemical treatment applied by water truck to a prepared surface that binds the upper layer by increasing the absorption and bonding of water to the dust fines resulting in very limited dust lift off. It is understood to be used widely in the mining sector and known to be used by Cockburn Cement. It is a well known treatment for road compaction and dust suppression. This is seen as a suitable short to medium term treatment where the hard stand activity is relatively removed and has some buffers such as in the base of an old quarry. Recent approvals have required the use of either Recycled Bitumen or Dust Mag in combination with sealed access ways to the road.

## 2. Traffic

The location of the hard stand uses is of concern to the City's engineering department as many of the roads are not designed for large articulated vehicles potentially carrying heavy, wide and over length loads. The volume of vehicles entering the area has not however been documented or apportioned to these uses.

It is also apparent that the rural roads in the area are not of sufficient design or standard for high levels of heavy vehicle use.



There are safety concerns regarding passing of vehicles as the carriageway widths are not sufficient for passing of large vehicles and the verges are too soft and not designed for heavy vehicles driving over them.

It is likely that the geometry of the roads and intersections would need to be examined and modified to deal with the changing nature of the land use in the area.

### 3. Damage to Roads

The impact of growing levels of heavy transportation on the local rural standard roads is a concern as the local roads in HVW are not designed for consistent industrial traffic. The recent proliferation transport and storage related uses and their impact on the local road network have not been documented.

There are currently no special road maintenance provisions in place to address the rapidly changing nature of the land use in the area. Anecdotal evidence suggests that over time increased funding will be required for maintaining the local roads to a sufficient standard as the intensity of their use increases due to generation of industrial traffic.

### 4. Visual impact

The appearance of hard stand uses in the area is having a noticeable visual impact on the area with land being cleared and levelled boundary to boundary with no setbacks or landscaping being required in past approvals by the WAPC.

Landcorp's Development of Land Policy does not set out any specific requirements for screening or landscaping temporary hard stand or other such uses despite specifically stating that these matters are to be addressed in development applications.

Past approvals by the WAPC have not addressed this and other amenity matters at all. However, recent approvals under delegation by the City and through the SAT have required retention of vegetation or installation of landscaping around the periphery of hard stand sites. It is the City's position that these uses require screening and landscaping to soften their stark visual impact.

In the HVW area only Landcorp and the WAPC can prepare policies and determine development standards. However the City has been of the view that landscaping of hard stand uses is required and has sought this in an ad-hoc manner without the benefit of specific standards. This matter has been raised with Landcorp in relation to

future development and the City is seeking introduction of minimum landscaping standards for temporary hard stand uses.

## 5. Noise

The impact of noise is typically addressed by setting of permitted starting and finishing hours – usually 7am to 7pm. Hours of operation continue to be a condition of development approvals in the HVW area. Such conditions are routinely set by the WAPC, City and in SAT determinations. The City uses standard conditions to address this matter.

In relation to noise within the approved hours of operation the business must comply with the relevant Noise Regulations under the Environmental Protection Act. There are no other specific requirements applicable.

## Conclusion

As alluded to the above, Landcorp's Development of Land Policy clause 3, point 4 states:

*The applicant must demonstrate that the amenity of residents in the surrounding locality will not be unduly or negatively impacted on. Specifically but not limited to potential: noise, dust, visual and traffic effects."*

Given the recent delegation of powers to determine applications in the HVW area and the absence of any specific guidelines on these matters the City has been active in attempting to apply some of its normal standards for industrial development noting that these are temporary uses limited to no more than 5yrs unless further approval is obtained for another period of not more than 5yrs.

The City remains constrained by the requirements of Landcorp with whom its delegated decisions must be consistent else the application be determined by the WAPC. In this respect Landcorp have not put in place standards or requirements to address the above matters which the City may consistently apply.

It is considered that the Development of Land Planning Policy could be amended to introduce minimum standards that address this amenity concerns and establish a range of standard conditions for hard stand storage uses.

## **Strategic Plan/Policy Implications**

### **Growing City**

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Development that is soundly balanced between new and existing areas.

### **A Prosperous City**

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

## **Budget/Financial Implications**

N/A

## **Legal Implications**

Planning and Development Act 2005  
Hope Valley Wattleup Redevelopment Act 2000

## **Community Consultation**

N/A

## **Attachment(s)**

Current and Potential Future Hard Stand Storage Sites Investigated

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

N/A

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

Nil.

**14.8 (OCM 14/02/2013) - RETROSPECTIVE CHANGE OF USE -  
INDUSTRY GENERAL (ENGINEERING SCREEN MANUFACTURE)  
TO INDUSTRY GENERAL (LICENCED) & ADDITIONS TO PREMISES  
- LOCATION: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL -  
OWNER: ANNA, ANTONIA, GIUSEPPE & VINCENZO MONASTRA -  
APPLICANT: D CARBONE (5513438) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) refuse to grant planning approval for a retrospective change of use (Industry General to Industry General (Licenced)) & additions to premises at 35 (Lot 10) Cooper Road Cockburn Central based on the following reasons:

Reasons

1. The industrial land use activities being undertaken on site are in close proximity to sensitive land uses (residential dwellings) which:
    - a) Do not accord with the recommended industrial separation buffers contained within the EPA Guidelines.
    - b) Do not accord with the objectives of the State Planning Policy 4.1 State Industrial Buffer Policy.
    - c) Do not constitute orderly and proper planning and therefore are contrary to part 10.2.1 of Town Planning Scheme No. 3.
  2. The industrial land use being undertaken on site is contrary to part 10.2.1(i) of Town Planning Scheme No. 3 in that it is incompatible with nearby sensitive residential land uses.
  3. The land use being undertaken does not comply with part 10.2.1 (n) of Town Planning Scheme No. 3 in that it does not preserve the amenity of the locality.
- (2) notify the applicant and those who made a submission of Council's decision;
  - (3) issue a Directions Notice under section 214 of the *Planning and Development Act* for the industrial general (licenced) land uses currently operating from the site to permanently cease operations within 12 months;
  - (4) allow the owner to submit an application for retrospective approval for the unapproved structures for a use compatible with the locality. In the absence of an application within 60 days of

this determination the City issuing a Directions Notice for their removal under the Planning and Development Act 2005; and

- (5) investigate initiation of an amendment to Town Planning Scheme No. 3 to rezone the subject site from 'Industry General' to 'Light and Service Industry'.

## COUNCIL DECISION

### Background

The subject site is 2.013ha in area and is located at No. 35 Cooper Road in Cockburn Central. The site is currently zoned Industry under TPS3. It is a single land holding that has been developed with two distinct portions. The smaller eastern-most portion contains an industrial unit development with a range of tenants, whilst the western portion contains existing large buildings and yard areas used for steel fabrication, abrasive blasting, metal coating and industrial spray painting (the subject of this application).

Car parking and landscaping areas are contained within the northern portion of the site between the building and Cooper Road. The site also includes a wall of sea containers, stacked three containers high, that have been erected on the southern boundary (without planning approval) for noise attenuation purposes.

According to the City's records, a summary of the history of planning approvals on site is as follows:

1. 18 October 1982 - Planning Approval issued for a Rural Shed. The land was at that time zoned Rural.
2. 6 April 1989 – Planning Approval issued for the construction of the factory unit/warehouse units on the eastern side of the property.
3. 23 January 1995 – Planning approval issued for a maintenance canopy on the southern portion of the site.
4. 27 July 2001 – Planning approval issued to use the existing 'Rural Shed' for General Industry - Engineering Screen Manufacture.
5. 26 November 2001 – Planning approval was re-issued for the same use (General Industry -Engineering Screen Manufacture) but removing condition 1 which restricted activities causing noise

and/or inconvenience to neighbours being carried out after 7:00pm or before 7:00am, Monday to Saturday, and not at all on Sunday.

6. 21 December 2001 – Planning approval was re-issued for the use (General Industry – Engineering Screen Manufacture) but including a new condition (1) which stated that the approval relates only to the use of steel fabrication of vibrating screens and manufacture of mine equipment.
7. 4 December 2008 – Planning approval was issued for a retaining wall across the southern portion of the site.

The current occupant of the subject site is Complete Steel (the applicant) who commenced use of the buildings in April 2005. The company undertakes general metal fabrication, metal coating – industrial spray painting and abrasive blasting and has 64 employees.

It has come to the City's attention that the activities being undertaken on the site are not in accordance with the previous planning approvals which restricted the use to manufacturing of vibrating screens and mine equipment only. In addition, an abrasive blasting and metal coating shed, lean-to connecting two of the buildings and a mezzanine within the main building have been constructed without planning approval. The metal coating occurring on site requires registration by the Department of Environment and Conservation, therefore making the use of the site Industry General (Licenced) for which planning approval is now being sought.

Officers do not have delegation to determine planning applications for Industry General (Licenced) land uses which are proposed at a lesser distance from residential properties than is recommended in the Environmental Protection Authorities' document "Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses". For this reason the application has been referred to Council for determination.

### **Submission**

This application seeks retrospective planning approval for:

1. Change of Use from Industry General (Engineering Screen Manufacture) to Industry General (Licenced) – incorporating general metal fabrication, metal coating - industrial spray painting and abrasive blasting.
2. Retrospective approval for the construction of a 185m<sup>2</sup> lean-to structure to allow for storage of steel between fabrication and abrasive blasting and metal coating which was constructed without planning or building approval. The structure was constructed to link the northern and southern buildings located along the western boundary.

3. Retrospective approval for the construction of a 75m<sup>2</sup> spray painting shed to undertake abrasive blasting and metal coating.
4. The construction of a new mezzanine floor within the north-western building which is proposed to be used for the storage of archive folders and other documents.
5. Retrospective approval for the construction of a temporary sea container wall (stacked three containers high) along the southern boundary to provide some noise attenuation.

## Report

### Statutory Framework

#### *Metropolitan Region Scheme (MRS)*

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS). The current use does not accord with this zone. See comments below regarding this.

#### *City of Cockburn Town Planning Scheme No. 3 (TPS 3)*

The site is zoned 'Industry' under the City of Cockburn's TPS 3 which is inconsistent with the MRS zoning and appears to be an anomaly in the scheme. Regardless of Council's determination of this application, it shall be recommended that Council investigate rezoning of the land to rectify this anomaly.

The current activities on site for which approval is sought constitute 'Industry General (Licenced)'. The definition of this under TPS 3 is '*means an industry which is a category of prescribed premises set out in Schedule 1 of the Environmental Protection Regulations, notwithstanding the production of design capacity for each category of prescribed premises specified in the Schedule, but where a prescribed premises is also included in Schedule 2 of the Health Act, the Health Act prevails, for the purpose of the Scheme.*' Industry General (Licenced)' is a 'D' use in the scheme which means that the use is not permitted unless the local government has exercised its discretion and has granted planning approval.

Vehicle Parking required under TPS 3 for this use is:

- 1 car parking bay per 50m<sup>2</sup> GLA
- 1 delivery bay per service/storage area; and
- 1 bicycle rack per 200m<sup>2</sup> GLA.

The current operation contains 9 marked bays and recent aerial photos show the road verge being used for overflow car parking for between 10-15 cars. Based on the size of the buildings on site (approximately 3000m<sup>2</sup>), the use generates the requirement for 60 car parking bays

(which would clearly accommodate the 64 employees). Should Council issue approval, additional car parking would be required to be made available.

*Statement of Planning Policy No. 4.1 – State Industrial Buffer Policy.(SPP 4.1)*

SPP 4.1 provides a state-wide approach for the protection of industrial zones and provides for the safety and amenity of sensitive land uses. Section 2.3 of the policy discusses the encroachment of sensitive land uses within industrial buffers which is what has occurred in this situation. In this instance the policy explains that land use controls are recommended to deal with land use conflict this causes.

*EPA Guidelines (Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses*

The EPA Guidelines provide the following buffer distances in metres applicable to the subject site:

- Abrasive Blasting – case by case
- Metal Coating – 200m
- Metal Coating – industrial spray painting (spray booth) – 200m
- Metal fabrication – 500m - 1000m depending on size (based on production capacity of up to 50000 tonnes per year)

The nearest residential property from the subject site property boundary is 16.6m, 60m from the area leased by the applicant and approximately 90m from the nearest source (paint shed). The operation therefore does not accord with the recommended buffer distances to residential land use contained within the EPA Guidelines.

*Department of Environment and Conservation Registration*

Since September 2009 the site has been registered with the Department of Environment and Conservation for metal coating.  
Community Consultation

The City's records indicate complaints regarding the land use activity on the subject site from nearby residents dating back to the 1980s with a significant number of complaints received since the current occupant has operated from the premises from 2005 and the scale and intensity of development has increased. The application was therefore advertised to the residents located in the residential area to the south east of the site bounded by Beeliar Drive, Poletti Road and Cooper Road which was developed in the mid-1990s. The area contains single residential dwellings.



The application was advertised to approximately 100 nearby residential landowners and 20 objections were received. An additional 4 persons who rented properties in the area signed a petition against the application.

A summary of the objections are:

1. Concerns about silica emissions and potential health dangers such as lung disease, asthma, respiratory problems and cancers.
2. Concerns about noise pollution, dust pollution, hazardous chemicals and their impacts on residents.
3. Concerns about reduction in air quality and air pollution from the grey dust associated with abrasive blasting.
4. Concerns about noise and odour from metal coating.
5. Concerns that this industrial activity is too close to residences.
6. Concerns about noise from the site occurring at all hours of the day.
7. Concerns about noise from the sandblasting shed being amplified since the lean-to structure has been constructed;
8. Concerns about noise from shifting steel in the open yard and steel dropping on the ground in the main factory.
9. Concerns that the operator will continue to make changes to the operation without approval.
10. Concerns about the hours of operation which causes noise before 7am, weekday evenings and on weekends.
11. Concerns about devaluation of properties.

## Issues

### *Noise*

The majority of the objections received from nearby residents during the advertising process complained about noise from the premises occurring at all times of day, and including weekends which residents believed was unreasonable. Objectors complained about noise from steel being dropped in and around the buildings, noise from steel being moved around the yard and noise from the abrasive blasting and metal coating processes.

The applicant has indicated that the following measures will be undertaken to mitigate noise from the site:

1. Commissioning of noise consultant 'Lloyd George Acoustics' to assist in an ongoing basis with a review and to recommend further improvements.
2. Minimising noise before 7:00am and after 7:00pm by closing doors, restricting yard movements during this time, better education to employees and changing the nature of work undertaken during these hours.
3. No work being carried out on Sundays or public holidays.

4. Relocation of fabrication activities to the northern end of the workshop closest to Cooper Road.
5. Additional sea containers to provide further noise attenuation.
6. Further community consultation to develop relations with nearby residents and to set up further noise monitoring within residential properties.

Given the operation does not meet the recommended EPA buffer distances to nearby residential properties, additional measures should have been undertaken to ensure that emissions are managed appropriately. Undertaking fabrication and metal coating and spray-painting activities prior to 7:00am and after 7:00pm weekdays and on weekends, given the proximity of the residential area is considered unreasonable and has resulted in a loss of residential amenity for residents. Many of the objections received commented on the noise “at all hours of day” which demonstrates that a restriction in hours is necessary. Should Council consider approving the application, a condition restricting the hours of operation so that no industrial activities occur prior to 7:00am weekdays or on weekends or public holidays (similar to the July 2001 approval before it was reissued with the removal of this condition).

In addition to the reduced operating hours, a permanent noise wall should be considered for the southern boundary of the property, closest to the residential area. In July/August 2012, the occupant installed a temporary sea container wall along the southern boundary in an attempt to mitigate noise. It has not yet been empirically demonstrated whether this has improved the acoustic situation, the construction of a permanent noise wall (or equivalent building boundary wall) is considered necessary. Should Council consider supporting the application, a condition could be imposed requiring such a wall to be constructed within a specified timeframe. The wall would need to be designed and constructed to achieve significant acoustic benefits and be accompanied by an acoustic report undertaken by a suitably qualified acoustic consultant.

### *Dust*

Dust from the site was reported by those who made submissions as a major impact of the operation and many expressed concern about the impact of dust emissions on their health. Sources of dust from the site include the unsealed yard area and the abrasive blasting process. The dust emissions from the abrasive blasting process are exacerbated by the unsealed yard due to the fact that it cannot be swept up and easily contained.

It is not ideal to entertain abrasive blasting in such close proximity to residential land and this is clear from the objections received during advertising regarding dust emissions. Should Council consider

supporting the application, it is vital that the yard be appropriately sealed and drained to Council's standards within a specific timeframe. This would reduce any dust from vehicles moving around the yard and also ensure that dust caused by the abrasive blasting process can be swept up and contained. In addition, the shed where blasting is undertaken may require further upgrades or modifications to allow blasting to be undertaken in a fully sealed building (in accordance with the relevant guidelines) as the amount of dust generated from this use in the current building requires review.

### *Odour*

Whilst metal coating (enamelling) and industrial spray painting can cause odour impacts, only one nearby resident raised this as an issue which may suggest that odour from the site is not a major concern. Metal coating and spray painting is contained and therefore may have been considered acceptable. However, undertaking these activities contributes to the other areas of compliance.

### *Unapproved Building Additions*

This application also seeks retrospective approval for the construction of a 185m<sup>2</sup> lean-to structure to allow for storage of steel between fabrication and abrasive blasting and metal coating. The structure was erected without planning or building approval in 2008 and was constructed to link the northern and southern buildings located along the western boundary. One resident commented that this had caused the noise issues to worsen. Construction of an acoustic wall (or building boundary wall) along the southern boundary may be able to sufficiently attenuate any noise generated from this structure although this has not been demonstrated.

Retrospective approval is also sought for the construction of a 75m<sup>2</sup> spray painting shed adjoining the existing abrasive blasting shed which was erected in 2007 without approval. Both structures will also require a retrospective building permit.

### *New Mezzanine Addition*

The application also seeks approval for the construction of a mezzanine floor within the north-western building that is proposed to be used for the storage of archive folders and other documents. Whilst the increase in floor space that results from the mezzanine has a small impact on car parking allocation, the mezzanine has no other adverse impacts and of itself would be considered acceptable.

## **Conclusion**

The tenants, Complete Steel are operating from Industry zoned land and are undertaking a range of industrial activities. However, the industrial activities are being undertaken without the appropriate EPA buffers in place from sensitive land uses. The proximity and intensity of these uses has unreasonably diminished the amenity of nearby residents. Therefore, based on the officer's assessment, various areas of non compliance and the comments raised during advertising, it can be concluded that the current operations on site have not adequately managed these impacts. Further that these impacts have been exacerbated by the construction of additional unapproved structures to accommodate a range of additional unapproved industrial uses.

There are a number of additional measures and changes that could be undertaken by the applicant in an attempt to reduce the noise and dust impacts including restriction of operating hours, construction of a masonry wall, sealing of the yard and modifications to the abrasive blasting shed, which have been carefully considered.

However on balance considering the intensity of the proposed use, history of complaints and the uncertainty of any mitigation strategies being successful, the application is not supported for the following reasons:

1. The industrial land use activities being undertaken on site are in close proximity of sensitive land uses (residents) and do not accord with the recommended EPA buffers. Therefore the proposal does not constitute orderly and proper planning and is not in accordance with TPS 3 10.2.1 (b) and State Planning Policy 4.1 State Industrial Buffer Policy and EPA Guidelines.
2. The land use is incompatible with nearby sensitive residential land uses.
3. The land use does not preserve the amenity of the locality.
4. It has been demonstrated that the applicant has been unable to adequately manage the off-site impacts of their operations to the detriment of nearby residents.
5. The restriction of hours of operation will only reduce the times at which noise from the site can be emitted but may still result in unacceptable levels of noise from the site during operating hours and continue to affect nearby residents.
6. It remains to be demonstrated what impact the construction of a masonry acoustic wall will have on noise and dust impacts and whether or not such a wall be practical or meet other planning objectives.

It is also recommended that the City initiate a rezoning of the subject lot to 'Light and Service Industry'. Undertaking this scheme amendment would achieve the following:

- Align the TPS 3 zoning with the MRS zoning.

- Align the zoning of the land with the zoning of the adjoining land within the area bounded by Cooper Road, Hammond Road, Beeliar Drive and residential zoned land on Ridge Road Cockburn Central.
- Remove the potential for future land use conflicts between general industrial uses operating from the site and the adjacent residential area.

## **Strategic Plan/Policy Implications**

### **Growing City**

- Development that is soundly balanced between new and existing areas.
- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

### **Leading & Listening**

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

### **Environment & Sustainability**

- Identification and minimisation of impacts to human health risk.

### **Budget/Financial Implications**

Costs involved in defending the decision in the State Administrative Tribunal which can be met by the Statutory Planning Operational Budget.

### **Legal Implications**

N/A

### **Community Consultation**

See Community Consultation section of the report above.

### **Attachment(s)**

1. Location Plan
2. Zoning Plan
3. Aerial Photo
4. Site Plan
5. Perspective Plan
6. Elevation Plan
7. Submissions Received

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

#### **14.9 (OCM 14/02/2013) - RETROSPECTIVE APPLICATION FOR ADDITIONS TO RETAINING WALL HEIGHT: (LOT 60) NO. 44 FAIRBAIRN ROAD COOGEE - OWNER: N.A. MOROLLA (3317634) (G BOWERING) (ATTACH)**

#### **RECOMMENDATION**

That Council

- (1) grant retrospective planning approval for additions to a retaining wall subject to the following conditions:
  1. Prior to commencement of construction a detailed feature survey of the retaining wall undertaken by a licensed surveyor shall be provided to the City along with detailed plans depicting the top and bottom wall heights, surrounding ground level heights and the extent of any protrusion of the wall beyond the lot boundaries to the satisfaction of the City.
  2. The finish of the retaining wall shall be to the satisfaction of the City. In this regard the use of reconstituted blocks for the face wall is not permitted. Natural cut limestone blocks matching the specifications of the existing limestone face blocks are to be used for the reconstruction of the wall face.

3. The retaining wall shall not project beyond the lot boundaries as indicated on the approved plans. Where the remaining sections of wall may be leaning into an adjoining site any such lean in the wall is to be corrected through the reconstruction process. The survey required by condition (1) shall be used to demonstrate where correction in the lean of the wall is required.
  4. No additional height of wall beyond that which has already been constructed is permitted by this approval.
- (2) advise those who made a submission on the proposal of the Council's decision.

## COUNCIL DECISION

### Background

On 23 December at around 9:15pm a subdivisional retaining wall at the rear of No. 44 and 46 Fairbairn St Coogee failed and collapsed affecting the rear of No's 14, 16 and 18 Carrello Circuit, Coogee.

The retaining wall was originally built as part of subdivisional works in the mid 90's. Housing construction shortly followed with No.14 Carrello Cir being the first of the 5 affected properties to commence construction. While No. 18 Carrello Cir was the last to commence construction in 1999. A fibreglass swimming pool was added to No. 44 Fairbairn in 2001 and is immediately adjacent the collapsed section of wall. The pool has since been mostly emptied.

The City's investigations of the wall and its collapse identified that the wall at the rear of 44 Fairbairn appears to have been extended in height by up to 1.2m (roughly 2.5 to 3 courses of limestone blocks) from a height of around 1.8m without having obtained either Planning Approval or a Building Permit. The City's records contain no mention of an extension to the retaining wall height and the owners of No. 44 and 46 Fairbairn have not been able to supply any plans or documents demonstrating approval for the additional height of the retaining wall.

Building Permit BA94/1033 contains the approval for the construction of the original subdivisional retaining wall. All building licences for the dwellings along the affected section of wall depict levels consistent with the original approved wall construction heights. No information has been provided as to when and by whom the retaining wall height was increased.

The owners of 44 and 46 Fairbairn in whose land the wall sits were issued Directions Notices on (3 January 2013) by the City's Manager, Building Services. The Directions require the owners to obtain the necessary approvals and reconstruct the wall within 60 days of the notice. To this end applications have been submitted by the owners of No. 44 and 46 Fairbairn for approval to reconstruct the wall to its pre-collapse height. Both owners have engaged the same engineering firm to undertake the works.

At this time sections of the wall are currently braced to prevent further collapse, however this is a very short term measure and remedial action on the wall must be taken as soon as possible.

### **Submission**

The adjoining rear neighbours (No. 16 and 18 Carrello Cir) were visited on site directly, shown the proposed plans and invited to make written comment on the proposal. The submissions are attached.

Both affected neighbours have supported the application while citing concerns about the ongoing safety of the remaining sections of damaged wall and the risk of further collapse.

In particular the owner of No. 16 Carrello has raised the following points:

- *Option 2 (2A & 2B) Design will not be technically possible although we would strongly object this option due to the remaining section of the wall is leaning significantly to our back garden.*
- *The wall height for 46 is 3.1 meters according to the design drawings, but the drawing does not give a datum. We are unsure the relative height from my ground level. So we would like the owner to ensure the top of their wall will not to exceed the top of the wall of 44 Fairbairn Road.*
- *We request the two owners of the wall to coordinate and ensure that the limestone blocks appearance at our side of the wall to match and achieve nice visual effect.*



In response to the above points the construction methodology will be to the City's satisfaction via the Building Services Department taking into account the views of the affected neighbours. In this regard the construction of the wall

The final wall height will need to be established by provision of a detailed feature survey of the wall and ground levels and detailed plans being submitted to the City's satisfaction demonstrating exact top and bottom wall heights along the length of the wall. The survey is also to demonstrate the extent to which the remaining sections of the wall now protrude into the neighbouring properties.

The finish of the wall is to be to the satisfaction of the City taking into account the views of the adjoining land owners. In this regard the use of natural cut limestone blocks will be required for the face of the wall.

## **Report**

While this proposal for the extension of the wall height has been supported by the comments of the adjoining landowners, the reconstruction of the wall at No. 44 Fairbairn is intrinsically linked to the reconstruction of the portion of the wall at the rear of No. 46 Fairbairn. The works to the wall on No.46 Fairbairn are subject of a separate application and report to Council.

As there are two separate properties each with their own sections of the wall, these matters must be determined separately. However, it is considered that any decisions ought to be consistent in order to facilitate remediation of the wall and making safe of the properties involved.

At the time of land subdivision the original height of the wall at the rear of No. 44 Fairbairn was up to 1.8m

At the time of the collapse the height of the wall where it abuts the rear of 16 Carrello was up to 2.8m.

At the time of the collapse the height of the wall where it abuts the rear of 18 Carrello was up to 2.1m.

Due to the slope of the land the height of the original subdivisional retaining wall was stepped between No. 44 and 46 Fairbairn with No.46 having originally been lower than No. 44 Fairbairn. With the modifications the height of the wall to No. 46 has been increased to the same level as No. 44 Fairbairn. However the wall to No. 46 is subject of a separate application.

In considering the application, noting the supporting comments; the fact that the modified wall height had been in place for some 15 years

(notwithstanding it's collapse); and the fact that retaining walls of this height of are not uncommon in Coogee (due to the undulating topography of the area), it is recommended that that the extension of the wall height be approved retrospectively as proposed subject to conditions addressing the construction option, finish and height of the wall.

### **Strategic Plan/Policy Implications**

N/A

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

The proposed development was advertised for comment to the adjoining rear neighbours. The submissions are attached.

### **Attachment(s)**

1. Proposed Plans
2. Location Plan
3. Submissions Received
4. Photographs of the rear of No. 44 Fairbairn Rd

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the February 2013 Council Meeting.

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

Nil.

**14.10 (OCM 14/02/2013) - RETROSPECTIVE APPLICATION FOR ADDITIONS TO RETAINING WALL HEIGHT: (LOT 61) NO. 46 FAIRBAIRN ROAD COOGEE - OWNER: M & B BAVCEVIC (3317635) (G BOWERING) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) grant retrospective planning approval for additions to a retaining wall subject to the following conditions:
  1. Prior to commencement of construction a detailed feature survey of the retaining wall undertaken by a licensed surveyor shall be provided to the City along with detailed plans depicting the top and bottom wall heights, surrounding ground level heights and the extent of any protrusion of the wall beyond the lot boundaries to the satisfaction of the City.
  2. The finish of the retaining wall shall be to the satisfaction of the City. In this regard the use of reconstituted blocks for the face wall is not permitted. Natural cut limestone blocks matching the specifications of the existing limestone face blocks are to be used for the reconstruction of the wall face.
  3. The retaining wall shall not project beyond the lot boundaries as indicated on the approved plans. Where the remaining sections of wall may be leaning into an adjoining site any such lean in the wall is to be corrected through the reconstruction process. The survey required by condition (1) shall be used to demonstrate where correction in the lean of the wall is required.
  4. The top of wall height shall be co-ordinated with the top of wall height at No. 44 Fairbairn. In this respect no additional height of the wall is permitted by this approval.
- (2) advise those who made a submission on the proposal of the Council's decision.

**COUNCIL DECISION**

## Background

On 23 December at around 9:15pm a subdivisional retaining wall at the rear of No. 44 and 46 Fairbairn St Coogee failed and collapsed affecting the rear of No's 14, 16 and 18 Carrello Circuit, Coogee.

The retaining wall was originally built as part of subdivisional works in the mid 90's. Housing construction shortly followed with No.14 Carrello Cir being the first of the 5 affected properties to commence construction, while No. 18 Carrello Cir was the last to commence construction in 1999. A fibreglass swimming pool was added to No. 44 Fairbairn in 2001 and is immediately adjacent the collapsed section of wall. The pool has since been mostly emptied.

The City's investigations of the wall and its collapse identified that the wall at the rear of 46 Fairbairn appears to have been extended in height by up to 1.2m (roughly 3 courses of limestone blocks) from a height of around 2.1m without having obtained either Planning Approval or a Building Permit. The City's records contain no mention of an extension to the retaining wall height and the owners of No. 44 and 46 Fairbairn have not been able to supply any plans or documents demonstrating approval for the additional height of the retaining wall.

Building Permit BA94/1033 contains the approval for the construction of the original subdivisional retaining wall. All building licences for the dwellings along the affected section of wall depict levels consistent with the original approved wall construction heights. No information has been provided as to when and by whom the retaining wall height was increased.

The owners of 44 and 46 Fairbairn in whose land the wall sits were issued Directions Notices on (3 January 2013) by the City's Manager, Building Services. The Directions require the owners to obtain the necessary approvals and reconstruct the wall within 60 days of the notice. To this end applications have been submitted by the owners of No. 44 and 46 Fairbairn for approval to reconstruct the wall to its pre-collapse height. Both owners have engaged the same engineering firm to undertake the works.

At this time sections of the wall are currently braced to prevent further collapse; however, this is a very short term measure and remedial action on the wall must be taken as soon as possible.

## Submission

The adjoining rear neighbours (No. 14 and 16 Carrello Cir) were visited on site directly, shown the proposed plans and invited to make written comment on the proposal. The submissions are attached.

### Submission from 14 Carrello

The owners of No. 14 Carrello have objected to the proposed additional wall height for the following reasons:

- *"The shadow, which a wall that height topped with a standard boundary fence of a further 1.8 metres casts over the area which surrounds our pool on the northern aspect, can be significant.*
- *Furthermore given the questionable history of the wall we wish to lodge an objection to the wall exceeding its original height at development. This would then ensure it would be restored back to what we have been informed by council is its original height at development. The inability for anyone to definitively inform us how the wall came to be over 3 metres is perplexing and frustrating.*
- *For our peace of mind it would be preferable to have a 1.8m limestone wall so that if there were another catastrophic event it would have less impact on our property in the case of another collapse. It also concerns us that a wall exceeding 1.8 m would be linked to the wall that didn't fall and may put pressure on the entire height of the remaining wall."*

In response to the above points, the height of the wall and fence nears 5m and is on the north side of the property. The shadow cast by the combination of a +3m wall and 1.8m fence is compliant with the R-Codes as the relevant section is 8.5m long whereas there is a further 10.5m of wall the same height at the rear of No. 48 Fairbairn also overshadowing the site.

However even with the proposed and existing walls in combination the entire length of wall (including fence) does not exceed the R-Codes overshadowing provisions which allows 25% of a site to be overshadowed where overshadowing is approximately 21% of the site. The main outdoor living area is beneath a covered patio on the far side of the pool from the wall and is not overshadowed at 12 noon on 21 July (winter solstice) when assessed as per the R-Codes.

The second point raised above is noted. The City has no records of any approvals for the wall being constructed higher than the original

subdivisional works approvals. At this point the City can only speculate as to how the wall heights were extended.

The third point raised may be addressed through the reconstruction of the wall to the required engineering standards. It appears that the extensions to the wall height were not undertaken in a manner consistent with building and engineering standards for such structures. However, reconstruction of the wall will be required to be certified by structural engineers and meet or exceed building code standards. Such works would then be subject to a builders warranty and insurances and the like.

#### Submission from 16 Carrello

The owner of No. 16 Carrello has supported the application while citing concerns about the ongoing safety of the remaining sections of damaged wall and the risk of further collapse.

In particular, the owner of No. 16 Carrello has raised the following points:

- *Option 2 (2A & 2B) Design will not be technically possible although we would strongly object this option due to the remaining section of the wall is leaning significantly to our back garden.*
- *The wall height for 46 is 3.1 meters according to the design drawings, but the drawing does not give a datum. We are unsure the relative height from my ground level. So we would like the owner to ensure the top of their wall will not to exceed the top of the wall of 44 Fairbairn Road. ...*
- *We request the two owners of the wall to coordinate and ensure that the limestone blocks appearance at our side of the wall to match and achieve nice visual effect.*

In response to the above points the construction methodology will be to the City's satisfaction via the Building Services Department taking into account the views of the affected neighbours. In this regard the construction of the wall

The final wall height will need to be established by provision of a detailed feature survey of the wall and ground levels and detailed plans being submitted to the City's satisfaction demonstrating exact top and bottom wall heights along the length of the wall. The survey is also to demonstrate the extent to which the remaining sections of the wall now protrude into the neighbouring properties.

The finish of the wall is to be to the satisfaction of the City taking into account the views of the adjoining land owners. In this regard the use of natural cut limestone blocks will be required for the face of the wall.

## Report

While this proposal for the extension of the wall height has been supported by one of the adjoining landowners and objected to by the other, the reconstruction of the wall at No. 46 Fairbairn is intrinsically linked to the reconstruction of the portion of the wall at the rear of No. 44 Fairbairn. The works to the wall on No.44 Fairbairn are subject of a separate application and report to Council.

As there are two separate properties each with their own sections of the wall, these matters must be determined separately. However it is considered that any decisions ought to be consistent in order to facilitate remediation of the wall and making safe of the properties involved.

At the time of land subdivision the original height of the wall at the rear of No. 46 Fairbairn was up to 1.5m

At the time of the collapse the height of the wall where it abuts the rear of 14 Carrello was up to 3.1m.

At the time of the collapse the height of the wall where it abuts the rear of 16 Carrello was over 2m.

Due to the slope of the land the height of the original subdivisional retaining wall was stepped between No. 44 and 46 Fairbairn with No.46 having originally been lower than No. 44 Fairbairn. With the modifications the height of the wall to No. 46 has been increased to the same level as No. 44 Fairbairn. As per the comments from No. 16 Carrello the wall to No.46 is not to exceed the height of No. 44 Fairbairn and be consistent with the modified height of the wall (no additional height permitted)

In considering the application, noting the comments received; the fact that the modified wall height had been in place for some 15 years (notwithstanding it's collapse); and the fact that retaining walls of this height of are not uncommon in Coogee (due to the undulating topography of the area), it is recommended that the extension of the wall height be approved retrospectively as proposed subject to conditions addressing the construction option, finish and height of the wall.

**Strategic Plan/Policy Implications**

N/A

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

The proposed development was advertised for comment to the adjoining rear neighbours. The submissions are attached.

**Attachment(s)**

1. Proposed Plans
2. Location Plan
3. Submissions Received
4. Photographs of the rear of No. 44 Fairbairn Road

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

**15. FINANCE AND CORPORATE SERVICES DIVISION ISSUES**

**15.1 (OCM 14/02/2013) - LIST OF CREDITORS PAID - NOVEMBER AND DECEMBER 2012 (FS/L/001) (N MAURICIO) (ATTACH)**

**RECOMMENDATION**

That Council adopt the List of Creditors Paid for November and December 2012 respectively, as attached to the Agenda.



<b>COUNCIL DECISION</b>
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### **Background**

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

### **Submission**

N/A

### **Report**

The List of Accounts for November and December 2012 respectively is attached to the Agenda for consideration. The list contains details of payments made by the City in relation to goods and services received by the City

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

1. List of Creditors Paid – November 2012.
2. List of Creditors Paid – December 2012.

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

N/A

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

Nil.

**15.2 (OCM 14/02/2013) - STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - NOVEMBER AND DECEMBER 2012 (FS/S/001) (N MAURICIO) (ATTACH)**

**RECOMMENDATION**

That Council adopt the Statement of Financial Activity and associated reports for November and December 2012 respectively, as attached to the Agenda.

**COUNCIL DECISION**

**Background**

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

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

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

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

Given no Council meeting was held in January, both November and December Statements are required to be submitted to this meeting.

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

Financial Management Regulation 34(5) requires Council to annually set a materiality threshold for the purpose of disclosing budget variance details. To this end, Council has adopted a materiality threshold variance of \$100,000 for the 2012/13 financial year.

### **Submission**

N/A

### **Report**

This report only addresses the December financial results, given its greater currency and relevance.

### Closing Funds

The City's closing municipal position of \$58.9M was \$2.7M higher than the revised YTD budget target of \$46.1M at the end of December. This represents a favourable position overall, although there are numerous factors that impact this as detailed further in this report.

The revised budget for the end of year closing position currently shows a \$134k surplus. This will fluctuate throughout the year as it is impacted upon by various Council decisions and minor system adjustments and corrections. Details on the composition of the budgeted closing position are outlined in Note 3 to the financial report.

### Operating Revenue

YTD operating revenue of \$96.1M is tracking ahead of budget by \$5.0M. The key contributor to this result is \$3.7M of additional revenue from Waste Services fees and charges, comprised of \$3.2M in commercial landfill fees and an extra \$0.5M from rated rubbish charges.

Human Services grant funding is also \$0.6M ahead of the YTD budget mainly due to timing issues. Client fees for the out of school care programs are down \$115k due to the closure of the Harvest Lakes and Atwell services in July last year.

Revenue generated from rates interest, administration fees and interim rating has collectively exceeded YTD budget by \$0.5M. Underground power service charges raised to date are also \$0.19M over the full year budget which reduces the amount of loan funding needed to complete the project. Interest earnings on Council's investments have been impacted by falling interest rates and are currently \$0.13M behind budget. This has been addressed in the mid-year budget review. In the Planning and Development Division, building approval fees are \$0.15M ahead of the YTD budget whilst administration fees for administering the developer contribution schemes are yet to be accounted for, causing an unfavourable variance of \$0.18M.

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

### Operating Expenditure

Overall operating expenditure of \$52.1M (including depreciation) is tracking slightly under budget by \$2.8M at the end of December.

Community Services is collectively \$0.52M under budget comprising favourable variances in Law and Public Safety (\$178k), SLLC (\$177k) and Council's donation program (\$121k).

Parks and Environment Services are showing an overall net underspend of \$0.93M with Parks Maintenance contributing \$0.48M of the variance and Environmental Management \$0.47M.

In Engineering street lighting costs are currently \$0.28M behind budget, partly due to a lag in billing and the number of lights billed being somewhat less than forecast in the budget. This budget has been revised in the mid-year review.

Infrastructure Services also contribute a favourable variance of \$0.15M mainly due to a lag in billing of power for the City's properties.

Waste Services is over budget by \$1.1M. However, this mostly comprises additional landfill levy accrued of \$1.3M that the City may be liable for in the future.

Depreciation is tracking \$0.77M below budget mainly due to useful life revisions for roads and drainage made in the last revaluation exercise conducted at 30 June 2012. This has been addressed in the mid-year budget review.

Details of material variances by business unit are disclosed in the agenda attachment.

The following table shows operating expenditure budgetary performance at a nature and type level:

Nature or Type Classification	Actual	YTD Amended Budget	Variance to Budget
	\$	\$	%
Employee Costs	\$18.6M	\$19.1M	2.6%
Materials and Contracts	\$16.2M	\$17.9M	9.5%
Utilities	\$1.7M	\$2.3M	26.1%
Insurances	\$1.81M	\$1.85M	2.2%
Other Expenses	\$5.2M	\$4.1M	-26.8%
Depreciation (non cash)	\$10.3M	\$11.1M	7.2%

Other expenses are impacted by the additional accrual of landfill levy as referred to previously.

### Capital Expenditure

The City's capital budget has incurred expenditure of \$23.8M versus the YTD budget of \$35.5M, resulting in an YTD variance of \$11.8M.

Building works in progress contribute \$8.9M of this amount (\$8.4M represents the integrated health facilities project alone), computer infrastructure and software projects contribute another \$1.1M, and land development projects add another \$0.97M.

The Engineering Division revised their capital budget cashflows in November and this has improved their overall budget delivery performance particularly for roads infrastructure.

The significant project spending variances are disclosed in the attached CW Variance analysis report.

### Capital Funding

Settlement of land sales is \$13.0M behind budget targets, comprising the sale of lot 9001 Ivankovich Ave (\$11.9M balance owing) Grandpre Crescent development (\$1.0M balance still to settle) and subdivision of Lot 702 Bellier Place and Lot 65 Erpingham Road (\$1.0M). Partially off-setting these, is the unbudgeted sale of lot 331 Boswell Place to the Education Department for \$1.6M. This has been included in the mid-year budget review.

Proceeds from plant and vehicle sales are \$0.4M behind the YTD budget due mainly to timing issues.

Grants and developer contributions were collectively \$2.8M behind YTD targets. These are however subject to the respective projects

capital spending and formal claims processes and will be achieved in due course.

Loan funds of \$1.0M are still to be raised for the Emergency Services building project, but will be done so shortly after assessing lending rates following the Reserve Bank's monetary policy decision at its February meeting.

Transfers from and to Reserves are \$13.2M and \$13.0M behind budget respectively. However, these are highly correlated to capital spending and capital income from land sales.

### Cash & Investments

Council's cash and current/non-current investment holding reduced to \$103.3M from \$108.8M the previous month in line with the City's operating activities.

\$51.0M of this holding represents the City's cash backed reserves with another \$5.2M representing funds held for other restricted purposes (such as bonds, restricted grants and capital infrastructure contributions). The remainder of \$47.1M represents the cash and investment components of the City's working capital, required to fund ongoing operations and the capital program.

The City's investment portfolio made a weighted annualised return of 5.16% for the month of December, unchanged from the previous month. The benchmark BBSW performance for the corresponding period was 3.44%.

The majority of investments are held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian banks. These are predominantly invested for terms between three and six months, as this is where the main value lies within the current yield curve and also minimises cash flow liquidity risks.

Whilst the Reserve Bank has progressively reduced interest rates over the past several months by 100 basis points, the City's investment strategy of rolling over TD's for up to six month terms has somewhat buffered the City's investment performance from a significant downturn.

However, given the extent of the past rate cuts and the potential for more in the near future, the budget for interest earnings on municipal funds have been revised downwards by \$0.5M in the mid-year budget review. Interest earnings on reserve funds however, are expected to meet budget given their YTD performance. This has been aided by the delayed capital spending on the integrated health facilities and the generally longer investment terms locking in past higher rates of return.

## Description of Graphs and Charts

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

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

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

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

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

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

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

### **Budget/Financial Implications**

Material variances identified of a permanent nature (ie. not due to timing issues) may impact on Council's final budget position (depending upon the nature of the item) and may need to be addressed at the mid-year budget review.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Attachment(s)**

1. Statement of Financial Activity and associated reports – November 2012.
2. Statement of Financial Activity and associated reports – December 2012.

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

N/A

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

Nil.

**15.3 (OCM 14/02/2013) - REGIONAL AQUATIC AND RECREATION COMMUNITY FACILITY (RARCF) - BUSINESS PLAN (CR/M/117) (S DOWNING) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) advertise the Business Plan for the Regional Aquatic and Recreation Community Facility in partnership with the Fremantle Football Club Limited and Curtin University in accordance with section 3.59 (4) of the Local Government Act 1995; and
- (2) call for public submissions from interested parties on the Business Plan; and prepare a report on public submissions on the Business Plan to be presented to the May 2013 Ordinary Council Meeting.

**COUNCIL DECISION**



## Background

The Business Plan has been prepared for Council as directed in a resolution of the Special Council Meeting held on 5 December 2012:

- (1) *accept the Heads of Agreement between the City of Cockburn and the Fremantle Football Club subject to amendments as agreed by Council behind closed doors; and*
- (2) *utilise the information contained in the Agreement as the basis for the preparation of a Business Plan, pursuant to Section 3.59 of the Local Government Act, 1995 to be presented to Council for consideration in February 2013.*

Pursuant to the Local Government Act, the City is required to prepare a Business Plan to ensure that Council has taken a long term planned approach to the proposed development of the Integrated Regional Aquatic and Recreation Community Facility in terms of the capital and recurrent costs of the proposed facility and having regard to the intrinsic value of the asset to the community.

Council's adopted *Plan for the District 2006 - 2016* identified the requirement for a new aquatic and recreation facility to replace South Lake Leisure Centre. The location of the new facility has been planned to be within the Cockburn Central West (CCW) precinct as this would assist in the creation of a major development hub centrally located within the City.

The Fremantle Football Club (FFC), as part of a due diligence process to investigate alternative to a Fremantle Oval redevelopment, identified the Cockburn Central West site as an option. The Club entered discussions with the City to investigate the opportunity to integrate the Club's future facilities into the City's proposed aquatic and recreation facility at CCW. A Memorandum of Understanding (MoU) was signed between the City, the FFC and the University of Notre Dame (UND) to explore the option of developing an integrated recreation, elite sport and education precinct on the site. The UND has since withdrawn its interest in proceeding with a joint development on the site. Since the withdrawal of the UND, the City has subsequently signed a MoU with Curtin University to have a presence on the site.

The City has prepared a concept design for the aquatic and recreation component of the facility based on extensive community and stakeholder consultation with this concept being endorsed by the Council as the 'base build' design at the Special Council Meeting held on 20 September, 2012.

In addition to the adoption of the 'base build' as part of the City's requirements, Council resolved to;

"continue discussions and planning for the project under the Integrated Concept; combining the new Regional Aquatic and Recreation Community Facility, the Fremantle Football Club's Elite Athlete and Administration Centre and a component for a Tertiary Education Institute on the basis that each party will be responsible for its capital and operating costs for inclusion in a Heads of Agreement for consideration by Council."

In accordance with this resolution, the City and the FFC have worked together to develop concept plans and a cost estimate for an integrated facility proposed at the Cockburn Central West site. Cox Howlett and Bailey Woodland were commissioned by both parties to prepare a master plan report and concept designs for an integrated facility. The concept includes the City's 'base build' requirements for an aquatic and recreation facility as option 1 and the inclusion of the FFC's training and administration facilities, space for a tertiary education institute and a potential function centre as option 2. The concept designs and report acknowledges the characteristics of the CCW site, draft structure plan and background studies that have been completed to date. The report outlines the key relationships between the major components of the proposed site development and how they will meet community expectations.

Development of an integrated facility of this nature would allow the City to submit a much stronger case for Federal and State Government funding that otherwise may not be substantiated if presented as a stand-alone facility. The innovation of a combination of community, elite sports and education requirements coming together places any submission for funding in a strong position, when compared to other stand-alone facilities seeking funding from the same pool.

To cement this position, the City and FFC formalised their partnership, signing a Heads of Agreement on 21 December 2012. A copy of the HOA is not publically available as it is commercial-in-confidence.

The existing recreation and aquatic facility at South Lake is now twenty one years old, having opened in 1992. The facility was constructed on land owned by the Education Department and is now at the end of its economic life without substantial funds being expended to refurbish and re-build the entire complex. Although the possibility that the facility could be re-built, the significant hurdle facing the City is the site is too small to expand the facility to include more pools, sports stadiums and other facilities identified in the public consultation process. On that basis a different site was located during the planning phase that is more centrally located.

The City has undertaken a number of public consultation programs to seek comment from the community and in particular comment and input from local and state sporting organisations. Their support for this project has been overwhelming. The City has received a number of letters of support to date from clubs, state sporting associations and politicians as identified below.

## **Submission**

N/A

## **Report**

The proposed development of the Facility at Cockburn Central West is a partnership between the City of Cockburn, Fremantle Football Club and Curtin University. The project once completed would deliver state-of-the-art aquatic, recreation, education and elite training facilities to the region, servicing a catchment population area of over 200,000 people. The broad scope of the project will deliver three pools, six court stadium, hydrotherapy pool and recovery area, gym and group fitness, retail and café, ovals, crèche, allied health and receptions plus FFC elite training and administration facilities and education facilities for Curtin University.

The overall capital cost of the facility has been estimated at \$107M excluding any capital requirements from Curtin University. A principle of the integrated development is that each party will be responsible to fund its own facilities and not subsidise the other party. Notwithstanding this, an integrated approach means the project has much stronger funding opportunities through State and Federal grants. The partners will be seeking to source 30% of funding from State and Federal grants with applications already being presented and reviewed by government.

The Business Plan for the proposed integrated facility examines and tests a number income and expenditure scenarios and provides realistic assumptions on the performance of the facility from a whole of a life cycle perspective. The business plan will outline the proposed project management model and facility management structure required to deliver the project along with a risk assessment. One of the key aims financially is to ensure the subsidy for the proposed facility is similar to that already applied to the South Lakes Leisure Centre and therefore a number of strategies have been explored to achieve this.

Section 3.59 of the Local Government Act (a copy of the section is included in Appendix 1) refers to the preparation of Business Plan for a Major Trading Undertaking or Major Land Transaction. As the trading undertaking associated with the construction of the Cockburn Central West facility will exceed the prescribed limits imposed by Regulation 7

and 9 of the Local Government (Functions and General) Regulations 1996, (a copy of the regulations is included in Appendix 1) it is required of Council to prepare a Business Plan.

### *Business Plan Objectives*

1. Provide the Community and Stakeholders with an overview of the proposed project being undertaken by the City of Cockburn
2. Demonstrate Council's ability to deliver the project and maintain a financially sustainable on the capital and recurrent fiscal account
3. Demonstrate Council's compliance with Section 3.59(3) of the Local Government Act 1995.
4. Provide the opportunity for public comment on the proposed project and Business Plan

Once the Council has considered the Business Plan, the Council is required to advertise the Business Plan, calling for submissions. If any submissions are received, the local government is to consider any submissions made and may or may not decide to proceed with the undertaking or transaction as proposed. For the proposal to proceed in accordance with the Business Plan an absolute majority vote of Council is required

### *Project Objectives for the Regional Aquatic and Recreation Community Facility (RARCF)*

1. To deliver a state of the art aquatic and recreation facility to meet the current and future needs of the City of Cockburn community and the broader region
2. To work in partnership with the Fremantle Football Club and Curtin University to develop an integrated facility
3. To work in partnership with the Fremantle Football Club to strengthen the opportunity in seeking State and Federal Government funding and to ;
4. Provide a facility that is long term financially sustainable for the City to manage.

The attached Business Plan is split into nine sections as follows:

1. Background
2. Building the RARCF – land and building issues around the construction of RARCF
3. Funding the RARCF – How the City will fund the construction of the RARCF
4. Operating the RARCF – How the City will operate the RARCF with assumptions
5. Impact on City of Cockburn and other Capital Projects
6. Risk Management Issues – How the City will manage the identified risk issues

7. Residual Issues – What to do with the current facility at South Lakes
8. Conclusions
9. Public Comments on the Business Plan

## **Strategic Plan/Policy Implications**

### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.
- Partnerships that help provide community infrastructure.

### **Community & Lifestyle**

- People of all ages and abilities to have equal access to our facilities and services in our communities.
- Promotion of active and healthy communities.

### **A Prosperous City**

- Sustainable development that ensures Cockburn Central becomes a Strategic Regional Centre.
- A range of leading educational facilities and opportunities.

### **Environment & Sustainability**

- A community that uses resources in a sustainable manner.

## **Budget/Financial Implications**

A detailed report on the funding and construction of the Regional Aquatic and Recreation Community Facility is included in the Business Plan attached to this report.

## **Legal Implications**

Local Government Act 1995, Section 3.59 – Commercial Enterprises by local governments and Local Government (Functions and General) Regulations 1996, Part 3 – Commercial Enterprises by local governments (s. 3.59).

## **Community Consultation**

The Business Plan is to advertise in the West Australian newspaper, the Cockburn Gazette, the Cockburn Herald, placed on the Council's website (highlighted on the front page), and placed in the Council's three libraries and a notice on the public notice board of Council. The

Council will call for public submissions and will provide a minimum six week comment period.

**Attachment(s)**

Business Plan –Regional Aquatic and Recreation Community Facility in partnership with the Fremantle Football Club Limited and Curtin University.

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

N/A

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

Nil.

**15.4 (OCM 14/02/2013) - REVIEW OF BUSINESS PLAN 2012/13 AND MIDYEAR BUDGET REVIEW (IM/B/006; IM/B/007) (S DOWNING) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) receive the Business Plan Review for 2012/13; and
- (2) amend the Municipal Budget for 2012/13 as set out in the Schedule of Budget amendments, as attached to the Agenda.

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

**COUNCIL DECISION**

## Background

Section 33A (1) of the Local Government (Financial Management) Regulations 1996 requires Council to review its annual budget between 1 January and 31 March in each year.

Council adopted its annual Business Plan at the Ordinary Council Meeting in June 2012. In accordance with Policy SC34 *Budget Management*, a formal report on the progress of the Plan is to be presented at the February 2013 Ordinary Council Meeting.

## Submission

N/A

## Report

### *Business Plan Review 2012/13*

The attached Business Plan Review outlines the progress made in achieving Council's business activity plan and program budgets for the FY 2012/13. The review identifies that the operational income and expenditure forecasts are running close to expectations. There has also been considerable progress in achieving the program objectives of each of the City's Business Units.

The capital works program is progressing, but with year-to-date expenditure being behind projections on a cash basis but in line on a cash and commitment basis. The majority of capital works, around 85%, will still be delivered as per the Budget. Further details on the Business Plan are available in the attachment.

### *Mid-Year Budget Review*

A detailed schedule on the review of the Municipal Budget for the period 1 July 2012 to 31 December 2012 is attached to the Agenda. The report sets out details of all proposed changes recommended by City Officers and a brief explanation as to why the changes are required. All forecasts are post allocation of ABC cost charges or income recoveries. A list of significant revenue and expenditure items are noted below with a detailed budget reference linking to the attached schedules.

### *Rating Income*

The City has achieved the interim rates budget of \$1.1m or 2% in the first six months. There is now additional income from interim rating for this budget review. The City is still benefiting from growth in commercial and industrial land and associated developments. What

has been slow in the first half of the financial year are housing starts and limited land releases for residential housing. There has been new subdivision work in the commercial and industrial parts of the Cockburn Commercial Park as well as Phoenix Business Park and more completed developments at Jandakot City. The estimate for additional rating income is \$400,000.

### *Interest Income*

Interest rates on deposit funds with major financial institutions have been significantly reduced over the last six months as the RBA has lowered the cash rate. Rather than an average 5% to 5.5% for City surplus funds, the City is now receiving 4% to 4.5%. This has had a negative effect of the municipal interest income budget of \$499,000 for the remaining financial year. The impact might be even worse if the RBA continues to lower the cash rate. The budget for the Reserves remains unchanged as the actual cash holding is higher than budgeted, partially offsetting the lowering of the cash rate.

### *Waste Related Income*

Overall Landfill income will increase by an estimated \$1.7M. The majority of this will be from Gate Fees arising from stronger activity in the commercial disposal sector. This but will be offset by an increase in the landfill levy paid to the State Government. The Landfill Levy budget will increase from \$4.5M to \$4.96M for 2012/13. This is due to additional tonnages through the Gate. Sales of iron and non-ferrous metals have been budgeted to decrease by \$300,000 to \$300,000 as the higher prices paid in prior years stalls as the need for recyclables diminishes in the face of a slower global economy.

Overall the landfill is budgeted to produce a surplus for 2012/13 after all expenditure (including landfill levy) and transfers to reserves of \$831,000.

Waste Collection Levy income will be higher by \$712,000 resulting from higher interim rates. This will be offset with an increase of \$243,000 to the Gate Fees imposed by the SMRC for recycling, \$282,000 for higher take up of trailer passes and \$560,000 for more diversions from the SMRC for commercial waste and MSW waste not accepted by the SMRC due to the interim licence conditions imposed by the SMRC and the self-imposed closed down of the WCF facility at the SMRC over the Christmas period. It is noted that the higher tonnages of MSW waste collected as compared with budget may lead to a small deficit on the Waste Collection budget rather than a breakeven position. This budget has a zero impact on the municipal budget as all funds are quarantined within the Waste Reserves.

### Major Expenditure Items



Comments are provided on major items of \$30,000 or over.

### *Information Technology*

Implementation of a range of new servers in the first six months has been leased rather than purchased outright, a saving on the capital account. As such, there is a need to increase the lease operating budget by \$75,000 to cover the lease costs. Leases are for four years with zero residual.

### *South Lake Leisure Centre*

There is a saving of \$60,000 on power consumption costs due to the slower implementation of a sub-metre, which as expected some six months ago. This saving has been offset by higher gas prices and the need for more life guards and temporary staff.

### *Human Services*

A review by senior management of Human Services has found an additional \$75,000 that can be allocated to cover the cost of corporate overheads and administration, reducing the subsidy paid by Council to fund state and federal government funds programs. This subsidise is now \$500,000 per year.

### *Summer Concerts and Events*

Council allocates up to 1% of rates income to fund summer concerts and the summer of fun. In the adopted budget this was trimmed by \$43,000. After the concert series was reviewed, it was believed that this funding was required to effectively present the community with this year's series of events. The funds have come from municipal funds.

### *Statutory Planning*

An increase of \$99,000 is proposed as an outcome of court imposed fines. This is offset by an increase in legal expenses of \$50,000 arising from prosecutions and SAT hearings on range of planning matters.

### *Strategic Planning*

An increase in fees for structure plans of \$90,000 arising from the Cockburn Coast structure plan being released early.

### *Building Services*

Due to the increased activity in the building Services area, a further \$0.25M in building licence income is added to the revenue budget. A substantial portion of the additional income is to be absorbed in more temporary staff to meet the larger number of building licence applications received and the shortage of building surveyors.

### *Land Administration*

The City sold a block of land, approved by Council but un-budgeted for in the 2012/13 Adopted Budget. The land in Boswell Place Yangebup was sold to the Education Department for \$1.6M at their request. The second budget adjustment is for the land in Grandpre Hamilton Hill. The development yielded \$0.62M more than originally budgeted. All funds are transferred to the Land Development Reserve as required by Policy.

### *Park Construction and Maintenance*

A series of minor budget changes to the Parks capital budget are being sought. The two major ones are for changes to the Powell Reserve irrigation project which incurred waste charges of \$75,000 associated with removal of fill, this was not budgeted. The second one is the McTaggart Park shelters project. The cost was \$45,000 more than budgeted. The assessment of the facility was that it had to be replaced in its entirety rather than in part as originally budgeted. This was offset with a reduction of \$70,000 in the Trails Master Plan cost.

### *Roads Construction and Maintenance*

There was a series of small budget adjustments in this Capital Works budget all but one less than \$30,000 and that was a drainage project that did not proceed for \$35,000.

### *Summary of Capital Expenditure to 31 December 2011*

<b>Program</b>	<b>Full Year Budget</b>	<b>YTD Spend &amp; Commitment</b>	<b>%</b>	<b>Full Year Estimate</b>	
Fleet	\$5.64M	\$2.64M	47%	\$5.64m	100%
Facilities	\$7.53M	2.40M	32%	\$6.00M	80%
Crossovers	\$0.14M	0.03M	22%	\$0.14M	46%
Drainage	\$1.01M	0.43M	37%	\$0.85M	84%
Sumps	\$0.52M	0.15M	29%	\$0.40M	77%
Roads Building	\$11.30M	4.23M	37%	\$10.0M	88%
Roads Resurfacing	\$1.03M	0.49M	48%	\$1.03M	100%
Traffic management	\$0.33M	0.41M	126%	\$0.41M	110%
Bus Shelters	\$0.14M	0.11M	80%	\$0.14M	100%

<b>Program</b>	<b>Full Year Budget</b>	<b>YTD Spend &amp; Commitment</b>	<b>%</b>	<b>Full Year Estimate</b>	
Bike ways	\$0.13M	0.05M	38%	\$0.52M	400%
Footpath Rehab	\$0.49M	0.15M	31%	\$0.49M	100%
Footpath New	\$0.89M	0.23M	26%	\$0.70M	78%
Environmental	\$0.72M	0.27M	38%	\$0.65M	90%
Parks	\$4.11M	2.29M	56%	\$4.00M	97%
Waste Disposal	\$3.07M	2.76M	90%	\$2.80M	91%
Land					
Administration	\$2.09M	0.50M	24%	\$1.20M	57%
Human Services	\$0.02M	0.01M	43%	\$0.02M	100%
Law and Order	\$1.00M	0.56M	57%	\$0.85M	85%
SLLC	\$0.02M	0.30M	119%	\$0.02M	100%
Culture	\$0.12M	0M	0%	\$0.07M	0%
Recreation	\$0.27M	0.07M	25%	\$0.07M	26%
Libraries	\$0.17M	0M	0%	\$0.10M	0%
IS	\$1.80M	0.65M	36%	\$1.20M	67%
Major Projects	\$34.26M	\$30.55M	89%	\$31.00M	90%
Total Capital Expenditure as at 31 December 2012	\$77.06M	\$49.10M	64%	\$68.30M	88%

### Comment

#### *Plant and Machinery*

The plant and machinery replacement program is expected to be completed in the second half of the financial year.

#### *Buildings and Facilities*

1. GP Super Clinic/Success library and Integrated Health Facility – Under way. Expected to deliver it by the end of November. This will be effectively five months late after allowing for accepted delays.. Budget spend in 2012/13 was \$29.2M, with \$27.2 being spent or committed.
2. Emergency Headquarters – now completed and opened. The project was late but on budget after allowing for minor liquidated damages claimed from the builder and subject to review. A loan of \$1M is still to be sought from WATC as part of the State Government contribution to the project. This will be done in February 2013 after the RBA determination on interest rates.
3. Depot Upgrade – Architects appointed. Final design is being costed and staging of the project is being planned.
4. Coogee Beach Surf Club – Stage Two is almost complete with \$3.2M of the \$5M spent.
5. Golf Course – land use issues now resolved and an environmental report on the land for flora and fauna underway.

#### *Roads*

### MRRG Road Construction:

1. BEELIAR DR [Hammond Rd/Dunraven Rd] - Construct 2nd carriageway Stage 1 - Spent \$0.79m of the total budget of \$2.13M
2. HAMMOND RD [Russell Rd/Bartram Ave] - Construct 2nd carriageway & upgrade verges - Spent \$2.39m of the total budget of \$4.35M
3. Frankland Avenue construction Single carriageway from Roper Boulevard to Russell Road - Spent \$0.02m of the total budget of \$1.4M

### *Resurfacing Program*

This program valued at \$1.03M is continuing and will be completed in 2013.

### *Footpaths and Bike paths*

This program should be completed in the second half of the financial year.

### *Waste Management*

The major project being Cell 7 Construction has now been completed.

### Municipal Budget position as at 31 December 2013

Based on the attached budget amendments, the City's municipal budget position for 2012/13 is projected to 30 June 2013 as follows:

### *Projected Budget Position of 2012/13 and adoption of these recommendations:*

Adopted Closing Municipal Position for 2012/13	882	Surplus
ADD net budget adjustments before statutory budget review	133,793	Reported in monthly Agenda
<b>Closing Municipal Position before mid-year review</b>	<b>134,675</b>	<b>Surplus</b>
<b>Mid-year budget review items:</b>		
Net revenue (external funding)	3,813,489	Increased revenue
T/F from Reserves	780,739	Reduced t/f from Reserves
Net adjustment - capital exp	275,988	Reduced expenditure
Net adjustment - operating exp	-1,036,553	Increased expenditure
T/F to Reserves	-3,790,857	Increased t/f to Reserves
<b>Net mid-year budget review</b>	<b>42,806</b>	<b>Increased Surplus</b>

<b>adjustment</b>		
<b>Closing Municipal Position after mid-year review</b>	<b>177,481</b>	<b>Surplus</b>
Depreciation (non-cash entry)	1,080,000	Reduced expenditure

As per Council Budget Policy any surplus goes to the Community Infrastructure Reserve to fund community infrastructure.

The changes in the revenue budget represent 5.5% as against the original budget whereas expenditure has been amended by only 6.3%.

### **Strategic Plan/Policy Implications**

#### **Infrastructure**

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

#### **Leading & Listening**

- A responsive, accountable and sustainable organisation.
- Manage our financial and infrastructure assets to provide a sustainable future.

### **Budget/Financial Implications**

A number of amendments to the Budget are recommended.

### **Legal Implications**

Section 33A(1) of the Local Government (Financial Management) Regulations 1996 requires Council to review its annual budget between 1 January and 31 March in each year.

Section 6.11 of the Local Government Act in reference to the establishment of reserves.

### **Community Consultation**

N/A

### **Attachment(s)**

1. Business Plan Review 2012/13.
2. Schedule of Budget amendments for 2012/13.

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

N/A

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

Nil.

**16. ENGINEERING AND WORKS DIVISION ISSUES**

**16.1 (OCM 14/02/2013) - MAYOR ROAD - TRAFFIC MANAGEMENT OPTION AT INTERSECTION OF MAYOR ROAD AND PEEL ROAD(450015) (J KIURSKI / J MCDONALD) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) supports the installation of a roundabout at the intersection of Mayor Road and Peel Road;
- (2) requires the installation of a crash barrier adjacent to the kerb-line on the north/east corner of the roundabout to provide greater protection from errant vehicles; and
- (3) requires the boundary wall to be increased in height (approximately 2m above verge height) to reduce any noise impact on the adjacent property.

**COUNCIL DECISION**

**Background**

The development of Lot 504 Mayor Road, Coogee was granted planning approval for 54 residential lots, which will cater for 60 dwellings. In order to facilitate safe access to Mayor Road, the City had requested that a roundabout be constructed at the intersection.

The developer, LandCorp, have engaged Croker Construction (WA) Pty Ltd to undertake civil works and construct a roundabout at the intersection of Mayor Road and Peel Road. The proposed work was

scheduled to commence on 07 January 2013 and a notice was sent to residents likely to be impacted by the proposed work.

At the Ordinary Council Meeting on 13 December 2012 Councillor Romano requested a report be prepared for the February 2013 Ordinary Meeting of Council detailing additional options other than a roundabout at the intersection of Mayor and Peel Roads. The report is to include all options that will not impede on pedestrians and/or adjacent homes. Also Councillor Romano requested that no further works be carried out until a report is presented to the Council.

### **Submission**

N/A

### **Report**

The Western Australia Planning Commission issued a planning approval for the development of Lot 504 Mayor Road Coogee on 4 January 2011. The subdivision development application for Lot 504 was approved by the City in April 2012.

The proposed subdivision has been prepared by a project team under the direct control of LandCorp as the major developer. LandCorp's master plan for the development of Lot 504 aligns with the Packham Structure Plan May 1999, which identified a future road connection to Mayor Road at Peel Road. The City had requested that a roundabout be constructed at the intersection to provide safe access as a consequence.

### Current traffic environment

An assessment of the current traffic environment has been completed. The assessment includes a review of available traffic count data, intersection performance, intersection traffic management options and pedestrian access.

A traffic survey conducted on Mayor Road, approximately 125 metres east of Peel Road, in May 2009 recorded an average weekday traffic volume of 3,610 vehicles. The maximum peak hour volume recorded was 470 vehicles in the AM peak hour. A review of that traffic data shows a distinct flow pattern of approximately 2/3 peak hour traffic to the west in the AM peak hour and to the east in the PM peak hour. This pattern is likely to be due to Mayor Road being used as a regional traffic link between Cockburn Road and Stock Road, particularly as Mayor Road provides an extension of the major east-west link provided by Beeliar Drive.

No traffic data is available for Peel Road but using a trip generation rate of 0.8 trips in each peak hour for each of the approximately 50 homes that have vehicle access via this cul-de-sac, 40 vehicle trips/hour will be generated.

The new south road will provide access to a total of 60 homes in the new subdivision which, at the above trip rate, will generate approximately 480 vehicles/day. For the purpose of the intersection analysis it is assumed that all of that traffic will be via the new south road, with no subdivision traffic using the only other vehicle access point via Nawa Rise.

In this case, the type of intersection control is not critical to the level of the intersection performance as the low volumes of traffic using the intersection (up to 550 vehicles in the AM peak hour) will experience minimal delays in both peak hours with the intersection treated as either a roundabout or give-way controlled intersection. However, with the proximity of the school, road configuration and the crest along Mayor Road, an intersection treatment needs to be installed to avoid potential traffic conflict at the intersection.

#### Traffic Treatments Options

The Austroads's Guide to Traffic Management Part 6 summarise the key management considerations in defining the suitability of types of traffic control to different road types. As Mayor Road is a District Distributor B and Peel Street is an Access Road under the road hierarchy classification of roads within the City of Cockburn, a roundabout or Stop/Give-Way control will be the most appropriate treatment for traffic control at this intersection.

##### *Option 1 – Install a roundabout*

The roundabout is a horizontal deflection treatment and is designed to change the horizontal course or path of vehicles. This treatment may achieve significant reduction in traffic speed and conflict.

The advantage of installing a roundabout at the intersection of Mayor Road and Peel Road are:

- Reduction of vehicle conflict points at the intersection.
- Reduced vehicle speed on the approaches to and through the intersection.
- Control of traffic movement; uninterrupted flow of traffic; clarification of road user priority
- An increase in the visibility of the intersection.
- Accident severity for a roundabout is reduced in comparison to a 4 way intersection.



- Improved facilities for pedestrian and cyclists have been incorporated into the design.

The disadvantages of installing a roundabout at the intersection of Mayor Road and Peel Road are:

- Traffic noise may possibly increase due to braking and acceleration (although this is not a factor due to the slow point on Mayor Road).
- The traffic lane will be closer to homes; there will be an increased risk of out of control type crashes due to the curved horizontal geometry.

#### *Option 2- Stop/Give-Way Controlled Intersection*

Stop and give way signage are regulatory signs used to assign priority and facilitate the safe passage of vehicles through an intersection. The regulatory signs require the approval of Main Roads Western Australia.

The line marking and signage in any particular area is determined by MRWA standards and based on a number of factors including the general topography of the location, the urban density and road design.

The advantage of installing a Stop/Give-Way signage at intersection of Mayor Road and Peel Street are:

- No significant change in road alignment which will negate any impact on existing properties.
- Cost effective treatment.
- Maintains permeability (full movement compared to option 3).
- Provides a controlled intersection with appropriate regulatory devices.

The disadvantages of installing a Stop/Give-Way signage at intersection of Mayor Road and Peel Road are:

- There is an increased risk of right angle crashes compared to option 1.
- The severity of crashes can be greater due to the higher prevailing speed through the intersection.
- It only provides a speed reducing benefit when motorists are waiting to turn right, delaying following traffic.
- No safe crossing facility; unless pedestrian crossing and refuge islands are installed

### *Option 3 - Left in/left out Access Restriction*

This traffic management treatment involves the installation of a raised island in Mayor Road which aims to remove right turn and through movement from the side road (Peel Road & the new road).

The advantage of installing a left in/left out access restriction at intersection of Mayor Road and Peel Road are:

- The application of left- in/left-out is appropriate to use when the safety of traffic movements turning right and going through is an issue.
- It results in a reduction in the number of conflict points
- It may reduce the traffic volume.

The disadvantage of installing a Left in/left out access restriction at intersection of Mayor Road and Peel Road are:

- Restriction of access.
- Reduced permeability for the residential precinct.
- Increases the potential for traffic to divert through other streets without the same restriction.
- Increase travel time.

### Summary

After considering the advantages and disadvantages of the options considered, officers believe that the roundabout option represents the safest and most appropriate treatment. It is acknowledged however that this will bring the road alignment closer to existing properties. It is also accepted that there will be an increased potential for a vehicle to become errant on the departure leg (north/east corner) of the roundabout and crash into the boundary wall. The likelihood of this type of crash however is not high and does not compare to the risk of accidents at a stop/give-way controlled intersection (which has a greater probability).

To mitigate any safety concerns officers have reviewed the position of the roundabout. The location of the western power transformer restricts the ability to amend the alignment substantially however officers are still pursuing this with the developers. Other measures to mitigate the impacts on the property on the north/east corner include:

- the installation of a crash barrier adjacent to the kerb-line to provide greater protection from errant vehicles.
- Increasing the boundary wall height (approximately 2m) to reduce any noise impact.

Officers will continue to pursue the best intersection configuration with the developers. It is recommended that Council endorse the installation of a roundabout at the intersection of Mayor Road and Peel Road with the proposed additional safety and noise mitigation treatments.

### **Strategic Plan/Policy Implications**

#### **Growing City**

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Development that is soundly balanced between new and existing areas.

#### **Moving Around**

- An integrated transport system which balances environmental impacts and community needs.
- Facilitate and promote healthy transport opportunities.
- A safe and efficient transport system.
- Infrastructure that supports the uptake of public transport and pedestrian movement.

### **Budget/Financial Implications**

The cost involved will be incurred by the developer.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

1. Location Map
2. Design Plan

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

Those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

### **16.2 (OCM 14/02/2013) - ROCKINGHAM ROAD - INTRODUCTION OF A 40KPH ZONE FROM PHOENIX ROAD TO SPEARWOOD AVENUE (450498) (J KIURSKI) (ATTACH)**

#### **RECOMMENDATION**

That Council receive a further report on the introduction of a 40kph zone on Rockingham Road from Phoenix Road to Spearwood Avenue, Spearwood at the May Ordinary Council Meeting.

#### **COUNCIL DECISION**

### **Background**

At the Ordinary Council Meeting on 13 December 2012 Mayor Howlett requested a report be prepared for the February 2013 Ordinary Meeting of Council on the introduction of a 40kph zone on Rockingham Road from Phoenix Road to Spearwood Avenue, Spearwood.

### **Submission**

N/A

### **Report**

Rockingham Road is classified as a District Distributor A road under the road hierarchy classification of roads within the City of Cockburn. The function of these roads is to collect and distribute traffic within the residential, industrial and commercial areas. They form the link between the primary network and the roads within the local areas and should carry only traffic originating or terminating in the area.

The volume of traffic carried is constrained by environmental objectives as well as safety and traffic noise rather than road geometry, and reflects the limited area that they serve.

Traffic volumes in these streets would be between 10,000 and 20,000 vehicles/day with a recommended operating speed between 60 – 80 km/h.

The control of speed is an important aspect in effective traffic management. Speed zoning is used to vary the speed limit of a road or area from that which would otherwise apply under the general limit applicable to the locality.

Speed limit signs are regulatory signs and therefore the creation, modification, or removal of any speed zones requires the approval of the Commissioner of Main Roads Western Australia. The Commissioner has delegated his authority to the Executive Director Road Network Services and the Executive Director Infrastructure Delivery for approval of speed limits in all areas of Western Australia.

The speed limit in any particular area is determined by engineers and based on a number of factors including the general topography of the location, the urban density and road design.

Applications for general speed zones and/or changes to existing speed zones should be addressed to the Traffic Services Co-ordinator for the Metropolitan Region and the Customer Services Manager in the Regional office.

The applicant should provide the following information:

- Applicants Name, Postal Address, E-mail Address and Telephone Number.
- Road Name and Section (linked to a physical landmark e.g. intersection).
- Outline of reasons for seeking a change to the existing speed limit or speed zone.
- Supporting reasons for a proposed speed limit.

An assessment of the traffic environment is currently being completed. The assessment includes a review of the available traffic count data and traffic crash data for the intersections and the general precinct. This data will need to accompany a request for a reduction in the posted speed limit on this road. MRWA will then conduct a review to ensure that the speed restrictions are appropriate. A letter has been forwarded to MRWA seeking preliminary feedback on the proposal.

Actions outstanding or currently being completed include:

- complete traffic counts for the nominated section of Rockingham Road;
- complete a review of traffic crash data for intersections and section of roads requested;

- liaise with MRWA to review current speed environment and obtain approval for reducing the speed limit on Rockingham Road between Phoenix Road and Spearwood Avenue from 60km/h to 40km/h and
- complete report that addresses a reduction of the speed limit on Rockingham Road between Phoenix Road and Spearwood Avenue from 60km/h to 40km/h.

Officers believe that the remaining actions will take a further 8 weeks to complete and are therefore seeking agreement to present an item to the May OCM for consideration.

### **Strategic Plan/Policy Implications**

#### **A Prosperous City**

- Sustainable development that ensures Cockburn Central becomes a Strategic Regional Centre.

#### **Moving Around**

- Infrastructure that supports the uptake of public transport and pedestrian movement

### **Budget/Financial Implications**

Should MRWA approve the change of posted signage due to the change in the speed limit then the work will be undertaken and funded by MRWA.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

Letter sent to MRWA dated 16 January 2013

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

A subsequent letter will be sent to MRWA advising them that this item will be on the Agenda for 9 May 2013 Council Meeting.

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

Nil.

## 17. COMMUNITY SERVICES DIVISION ISSUES

### 17.1 (OCM 14/02/2013) - STREET ENTERTAINERS - PROPOSED AMENDMENT TO THE CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS 2012 (CC/P/099) (S SEYMOUR-EYLES) (ATTACH)

#### RECOMMENDATION

That Council:

- (1) pursuant to section 3.12 (2) of the Local Government Act, 1995, adopts the proposed amended City of Cockburn (Local Government Act) Amendment local law 2013, as shown in the attachment to the agenda;
- (2) give Statewide public notice stating that:
  1. The City of Cockburn proposes to amend the City of Cockburn (Local Government Act) Local Law, 2012 and that a copy of the proposed local law may be inspected or obtained at any place specified in the notice.
  2. Submissions about the proposed local law may be made to the City before the day specified in the notice, being not less than 6 weeks after the notice is given.
- (3) subject to the proposed amendment being supported by the majority of directly affected respondents, require the inclusion of Procedures and Guidelines in the local law to be presented to Council for consideration of final adoption; and
- (4) provide a copy of the proposed local law and notice to the Minister for Local Government.

#### COUNCIL DECISION

#### Background

The City of Cockburn is working with Landcorp in the area of Cockburn Central to consider cost effective and sustainable ways of activating

the small town square to create a more vibrant atmosphere for the community and visitors, with the aim of encouraging people to the Centre and neighbours.

### **Submission**

N/A

### **Report**

The new Cockburn Central Town Square was completed in January, 2013. Consideration has been given to whether some of the City's existing events (Civic, Summer of Fun) could be re-located to this area. Historically, for Civic events the City's administration building has all the necessary facilities (toilets, kitchen, rooms). For Summer of Fun events, the area is too small and parking is not adequate.

Street entertainers (buskers) are popularly encouraged in Cities throughout the world as a means of activating city/town centres in a cost effective way and as a means of showcasing local talent. Mandurah, Fremantle, Perth and Bunbury are examples of centres that encourage buskers.

The proposed local law amendment has been compiled by referring to the Council local laws for Gosnells, Fremantle, and Mandurah and guidelines, as well as in consideration of the City of Cockburn's own experiences at hosting 'events'.

Purpose: To create more vibrant community spaces within the City of Cockburn.

Effect: To make provision for street entertaining in the City of Cockburn.

This report highlights key aspects of the proposed amendment.

The proposed local law amendment has not specified where people may perform. This will be covered by the permit procedure contained in the local law.

The preparation of this proposal has been prompted by the desire to permit buskers in Cockburn Central Town Square, opposite the entrance to Cockburn Central Train Station. The definition of a street entertainer is someone playing a musical instrument, singing, miming, dancing, giving an acrobatic or aerobic display or entertaining, but does not include public speaking, other than where a special exception is granted by the City.



Rules are outlined in the proposed local law governing what street performers may or may not do, including banning the use animals in any act and the use of foul or abusive language.

### *Topical Considerations*

In 2012, the City of Fremantle had issues with buskers playing directly outside businesses, which objected to this authority.

The wording in this proposed new law states that performers may be asked to cease performing immediately, if they “cause a nuisance or obstruct pedestrian or vehicle traffic and entrances to shops or buildings.” Additionally, as stated, the only spot that will currently be activated is Cockburn Central Town Square. If other areas have the potential to create space for street entertainment in the future, such as Cockburn Coast or Port Coogee, these will be evaluated on their own merits after consultation with businesses and residents.

### *Complaints*

The City’s Contact Centre will be briefed on where to direct any complaints to, as will businesses and residents located around the square. This would be to the City’s Environmental Health Unit (noise) or the police (unsociable behaviour).

### *Additional Information*

A set of guidelines for street entertainers, a booking procedure and permit allocation procedure will be developed if this local law amendment is accepted.

While the proposed local law does make provision to charge for permits, the City may choose not to charge for permits to encourage performers and to minimise administration.

Times and days for performances will be limited initially. Consideration is currently being given to Thursday and Friday 3.30pm-10pm but this may change following consultation with businesses and residents.

The intention is not to pay buskers, but it may be appropriate to pay a nominal fee to performers for non peak times where it is still deemed to be beneficial to have some activity. Fremantle Markets do this. These matters will be managed through the procedures and guidelines which can be adapted as necessary.

The need for public liability insurance and whether the City purchases public liability insurance to cover standard acts will be covered in the procedures and guidelines. Some Councils ask for all performers to provide insurance while others provide cover for them. However, performers proposing to use potentially dangerous materials or implements in their act will be required to demonstrate what

precautions they take to minimise risk before they can be issued with a Busking Permit and they will be asked to provide their own public liability insurance.

### *The Process*

If Council adopts this local law for advertising, the public comment period will be open for six weeks. The item will then be brought back to Council for consideration where all submissions will be tabled. If there are significant changes proposed to the amendments at that time, the item is readvertised for a further six week submission period. The amendment is then gazetted before the local law will come in to effect. The amendment is then reviewed by the Joint Standing Committee on Delegated Legislation.

## **Strategic Plan/Policy Implications**

### **Community & Lifestyle**

- Community environments that are socially cohesive and embrace diversity.

### **Leading & Listening**

- A responsive, accountable and sustainable organisation.

### **A Prosperous City**

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

## **Budget/Financial Implications**

\$5000 is available to amend the local laws, and if necessary, to pay a small fee to selected buskers in non-peak times. These funds are available with current operational budgets.

## **Legal Implications**

Section 3.12 of the Local Government Act refers.

## **Community Consultation**

The proposed amendments will be advertised in the West Australian, Cockburn Gazette; on the City's website; in the City's e-newsletter; and in Cockburn Soundings (subject to timing). Letters will be written to the residents and business around Cockburn Central town square advising of the proposed amendment to local laws and seeking their specific feedback.

**Attachment(s)**

Proposed amended City of Cockburn (Local Government Act) Amendment Local Law 2012.

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

N/A

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

Nil.

**17.2 (OCM 14/02/2013) - LEASE - COCKBURN VOLUNTARY EMERGENCY SERVICES BUILDING - KENT STREET, SPEARWOOD - PORTION LOT 7 - PLAN P1764 (2205545) (R AVARD) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) enter into a peppercorn lease with TS Cockburn Navel Cadets for the Kent Street facility with a sub-leasing arrangement in place with *Friends of the Community* for a period of 5 years;
- (2) advise the TS Cockburn and Friends of the Community that the building will not be available to lease at the end of the 5 year lease period; and
- (3) approve expenditure of \$7,000 to remove all other buildings on the site other than the main building and to carry out any minor alternations/repairs to be funded from the Municipal Operating Budget surplus for 2012/13.

**COUNCIL DECISION**

## Background

The City received a letter on 18 August 2012 from Lieutenant Hickey (ANC), Commanding Officer of Training Ship Cockburn. The letter conveyed the Unit's request to relocate to the SES building in Kent Street, Spearwood and is attached. The Cockburn Voluntary State Emergency Services (SES) Building on Kent St, Spearwood; became vacant due to the recent relocation of the SES to the new Cockburn Central facility.

At the Ordinary Meeting of Council held on 13 September 2012, Council resolved to defer consideration of the leasing of the Kent Street premises and advise the Cockburn TS Navel Cadets that it supports an arrangement which will allow the building to be used by both the TS Cockburn and the Spearwood Girl Guides or similar group.

In accordance with the Council decision a meeting with the Lieutenant of the TS Cockburn and the Group Leader of the Spearwood Girl Guides was arranged followed by a subsequent meeting with a senior commanding officer of the Navel Cadets from Canberra.

At the October 2012 Ordinary Council meeting it was resolved to defer consideration of the leasing of the Kent street premises to a future meeting of council when an agreement on the proposed lease has been achieved and/or when the position of the various interested parties is known.

## Submission

N/A

## Report

Currently the Cockburn Navel Cadets operate from the South Coogee Agricultural Hall on Rockingham Road in Munster which is considered isolated and not safe for the Cadets to travel to and from without supervision. For this reason most cadets travel some distance by private vehicle. Entering and exiting the facility is also a concern for some parents. The Unit's increasing assets have also meant that offsite storage is used to store the Unit's water craft. The Unit has prepared a comprehensive rationale supporting the proposed relocation and have also provided a letter of support from the Royal Australian Navy.

Following receipt of TS Cockburn's submission officers identified scope for the TS Cockburn Naval Cadets to share the facility, provided that there was a secure lockable area for their equipment. Initial discussion was entered into with the Spearwood Girl Guides who operates from the Joe Cooper Recreation Centre. After number of meetings and a

site inspection on 3<sup>rd</sup> January 2013 the Spearwood Girls Guides wrote to Council advising that their current location at Joe Cooper Recreation Reserve better met their needs and that it was their preference to resolve issues at Joe Cooper rather than pursuing relocation. On receipt of this advice officers contacted a second group "Friends of the Community" who it was understood were looking for storage space for their assets.

The Friends of the Community are a not for profit community group staffed entirely by volunteers who raise funds for disadvantaged people in the City of Cockburn and surrounding areas. This group raise funds by operating a food vendor van and a number of other activities, working within the community and attending many City events. The groups' assets include a food van, community trailer, barbecues, bain-marie, marquees, and a generator.

On 10 January 2013 TS Cockburn and Friends of the Community attended a meeting with Council officers at the Kent street facility to discuss the compatibility of their requirements. An agreement was reached at this meeting by both parties on how the facility could be shared to meet both groups' needs. Attached is correspondence from both groups confirming the agreed arrangements and the draft plan.

As detailed in the Phoenix Revitalisation Strategy, adopted by Council on the 14 May 2009, the SES building in Kent Street has been planned to be demolished and for the area to be returned to recreational space to compliment the adjoining lots of Beale Park and to meet the City's increasing need for recreational space. Beale Park is one of the City's largest and most used active reserves. As per the Sport and Recreation Strategic Plan, adopted in 2010, the upgrade would allow the reserve to accommodate premier league soccer. Any additional open space would assist with this provision. The Plan for the district shows an upgrade and refurbishment planned for Beale Park with tendering in 2012/14 and construction in 2014/15. Both groups have been informed of the plan to return the area to recreational space in the future.

The facility, although still deemed structurally acceptable, is aging and does not contribute positively to the amenity of the area. A building inspection identified cracking to the western and southern external wall and corrosion of the steel lintils over the windows and door openings on the western and southern walls. The down pipes are in poor condition and rusted out with downpipes missing and draining onto the soil. The structural condition survey recommends the following remediation works:

- Replace corroded lintels.
- Replace damaged brickwork.
- Replace damaged and missing downpipes.
- Connect downpipes to sub-surface drainage or install soak-wells at least 2 meters from the building.

Further to the above works an electrical sub meter would be required to allow power usage to be identified for the building should it be leased. Some minor works have been completed to bring the building up to a standard that is acceptable to the Navy. It is proposed that no further works be contemplated on the main building as it will be demolished in the future.

Further to the above it is recommended that the two detached buildings on the site (the shed and first aid house) are demolished and removed to improve the amenity of the site.

The report recommends that Council enter in to a lease with TS Cockburn for the Kent Street facility with a subleasing arrangement in place with Friends of the Community. The lease would be considered a lease to benevolent organisation and would be exempt from the usual requirements of the Local Government Act, thus not requiring the calling of tenders; or advertising details of the proposed tenant and rent before entering into the lease.

### **Strategic Plan/Policy Implications**

#### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.

#### **Community & Lifestyle**

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

#### **Leading & Listening**

- Manage our financial and infrastructure assets to provide a sustainable future.

### **Budget/Financial Implications**

Should Council resolve to proceed with a lease it would anticipated that the lease terms and conditions would be similar to that which applies for the use of the South Coogee Agricultural where the lease fee is a peppercorn and all out goings are funded by the lessee.

**Legal Implications**

N/A

**Community Consultation**

The Kent Street Building has been used for many years by the Cockburn Volunteer Emergency Service. The use of the building by the TS Cockburn navel cadets should it proceed would have little change to the impact on the local area. Further consultation is not considered necessary.

**Attachment(s)**

1. Letter from Navy regarding proposed relocation of TS Cockburn.
2. Letter from Friends of the Community confirming co-location with TS Cockburn
3. Email from TS Cockburn confirming co-location with Friends of the Community
4. SES Building Area Allocations

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

**17.3 (OCM 14/02/2013) - COCKBURN BASKETBALL ASSOCIATION - FUNDING REQUEST TO RESURFACE WALLY HAGAN STADIUM (CR/G/003) (R AVARD) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) approve a donation of \$82,000 to the Cockburn Basketball Association Incorporated towards the completion of the re-flooring of Wally Hagan Stadium with funds to be drawn from the Grants and Donations account; and
- (2) advise Cockburn Basketball Association that the donation for the re-flooring is conditional on the Council discontinuing the current subsidy toward building insurance.

## COUNCIL DECISION

### Background

Wally Hagan Stadium, located at Dixon Park Hamilton Hill, was constructed in 1978 and is owned by the City of Cockburn and leased to the Cockburn Basketball Association. Under the existing peppercorn lease arrangements, the association is responsible for all ongoing maintenance and operating expenses for the facility. The current lease expired on 6th June 2012. The facility features four stadium courts and offers basketball for men, women and juniors. The City currently reimburses the Cockburn Basketball Association for 50% of the annual building insurance cost, which is approximately \$6300 per annum drawn from the grants and donations budget.

The Sport & Recreation Strategic Plan 2009 adopted by Council on 13th May 2010 identifies an upgrade of Wally Hagan planned for 2014 with the recommendation that management of the facility revert to the City of Cockburn. The proposed upgrade is described in the Sport and Recreation Strategic Plan as an *“Upgrade and refurbishment of the existing Wally Hagan Basketball Stadium to include dry side recreation fitness facilities and sporting club facilities to accommodate overflow sports”*; with funding for the \$5M upgrade coming from CSRFF, Municipal Funds, Sporting Clubs and Developer Contributions.

### Submission

The City has received a letter from Cockburn Basketball Association dated 3<sup>rd</sup> December 2012 requesting \$82,000.00 in funding from the City to support a court resurfacing project at Wally Hagan Stadium.

The Association advised that the project was commencing on 13th December 2012 and is expect to be completed by 17th February 2013. The Association has been advised by officers that the matter would be considered by Council at the earliest possible meeting.

### Report

Cockburn Basketball Association received funding from the 2011/12 Community Sport and Recreation Facilities Fund to contribute towards floor resurfacing courts 2, 3 and, 4 at Wally Hagan Basketball Association. Then Associating has been fortunate enough to secure



second hand timber for the flooring project from Perry Lake Stadium. The in-kind value of this timber has been estimated at \$64,294.50.

The project, as detailed in the submission, totalled \$202,880.25 (inc GST) and a 5% allowance for cost escalation.

The application included project income of \$70,723.95 (inc. GST) from the Cockburn Basketball Association and \$70,723.95 from CSRFF and in-kind income of \$64,294.50 for donated materials.

Unfortunately the donated material was recorded as project income and not simply as the value of the donation. This shortfall was not identified by the Department of Sport and Recreation.

The funding shortfall has been further impacted as contractors who had quoted on the original application have since become unavailable. New quotes reflect an updated total project cost of \$227,876.00, an increase of \$24,995.75 and a total shortfall for the project of \$86,428.10. The Cockburn Basketball Association is seeking \$82,500 from the City.

For the 2010/2011 financial year the Cockburn Basketball Association returned a modest profit of \$37,719.57, an increase on the \$12,758.08 made in 2009/2010 giving the Association a retained profit as at June 2011 of \$118,034.51 from which their contribution will be drawn.

This report recommends that Council support the \$82,000 request for funding, subject to the Association meeting 100% of future building insurance cost with this to be reflected in any further extension of the lease term. Supporting this project now will reduce the impact on Council resources in the future by leveraging external funding and in-kind donated materials.

## **Strategic Plan/Policy Implications**

### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.
- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.

### **Community & Lifestyle**

- Promotion of active and healthy communities.

### **Budget/Financial Implications**

It is recommended that funds be reallocated from savings in OP 9312 Community Grants Program which has \$141,581 budgeted, of which currently \$33,652 has been committed in the September 2012 funding round.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

Letter from Cockburn Basketball Association requesting funding.

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

The Proponent(s) has been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

## **17.4 (OCM 14/02/2013) - UNAUTHORISED COMMERCIAL ACTIVITIES AT WOODMAN POINT FORESHORE - KITE SURFING & OTHER WATER SPORTS (CR/H/003) (N JOHNSTON) (ATTACH)**

### **RECOMMENDATION**

That Council prohibit commercial operators from teaching Kite Surfing and any other water sports within all foreshore reserves in the City until Council approves a Policy on the matter.

### **COUNCIL DECISION**

### **Background**

The evolution and popularity of new recreational water sports in Australia has seen an increase of participants engaged in these activities on coastlines around the state. This trend has also seen the emergence of commercial operators taking advantage of the opportunity to provide specialised training for these types of activities through schools and private classes.

Some of the more recent trend in activities on City foreshores include stand up paddling, windsurfing and kite surfing. In particular kite surfing is one of the more popular sports that sees a number of users each summer converge on the foreshore around Woodman Point to participate in this recreational activity.

Kite surfing or kite boarding is a surface water sport combining aspects of wakeboarding, windsurfing, surfing, paragliding, and gymnastics into one sport. A kite surfer or kite boarder harnesses the power of the wind with a large controllable power kite to be propelled across the water on a kite board similar to a wakeboard or a small surfboard, with or without foot-straps or bindings. Kite surfing can be done at all times of the year however numbers increase in the summer months between December to February being the peak period.

The Woodman Point precinct has become a popular spot for the sport of kite surfing for the following reasons:

- Lack of seaweed
- Strong winds
- On-Shore winds on the southern beach provide a safe learning area for beginners. If a kite surfer falls off the wind pushes kite surfer back to land
- Many spots to safely launch from
- Adjacent car parking to the beach

For these reasons the precinct has attracted great interest from kite surfing and other water sport schools to operate from the beaches. However, they operate without Council approval for these activities as is required. Section 3.4 (n) of the City of Cockburn Local Laws requires that any trading activity on a Council reserve must have Council approval.

Although some operators have the relevant insurance, accreditation and risk management plans the City has been advised that there are traders operating from Woodman Point who do not have the required accreditation, insurance nor risk management plans in place to safely conduct lessons.

The City's administration is currently developing a policy to be implemented for 2013/14.

## **Submission**

N/A

## **Report**

The City has recently been advised by the local community of the concerns in regards to usage of the foreshore and safety issues as a result of increased kite surfing activities. Kite surfing activity at Woodman Point can be divided into two user groups; casual and commercial. All issues referred to the City have been in relation to commercial traders. Issues are in relation to the following:

- Kites landing on beach walkers
- Kite lines being tangled or creating hazards to beach users
- Operators not having access to dinghies for emergency rescues
- Operators not having permission to use the land
- Operators teaching in areas with off shore winds
- Operators not having sufficient public liability coverage
- Operators not having accreditation to teach
- Size and number of classes in operation

In response to these complaints staff recommend prohibiting kite surfing and any other water sport schools from Council reserves until Council has adopted a licence and policy which will formally approve such activities on City of Cockburn reserve and foreshores. The licence and policy is currently being prepared by staff and will be provided in time for consideration the summer season 2013/14.

This action is necessary so the public can be assured that kite surfing operators using Council reserves are suitably qualified to operate and reducing the risk of any potential dangers to kite surfers and other users of the reserve.

Until the policy has been approved by Council, signage may need to be placed at Woodman Point advising kite surfing operators that teaching is prohibited until a licence to trade can be issued. The City's Ranger Services will monitor the foreshores and move any commercial operators.

In preparing a policy staff have consulted with the President of the WA Kite Surfing Association, some existing commercial operators and have also received complaints from members of the public.

## **Strategic Plan/Policy Implications**

### **Community & Lifestyle**

- People of all ages and abilities to have equal access to our facilities and services in our communities.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Commercial activity is occurring on a City reserve without the necessary approvals. The City may be subject to claims for damages.

### **Community Consultation**

The City has consulted with (WA Kite surfing Association) WAKSA, and representatives of some of the commercial operators in the City.

### **Attachment(s)**

Map of Woodman Point.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

## 18. EXECUTIVE DIVISION ISSUES

### 18.1 (OCM 14/02/2013) - SUBMISSION ON FINDINGS OF THE METROPOLITAN LOCAL GOVERNMENT FINAL REVIEW (1054) (S CAIN) (ATTACH)

#### RECOMMENDATION

That Council

- (1) advise WALGA and the State Government that the City supports the Local Government Reform proposals as follows:
  - (a) Supports - recommendations 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 15a, 15b, 17, 18, 21, 22, 23, 24, 26, 27 and 28;
  - (b) Supports - recommendation 15c on the Option A model only;
  - (c) Partly Supports - recommendations 4, 14, 16, and 29;
  - (d) Does Not Support - recommendations 12, 19, 20 , 25 and 30;
  - (e) Does Not Support the Option B model in recommendation 15c

in accordance with the assessment detailed in this report; and
- (2) continue its active dialogue with the City of Kwinana on a proposed amalgamation of the Cities of Cockburn and Kwinana.

#### COUNCIL DECISION

#### Background

In February 2009 the State Government initiated a process for reform of Local Government in Western Australia. While commencing this as a review of the capacity of Local Government, the review evolved to become a whole of sector proposal for voluntary amalgamations, then into just a review of the structure of Metropolitan Local Government.

In August 2011 the Government established a three member advisory panel (the Panel) to enquire into and make recommendations on the future requirements for the metropolitan area. The Panel handed down its Interim Report in April 2012, and then following a period of public consultation, a Final Report was released in October 2012.

It was expected that the Government would make a decision on the Final Report, which would provide the sector with firm direction as to how it intended to proceed with reform. However, the Government has chosen to put the Final Report out for further consultation, to conclude in April 2013, ostensibly to allow the community and other stakeholders a final say on its broad ranging recommendations.

## Submission

N/A

## Report

The Reform process has been a protracted affair, with Council now having considered this matter on six occasions. Since 2009 resolutions were made on each stage of this process, as follows:

In May 2009:

*That Council:*

- (1) *receives a copy of the completed Local Government Reform Checklist for the City of Cockburn;*
- (2) *initiates further dialogue with the City of Fremantle and Town of Kwinana on possible amalgamation options;*
- (3) *gives authority to the City of Cockburn's Working Group (Mayor Howlett, Deputy Mayor Allen and the CEO, Mr Cain) to engage in reform process discussions with other local governments that have a common boundary with the City of Cockburn should the need arise and to provide a report to Council following discussions with the City's neighbouring Councils; and*
- (4) *initiates community consultation as soon as practicable to ensure the voice of the Cockburn community is reflected on this matter.*

In August 2009:

*That Council:*

- (1) *Council submit a copy of the City's final submission on Local Government Reform to the Minister for Local Government, subject to deletion of Item 11 on page 2 of the submission;*

- (2) *Council write to the City of Cockburn residents located in Leeming and advise them of Council's decision and the rationale behind that decision;*
- (3) *Council write to the City of Fremantle requesting them to again consider voluntary amalgamation with the City of Cockburn; and*
- (4) *Council invite the Minister for Local Government to visit the City of Cockburn to receive a presentation from the City on its vision for the future.*

In September 2009:

*That Council:*

- (1) *conducts a Referendum of its residents and ratepayers, as part of the forthcoming October 2009 Local Government Elections Postal Ballot, to ascertain the wishes of its ratepayers/residents towards the prospect of a Council amalgamation with the City of Fremantle.*
- (2) *ask the following question on the Referendum paper, "Do you support the Council of the City of Cockburn pursuing an amalgamation with the City of Fremantle",*
- (3) *allocate an amount of up to \$12,000 to be met from the CEO's consultancy account (project consultancy fund), for this costs of this Referendum, with this account to be reimbursed at the February Budget Review, should the need arise.*

In December 2009:

*That Council:*

- (1) *not pursue an amalgamation with the City of Fremantle, in recognition of the rejection of the proposal at the referendum held on 17 October 2009; and*
- (2) *inform the Minister for Local Government and the City of Fremantle of Council's decision*

In March 2010:

*That Council advises the Minister for Local Government that it does not intend joining a Regional Transition Group at this time.*

In May 2012:

*That Council:*

- (1) *notes that many of the points articulated in the City's 2011 Submission are consistent with the Panel's Draft Report findings;*
- (2) *advises WALGA and the Reform Panel that the City:*
  - a. *Does not Support – Finding 13 in its current form;*



- b. Partly Supports – Findings 8b, e, f and g; 11, 15 and 16;*
- c. Supports in Principle the remainder of the Panel's Draft Report Findings;*

*in accordance with the assessment detailed in this report;*

- (3) subject to more dialogue with the Local Government sector, considers supporting structural reform that leads to a consolidation into approximately 15 Local Government entities in the metropolitan area, in accordance with the 'Alternative Option' detailed in this report; and*
- (4) initiates further dialogue with neighbouring Local Governments with a view to developing a model that achieves the objectives of sub recommendation 3 above, within the South West region of the metropolitan area.*
- (5) request the Reform Panel ensures that the Final Report clearly outlines the financial and non-financial benefits that have been achieved through similar amalgamations promoted under the Finding 13 options, thereby providing the evidence that fully supports their conclusions; and*
- (6) Council seeks a further report from the Panel, prior to issuing of the Final Reform Report, clearly providing evidence of benefit, cost savings and comparison, based on factual evidence identified, after Local Government Reform was undertaken in Auckland, Queensland, Victoria and other relevant Cities.*

The decision to delay consideration of the Reform Panel's Final Report until April 2013 means that no decision on this will be made until after the March State Election. The Final Report has both positive and potentially negative consequences for the City of Cockburn; as such it would be desirable for the Council to make its position clear on this prior to the Election and inform the community on this important topic. The West Australian Local Government Association (WALGA) has also requested all Metropolitan Local Governments resolve a position on the Report, so that these can be considered as part of the sector's response.

Response to Reform Panel's Findings. A copy of the Executive Summary and web link to the full Report of the Panel were provided to Elected Members in October 2012. The Final Report has 30 recommendations, which are discussed below. It is pleasing that two of the City's major objectives: to have a model with three Local Governments in the South West region; and to see Cockburn Central recognised as a strategic hub for a Local Government in that region, were adopted in the Panel's Final Report.

Many of the findings of the Panel (see Attachment 1) are variations of the findings in the Interim Report. These findings remain generically consistent with the City's previous submissions to the State Government and the Panel, as such they are not discussed in detail. The following are recommended positions on the Panel's Final Report:

1. **Supported.** All Local Governments are impacted by revenue restrictions that flow from State Agreement Acts and rate equivalent payments not being paid to Local Governments. This limitation impacts the financial sustainability of Local Government and the review of this position has been recommended to the State Government on numerous occasions.
2. **Supported.** A true partnership is needed between State and Local Government to tackle strategic issues affecting Perth's long-term development.
3. **Supported.** Improved coordination with State Government Agencies, particularly on a regional basis, would improve regional planning and service delivery by all tiers of government.
4. **Partly Supported.** The recommendation requires the establishment of a Local Government Commission, which may or may not occur. But the sub-recommendation; ie to have a review of legislation impacting Local Government and to reduce duplication of effort across the different tiers of government, is fully supported.
5. **Supported.** The reinstatement of control over planning by Local Government, through the dissolution of the Development Assessment Panels, would reduce unnecessary bureaucracy.
6. **Supported.** The management of waste at a metropolitan level would allow for economies of scale to be achieved and more sustainable disposal methods to be instituted. This outcome should also require the State to reinvest more funding from the landfill levy back into waste management initiatives.
7. **Supported.** Developing a shared vision for Perth by all Governments and other key stakeholders would enhance the State's ability to deliver on its *Directions 2031* framework.
8. **Supported.** Based on there being only 12 Metropolitan Local Governments, a Forum of Mayors would provide an effective way of lobbying for the needs of Perth.
9. **Supported.** The Lord Mayor would be appropriate to initially chair this Forum, with leadership of this then left to the mayors to subsequently resolve.
10. **Supported.** Community engagement by the newly created Local Governments is strongly endorsed. This may take a number of forms, but good engagement will be essential to establish stability after amalgamations are completed.
11. **Supported.** The dissolution of Regional Local Governments would allow alternate governance arrangements to be put in place. Under a model of 12 Local Governments, the Southern Metropolitan Regional Council it would only have two full members; Fremantle and Cockburn, thus making the retention of another Council as a governing body for waste management largely redundant. A simple partnership arrangement would achieve the same outcomes, but with less bureaucracy.

12. **Not Supported.** The Metropolitan Redevelopment Authority is principally charged with land development. There is no direct alignment with this role and giving it a governance responsibility for major infrastructure assets. With fewer Local Governments most of the problems these entities are experiencing with a myriad of local planning schemes and differing local laws will disappear.
13. **Supported.** As Perth continues to grow the boundaries of Local Governments should be reviewed. The 15 year timeframe would provide a time interval that is not too frequent, but one that provides certainty of review at specific time intervals.
14. **Partly Supported.** There is no objection in principle to the concept of a Local Government Commission replacing the Local Government Advisory Board, but no firm agreement is suggested until the powers of this body are more clearly defined.
15. **Supported.** There are three parts to this recommendation, with the following caveats recommended:
  - a. **Supported.** Fewer Local Governments are needed to provide better coordinated ecological management of Perth's river systems.
  - b. **Supported.** Transferring Rottnest to the new Fremantle Local Government has no material impact on the City of Cockburn and better aligns this to the supporting infrastructure; eg ferries and tourism hub.
  - c. **Supported with Caveat.** The City only supports the Option A proposal. Further comment is provided later in this report.
16. **Partly Supported.** The City already uses the State Electoral Commission for the conduct of its elections; however, this should be broadened to allow the Federal Electoral Commission to provide competing pricing for this service.
17. **Supported.** The City's previous submission supported compulsory voting.
18. **Supported.** The City already has a separate Mayoral election and proposes to retain this.
19. **Not Supported.** The City does not support the formal introduction of a political party system into Local Government. There is nothing stopping individuals from being affiliated with political parties in the current system, but formalising party involvement will have the potential to factionalise a Council.
20. **Not Supported.** There is no restriction on candidate terms in State or Federal Government; neither should there be restrictions in Local Government.
21. **Supported.** Appropriate training should be provided to Elected Members to assist them understand their roles and responsibilities.
22. **Supported.** A review of the electoral system would provide the opportunity for broad consultation on this matter.

23. **Supported.** Independent review by the Salaries and Allowances Tribunal (SAT) is strongly supported and well overdue.
24. **Supported.** The recording of payments to Elected Members is current practice by the City.
25. **Not Supported.** The Chief Executive is not an employee of the State, so bringing the Public Service Commission into the employee selection and performance review process is unnecessary.
26. **Supported.** A clear decision on the direction of the Reform process is well overdue.
27. **Supported.** The City has previously engaged its community in the Reform debate and has encouraged feedback to the Government on the Final Report.
28. **Supported.** State Government support during the transition process, particularly financial support, will be required if this is to cause the least amount of disruption.
29. **Partly Supported.** Until the powers of the proposed Commission are clearly enunciated, only conditional support is offered. An Agency, however, will need to be involved in assisting with structural reform, particularly where a multitude of Local Governments are to amalgamate.
30. **Not Supported.** It is not necessary to adopt each of the Panel's recommendations in their entirety for Reform to be successful.

Reform Models. Perhaps the key recommendation in the Final Report is Recommendation 15, as this establishes the proposed number of Local Governments. As noted, the recommendation for 12 Local Governments, with the City of Cockburn retained in this number, is a positive outcome and removes much uncertainty about the future of the City.

However, the report presents two options; Option A which amalgamates Local Governments using the boundaries of the existing entities, with Option B being a more radical restructure using alternative boundaries, such as waterways and major arterial roads. The Panel's recommendation is Option B.

For the City of Cockburn the Option B scenario would have a significant negative impact on the City's financial viability. Whereas Option A leaves Cockburn intact growing from its 2011 population of 94,003 residents to 131,000 residents in 2026; Option B removes the northern part of the City allocating these to the new City of Fremantle, thereby reducing the future population to 100,988 residents.

Although these numbers may not appear troubling as Cockburn would still be in excess of 100,000 residents in the long run, the immediate impact is severe:

- Loss of current properties – 5,088 (12.6% of total properties)
- Loss of rate revenue - \$3.97M (9.14% of FY 12/13 rates)
- Loss of total income - \$6.378M (8.86% of FY12/13 income)

Under Option B the City would lose Coolbellup, its section of Leeming and retain only part of Hamilton Hill and North Lake. Assets in these locations, including the Jean Willis Centre and Coolbellup Hub would have to be transferred to the new City of Fremantle.

Even with cuts to current service levels, the immediate loss of this level of income would require the City to adopt compensating rate increases of around 12% per annum for at least three years.

Likewise replacement assets would need to be constructed for Aged, Family and Children's services if the City were to continue to provide these services. Theoretically the new Fremantle Local Government would have to compensate the City for the asset transfer, but obtaining adequate compensation and finding alternative land to build replacement assets is likely to lead to a protracted dispute.

With a short term reduction in resident population of 15,000 people (based on the Panel's numbers), there may also be longer term risk to the City. The report notes that under Option B:

"The population of the modified City of Cockburn is estimated at around 79,000, growing to a projected 110,000 by 2026. As such, Cockburn would be among the smaller local governments in the metropolitan region". (Final Report, p 141)

Being equal smallest of the metropolitan Local Governments, both at the outset and at 2026, there may be the temptation to split the City between its two larger neighbours; Fremantle and Rockingham, rather than retain another small Local Government.

The recommendation for Option B was taken despite advice given to the Panel on the complexity of splitting Local Governments, asset rationalisation, debt allocation, land transfers and contract management. The Panel acknowledged these outcomes and recognised that their preferred option would be more difficult to implement. Option B was seen to represent a more equitable position for the long term.

For all of the above reasons the City's position should be to support the reform process and recommended number of Local Governments, but only on the proviso that the Option A principle; of using existing boundaries for amalgamations, is adopted.

WALGA's Model. The Panel considered an option for 15 – 20 Local Governments as proposed by WALGA. However, the report (p 104) concluded that:

“... a comprehensive case for this option was not provided, other than suggesting that the three models cited by the Panel in its Draft Findings were too extreme, referencing the need for achievable options, and the population projections for Perth. Current local government boundaries were suggested as the starting point.

The local governments created under this model would have an average population in 2026 (based on the projections in Table 3.1) of between 114,000 and 152,000.

The Panel did not consider the 15 to 20 option any further, as it took the view that the extent of change involved, while being disruptive to the sector, was not strategic and would not resolve the ongoing debate about structure. A reduction in the number of local governments to twenty was not considered sufficient to meaningfully address the constraints within the currently fragmented structure.”

The logic of this position has been reinforced by the sector's response to the Final Report. WALGA called a meeting of all Metropolitan Mayor's on 20 December 2012 to discuss a governance model based on the 15 – 20 Local Governments it had recommended. Despite this number being the endorsed WALGA State Council position, the meeting was unable to agree to put any structural solution forward. The divergence of views and inability to find consensus only reinforced why the sector has been unable to initiate change of its own volition.

A Merger with Kwinana. Following the Council decision of May 2012 the decision to pursue further regional discussion has been occurring. Overtures to the City's northern neighbours resulted in a polite declination for discussion on the topic, but the City of Kwinana was receptive to dialogue. Since then there have been three joint meetings between Elected Members of Cockburn and Kwinana, the most recent of which was held on 22 January 2013.

The meetings have with Kwinana have focussed on the potential benefits for the two cities being joined. Principally these revolve around:

- Development of shared growth across the current joint border, in the Latitude 32 industrial precinct and eastern residential areas.
- Creation of a financially stronger Local Government that would have the second highest income generation across all

metropolitan Local Governments, as well as solid economic growth prospects.

- Improved capability to deliver on regional outcomes, with the new Local Government being bigger in population than either of its northern and southern neighbours.

To assist the dialogue two discussion papers were prepared for Elected Members; a strategic planning review and a review of the financial and corporate services issues associate with amalgamation. The broad conclusions of these reports strongly support the basis for consideration of a merger.

The strategic planning assessment noted the significant synergies between the two cities, with common threads being:

- their respective strategic planning objectives,
- strong growth profiles along a common border,
- comparable developer contribution schemes, and
- similar town centre development objectives.

The financial assessment noted the considerable financial strength that a merged city would have with:

- the potential to make savings of around 3% per annum on operating costs,
- similar mixes of rating commercial and industrial rates,
- financial breakeven on the cost of amalgamation achieved after four years; and
- a reduction of rates for Kwinana residents and minimisation of rates for Cockburn residents after rate equalisation was achieved.

However, the report also noted that the costs of amalgamation would be around \$7M and take four years to absorb, unless financial assistance from the State Government was provided.

The Final Report's recommendation that Kwinana should be merged with Rockingham is not a position that would benefit Kwinana residents. This outcome would not have a financial benefit for them, as compared to an amalgamation with Cockburn. It would, however, strengthen Rockingham's financial position as Rockingham currently has a much lower level of commercial / industrial rates in its rate mix.

For Cockburn, a merger with Kwinana would ensure that the new entity was immediately catapulted to being the second largest Local Government by income. It would also ensure that an independent Cockburn would not end up being one of the smallest Local

Governments as proposed in the Panels' new structure. The new entity would produce around 6% of the State's GDP. Indeed the strength of the new Local Government both fiscally and geographically would make it one of the most sustainable in the whole of the State.

The research to date indicates that a merger of Cockburn and Kwinana into one new Local Government would have direct benefit to the residents of both cities. Under Schedule 2.1 of the Local Government Act (1995), two Local Governments have the ability to lodge a proposal to initiate an amalgamation to the Local Government Advisory Board. This is reasonably complex and potentially time consuming process. However, after the State election if a re-elected Liberal Government looks to implement the recommendations in the Panel's Final Report, this option may no longer be possible.

Conclusion. The Panel's Final Report into the future of Local Government in the Metropolitan Area makes recommendations for a sweeping review of the sector. However, the Government's decision to delay finalising a position on the Panel's Final Report until after the State election in March 2013; means that the issue of Local Government reform is unlikely to be an election issue. WALGA's inability to achieve a consensus view on reform only weakens the sectors capacity to present a realistic alternative scenario.

To date the City has supported reform of the Local Government sector and the Final Report picked up several key recommendations previously made by the City into the future structure of the sector. However, for the City to achieve the best outcome from the Panel's recommendations, only the 'Option A' model should be supported.

Taking a more pragmatic view, if there were only 12 Local Governments of which 3 were in the South Metropolitan area, merging Cockburn and Kwinana would provide a better outcome for both these Local Governments than any other option. While there has been a good dialogue between the cities, there is no agreement to pursue an amalgamation at this time. It will be important that this process continues in the lead up to the State election, to allow such a proposal to proceed in the event the current Government is returned.



## **Strategic Plan/Policy Implications**

### **Leading & Listening**

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

### **Budget/Financial Implications**

Until the adoption by the State Government of a formal position, the cost implications of reform can't be quantified at this time. An estimate of the costs of an amalgamation with Kwinana puts the costs of transition at around \$6.5M (after cost offsets). Payback would be achieved after five years with annual savings of \$5M thereafter.

### **Legal Implications**

N/A

### **Community Consultation**

The City has encouraged the community to have a say on the Panel's report, with media releases and a link to this on the City's website.

### **Attachment(s)**

Metropolitan Local Government Review – Executive Summary of the Final Report (Recommendations).

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

N/A

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

Schedule 2.1 outlines the provisions required for Local Governments to initiate a proposal to create, change boundaries or abolish a district.

**19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**19.1 (OCM 14/02/2013) - STREET TREE 12 DROSELA LOOP BEELIAR (4413093) (A LEES) (ATTACH)**

**RECOMMENDATION**

That Council:

- (1) not remove the street tree at 12 Drosera Loop, Beeliar; and
- (2) advise Mr & Mrs Gates of Council's decision in writing following the 14 February 2013 Ordinary Council Meeting.

**COUNCIL DECISION**

**Background**

Mayor Logan Howlett, has presented the following "Notice of Motion" pertaining to the ongoing issues associated with the street tree located on the verge of Mr & Mrs Gates' property at 12 Drosera Loop Beeliar.

*That Council:*

- (1) arrange the immediate removal of the tree located on the street verge outside of 12 Drosera Loop, Beeliar;*
- (2) the cost of removing the tree to be met by the City;*
- (3) discussion be held with the owners of the property at 12 Drosera Loop, Beeliar on arrangements to plant a suitable replacement tree when the current tree is removed; and*
- (4) the owners of the property at 12 Drosera Loop, Beeliar be notified of Council's decision.*

This matter has previously been to Council for consideration and on the last occasion it was determined that the offending tree roots would be cut and the damage to the brick paving driveway be repaired. Mr and Mrs Gates have again approached the City in terms of a request to have the tree removed as it continues to create problems for them in terms of the invasive roots system of the tree. They explain that it would appear that the tree was planted on a limestone area that has prevented the roots from going down and thus the roots have spread

across the surface of the ground towards their home, carport and brick paved driveway. The matter is causing significant distress to Mr & Mrs Gates and needs to be addressed by the City.

Officers have reviewed the Notice of Motion and provide the information in this report to assist Council in its deliberations.

## Submission

N/A

## Report

Officers presented a report to the 10th November 2011 Ordinary Council Meeting (Minute No 4671) which outlined an investigation of the street tree on the verge adjacent to 12 Drosera Loop based on the concerns raised by the owners Mr and Mrs Gates. The report outlined a number of items including tree characteristics, the management process, an independent investigation (*attached*), policy context and additional relevant documentation. Following consideration of the report, the following motion was moved:

- (1) Make good the tree roots by cutting down the shallow roots that are doing the damage.
- (2) Be responsible for associated works within the Council verge area.
- (3) Advise the resident that they will be responsible for the associated works on their property

Correspondence was issued on 29<sup>th</sup> November 2011 (*Attachment 1*) informing Mr & Mrs Gates of Councils resolution, works completed to date and the intention of severing the surface roots penetrating underneath the driveway on their property. Additional correspondence was issued on 7<sup>th</sup> December 2011 (*Attachment 2*) seeking consent for the City to enter the property to cut the roots close to the driveway.

The City received correspondence from Mr & Mrs Gates on 9<sup>th</sup> December 2011 (*Attachment 3*) which identified the following:

- Signed permission form;
- Request to severe all roots entering the property;
- Requesting all branches and foliage from the street tree hanging over their property; and
- Advising of incomplete works to the crossover section of the driveway.

Officers engaged contractors to undertake the removal of the roots entering the property and rectify the crossover section of the driveway.

Correspondence was issued on the 9<sup>th</sup> January 2012 (*Attachment 4*) advising that severing the roots at the front of the boundary were not desirable or consistent with horticultural practices and would not be performed. In addition it was reiterated that approval to enter the property was to facilitate the removal of the roots under the driveway.

A telephone conversation with Mrs Gates on the 10<sup>th</sup> January 2012 with a Council officer, agreed the appropriate location to cut the tree roots and that the request to removal overhanging branches was denied as per Council policy. Correspondence was issued on 12<sup>th</sup> January 2012 confirming this verbal conversation. (*Attachment 5*)

Since completion of these works the City has not received any correspondence or customer request advising of any further damage to their property by the tree roots or any concerns relating to the health of the tree.

#### Tree Inspection

As a result of the “motion of notice” an inspection of the street tree was conducted on Friday 7<sup>th</sup> December 2012, to ascertain if the trees form or function has altered significantly since the aboriculturalist report (Sept 11) and the works completed in January 2012. The inspection determined no deterioration in the trees structural form, any evidence of root movement, soil heave or diseases that would warrant any further action or instigated another Aboriculturalist report. (*Tree inspection report attached*)

In addition to the inspection, a review of the soil profile module on the City’s “intramaps” program identifies the suburb of Beeliar with deep siliceous yellow brown sands or pale sands with yellow/brown subsoil. This soil profile provides a good foundation for tree growth and development which is clearly evident by the form and structure of the other street trees (*Corymbia ficifolia*) within Drosera Loop. Although the intramaps module does not identify limestone outcrops in the Beeliar suburb, it is considered unlikely that limestone would be present in the soil structure due to its distances from the coastal region.

#### Policy Context

The City’s current Position Statement PSEW15 ‘Removal and Pruning of Trees’ guides officers where trees shall not be removed unless they are:

1. Dead.
2. In a state of decline to the point that survival is unlikely.
3. Structurally unsound, to the point of constituting imminent danger to the persons or property.
4. Damaging or likely to damage property, where alternatives to prevent damage are not possible.
5. Part of a tree replacement program.
6. Obstructing a Council approved works program, such as road and drainage works.

The current structure and condition of the street tree at 12 Drosera Loop would prevent officers granting approval for the removal of the street tree under the existing policy context.

### Analysis

As a result of the information presented and the recent inspection, removal of the street tree residing at 12 Drosera Loop is not warranted based on the following:

- No deterioration in the structure or form of tree in the past 12 months.
- Limited substantiated evidence of an invasive root system.
- No evidence of limestone outcrops in the Beeliar suburb.
- Similar species within the streetscape.
- Does not meet criteria for removal within the policy provisions.

### **Strategic Plan/Policy Implications**

#### **Environment & Sustainability**

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

#### **Budget/Financial Implications**

The cost to remove the tree would be approx \$1,000 - \$1,500, and would be incurred by Council.

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

### **Attachment(s)**

1. Correspondence to Mr & Mrs Gates 29<sup>th</sup> Nov 2011
2. Correspondence to Mr & Mrs Gates 7<sup>th</sup> Dec 2011
3. Correspondence received Mr & Mrs Gates 9<sup>th</sup> Dec 2011
4. Correspondence to Mr & Mrs Gates 9<sup>th</sup> Jan 2012
5. Correspondence to Mr & Mrs Gates 12<sup>th</sup> Jan 2012
6. Tree Inspection Report
7. Arborist inspection report 2011

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

The Proponent(s) have been advised that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.

## **19.2 (OCM 14/02/2013) - TRAFFIC CONCERNS COCKBURN ROAD, COOGEE (ES/L/005) (J KIURSKI & J MCDONALD) (ATTACH)**

### **RECOMMENDATION**

That Council arrange a meeting with Main Roads Western Australia, the Coogee Beach Progress Association, the Mayor and West Ward Councillors to discuss the outcomes of the road safety audit report and the potential for future upgrades of Cockburn Road.

### **COUNCIL DECISION**

### **Background**

At the Ordinary Council Meeting on 13 December 2012, Cr Reeve-Fowkes moved the following Notice of Motion:

*'that the Chief Executive Officer organise a meeting between himself, the Director of Engineering, the Mayor, the three West Ward Councillors, representatives of Coogee Beach Progress Association and representatives of Main Roads, to discuss the increasingly dangerous safety issues and concerns in accessing, using and crossing*

*Cockburn Road in the heavily populated Coogee Area, and that a Plan of Action and Recommendations be presented to Council.'*

## **Submission**

N/A

## **Report**

Cockburn Road is an important north-south arterial road in the City linking Hampton Road, South Fremantle in the north to Rockingham Road, Henderson in the south. Through Coogee, Cockburn Road separates residential land uses to the east with the recreational opportunities provide by the coast to the west. The road is generally constructed to a rural standard and has a typically cross section of a single traffic lane in either direction, with left and right turn lanes into some side roads, and occasional traffic islands providing refuge facilities for pedestrians and cyclists crossing the road.

Cockburn Road is classified as a Primary Distributor road and MRWA is responsible for management of that road. A traffic survey undertaken by MRWA in May 2012 recorded an Average Weekday Traffic flow of approximately 16,000 vehicles.

To investigate and quantify the road safety concerns expressed by the Coogee Beach Progress Association, the City engaged Opus International Consultants to undertake a road safety audit of Cockburn Road, from Orsino Boulevard in the north to Poore Grove in the south. That audit was finalised in late December and resulted in twenty-six recommendations, most of which are the responsibility of MRWA as they are responsible for Cockburn Road. A copy of those recommendations is included at Attachment 2.

A copy of the road safety audit and the subsequent recommendations has been forwarded to MRWA for their consideration and action. We are currently waiting for feedback on that report. This review should form the basis for further discussions with MRWA representatives. Officers can arrange to meet with MRWA after they have had adequate time to review and consider the audit report.

## **Strategic Plan/Policy Implications**

### **Leading & Listening**

- Effective and constructive dialogue with all City stakeholders.

### **Moving Around**

- Facilitate and promote healthy transport opportunities.
- A safe and efficient transport system.
- Infrastructure that supports the uptake of public transport and pedestrian movement.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

The meeting to discuss the road safety concerns will involve representatives of the local Residents/Ratepayers Association.

### **Attachment(s)**

1. Aerial photograph highlighting the section of Cockburn Road subject to the road safety audit.
2. List of recommendations from the Road Safety Audit.

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

All stakeholders have been notified that this matter is to be considered at the 14 February 2013 Council Meeting.

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

Nil.



### 19.3 (OCM 14/02/2013) - CASH 4 CANS CAMPAIGN (HS/M/003) (V HARTILL & L DAVIESON)

#### RECOMMENDATION

That Council continue its support and promotion for the Western Australian Local Government (WALGA) 'Cash 4 Containers' campaign by:

1. Engaging selected local schools (on a trial basis) to participate in the program through the provision of specially marked bins and the payment of 10c per can collected; and
2. Writing to the Minister for the Environment, the Hon Bill Marmion encouraging him to use his existing powers under the Waste Avoidance and Recovery Act 2007 to introduce cash 4 containers in Western Australia.

#### COUNCIL DECISION

#### Background

At the Ordinary Council Meeting 13 December 2012, Mayor Logan Howlett moved the following Notice of Motion regarding the Cash 4 Containers Campaign –

*That Council continues its support and promotion for the Western Australian Local Government (WALGA) 'Cash 4 Containers' campaign by:*

- (b) engaging selected local schools (on a trial basis) to participate in the program through the provision of specially marked bins and the payment of 10c per can collected; and*
- (c) writing to the Minister for the Environment, the Hon Bill Marmion encouraging him to use his existing powers under the Waste Avoidance and Recovery Act 2007 to introduce cash 4 containers in Western Australia.*

## Submission

N/A

## Report

The Western Australian Local Government Authority (WALGA), through the Container Deposit Systems Policy Forum, has developed an advocacy campaign to encourage the State Government to implement a WA Cash for Containers Scheme (otherwise known as a Container Deposit Scheme). Implementing this type of Scheme on a National level has been discussed for a number of years. WALGA is advocating with all political parties for a state-wide container deposit scheme to be introduced in Western Australia.

The driving force of the campaign is to dramatically increase WA's recycling rates, decrease littering by up to 36% and help raise money for local community groups. The campaign to date has been successful with over 200,000 members of the public committed to the cause; 25 schools getting involved; Reverse Vending Machine (RVM) being trialled and several local governments and community organisations joining the advocacy program via hosting events or trial container deposit schemes in various local and regional government areas.

The Association developed a Cash 4 Containers Website [www.cash4containers.org.au](http://www.cash4containers.org.au) as a central point of information and to promote online actions. The Cash 4 Containers Advocacy Scheme intends to maximise recovery of recyclables, which is a key outcome in the City's Sustainability Strategy 2012 – 2016.

The City of Cockburn supported this campaign by initially getting involved in the local government discussion groups at WALGA in October 2012. All local schools were invited to express their interest to take part in a trial Cash 4 Cans Collection Scheme during Term 4 of 2012 and six responded. These following schools have been collecting cans during the schools holiday.

1. Southlake Primary School
2. Coolbellup Primary School
3. St Jerome's Primary School
4. Coogee Primary School
5. South Coogee Primary School
6. Newton Primary School

The Environment and Waste Education Officer will work with these 6 schools within the first 2 weeks of Term 1 2013 to assist in the coordination of cans collected over the last 6–8 weeks. The counting of cans will be supervised by the school teachers. All cans will be

collected by the City of Cockburn Waste Collection Service and aggregated in cages for One Steel at our Operations Centre. The City will be refunded the value of the Aluminium in weight from One Steel.

The City of Cockburn will provide financial incentives for the scheme until the end of Term 1. A report will be compiled for the Trial 'Cash 4 Cans' to determine its feasibility into the future.

### **Strategic Plan/Policy Implications**

#### **Environment & Sustainability**

- A community that uses resources in a sustainable manner.
- Community and businesses that are supported to reduce resource consumption, recycle and manage waste.

#### **Budget/Financial Implications**

The financial incentive is capped at \$2,000 per school (effectively 20,000 cans @ 10c per can) which equals a potential allocation of \$12,000. The funds will be drawn from our Waste Promotions budget and have been allocated to cover this program.

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

#### **Attachment(s)**

N/A

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

Nil.

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

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

**22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**

**23. CONFIDENTIAL BUSINESS**

**24 (OCM 14/02/2013) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995)**

**RECOMMENDATION**

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

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

**COUNCIL DECISION**

**25. CLOSURE OF MEETING**

# CITY OF COCKBURN

## SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 31 JANUARY 2013 AT 6:00 PM

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# CITY OF COCKBURN

## MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 31 JANUARY 2013 AT 6:00 PM

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### PRESENT:

Mrs C Reeve-Fowkes	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mr K Allen	-	Deputy Mayor
Mr S. Portelli	-	Councillor
Mr B. Houwen	-	Councillor

### IN ATTENDANCE:

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

### 1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.14 pm.

### 2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil.

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

Nil



**4 (DAPPS 31/1/2013) - APOLOGIES & LEAVE OF ABSENCE**

Clr Yaz Mubarakai	-	Apology
Clr Tony Romano	-	Apology

**5. CONFIRMATION OF MINUTES**

**5.1 (MINUTE NO 126) (DAPPS 31/1/2013) - MINUTES OF THE DELEGATED AUTHORITIES, POLICIES AND POSITION STATEMENTS COMMITTEE MEETING - 27/9/2012**

**RECOMMENDATION**

That Council the Minutes of the Delegated Authorities, Policies and Position Statements Committee Meeting held on Thursday, 27 September 2012, be adopted as a true and accurate record.

**COMMITTEE RECOMMENDATION**

MOVED Clr S Portelli SECONDED Deputy Mayor K Allen that the recommendation be adopted.

**CARRIED 5/0**

**6. DEPUTATIONS & PETITIONS**

Nil

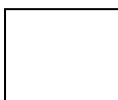
**7. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)**

Nil

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

Nil

**9. COUNCIL MATTERS**



**NOTE:** AT THIS POINT IN THE MEETING, THE TIME BEING 6.15 PM THE FOLLOWING ITEMS WERE CARRIED BY AN “EN BLOC” RESOLUTION OF COMMITTEE:

10.2	10.9	10.18	10.27	12.5	12.13
10.4	10.10	10.20	10.28	12.7	
10.5	10.13	10.22	12.1	12.8	
10.6	10.14	10.23	12.2	12.10	
10.7	10.16	10.24	12.3	12.11	
10.8	10.17	10.26	12.4	12.12	

**9.1 (MINUTE NO 127) (DAPPS 31/1/2013) - PROPOSED NEW POLICY SC50 'ANNUAL CIVIC DINNER - GUEST LIST' (CC/P/003) (D GREEN) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed new Policy SC50 ‘Annual Civic Dinner – Guest List’, as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that Council adopt the recommendation subject to the amendments to Policy SC50 ‘Annual Civic Dinner – Guest List’, as shown in the attachments to the Minutes.

**CARRIED 5/0**

**COUNCIL DECISION**

**Reason for Decision**

Committee felt it was necessary to amend the Policy so that there is clarity from an Elected Members point of view as to who and how many can be invited from community organisations. It also gives the Elected Member the opportunity to nominate a representative from such groups. It was the Committee’s view that the word ‘significantly’ should be deleted as it would be difficult to determine what is ‘significant’, in the contribution made by the individual to the community/District.

## **Background**

It has been a tradition of the City of Cockburn to host an Annual Civic Dinner towards the end of each calendar year to recognise stakeholders who have contributed to the development of the City. The guest list is generally representative of a broad range of people who have had a connection to the City in some way, either as a representative of the business community, a community organisation, a Member of Parliament (State or Federal), surrounding Council and associated industry representatives.

A 2011 amendment to the Local Government (Administration) Regulations, 1996, provided that “gifts” could only be provided to retiring elected members, in prescribed circumstances.

The Regulations did not include a definition of a “gift”, however, did provide examples of “benefits” which could be reasonably expected to be provided to members in the carrying out of their civic role and suggested that some forms of acknowledgement to members would now not be possible to provide (eg Christmas Hampers).

Some local governments reviewed their practices as a result of this information, including the provision of customary functions, such as Christmas dinners.

## **Submission**

N/A

## **Report**

Given there is some doubt surrounding what exactly constitutes an “entitlement” to elected members, further contact has been made with the Department of Local Government and the WA Local Government Association (WALGA) to clarify the Departmental Circular No. 08-2011 (attached).

The Department’s view is that only elected members are prohibited from receiving a “gift” (benefit) which would not be available to them in normal circumstances. In the case of Civic Functions, there should be no obvious connection between individual elected members and guests, apart from a direct spouse, where it is reasonable to conclude that the guest(s) is/are closely associated with a member (ie direct kin or friendship) in a personal, as opposed to professional, manner.

WALGA’s view is not so clear cut, as shown in the copy of correspondence attached, as it is their opinion that the amended



Regulation only relates to retiring members and should not be considered beyond that scenario.

Given the potential for conflicting views on this matter, Denis McLeod was contacted to provide an opinion, which is also shown in the attached correspondence.

Accordingly, it is recommended that Council ensures it has a Policy in place to reflect its desire regarding its intended practice and stipulate who would be regarded as appropriate to invite to this function, together with principles associated with selecting such guests.

The attached Policy broadly reflects the practice adopted by the City of Cockburn in the past, however, removes any doubt that invited guests are in any way favoured by the process, because of any perceived personal connection to a Council member.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- Effective advocacy that builds and manages relationships with all stakeholders.
- A responsive, accountable and sustainable organisation.

### **Budget/Financial Implications**

Funds are provided in Council's annual budget for a Civic Dinner to be held each year.

### **Legal Implications**

Regulation 34AC of the Local Government (Administration) Regulations, 1996, refers.

### **Community Consultation**

N/A

### **Attachment(s)**

1. Proposed new Policy SC50 'Annual Civic Dinner – Guest List'.
2. Correspondence – Director General – Department of Local Government.
3. Correspondence – WA Local Government Association (WALGA).

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

N/A



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

Nil.

**10. PLANNING & DEVELOPMENT DIVISION ISSUES**

**10.1 (MINUTE NO 128) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD52 'APPOINTMENT OF REAL ESTATE AGENT TO SELL COUNCIL OWNED PROPERTY' (SM/P/001) (K SIM) (ATTACH)**

**RECOMMENDATION**

That Council adopt amendments to Policy APD52 'Appointment of Real Estate Agent to Sell Council Owned Property', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Policy APD52 'Appointment of Real Estate agents to sell Council owned Property' was first adopted 12 October 2006. The purpose of the Policy is to provide guidance to Officers in assessing and selecting the most appropriate Real Estate agent where the management of the Land Management Strategy results in decisions to sell land.

The current Policy requires amendments due to updated procedures and guidelines emanating from the Land Management Strategy 2011-2016 and increased thresholds for the procurement of services as determined by internal policy (quotations) and the Local Government (Functions and General) Regulations 1996 (Tenders).





The policy recommends that, in the case of a sale where the fee is estimated to be below \$100,000, a short list of three Real Estate agents be selected based on those with their principle office being closest to the property being sold. Generally Local Real Estate agents have most of their sales and listings in the suburbs closest to their office.

The short selection process will ensure that Local agents, who have the best local experience and knowledge of that market, will be considered in the selection process while the selection criteria will guarantee that the City gets the best possible financial return.

### **Submission**

The Policy amendments were considered at the 27 September 2012 meeting of the Delegated Authorities, Policies and Position Statements Committee. The Committee resolved to defer consideration of the Policy amendments to the next Committee meeting to be held on 31 January 2013. Council subsequently endorsed this Committee resolution. The purpose of this report is to present the Policy amendments back to the Committee meeting, noting the request for further information.

### **Report**

The policy recommends that in the case of a land sale where the seller's fee is estimated to be below \$100,000 in total, that a short list of three Real Estate agents be selected based on those with their principle office closest to the property being sold. Those identified are then invited to provide a written proposal to the City, demonstrating how their services represent the greatest value to the City in respect of selling its nominated land parcel. There is an assessment process undertaken of the submissions following this.

This Policy rationale follows that real estate agents who are established and active in the local area are best placed to market the City's land for sale. The policy guides that by targeting local real estate agents in the local community, there is the greatest likelihood of a successful sale taking place at the targeted price for the City.

The selection process involving the short list seeks to ensure that local agents, who have the best local experience and knowledge of that market, will be considered together with their proposed fees noting the need to ensure the City gets the best possible financial return. This process has been very successful to date.



This report seeks to modify the policy to improve both its application and administration by Council officers. The amendments update and improve clarity to the policy.

It is recommended that Council adopt the amendments to Policy APD52 'Appointment of Real Estate agents to sell Council owned property' as shown in the attachment to the Agenda.

### **Strategic Plan/Policy Implications**

#### **Growing City**

- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

#### **Leading & Listening**

- A responsive, accountable and sustainable organisation.
- Manage our financial and infrastructure assets to provide a sustainable future.

#### **Attachment(s)**

Proposed amended Policy APD52 'Appointment of Real Estate Agent to Sell Council Owned Property'.

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

N/A

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

Nil.

### **10.2 (MINUTE NO 129) (DAPPS 31/1/2013) - PROPOSED DRAFT POLICY 'COCKBURN COAST DESIGN GUIDELINES FOR ROBB JETTY AND EMPLACEMENT PRECINCTS' (PS/P/002) (RESERVENTY) (ATTACH)**

#### **RECOMMENDATION**

That Council:

- (1) in pursuance of Clause 2.3.1 of City of Cockburn Town Planning Scheme No. 3, resolves to prepare a Local Planning Policy for Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts; and



- (2) publishes a notice of the proposed policy in accordance with Clause 2.5.1(a) of the scheme.

#### **COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

#### **COUNCIL DECISION**

### **Background**

Design Guidelines for Robb Jetty and Emplacement Precincts (hereafter referred to as the Design Guidelines). The Design Guidelines have been prepared to guide the development and urban form of the Cockburn Coast redevelopment area. The design guidelines aspire to create a quality development that ensures the design aspirations of the Robb Jetty and Emplacement Structure Plans are achieved.

It is intended that these Design Guidelines be adopted as a Local Planning Policy pursuant to Clause 2.3.1 of City of Cockburn Town Planning Scheme No. 3 ("Scheme"). This will enable the Design Guidelines to be applied with the full statutory force of the Scheme.

The purpose of this report is to recommend that Council resolve to prepare a Local Planning Policy for the Design Guidelines.

### **Submission**

N/A

### **Report**

Hassell on behalf of LandCorp has prepared the draft Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts. The Design Guidelines have been prepared to guide the development and urban form of the Cockburn Coast redevelopment area. The design guidelines aspire to create a quality development that ensures the



design aspirations of the Robb Jetty and Emplacement Structure Plans are achieved.

Amendment No. 89 to the Scheme seeks to rezone the Cockburn Coast project area to Development Area No. 33 and introduce provisions under Schedule 11 of the Scheme to guide the planning and development of the project area. The proposed Amendment requires the preparation and adoption of Design Guidelines for the Development Area prior to or as a part of the formal consideration of the Structure Plans. The Robb Jetty and Emplacement Structure Plans were advertised for 31 days from 15 November to 17 December 2012.

Amendment 89 required the Design Guidelines address, but not be limited to, the following matters:

1. Building heights, bulk and scale
2. Public realm interface
3. Private open space
4. Walls and fencing
5. Garages and carports
6. Driveways and crossovers
7. Parking and access arrangements
8. Waste management
9. Affordable housing and housing diversity
10. Mixed Use Areas/Activity Centres
11. Sustainable building design
12. Development adjacent to heritage places
13. Landscaping
14. Signage

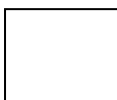
It is intended that these Design Guidelines be adopted as a Local Planning Policy pursuant to Clause 2.3.1 of the Scheme. This will enable the Design Guidelines to be applied with the full statutory force of the Scheme.

The draft Design Guidelines submitted by Hassell on behalf of LandCorp are included in Attachment 1. It is recommended that a number of modifications are made to draft Design Guidelines before they are advertised as a local planning policy. These modifications are outlined in the following section of the report.

#### Inclusions of New Design Considerations

Amendment 89 required that the Design Guidelines address the following matters which are currently not covered in the draft document:

- Garages and carports
- Development adjacent to heritage places



- Signage

The draft Design Guidelines need to be modified to include these design considerations.

### Document Structure

The built form controls within the draft Design Guidelines are divided into two parts, typology specific provisions and general provisions. The general provisions include an objective and assessment criteria for each design element. This approach is a useful means of setting out flexible performance criteria while setting baseline development expectations. For consistency the typology specific provisions should be structured in this manner.

### Public Art Contributions

The Draft Design Guidelines include provisions requiring contribution to public art. It is becoming increasingly common for local governments to collect public art contributions as a condition of approval for large scale urban infill developments. These contributions recognise the growing value placed on the quality of public realm, particularly as urban areas become denser. The concept of public art contributions for Cockburn Coast is supported; however, the Design Guidelines are not the appropriate document to implement the contributions. Developer contribution requirements should be guided by the following principles:

1. Need and the nexus
2. Transparency
3. Equity
4. Certainty
5. Efficiency
6. Consistency
7. Right of consultation and arbitration
8. Accountable

To satisfy these requirements a local planning policy would need to include significant detail on how the contributions were to be managed and spent. The complexity of such a policy warrant the preparation of a standalone local planning policy and for consistency this policy should be applied to across the City. It is intended that the City prepare a public art contribution policy for the whole of the municipality, including Cockburn Coast. This policy would only apply to significant developments and not to all development within the City.

On this basis, it is recommended that the public arts contribution provisions are removed from the draft Design Guidelines.



### Typologies

The draft Design Guidelines include a typology titled Low to Medium Density Residential. This title is misleading as the residential density envisioned for this typology of R40 is not low density within the context of the City of Cockburn or wider metropolitan Perth. Therefore, the title of this typology should be changed to Medium Density Residential Typology.

### Building Heights

The Draft Design Guidelines require that development within the Activity Centre Zone Typology, Mixed Use Zone Typology and High Density Residential Typology be a minimum of three storeys in appearance. This is the same height as required for the Low to Medium Residential Typology. It is recommended that the draft Design Guidelines be modified to require that development within the Activity Centre Zone Typology, Mixed Use Zone Typology and High Density Residential Typology be required to achieve, rather than appear as, the minimum of the building height range outlined Building Height Plan (see Attachment 2).

### Various Other Modifications

It is also recommended that the draft Design Guidelines be modified to the satisfaction of the City to address the below matters before they are advertised:

- Correction of various formatting issues;
- Include a setback for the building line to POS;
- Remove duplication of provisions between typology specific provisions and the general provisions; and
- Various grammatical and spelling errors.

### Conclusion

The draft Design Guidelines have been prepared to guide the creation of a high quality development that ensures the design aspirations of the Robb Jetty and Emplacement Local Structure Plans are achieved. The draft Design Guidelines require a number of modifications before they are acceptable to advertise. It is recommended that once the Draft Design Guidelines have been modified to the satisfaction of the City, they should be advertised as a local planning policy in accordance with Clause 2.5.1(a) of the Scheme.



## **Strategic Plan/Policy Implications**

### **Growing City**

- Development that is soundly balanced between new and existing areas.
- Diversity of housing to respond to changing needs and expectations.

### **Community & Lifestyle**

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

## **Budget/Financial Implications**

N/A

## **Legal Implications**

Once adopted as a Local Planning Policy, planning assessment performed pursuant to City of Cockburn Town Planning Scheme No. 3 ("Scheme") will be required to take into account the requirements in relation to vehicle access.

## **Community Consultation**

Community consultation will be undertaken in accordance with Clause 2.5 of the Scheme.

## **Attachment(s)**

1. Draft Policy 'Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts'.
2. Building Height Plan

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 31 January 2013 Council Meeting.

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

Nil.



**10.3 (MINUTE NO 130) (DAPPS 31/1/2013) - PROPOSED DELETION OF STRATEGIC POLICY SPD4 'LIVEABLE NEIGHBOURHOODS' (PS/P/001) (C CATHERWOOD) (ATTACH)**

**RECOMMENDATION**

That Council delete Strategic Policy SPD4 'Liveable Neighbourhoods', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Position Statement SPD4 Liveable Neighbourhoods was first adopted by Council on 19 August 1997. Its purpose was to formalise the principles and practices relating to assessment of structure plans using Liveable Neighbourhoods. This stems from a time when Liveable Neighbourhoods was considered an 'optional' assessment tool.

Liveable Neighbourhoods has now been adopted as an operational policy of the Western Australian Planning Commission.

**Submission**

N/A

**Report**

Given the status of Liveable Neighbourhoods as an operational policy of the Western Australian Planning Commission, there is no longer a need to have this matter covered by Council policy.

It is recommended the policy be deleted.





**Strategic Plan/Policy Implications**

Nil.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

The proposal to delete this policy was advertised for a period of 21 days which closed on 11 December 2012. No submissions were received.

**Attachment(s)**

Proposed deleted Strategic Policy SPD4 'Liveable Neighbourhoods'.

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

N/A

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

Nil.

**10.4 (MINUTE NO 131) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS OF ADMINISTRATIVE POLICY APD4 'PUBLIC OPEN SPACE' (PS/P/001) (C CATHERWOOD) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Administrative Policy APD4 'Public Open Space', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**



## COUNCIL DECISION

### Background

Administrative Policy APD4 Public Open Space was first adopted by Council on 19 August 1997. Its purpose was to specify land features which will not be accepted by the City as part of the public open space requirement.

The proposal to amend this Policy was advertised for a period of 21 days which closed on 11 December 2012. This report is presented to consider the proposed changes.

### Submission

N/A

### Report

The current version of the Policy lists features which will not be accepted as public open space by the City.

The policy as it stands is useful, however, would benefit from providing additional clarification to the current provisions and also expansion to discuss in what circumstances the collocation of public open space with school site may be deemed appropriate.

There are other planning concerns relating to planning for public open spaces but these are sufficiently covered by Department of Planning operational policy (Liveable Neighbourhoods) and development control policy (WAPC Policy DC2.3 Public Open Space in Residential Areas).

The matters to be covered by APD4, if revised as suggested will cover off those matters the Department of Planning generally rely on the City's advice for.

The changes recommended to the policy are:

- Provide clarity as to what the policy is to be used for (i.e. assessment of structure plan and subdivision proposals);
- Broadening scope of impeded land from simply public access to any impediment considered to affect use of the land for public open space;



- Include consideration of 'community benefit' to issue of easement impeded land;
- Include parameters to consideration of contaminated land;
- Include parameters within which collocation with school sites may be considered (dimensions, usability, maintenance agreements).

The changes will assist with providing developers a clear understanding of matters the City will take into consideration when deciding to accept land as public open space.

### **Strategic Plan/Policy Implications**

#### **Growing City**

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

#### **Infrastructure**

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

#### **Community & Lifestyle**

- Promotion of active and healthy communities.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

The proposal to amend this policy was advertised for a period of 21 days which closed on 11 December 2012. No submissions were received.

### **Attachment(s)**

Proposed amended Policy APD4 'Public Open Space'.

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

N/A



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

Nil.

**10.5 (MINUTE NO 132) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD26 'CONTROL MEASURES FOR PROTECTING WATER RESOURCES IN RECEIVING ENVIRONMENT' (PS/P/001) (R COLALILLO) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) in accordance with Clause 2.5.2 (b) of Town Planning Scheme No. 3, adopt Policy APD26 'Control Measures for Protecting Water Resources in Receiving Environments', as shown in attachment to the Agenda; and
- (2) in accordance with Clause 2.5.3 (a) of Town Planning Scheme No. 3, publish a notice of the resolution to adopt Policy APD26 'Control Measures for Protecting Water Resources in Receiving Environments'.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Administration Planning and Development Policy No. 26 'Control Measures for Protecting Water Resources in Receiving Environments' (APD26) was first adopted by Council on 19 June 2001 to ensure the protection of water resources from nearby subdivisions and developments and ensure water quality within the locality is maintained to a high level.



Since the time of APD26's adoption by Council, the Western Australian Planning Commission ("WAPC") has released State Planning Policy 2.9 - Water Resources ("SPP2.9"), Better Urban Water Management ("BUWM"), and Liveable Neighbourhoods - Edition 4 ("LN4"). The Department of Water has also developed the Stormwater Management Manual which sets out management principles and practices in relation to stormwater management.

All of the above documents are the key references for the City in relation to achieving better management and use of urban water resources.

### **Submission**

N/A

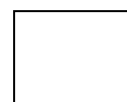
### **Report**

No major updates or modifications have been made to the various guiding documents outlined in the 'Background' section above since the last review of APD26 in 2009. As such, a comprehensive review of APD26 was not required however a general review was still warranted in this case.

Recent District/Local Structure Plans and associated District/Local Water Management Strategies have been prepared and approved in accordance with the general requirements outlined by APD26. No major conflicts or issues have been reported in terms of existing water resources being inappropriately impacted by stormwater generated from newly developed adjoining urban areas.

Given the above and in recognition of an overall drying climate within the Perth Metropolitan area, it was considered appropriate that the sustainable use of available stormwater be permitted in certain scenarios. As such, the following provision was considered an appropriate addition to APD26.

*"(5) The City recognises that in a drying climate, drainage generated from urban areas may in some cases be seen as an important source of water to direct towards wetland environment/s. Any consideration of this must demonstrate through an associated Local Water Management Strategy and/or Urban Water Management Plan that an adequate treatment train exists for drainage so that gross pollutants and nutrients are removed prior to the water entering the wetland to the satisfaction of the City, Department of Water and/or Department of Environment and Conservation."*



Some minor textual updates to APD26 were also recommended as follows:

- Addition of "of Western Australia" in relation to the Stormwater Management Manual, reflective of its full title;
- deletion of reference to Department of Environment in relation to the Stormwater Management Manual of Western Australia as the Department of Water is the custodian of the document;

No other major modifications to the current policy were recommended.

### Consultation

APD26 was advertised in accordance with Clause 2.5.3 of Town Planning Scheme No. 3 and no submissions were received during the advertising period. As such no further modifications to the APD26 are required.

### Conclusion

It is recommended that Council adopt the final APD26 as shown in attachment 1 to this report.

## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Environment & Sustainability**

- A community that uses resources in a sustainable manner.
- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

Consistent with State Planning Policy 2.9 - Water Resources (prepared under Section 26 of the *Planning and Development Act 2005*).

## **Community Consultation**

The proposal to amend this policy was advertised for a period of 21 days which closed on 11 December 2012. No submissions were received.



**Attachment(s)**

Proposed amended Policy APD26 'Control Measures for Protecting Water Resources in Receiving Environments'.

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

N/A

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

Nil.

**10.6 (MINUTE NO 133) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD20 'DESIGN PRINCIPLES FOR INCORPORATING NATURAL MANAGEMENT AREAS INCLUDING WETLANDS AND BUSHLANDS IN OPEN SPACE AND / OR DRAINAGE AREAS' (3002) (R SERVENTY) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Policy APD20 'Design Principles for Incorporating Natural Management Areas including Wetlands and Bushland in Open Space/Or Drainage Areas', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION****Background**

Policy APD20 'Design Principles for Incorporating Natural Management Areas Including Wetlands and Bushland in Open Space/or Drainage Areas' was first adopted by Council on 18 April 2000. At its 11 November Ordinary Council Meeting, Council resolved to adopt



modifications to APD20. The modified APD20 was then advertised in accordance with Clause 2.5.3 of Town Planning Scheme No.3 and no submission were received during the advertising period.

The purpose of APD20 is to protect natural areas when land is development.

### **Submission**

N/A

### **Report**

The City is responsible for the ongoing management of the POS and drainage areas which usually contain natural areas, which include wetlands and bushland. APD20 sets out for proponents of development the City's expectations for the design of POS and drainage areas which contain wetlands and areas of bushland.

The key changes to Policy APD20 include a change to the title of the Policy to 'Incorporating Natural Areas in Open Space/Or Drainage Areas' and incorporation of detailed design guidance for the protection of wetland and bushland in POS.

### **Strategic Plan/Policy Implications**

#### **Growing City**

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

#### **Environment & Sustainability**

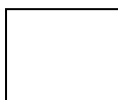
- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A





### Community Consultation

The modified APD20 was advertised in accordance with Clause 2.5.3 of Town Planning Scheme No.3 and no submission were received during the advertising period.

### Attachment(s)

Proposed amended Policy APD20 'Incorporating Natural Areas in Open Space/Or Drainage Areas'

### Advice to Proponent(s)/Applicant

N/A

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

Nil.

## 10.7 **(MINUTE NO 134) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD21 'PEDESTRIAN ACCESS WAY CLOSURES' (SM/P/001) (L GATT / A TROSIC) (ATTACH)**

### RECOMMENDATION

That Council amends Policy APD21 'Pedestrian Access Way Closures' as shown in the attachment to the Agenda.

### COMMITTEE RECOMMENDATION

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

### COUNCIL DECISION

### Background

Policy APD21 provides guidance and procedures to assist with the analysis, and recommendations to close a Pedestrian Access Way (PAW).



The current Policy requires amendments due to an updated procedure and guidelines available through both Department of Regional Development and Lands (SLS) and Western Australian Planning Commission (WAPC).

### **Submission**

N/A

### **Report**

Policy APD21 'Pedestrian Access Way Closures' was first adopted 17 June 1997 and reviewed 9 April 2009. The purpose of the Policy is to provide guidance for Officers in assessing whether a PAW could be closed or not.

This report seeks to modify the Policy to improve both its application and administration by Council officers. The amendments add more detail and reference new guidelines available from SLS and WAPC.

It is recommended that Council adopt the amendments to Policy APD21 "Pedestrian Access Way Closures" as shown in the attachment to the Agenda.

### **Strategic Plan/Policy Implications**

#### **Moving Around**

- An integrated transport system which balances environmental impacts and community needs.
- Facilitate and promote healthy transport opportunities.
- Infrastructure that supports the uptake of public transport and pedestrian movement.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A



## Community Consultation

The proposal to modify this policy was advertised for a period of 21 days which closed on 11 December 2012. No submissions were received.

## Attachment(s)

Proposed amended Policy APD21 'Pedestrian Access Way Closures'.

## Advice to Proponent(s)/Submissioners

N/A

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

N/A

### 10.8 **(MINUTE NO 135)** (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD30 'ACCESS STREET - ROAD RESERVE AND PAVEMENT STANDARDS' (SM/P/003) (C HOSSEN) (ATTACH)

#### RECOMMENDATION

That Council adopt proposed amendments to Administrative Policy APD30 'Road Reserve and Pavement Standards', as shown in the attachment to the Agenda.

#### COMMITTEE RECOMMENDATION

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

#### COUNCIL DECISION

## Background

Administration Policy APD30 'Access Street – Road Reserve and Pavement Standards' was first adopted by the City of Cockburn ("City")



on 19 June 2001. Its purpose is to provide additional guidance to the design and construction standards for access streets for both new and infill environments in addition to that outlined in Element 2 of Liveable Neighbourhoods.

APD 30 was advertised in accordance with Clause 2.5.3 of Town Planning Scheme No. 3 and no submission were received during the advertising period.

### **Submission**

N/A

### **Report**

APD30 was prepared to enable the City to vary the design requirements of Access Streets to adapt and respond to a range of environments. The design of Access Streets is established in Liveable Neighbourhoods providing a range of typical street designs to accommodate the most common situations.

APD30 seeks to clarify under what circumstances lesser design requirements are acceptable and establishes a procedure to review requests to vary these standards. It should be noted that these minimum standards are not allowed by right but require prior written approval from all servicing authorities and approval from the City's Engineering and Works Division.

The key change to this policy is the reduction in verge requirement by 0.5 of a metre from 5.0 metres to 4.5 metres. This change has been recommended to bring the policy in line with current engineering expectations. Where circumstances dictate that a lesser design criteria is warranted, services can be accommodated within a 4.5 metre wide verge.

### **Strategic Plan/Policy Implications**

#### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.
- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.

### **Budget/Financial Implications**

N/A



**Legal Implications**

N/A

**Community Consultation**

The proposal to modify this policy was advertised for a period of 21 days which closed on 11 December 2012. No submissions were received.

**Attachment(s)**

Proposed amended Policy APD30 'Access Streets – Road Reserve and Pavement Standards'.

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

N/A

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

Nil.

**10.9 (MINUTE NO 136) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD62 'VEHICLE ACCESS' (SM/P/003) (R SERVENTY) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments Policy APD62 'Vehicle Access' as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

## **Background**

APD62 'Vehicle Access Policy' was first adopted by Council on 10 March 2011. At its 11 November Ordinary Council Meeting, Council resolved to adopt modifications to APD62. The modified APD62 was then advertised in accordance with Clause 2.5.3 of Town Planning Scheme No.3 and no submission were received during the advertising period.

The purpose of APD62 is to provide a framework for the planning and development of safe and efficient movement of motorists, public transport users, pedestrians and cyclists, where a coordinated approach to vehicle access is required.

## **Submission**

N/A

## **Report**

APD62 was prepared to ensure that when land adjacent to major/arterial/distributor/important roads is developed for more intensive uses, the resulting additional traffic generated by such uses does not cause conflict, especially where pre-existing traffic -volumes are high.

The City is generally responsible for the approval of development on land adjacent to major/arterial/distributor/important roads. APD62 allows the City to ensure development approval provides for:

1. Safe and efficient movement of motorists, public transport users, pedestrians and cyclists;
2. Safe and efficient movement of waste management and other service vehicles;
3. Minimisation of the potential for conflict between through and local traffic;
4. Visually attractive road environments; and
5. Reasonable property access that is direct, convenient and safe.

The proposed amendments involve very minor changes to aid the interpretation of APD62. Alternative terms are proposed which are more certain in their meaning.



## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Moving Around**

- A safe and efficient transport system.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A

## **Community Consultation**

The modified APD62 was advertised in accordance with Clause 2.5.3 of Town Planning Scheme No. 3 and no submissions were received during the advertising period.

## **Attachment(s)**

Proposed amended Policy APD62 'Vehicle Access'.

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

N/A

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

Nil.

### **10.10 (MINUTE NO 137) (DAPPS 31/1/2013) - PROPOSED REVIEW OF POLICY APD65 'NAVAL BASE HOLIDAY PARK HERITAGE AREA' (SL/L/002) (C HOSSEN) (ATTACH)**

#### **RECOMMENDATION**

That Council retain Policy APD65 'Naval Base Holiday Park Heritage Area' in its current state, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council at its Ordinary Meeting held on 14 July 2011 (Min No. 4565) resolved to direct officers to prepare the necessary documentation for the designation of a Heritage Area for Place No. 67 (Naval Base Holiday Park) pursuant to Clause 7.2 of City of Cockburn Town Planning Scheme No. 3 ("Scheme"). This included the preparation of a Local Planning Policy to set out the objectives and guidelines for the area, which would be advertised and presented back to Council for future consideration in accordance with the Scheme.

Being a policy action, the Delegated Authorities, Policies and Position Statements ("DAPPS") Committee resolved to adopt APD65 on 24/05/2012. The policy came into affect following the publication of a notice as per Clause 2.5.3 (a) of the Scheme.

**Submission**

N/A

**Report**

The purpose of this report is for Council to consider whether there is need to review APD65 is required as part of the 2012 policy review.

Considering the short timeframe that has elapsed and the satisfactory operation of APD65 since adopted it is considered unnecessary to undertake any update or modifications to APD 65 at this time.

**Strategic Plan/Policy Implications**

**Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.





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

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Attachment(s)**

Policy APD65 'Naval Base Holiday Park Heritage Area'

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

N/A

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

Nil.

**10.11 (MINUTE NO 138) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POSITION STATEMENTS PSPD4, 'CONTROL OF SMOKE AND DUST FROM DEVELOPMENT SITES', PSPD11 'PUBLIC BUILDING' AND REVIEW OF POSITION STATEMENT PSPD7 'JANDAKOT AIRPORT NOISE' (HS/P/003) (P OORJITHAM) (ATTACH)**

**RECOMMENDATION**

That Council:

- 1 adopt proposed amendments to Position Statements PSPD4, 'Control of Smoke and Dust from Development Sites', and PSPD11 'Public Building'; and
  - 2 adopt Position Statement PSPD7 'Jandakot Airport Noise' with no changes;
- as shown in the attachments to the Agenda.



**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

A review of Position Statements PSPD4, PSPD7 and PSPD11 was undertaken and these position statements were revised into the updated format with minor amendments to the text being recommended. The amendments do not impact on the original intent of the position statements but merely serve to make them clearer

**Submission**

N/A

**Report**

A review of PSPD4, PSPD7 and PSPD11 was undertaken in December 2012. Some amendments are proposed for PSPD4 and PSPD11 and no changes were proposed for PSPD7. As part of the review, the documents were updated in the revised format.

The changes proposed are outlined in the attached documents and are only considered minor in nature and do not alter the original intent.

PSPD4 'Control of Smoke and Dust from Development Sites' with minor amendments are proposed for clarity.

PSPD11 'Public Buildings' with minor amendments relates to how applications ought to be undertaken and the processes involved in issuing approvals and the conditions that may apply. Only minor alterations are being proposed for clarity

PSPD7 'Jandakot Airport Noise' relates to the development of land and buildings. No changes are proposed for this position statement.



### **Strategic Plan/Policy Implications**

There are no changes to the City's Strategic Plan nor are there any Policy implications. The proposed changes involve updating existing position statements and only assist to clarify the intent of these statements.

### **Environment & Sustainability**

- Identification and minimisation of impacts to human health risk.
- Community and businesses that are supported to reduce resource consumption, recycle and manage waste.
- Greenhouse gas emission and energy management objectives set, achieved and reported.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

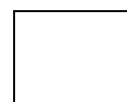
1. Proposed amended Position Statement PSPD4, 'Control of Smoke and Dust from Development Sites'
2. Proposed amended Position Statement PSPD11 'Public Building'
3. Position Statement PSPD7 'Jandakot Airport Noise'

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

N/A

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

Nil.



**10.12 (MINUTE NO 139) (DAPPS 31/1/2013) - PROPOSED REVIEW OF POLICY APD12 'AGED AND/OR DEPENDANT PERSONS DWELLINGS' ( PS/P/002 ) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) adopt Policy APD12 'Aged and/or Dependant Persons' Dwellings' in accordance with section 2.5.3 of Town Planning Scheme No. 3, as shown in the attachments to the Agenda; and
- (2) in accordance with Clause 2.5.3(a) of Town Planning Scheme No.3, publish a notice of the resolution to adopt Policy APD12 'Aged and/or Dependent Persons' Dwellings'.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Aged and/or Dependent Persons Dwellings' for the purposes of public consultation.

Policy APD12 was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A



## **Report**

The proposed amendments to Planning Policy APD12 are substantial and required advertising for public comment under Town Planning Scheme No.3 section 2.5 – Procedures for making or amending a Local Planning Policy. No submissions were received.

## **Strategic Plan/Policy Implications**

### **Growing City**

- Diversity of housing to respond to changing needs and expectations.

### **Community & Lifestyle**

- Community environments that are socially cohesive and embrace diversity.
- Communities that are connected, inclusive and promote intergenerational opportunities.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A

## **Community Consultation**

Advertising of the amended policy in accordance with section 2.5.1 of Town Planning Scheme No.3 occurred and no submissions were received.

## **Attachment(s)**

Policy APD12 'Aged and/or Dependant Persons' Dwellings'.

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

N/A

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

Nil.



**10.13 (MINUTE NO 140) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD72 'SIGNS AND ADVERTISING' (R SIM/ T CAPPELLUCCI) (PA/P/003) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) in accordance with Clause 2.5.2(b) of Town Planning Scheme No. 3 adopt Policy APD72 'Signs and Advertising', as shown in the attachment to the Agenda;
- (2) publish notice of the resolution to adopt Policy APD72 'Signs and Advertising' in accordance with Clause 2.5.3(a) of Town Planning Scheme 3; and
- (3) advise those who make submissions on the Policy of Council's decision.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

The City of Cockburn currently does not have a local planning policy relating to signage which has lead to a largely merits based determination of signage applications. However, this has resulted in inconsistencies over time and between individual officers. Further to this, the City is aware of numerous examples of inappropriate types of signage which do not result in a positive amenity outcome. Developing and adopting a comprehensive signage policy within the City will introduce a structured classification of the various types of signage and provide consistency in decision making and the built form outcomes.



## Submission

At the Ordinary Council Meeting held on 9 August 2012 Council resolved to publish notice of the draft Local Planning Policy 'Signs and Advertising' in accordance with clause 2.5.1(a) of Town Planning Scheme. During the advertising period which took place from 10 August 2012 to 4 September 2012 a total of one (1) submission was received. The submission raised the following matters with regard to the draft signs and advertising policy.

- Section 1(d) of *Part 4; General Development Provisions* makes reference to signage of services and products other than those available on the lot requiring the submission of a sign strategy acceptable to the City of Cockburn for the whole site;
- The submission seeks to modify the draft policy to include specific circumstances where third party advertising signage may be permitted in the City and requests specific requirements pertaining to these applications; and
- Seeks modification to draft Policy to include specific information requirements to inform the preparation of a 'signage strategy'

It is the City's position that third party signage and entertaining a strategy to guide and facilitate third party signage within the City of Cockburn is contrary to clause 1.6.1(b) of Town Planning Scheme No. 3. Allowing the erection of third party signage within the City of Cockburn would set an undesirable precedent with regard to the provisions of orderly and proper planning in terms of streetscape amenity. In this respect third party signage may be billboards and hoardings advertising products and services generally that are not related to the subject land (ie general advertising)

As outlined in the submission, third party signage is typically large and sited in order to attract short period viewing from passing motorists. These types of signs would typically be classified under the draft signs and advertising policy as either hoarding signs, panel signs, monolith signs or pylon signs. In order to operate effectively, the dimensions of third party signage would need to be significantly larger than the standards outlined in the draft policy for each type of sign. This could potentially result in the proliferation of large and bulky billboard signs within the City of Cockburn which are considered to be unsightly and would impact adversely on the amenity of the district.

Third party signage may also consist of periodically rotating, flashing or illuminated signage of any manner of product or service. The nature of third party signage would potentially result in the City having little direct control in determining whether the content of such signage is suitable

and in compliant with clause 1.6.1 of Town Planning Scheme No. 3. To address this concern it is recommended that Part 4; Section 1(d) of the draft Signs and Advertising policy be deleted.

## Report

The advertised draft Signs and Advertising policy seeks to provide clarity and direction to City staff and external stakeholders by introducing a classification of the various types of signage and establishing appropriate development standards and to determine whether applications for signage require planning approval.

Arising from the advertising process and further review a range of modifications to the advertised draft are proposed in order to more accurately reflect the purpose of the policy as follows:

- a) *Part 4; General Development Provisions; Removal of Section 1(d) and insertion of a new section stating that advertisement signs shall not consist of inappropriate or offensive language or material;*
- b) *Part 5, Section 8; Ground Based Signs:* Removal of clause b which relates to ground based signs being granted approval for a temporary period;
- c) *Part 5, Section 14; Product Display Signs:* the last sentence of the definition is to be modified to state the following: *“Product display signs are not permitted within the City of Cockburn unless such signage is deemed necessary to the public interest”*. The standards relating to Product Display Signs are to be deleted from the policy also;
- d) *Part 5, Section 20; Semaphore Signs;* to be removed. It is considered that section 15; ‘Projecting Signs’ adequately deals with these types of signs. Renumbering of subsequent sections;
- e) *Part 5, Section 26; Window Signs;* The standards of a window sign are to be reworded as follows: *A window sign is to not cover more than 10% of the glazed area of any one window panel or 1 square metre, whichever is lesser*. In addition to this, two additional clauses are to be added stating the following; *“The total area of window signage on any elevation is not to exceed in total 10% of the area on any elevation”* and *“Window film associated with window signage is to be visually permeable and allow observation of the internal floor space from outside the buildings(s).*





- f) *Part 6; Standards common to Signs on Heritage Buildings:* A further clause is also to be added stating the following; *Signage on properties included on the State Heritage Register are required to be referred the Heritage Council for comment;* and
- g) *Part 10; Referral Requirements for Signage on land on or abutting a Primary Regional Roads or Other Regional Roads Reservation:* The date of the WAPC Instrument of Delegation is to be changed to the most recent Notice of Delegation which is 13/08/2010.

It is recommended that Council adopt the draft Signs and Advertising policy subject to the above modifications.

### **Strategic Plan/Policy Implications**

#### **Growing City**

- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

#### **Infrastructure**

- Facilities that promote the identity of Cockburn and its communities.

#### **Community & Lifestyle**

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

Draft policy was advertised in accordance with the requirements of Town Planning Scheme No. 3.

### **Attachment(s)**

1. Proposed amended Policy APD72 'Signs and Advertising'.
2. Submission from Urbis.



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

N/A

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

Nil.

**10.14 (MINUTE NO 141) (DAPPS 31/1/2013) - DRAFT PLANNING POLICY SUBDIVISION AROUND THOMSONS LAKE (SM/P/006) (G BOWERING) (ATTACH)**

**RECOMMENDATION**

That Council:

- (1) adopt draft policy on Subdivision Around Thompsons Lake in accordance with Clause 2.3.1 of Town Planning Scheme No.3, as shown in the attachment to the Agenda; and
- (2) publish a notice of the draft Local Planning Policy Subdivision around Thompsons Lake in accordance with Clause 2.5.1 of Town Planning Scheme No. 3.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

The large number of cases of Ross River Virus (RRV) in Cockburn during summer of 2011/12 were investigated by experts and the WA Department of Health (DoH). Subsequent advice from DoH to the City is that there is a heightened risk of contracting the disease for people residing near Thompsons Lake.



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

### **Submission**

N/A

### **Report**

RRV is a non fatal but potentially debilitating polyarthritic disease in humans. In previous years the vast majority of cases of RRV in Cockburn were linked to visits to the Peel region. The summer of 2011/12 was different because of the large number of cases contracted in the Perth metropolitan area and Cockburn was the hot spot with about 100 cases, of which most were linked to exposure to mosquito's near to Thomsons Lake. This may have been an isolated event due to unseasonal rainfall in December and January, and long periods of hot temperatures, however the cases were investigated by experts at DoH who reported a clear link with proximity to Thomsons Lake.

DoH concluded that the risk of RRV is significantly increased among residents living within 2km of a nature reserve in the Perth metropolitan area that contains mosquito breeding habitat and natural vertebrate hosts. The hosts in the Thomsons Lake reserve are the Western Grey Kangaroo and the species of mosquito that carries the virus and is common to the area is *Culex annulirostris*. The Department of Environment are responsible for the management of Thomsons Lake Reserve and the City is continuing to work closely with them and the DoH to ensure that the kangaroo population in the reserve is monitored and kangaroo numbers are controlled as necessary.

The City will continue to ensure residents and visitors to local sporting facilities are advised to be vigilant against potential mosquito bites by undertaking the normal precautions (avoid exposure at dawn/dusk, wear loose fitting clothing and use insect repellent). The City has recently developed its first Mosquito Management Plan, which includes monitoring potential breeding sites throughout the City and treating them with larvaecide, with special attention been paid to the area around Thomsons Lake.

While the responsible state and local government agencies will implement measures to minimise the risk, it is prudent that any prospective purchasers of land in this area should be appropriately alerted to this risk.



The City of Mandurah currently as a practice to request that the WAPC impose a standard notification memorial on the titles of all lots created within the City of Mandurah as little or no areas of the City are more than 2km from similarly affected areas. The City of Mandurah has been successfully applying the memorial requirement to subdivision referrals for a number of years despite not having any formal policy or position statement in this regard.

To more fully inform future owners of the potential risk a new planning policy is recommended that requires:

- 1) Developers to provide a mosquito management plan for all new subdivisions involving the creation of new road infrastructure and/or open space located within 2km of Thomsons Lake.
- 2) A memorial to be placed on all new residential lots created within 2km of Thomsons Lake warning of the heightened risk of mosquito born disease in the area.

The map attached to the proposed policy depicts the subject area which encompasses all lots located within 2km of Thomsons Lake. This is the area that will be subject to the policy.

As this is a Policy affecting subdivision requirements and processes within the district the policy is to be prepared under the Town Planning Scheme No. 3 provisions and will require advertising and adoption in accordance with Section 2 of TPS3. In this respect it is proposed to advertise the application widely through newspaper and online mediums.

It is recommended that Council resolve to prepare and to advertise the draft policy as set out in the recommendation section of the report.

### **Strategic Plan/Policy Implications**

#### **Growing City**

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

#### **Community & Lifestyle**

- Promotion of active and healthy communities.

#### **Environment & Sustainability**

- Identification and minimisation of impacts to human health risk.



**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Attachment(s)**

1. Proposed draft Policy 'Subdivision around Thompsons Lake'.
2. Report from Department of Health on Ross River Virus risk associated with proximity to mosquito breeding habitat.

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

N/A

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

Nil.

**10.15 (MINUTE NO 142) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY APD68 'LICENCED PREMISES (LIQUOR)' (SM/P/001) (G BOWERING/NJONES) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) note the submission received;
- (2) in accordance with Clause 2.5.2(b) of Town Planning Scheme No.3 adopt proposed amendments to Policy APD68 'Licensed Premises (Liquor)', as shown in the attachment to the Agenda;
- (3) in accordance with Clause 2.5.3(a) of Town Planning Scheme No.3 publish notice of the Policy;
- (4) advise those who made a submission on the Policy of Council's decision.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Mayor L Howlett that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

The draft Planning Policy Licensed Premises was presented to the July 2011 DAPPS committee meeting for the purposes of approval to commence advertising (Refer to item 10.7 DAPPS 26/7/2012).

The draft policy was subsequently advertised in accordance with the requirements of the Town Planning Scheme. One submission was received during the advertising period and the submission is addressed below.

**Submission**

The draft policy was advertised in accordance with section 2.5.1(a) of Town Planning Scheme and one submission was received during that period from the Drug and Alcohol Office.

The submission is attached to the report and raises the following matters in summary:

- 1) The DAO supports the rationale for the policy and recommends that the strategic alignment be strengthened to ensure the policy stands up to challenge in the SAT. This recommendation is supported.
- 2) The DAO supports the Background statements and recommends an amendment "*Research suggests that alcohol availability has the potential to contribute to harm in the community*" as this may assist to strengthen the policy. This recommendation is supported.
- 3) The DAO advises that the Purpose section of the policy ought to be clarified to specify the purpose of addressing consideration of adverse public impact. This recommendation is supported.



- 4) The DAO recommends that Policy provision 1) be amended to allow scope to consider the adverse public impact of an application. This recommendation is supported.
- 5) The DAO supports Policy provision 2) in calling for the submission of a Public Interest Assessment Report at the Development Application stage. Support noted.

## Report

In light of the submission received it is recommended that the proposed policy be amend the draft policy in the following manner:

- a) Insert the following paragraph under the heading “Policy”

*This policy arises from the provisions of section 1.6 of Town planning Scheme No.3 where the aims of the Scheme are to ensure development complies with accepted standards and practices for public amenity and convenience. And also to ensure that the quality of life enjoyed by the City’s inhabitants is not jeopardised by poor planning, unacceptable development and incompatible use of land. Inappropriate distribution and function of licensed premises is considered to have a significant potential to conflict with these town planning objectives.*

- b) In the first paragraph under the heading “Background” insert the following text after the first sentence:

*Research suggests that alcohol availability has the potential to contribute to harm in the community.*

- c) In the first paragraph under the heading “Purpose” insert the following text after the first sentence:

*In this respect information about the public impact of licensed premises is required to be provided with an application in order for the potential for adverse public impact to be assessed and determined in the decision making process.*

- d) Under the heading Policy, Item 1), at the end of the first sentence insert the following:

*In this respect the potential for adverse public impact is to be considered alongside other matters such as community and economic development.*



The above changes are in accordance with the recommendations of the Drug and Alcohol Office and will strengthen the operation of the policy and more clearly articulate the purpose.

- e) For clarity wherever the term Licensed Premises is used in the document insert the term “Liquor” prior as there are different forms of licensed premises other than liquor licensed premises.

### **Strategic Plan/Policy Implications**

#### **Community & Lifestyle**

- Safe communities and to improve the community’s sense of safety.
- Promotion of active and healthy communities.

#### **Environment & Sustainability**

- Identification and minimisation of impacts to human health risk.

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

Consultation carried out in accordance with TPS3 requirements.

#### **Attachment(s)**

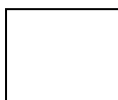
1. Proposed amended Policy APD68 ‘Licensed Premises (Liquor)’.
2. Submission from the DAO.

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

N/A

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

Nil.





**10.16 (MINUTE NO 143) (DAPPS 31/1/2013) - ADOPTION OF NEW LOCAL PLANNING POLICY APD69 'UNIFORM FENCING' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD69 'Uniform Fencing' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt a new Local Planning Policy 'Uniform Fencing' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

This new policy supersedes the previous Local Planning Policy relating to Uniform Fencing (APD34 Industrial and Residential Estate Fencing).

**Submission**

Nil

**Report**

The new policy provides clear direction about the types of acceptable material and heights for uniform fencing within the City depending on the location.



## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Environment & Sustainability**

- Identification and minimisation of impacts to human health risk.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A

## **Community Consultation**

Advertising of the new Uniform Fencing Policy in accordance with TPS3 section 2.5.1 occurred and no submissions were received.

## **Attachment(s)**

Policy APD69 'Uniform Fencing'

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

N/A

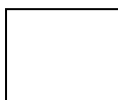
## **Implications of Section 3.18(3) Local Government Act, 1995**

Nil.

### **10.17 (MINUTE NO 144) (DAPPS 31/1/2013) - ADOPTION OF NEW LOCAL PLANNING POLICY APD70 'WASTE MANAGEMENT IN MULTIPLE UNIT DEVELOPMENTS' (SM/P/001) (A LEFORT) (ATTACH)**

#### **RECOMMENDATION**

That Council adopt the new local Planning Policy APD70 'Waste Minimisation, Storage and Collection in Multiple Unit Developments' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.



**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION****Background**

Council resolved at its ordinary meeting held on 11 October 2012 to delete strategic policy SPD 9 'Waste Minimisation, Storage and Collection in Multiple Unit Developments' and adopt a new Administrative Planning and Development Policy titled 'Waste Management in Multiple Unit Developments' for the purposes of public consultation. The new policy contains minor changes.

The new policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A

**Report**

The proposed amendments to the existing Policy reflect the experience gained in the application of the Policy to development proposals over the past 2.5 years. They also reflect recent changes in waste management practices over the same period.

The proposed change in the classification of the Policy is appropriate reflecting the regular application of the Policy in the assessment and determination of development proposals under the City's Town Planning Scheme.

**Strategic Plan/Policy Implications****Growing City**

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



**Environment & Sustainability**

- A community that uses resources in a sustainable manner.
- Identification and minimisation of impacts to human health risk.

**Budget/Financial Implications**

Nil

**Legal Implications**

Nil

**Community Consultation**

Advertising of amended Policy in accordance with TPS3 section 2.5.1 occurred and no submissions were received.

**Attachment(s)**

Proposed new Policy APD70 'Waste Management in Multiple Unit Developments'.

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

N/A

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

Nil.

**10.18 (MINUTE NO 145) (DAPPS 31/1/2013) - ADOPTION OF NEW LOCAL PLANNING POLICY APD71 'INDUSTRIAL DEVELOPMENT' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt a new Local Planning Policy APD71 'Industrial Development' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.



**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION****Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Relocation of Building Envelopes' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A

**Report**

The policy has been reformatted and is proposed to have minor administrative changes which do not introduce new provisions or alter the intent of existing policy provisions.

**Strategic Plan/Policy Implications****Growing City**

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

**Environment & Sustainability**

- A community that uses resources in a sustainable manner.
- Community and businesses that are supported to reduce resource consumption, recycle and manage waste.



**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No. 3 occurred and no submissions were received.

**Attachment(s)**

Policy APD71 'Industrial Development'

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

N/A

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

Nil.

**10.19 (MINUTE NO 146) (DAPPS 31/1/2013) - ADOPTION OF AMENDMENTS TO APD 14 'DOMESTIC SATELLITE DISHES' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt the amended version of APD14 'Domestic Satellite Dishes' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**



**COUNCIL DECISION****Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Domestic Satellite Dishes' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A

**Report**

The local planning policy has been reformatted and is proposed to have minor administrative changes which do not introduce new provisions or alter the intent of existing policy provisions.

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

- Effective and constructive dialogue with all City stakeholders.

**Budget/Financial Implications**

Nil

**Legal Implications**

N/A

**Community Consultation**

Advertising of the amended policy in accordance with section 2.5.1 of Town Planning Scheme No. 3 occurred and no submissions were received.

**Attachment(s)**

Policy APD14 'Domestic Satellite Dishes'



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

N/A

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

Nil.

**10.20 (MINUTE NO 147) (DAPPS 31/1/2013) - ADOPTION OF AMENDMENTS TO APD49 'RESIDENTIAL DESIGN CODES - ALTERNATIVE ACCEPTABLE DEVELOPMENT PROVISIONS' (SM/P/001)(A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt the amended version of APD49 'Residential Design Codes – Alternative Acceptable Development Provisions' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Residential Design Codes – Alternative Acceptable Development Provisions' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.





**Submission**

N/A

**Report**

The policy has been reformatted and is proposed to have minor administrative changes which do not introduce new provisions or alter the intent of existing policy provisions.

**Strategic Plan/Policy Implications**

**Growing City**

- Development that is soundly balanced between new and existing areas.
- Diversity of housing to respond to changing needs and expectations.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No. 3 occurred and no submissions were received.

**Attachment(s)**

Policy APD49 'Residential Design Codes – Alternative Acceptable Development Provisions'.

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

N/A

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

Nil.



**10.21 (MINUTE NO 148) (DAPPS 31/1/2013) - ADOPTION OF POLICY  
APD 42 'THE KEEPING OF HORSES AND OTHER ANIMALS IN THE  
RESOURCE ZONE' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD42 'The Keeping of Horses and other animals in the Resource Zone' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Cllr C Reeve-Fowkes SECONDED Cllr B Houwen that Council adopt the recommendation subject to the amendments to Policy APD42 'The Keeping of Horses and other Animals in the Resource Zone', as shown in the attachments to the Minutes.

**CARRIED 5/0**

**COUNCIL DECISION**

**Reason for Decision**

This will correct a typographical error.

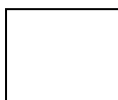
**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'The Keeping of Horses and other animals in the Resource Zone' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A



## **Report**

The policy has been reformatted and is proposed to have minor administrative changes which reflect current standard wording for state based policies and departmental bodies as well as additional information relating to retrospective applications.

## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Environment & Sustainability**

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.
- Identification and minimisation of impacts to human health risk.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A

## **Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No. 3 occurred and no submissions were received.

## **Attachment(s)**

Policy APD 42 'The keeping of Horses and other animals in the resource zone'.

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

N/A

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

Nil.



**10.22 (MINUTE NO 149) (DAPPS 31/1/2013) - ADOPTION OF POLICY APD27 'SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD27 'Subdivision Policy for Sand Extraction Sites and other Sites in Jandakot and Banjup North of Armadale Road' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Subdivision Policy for sand extraction sites and other sites in Jandakot and Banjup North of Armadale Road' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

Nil

**Report**

The policy content and structure has been reformatted and revised to bring the policy into conformance with proper planning processes.



## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Environment & Sustainability**

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

### **Moving Around**

- An integrated transport system which balances environmental impacts and community needs.
- A safe and efficient transport system.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A

## **Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No. 3 occurred and no submissions were received.

## **Attachment(s)**

Policy APD27 'Subdivision Policy for Sand Extraction Sites and other sites in Jandakot and Banjup north of Armadale Road.

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

N/A

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

Nil



**10.23 (MINUTE NO 150) (DAPPS 31/1/2013) - ADOPTION OF AMENDMENTS TO APD36 'SHOPPING CENTRES AND SERVICE STATIONS' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD36 'Service Stations and Petrol Filling Stations' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Service Stations and Petrol Filling Stations' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A

**Report**

The proposed amendments to Planning Policy APD36 are substantial and required advertising for public comment under Town Planning Scheme No.3 section 2.5 – Procedures for making or amending a Local Planning Policy.



**Strategic Plan/Policy Implications****Growing City**

- Development that is soundly balanced between new and existing areas.
- Investment in industrial and commercial areas, provide employment, careers and increase economic capacity in the City.

**Environment & Sustainability**

- A community that uses resources in a sustainable manner.

**Budget/Financial Implications**

Nil

**Legal Implications**

Nil

**Community Consultation**

Advertising of Amended Policy in accordance with TPS3 section 2.5.1 occurred and no submissions were received.

**Attachment(s)**

Policy APD36 'Service Stations and Petrol Filling Stations'.

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

N/A

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

Nil.

**10.24 (MINUTE NO 151) (DAPPS 31/1/2013) - ADOPTION OF POLICY APD 55 'RELOCATION OF BUILDING ENVELOPES' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD55 'Relocation of Building Envelopes' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.



**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Relocation of Building Envelopes' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

**Submission**

N/A

**Report**

The policy has been reformatted and is proposed to have minor administrative changes which do not introduce new provisions or alter the intent of existing policy provisions.

**Strategic Plan/Policy Implications**

**Growing City**

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

**Environment & Sustainability**

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

**Budget/Financial Implications**

Nil





**Legal Implications**

N/A

**Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No.3 occurred and no submissions were received.

**Attachment(s)**

Policy APD55 'Relocation of Building Envelopes'

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

N/A

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

Nil.

**10.25 (MINUTE NO 152) (DAPPS 31/1/2013) - ADOPTION OF POLICY APD53 'COOGEE RESIDENTIAL HEIGHT REQUIREMENTS' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD53 'Coogee Residential Height Requirements' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

## **Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Coogee Residential Height Requirements' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.

## **Submission**

N/A

## **Report**

The policy is proposed to have minor administrative changes which do not introduce new provisions or alter the intent of existing policy provisions.

## **Strategic Plan/Policy Implications**

### **Growing City**

- Development that is soundly balanced between new and existing areas.
- Diversity of housing to respond to changing needs and expectations.

### **Environment & Sustainability**

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

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A

## **Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No.3 occurred and no submissions were received.



**Attachment(s)**

Policy APD53 'Coogee Residential Height Requirements'.

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

N/A

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

Nil.

**10.26 (MINUTE NO 153) (DAPPS 31/1/2013) - ADOPTION OF POLICY APD29 'DEVELOPMENT COMPLIANCE PROCESS' (SM/P/001) (A LEFORT) (ATTACH)**

**RECOMMENDATION**

That Council adopt Policy APD29 'Development Compliance Process' in accordance with Clause 2.5.3 of Town Planning Scheme No. 3, as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council resolved at its ordinary meeting held on 11 October 2012 to adopt an amended version of Local Planning Policy 'Development Compliance Process' for the purposes of public consultation.

The policy was therefore advertised in accordance with Clause 2.5.1 of Town Planning Scheme No. 3 (TPS 3) and no submissions were received. Council is now requested to adopt the new policy.



**Submission**

N/A

**Report**

The proposed amendments to Planning Policy APD29 are substantial and required advertising for public comment under Town Planning Scheme No. 3 section 2.5 – Procedures for making or amending a Local Planning Policy.

**Strategic Plan/Policy Implications**

**Leading & Listening**

- Effective advocacy that builds and manages relationships with all stakeholders.
- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.

**Community Consultation**

Advertising of the amended Local Planning Policy in accordance with section 2.5.1 of Town Planning Scheme No.3 occurred and no submissions were received

**Attachment(s)**

Policy APD29 'Development Compliance Process'

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

N/A

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

Nil.



**10.27 (MINUTE NO 154) (DAPPS 31/1/2013) - PROPOSED NEW POSITION STATEMENT PSPD27 'TOWN PLANNING INFRINGEMENT NOTICES' (SM/P/001) (G BOWERING) (ATTACH)**

**RECOMMENDATION**

That Council adopt a new Position Statement PSPD27 'Town Planning Infringement Notices', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

The introduction of the Planning and Development Act 2005 Part 13 – Enforcement and Legal Proceedings brought in new enforcement provisions under Division 3 – Infringement Notices. Division 3 enables designated officers to issue infringement notices for offences against the Act and any subsidiary legislation such as Town Planning Schemes.

However it was not until 2009 that regulations were introduced to enliven and guide the implementation of the provisions in the Act. It has subsequently been up to individual Local Government Agencies to decide whether to implement the provisions of the Act in their local area and designate compliance and regulatory officers with the power to issue planning infringements.

Until May 2012 the Planning and Development Act was not gazetted under the Fines Enforcement Regulations making fines collection problematic and therefore many Councils had not commenced issuing infringements. However this has now been corrected and non payment of infringement fines is now dealt with in the same manner as traffic or parking infringements with the same penalties applicable.

There is an increasing focus by the community on the quality and timeliness of the City's Compliance activities, improving the City's ability to take effective action on valid (but minor complaints) from affected residents and ratepayers will assist in meeting those expectations. The issuing of infringements can be of significant benefit to both the affected persons, the alleged offender and the City as the modified penalties are effective at \$500.00 and the enforcement process is simplified.

A growing number of Western Australian local governments are now implementing the Planning Infringements powers under the Act. Councils in the area using the infringements provisions include Rockingham, Armadale, Kwinana and Fremantle. It is recommended that the Council adopt a position statement recognising the use of Planning Infringements as a valid planning enforcement power.

### **Submission**

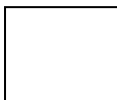
N/A

### **Report**

Town Planning enforcement within the City covers a wide range of issues that if all were pursued in the normal manner require lengthy and expensive processes to resolve. Even for minor matters, warning letters followed by formal directions notices and then commencement of prosecution is required in order to enforce compliance or impose a penalty for an offence through the Magistrates Court. Such complex legal processes are often counterproductive, can be seen as intimidating and are generally not immediate enough to effectively manage minor offences.

The time, cost and complexity of the ordinary enforcement process across Local Government in WA and its relevance to minor matters lead to the Planning and Development Act 2005 introducing powers to issue Planning Infringement Notices. However the ability to issue an Infringement Notice is limited under the Act and associated regulations to minor matters and evidence needs to be quite clear cut. It is also incumbent on the designated officer issuing the infringement notice to ensure there is sufficient evidence collected as though the matter were to be prosecuted in court as the infringement may be appealed.

It is not required that the Council create a new policy or delegate authority to the Chief Executive Officer (CEO) in this matter. The power to designate officers is granted directly to the CEO under the Act. The CEO need only appoint designated officers in writing. In this respect the purpose of a Position Statement is for the Council to acknowledge the use of planning infringements as a tool for compliance and for the



community to be made aware of the scope under which these powers are to be employed.

The City's Planning Compliance Officer and Planning Officers regularly receive and identify many minor issues in the course of their work. Having the ability to issue an infringement which carries a reasonable monetary penalty will resolve many of these minor matters immediately. In a practical sense the designated officer would provide an alleged offender the opportunity to immediately correct the matter in order to avoid an infringement notice being issued for an offence.

The Department of Planning issued Planning Bulletin 98 in June 2009 which contained the following advice to Local Governments who intend to implement planning infringement notices:

*Implementation of the infringement notices regime*

*It is intended that infringement notices will be used in straightforward matters where it is clear that an offence has been committed.*

*In considering the circumstances in which an infringement notice may be issued, the following considerations are relevant:*

- 1. whether the offence committed is a minor contravention of the Act or scheme;*
- 2. whether the physical elements of the offence are clear cut;*
- 3. whether the evidence gives the designated person reason to believe that the alleged offender committed the offence;*
- 4. whether it is appropriate for an infringement notice to be issued for the offence;*
- 5. whether issuing an infringement notice would be an effective means of addressing the offence; and*
- 6. whether the use of an infringement notice and payment of a modified penalty to address the offence reduces the impression of the seriousness of that offence.*

*For the sake of transparency and fairness, there should be no undue delay between the commission of an offence and the issue of an infringement notice. An infringement notice must be given to the alleged offender within six months after the offence is believed to have been committed. However, to ensure that matters are dealt with promptly, local governments are advised to attempt to issue an infringement notice as soon as possible after the offence has been committed. This ensures that the breach of the Act or regulations is addressed promptly.*

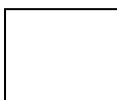
*The evidentiary burden that applies for a prosecution must be satisfied before an infringement notice is given to an alleged offender. From a practical perspective, if the alleged offender elects to go to court rather than pay the modified penalty, the responsible authority must have the evidence necessary to prosecute the alleged offender. As such, the responsible authority/ designated person should investigate the offence as if it was intended to prosecute the alleged offender for committing the offence.*

*Local governments should be mindful of these issues when developing practices to be followed by designated persons when issuing infringement notices.*

*Circumstances in which an infringement notice may be issued*

*For offences under sections 214, 218, 220 and 221 of the Planning and Development Act 2005, the circumstances in which it would be appropriate to issue an infringement notice, following consideration of the matters set out in section 5, include:*

- 1. unauthorised erection of signs;*
- 2. unauthorised storage and wrecking of motor vehicles (for example, derelict vehicles in front yard of dwelling);*
- 3. unauthorised parking of motor vehicles (for example parking of commercial trucks in residential areas);*
- 4. operating a business or conducting an activity outside of the approved operating hours of such business or activity;*
- 5. exceeding the approved capacity limit of land or premises used for business or activity;*
- 6. failure to provide adequate car parking facilities;*
- 7. failure to provide appropriate access;*
- 8. failure to undertake and maintain landscaping (where this a condition of approval);*
- 9. unauthorised or non-conforming garden walls and/or retaining walls;*
- 10. unauthorised dumping of waste;*
- 11. unauthorised storage of materials;*
- 12. unauthorised clearing of vegetation;*
- 13. unauthorised use of land or buildings (for example, use of residential premises for commercial purposes);*





14. *unauthorised change in the type of land use (for example, change from warehouse to showroom; or residential to consulting rooms); and*
15. *unauthorised minor works.*

#### Application of Infringement Notices

Key examples of situations where Planning Infringements are applicable and would see a much faster resolution of a complaint:

1. Mobile, illuminated and flashing signs on private property;
2. Unauthorised Commercial Vehicle parking;
3. Storage of disused vehicles;
4. Inappropriate/unapproved Sea Container storage;
5. Unapproved storage of materials on residential or other land; and
6. Non compliance with the conditions of planning approvals relating to car parking, landscaping and finishing of structures.

#### Designated People

Notices are required to be issued in a specific form and are guided by regulations under the Act. The power to designate people to issue notices is granted to the CEO of the responsible authority (City) under section 234 of the Planning and Development Act:

- (1) *The chief executive officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228 229, 230 or 231 or for the purposes of 2 or more of those sections.*
- (2) *A person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections.*

In this respect a Delegated Authority from the Council is not required to carry out this function.

The carrying out of the various administrative functions for issuing infringements and collecting fines will be guided by procedures to be added to the Statutory Planning Procedure manual and the City's Infringements process which is currently under review.



## **Conclusion**

It is recommended that the attached Position Statement be adopted with respect to the implementation of planning infringement notices by designated officers.

The proposed position statement recognises the existing powers under the Planning and Development Act and informs the community that the implementation of these powers will improve the City's ability to respond and take effective action on minor matters of non-compliance.

## **Strategic Plan/Policy Implications**

N/A

## **Demographic Planning**

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

## **Lifestyle and Aspiration Achievement**

- To deliver our services and to manage resources in a way that is cost effective without compromising quality.

## **Governance Excellence**

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

## **Budget/Financial Implications**

Fines and enforcement will add to the City's revenue stream under an existing GL income account.

## **Legal Implications**

Position is consistent with current legislation and published procedure.

## **Community Consultation**

N/A

## **Attachment(s)**

1. Position Statement PSPD27 'Town Planning Infringement Notices'.



2. WAPC Planning Bulletin 98

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

N/A

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

Nil.

**10.28 (MINUTE NO 155) (DAPPS 31/1/2013) - BUILDING ACT CHANGES THAT NEED TO BE INCORPORATED IN COUNCIL POLICIES (FS/W/001) (M WARD) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) adopt minor amendments to Position Statements PSPD5 'Copies of Approved Building Plans and PSPD6 'Inspection of Building Under Construction', as shown in the attachment to the Agenda;
- (2) delete Position Statement PSPD10 'Proposed Allotment Boundaries';
- (3) adopt Delegated Authority OLPD27 'Appoint Authorised Persons', as shown in the attachment to the Agenda;
- (4) adopt Delegated Authority OLPD28 'Legal Proceedings', as shown in the attachment to the Agenda; and
- (5) update the Delegated Authority Register accordingly.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

## **Background**

The new Building Act 2011 became law on the 2<sup>nd</sup> April 2012. As such the majority of Delegations, Policies and Position Statements have been accepted by Council. These last few are items that have been created or altered are to expedite and streamline Council services without the need to refer minor matters to the full Council.

## **Submission**

NA

## **Report**

The Building Commission has made further changes to the Building Act 2011 and has also created the new Building Regulations 2012. As such there are minor items that need to be altered to incorporate these changes.

PSPD5 has had minor wording alterations made to bring it in line with current legislation.

PSPD6 has also had minor wording alterations made to bring it in line with current legislation.

PSPD10 is to be deleted as Section 16 of the Building Act 2011 requires that all owners of the land must sign the approved application form which will require land titles to be issued once subdivision or amalgamation has occurred.

The new Position Statement to Appoint Authorised Persons is to allow the Council to on delegate their authority to give designated employees the ability to carry out their duties immediately rather than have to wait for a council meeting to grant this delegation. This will greatly improve service efficiency and outcomes.

The new Position Statement 'Legal Proceedings' will allow a quicker means for the Building Department to prosecute offenders under the Building Act 2011 when the offenders fail to comply with the legislation.

## **Strategic Plan/Policy Implications**

### **Community & Lifestyle**

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



**Leading & Listening**

- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

**Budget/Financial Implications**

N/A

**Legal Implications**

Bringing Council Policies in line with the Building Act 2011 and Building Regulations 2012.

**Community Consultation**

N/A

**Attachment(s)**

1. Position Statements PSPD5 'Copies of Approved Building Plans
2. Position Statement PSPD6 "Inspection of Building Under Construction";
3. Position Statement PSPD10 'Proposed Allotment Boundaries'
4. Delegated Authority OLPD27 'Appoint Authorised Persons' to expedite outcomes sooner.
5. Delegated Authority OLPD28 'Legal Proceedings'.

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

N/A.

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

Nil.

**11. FINANCE & CORPORATE SERVICES DIVISION ISSUES**

Nil



## 12. ENGINEERING & WORKS DIVISION ISSUES

### 12.1 (MINUTE NO 156) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY AEW3 'STREET LIGHTING' (ES/P/003) (J KIURSKI) (ATTACH)

#### **RECOMMENDATION**

That Council adopt proposed amendments to Policy AEW3 'Street Lighting' as shown in the attachment to the Agenda.

#### **COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

#### **COUNCIL DECISION**

#### **Background**

Policy AEW3 'Street Lighting' was first adopted by Council on 17 June 1997 to provide a consistent method of seeking additional street lighting within the City of Cockburn, according to need.

#### **Submission**

N/A

#### **Report**

Policy AEW3 was prepared for the provision of new street lighting on local roads within the district where street lighting was not provided for in original subdivisions or developments.

The City receives requests for street lighting from the community. Street lighting requests would generally be considered favourably if an assessment demonstrates that the minimum standard of lighting set down by Wester Power has not been achieved, where additional lights will assist with safety and/or security.



This latest review of AEW3 has resulted in a number of proposed amendments, as set out in attachment to the Agenda.

The more significant changes include the following:

1. Amend the annual capital works allocation to \$30,000 to accommodate an increased need to upgrade or improve the street lighting system.
2. Amend the maximum individual project spend to \$3,000 unless a capital works item has been included in the annual Budget.
3. The inclusion of provisions concerning the City's Sustainability Policy and the use of sustainable street lighting products.
4. The deletion of Mercury Vapor lighting due to the high greenhouse emissions and the high level of mercury used.

It is recommended that Council adopt the amendments to AEW3 – Street Lighting as shown in the attachment to the Agenda.

### **Strategic Plan/Policy Implications**

#### **Community & Lifestyle**

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

#### **Environment & Sustainability**

- Greenhouse gas emission and energy management objectives set, achieved and reported.

#### **Moving Around**

- Infrastructure that supports the uptake of public transport and pedestrian movement.

### **Budget/Financial Implications**

The amendments promote an increase in the capital works budget allocation from \$10,000 to \$30,000 annually.

### **Legal Implications**

N/A

### **Community Consultation**

N/A



**Attachment(s)**

Proposed amended Policy AEW3 'Street Lighting'.

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

N/A

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

Nil.

**12.2 (MINUTE NO 157) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POSITION STATEMENT PSEW3 'CONDITION FOR CONTRACTORS OPENING UP ROADWORKS' (ES/P/003) (J KIURSKI) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Position Statement PSEW3 'Conditions for Contractors opening up Road-works' as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

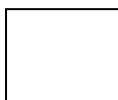
**COUNCIL DECISION**

**Background**

Position Statement PSEW3 'Conditions for Contractors opening up Road works' was first adopted by Council on 1997 to ensure a consistent standard is adopted by contractors responsible for the provision of public utilities within Council road reserves.

**Submission**

N/A





## Report

Position Statement PSEW3 was prepared to ensure Contractors follow a standard alignment and depth of cover for utilities installed within the road reserves.

The policy has been expanded to include more clarity and certainty for the utilities installation and stipulating the minimum requirements from the Code of Practice for Utility Services for Western Australia.

Additionally, the policy has been reworded to provide details in regarding a work notice and reinstatements of roads and road reserve.

The more significant changes include the following:

1. Amend the minimum depth of pipe cover using the minimum depths from the Code of Practice for Utility Services for Western Australia.
2. Amend the notification from 48 hours to 2 weeks prior to the closing of any road to traffic and to include a Traffic Management Plan.
3. Amend the reinstatements of roads to be in accordance with PSEW11 Road Construction Standards.
4. Amend the notification from 24 hours to 5 days prior to the commencement of work or recommencement of work after any prolonged cessation of the works.

It is recommended that Council adopt the amendments to PSEW3 – 'Conditions for Contractors opening up Road works' as shown in the attachment to the Agenda.

## Strategic Plan/Policy Implications

### Infrastructure

- Community facilities that meet the diverse needs of the community now and into the future.

### Budget/Financial Implications

N/A

### Legal Implications

N/A



**Community Consultation**

N/A

**Attachment(s)**

Proposed Position Statement PSEW3 'Conditions for Contractors Opening Up Road works'

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

N/A

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

Nil.

**12.3 (MINUTE NO 158) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POSITION STATEMENT PSEW12 'STANDARD SPECIFICATIONS AND COST OF CROSSOVERS' (ES/P/003) (J KIURSKI) ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Position Statement PSEW12 'Standard Specification and Cost of Crossovers' as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Street verges have traditionally been described as that area between the road and boundary of an adjacent property. The verge provides a safe pedestrian space and vehicular access to properties.



Position statement PSEW12 was first adopted by Council in 1997 to enable Council to specify the dimensions of crossing places within their District according to local requirements.

### **Submission**

N/A

### **Report**

Upon review it is apparent that the position statement does not reflect or reference the Councils crossover specification (attached).

The Council's published Standard specification and drawings for crossover construction provides clear guidelines that control the construction and position of crossovers within the road reserve. The amendments provide consistency between both documents.

Council also contributes to the cost of the first crossover for each property. Generally costs are calculated on the basis of a standard crossover and the City's contribution is capped at 50% of that cost. We estimate the costs of a standard crossover to be approximately \$600 and the City currently reimburse a maximum of \$300 to eligible properties. This cost is reviewed regularly and it is proposed that we incorporate that reimbursement into our annual Schedule of Fees and Charges.

The more significant changes include the following:

1. Amend the standard dimensions of the crossover.
2. Amend the reimbursement cost by Council for the first crossover.
3. The inclusion of standard specification which is available via Council website.

It is recommended that Council adopt the amendments to PSEW12-Standard Specification and Cost of Crossovers" as shown in the attachment to the Agenda.

### **Strategic Plan/Policy Implications**

#### **Infrastructure**

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



**Budget/Financial Implications**

Reimbursement for crossovers is provided for in our annual budget.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Attachment(s)**

1. Proposed amended Position Statement PSEW12 'Standard Specification and Cost of Crossovers.
2. Crossover Standard and Specifications.

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

Nil.

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

Nil.

**12.4 (MINUTE NO 159) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY AEW6 'PROMOTIONAL STREET BANNERS' (ES/P/003) (J KIURSKI) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Policy AEW6 'Promotional Street Banners' as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**



<b>COUNCIL DECISION</b>
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**Background**

Policy AEW6 'Promotional Street Banners' was first adopted by Council on 11 December 2008. Its purpose was to formalise the principles and practices relating to assessment of a developer's request to install promotional banners on light poles in road reserves of new and renewal developments within the City.

**Submission**

N/A

**Report**

The policy as it stands is not functional, because the street lighting poles are Western Power assets and installation of lighting has to be in accordance with Western Power Standards. The Western Power standard does not accept installation of banners as part of a street lighting pole. If banners are to be provided, they would need to be established on standalone banner poles.

Stand-alone banner poles can be supported under similar situations as was incorporated into the previous policy. The proposed amendments remove reference to street light poles and replace it with stand-alone banner poles. The remaining policy provisions provide appropriate guidelines when assessing each request for an installation of stand-alone banners poles and provide clarity around placement.

This report provides the outcomes of a review of Policy AEW6 which has resulted in proposed amendments, as set out in the attachment to the Agenda.

The more significant changes include the following:

1. Amend the policy to delete 'on light pole' and include 'on stand-alone pole'.

It is recommended that Council adopt the amendments to Policy AEW6 'Promotional Street Banners' as shown in the attachment to the Agenda.

### **Strategic Plan/Policy Implications**

#### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

#### **Attachment(s)**

Proposed amended Policy AEW2 'Kerbside House Numbering'.

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

N/A

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

Nil.

### **12.5 (MINUTE NO 160) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY AEW5 'LANDOWNER BIODIVERSITY CONSERVATION GRANT PROGRAM' (ES/P/003) (C BEATON) (ATTACH**

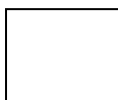
#### **RECOMMENDATION**

That Council adopt proposed amendments to Policy AEW5 'Landowner Biodiversity Conservation Grant Program', as shown in the attachment to the Agenda.

#### **COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**



<b>COUNCIL DECISION</b>
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**Background**

Environmental Services – Grant Allocation and Management indicated inconsistencies between Policy AEW5 and other program materials, necessitating a review of the existing policy.

**Submission**

N/A

**Report**

Policy AEW5 first adopted on the 14 June 2007, has been identified as due for review as it does not reflect other program content and current practices. Accordingly, staff from Environmental Services has undertaken a review.

Policy AEW5 is attached, with recommended changes tracked. The major recommended changes, and reasons for the changes to each of these is summarised below.

Purpose

The program not only provides financial support but also provides education on environmental management to those residents involved in the program. Therefore the policy should reflect this.

Conditions of Approval

Grant criteria and conditions are clearly defined in the program brochure and it was determined it was not necessary to include all of these criteria in the policy. If it is identified in the future that criteria need to be changed, the policy will not need to be changed to reflect this.

Acquittal of Grants

Allocation of acquittal of grants is managed by the responsible program officer and final acquittal sign-off is with the Delegated Officer as per the Delegation Register. Therefore the final report acquittals do not need to be provided to the Chief Executive Officer as was stipulated in the previous policy.



### **Strategic Plan/Policy Implications**

#### **Natural Environmental Management**

- To conserve, preserve and where required remediate the quality, extent and uniqueness of the natural environment that exists within the district; and

#### **Budget/Financial Implications**

N/A

#### **Legal Implications**

NIL

#### **Community Consultation**

N/A

#### **Attachment(s)**

1. Policy AEW5 'Landowner Biodiversity Conservation Grant Program' final review with track changes.
2. Programme Brochure
3. Program Procedure Manual

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

N/A

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

Nil.

### **12.6 (MINUTE NO 161) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POSITION STATEMENT PSEW17 'OUTDOOR SPORT LIGHTING ON RECREATION RESERVES' (ES/P/003) (A LEES) (ATTACH)**

#### **RECOMMENDATION**

That Council approve changes to Position Statement PSEW17 'Outdoor Sport Lighting on Recreation Reserves', as shown in the attachment to the Agenda.





**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION****Background**

Position Statement PSEW17 Outdoor Lighting to Recreation Reserves was first adopted on 14 June 2007. Its purpose is to provide direction to officers when advising sports clubs as to the extent and standard of lighting that may be provided and to ensure a constant and equitable approach is applied to the provision of sports lighting.

**Submission**

N/A

**Report**

PSEW17 was adopted in 2007 and has enable officers to advise clubs on the provision of lighting to sports ovals, however the Parks and Recreation Service Units has determined a review would benefit in providing clarification on the lighting provision to be installed by the City and each clubs responsibility in their application to the City.

The following changes have been identified in the revised policy:

1. Lighting provision shall satisfy the user of the facility within reason and meet relevant Australian Standards.
2. The provision of lighting shall ensure sustainability measures are identified and be reflected in the design and shall be for training purposes for that particular sport.
3. All lighting installed shall comply with Australian standards and shall be relevant to the sport being played on that reserve. The pole heights, number of luminaries and their wattage will identify the lux level generated to determine the area for training.
4. If a sporting club requires the provision of flood lighting for competition the following process shall be implemented:
  - Club to submit formal request for competition lighting.
  - Club to engage qualified electrical engineer to develop lighting design.

- All designs to meet the current Australian Standards for the specific sport
- Any addition power supply required to support competition lighting will be at the full cost to the sporting club.
- Conduct community consultation with officers to determine any impact on surrounding residents.
- Club to fund difference between cost of training lights (if not already supplied) and the cost of the competition standard lighting.
- Council to endorse proposal.

The above changes are reflective of the current parameters being applied by the City and will ensure officers an improved method for the implementation of outdoor lighting to recreation reserves.

### **Strategic Plan/Policy Implications**

#### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.
- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.
- Partnerships that help provide community infrastructure.

#### **Leading & Listening**

- Manage our financial and infrastructure assets to provide a sustainable future.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

Proposed amended Position Statement PSEW17 'Outdoor Sport Lighting on Recreation Reserves'



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

N/A

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

N/A

**12.7 (MINUTE NO 162) (DAPPS 31/1/2013) - REVIEW OF ENGINEERING AND WORKS POLICIES AND POSITION STATEMENTS WITH NO CHANGES (ES/P/003) (A LEES/J KIURSKI/D VICKERY) (ATTACH)**

**RECOMMENDATION**

That Council adopts Engineering and Works Directorate Policies and Position Statements, as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

In accordance with the annual review of Council Policies and Position Statements relevant staff have reviewed the attached documents and do not propose amendments.

**Submission**

N/A

**Report**

The Engineering & Policies and Position Statements are presented for Committee consideration, as follows:



### Administration Policies

1. AES8 'Council Owned Vehicle Usage'
2. AEW4 'Installation of Playground /Recreational Equipment on Reserves'
3. AEW7 'Establishment of Community Gardens'
4. AEW 'Kerbside House Numbering'

### Strategic Policies

1. SEW1 'Maintenance of Verges/ Public Open Spaces following Residential Subdivisions'

### Position Statements

1. PSEW7 ' Name Plates' – change title to 'Street Name Plates'
2. PSEW10 'Graffiti & Vandalism Response – Council Property'
3. PSEW14 'Portable signs in Streets, Ways and Reserves'
4. PSEW15 'Removal and Pruning of Trees'
5. PSEW16 'Unkempt Mowing'
6. PSEW 18 'Trees on Privately Owned Land'
7. PSEW20 'Graffiti & Vandalism Response – Non City Owned Property'

## **Strategic Plan/Policy Implications**

### **Infrastructure**

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

### **Community & Lifestyle**

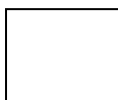
- People of all ages and abilities to have equal access to our facilities and services in our communities.
- Promotion of active and healthy communities.

### **Leading & Listening**

- Manage our financial and infrastructure assets to provide a sustainable future.

### **Budget/Financial Implications**

N/A



**Legal Implications**

Nil

**Community Consultation**

N/A

**Attachment(s)**

1. AEW4 'Installation of Playgrounds/Recreational Equipment on Reserves'
2. AEW7 'Establishment of Community Gardens'
3. SEW1 'Maintenance of Verges/ Public Open Spaces following Residential Subdivisions'
4. PSEW10 'Graffiti and Vandalism Response – Council Property'
5. PSEW14 'Portable signs in Streets, ways and Reserves'
6. PSEW15 'Removal and Pruning of Trees'
7. PSEW16 'Unkempt Mowing'
8. PSEW18 'Trees on Privately Owned Land'
9. PSEW20 'Graffiti and Vandalism Response – Non Council Owned Property'
10. AES8 'Council Owned Vehicle Usage'
11. PSEW7 'Name Plates'
12. AEW2 'Kerbside House Numbering'

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

N/A

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

N/A

**12.8 (MINUTE NO 163) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY SC37 'SUSTAINABILITY' (HS/E/003) (A LEES) (ATTACH)**

**RECOMMENDATION**

That Council adopt the changes to Policy SC37 'Sustainability'.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

In December 2011, Council adopted a revised sustainability policy and committed to a subsequent annual review of this policy to ensure it remains relevant and up to date.

**Submission**

N/A

**Report**

The following changes are to be noted in the policy for consideration and adoption:

1. Responsible Officer has been changed to Manager, Parks and Environment (previously written as Manager, Parks).
2. The font of the Local Government Act's definition of sustainability has been changed to match the rest of the policy.
3. The City's definition of sustainability has been italicised so as to clearly identify it within the policy.
4. The points under Governance have been altered to reflect the City's sustainability focus areas of *Management, Accountability, Transparency and Engagement* and *Sustainable Planning and Development*.
5. Point 7 under Governance has been amended; now to be an annual review of the Sustainability Action Plan.
6. Point 8 under Governance has been changed become a biennial review of the City's sustainability strategy to ensure strategic alignment of corporate planning documents.
7. Point 9 under Governance has been moved from where it previously sat under Environment.
8. Point 8 under Environment has been moved to become point 8 under Society.



## **Strategic Plan/Policy Implications**

### **Infrastructure Development**

- To construct and maintain community facilities that meet community needs.

### **Governance Excellence**

- To develop and maintain a financially sustainable City.

### **Natural Environmental Management**

- To ensure development of the district is undertaken in such a way that the balance between the natural and human environment is maintained.

### **Transport Optimisation**

- To achieve provision of an effective public transport system that provides maximum amenity, connectivity and integration for the community.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

Local Government Act 1995 S1.3(3)

## **Community Consultation**

N/A

## **Attachment(s)**

Proposed amended Policy SC37 'Sustainability'.

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

N/A

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

Nil.



**12.9 (MINUTE NO 164) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POLICY AEW1 'STREET VERGE IMPROVEMENTS' (ES/P/003) (A LEES) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Policy AEW1 'Street Verge Improvements', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Cllr S Portelli SECONDED Mayor L Howlett that Council adopt the recommendation subject to the amendments to Policy AEW1 'Street Verge Improvements', as shown in the attachment to the Minutes.

**CARRIED 5/0**

**COUNCIL DECISION**

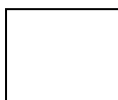
**Reason for Decision**

The height restriction enhances road safety and clarifies the requirements of Council.

**Background**

Policy AEW1 'Street Verge Improvements' was first adopted in 1997 and last reviewed in May 2011 to reflect the continual change in property owners verge treatment requests and the increasing focus on water wise treatments. However, since the revision, a number of issues have been identified by officers that have caused for clarity in the policy to enable guidance to property owners.

In addition, Cllr Portelli at the OCM (08/11/12) Agenda item raised a *Matters to be noted for investigation, without debate* Policy AEW1 "Street Verge Improvements", that our verge policy be reworded to make clear that Cockburn wants a street friendly and safe environment with user friendly illustrations showing appropriate and not appropriate verges. We should allocate more resources to the minority and policing of this very important area. That is, employ a fulltime person to police and issue relevant infringements for non compliance. The only new law





I propose, is to vest the accountability for maintenance of the verges with the land owner immediately adjacent”

This report has been prepared to reflect the above points.

### **Submission**

N/A

### **Report**

The following changes have been identified in an endeavour for the policy to be easily referenced, identify current regulations and promote the verge as a shared resource accessed by the State Government, private entities, local government and property owners. In addition it is to clearly address the landscaping principles to be applied ensuring a safe and functional streetscape which can be appreciated by the entire community.

### **Background**

The background has been revised to identify a number of key elements when describing the verge area and its existing framework. These key elements will inform property owners of the prevailing components to the verge ownership and existing conditions that require consideration.

The key points include:

- Verges are typically the portion of land within the road reserves that lies between the boundary of the carriageway and the property line.
- The verge provides the location for the various state government utilities to place infrastructure underground for access by each residential property.
- Verges provide the mechanism for property owners to construct and manage a crossover to enable access from the road network into their property.
- The City has duty of care to ensure the verges are safe and secure for the public and unapproved verges improvements may be removed by the City at the owner's expense.

### **Purpose**

The purpose of the policy has remained constant with the previous document however the City is now encouraging the “stewardship of the City’s verges” by the owners to improve the verge presentation. This minor wording alteration will enable property owners to organise and look after the verge in line with the policy and promote ownership.



## Policy

The policy has been altered to reflect 7 themes attributed to the management and improvements to the verge environment.

(1) Environmental Value

Verges need to be considered in an environmental context as they are equivalent to 25% of all the public parks combined in the City of Cockburn. Furthermore the appropriate landscape treatment to a verge will reduce the heat impact of the surrounding road network, provide shade to properties and cool the temperature around homes through evaporation of irrigated areas. The appropriate landscape treatment can provide food, shelter and protection for native birds and animals.

(2) Pride and Ownership

The improvement to the verge promotes pride within the community, fosters a sense of verge ownership and creates a platform for interaction between neighbours. Although there is no valid documentation, it is understood that a well maintained and attractive verge can increase the value of a property.

(3) A Shared Resource

Every part of the typical street verge has been apportioned a role by the State Government, utility providers or the City of Cockburn. Primarily the verges have the following capacity:

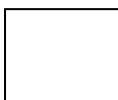
- Utility providers have allocated alignments to install specific /essential services, i.e. power water, gas, etc.
- The construction of crossovers for owners to access their property from the road network.
- Installation of footpaths either at the back of kerb or close to the front boundary.
- The location of a street tree by the City.

With the constraints identified above it is essential that the landscape treatment to a verge approved by the City will enable ready access by utility providers and ensure trees are planting in the correct alignment to prevent future damage to infrastructure contained within the verge.

(4) Preferred Verge Improvements

A range of preferred verge improvement treatments have been identified which will ensure an environmental value is achieved and an aesthetically pleasing streetscape. The key treatments include:

- Grass – although grass requires an amount of watering the use of either Kikuyu or Couch species has been deemed



sustainable on the current 2 day a week water regime of scheme water.

- Shrubs & Groundcovers – the city encourages the use of water wise planting to the verges and recommends that the height at the full growth of the plant species should not exceed 750mm so as to avoid vision hazards when entering or exiting the property. In addition a strip Two (2) metres wide along the back of the kerb should be made available for pedestrians to use, if no footpath is provided, and should not be planted with shrubs or groundcovers. This clear area enables pedestrians a safe refuge out of the way of passing vehicles if required. This Two (2) metre strip can also be used by the City in the future for the installation of a footpath.
- Trees – street trees are an essential component of the streetscape environment and are supplied and maintained by the City upon the request of the owner. Trees are selected to complement the existing tree themes within the street and character of the owner's gardens. The City will also conduct street tree replacement programs with a single species to enable continuity to the streetscape.
- Irrigation – irrigation to the verge is supported and recommended to ensure the growth and development of grass, trees, shrubs or groundcovers. Irrigation can be "turned off" following plant establishment and reactivated when new shrubs are installed or a total refurbishment is performed by the property owner. Irrigation installation and maintenance will be the responsibility of the adjacent property owner.
- Paving – Paving to the entire verge will only be permitted where it has been deemed necessary for the provision of parking to the property. Property owner will need to provide evidence of the requirement for paving to the verge and ensure the materials used meet the policy specifications. Parking bays shall be installed to ensure they are easily understood by visitors and conform to the most recent Australian standards. A minimum of one street tree shall be installed and protected by a trafficable tree grate and guard to ensure the continuity of the street tree theme is preserved.

A suitable bin pad shall be identified within the paving to enable access by the City's refuse collection vehicle. If the paved verge requires the provision of stormwater drainage



the City will provide standard details to be used. All future maintenance of the stormwater infrastructure will be borne by the applying property owner.

(5) Non Preferred Verge Treatments

The road verge must not contain any objects or infrastructure that will restrict the absorption of rainfall into the ground environment or cause injury to the public either during day or at night. The list below is provided as a guide for the typical features not permitted on the verge:

- . Fences
- . Barriers
- . Steps
- . Walls
- . Fountains
- . Ornaments
- . Basketball hoops
- . Ornamental lighting
- . Letterboxes
- . Loose brick, rocks and logs
- . Bollards
- . Garden stakes
- . Bunting
- . Signs

(6) Advice and Illustrations

Property owners are encouraged to contact the City prior to undertaking the verge improvements to ensure compliance and to review the illustration attached to the policy. These illustrations are generic plans that guide owners on services, footpath, crossover and tree locations.

(7) References

A list of references has been provided within the policy that identifies the existing compliance requirements by the State and Federal Government and our own local laws, policies and procedures.

The above changes reflect the current parameters relating to verges and reflect the importance of their environmental value to the community.

## Resourcing

The Parks Service unit has no directly appointed officer to actively manage the Street Verge Improvement Policy. Currently all officers within the service unit provide verbal guidance to property owners and developers on the policy and request alternative treatments to be



submitted in writing for consideration. Any request or complaint regarding non compliant verge treatments is inspected by officers of the unit depending on location and whether it is residential or industrial property.

This existing process is reactionary, ad hoc and at times can be confronting for officers who don't have a sound understanding of the policy and the relevant training in dealing with difficult customers. Although the information pertaining to the number of complaints or queries regarding verges is difficult to analyse within the Customer Request System, indicative figures suggest 12 -15 requests are received each month. Furthermore as the City's development of "green field" sites continue and the revitalisation areas of Coolbellup and Hamilton Hill continues, the increase in verge requests or complaints are likely to increase proportionately.

Whilst we accept that there are a number of verges that would not meet the provisions of past or present Verge Policies, the task of making verges compliant could be quite confronting. Before embarking on an enforcement drive, we should consider and agree on the outcomes that we are looking to achieve and how best to engage with the community. Currently there is no penalty associated with a non-compliant verge.

### **Strategic Plan/Policy Implications**

#### **Environment & Sustainability**

- A community that uses resources in a sustainable manner.
- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

#### **Budget/Financial Implications**

If staff were requested to engage with the community to enforce the Verge Policy, additional resources would be necessary.

#### **Legal Implications**

N/A

#### **Community Consultation**

N/A

#### **Attachment(s)**

Proposed amended Policy AEW1 'Street Verge Improvement'.



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

N/A

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

Nil.

**12.10 (MINUTE NO 165) (DAPPS 31/1/2013) - PROPOSED AMENDMENTS TO POSITION STATEMENT PSEW19 'SHADE TO PLAYGROUNDS ON RECREATION RESERVES' (ES/P/004) (A LEES) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Position Statement PSEW19 'Shade to Playgrounds on Recreation Reserves', as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

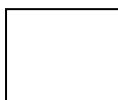
**COUNCIL DECISION**

**Background**

Position Statement PSEW19 Shade Playgrounds on Recreation Reserves was first adopted on 11<sup>th</sup> December 2008. The purpose is to provide direction to officers in their advice to residents and Elected Members when requests for shade sails are received and to adopt industry practices for protecting users.

**Submission**

N/A



## Report

PSEW19 has provided officers guidance when request for shade sails to playgrounds are received, however the recently adopted Shade Sail Strategy 2013-2023 has necessitated the requirement for minor variations to the position statement. The variations will provide reference to the new strategy and enable clear direction for officers when advising of the provision of shade to a playground.

The following changes have been identified in the revised position statement:

### Position

#### *General*

- The provision of shade to playgrounds on recreational reserves will be in accordance with the Shade Sail Strategy 2013-2023.
- The Shade Sail provision criteria contained within the strategy will be applied when an application for shade to a playground is requested.
- The applicant will be advised if the request meets the criteria and if it is listed within the 10 year works program.

#### Natural Shade

- Where a playground does meet the shade provision criteria, the location of the playground will be in close proximity to existing trees or if no existing vegetation is available a tree planting program will be applied.

Demountable Shade – Original wording to be retained

### Permanent Shade Structures

- Shade structures are to be designed to complement the footprint of the playground and is to consider potential future alterations.
- Shade fabric mounted on a steel framework provides the most cost effective shade to playgrounds.
- Facilities requiring more robust and/or permanent structures shall be designed in consideration of the specific application, CEPTED principles, embodied energy and capacity for recycling of materials, and amenity.

Approvals - Original wording to be retained



## **Strategic Plan/Policy Implications**

### **Infrastructure**

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

### **Environment & Sustainability**

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.
- Identification and minimisation of impacts to human health risk.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

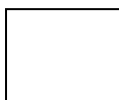
1. Proposed amended Position Statement PSEW19 'Shade to Playgrounds on Recreation Reserves'
2. Shade Sail Strategy 2013 – 2023

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

N/A

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

Nil.





**12.11 (MINUTE NO 166) (DAPPS 31/1/2013) - PROPOSED DELETION OF POSITION STATEMENT PSEW4 'CONSTRUCTION OF CROSSOVERS' (ES/P/003) (S HUSSAIN) (ATTACH)**

**RECOMMENDATION**

That Council delete Position Statement PSEW4 'Construction of Crossovers' as shown in the attachment to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Position Statement PSEW4 'Construction of Crossovers' was first adopted by Council in 1997 to ensure a consistent standard is applied to the construction of crossing places within the District.

**Submission**

N/A

**Report**

Position Statement PSEW4 was adopted to facilitate a consistent standard of crossover construction and placement within the City. The Local Government (Uniform Provisions) Regulations 1996 – Regulation 13 already provides Council with a 'heads of power' to issue a notice to construct or repair a crossover where it does not meet the standard specification.

This Position Statement also outlines a process where the City engages with the adjoining community to bring crossovers up to a standard during upgrade works. In practice, the City does not assess the standard of crossovers during improvement works as generally, those works are restricted to overlay or other renewal



processes. In these instances the kerb line is usually retained and impact on crossing places is limited.

It is recommended that Council delete PSEW4 'Construction of Crossover, as the City already has an ability to issue a notice to bring crossovers into compliance and the scope of current improvement works does not involve widescale kerb and crossover replacement. Kerb replacement is detailed in the City's Asset Management Plans and opportunities to facilitate crossover replacement will exist during these works.

## **Strategic Plan/Policy Implications**

### **Growing City**

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

### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.

### **Community & Lifestyle**

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

### **Leading & Listening**

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

### **Environment & Sustainability**

- A community that uses resources in a sustainable manner.

### **Moving Around**

- Infrastructure that supports the uptake of public transport and pedestrian movement.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

N/A



**Community Consultation**

N/A

**Attachment(s)**

Proposed deleted Position Statement PSEW4 'Construction of Crossovers'.

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

N/A

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

Nil.

**12.12 (MINUTE NO 167) (DAPPS 31/1/2013) - PROPOSED AMALGAMATION OF POSITION STATEMENTS PSEW5 'CONSTRUCTION OF FOOTPATHS' AND PSEW9 'PROVISION OF FOOTPATHS TO EXISTING RESIDENTIAL AREAS' (ES/P/003) (S HUSSAIN/S LIM) (ATTACH)**

**RECOMMENDATION**

That Council

- (1) adopts the proposed amendments to Position Statement PSEW5 'Construction of Footpaths' as shown in the attachments to the Agenda; and
- (2) delete Position Statement PSEW9 'Provision of Footpath' to Existing Residential Areas' which has been amalgamated with Position Statement PSEW5.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**



## **Background**

Position Statement PSEW5 (adopted in 1997) refers to Construction of Footpaths and Position Statement PSEW9 (adopted in 1997) refers to Provision of Footpaths to Existing Residential Areas. The review suggests that the Position Statement's can be consolidated and amalgamated.

## **Submission**

N/A

## **Report**

Position Statement PSEW9 was prepared to apply qualifying criteria to the provision of footpaths in residential areas within the City Position Statement PSEW5 was prepared to ensure a consistent standard of footpath construction and placement is applied within the City.

The City is responsible for the care, control and management of the footpaths and retains the right to require that they are provided and built to the standards hereunder and to its entire satisfaction.

This report provides the outcome of a review of PSEW5 and PSEW9 which has proposed to amalgamate them as set out in Attachment to the Agenda.

The other significant changes include the following:

- Amend the alignment of the footpaths based on functional road hierarchy.

It is recommended that Council delete the Position Statement PSEW9 which has been amalgamated with Position Statement PSEW5 and adopt the amendments to Position Statement PSEW5.

## **Strategic Plan/Policy Implications**

### **Infrastructure**

- Community facilities that meet the diverse needs of the community now and into the future.

### **Moving Around**

- Infrastructure that supports the uptake of public transport and pedestrian movement.



**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Attachment(s)**

1. Proposed amended Position Statement PSEW5 'Construction of Footpaths'
2. Proposed deletion of Position Statement PSEW9 'Provision of Footpath' to Existing Residential Areas'

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

N/A

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

Nil.

**12.13 (MINUTE NO 168) (DAPPS 31/1/2013) - PROPOSED PROPOSED AMENDMENTS TO POSITION STATEMENTS PSEW11 'ROAD CONSTRUCTION STANDARDS' (ES/P/003) (S HUSSAIN/J KIURSKI) (ATTACH)**

**RECOMMENDATION**

That Council adopt proposed amendments to Position Statement PSEW11 'Road Construction Standards' as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**



**COUNCIL DECISION**

**Background**

Position Statement PSEW11 was first adopted by Council in 1997 to enable Council to apply minimum standards to the construction of roads within the City of Cockburn.

**Submission**

N/A

**Report**

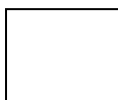
The City of Cockburn is the authority responsible for the future care, control and management of the road and stormwater drainage infrastructure constructed to enable the subdivision of land. The City therefore retains the right to require a subdivision to be constructed to the desired standards and to its satisfaction.

The purpose of this policy is to identify a set of principles for use to assist in design and construction of new roads or improve existing roads within the City by adopting the “City of Cockburn Guidelines and Standards for the Design, Construction and Handover of Subdivision within the Municipality” as a policy along with the “Local Government Guidelines for subdivisional Development, Edition 2.1, 2011” published by Institute of Public Works Engineering Australia (IPWEA).

This report provides the outcome of a review of PSEW11 which has resulted in proposed amendments to PSEW11, as set out in Attachment to the Agenda.

The more significant changes include the following:

1. Amend the heading of the policy to ‘Subdivision Construction Standards’.
2. The inclusion of standard specification which is available via Council website.
3. The inclusion of minimum standard for subdivisional developments.



It is recommended that Council adopt the amendments to PSEW11-Subdivision Construction Standards as shown in the attachment to the Agenda.

### **Strategic Plan/Policy Implications**

#### **Growing City**

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

#### **Infrastructure**

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

#### **Leading & Listening**

- Manage our financial and infrastructure assets to provide a sustainable future.

#### **Moving Around**

- Infrastructure that supports the uptake of public transport and pedestrian movement.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Attachment(s)**

Proposed amended Position Statement PSEW11 'Road Construction Standards'

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

N/A

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

Nil.



**13. COMMUNITY SERVICES DIVISION ISSUES**

Nil

**14. EXECUTIVE DIVISION ISSUES**

**14.1 (MINUTE NO 169) (DAPPS 31/1/2013) - REVIEW OF EXECUTIVE SERVICES POSITION STATEMENTS (CC/P/003; CC/P/004) (D GREEN) (ATTACH)**

**RECOMMENDATION**

That Council adopt the Executive Services Position Statements, as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**

**Background**

Council's adopted timetable for reviewing its Policy documents requires the Executive Services Policies and Position Statements to be presented to this meeting of the Committee.

**Submission**

N/A

**Report**

Council staff have reviewed these documents and consider the attachments represent the current principles and practices relevant to the Executive Services Unit functions. The documents have been individually assessed and can be summarised, as follows:





PSES1 – Administration Office Hours – Minor change to reflect current practice.

PSES2 – Corporate Credit Cards (new PSFCS24) – Changes to document and guidelines to reflect current practices recommended by Auditors.

PSES3 – Minor Occasions of Hospitality / Entertainment – No change.

PSES5 – Petitions – Notification of Reception to Elected Members – No change.

PSES7 - Reports to Council – Minor format amendment only.

PSES8 – Security of Council Property – Minor amendment to reflect current practice.

PSES9 – Signing of Correspondence – No change.

PSES10 – Advisory Committees of Council – Amendments to reflect that relevant matters are now dealt with through Reference Groups.

PSES11 – Structure for Administering the City of Cockburn – Changes to reflect the current structure.

PSES12 – Provision of Committee Business Papers to Elected Members – No change.

PSES13 – Legal Proceedings Between Council and Other Parties – Minor amendments to reflect current practices.

PSES14 – Training of Council Delegates on Committees or Boards – No change.

PSES16 - Request for Information About Owner Occupiers, Electors and Ratepayers – Amendment to Business/ Service Unit responsible.

### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.
- Manage our financial and infrastructure assets to provide a sustainable future.



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

**Budget/Financial Implications**

As contained in any related Position Statements.

**Legal Implications**

As contained in any related Position Statements.

**Community Consultation**

N/A

**Attachment(s)**

Various Position Statements - 13

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

Nil.

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

Nil.

**14.2 (MINUTE NO 170) (DAPPS 31/1/2013) - REVIEW OF EXECUTIVE SERVICES STRATEGIC POLICIES (CC/P/003; CC/P/004) (D GREEN) (ATTACH)**

**RECOMMENDATION**

That Council adopt the Executive Services Strategic Policies, as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Cllr S Portelli that the recommendation be adopted.

**CARRIED 5/0**



**COUNCIL DECISION****Background**

Council's adopted timetable for reviewing its Policy documents requires the Executive Services policies and position statements to be presented to this meeting of the Committee.

**Submission**

N/A

**Report**

Council staff have reviewed these documents and consider the attachments represent the current principles and practices relevant to the Executive Services Unit strategic functions. The documents have been individually assessed and can be summarised, as follows:

SES1 – Obtaining Legal and Other Expert Advice – No change.

SES2 – Access to Tape Recordings of Council Meetings – No change.

SES4 – Legal Representation – Indemnification of Costs – No change.

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

- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.
- Manage our financial and infrastructure assets to provide a sustainable future.
- A skilled and engaged workforce.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

**Budget/Financial Implications**

As contained in any related Policies



**Legal Implications**

As contained in any related Policies

**Community Consultation**

N/A

**Attachment(s)**

Proposed Strategic Policies – SES1, SES2 and SES4.

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

N/A

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

Nil.

**14.3 (MINUTE NO 171) (DAPPS 31/1/2013) - REVIEW OF EXECUTIVE SERVICES ADMINISTRATIVE POLICIES (CC/P/003; CC/P/004) (D GREEN) (ATTACH)**

**RECOMMENDATION**

That Council adopt the Executive Services Administrative Policies, as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Deputy Mayor K Allen SECONDED Mayor L Howlett that the recommendation be adopted subject to Policy AES6 'Attendance at Conferences and Seminars' be withdrawn for discussion.

**CARRIED 5/0**

**COUNCIL DECISION**



## Background

Council's adopted timetable for reviewing its Policy documents requires the Executive Services policies and position statements to be presented to this meeting of the Committee.

## Submission

N/A

## Report

Council staff have reviewed these documents and consider the attachments represent the current principles and practices relevant to the Executive Services Unit functions. The documents have been individually assessed and can be summarised, as follows:

AES1 – Annual General Meeting of Electors – No change.

AES2 - Common Seal of the City of Cockburn - No change (reviewed in July, 2012).

AES3 – Industrial Relations – No change.

AES4 – Annual Arts Competition – No change.

AES5 – Payments to Employees in Addition to Contract or Award – Amendment to Clause (2) and deletion of Clause (3) to reflect expiry of retrospective application of this Policy.

AES6 – Attendance at Conferences and Seminars – Deletion of Clause (7) as it is impractical to apply. Deletion of provision of cash advance, as it does not reflect current recommended practice.

AES7- Approval of Research / Study Visits – No change.

AES8 – Council Owned Vehicle Usage – No change.

AES9 Approval to Participate in Representative Delegations – No change.

AES10 – Underground Power – Amendment to Business / Service Unit responsible. Amendment to Clause (2) to reflect that Council can subsidise funding for these Programs.



### **Strategic Plan/Policy Implications**

#### **Leading & Listening**

- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.
- Manage our financial and infrastructure assets to provide a sustainable future.
- A skilled and engaged workforce.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

#### **Budget/Financial Implications**

As contained in any related Policies.

#### **Legal Implications**

As contained in any related Policies.

#### **Community Consultation**

N/A

#### **Attachment(s)**

Proposed amended Policies – AES1 – AES10.

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

N/A

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

Nil.



**(MINUTE NO 172) (DAPPS 31/1/2013) - POLICY AES6  
'ATTENDANCE AT CONFERENCES AND SEMINARS' (CC/P/003;  
CC/P/004) (D GREEN) (ATTACH)**

**COMMITTEE RECOMMENDATION**

MOVED Cllr C Reeve-Fowkes SECONDED Mayor L Howlett that the Policy be adopted and a report be prepared for the next Committee Meeting to review the incidental expenses contained in Policy AES6 'Attendance at Conferences and Seminars'.

**CARRIED 5/0**

**Reason for Decision**

Committee felt that it was an opportune time that consideration was given to review the incidental expenses contained in the Policy. This has not been reviewed for some time and as the Executive Policies were being reviewed it was an appropriate time for this to be undertaken.

**14.4 (MINUTE NO 173) (DAPPS 31/1/2013) - PROPOSED  
AMENDMENTS TO POLICY SES3 'EVALUATION OF TENDERS'  
AND POSITION STATEMENT PSES15 'REPORTS TO COUNCIL -  
TENDERS' (CC/P/003; CC/P/004) (S DOWNING) (ATTACH)**

**RECOMMENDATION**

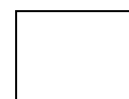
That Council adopt proposed amendments to Policy SES3 'Evaluation of Tenders' and Position Statement PSES15 'Reports to Council – Tenders', as shown in the attachments to the Agenda.

**COMMITTEE RECOMMENDATION**

MOVED Mayor L Howlett SECONDED Cllr B Houwen that the recommendation be adopted.

**CARRIED 5/0**

**COUNCIL DECISION**



## **Background**

As per the requirements of the DAPPS committee process, policies are reviewed and amended accordingly to represent best practice in accordance with the Local Government Act and its associated regulations.

## **Submission**

N/A

## **Report**

A policy, SES 3 – Evaluation of Tenders (last reviewed by Council in August 1999) and Position Statement, PSES15 – Reports to Council (last reviewed by Council in October 2006) are due for review.

The policy and position statement are presented attached to this report in the current version, an amended version with all track changes and the final updated version, without the track changes.

Policy SES3 seeks to amend the policy firstly with ancillary information that is more relevant to Policy SC38 Sustainable Procurement. The policy is then updated with the current practice of evaluating tenders using the Compliance and Qualitative Criteria. The updated policy also presents an percentage guide to weightings for price and sustainability in line with Policy SC38.

The policy also presents how the evaluation panel is to be constructed and how the evaluation process is to be undertaken including the requirement to seek clarifications from submitters. The updated policy also provides the most current delegated authority levels for officers to use prior to the requirement of the tender going to council for consideration and decision.

The Policy reaffirms the ability for any elected members to call a tender no matter what value to Council for its consideration and decision.

Position Statement PSES15 has been reviewed with only minor amendments including a title change to cover reports to delegated authority and include other forms of arrangements discussed in Regulations including requests for proposal, expressions of interest and requests for quotation.

Other changes to the position statement are words smithing the statement to ensure that reports are prepared by relevant officers.





## **Strategic Plan/Policy Implications**

### **Leading & Listening**

- A responsive, accountable and sustainable organisation.
- Manage our financial and infrastructure assets to provide a sustainable future.

### **Environment & Sustainability**

- A community that uses resources in a sustainable manner.

## **Budget/Financial Implications**

N/A

## **Legal Implications**

In accordance with Regulations 11-24 of the Local Government (Functions and General) Regulations 1996.

## **Community Consultation**

N/A

## **Attachment(s)**

1. Proposed amended Policy SES3 'Evaluation of Tenders'.
2. Proposed amended Position Statement PSES15 'Reports to Council – Tenders'.

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

N/A

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

Nil.

## **15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil



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

Nil

**18. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**

Nil

**19. CONFIDENTIAL BUSINESS**

Nil

**20 (DAPPS 31/1/2013) - CLOSURE OF MEETING**

7:17 pm.

**CONFIRMATION OF MINUTES**

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

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



POL	ANNUAL CIVIC DINNER – GUEST LIST	SC50
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<b>POLICY CODE:</b>	SC50
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Support
<b>SERVICE UNIT:</b>	Executive Support
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Council has traditionally conducted an Annual Civic Dinner towards the end of each calendar year to acknowledge the contribution of stakeholders to the District.

## PURPOSE:

To provide guidance to the Mayor and Chief Executive Officer (CEO) in compiling an appropriate guest list for this function.

## POLICY:

- (1) The City will host an Annual Civic Dinner function to recognise individuals and organisations who have contributed significantly to the past success of the City and / or key stakeholders in the future development of the City.
- (2) The function will be scheduled on a selected date towards the end of each calendar year and will be normally conducted in the Council Reception Area, but may be held at another venue if considered appropriate to do so by the Mayor and CEO, following consultation with councillors.
- (3) The guest list will be comprised of the following:
  1. State and Federal Parliamentary Representatives, whose electorates are contained within the District,

POL	ANNUAL CIVIC DINNER – GUEST LIST	SC50
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2. Honorary Freeman of the City,
  3. Mayor and councillors of the City,
  4. Mayor and CEO of adjoining local government Districts,
  5. Minister and/or Director General of state government portfolios/Departments, as considered appropriate,
  6. Representatives of business / commerce / industry representative groups, with whom the City has an affiliation, as considered appropriate,
  7. Representatives of community organisations within the District, with whom Council has an association. A maximum of one (1) representative per organisation, per year, per Elected Member will be invited,
  8. Individuals who have ~~been recognised by the City as having~~ contributed ~~significantly~~ to the community/District, and,
  9. Staff (maximum 8 per year) at the discretion of the CEO.
- (4) Invitations to all guests will include partners.
  - (5) Elected members may submit the names of up to six (6) persons from the categories as contained in Clause 3 (5) to (8) above to be considered for inclusion on the guest list for the function.
  - (6) Subject to confirmation on the suitability of the submitted names, the Mayor and CEO will finalise the guest list and arrange for invitations to be sent.
  - (7) The Mayor will advise the relevant councillor of any person nominated by that councillor not considered to be qualified for inclusion on the guest list, in accordance with this Policy. The councillor will have the opportunity to substitute an alternative name in these instances, in accordance with the Mayor's direction.

**Clause 7: Regulation 34AC – Council provided gifts to elected members**  
 Regulation 34AC gives effect to Section 34 of the Amendment Act. This regulation prescribes the gifts that Council can provide to its members. The regulations restrict the giving of gifts to only those made to retiring elected members. The value is limited to \$100 per year of service to a maximum of \$1,000.

This regulation will also accommodate practices that currently take place in local government, for example, the provision of office furniture, and information and communication equipment to elected members (which is kept once the member retires). A retiring member will only be able to retain as a gift such furniture and/or equipment with a residual value less than the prescribed amount. Any

For example, a member retiring after a 4 year term would be entitled under the regulations to receive a retirement gift up to the value of \$400. If they retain their laptop with a residual value of \$150, then any additional gifts could not exceed \$250.

The following categories can be used to determine if a benefit provided by a local government is a gift or otherwise.

Implicit entitlements – a benefit to which a member is entitled because it is implicit in the performance of the duties/functions of the member. Examples of this type of entitlement include meals provided at meetings and official functions and the provision of office and electronic equipment.

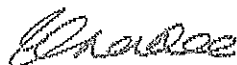
However, local governments need to be mindful that the benefit is not given/received in such a form (expense/extravagance) as to cease to be an 'objectively reasonable' way for the local government to provide such an 'implicit entitlement' to the member.

Express entitlements – a benefit to which a member is entitled, pursuant to the local government legislation, or as a result of the exercise by the local government of a 'discretionary authority' which is itself something authorised (expressly or implicitly) by the legislation. This category would include necessary travel and accommodation, and the use of council vehicles.

Based on the above categorises, the provision of Christmas hampers and similar types of gifts will now not be permissible.

A copy of the regulations as published in the *Government Gazette* will be able to be viewed at State Law Publisher's website at [www.slp.wa.gov.au/gazette](http://www.slp.wa.gov.au/gazette).

Inquires about Section 34 of the Amendment Act or the amending regulations should be directed to Prue Myers, Senior Legislation Officer on 9217 1581, or by email [prue.myers@dlq.wa.gov.au](mailto:prue.myers@dlq.wa.gov.au).



Jennifer Mathews  
 DIRECTOR GENERAL

28 April 2011

Grant told me he had recently spoken with Dennis Mcleod , who had called him to discuss the amendments to the local government administration regs along with other things. Grant asked him about this issue and was advised that Dennis Mcleod did not believe that Perth would stand up to any scrutiny in this instance.

Dennis Mcleod's informal view was:-

The department of local government have been trying to encourage local government's to be less extravagant in this regard (giving of gifts and spending money that is of no benefit to the community) for a number of years, however some councils have been more resistant to change than others, this has led to the amendment of the administration act.

Overarching principal is "is it for the benefit of the Town/Community?"

WALGA

**From:** Timothy Lane  
**Sent:** Friday, 11 November 2011 5:00 PM  
**To:** Tony Brown; James McGovern  
**Subject:** Christmas Party and Gifts - Admin Regs

Hi Tony & James

I spoke to Charlie Clarke ([Charlie.clarke@kwinana.wa.gov.au](mailto:Charlie.clarke@kwinana.wa.gov.au) – 9439 0230) from the Town of Kwinana regarding recent amendments to the Admin regulations.

In particular, the issue is whether a Christmas Party that involves Elected Members, partners and *other family members* constitutes a gift which would be prohibited under the regulations.

Charlie advised that they (the Town of Kwinana) are of the view that a Christmas Party that goes beyond Elected Members and their partners to include others would not be of benefit to the Town and would therefore be a prohibited gift. The Department of Local Government have provided the Town of Kwinana with advice along these lines.

They are quite comfortable with a Christmas Party event for Elected Members plus partners as this provides a benefit to the Town in terms of 'team-building' etc.

Are one of you able to email Charlie our view of the above situation on Monday morning?

I told her that off the top of my head we would agree with the Town's and the Department's point of view but that I would defer to you guys.

Cheers

Tim

**From:** James McGovern [<mailto:JMcGovern@walga.asn.au>]  
**Sent:** Monday, 14 November 2011 11:48 AM  
**To:** Charlie Clarke  
**Cc:** Timothy Lane; Tony Brown  
**Subject:** FW: Christmas Party and Gifts - Admin Regs

Hi Charlie,

Tim Lane passed your enquiry from Friday on to me for a response.

WALGA's view regarding gifts is that the intention of Regulation 34AC of the Local Government (Administration) Regulations was to provide the means for retiring elected members to be provided with a gift in recognition of their services to the community. It is our concern this has led to an unintended consequence that the Department of Local Government is interpreting this Regulation to limit the gifts elected members may receive. We are aware a number of other Local Governments have received the same advice.

We have arranged to meet with the Department to discuss the purpose and intent of Regulation 34AC but in the meantime, recommend you accept the advice regarding the Christmas party.

Regards,

James

Some alternative options:-

Dinner for Councillors and their Partners at a restaurant.

Dinner for Councillors and their Partners in the lounge.

Treat it as a Stakeholder function, Councillors could invite their partners and two prominent members of the community, who have made a contribution to the community over the past year. (Although this is just a repeat of other stakeholder functions already held)

Councillor to pay for extra attendees (although this would probably not be feasible as there would be licensing issues, as we would effectively be selling alcohol for which we don't have a license. We could have a BYO for alcohol and Councillors pay for their extra guests per head)

Cancel



<b>POL</b>	<b>APPOINTMENT OF REAL ESTATE AGENT TO SELL COUNCIL OWNED PROPERTY</b>	<b>APD52</b>
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<b>POLICY CODE:</b>	APD52
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Strategic Planning
<b>SERVICE UNIT:</b>	Land Administration
<b>RESPONSIBLE OFFICER:</b>	Property & Lands Officer/City Surveyor
<b>FILE NO.:</b>	SM/P/001
<b>DATE FIRST ADOPTED:</b>	12 October 2006
<b>DATE LAST REVIEWED:</b>	11 October 2012
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	LGAFCS9
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

The City of Cockburn owns the freehold of over 180 properties. Council at its Meeting held on 14 April 2011 resolved to adopt the Land Management Strategy 2011-2016.

The Land Strategy identifies land that can either be sold after being value added (subdivision rezoning) or land that can be sold immediately. Land that has obvious appeal to a range of potential purchasers is best put in the hands of a Real Estate Agent active in the vicinity of the land.

Land that only has value to an adjoining owner does not warrant the services of an agent. In these cases provisions of section 3.58 of the Local Government Act will apply, which necessitates a market valuation by a Licensed Valuer. This valuation would act as a guide in the negotiation to sell the land to an adjoining owner.

If the land is to be marketed by a Real Estate Agent then Council's purchasing Policy SC38 requires at least 3 quotes for fees over \$10,000 and a public tender for fees in excess of \$100,000. In both cases a weighted selection criteria should be used to assess which Real Estate Agent can provide the best outcome for the City.

## PURPOSE:

The purpose of this policy is to provide guidance when appointing Real Estate Agents to sell Council freehold land.



POL	APPOINTMENT OF REAL ESTATE AGENT TO SELL COUNCIL OWNED PROPERTY	APD52
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**POLICY:**

1. The following procedure is to be implemented when appointing a Real Estate Agent to sell on behalf of the City freehold land suitable for residential purposes.
  - (1) Determine whether the land parcel has value to a wide range of potential purchasers or only to the adjoining owner.
  - (2) If the land parcel only has value to an adjoining owner, instructions will be forwarded to a licensed valuer to determine the market value of the land. The market value determined by the licensed valuer will then be used by the CEO under delegated authority to negotiate a purchase price. Provisions of section 3.58 of the Local Government Act apply.
  - (3) If the land parcel has obvious appeal to a wider market and the marketing costs are likely to be in excess of \$100,000, then a public tender will be called. If the fees are estimated to be less than \$100,000, the City will seek quotes from three Real Estate Agents whose principal office is in the closest proximity to the land parcel being sold.
2. Selection:
  - (1) Selection of a Real Estate Agent will be based on submitted proposal that address the following criteria:

Measure	Weighting
<b>Demonstrated successful marketing</b> of similar property with evidence of listings and sales of properties in the vicinity of the subject property	15
<b>Demonstrated expertise /skill</b> Including years in real estate, local knowledge and membership of professional institutions	15
<b>Fee structure</b> based on percentage of selling price	70
	100

3. The appointment of a Real Estate Agent after consideration of the selection criteria will be determined by the CEO pursuant to delegated authority, within the confines prescribed by the Local Government Act, 1995.
4. Appointment of Real Estate Agents to sell properties that are likely to command a selling fee of above \$100,000 will be determined by public tender.

<b>POL</b>	<b>APPOINTMENT OF REAL ESTATE AGENT TO SELL COUNCIL OWNED PROPERTY</b>	<b>APD52</b>
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5. Tender documentation and selection criteria will be based on criteria determined for non public tender selection with additional criteria to suit the particular land parcel.
6. In all cases the asking price will be determined by the CEO after discussion with the successful agent. Acceptance of all offers will be decided by the CEO pursuant to delegated authority, within the confines prescribed by the Local Government Act 1995.
7. All land sales will have to comply with provisions of section 3.58 of the Local Government Act 1995.
8. The method of selling the property pursuant to the Act either by Public Tender, Public Auction or Private Treaty will be decided by the CEO after discussion with the successful agent pursuant to delegated authority, within the confines prescribed by the Local government Act 1995.
9. The appointment of a Real Estate Agent will be for a minimum three month period (to be determined by the CEO ) after which time, if the agent has failed to provide the City with offers in accordance with their submitted proposal, their services will be withdrawn .The City may choose to offer the land sale to the next best candidate based on the original assessment process, or call for new expressions of interest to sell the property.

POL	COCKBURN COAST DESIGN GUIDELINES FOR ROBB JETTY AND EMPLACEMENT PRECINCTS	
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<b>POLICY CODE:</b>	
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Planning and Development
<b>SERVICE UNIT:</b>	Statutory Planning
<b>RESPONSIBLE OFFICER:</b>	Manager of Statutory Planning
<b>FILE NO.:</b>	PS/P/001
<b>DATE FIRST ADOPTED:</b>	
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	Yes
<b>DELEGATED AUTHORITY REF.:</b>	APD54
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement Precinct have been prepared to guide the development and urban form (including subdivision) of Robb Jetty Local Structure Plan and Emplacement Local Structure Plan (LSP) areas.

## PURPOSE:

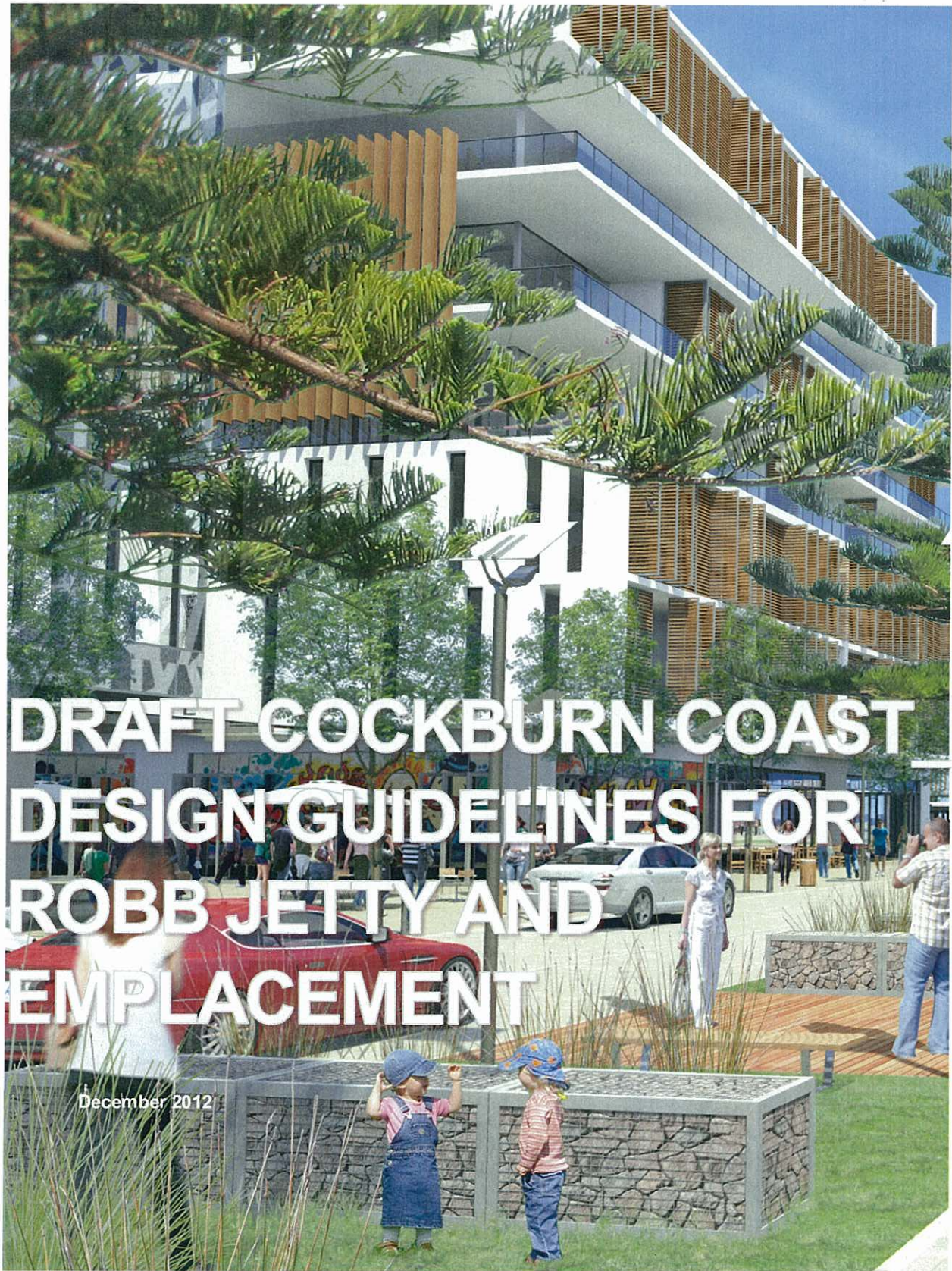
The Design Guidelines will guide the creation of a quality development that ensures the design principles of the Robb Jetty and Emplacement LSP's are achieved.

## POLICY:

Appendix 1 contains the Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement Precinct.

Development applications will be assessed under the Design Guidelines in conjunction with the Residential Design Codes of Western Australian, the approved structure plan and any other relevant local planning policy.





# DRAFT COCKBURN COAST DESIGN GUIDELINES FOR ROBB JETTY AND EMPLACEMENT

December 2012

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- I **Introduction** The Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement LSP areas (henceforth referred to as the Design Guidelines) have been prepared to guide the development (including subdivision) and urban form of *Robb Jetty Local Structure Plan* (Robb Jetty LSP) and *Emplacement Local Structure Plan* (Emplacement LSP) areas. The design guidelines are focused on the creation of a quality development that ensures the design principles of the Robb Jetty and Emplacement LSP's are achieved.

The design guidelines will bring to fruition a lively and sustainable urban centre set amongst dense residential development. The design guidelines introduce standards for development to create the intended character and amenity within the Robb Jetty LSP and Emplacement LSP areas. Although some of the criteria are mandatory, the general approach is to provide a series of broad principles for development to follow while allowing flexibility in design outcomes over the project life span.

The design guidelines are a performance orientated assessment tool. Each design element is expressed as a design objective and one or more assessment criteria. Where a stated assessment criterion is proposed to be varied, development must demonstrate that it meets the related design objective. In this way a performance approach to design and assessment is facilitated.

The design guidelines are divided into two main sections:

### **Part 1\_Private Realm**

#### *Typology Specific Guidelines*

A series of built form typologies are established in defined areas where specific guideline provisions apply that may expand on or vary the general provisions.

#### *General Provisions*

Contains the design guideline general provisions which are applicable to all development.

### **Part 2\_Public Realm**

Contains development provisions for the public realm to guide the creation of streets and public urban places.

## **II Vision for Cockburn Coast**

Capitalising on a rare opportunity, these design guidelines set out to inform the development of an exciting mixed use community that celebrates the best of the Western Australian coastal lifestyle.

Cockburn Coast will be different from its neighbouring suburbs; it will be a place that offers choice and variety of living, recreation and working opportunities. Core to the success of the redevelopment is a well connected Bus Rapid Transit (BRT) system which is intended to link the development to its surrounding areas. As well as connecting the design guideline area to its surrounds, this system will provide an internal system of movement which encourages more sustainable personal transportation choices.

The City of Cockburn's *Cockburn Coast District Structure Plan* (DSP) and *Cockburn Coast District Structure Plan Part 2* (DSP2) nominates three local structure plan areas being Robb Jetty, Emplacement and Power Station. Each of these areas is distinct in character and function. These design guidelines introduce standards for development to create the intended character and amenity within the Robb Jetty and Emplacement LSP areas following a detailed local structure planning process.

#### *Robb Jetty LSP Area*

The Robb Jetty LSP area forms the north-western portion of the site and stretches from Rollinson Road in the north, to the Parkland Corridor in the south and Cockburn Road in the east. The area stretches west of Robb Road but excludes the beach.

The Robb Jetty LSP area will contain elements of mixed use development along significant road links including Cockburn Road but is otherwise set aside for medium to high density residential development. The area will also house supporting community facilities in the form of the two storey urban primary school and the area's key active playing field. A coastal character is proposed to complement the adjacent foreshore and areas of open space contained within it.

The BRT public transport alignment is set to pass through the heart of the area and be well connected to Fremantle and the rapidly emerging Cockburn Central. A variety of small but connected public spaces will offer a range of experiences from the quiet to the communal, the sheltered to the open and the organic to the formal.

#### *Emplacement LSP Area*

The Emplacement LSP area forms the north-east portion of the project area and stretches from the northern boundary of the master plan area, to the middle parkland corridor to the south, to Cockburn Coast Drive in the east, and Cockburn Road in the west.

The distinct character of the Emplacement LSP area is a product of its elevated topography and this landform influences how it shall be treated. Development will be responsive to the topography and shall aim to retain as much of the existing natural character of the site as possible. The Emplacement LSP area will be predominantly mixed use in its north, residential in its south, and contain the east-west linear parks, providing strong connections from Beeliar Park and through Robb Jetty LSP area to the coastal foreshore.

The Emplacement LSP area will be the new highpoint, a manufactured horizon line that offers the opportunity for a new architectural topography and an integrated landscape of nature and built form.

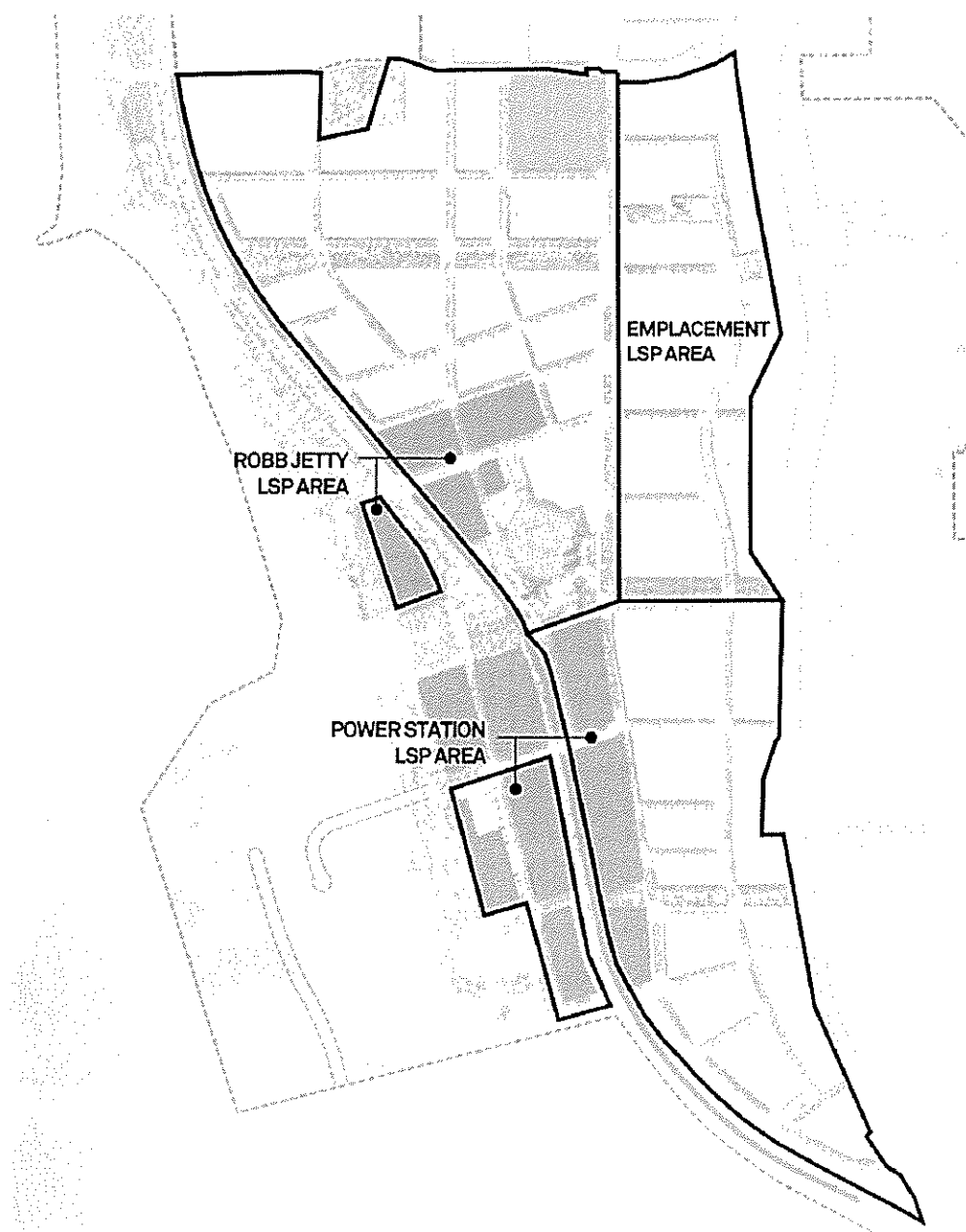


Figure 01\_Cockburn Coast Local Structure Plan areas

### III Context

4

The design guidelines complete a complex process of strategic planning to capitalise on the opportunity for redeveloping Cockburn Coast identified in the Western Australian Planning Commission's strategic planning document *'Directions 2031 and Beyond'*. The adoption of the DSP and later DSP2 2012 served to solidify the recognition of the Cockburn Coast's potential and identifies a number of key drivers and opportunities that underpin the vision and intent of the DSP and DSP2. Following an amendment (Amendment 89) to the *City of Cockburn Town Planning Scheme No. 3* (The Scheme), which aligns the City of Cockburn's (the City) planning framework with that as proposed in the DSP and DSP2, local structure plans were produced for the Robb Jetty LSP and Emplacement LSP areas which establishes a development agenda and expands on the foundations of the DSP and DSP2.

These design guidelines bring to fruition a vision established and carried forward through a number of strategic planning documents and processes.

### IV Approach

The DSP established a vision which remains relevant to the ongoing planning of Cockburn Coast:

***"To create a vibrant, landmark destination that is connected, integrated, diverse and accessible."***

The vision seeks to create a place that offers new and exciting living, employment and recreation opportunities, whilst providing an appropriate level of compatibility and support for adjoining residents and existing enterprises in the area. These design guidelines are set to establish this vision by creating a sustainable community that celebrates the area's past as well as taking on creative ideas, innovation and development. Cockburn Coast will be an easily accessible place, with an integrated transit system offering contemporary lively cafes, restaurants, shops, residential and commercial areas, tourism, cultural and recreation activities.

Integral to the vision of Cockburn Coast is the intention to establish a new benchmark for sustainable urban development. This means creating a place where people not only want to live and work today, but also in the future. Sustainable communities cater to the different needs of all its residents; they are safe and inclusive and offer equality of opportunity, they are sensitive to their environment and contribute to a high quality of life.

### V Objectives

The development of Cockburn Coast is guided by a number of key objectives or drivers which will bring to fruition the vision of a sustainable landmark destination. These objectives have influenced the preparation of the design guidelines and underpin the purpose of the design guidelines, being to:

- \_create a hierarchy of coastal nodes providing for the needs of local residents and visitors alike;
- \_create physical and emotional links between the urban environment and the coast allowing the coastal experience to translate into the urban setting;
- \_provide attractive, pedestrian-oriented streets and public spaces that create an environment for positive community engagement and business exchange;
- \_enable buildings and public realm to engage with pedestrians and facilitate a comfortable and safe urban environment;
- \_allow for activation at ground level by retail and hospitality uses in key streets identified by the Local Structure Plans;
- \_optimise residential development potential whilst maintaining the intended character of the Cockburn Coast;
- \_minimise the impact of car parking on the pedestrian experience and quality of the public realm;
- \_create a sustainable environment that allows for the implementation of green infrastructure; and
- \_promote the use of sustainable modes of transport and a health way of living through active engagement with the urban environment.

### VI Purpose

These design guidelines have been prepared to guide development within the Robb Jetty LSP and Emplacement LSP areas under the Scheme. Implementation of the guidelines will ensure the realisation of Cockburn Coast as an urban environment providing both local and district centre activity centres.



## VII Design Guideline Policy Area

These design guidelines apply to the area of land within the Robb Jetty LSP and Emplacement LSP, henceforth referred to as the policy area. The policy area is bound by:

- \_ Rollinson Road to the north,
- \_ South Fremantle Power Station and the Western Power Switchyard to the south,
- \_ Beeliar Regional Park to the east, and
- \_ The foreshore reserve to the west.



Figure 02\_Design Guidelines Policy Area

## VIII Relationship to Relevant Planning Documents

The design guidelines are adopted under the provisions of section 2.5 Procedures for Making or Amending a Local Planning Policy of the Scheme. The provisions of these design guidelines vary the requirements of the State Planning Policy 3.1 Residential Design Codes (R-Codes). Where these design guidelines are silent the provisions of the R-Codes and relevant local planning policies apply.

These design guidelines should be read in conjunction with the Scheme, the Robb Jetty LSP, the Emplacement LSP and the R-Codes. In determining any application for development approval, the City will utilise these design guidelines in conjunction with the Scheme and policies.

## IX Relationship to the Robb Jetty LSP and Emplacement LSP

6

The Robb Jetty LSP and Emplacement LSP set out a number of development objectives relating to the DSP2 redevelopment area. In particular they establish land use, movement, activity, urban form and resource enhancement development standards to ensure Cockburn Coast operates as an effective urban environment.

These design guidelines build upon both LSPs and provide more detailed guidance on development standards in the form of an adopted local planning policy.

## X Guideline Framework

The detailed design guidelines contained in the General Provisions section are set out with the following framework:

**Design Objective:** A statement outlining the design philosophy and intent of the assessment criteria. It is mandatory for development to meet the design objective.

**Assessment Criteria:** Standards setting out specific criteria which will satisfy the related design objective. Compliance with the applicable assessment criteria will achieve the design objective. However individual criteria are not mandatory and alternative solutions for complying with the design objective will be considered on a performance basis subject to supporting evidence.

The typology specific section of the design guidelines contains character statements. The character statements guide both the design objective and assessment criteria and as such, all development shall be consistent with the relevant character statement.

## XI Discretion

An important provision within the design guidelines is the opportunity for the applicant or owner to meet the design objective through an alternative solution.

The City may approve a development application (DA) where the applicant or owner has departed from the recommended assessment criteria. Variations may be considered where, in the City's opinion, the applicant or owner has demonstrated that the alternative solution is consistent with the Robb Jetty LSP or Emplacement LSP where relevant and meets the design objective. Variations will be considered where a proposal does not include an affordable housing component, but will be considered more favourably where it does.

Where a development proposal is determined to be inconsistent with a design objective in a manner that may impact on the public realm or adjoining properties then the proposal may be refused or referred to Council for determination.

Where the applicant or owner has provided a sufficient affordable housing component, a relaxation of the assessment criteria may be considered where the alternative solution is consistent with the relevant LSP and meets the design objective. These design guidelines provides further guidance on those criteria considered suitable for variation.

Each application for development approval will be assessed on an individual basis and the approval of an alternative solution will not set a precedent for other developments.

## XII Definitions

**Noise Sensitive Premises** (as defined in the Environmental Protection (Noise) Regulations 1997) includes premises occupied solely or mainly for residential or accommodation purposes, and premises used for the purpose of a hospital, sanatorium, educational establishment, public worship, aged care or child care.

**Commercial Laneway** includes any laneway within the mixed use or activity centre typology areas as set out by these design guidelines.

All definitions included in the R-Codes are applicable to land affected by these Design Guidelines.



### XIII Development Process

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Owners, developers and/or agents are encouraged to arrange pre-application meetings with the City's Planning Department prior to lodgement of a formal DA. Once a DA is lodged, it will be assessed by the City to verify it meets all applicable design objectives and assessment criteria.



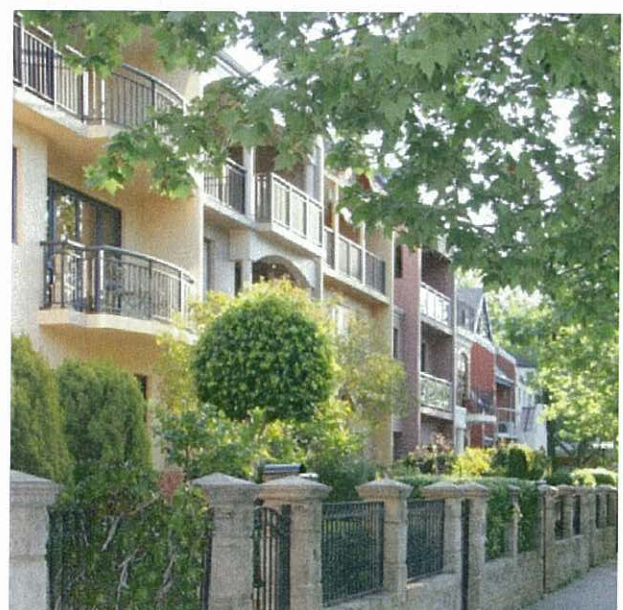
Activity Centre – Main Street Typology



Mixed Use – Cockburn Road Typology



High Density Residential Typology



Medium Density Residential Typology



## Part One\_Private Realm

### Built Form Typologies Introduction

The policy area is divided into a number of built form typologies each with their own distinct character and function. There are also a number of landmark and gateway sites identified by the built form typology location plan. These sites are to be developed with a diverse and active facade to facilitate way finding and reflect the natural hierarchy and land use of the area.

#### *Activity Centre - Main Street Typology*

Development in this area addresses and activates the identified pedestrian oriented “main” street whilst a high quality public realm creates a comfortable place in which locals meet and conduct business. This area provides a key link between the ocean and urban environment as well as providing for the retail and local service needs of the local community.

#### *Mixed Use - Cockburn Road Typology*

A range of retail and commercial functions complemented by residential development are to be accommodated within this mixed use area. The presence of Cockburn Road informs the scale and built form of development and necessitates the promotion of an active ground floor.

#### *High Density Residential Typology*

The most intensely developed residential typology to afford the greatest access to the proposed bus rapid transit system. High density residential development is to create a new skyline in Cockburn Coast.

#### *Medium Density Residential Typology*

Providing a mix of housing opportunities near the Activity Centre, this typology will feature soft landscape public realm and contemporary urban development ranging from terrace housing to medium scale apartment style buildings.



Figure 03\_Built Form Typologies



## 1. Typology Specific Guidelines

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### 1.1 Activity Centre – Main Street Typology

The activity centre typology is primarily a place for local residents and businesses, a walkable village that is intimate in scale and 'soft' in character. The beach comes to the main street and a variety of small but connected public spaces offer a range of experiences from the quiet to the communal. Buildings and land use will facilitate the creation of a central shopping and activity zone resulting in a walkable community hub.

The Main Street provides a convenient and inviting local shopping experience intended to be serviced by a rapid bus transit system. Street trading and active retail is concentrated in the western portion of the area creating a vibrant community hub. A diverse and contiguous streetscape will be developed homing civic, business and retail services to ensuring a suitable business mix. The oval and park within the activity centre typology represents the traditional village green and is therefore the focus of active recreation at Cockburn Coast. It is a place to be shared harmoniously by many for diverse purposes.

The built form is encouraged to take advantage of the abundant natural assets and create a comfortable outdoor environment that encourages social interactions in a relaxed and personal environment. Future built form should embody the feeling of seamless transition, from indoor to outdoor, from formal to informal, from exposed to protected. Respectful of nature, built form should reflect the natural characteristic of the vegetation and landscape.

Buildings generally of 5 to 8 storeys in height will promote a pedestrian friendly place through podium style built form and a focus on ground floor activation. Development embodies a warm architectural finish through the use of natural materials, whilst street awnings, wide footpaths and soft landscaped edges create a sense of intimacy and shelter pedestrians.

Opportunities for laneway development enhance and celebrate the distinctive environment by reflecting the neighbourhood character whilst allowing for it to be developed as a secondary small street. Laneways containing commercial uses will be characterised by small scale tenancies, evolving over time to provide an intimate and unique experience.



Figure 04\_Activity Centre Built Form Typology

### 1.1.1 Building Setbacks

#### Design Objective

- I. Building setbacks are related to the intended character and function of an area and its streetscape quality. Setbacks shall create a pedestrian scaled environment and consistent streetscape rhythm.

#### Assessment Criteria

- i. Building setbacks are to be in accordance with the following table.

Setbacks for	Street Setback (minimum and maximum)	Side Setback (minimum)	Rear Setback (minimum)
Levels 1-5	Nil	Nil	Nil
Levels 6+	5.0 metres to wall and 2.0 metres to balconies	3.0 metres	3.0 metres

Table 01\_ Building Setbacks for Activity Centre

- i. Buildings shall be setback 4.0 metres from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area).
- ii. Projections are permitted within the .04 metre setback to public parkland to maximum of 2 metres into the setback area.

### 1.1.2 Building Articulation

#### Design Objective

- I. To ensure that building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic will encourage interaction with the street and passive surveillance of adjacent spaces.
- II. To promote a pedestrian scale of buildings at street level.
- III. The building design shall demonstrate an appropriate level of articulation to avoid excessive building massing and bulk.

#### Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm.
- ii. For commercial street level frontages a minimum of 80% of the frontage shall be glazed. For the street frontage for all upper floors a minimum of 40% of the frontage shall be glazed.
- iii. Mixed use buildings should provide separate entries for non-residential and residential uses for legibility of pedestrian access.
- iv. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas.
- v. Corner buildings are to address both frontages through the provision of:
  - a) distinct roof form at corners;
  - b) variation in materials and colours; and
  - c) varied balcony treatments.

### 1.1.3 Building Levels

#### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised.

#### Assessment Criteria

- i. Floor to floor heights on the ground floor should be 4.5 metres to allow for commercial use of the ground floor.

- ii. All other floors shall maintain a 3.1 metre floor to floor height for residential use and a 3.6 metre floor to floor height for commercial use.
- iii. The ground floor should be flush with the adjacent footpath at the boundary.
- iv. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above.

#### 1.1.4 Awnings

##### Design Objective

- I. To encourage a pedestrian scale of development.
- II. To provide shelter from environmental conditions.
- III. To encourage a seamless flow of the use and function of a building from internal to external.

##### Assessment Criteria

- i. Awnings over footpaths are to be provided for no less than 80% of the primary and secondary street frontage. This requirement does not apply to laneways.
- ii. The vertical clearance of awnings shall be consistent and generally 3.2 metres from pavement level.
- iii. Awnings shall project up to 3.5 metres but not closer than 0.6 metres to the outer edge of the road pavement.
- iv. Adjoining awnings are to form continuous coverage over the footpath.
- v. Awnings are to be provided with non structural veranda posts along the Robb Jetty Main street. In this respect awnings are to be suspended by cantilevered construction and not use load bearing posts.

#### 1.1.5 Building Height

##### Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area.
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment.
- III. The built form shall minimise overshadowing to adjacent streets and public spaces.

##### Assessment Criteria

- i. Building heights shall be in accordance with the Building Height Plan. (Figure 16)
- ii. Development shall be a minimum of three storeys.

#### 1.1.6 Building Materials

##### Design Objective

- I. To encourage a style of development that is consistent with the coastal location.
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast.
- III. To foster a sense of place through an identifiable character and style of development.

##### Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete).
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged.
- iii. Painted finishes and rendered textures over concrete panels are not permitted.
- iv. The use of natural materials such as stone, timber, and other such natural products is encouraged in both interior and exterior finishes.

#### 1.1.7 Open Space

##### Design Objective

- I. To ensure that development provides an appropriate interface with the public open space.
- II. To maximise the potential for passive surveillance



#### Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment.
- ii. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 metres from natural ground level, but must be visually permeable above a height of 1.0 metres above natural ground level.

#### 1.1.8 Landmark Sites

##### Design Objective

- I. To encourage a sense of place and identity.
- II. To increase the legibility of place.
- III. To marcate the natural hierarchy of an area by identifying those places which are of significance.

#### Assessment Criteria

- i. Sites in key locations have been nominated as landmark sites as shown in Figure 04 Built Form Typologies shall:
  - a. Promote prominent architectural form on corner elements to provide a reference point in the built form and landscape.
  - b. Encourage additional height elements where appropriate to create a point of difference with the balance of the development area and demarcate points of entry and prominence.
  - c. Variations to setback requirements will be considered in order to create prominent feature elements.

#### 1.1.9 Fencing

##### Design Objective

- I. To ensure that fencing does not detract from the function and appearance of the streetscape.

#### Assessment Criteria

- i. Fencing is not permitted forward of the building line.

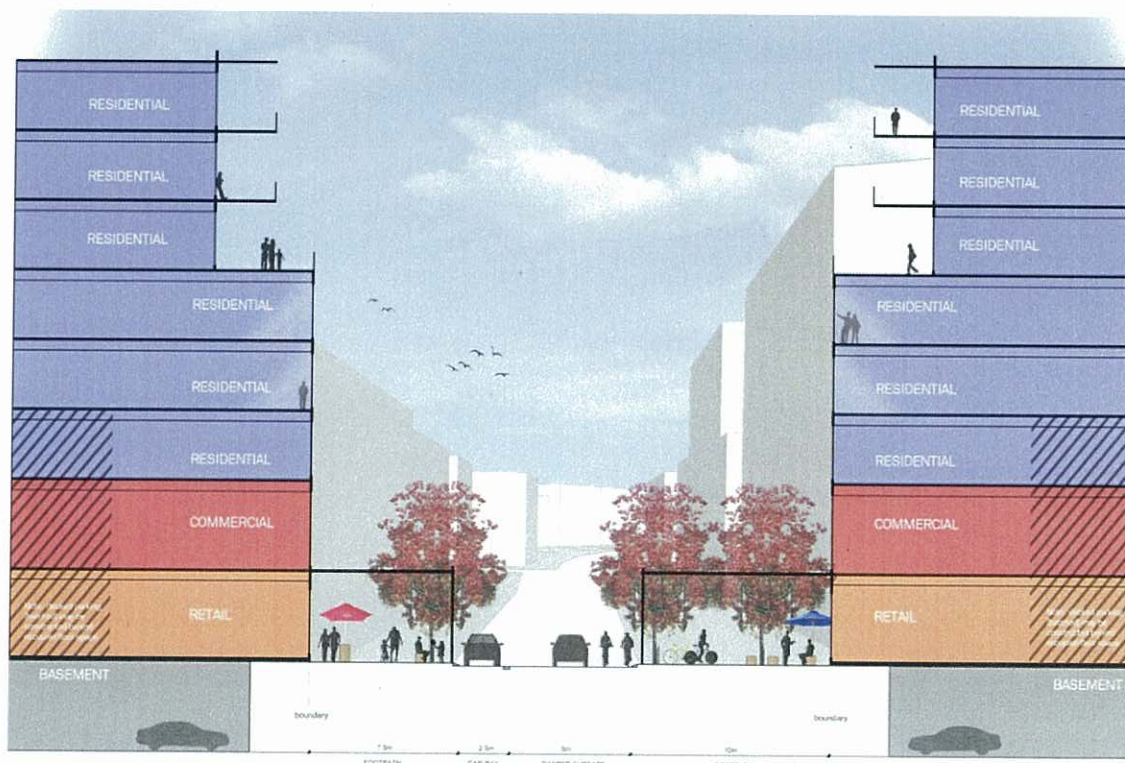


Figure 05\_Typical cross section for activity centre development



## 1.2 Mixed Use – Cockburn Road Typology

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Cockburn Road is the main arterial road through Cockburn Coast and policy area. Cockburn Road will be the focus of a mixed use form of development allowing for commercial, residential and retail uses. An active ground floor through retail and commercial uses will be encouraged with primarily residential development occupying the upper levels. The impact of the busy Cockburn Road will be softened by landscaping and an active footpath. Alfresco dining opportunities will be encouraged and facilitated by the built forms and land uses.



Figure 06\_Mixed Use built form typology

### 1.2.1 Building Setbacks

#### Design Objective

- I. Building setbacks are related to the intended character and function of an area and its streetscape quality. Setbacks shall create a pedestrian scaled environment and consistent streetscape rhythm.

#### Assessment Criteria

- i. Building setbacks are to be in accordance with the following table.

Setbacks for	Street Setback (minimum and maximum)	Side Setback (minimum)	Rear Setback (minimum)
Levels 1-3	Nil	Nil	Nil
Levels 4+	5.0 metres to wall and 2.0 metres to balconies	3.0 metres	3.0 metres

Table 02\_ Building Setbacks for Mixed Use development

- ii. Buildings shall be setback 4.0 metres from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e building shall cantilever over the outdoor living area).
- iii. Setbacks are permitted within the 4.0 metre setback to public parkland to maximum of 2.0 metres into the setback area.

### 1.2.2 Building Articulation

#### Design Objective

- I. To ensure that building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic will encourage interaction with the street and passive surveillance of adjacent spaces.
- II. To promote a pedestrian scale of buildings at street level.
- III. The building design shall demonstrate an appropriate level of articulation to avoid excessive building massing and bulk.

#### Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm.
- ii. For commercial street level frontages a minimum of 80% of the frontage shall be glazed. For the street frontage for all upper floors a minimum of 40% of the frontage shall be glazed.
- iii. Mixed use buildings should provide separate entries for non-residential and residential uses for legibility of pedestrian access.
- iv. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas.
- v. Corner buildings are to address both frontages through the provision of:
  - d) distinct roof form at corners;
  - e) variation in materials and colours; and
  - f) varied balcony treatments.

### 1.2.3 Building Levels

#### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised.

#### Assessment Criteria

- i. Floor to floor heights on the ground floor should be 4.5 metres to allow for commercial use of the ground floor.
- ii. All other floors shall maintain a 3.1 metre floor to floor height for residential use and a 3.6 metre floor to floor height for commercial use.
- iii. The ground floor should be flush with the adjacent footpath at the boundary.
- iv. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above.

### 1.2.4 Awnings

#### Design Objective

- I. To encourage a human scale of development.
- II. To provide shelter from environmental conditions.
- III. To encourage a seamless flow of the use and function of a building from internal to external.

#### Assessment Criteria

- i. Awnings over footpaths are to be provided for no less than 80% of the primary and secondary street frontages. This requirement does not apply to laneways.
- ii. The vertical clearance of awnings shall be consistent and generally 3.2 metres from pavement level
- iii. Awnings shall project up to 3.5 metres but not closer than 600mm to the outer edge of the road pavement.
- iv. Adjoining awnings are to form continuous coverage over the footpath.

- v. Any veranda post provided to an awning shall be non structural. In this respect awnings are to be suspended by cantilevered construction and not use load bearing posts.

### 1.2.5 Building Height

#### Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area.
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment.
- III. The built form shall minimise overshadowing to adjacent streets and public spaces.

#### Assessment Criteria

- i. Building shall be in accordance with the Building Height Plan.(Figure 16)
- ii. Development shall be a minimum of three storeys.

### 1.2.6 Building Materials

#### Design Objective

- I. To encourage a style of development that is consistent with the coastal location.
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast.
- III. To foster a sense of place through an identifiable character and style of development.

#### Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete).
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged.
- iii. Painted finishes and rendered textures over concrete panels are not permitted.
- iv. The use of natural materials such as stone, timber, and other such natural products is encouraged in both interior and exterior finishes.

### 1.2.7 Open Space

#### Design Objective

- I. To ensure that development provides an appropriate interface with the public open space.
- II. To maximise the potential for passive surveillance.

#### Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment.
- ii. The interface between residential development and the public open space may be fenced to a maximum height of 1.2 metres from natural ground level, but must be visually permeable above a height of 1.0 metres above natural ground level.

### 1.2.8 Landmark Sites

#### Design Objective

- I. To encourage a sense of place and identity.
- II. To increase the legibility of place.
- III. To marcate the natural hierarchy of an area by identifying those places which are of significance.

#### Assessment Criteria

- i. Sites in key locations have been nominated as landmark sites as shown in Figure 04 Built Form Typologies. Development on Landmark Sites shall:
  - a. Promote prominent architectural form on corner elements to provide a reference point in the built form and landscape.
  - b. Encourage additional height elements where appropriate to create a point of difference with the balance of the development area and demarcate points of entry and prominence.



- c. Variations to setback requirements will be considered in order to create prominent feature elements.

### 1.2.9 Fencing

#### Design Objective

- i. To ensure that fencing does not detract from the function and appearance of the streetscape.

#### Assessment Criteria

- i. Fencing is not permitted forward of the building line.

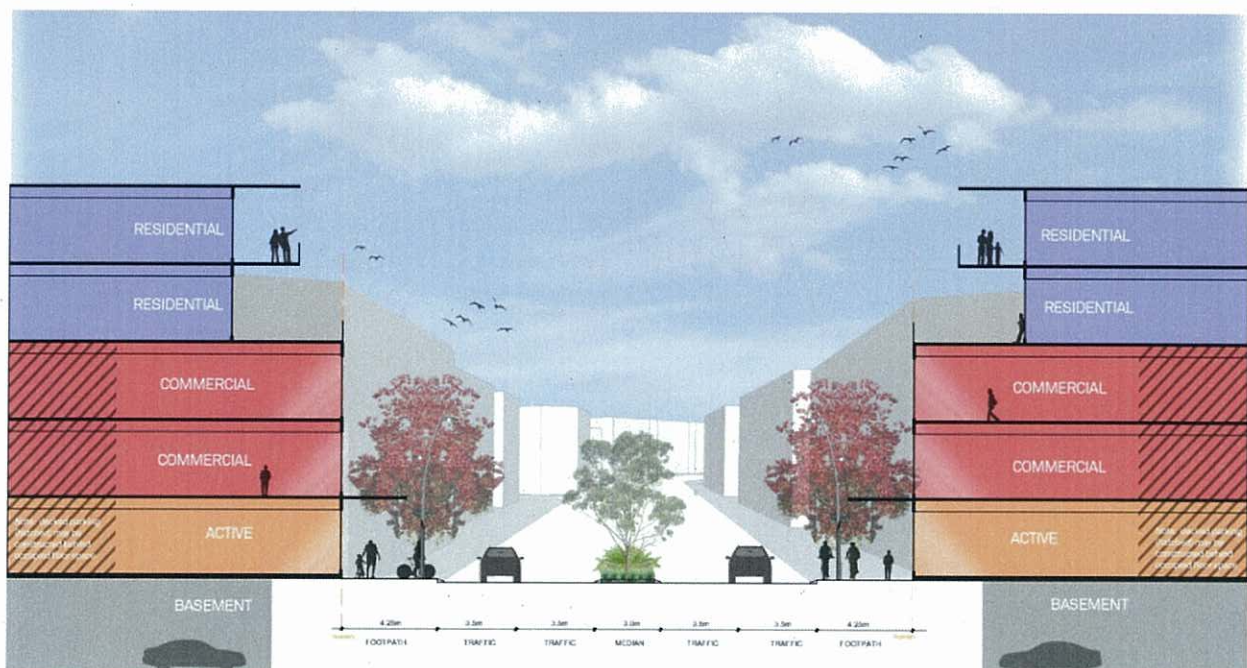


Figure 07\_ Typical cross section for mixed use development



Mixed use will encompass active street edges that create a comfortable pedestrian environment

### 1.3 High Density Residential Typology

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High density housing opportunities along the Emplacement escarpment and within the Robb Jetty LSP area alike will create a new skyline for the Cockburn Coast. A manufactured horizon line of apartment buildings six to eight storeys in height will offer the opportunity for a new architectural topography and an integrated landscape of nature and built form. Residents will enjoy the expansive views but also the sense of containment and grounding in the environment. Facades and balconies shade and veil occupants whilst the ground level public realm is internalised and places focus on the residential communities' common interest.

Landscaped front setbacks and tree lined verges will combine to create a soft and comfortable urban setting for apartment buildings. Pocket parks and integrated greenery with built form create a calming natural feel throughout the area despite the intensity of development, acting as a backyard space and providing a link to the coast.



Figure 8\_High Density built form typology



### 1.3.1 Building Setbacks

#### Design Objective

- I. Building setbacks are related to the intended character and function of an area and its streetscape quality. Setbacks shall create a pedestrian scaled environment and consistent streetscape rhythm.

#### Assessment Criteria

- i. Building setbacks are to be in accordance with the following table.

Setbacks for	Street Setback (minimum and maximum)	Side Setback (minimum)	Rear Setback (minimum)
Levels 1-3	3.0 metres	Nil	Nil
Levels 4+	5.0 metres to wall Balconies may project into the front setback area.	3.0 metres	3.0 metres

Table 03\_ Building Setbacks for high density residential development

- ii. Buildings shall be setback 4.0 metres from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area).
- iii. Setbacks are permitted within the 4.0 metre setback to public parkland to maximum of 2.0 metres into the setback area.

### 1.3.2 Building Articulation

#### Design Objective

- I. To ensure that building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic will encourage interaction with the street and passive surveillance of adjacent spaces.
- II. To promote a pedestrian scale of buildings at street level.
- III. The building design shall demonstrate an appropriate level of articulation to avoid excessive building massing and bulk.

#### Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm.
- ii. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas.
- iii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows and elevations elements facing these areas. These elevations are to match the design quality of the dwellings primary street elevation.
- iv. Corner buildings are to address both frontages through the provision of:
  - a. distinct roof form at corners;
  - b. variation in materials and colours; and
  - c. varied balcony treatments.

### 1.3.3 Building Levels

#### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised.

#### Assessment Criteria

- i. All development shall maintain a floor to floor height of 3.1 metres.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above.

- iii. Where residential dwellings are proposed at on the ground floor adjacent to a street or public open space, a grade separation of 0.5 metres and 1.2 metres between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space.

#### 1.3.4 Building Height

##### Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area.
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment.
- III. The built form shall minimise overshadowing to adjacent streets and public spaces.

##### Assessment Criteria

- i. Building shall be in accordance with the Building Height Plan. (Figure 16)
- ii. Development shall be a minimum of three storeys.

#### 1.3.5 Building Materials

##### Design Objective

- I. To encourage a style of development that is consistent with the coastal location.
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast.
- III. To foster a sense of place through an identifiable character and style of development.

##### Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete).
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged.
- iii. Painted finishes and rendered textures over concrete panels are not permitted.
- iv. The use of natural materials such as stone, timber, and other such natural products is encouraged in both interior and exterior finishes.

#### 1.3.6 Open Space

##### Design Objective

- I. To ensure that development provides an appropriate interface with the public open space.
- II. To maximise the potential for passive surveillance

##### Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment.

#### 1.3.7 Fencing

##### Design Objective

- I. To ensure that the provision of fencing does not detract from the function and appearance of the streetscape.

##### Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 metres from natural ground level, but must be visually permeable above a height of 1.0 metre above natural ground level.

### 1.3.8 Landscaping

#### Design Objective

- I. To ensure an attractive streetscape environment.
- II. To aid the sustainability of a building through the provision permeable surface.

#### Assessment Criteria

- i. The front setback area shall consist of a minimum of 50% soft landscaping.
- ii. In ground landscaping is preferred over shallow landscaping above basements.
- iii. Paving that is contiguous with foot paths and other paving in the public realm shall be of the same style and materials, matching exactly wherever possible.

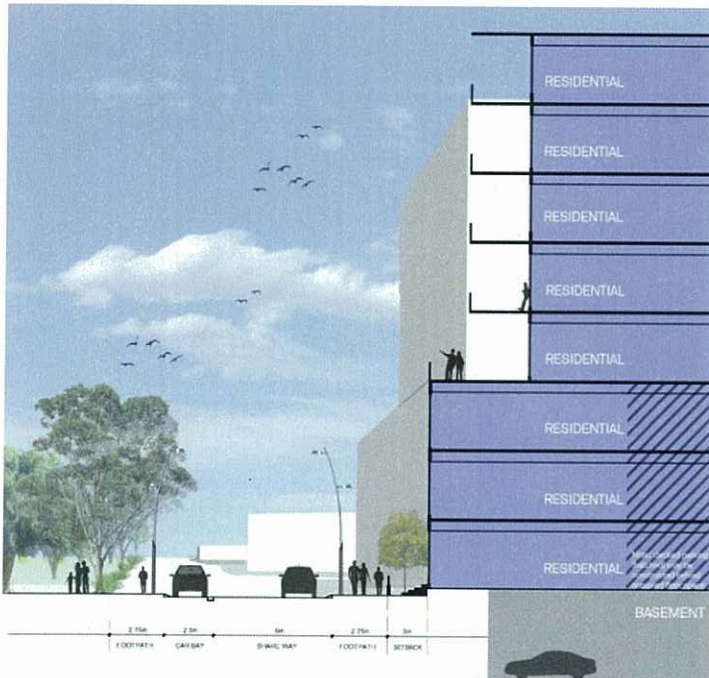


Figure 9\_Typical cross section of high density residential development abutting public open space

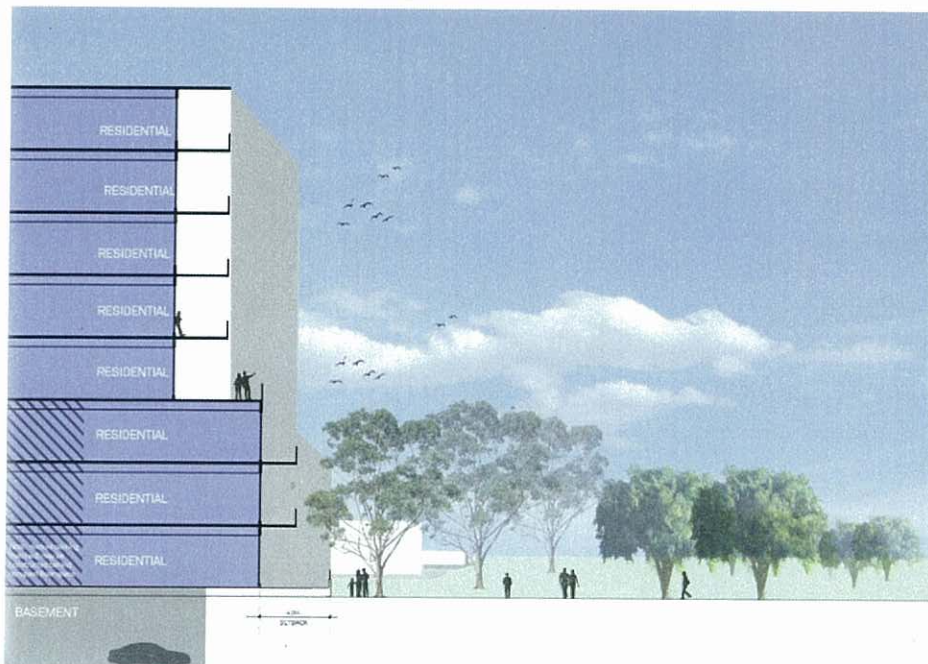


Figure 10\_Typical cross section of high density residential directly adjoining public open space



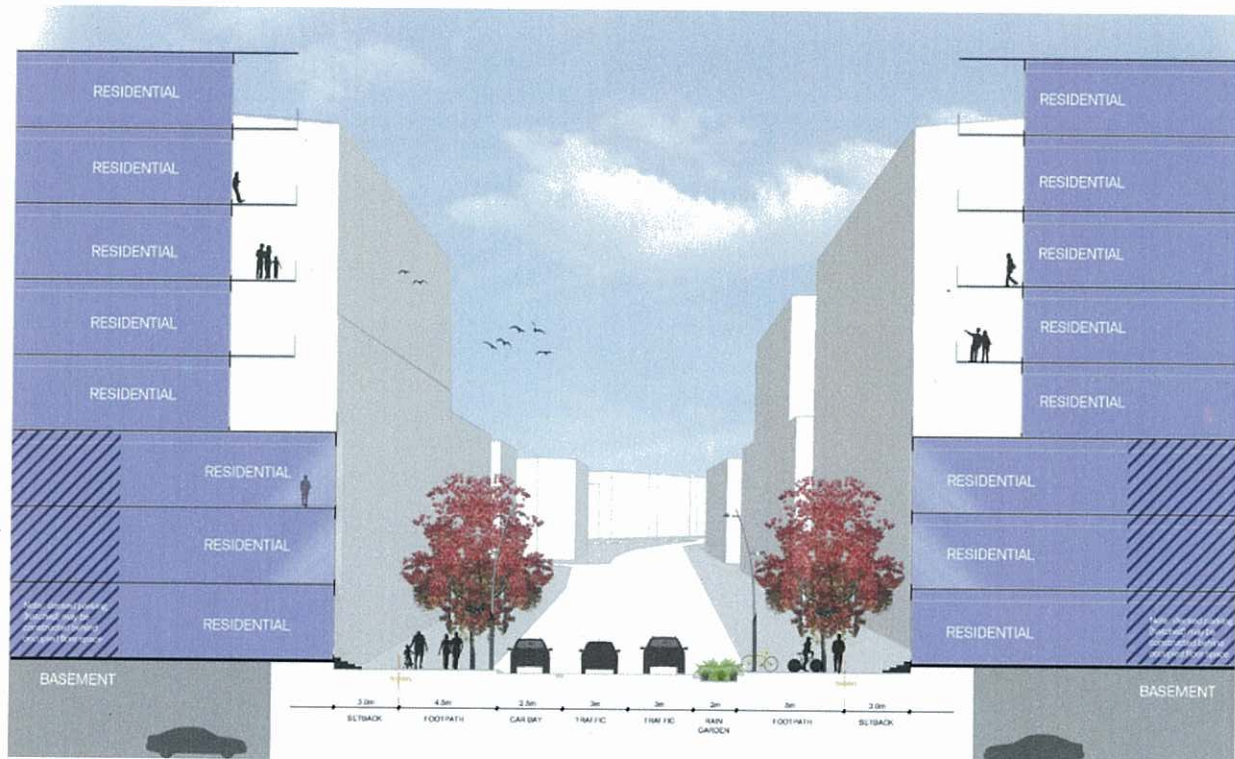


Figure 11\_ Typical cross section for high density residential development



High density Residential Development showing the use of natural materials in the facade and a provision of high quality building articulation in keeping with the objectives of these design guidelines

## 1.4 Medium Density Residential Typology

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The Robb Jetty area provides an important medium density housing area. Leafy streets and small softly landscaped front setbacks will combine to create a comfortable urban setting for contemporary apartment buildings. Future built form will embody a seamless transition from indoor to outdoor, from formal to informal, from exposed to protected. Built form will be respectful of nature and reflect the natural characteristics of the vegetation and landscape within Cockburn Coast.



Figure 12\_Medium Density built form typology

### 1.4.1 Building Setbacks

#### Design Objective

- i. Building setbacks are related to the intended character and function of an area and its streetscape quality. Setbacks shall create a pedestrian scaled environment and consistent streetscape rhythm.

#### Assessment Criteria

- i. Building setbacks are to be in accordance with the following table.

Setbacks for	Street Setback (minimum and maximum)	Side Setback (minimum and maximum)	Rear Setback (minimum)
Levels 1-3	2.0 metres	Nil for the first 10.0 metres of development	Nil
Levels 4+	5.0 metres to wall and 2.0 metres to balconies		

Table 04\_ Building Setbacks for medium density residential development



- ii. Buildings shall be setback 4.0 metres from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area).
- iii. Setbacks are permitted within the 4.0 metre setback to public parkland to maximum of 2.0 metres into the setback area.

#### 1.4.2 Building Articulation

##### Design Objective

- I. To ensure that building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic will encourage interaction with the street and passive surveillance of adjacent spaces.
- II. To promote a pedestrian scale of buildings at street level.
- III. The building design shall demonstrate an appropriate level of articulation to avoid excessive building massing and bulk.

##### Assessment Criteria

- i. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas.
- ii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows and elevations elements facing these areas. These elevations are to match the design quality of the dwellings primary street elevation.
- iii. Balconies are encouraged but shall not run continuously along the facade. Separate individual balconies are appropriate.
- iv. Corner buildings are to address both frontages through the provision of:
  - a. distinct roof form at corners;
  - b. variation in materials and colours; and
  - c. varied balcony treatments.

#### 1.4.3 Roof Form

##### Design Objective

- I. The roof form should be designed as a contemporary and integrated architectural structure as befits this unique metropolitan coastal location

##### Assessment Criteria

- i. Use of skillion roofs and modern materials is actively promoted;
- ii. Use of pitched roofs and dark tiles is discouraged;
- iii. Lighting or similar features may be used to accentuate the roofscape and provide a positive architectural feature at night; and
- iv. Flat roofs are acceptable where concealed behind a building parapet.

#### 1.4.4 Building Levels

##### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised.

##### Assessment Criteria

- i. All development shall maintain a floor to floor height of 3.1 metres.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above.
- iii. Where residential dwellings are proposed at on the ground floor adjacent to a street or public open space, a grade separation of 0.5 metres and 1.2 metres between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space.

#### 1.4.5 Building Height

##### Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area.
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment.
- III. The built form shall minimise overshadowing to adjacent streets and public spaces.

##### Assessment Criteria

- i. Building shall be in accordance with the Building Height Plan (Figure 16).
- ii. Development shall be a minimum of three storeys.

#### 1.4.6 Building Materials

##### Design Objective

- I. To encourage a style of development that is consistent with the coastal location.
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast.
- III. To foster a sense of place through an identifiable character and style of development.

##### Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete).
- ii. Moulded textures imprinted in the external surfaces of any concrete panels should also be applied.
- iii. Painted finishes and rendered textures over concrete panels are not permitted.
- iv. Warm exterior finishes are encouraged through the use of natural materials such as stone, timber, and other such natural products.

#### 1.4.7 Open Space

##### Design Objective

- I. To ensure that development provides an appropriate interface with the public open space.
- II. To maximise the potential for passive surveillance

##### Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable relationship to the public open space.

### 1.4.8 Fencing

#### Design Objective

- I. To ensure that fencing does not detract from the function and appearance of the streetscape.

#### Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2 metres from natural ground level, but must be visually permeable above a height of 1m above natural ground level.

### 1.4.9 Landscaping

#### Design Objective

- I. To ensure an attractive streetscape environment.
- II. To aid the sustainability of a building through the provision permeable surface.

#### Assessment Criteria

- i. The front setback area must consist of a minimum of 50% soft landscaping.
- ii. In ground landscaping is preferred over shallow landscaping above basements, particularly in front setback areas which provides the opportunity for tree planting.

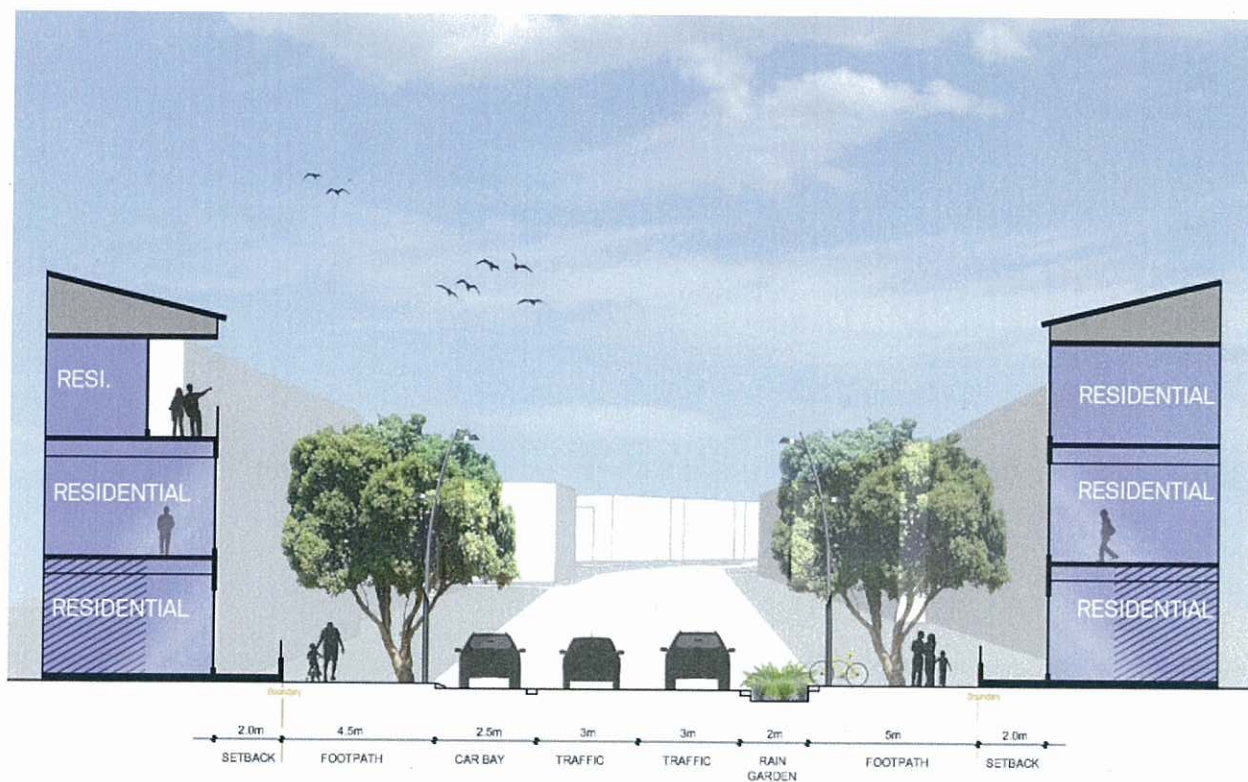


Figure 13\_Typical cross section for Medium Density built form typology

### 1.4.10 Ancillary Accommodation

#### Objective

- I. Ancillary accommodation which positively addresses the laneway is actively encouraged.
- II. To provide flexibility for family living arrangements.
- III. Increase the diversity of dwelling types and tenure arrangements in the area.
- IV. To encourage activation and increased safety of residential laneways.

#### Assessment Criteria

- i. Ancillary accommodation units should have:
  - a) Nil setback to the laneway boundary at the upper levels only;
  - b) Balcony or a private courtyard with a minimum area of 7m<sup>2</sup>;
  - c) Front (entry) door which addresses the laneway or is accessed via its own pedestrian access gate;
  - d) One car bay specifically for this dwelling with its own hardstand, carport or separately operable garage door. Three door garages will not be considered;
  - e) Front door which addresses the laneway or is accessed via its own pedestrian access gate; and
  - f) Maximum floor area of 60m<sup>2</sup>.
- ii. Any large and visible elevations should be designed to include windows, architectural detailing and quality materials similar to that of the main dwelling.

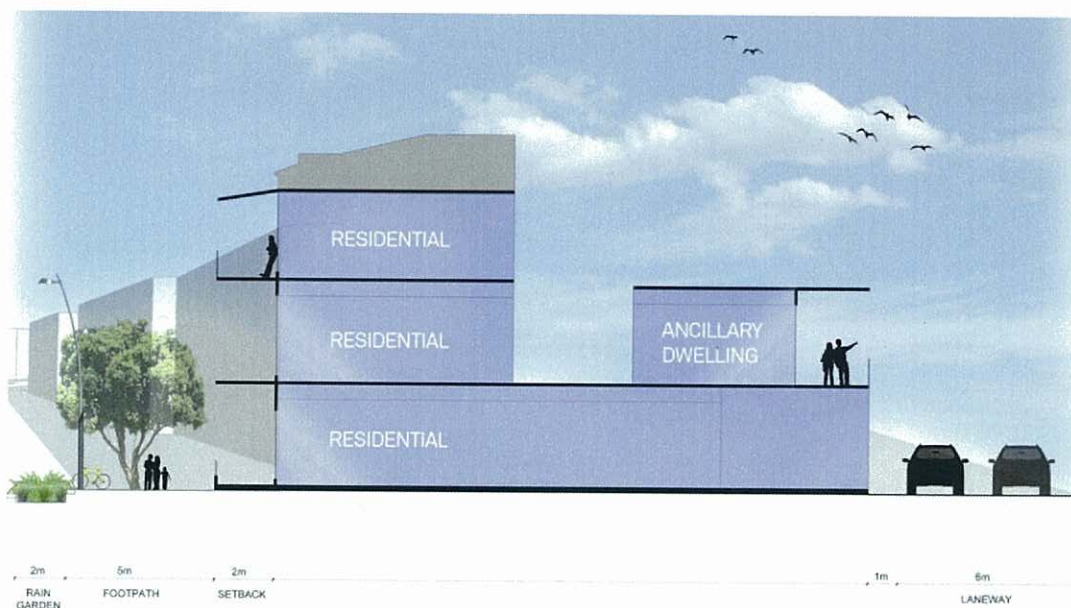


Figure 14 Typical Cross section for residential laneway development



Figure 15 Typical elevation for dwelling including ancillary accommodation within a residential laneway development



## 2. General Provisions

### 2.1 Built Form Requirements

Built form should provide a pedestrian scale and define streets and public spaces whilst contributing towards creating an urban presence. The built form will contribute towards the intended streetscape character and typology. Taking cues from the natural assets of the site building height responds to site topography, maximising views to the ocean particularly for residential development.

For private open space, visual privacy, storage for dwellings requirements refers to the relevant section of the R-Codes.

#### 2.1.1 Building Height

##### Design Objective

- I. Building heights will respond to the pedestrian scale and urban character of Cockburn Coast, intended dwelling density and land use mix as well as the natural topography.
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment.
- III. The built form shall minimise overshadowing to adjacent streets and public spaces.

##### Assessment Criteria

- i. Heights to be in accordance with the typology specific built form requirements and the Building Height Plan.

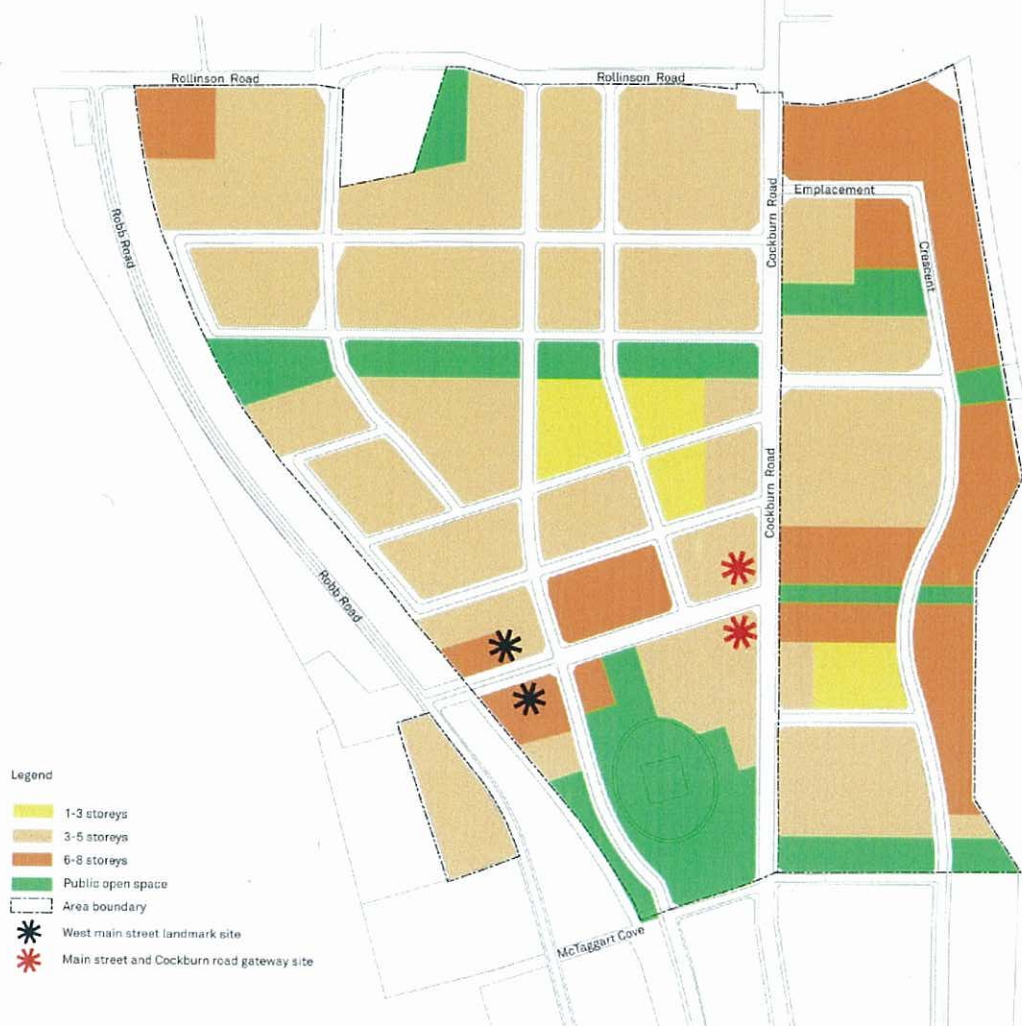


Figure 16\_Building Height Plan



## 2.1.2 Facades

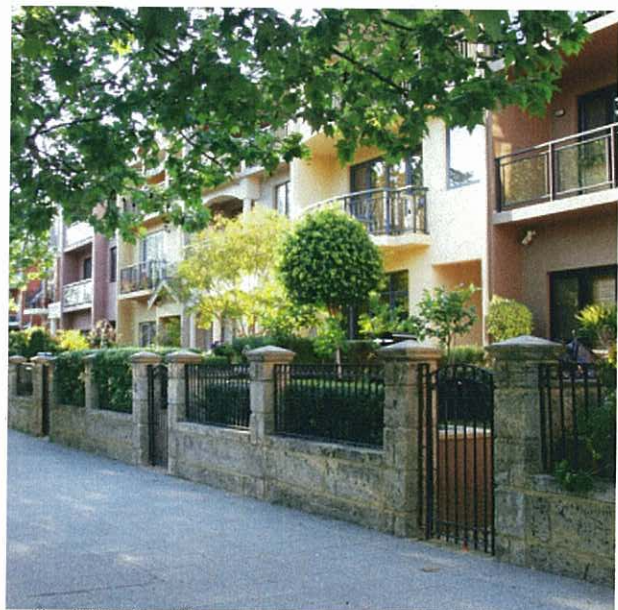
28

### Design Objective

- I. Building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic for Cockburn Coast will require the provision of visually engaging building exteriors which encourage interaction with the street and passive surveillance of adjacent spaces.

### Assessment Criteria

- i. Fenestration, entrances, balconies and awnings shall be provided in a manner that creates visual cohesiveness, interest and interaction with the public realm.
- ii. An exposed parapet or boundary wall must have the same standard of finish as the primary facade. Detailing for permanently exposed blank walls shall include texture, patterns or suitable alternatives to the finish of the wall to address the objective.
- iii. External ducting, air conditioners, plants, pipes, lift over-runs, service doors and similar building services must be screened from public view or adjacent property and incorporated into the building at the initial design stage.
- iv. Apartments sleeving the public car park are to be shallow and wide to maximise frontage to the external environment for improved solar access and ventilation.
- v. Ground floor lobbies shall be clearly delineated, well lit and safe to access.
- vi. Facade design shall address crime prevention through environmental design (CPTED) principles.



Buildings shall provide a break up of bulk and scale through articulated facades



Building facades are to be finished with fine grain architectural elements



### 2.1.3 Roof Form

#### Design Objective

- i. The roof form as seen from the street or adjoining sites should be designed to make a contemporary and positive architectural contribution to the streetscape and skyline. Where appropriate the roof form can be designed to enhance the architecture and contribute to creating local landmarks through the use of integrated architectural form and detailing.

#### Assessment Criteria

- i. Roof designs must conceal roof plant and equipment including lift over run structures from view from the public realm and street level.
- ii. Lighting or similar features may be used to accentuate the roofscape to provide a feature at night.
- iii. Flat roofs are acceptable where concealed behind a building parapet.

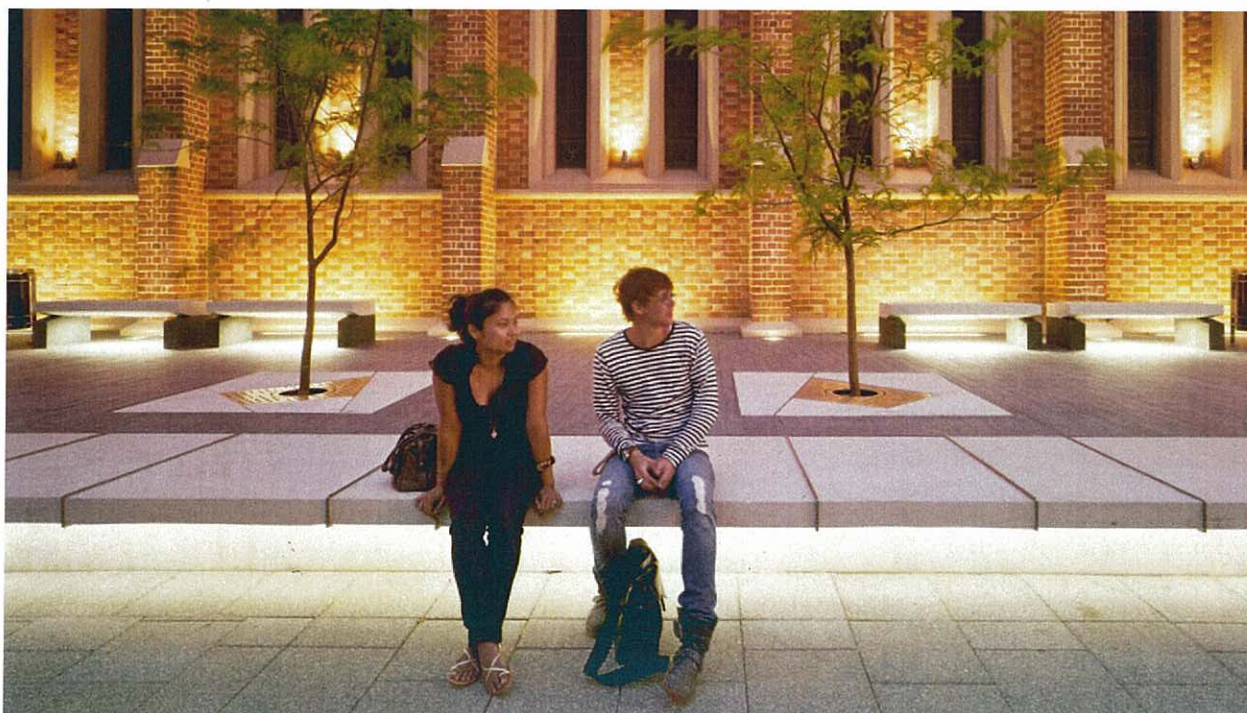
### 2.1.4 Lighting

#### Design Objective

- i. To ensure perceived and actual safety for all users of the area is achieved by providing lighting around public spaces that allows for a high degree of visibility of pedestrians at all times.

#### Assessment Criteria

- i. Lighting to be integrated into built form to highlight architectural features.
- ii. Ensure inset spaces, access, egress and signage is well lit.
- iii. Lighting is to be incorporated into building awnings over the footpath and building entrances.



Innovative lighting built into the facade of a building can contribute to an activated and interesting facade

## 2.1.5 Acoustics

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### Design Objective

- I. To facilitate a sustainable mixed use environment where a variety of land uses can co-exist.
- II. To ensure appropriate noise intrusion and noise emission mitigation measures are incorporated into building design and construction and where necessary, building refurbishment.

### Assessment Criteria

- i. Design of Noise sensitive premises must be give consideration to the following:
  - a. the identification of existing/potential environmental noise sources;
  - b. development orientation and layout taking into account the location of existing/potential environmental noise sources;
  - c. the location of bedrooms away from noise sources;
  - d. the location of balconies and windows away from noise sources;
  - e. the use of built form (blade walls, etc) to screen noise sources; and
  - f. the use of building design elements (balcony balustrades, decorative screens, etc) to provide some reduction in noise impact on windows.
- ii. Notifications are required to be applied to the created land title and any subsequent strata titles of any noise sensitive premises pursuant to section 70A of the *Transfer of Land Act 1893*, together with section 165 of the *Planning and Development Act 2005* to inform prospective land owners and residents of the likelihood of higher noise levels associated within the inner city environment.
- iii. An acoustic report and associated plans are required detailing compliance with the above design objectives and assessment criteria for noise sensitive and commercial developments. The report is to be prepared by a qualified and experienced acoustic consultant and submitted as part of a DA. The report is to include:
  - a) The identification of all environmental noise sources.
  - b) The measurement of all identified noise sources, including adequate sampling to enable the establishment of reliable design noise levels. For traffic noise measurements at different times such as during peak traffic times, and for background noise a day time measurement between 3pm - 5pm Monday to Friday and a night time measurement between 10pm - 12pm Friday or Saturday night.
  - c) The character of noise sources is to be adequately described in terms of frequency analysis (minimum of octave bands).
  - d) The establishment of appropriate interior design sound levels for various areas of occupancy in accordance with the Performance Standards.
  - e) A detailed description of the construction measures that are required to be included, or which have been included, in the proposed development to achieve the noise levels prescribed in accordance with point (ii) above. Calculations shall be based on octave band noise source data and octave band sound reduction performance for construction elements.
- vii. Noise attenuation measures that should be addressed in the acoustic report and associated plans include but are not limited to the following:
  - a) Windows:
    - a. heavyweight / thicker glass
    - b. double glazing
    - c. special acoustic requirements for window frames.
  - b) Walls:
    - a. stud frame walls may require acoustic upgrading
    - b. acoustic attenuation for exhaust vents through walls
    - c. specific acoustic requirements for external doors.
  - c) Roof / Ceiling:
    - a. specific acoustic requirements for sealing roofs
    - b. upgraded acoustic performance for ceilings
    - c. closing / sealing of eaves
    - d. insulation of ceiling void
    - e. acoustic attenuation for vents through roofs.



## 2.1.6 Active Edges and Street Relationship

### Design Objective

- I. The activation of streets and other publicly accessible spaces are fundamental to Cockburn Coast to providing an attractive and safe pedestrian environment.
- II. All development must be designed to activate streets and laneways. This can be achieved by utilising major openings to residential and commercial land uses, alfresco dining areas, pedestrian shelters and legible building entries to create a vibrant, diverse and safe environment.

### Assessment Criteria

- i. Passive surveillance of communal areas and public spaces are to be integrated into building design, providing for overlooking of the street, public space or communal open space.
- ii. Pedestrian entrances are to be highly visible.
- iii. Ground floor non-residential frontages should be designed as shop fronts with no less than 80% of the shop front glazed with clear glass.
- iv. Car park entries are to be located appropriately to avoid disruption of the pedestrian experience.
- v. Inactive ground floor uses are to be avoided within the Activity Centre and Mixed Use areas particularly on the Robb Jetty Main Street and surrounding the identified landmark development sites.

## 2.1.7 Heritage Considerations

### Design Objective

- I. Development of site adjacent to a heritage place shall be respectful of the recognised cultural heritage significance; and should not adversely affect the heritage significance.

### Assessment Criteria

- i. New buildings adjacent to a Heritage Place should conform with the provisions of the City's Heritage Conservation Guidelines policy to ensure that they respect the heritage significance of the place.
- ii. Any new work adjacent to a significant tree should not affect the appearance or health of the tree.



Ground floor commercial land uses will provide active street edges

## 2.2 Service Infrastructure and Access

Service infrastructure is an important part of allowing development and the broader centre to function effectively. However, it can often be unsightly and therefore appropriate treatment is required to make it an integral part of new development.

### 2.2.1 Parking

#### Design Objective

- I. Development will encourage and support alternative modes of transport to the car by limiting and screening the provision of car parking on site.

#### Assessment Criteria

- i. Vehicle crossovers for non-residential development are required to be built underneath the building or provide design elements above the crossover to reduce the street impact and pedestrian environment.
- ii. Reciprocal use of car parking bays for uses within a comprehensive development with different peak usage requirements (such as restaurants and offices) may be approved, provided that bays for residential use are always available.
- iii. Commercial parking is to be provided in accordance with the Scheme with the stated rate of provision being provided both as a minimum and maximum.
- iv. Residential parking is to be provided in accordance with the relevant Local Structure Plan.

### 2.2.2 Parking Location and Access

#### Design Objective

- I. The number of vehicle crossovers into a development is to be minimised to create a pedestrian friendly environment.
- II. Parking is to be located so as to minimise the visual impact on the public realm.

#### Assessment Criteria

- i. All on site car parking facilities are to be concealed from public view to ensure car parking does not dominate streetscapes or create conflict with pedestrian and vehicle movement.
- ii. Car parking entry is to be subservient to pedestrian entries and shall address, street spaces, building returns and recesses.
- iii. Where terrace style or single residential lots are proposed vehicle access must be provided at the rear of the dwellings.
- iv. Car parking is to be concealed from public view by habitable frontages, or high quality landscaping along minor/secondary streets.
- v. Parking facilities should not be visible from public open space.
- vi. Where garage doors service only one dwelling they should be no wider than 6 metres.

### 2.2.3 Sleeved Parking

#### Design Objective

- I. To screen multi storey car parks from the public realm and to provide active frontages to the street.
- II. Multi storey car parking structures can maximise the efficient use of land but have the potential to negatively impact on the public realm.

#### Assessment Criteria

- i. All multi storey car parking structures should be sleeved by development to ensure car parking is screened from view of the public realm.
- ii. Sleeve above ground car parking structures with other uses, such as offices, residential and retail.
- iii. Where it is not possible for car parking structure to be screened any car parking structures that contain three or more levels must be appropriately designed and screened from adjacent or nearby buildings and the street through the use of innovative wall detailing, decorative screening, patterning and vegetation.



## 2.2.4 End of Trip Facilities

### Design Objective

- I. To encourage the use of bicycles, walking and other alternative means of transport to reduce the use of private motor vehicles and contribute to public health.

### Assessment Criteria

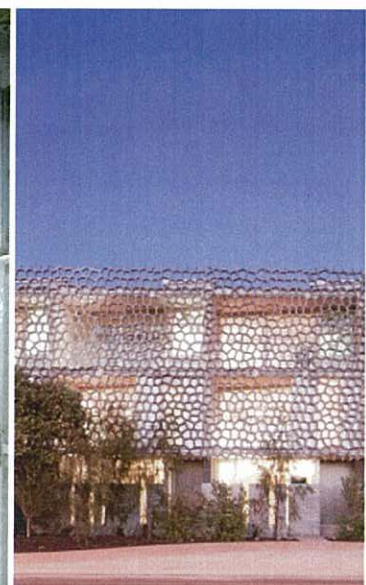
- i. Provision of adequate bicycle and change room facilities. Secure lockers, bicycle storage and showers shall be provided within buildings.
- ii. Developments are to be provided with end of trip facilities in accordance with the following table.

Commercial	Secure bicycle storage for 10% of building staff (based on 1 person per 15m <sup>2</sup> of Net Lettable Area (NLA); and
_Accessible showers	There must be a minimum of two female and two male showers, located in separate changing rooms, for the first 10 bicycle parking bays. Additional shower facilities to be provided at a rate of one male and one female shower for every 10 bicycle parking bays.
_Changing facilities	Including secure lockers at 1 for each bicycle parking bay.
_Visitor Bicycle Storage	A minimum of 1 space per 750m <sup>2</sup> of NLA. Located and signed near the main public entrance to the building.
Residential	Bicycle parking facilities for multiple dwellings, short stay accommodation and serviced apartments shall be provided at a minimum of 1 bay for every three units.

Table 05\_ End of trip facility provision rates



End of trip facilities



Use of screening can minimise the impact of parking structures

### 2.2.5 Site Services

#### Design Objective

- I. The location of building services has the potential to impact visually on the intended building design and adjacent spaces if not appropriately considered.
- II. Ensure that services and related elements required for the function of the building are appropriately screened or integrated into the building design.

#### Assessment Criteria

- i. Air-conditioning units must not be visible from the streets and laneways.
- ii. Service pipes and wired services are to be concealed from public view.
- iii. All meters to be contained within development lots to the requirements of the appropriate authorities.
- iv. Provide secure and accessible facilities for mail delivery.
- v. Commercial utility and waste storage areas are to be screened or located behind buildings and not visible from public view and residential apartments.
- vi. Fire booster cabinets and associated infrastructure are to be discretely designed into development and must not dominate any frontage.

### 2.3 Sustainability Requirements

Integral to the sustainability of the development will be the provision of affordable housing and facilities to encourage alternative modes of transport to the private car. This will promote a healthy lifestyle that encourages people to actively engage with the urban environment and create a robust and diverse community.

#### 2.3.1 Sustainable Travel

##### Design Objective

- I. To reduce greenhouse gases through the reduction of motorised transport to and from the Cockburn Coast and encourage residents and site visitors to improve their physical health through walking, cycling or other physically active forms of transport either solely or in combination with public transport.

##### Assessment Criteria

- i. Demonstrate that pedestrians and cyclists have been prioritised within the development.
- ii. Surface finishes of all driveways and pathways to be safe and comfortable for pedestrians and cyclists.
- iii. Grade changes between private and public spaces to be complementary and accessible.
- iv. All pedestrian areas should be adequately shaded and should include complementary amenities such as drinking fountains and rest points in locations best suited to promote non-vehicular travel.

#### 2.3.2 Affordable Housing

##### Design Objective

- I. To ensure the provision of a diverse range of affordable housing product i.e. mix of sizes, dwelling types.
- II. To ensure that affordable housing product is not distinguishable from non affordable housing within development.
- III. To provide guidance on how additional floor space required to accommodate affordable housing product is provided for.

##### Assessment Criteria

- i. Any discretion applied shall not set precedent for any future development.
- ii. Where development provides sufficient affordable housing product (10% - 25% of the dwelling yield) the following variation to assessment criteria may be applied at the Cities discretion.
  - a) Floor space bonus
    - a floor space bonus at the following ratio:
      - Affordable yield 10% = 30% floor space bonus
      - Affordable yield 20% = 40% floor space bonus
      - Affordable yield 25% = 45% floor space bonus
    - where a minimum 30% of the affordable yield is provided as family size dwellings (i.e. 3 or more bedrooms) a further 10% floor space bonus may be applied.

## b) Car parking reduction

Reduced Car Parking requirements at the rates stipulated in the table below:

Use Class	Vehicle Parking Provision (expressed as minimum and maximum)
1 Bedroom Residential Dwelling	0.75 bay per dwelling that is affordable housing
2+ Bedroom Residential Dwelling	1 bay per dwelling that is affordable housing

Table 06\_ Car parking reduction

## c) Height

A variation to the building height may be deemed appropriate where:

- setbacks are not varied;
- the design and finish of the building mitigates the greater visibility of the building. Design elements which can be used to lessen the visibility of the additional height include:
  - Stepping back of building mass;
  - Top floors constructed of lighter weight material and which are less bulky in appearance;
  - More extensive glazing; and
  - Upper floors to be setback from the principle building line.

## 2.4 Laneways

### 2.4.1 Residential and Commercial Laneways

#### Design Objective

- I. To create unique and attractive built form and character along laneways through sensitive and innovative design.
- II. To encourage activity and interaction between public laneways and adjacent private uses at the ground level.
- III. To reinforce the primary function of laneways as key service and vehicle access spaces within the development.
- IV. To ensure that laneways maintain a high level of pedestrian amenity and comfort.
- V. Promote and create the opportunity for the inclusion of art, landscaping, street furniture, and activity spaces.
- VI. Maintain and enhance the intimate environment of lanes by ensuring that higher tower forms are set back to ensure a sense of openness that reinforces a human scale.
- VII. Encourage development to provide highly articulated and well detailed facades that create visual interest, particularly at the lower levels.
- VIII. Encourage development to orientate windows and balconies to overlook lane ways.

#### Assessment Criteria

- i. Residential Laneways
  - a) For lots with a laneway frontage of 8 metres or greater, pedestrian access to the laneway from the lot should be provided.
  - b) For lots with a laneway frontage 8 metres or greater, the built form should not exceed 85% of the laneway boundary length. This is to provide relief from built edges to the laneway with opportunity for planting, wall returns and pedestrian access.
  - c) All buildings shall provide a one metre setback to the laneway boundary with the setback area being softly landscaped.
  - d) Buildings are to provide an elevation to the laneway that is articulated and similarly detailed to the front facade.
  - e) Development should contain a front (entry) door which addresses the laneway or is accessed via its own pedestrian access, gate, etc.
  - f) Lighting to illuminate that portion of the laneway adjacent the subject land shall be provided at entry points for vehicles and pedestrians. The lighting structure shall not encroach into the right-of-way.
  - g) Gardens that extend over the rear fence and enhance the laneway are encouraged providing they don't create obstructions to vehicular movement.



- h) All laneways shall be a minimum of 6 metres in width.
- i) Laneways should provide 24-hour public access.
- i. Commercial Laneways
  - a) Laneways within the activity centre and mixed used zones are encouraged to be activated at ground floor level, but shall not be done so to the detriment to the activation of the primary or streetscape facade of the building.
  - b) Buildings shall maintain a nil setback to the laneway for the first three storeys.
  - c) The minimum setback above 3 storeys should be a distance equivalent to the width of the lane, unless it can be demonstrated that a lesser setback protects the quality of the pedestrian space at ground level including:
    - d) by maintaining or providing greater access to sunlight;
    - e) by maintaining or providing greater wind protection; and
    - f) by avoiding a sense of enclosed space.
  - g) Buildings are to provide an elevation to the laneway that is articulated and similarly detailed to the front facade.
  - h) Development should contain a front (entry) door which addresses the laneway or is accessed via its own pedestrian access, gate, etc.
  - i) Lighting to illuminate that portion of the laneway adjacent the subject land shall be provided at entry points for vehicles and pedestrians. The lighting structure shall not encroach into the right-of-way.
  - j) All laneways shall be a minimum of 6 metres in width.
  - k) Laneways should provide 24-hour public access.



Activated laneways encourage vitality and interaction between public laneways and adjacent private uses



## Part Two

### 3. Public Realm

The public realm is an important part of the urban environment that people see, access and interact with. A high quality public realm is vital to the success and activity of a city and determines how people experience a place. It allows for community development, social interaction, physical well being and private contemplation.

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#### 3.1 Street Infrastructure

##### Design Objective

- I. To create a pedestrian focussed, comfortable and safe environment that encourages social interaction and activation by providing pedestrian amenities.

##### Assessment Criteria

- i. Ensure that pedestrian networks are uninterrupted, continuous paths of movement that do not exclude people with disabilities from accessing all services and amenities available.
- ii. Link pedestrian pathways to all entry and egress points of adjacent buildings.
- iii. Provide on-street visitor parking bays that are dispersed by street tree planting to ensure parking does not visually dominate the streetscape. Street tree planting is to be provided within the footpath zone at a rate of one tree every 10 metres.
- iv. Minimise surface run-off by providing permeable surfaces and infiltration/bio-retention opportunities within the streetscape design.
- v. Appropriate lighting is provided under pedestrian awnings, along streets and within parks and open spaces.
- vi. Within the Activity Centre and Mixed Use typology areas, pedestrian awnings are provided at a minimum width of 2.5 metres and a minimum height above the footpath of 3 metres.

#### 3.2 Lighting

##### Design Objective

- I. To ensure perceived and actual safety for all users of the area is achieved by providing lighting in public spaces that allows for a high degree of visibility of pedestrians at all times.

##### Assessment Criteria

- i. Light pole and fitting selection to align with the City's standards.
- ii. Lighting design should minimise light spill into residential dwellings.
- iii. Light poles should be appropriately placed, preferably located in the same alignment as street trees.
- iv. Ensure inset spaces, access, egress and signage is well lit.



Innovative street infrastructure will help to provide a pedestrian focussed, comfortable and safe environment



<b>POLICY</b>		<b>'LIVEABLE NEIGHBOURHOODS'</b>	<b>SPD4</b>
Date First Adopted: 19 August 1997		Date Last Reviewed: 11 October 2012	
<b>Division:</b> Planning & Development			
<b>Status:</b>			
Strategic:	<input checked="" type="checkbox"/>	<b>Key Result Area:</b> <b>Vision:</b> Planning the Development of the City to achieve high levels of convenience, amenity and a sense of community. <b>Objective:</b> <ul style="list-style-type: none"> <li>• To ensure that the planning of the City is based on an approach which has the potential to achieve high levels of convenience for its citizens.</li> <li>• To ensure that the development will enhance the levels of amenity currently enjoyed by the community.</li> <li>• To foster a sense of community within the district generally and neighbourhoods in particular.</li> </ul>	
Administrative:	<input checked="" type="checkbox"/>	Business Unit: Planning Department	
	<input checked="" type="checkbox"/>	Service Unit: Strategic Planning Services	
<b>Background:</b>			
<p>'Liveable Neighbourhoods' published by the WAPC has been on trial as a new planning framework for Structure Plans and subdivisions since February 1998.</p> <p>Edition 2 of the policy released in June 2000 will continue on trial until February 2001 when the Commission will undertake a comprehensive review.</p>			
<b>Purpose:</b>			
<p>The purpose of this policy is to support the Commission's initiative and to promote the use of 'Liveable Neighbourhoods' over the trial period within the City of Cockburn.</p>			
<b>Policy:</b>			
<p>The Council supports the implementation of the 'Liveable Neighbourhoods' as published by the Western Australian Planning Commission (June, 2000).</p> <p>The Council is of the opinion that the concepts, guidance and requirements provided in the Code for the preparation and application of structure plans, subdivision design and development proposals within the district as the most appropriate way to improve the quality of urban and suburban areas.</p>			

The Council will therefore:-

- encourage applicants seeking to prepare structure plans, subdivisions and development proposals within the district to apply the principles and requirements set out in 'Liveable Neighbourhoods' as the preferred approach.
- the Code should be applied to all the proposed urban areas within the district.

**Delegation:**

Refer to the Delegated Register.

DELETED



POL	PUBLIC OPEN SPACE	APD4
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POLICY CODE:	APD4
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning Department
SERVICE UNIT:	Strategic Planning Service
RESPONSIBLE OFFICER:	Manager, Strategic Planning
FILE NO.:	PS/P/001
DATE FIRST ADOPTED:	19 August 1997
DATE LAST REVIEWED:	11 October 2012
ATTACHMENTS:	N/a
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	2

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

This policy applies to assessment of structure plan and subdivision proposals. The Western Australian Planning Commission provides the following strategic guidance on the matter of Public Open Space:

- Operational Policy: Liveable Neighbourhoods (Edition 4)
- Development Control (DC) Policy 2.3 Public Open Space in Residential Areas

Requirements for the provision of public open space in urban areas are detailed under Element 4 of Liveable Neighbourhoods Edition 4. While Element 4 provides comprehensive requirements in relation to public open space provision, it is silent in relation to a number of land circumstances which the City of Cockburn deems inappropriate for crediting as part of public open space. This Policy identifies such land features which will not be accepted by the City as part of the public open space requirement.

Discussion of the joint use of open space with schools is included in Element 4 (RU19) and Element 8 (RU12) of Liveable Neighbourhoods, however there is limited detail given as to the circumstances where this collocation will be deemed acceptable. This policy seeks to provide the parameters within which collocation may be considered favourably.

## PURPOSE:

To specify land features which will not be accepted by the City as part of the public open space requirement.

POL	PUBLIC OPEN SPACE	APD4
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To specify the parameters within which collocation with school sites may be considered favourably.

**POLICY:**

- (1) The following land will not be accepted by the City as part of any public open space requirement:
  1. Subdivision entry statements.
  2. Land where public access is either incapable, restricted or denied.
  3. Buffers separating incompatible land uses where the width of such buffer is below 30m.
  4. Road verges.
  5. Land with a restriction on the certificate of title which in the opinion of the City will unreasonably impede the ability to use the land for public open space
- (2) The following land will not be accepted by the City as public open space unless, in the opinion of the City, there is some community benefit in doing so and the City may allow such area to be included in restricted use public open space:
  1. Land within or forming part of any utility or easement containing underground infrastructure (such as a gas pipeline) or above ground infrastructure (such as a transmission line corridor);
- (3) The following land will not be accepted by the City as public open space, unless 'in principle' support is also obtained at the local structure plan stage from Department of Regional Development and Lands and the land will be remediated or investigated to the satisfaction of the Department of Environment and Conservation and the City prior to vesting:
  1. Land considered to be 'contaminated' or 'possibly contaminated' under the Contaminated Sites Act 2003
- (4) Collocation of public open space with school sites will only be considered acceptable where:
  1. The school site provides for a minimum 1ha (in the case of a primary school) or 2ha (in the case of a high school) level grassed area, adjacent to the public open space to be kept free of buildings.
  2. There are no open drainage swales located adjacent to the portion of the public open space where an oval is to be accommodated.
  3. The area of active public open space has a minimum dimension of 200 metres by 175 metres.
  4. The 200m axis of the public open space is generally in a north-south direction.
  5. The Department of Education provides an indication it will be prepared to enter into a maintenance/licence agreement with the City for the public open space.

POL	PUBLIC OPEN SPACE	APD4
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- (5) All other aspects of public open space provision are to comply with Element 4 of Liveable Neighbourhoods Edition 4.

<b>POL</b>	<b>CONTROL MEASURES FOR PROTECTING WATER RESOURCES IN RECEIVING ENVIRONMENTS</b>	<b>APD26</b>
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<b>POLICY CODE:</b>	APD26
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Planning
<b>SERVICE UNIT:</b>	Environmental Management
<b>RESPONSIBLE OFFICER:</b>	Senior Planning Officer, Strategic
<b>FILE NO.:</b>	PS/P/001
<b>DATE FIRST ADOPTED:</b>	19 June 2001
<b>DATE LAST REVIEWED:</b>	11 October 2012
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	APD54
<b>VERSION NO.</b>	2

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	9 April 2009 11 October 2012

## BACKGROUND:

A reduction in water quality is one of the main threats to wetlands of the Swan Coastal Plain. The major cause of deteriorating water quality in wetlands is due to the transport of nutrients and pollutants such as hydrocarbons via stormwater.

There is a need for water and drainage management that ensures:

- Water quality and quantity is tied to long term community needs; and
- The ecological integrity of the receiving environment and the quality of water is preserved and enhanced; and
- Provision is made for local groundwater recharge.

## PURPOSE:

To establish procedures by which drainage generated from subdivision can be controlled through best practice water sensitive urban design, so as to ensure the protection of water resources in receiving environments. This Policy also integrates the Better Urban Water Management Publication (Western Australian Planning Commission 2008) as the primary policy guidance for the City in relation to achieving better management and use of urban water resources.



POL	CONTROL MEASURES FOR PROTECTING WATER RESOURCES IN RECEIVING ENVIRONMENTS	APD26
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## POLICY:

- (1) The City aims to minimise the amount of water pollution occurring as a result of subdivision, and that best management practice water sensitive urban design takes place in all situations.
- (2) This Policy adopts the Better Urban Water Management Publication (Western Australian Planning Commission 2008) as the primary policy guidance in relation to facilitating better management and use of urban water resources, in conjunction with protecting water resources in sensitive receiving environments. The framework provided within the publication applies to each stage of the planning system, so as to ensure an appropriate level of consideration is given to total water cycle management. The publication importantly provides guidance to the City in relation to implementing its statutory responsibilities pursuant to State Planning Policy No. 2.9 (*Water Resources*).
- (3) This Policy also adopts the Stormwater Management Manual of Western Australia (Department of Water) as the document setting out current best management principles and practices in relation to stormwater management. Chapter 7 and Chapter 9 are specifically to be used in providing the minimum standards of non-structural and structural controls for stormwater management. These chapters are focussed on best management practice water sensitive urban design, particularly where sensitive receiving environments (wetlands, bushland) exist nearby.
- (4) This Policy also adopts Element 5 of Liveable Neighbourhoods Edition 4 (Western Australian Planning Commission 2007) in relation to guiding the design and application of urban water management within structure plans and subdivision processes.
- (5) The City recognises that in a drying climate, drainage generated from urban areas may in some cases be seen as an important source of water to direct towards wetland environment/s. Any consideration of this must demonstrate through an associated Local Water Management Strategy and/or Urban Water Management Plan that an adequate treatment train exists for drainage so that gross pollutants and nutrients are removed prior to the water entering the wetland to the satisfaction of the City, Department of Water and/or Department of Environment and Conservation.

<b>POL</b>	<b>INCORPORATING NATURAL AREAS IN PUBLIC OPEN SPACE AND / OR DRAINAGE AREAS</b>	<b>APD20</b>
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<b>POLICY CODE:</b>	APD20
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Planning and Development
<b>SERVICE UNIT:</b>	Strategic and Statutory Planning
<b>RESPONSIBLE OFFICER:</b>	Manager of Strategic Planning
<b>FILE NO.:</b>	PS/P/001
<b>DATE FIRST ADOPTED:</b>	18 July 2000
<b>DATE LAST REVIEWED:</b>	11 October 2012
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	APD54
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

Natural Areas are considered to include wetlands and their buffers and bushland. The District contains many natural areas that have or will be retained as part of a subdivision or development. In the main these natural areas are included in Public Open Space (POS) and/or drainage reserves that will be managed and maintained by the City in the long term.

The Policy should be read in the context of ecologically sustainable development consistent with the principles outlined in the State Wetland Conservation Policy (1997).

## PURPOSE:

To ensure that POS and drainage areas that are to include natural areas are located, designed and developed in accordance with principles which protect and enhance the areas environmental qualities and minimise the City's ongoing management and maintenance requirements.

## POLICY:

The guiding principles for the application of this Policy are:

1. Preservation of conservation values;
2. Promote broader ecological linkages; and

<b>POL</b>	<b>INCORPORATING NATURAL AREAS IN PUBLIC OPEN SPACE AND / OR DRAINAGE AREAS</b>	<b>APD20</b>
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3. Minimise ongoing maintenance costs.

#### Policy Objectives

- (1) Recognising the important environmental, social, cultural, educational and aesthetic values of the range of natural areas which exist within the district, Council will make every reasonable effort to ensure the conservation, protection and management of all natural areas within the municipality.
- (2) Council will also acknowledge and give consideration to past development impacts on natural areas when considering the impact of future development.
- (3) Ensure that natural areas are adequately assessed and their environmental values determined within the development process.
- (4) Ensure that land development which has the potential to adversely impact on natural areas is able to be adequately and appropriately managed.
- (5) provide Council and landowners with clear and consistent guidelines for development within areas adjacent to or within the influence of natural areas within the district.
- (6) Establish procedures and processes for ensuring that natural areas are adequately protected and managed during construction and development.
- (7) Require that development adjacent to wetlands be suitably set back from the wetland boundary to allow for the retention of the wetland dependent vegetation and to maintain its environmental values and functions.

#### Policy Requirements

- (8) Where development is proposed adjacent to a natural area Management Plan/s must be submitted and approved by Council.
- (9) Where development includes or is adjacent to a wetland, buffers are provided and managed to protect and maintain wetland values. Buffers also act to protect the community from potential impacts such as nuisance midge. The City will apply buffer distances as outlined in Department of Environment and Department of Planning wetland buffer guidelines. A 50m buffer is generally required.
- (10) Where development includes or is adjacent to a wetland an adequate midge buffers must be provided.
- (11) Natural areas and their associated ecological values must be assessed by a suitably qualified environmental specialist and a report provided to council prior to planning or development approval.

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(12) Drainage associated with development and land use is to be managed in line with the following principles:-

- Discharge of drainage directly into wetlands will not be permitted. Discharge may be acceptable following suitable treatment to remove nutrients and other pollutants, provided that adverse hydrological impacts will not occur.
- The integrity of wetland and buffer vegetation is to be maintained by design and implementation of best practise Water Sensitive Urban Design Principles particularly where drainage facilities are established within the setback to the wetland.

#### Design Guidance

(13) Where natural areas are to be retained or conserved within POS and/or drainage reserves the area should be designed and developed in accordance with the following design requirements;

1. A site survey is to be undertaken to identify vegetation that are deemed to have significant ecological value. Measures should then be identified to protect and retain vegetation where possible.
2. To ensure that the integrity of the area is protected and disturbance is minimised, the limit of the natural area shall be determined in consultation with the City and clearly marked on site prior to any works being undertaken and no works including earthworks, clearing or pruning are to be undertaken in these areas without first obtaining approval from the City and other relevant authorities.
3. Where appropriate a Revegetation and Maintenance Management Plan will be submitted for approval by the City prior to any works/construction taking place on the land. The plan should illustrate how and when revegetation works are to occur including weed control and a comprehensive species list. The following key elements should also be reflected in the plan:
  - As a general rule a final revegetation density of 1.6 plants per square metre is to be achieved prior to hand over of maintenance responsibilities to the City. Detailed and agreed completion criteria are to be included in the Revegetation and Maintenance Management Plan.
  - As bond or a bank guarantee for revegetation and maintenance will be required to be lodged with the City. The bond shall be equal to the revegetation and maintenance costs plus 25%.

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- Illustrate how dieback management procedures will be implemented and complied with.
4. To ensure that cut and fill batters around natural management areas can be effectively managed and maintained; slopes shall not be steeper than 1 in 6. Such batters are to be stabilised initially using hydromulch or similar and then by planting with native species.
  5. To minimise the potential of weeds and grasses invading natural areas, only clean sand fill shall be used on batter slopes and in adjacent areas. Use of top soil is not acceptable.

To minimise the potential of adjoining grassed areas invading natural management areas, these areas should be defined and separated by a hard edge such as kerbing, walls or paths which shall be constructed as part of subdivision or development of the area. To minimise the potential growth of weeds and grasses in the natural management areas, sprinklers in adjacent irrigated grass and garden areas should, as far as practicable, be positioned to spray away from the natural management area.

6. To minimise the potential for any ongoing physical disturbance, any paths through or around a natural management area should be designed to avoid areas of high vegetation quality and or diversity, not unduly fragment the area and where necessary control indiscriminant movement through such areas by the provision of board walks, fencing, low walls or other appropriate barriers.
7. As a general rule, paths through natural management areas should be in keeping with the natural environment. The location and form of paths is subject to approval from the City. Where necessary and appropriate, paths should also function as a fire break and provide fire access.
8. As a general rule the area will be maintained by the developer for a minimum of 2 years. However handover will not occur until such times as the City is satisfied that the relevant completion criteria as outlined in the Revegetation and Management Plan has been met.

Approvals for the subdivision and/or development of land that includes natural areas will contain appropriate conditions which require the application of the above principles.

- (14) Prior to a planning approval, including structure plans, subdivision and development being issued the Council may require the preparation and approval of a fire management plan.

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<b>POLICY CODE:</b>	APD21
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Strategic Planning
<b>SERVICE UNIT:</b>	Land Administration
<b>RESPONSIBLE OFFICER:</b>	Property & Lands Officer
<b>FILE NO.:</b>	PS/P/001
<b>DATE FIRST ADOPTED:</b>	17 June 1997
<b>DATE LAST REVIEWED:</b>	11 October 2012
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	9 April 2009 11 October 2012

## BACKGROUND:

Pedestrian access ways ("PAW's") are a feature of many past residential subdivisions in the City of Cockburn (the City). PAW's have an important role in providing access to community facilities and services and form an integral part of the pedestrian and cyclist movement system within residential areas.

It is acknowledged however that in some cases PAW's are perceived to have facilitated crime and antisocial behaviour. This often results in requests being made by residents living near or adjacent to a PAW for the PAW to be closed. Most, if not all, PAW's are used legitimately by the public, so requests to close PAW's create a difficult balancing situation between these two issues.

Recent State Government initiatives, such as the Metropolitan Transport Strategy, Perth Bicycle Network Plan and Metropolitan Pedestrian Strategy, aim to reduce the use of the private car and promote the alternatives of public transport, cycling and walking. In terms of the structure of an urban area, Liveable Neighbourhoods Edition 4 also recognises that a walkable neighbourhood with a convenient and accessible movement network is essential if objectives of environmental sustainability are to be met. In view of the greater emphasis on walking and cycling in State Government policy, the City should ensure that efficient and effective pedestrian/cyclist movement systems will not be adversely affected by closing a PAW.

Accordingly, in considering requests to close a PAW, the City must balance the concerns of residents living near a PAW against the wider community need for the PAW To provide safe pedestrian movement – especially for children and the elderly. For this reason PAW closures should always be considered as an absolute last

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resort, and only where security upgrades (lighting, landscaping, fencing) have been proven to be ineffective and where the PAW has been judged as a non-critical element of the pedestrian and cyclist movement network. This Policy seeks to deal with these and other related issues.

## **PURPOSE:**

The purpose of this Policy is to provide guidance to the City when evaluating a proposal to close a PAW and to guide applicants on the matters the City will take into consideration when evaluating a proposal to close a PAW.

## **POLICY:**

The following procedures should be implemented in respect of a proposal to close a PAW:

### **(1) Initiation of Proposal**

1. Residents seeking to have a PAW closed should be advised of the following information:
2. A request in writing asking for the PAW to be closed needs to be provided to the City. The request needs to be supported by justification for the closure (e.g. details of nuisance experienced) and signed by at least two of the landowners abutting the PAW;
3. The written request must be accompanied by the completed Application and Advertising Fee as detailed in the current Fees & Charges Schedule.
4. Forward a copy of the following the applicants to assist them to understand the process which will be followed following their application:
  - (a) City of Cockburn Policy APD21;
  - (b) Department of Regional Development and Lands (Closure of Pedestrian Access Ways and Right of Way Having a Connectivity Function – Procedural Guidelines; and
  - (c) Western Australian Planning Commission (WAPC) Planning Bulletin No. 57A (Closure of Pedestrian Access Ways – Planning Considerations.
5. Should the proposal be recommended by the City following detailed assessment and consideration, there is still a process of State Government approval required to be obtained. The City's approval cannot be considered the final approval required for the PAW closure to proceed.

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6. In addition to the City, approval is required from the Department of Planning, who will consider the issue from a planning perspective and whether it should be supported.
7. If all approvals are secured, then landowners abutting the PAW will be required to advise in writing that they are prepared to purchase the land and meet all costs in doing this. If this isn't obtained then it is likely that the State Government's Department of Regional Development and Lands, being the agency managing crown land, will not proceed with the PAW closure. The Department of Regional Development and Lands will determine the purchase price and other costs associated with the PAW's closure.

(2) Assessment of Proposal

Upon receipt of a request to close a PAW an assessment of the following characteristics of the PAW is to be completed:

1. Confirm by searching the Certificate of Title or Plan/Diagram the current owner of the land. If the land is in private ownership ascertain if it is a private laneway or a PAW that is privately owned by eg Department of Housing.
  - (a) If it is a private laneway the City has no control over this land and the applicant will be required to contact the owner themselves.
  - (b) If it is a PAW and privately owned the City does not need to be involved – officers can recommend that the applicant applies directly to the owner and follow the process to close it. It would be useful to send the applicants a copy of the two documents as detailed in (10) below to assist them with the process.
  - (c) If the City is to be involved in the process of the closure of a PAW that is privately owned the process to investigate the proposal will remain the same however, confirmation from the owner and others with an interest (see section 167A of the Transfer of Land Act 1983) of the land that they wish to close the PAW must be obtained. The Officer is to follow the below procedure to ascertain the status of probability that it can be closed/not closed. Complete the report and attach the Closure Report to an Application for Subdivision (Form 1A) and forward to WAPC. Follow the procedure as detailed in any Subdivision Application.
2. Assess the location of the PAW in relation to community facilities and services. Community facilities and services include:



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- (a) Schools;
- (b) Shops;
- (c) Public open space areas;
- (d) Public transport routes and stopping points;
- (e) Other facilities (libraries, community centre, child care, churches, recreation premises).

In this regard a walkable catchment diagram should be produced to illustrate the impact of the proposed closure on access to facilities and services.

3. The role of the PAW and whether it forms either:
  - (a) A continuous link as part of an overall access route or a Cockburn Bike Plan route;
  - (b) A single access link - where the PAW does not form part of a continuous access route.
4. Whether the PAW is in close proximity to seniors' accommodation/aged persons homes and provides access to community facilities or services;
5. The degree of nuisance experienced by residents living near the PAW;
6. The availability of a viable alternative access route, which is defined as a walkable route that is not a substantially greater distance to community facilities and services than that provided by the PAW and is safe and provides good pedestrian amenity;
7. The alternatives to closure of a PAW, including the options for:
  - (a) Increasing lighting to the PAW;
  - (b) Obstructing access to the PAW to restrict pedestrian/vehicle flow;
  - (c) Increasing the fence height of the adjoining properties;
  - (d) Locking the PAW between certain hours;
  - (e) Security patrols;
  - (f) Eliminating visual obstructions including overhanging vegetation.
8. Identification and costing of works that may be required to minimise the impact of the PAW closure, including but not limited to construction of footpaths and relocation of bus stops;
9. Any other relevant factor (e.g. car ownership, disabled access).
10. Contact servicing authorities seeking their comments on the closure proposal and an estimation of all costs involved;
11. Distribute letters to the properties likely to be affected by the closure requesting comments on the closure proposal. This includes those

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adjacent to the PAW and those considered likely to regularly use the PAW;

12. Erect a sign at either end of the PAW advising of the proposal for its closure and the opportunity to comment and place a notice in a local paper circulating in the district;

(3) Conclusion – Council Report

At the conclusion of the consultation period prepare a report for Council's consideration detailing:

1. The results of the assessment of the request to close the PAW undertaken under Points 2.2 to 2.9.
2. The comments from servicing authorities, including the cost of moving services, if necessary, from the PAW;
3. The costs of works to provide a viable alternative access route or other remedies to ensure walkability is not adversely effected (e.g. relocation of a bus stop);
4. The number of submissions for and against the closure;
5. Alternative strategies including the possible review of the R-Coding of lots adjacent to a PAW to allow development of the rear portion of these lots with access from the PAW to increase usage and surveillance;
6. Alternative to closure being revestment of PAW to public utilities reserve with barriers and gates in situations where infrastructure prevents permanent closure or situations where the demographic profile of the surrounding area is expected to change allowing a future review of the closure.

(4) Recommendation is for Closure, the City will:

Where Council resolves to recommend that the Minister for Lands close the PAW, the City will:

1. Advise those persons who made a submission of Council's decision;
2. Prepare a report for submission to the WAPC addressing considerations highlighted in Planning Bulletin No. 57A.

(5) Recommendation is that the Minister for Lands revests the PAW to a Reserve for public utilities, the City will:

1. Advise those persons who made a submission of Council's decision;
2. Prepare a report for submission to the WAPC addressing considerations highlighted in Planning Bulletin No. 57A.

6. Recommendation is that it is inappropriate to close the PAW:

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1. Under the criteria listed in Point 2 and none of the alternatives listed under Point 2.7 are considered viable, the request is deemed refused and all applicants and submissioners are to be advised of Councils decision;
2. Under the criteria listed in Point 2, but one or more of the alternatives listed under Point 2.7 are considered viable and the works required can be met within existing budgets, liaison with relevant owners should occur to ascertain if they will accept these works as resolution to the problem.
7. If Council resolves to close the PAW following a recommendation to keep it open, the City will:
  1. Submit a report to WAPC reflecting the Officer recommendation and detailing the amended Council decision and supporting reasons for the amended decision.
8. If consent to closure or revestment is received from the WAPC, the City will:
  1. Advise those persons who made a submission of the WAPC decision;
  2. In the case of closure, request a valuation of the PAW from Department of Regional Development and Lands and then forward the result to the affected landowners;
  3. Provide a schedule of costs associated with the closure to the affected landowners, seeking agreement to meet costs;

Closure costs may include, but are not limited to, the following:

  - a. Works to relocate services;
  - b. State Land Services / Landgate valuation fees;
  - c. Surveying fees;
  - d. Land acquisition and associated fees;
  - e. Advertising of the proposal;
  - f. Council administration fee;
  - g. Works to provide alternative access routes;
  - h. Relocation of bus stops.
  4. In the case that WAPC consent to revestment, request that the Department of Regional Development and Lands proceed to revest the PAW to a reserve for public utilities with the management order to the City of Cockburn.
9. Officers are to refer to the procedures and guidelines as detailed in:

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1. Department of Regional Development and Lands (*Closure of Pedestrian Access Ways and Right of Way Having a Connectivity Function – Procedural Guidelines*); and
2. Western Australian Planning Commission Planning Bulletin No. 57A (*Closure of Pedestrian Access Ways - Planning Considerations*).

<b>POL</b>	<b>ACCESS STREET – ROAD RESERVE AND PAVEMENT STANDARDS</b>	<b>APD30</b>
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<b>POLICY CODE:</b>	APD30
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Planning Department
<b>SERVICE UNIT:</b>	Strategic Planning Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Strategic Planning Manager, Statutory Planning
<b>FILE NO.:</b>	PS/P/001
<b>DATE FIRST ADOPTED:</b>	19 June 2001
<b>DATE LAST REVIEWED:</b>	11 October 2012
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	APD54
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	9 April 2009 11 October 2012

## BACKGROUND:

Liveable Neighbourhoods has recently been comprehensively updated (via release of Edition 4) which includes new additional guidance in relation to determining movement networks, street design, construction and public transport. The purpose of this Policy is to:

- (1) Acknowledge Element 2 of Liveable Neighbourhoods in determining movement networks within new urban areas (through structure planning and subdivision processes).
- (2) Prescribe separate requirements for infill subdivision within existing urban areas, where such areas were not originally designed according to Liveable Neighbourhoods requirements.

## PURPOSE:

- (1) Acknowledge Element 2 of Liveable Neighbourhoods as the City's primary policy guidance in assessing all aspects of the movement network for structure plans and subdivision within new urban areas.
- (2) Provide the ability for the City of Cockburn to vary the requirements of Element 2 where such variation is required to ensure that the movement network is optimally functional in terms of its design, amenity and ability to support

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intended traffic. This includes all aspects of private, public, cyclist and pedestrian traffic.

- (3) For subdivision within existing urban areas where such areas were not originally designed according to Liveable Neighbourhoods requirements, prescribe specific movement network design criteria (namely minimum road reserve widths) which the City of Cockburn will require unless clear justification can be provided by a proponent to demonstrate why a lesser design criteria should be permitted.

#### **POLICY:**

- (1) Element 2 of Liveable Neighbourhoods is to be used as the City's primary policy guidance regarding the principles for designing integrated movement networks and street design and construction for structure plans and subdivision within new urban areas.
- (2) Notwithstanding Element 2, the City of Cockburn must be satisfied at all times that the movement network is optimally functional in terms of its design, amenity and ability to support intended traffic. For this reason the City of Cockburn may require variations to Element 2 for any of the following reasons:
  - Ensuring adequate utility service provision;
  - Ensuring adequate pedestrian facilities;
  - Ensuring safety of all traffic;
  - Ensuring adequate on-street car parking facilities, especially for schools and other high patronage community facilities and land uses;
  - Achieving appropriate levels of visual surveillance and lighting;
  - Achieving the protection of remnant vegetation;
  - Ensuring adequate drainage requirements, especially where these form part of an overall water sensitive urban design treatment train approach.
- (3) For subdivision within existing urban areas where such areas were not originally designed according to Liveable Neighbourhoods requirements, the following requirements will apply unless clear justification can be provided by a proponent to demonstrate why a lesser design criteria should be permitted.
  1. The standard road reserve width is 15.0 metres for an access street. This provides for a reserve profile (right to left) consisting of a 4.5 metre verge, 6.0 metre pavement and 4.5 metre wide verge. (2.0 metre wide footpath inclusive).
  2. The City of Cockburn may reduce the road reserve width of an Access Street to a minimum of 13.5 metres where adjacent to public open

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space. The road reserve profile (right to left) consists of a 3.0 metre verge, 6.0 metre pavement and a 4.5 metre verge (2.0 metre wide footpath inclusive). The applicant must obtain the prior written approval from all servicing authorities that the reduced verge width is acceptable. If these approvals cannot be obtained then a standard 15.0 metre road reserve width applies.

3. Notwithstanding the above Policy requirements, the City's Engineering and Works Division must be satisfied at all times that based on the particular circumstances that adequate provision is made for all infrastructure requirements of the City of Cockburn and all relevant authorities. The City of Cockburn always reserves the right to vary the Policy measures to suit particular circumstances.
4. A 3.0 metre wide verge is only sufficient for the installation of underground power, gas, telecom and reticulated water. Importance is placed on the acceptance from Western Power, Water Corporation and from the City's Engineering and Works Division for stormwater drainage and footpath construction.
5. The subdivider, prior to applying for a subdivision/amalgamation of land must give due consideration to servicing requirements and stormwater disposal to define appropriate road reserve widths, drainage basin requirements and regional drainage connections where required.
6. An Access Street generally has the same meaning as defined in the Liveable Neighbourhoods.

POL	VEHICLE ACCESS	APD62
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POLICY CODE:	APD62
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Strategic and Statutory Planning
RESPONSIBLE OFFICER:	Manager of Strategic Planning
FILE NO.:	PS/P/001
DATE FIRST ADOPTED:	10 March 2011
DATE LAST REVIEWED:	<del>11 October 2012</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

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.

## PURPOSE:

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 detailed area 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;



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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:**

(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.
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.

(2) Vehicle Access Controls:

1. Crossovers

POL	VEHICLE ACCESS	APD62
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- 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

- 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.
- 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. This requirement is intended to ensure that there is no

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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 Traffic Management Plan may be required where a variation to a Vehicle Access Policy Plan is proposed.
- c) This policy document may be updated with agreement from the City of Cockburn.

POL	NAVAL BASE HOLIDAY PARK HERITAGE AREA	APD65
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POLICY CODE:	ADP65
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Strategic Planning
SERVICE UNIT:	Strategic Planning
RESPONSIBLE OFFICER:	Manager, Strategic Planning
FILE NO.:	SM/L/002
DATE FIRST ADOPTED:	8 December 2011
DATE LAST REVIEWED:	14 June 2012
ATTACHMENTS:	Location Plan – Naval
DELEGATED AUTHORITY REF.:	ADP54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 November 2011 24 May 2012 31 January 2013
OCM:	8 December 2011 14 June 2012

## BACKGROUND:

Naval Base Holiday Park Heritage Area comprises six rows of campsites and 178 holiday shacks settled on the mainland, along Cockburn Road in Henderson.

The Naval Base Heritage Area has a continuous history as a holiday destination since 1933, and has been used by generations of families from Cockburn and the wider area, and there are a number of extended families that have a long association with the site.

It is significant as a good example of the holiday camps which used to exist along the Western Australian coastline but have disappeared in the face of development.

Overall, there is a uniformity of scale, with many of the shacks being within the original size limit of 16' x 17' (approximately 5.2m x 5.2m).

The original shacks comprise a caravan with a permanent walled annexe extension. Subsequently, permanent shacks have been built, in theory with a maximum sized building of 16' x 17'. Most of the shacks are a conglomeration of assorted building fabric (often recycled from other buildings), and vary in their condition. Historically there has been an 'unwritten rule' that states that extensions to shacks must only be to the east or west so as not to block views to the ocean.

The shacks have no internal running water and no externally supplied electricity. Residents cook and power refrigerators with gas, use solar panels for electrical

power and get their water from nearby communal taps. Two large ablution blocks are available for the residents.

There is little to no vegetation on the site but some of the shacks are surrounded by lawn.

Although individual shacks have changed since 1933, as a holiday destination the overall site has a high level of integrity and authenticity.

The Naval Base Holiday Park Heritage Area is designated under the Heritage Protection provisions of City of Cockburn Town Planning Scheme No. 3.

#### *Archaeological Potential*

The Naval Base Holiday Park Heritage Area is also associated with the attempts at settlement by Thomas Peel in 1829. Consequently, it is possible that there are archaeological remains at the site which may warrant investigation at a future time.

#### Application:

This policy applies to all development within Reserve 24308, as shown in Appendix A.

#### **PURPOSE:**

The purpose of this Policy is:

- (1) To set out a statement of significance for the Naval Base Holiday Park Heritage Area, and to clearly identify the characteristics that are essential to the heritage significance;
- (2) To set out design guidance for development within the Naval Base Holiday Park Heritage Area to ensure conservation of the heritage significance of the area.

#### Objective:

The key objective of this Policy is to ensure that development within the Naval Base Holiday Park Heritage Area respects the heritage significance of the area by having due regard to the characteristics that have been identified in this Policy as essential to the heritage significance.

**POLICY:****(1) Statement of Significance**

Naval Base Holiday Park has been a holiday destination since 1933, and has been used by generations of families from Cockburn and the wider area. It has exceptional social historical value as a popular and well used holiday destination.

Naval Base Holiday Park is a good example of holiday camps which used to exist along the Western Australian coastline but have disappeared in the face of development. As a holiday destination the overall site has a high degree of authenticity.

Although the condition of individual shacks varies, as a whole the shacks at Naval Base Holiday Park have a uniformity of scale that creates a unique landscape, and gives the place significant aesthetic appeal, especially when combined with the coastal setting.

Individual shacks within the Heritage Area have changed over time. The design and construction of the shacks demonstrates the resourcefulness, versatility and creativity of the shack builders and their occupants.

The evolution of the shacks is considered to be one of the distinguishing characteristics of the Heritage Area, and it is acknowledged that individual shacks and the overall site plan will continue to evolve over time. However, it is considered important that this occurs in a manner that does not adversely impact on the heritage significance of the Heritage Area.

For this reason it is not considered that there is any distinction in the level of contribution made by individual shacks to the heritage significance of the Heritage Area. Rather, it is considered that the following overall characteristics of the Heritage Area are essential to conserving its heritage significance:

1. The ongoing use of the site as a holiday destination;
2. General uniformity of scale of the shacks;
3. Modest scale and simple informal 'holiday shack' character of the structures;
4. General uniformity of siting and spacing between the shacks, noting that the future spacing will have to meet other regulatory requirements.

**(2) Development of Shacks within the Heritage Area**

1. Any extensions or modification to existing shacks need to meet the requirements of the Building Code of Australia.

POL	NAVAL BASE HOLIDAY PARK HERITAGE AREA	APD65
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2. Shacks should be of a small, modest scale with regards to their height and the size of the building footprint.
3. Shacks should be constructed of lightweight materials that are indicative of the informal 'holiday shack' character.
4. Development of new shacks needs to be consistent with the overall site plan and be contained within the boundaries of their designated site area.

(3) Other Development within the Heritage Area

1. Any other development within the Heritage Area is to respect the heritage significance of the area by having due regard to the characteristics that have been identified as essential to conserving its heritage significance.
2. New buildings or structures within the Heritage Area should be designed and located in a way that does not overwhelm or dominate the shacks.
3. New buildings or structures within the Heritage Area should complement the modest scale and simple informal 'holiday shack' design characteristics of the shacks in terms of bulk, style, materials, and form.
4. The site of the Naval Base Holiday Park Heritage Area may have archaeological potential, since the area is associated with an early attempt at settling the area by Thomas Peel. Therefore any proposed earthworks, excavation or development outside existing designated shack sites should be subject to an archaeological investigation prior to the commencement of any works.



## APPENDIX A - LOCATION PLAN

## NAVAL BASE HOLIDAY PARK HERITAGE AREA



<b>POSITION STATEMENT</b>	<b>CONTROL OF SMOKE AND DUST FROM DEVELOPMENT SITES</b>	<b>PSPD4</b>
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<b>POLICY CODE:</b>	PSPD4
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Health Services
<b>SERVICE UNIT:</b>	Health Services
<b>RESPONSIBLE OFFICER:</b>	Manager Environmental Health
<b>FILE NO.:</b>	HS/P/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

**BACKGROUND:** Problems have been encountered with dust from subdivision and large land development sites, particularly during summer months.

**PURPOSE:** For improved control of dust and smoke nuisance from subdivision and major land development sites.

#### **POSITION STATEMENT:**

The following should apply:-

1. Approval of engineering plans and specifications in relation to subdivisional earthworks is to be subject to the submission of an acceptable Dust Management Plan.
2. Attach standard conditions to subdivision (Standard Condition S72 and S73) and development approvals (Standard Condition D35) requiring that developers prepare dust management plans which provide for satisfactory dust control at all stages of site development from clearing of vegetation through to installation of services.
3. Burning of cleared vegetation is prohibited. All vegetation cleared from a site should be mulched or removed to a landfill or recycling plant.

<b>POSITION STATEMENT</b>	<b>PUBLIC BUILDINGS</b>	<b>PSPD11</b>
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<b>POLICY CODE:</b>	PSPD11
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Building & Health Services
<b>RESPONSIBLE OFFICER:</b>	Managers, Building & Health Services
<b>FILE NO.:</b>	BS/P/004; HS/P/004
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

**BACKGROUND:** The Public Buildings Regulations (1992) require that application is made and approvals sought from the local authority for public buildings

**PURPOSE:** To clarify administrative responsibilities and requirements for the submission, assessment and approval of applications for public buildings within the City.

#### **POSITION STATEMENT:**

(1) When an application for a Public Building is received, Building Services take responsibility for:-

- co-ordination and processing of the building application.
- issue of the building permit.
- obtaining necessary certifications such as structural engineering, electrical and fire brigades.
- the issue of the Certificate of Building Classification.

Health Services is responsible for:-

- ensuring compliance of plans with Public Building Regulations.
- measurement of public areas.
- assessment of permissible occupancy numbers..
- issue of final Certificate of Approval.
- on-going assessment of public building area safety and amenity.

<b>POSITION STATEMENT</b>	<b>PUBLIC BUILDINGS</b>	<b>PSPD11</b>
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- (2) Health and Building Services are to be advised of any applications received for use of temporary structures such as Circus', large outdoor concert events etc so that compliance with the Public Building Regulations can be achieved, and where a Certificate from a Qualified Structural Engineer certifying that the temporary structure, inclusive of the seating and staging, is safe.

<b>POSITION STATEMENT</b>	<b>JANDAKOT AIRPORT</b>	<b>PSPD7</b>
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<b>POLICY CODE:</b>	PSPD7
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Health Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Health Services
<b>FILE NO.:</b>	HS/P/004
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

**BACKGROUND:** There is a responsibility to ensure that buildings and structures approved by the Council in the vicinity of Jandakot Airport do not interfere with the safe operation of the airport. Purchasers of land in the vicinity of the airport should be made aware of the potential noise impact of the airport prior to purchase.

**PURPOSE:** A maximum height exists for buildings in the vicinity of Jandakot Airport. Development applications need to be referred to the Jandakot Airport Holdings for approval.

## **POSITION STATEMENT**

### **(1) Development Control**

The plan entitled "Structures Height Control Contours" (FS-5930 Sht 11 A1 - City of Cockburn File 1211) as provided by the Airport Lessee has been adopted to control the height of buildings and structures in the vicinity of Jandakot Airport. Developments within the area denoted on the plan are to be referred to the Lessee for their approval in accordance with the Federal Airports Act Regulations.

### **(2) Noise Impact Area Signage**

The noise impact area is based on the 2005 20 ANEF Contour and Australian Standard AS 2021-1994 which indicates that residential development in areas with noise exceeding this level is permitted subject to conditions or is unacceptable.

<b>POSITION STATEMENT</b>	<b>JANDAKOT AIRPORT</b>	<b>PSPD7</b>
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Noise impact area advisory signs shall be 1500mm wide by 1050mm high in the form and detail set out on the attachment to the Policy.

The Airport Lessee, with approval of the Council, may erect and maintain signs in accordance with the following requirements:

1. Council is not liable for any costs of installation or maintenance.
2. The Noise Impact Area signs be placed in the locations where signs have been previously erected in accordance with subdivision approval conditions.
3. The placement of signs in other locations on Council controlled land will be considered within the policy area on request.
4. No signs are to be erected outside the policy area.

(3) Subdivision Conditions

For each residential subdivision of three or more lots the Western Australian Planning Commission will be requested to impose conditions to:

1. Require the subdivider to consult with the Airport Lessee as to the need to place advisory signs and if requested by the Airport Lessee pays the cost of installing the number of signs specified.
2. Place memorials on title advising landowners of the potential for aircraft noise to affect their land.

POL	AGED OR DEPENDANT PERSONS' DWELLINGS	APD12
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POLICY CODE:	APD12
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	19 August 1997
DATE LAST REVIEWED:	<del>11 October 2012</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

Aged and/or dependant persons' dwellings need to be suitably located recognising the needs of the residents living within. Primary objectives include: proximate and convenient location to local shops, services and public transport, and the development of land that is appropriately suited for such purposes. The requirements of this Policy represent an extension of the requirements contained in Part 6.11 of the Residential Design Codes of Western Australia.

## PURPOSE:

1. To ensure aged and/or dependent persons' housing is suitably located and appropriately developed within the City of Cockburn.
2. To ensure aged or dependent persons' dwellings are located in close and convenient proximity to local shops, services and public transport.
3. To ensure that aged and/or dependent persons' development has regard for the well-being of the occupants most, notably in the areas of: function, comfort and safety.
4. To ensure aged and/or dependant persons' dwellings appear integral to the streetscape and context within which they are to be developed, most notably where it is residential.

POL	AGED OR DEPENDANT PERSONS' DWELLINGS	APD12
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## POLICY:

### (1) Definitions

Aged and dependant persons are defined as:

- Aged person: a person who is aged 55 years or over.
- Dependent person: a person with a recognised form of disability requiring special accommodation for independent living or special care.

### (2) Policy Requirements

In considering an application for approval to commence the development of aged and/or dependent persons' accommodation, the City will have regard to the following requirements:

#### 1. Location

- a) The site is to be located within an 800m walking distance (5-10 minute walk) of local shops and services. Services include postal and banking services.
- b) The site is to be within a 400m walking distance of a bus stop or train station.
- c) The travel path to local shops, services and public transport should be manageable taking into account local topography.

#### 2. Site Planning

- a) The site area should be sufficient to accommodate a minimum of five (5) aged and/or dependent dwellings in accordance with the reduced minimum site area under the R-Code applicable to the land.
- b) Dwellings at the front of a site are to address the street in a traditional manner. This includes a dwelling entry and a major opening to at least one (1) habitable room (living area and/or bedroom).
- c) Dwellings internal to a development are to have clearly identifiable entries and are to front the pedestrian/vehicular access ways with a major opening to at least one (1) habitable room (living area and/or bedroom).
- d) Dwellings shall be positioned on-site to maximise solar access and cross ventilation opportunities.
- e) Pedestrian access providing wheelchair accessibility (separate to vehicular access) is to be provided from the street to the entrances of all dwellings within a development.

POL	AGED OR DEPENDANT PERSONS' DWELLINGS	APD12
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- f) Retirement villages i.e. larger managed facilities are required to provide a communal indoor or outdoor space for recreation and social interaction.
- g) Landscaping is to be carefully determined to ensure sight lines for pedestrians, in wheel chairs and vehicles are maintained. A Landscaping Plan is to be submitted with a Development Application lodged with the City for determination.
- h) Bin storage and waste management is to be convenient for both occupants of a development and those collecting waste. A Waste Management Plan is to be submitted with a Development Application lodged with the City for determination.

### 3. Other

- a) An aged and/or dependant persons' development is to be designed, constructed and finished to look residential in appearance in the case of a grouped development. Retirement villages and larger managed facilities are to be suitably detailed and finished to ensure their use is clearly understood as being residential. Where larger buildings are proposed as part of a village development, the massing of these buildings is to be sufficiently articulated to reflect the scale of surrounding residential development.
- b) Where two (2) storey dwellings are proposed, the main bedroom and living area are to be at the ground floor level (unless an internal lift is provided).
- c) A Management Plan is to be submitted with a Development Application lodged with the City for determination, demonstrating how a proposed development will be operated and managed.
- d) This Policy is to be read in conjunction with the requirements of 6.11.2 of the Residential Design Codes of Western Australia. The City will generally only support the density bonus for the development of aged or dependent persons' dwellings where the proposal complies with the requirements of the Codes and those detailed in this policy.



<b>POLICY</b>	<b>SIGNS AND ADVERTISING</b>	<b>APD72</b>
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<b>POLICY CODE:</b>	APD72
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Planning and Development
<b>SERVICE UNIT:</b>	Statutory Planning Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Statutory Planning
<b>FILE NO.:</b>	PS/P/003
<b>DATE FIRST ADOPTED:</b>	
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	2

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND

This policy should be read in conjunction with Schedule 5 of the City of Cockburn Town Planning Scheme No. 3 (LPS3), any of the City's specific Design Guideline areas and the City of Cockburn Local Law under Part VIII – Signs, Hoardings and Bill Posting.

Where this Policy is inconsistent with the provisions of a specific Policy or Guidelines applying to a particular site or area (e.g. Cockburn Commercial Park Design Guidelines), the provisions of that specific Policy or Guidelines shall prevail.

## PURPOSE:

The purpose of this policy is to ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services. In addition, the following is a summary of the key objectives intended to be achieved as a result of this policy being implemented:

- (1) To improve the streetscape on major roads;
- (2) To avoid an abundance of signs on individual sites and buildings;
- (3) To ensure that signs only relate to the services and products on the site;
- (4) Encourage the rationalism of advertising signs on individual premises; and
- (5) To encourage the incorporation of advertising signs into the design consideration of buildings.

<b>POLICY</b>	<b>SIGNS AND ADVERTISING</b>	<b>APD72</b>
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## **POLICY**

### **(1) Statement of Significance**

Depending on the type of sign that is proposed a sign licence approval may only be required or in some instances a sign licence approval and planning approval may need to be obtained.

A sign licence is generally required in all instances; however there are some signs that may be exempt. Signs that are exempted are nominated in Section 8.5 of Part viii – Signs, Hoardings, and Bill Posting Local Laws. In addition, certain advertising signs may also need a sign licence approval due to the structural aspects of the sign. Therefore, applicants should liaise with the City's Building Services unit to determine which applications require a sign licence.

A planning approval is required for all advertising signs located on zoned and reserved land that seek to vary the provisions of this policy and/or Schedule 5 of the City of Cockburn Town Planning Scheme No. 3.

Exemptions occur when the property is located within specific Design Guideline Areas within the City of Cockburn whereby the relevant Design Guidelines may have specific signage and advertising requirements which will override the requirements of this policy.

In cases in which proposed signage does not fully comply with all the requirements in this Policy, it will be necessary to lodge an application for planning approval pursuant to the Scheme, prior to a sign licence being issued.

### **(2) Definitions**

All definitions for advertising signs are referred to in this policy for reference purposes.

Definitions of individual sign types are defined and outlined in the Specific Sign Development Standards section of this Policy.

### **(3) Sign Type Not Listed**

If a sign type or a particular advertising sign is not listed or defined, within the general terms of one of the definitions or is not otherwise mentioned in this Policy, such sign shall be deemed to be not permitted.

### **(4) General Development Provisions**

The following general provisions apply to all applications for advertising signs.

#### **1. Standards Common to all Signs**

<b>POLICY</b>	<b>SIGNS AND ADVERTISING</b>	<b>APD72</b>
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All advertisement signs are to:

- a) Not pose a threat to public safety or health;
- b) Not extend beyond any boundary of a lot except with the approval of the City of Cockburn;
- c) Ensure that signs only relate to services and products on the subject site;
- d) Advertising signs shall not consist of inappropriate or offensive language or material;
- e) If illuminated;
  - i. Not cause a nuisance, by way of light spillage, to abutting sites;
  - ii. Not comprise flashing, intermittent or running lights, or images that change more than once in any five minute period;
  - iii. Not interfere with or be likely to be confused with, traffic control signals;
  - iv. Have a minimum clearance of 2.75 metres from finished ground level to the lowest part of the sign;
  - v. have any boxing or casing in which it is enclosed constructed of incombustible material;
  - vi. have its electrical installation constructed and maintained to the satisfaction of Western Power Corporation or the appropriate electricity supply authority and in accordance with the S.A.A. Code 3000-1991;
  - vii. be maintained to operate as an illuminated sign; and
  - viii. not have a light of such intensity as to cause annoyance to the public.
- f) Signage may only be permitted on fences if:
  - i. a tenancy is located on a district distributor; or
  - ii a tenancy is heritage listed and the installation of a sign on the building may result in physical damage to any significant fabric.

<b>POLICY</b>	<b>SIGNS AND ADVERTISING</b>	<b>APD72</b>
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- g) Not protrude over Council property, including footpaths (unless allowed under a verandah or attached to a fascia) or neighbour's property.

2. Standards for Signs on Residential Properties and Buildings (including Home Occupation)

All advertising signs located on a residential property or building is to:

- a) Not exceed 0.2 square metres in area and only for the purpose of identifying the name of the dwelling and/or nature of an approved home occupation operating from the dwelling; and
- b) Not exceed 500 millimetres in height for dwelling/building name signs on grouped dwellings, multiple dwellings and special purpose dwellings developments where they are of a single line of letters fixed to the facade of a building.

(5) Specific Sign Development Standards

1. *Awning/Verandah Sign*

Definition

An advertising sign painted or fixed to the face or return fascia of an awning and includes signs attached to the underside of an awning or verandah (other than fascia or return end), as well as signs attached above or projecting from a verandah.

Standards

- a) Sign comprising free standing lettering only may be erected above the outer fascia of a verandah parallel to the kerb if the lettering does not exceed 400 millimetres in height and is mounted on a base of at least 75 millimetres in width.
- b) Sign fixed to the outer or return fascia of a verandah:
  - i. shall not exceed 600 millimetres in depth;
  - ii. shall not project beyond the outer metal frame or surround of the fascia; and
  - iii. if it is an illuminated sign may be of changing colours but shall not emit a flashing light.
- c) An illuminated sign fixed to the outer fascia on a building shall:
  - i. not be constructed or erected unless plans and specifications thereof and structural details of the verandah have been

<b>POLICY</b>	<b>SIGNS AND ADVERTISING</b>	<b>APD72</b>
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submitted to and the plans of the sign approved by the local government or an authorised person;

- ii. be so constructed that its bottom edge is not lower than the bottom edge of the fascia or its top edge not higher than the top edge of the fascia;
- iii. not exceed 1.2 metres in height.
- d) Where such a sign is to be fixed to the outer fascia of a verandah which has already been constructed at the time that these local laws come into force, the outer face of the sign shall not be less than 600 millimetres from a line drawn vertically from the kerb line of the footpath beneath such verandah.
- e) Where such a sign is to be fixed to the outer fascia of a verandah constructed after these local laws come into force, the outer face of the sign shall not be less than 600 millimetres from a line drawn vertically from the kerb line of the footpath beneath such verandah.
- f) A sign under a verandah shall:
  - i. afford a headway of at least 2.75 metres or, when approved by the local government or an authorised person, 2.4 metres;
  - ii. not exceed 2.4 metres in length or 500 millimetres in depth;
  - iii. not weigh more than 500 kilograms;
  - iv. not, if it exceeds 300 millimetres in width be within 1.4 metres, or where it does exceed 300 millimetres in width be within 1 metre, of the side wall of the building, measured along the front of the building before which it is erected;
  - v. not, if it exceeds 300 millimetres in width, be within 2.75 metres, or where it does not exceed 300 millimetres in width 1.75 metres, of another sign under that verandah;
  - vi. be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection when the sign may be placed at an angle with the wall so as to be visible from both streets;
  - vii. be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of the sign;

POLICY	SIGNS AND ADVERTISING	APD72
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- viii. not be constructed of glass or any material, which upon impact or breaking produces particles or shapes, which may be hazardous to the public.

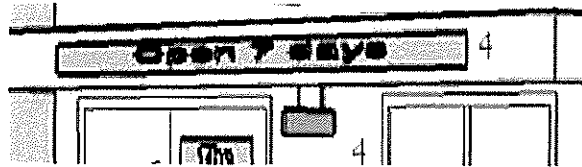


Figure 1 – Example of Awning/Verandah Signage

## 2. Community Service Sign

### Definition

Sign which is a temporary non-illuminated sign that advertises non-profit, short-term events such as a fete, fair, or festival for charitable, religious, education, child care, sporting organisations or the like.

### Standards

Community Service Signs shall:

- be located on the site of a community event or the property of the organisation holding the community event;
- be limited to a maximum of one sign per frontage on a lot;
- not be illuminated; and
- not be exhibited more than 4 weeks prior to the event advertised and must be removed by the end of the day following the event.



Figure 2 – Example of Community Service Sign

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### 3. *Construction Site & Real Estate Signs*

#### Definition

Sign which is displayed only for the duration of the construction period.

#### Standards

A Construction Site / Development Sign / Real Estate Sign shall:

- a) only be in place for the duration of the construction works / development / transaction period;
- b) be limited to one sign per lot containing details of either the project and the contractors or relating to the sale, leasing or auction; and
- c) do not exceed:
  - i. 6.0m<sup>2</sup> sign for Single Residential Development;
  - ii. 10.0m<sup>2</sup> sign for Multiple Dwellings, Shops, Commercial and Industrial Projects; and
  - iii. 20.0m<sup>2</sup> sign for Large Development or redevelopment projects involving shopping centres, office or other buildings exceeding 3 storeys in height.

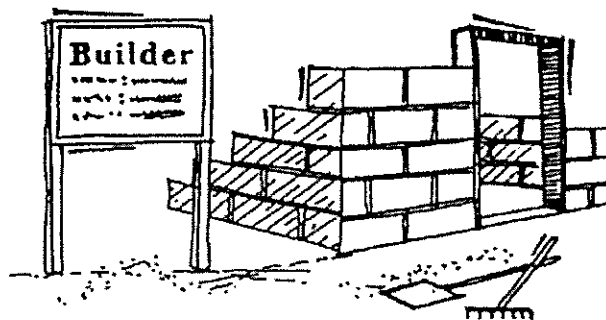


Figure 3 – Example of a Construction Sign

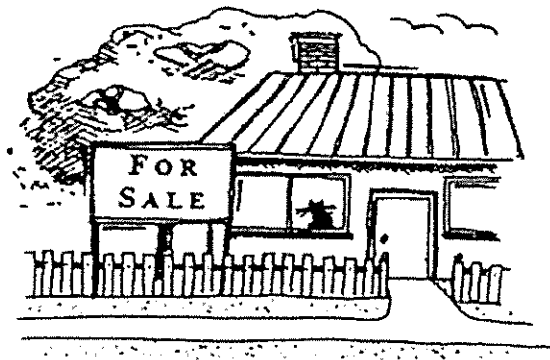


Figure 4 – Example of a Real Estate Sign

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#### 4. *Created Roof Sign*

##### Definition

Signs which are affixed to the fascia or parapet, or forms part of a projection above the eaves or ceiling of the building and complements the architectural style of the building, but does not include a Roof Sign.

##### Standards

Created Roof Sign is to:

- a) be affixed parallel to the fascia or portion of the building to which it is attached;
- b) comply with the following table:

Maximum Height Above Finished Natural Ground Level (metres)	Maximum Area (square metres)
Less than 7.5 metres	4
7.5 to 9	5
More than 9	9

- c) not project more than 300 millimetres from the portion of the building to which it is attached; and
- d) not be within 500 millimetres of either end of the fascia, roof or parapet of the building to which it is attached.

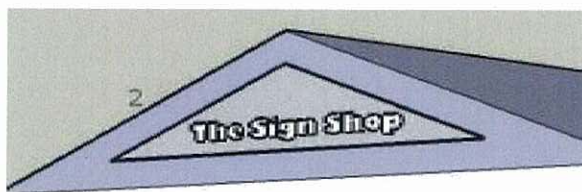


Figure 5 – Example of a Created Roof Sign

#### 5. *Development Signs*

##### Definition

A sign erected on land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of approval of the sign.



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### Standards

A development sign shall:

- a) only be erected where the area of residential land being subdivided exceeds 5 hectares;
- b) only be erected in the ratio of 1m<sup>2</sup> of area per hectare up to a maximum of 50m<sup>2</sup> with no individual sign exceeding 20m<sup>2</sup>; and
- c) be removed from the site within two (2) years or when 80 percent of the Lots in the subdivision have been sold, whichever is the sooner.

### 6. *Display Home Sign*

### Definition

A sign erected on a lot on which a house is erected and which notifies members of the public that the house is open for inspection.

### Standards

A Display Home Sign is to:

- a) be a maximum height of 4 metres above the finished ground level;
- b) not be illuminated after 9.00pm;
- c) only be displayed for the period the home is on display; and
- d) except with the approval of the local government or an authorised person, be erected within 25 metres of a street or other public place and in any case not closer than its own height to a street or public place;

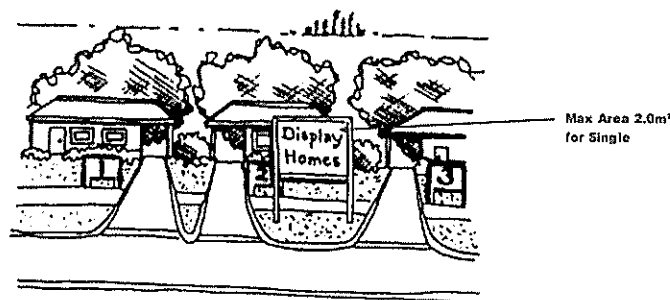


Figure 6 – Example of a Display Home Sign

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## 7. *Fence Sign*

### Definition

Any sign attached to a fence.

### Standards

A Fence Sign is to:

- a) be limited to a maximum of one sign per street frontage on any one lot;
- b) not exceed 20 percent in area of the portion of the fence on which it is located; and
- c) not extend beyond any boundary.

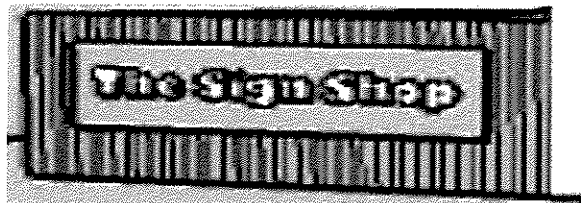


Figure 7 – Example of a Fence Sign

## 8. *Ground Based Sign (A-Frame)*

### Definition

Sign which is not attached or otherwise affixed to a building and no portion of which is higher than 1.2 metres above natural ground level.

### Standards

Ground Based Signs which are portable shall:

- a) be limited to a maximum of one sign per tenancy on a lot;
- b) be granted approval only for a temporary period;
- c) not be permitted if there is a non-portable ground based sign on the same lot;
- d) be displayed only during the normal business hours of the business to which the sign relates;
- e) have no moving parts once the sign is in place;
- f) predominately display the word "open"; and

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- g) have a maximum vertical or horizontal dimension of 1 metre and have an area of not more than 0.9 square metres.

Ground Based Signs which are not portable shall:

- i. be limited to a maximum of one sign per tenancy on a lot;
- ii. be granted approval only for a temporary period;
- iii. not be permitted if there is a portable ground based sign on the same lot;
- iv. have a maximum vertical dimension of 1.2 metres and a maximum area of 1.5 square metres; and
- v. advertise only products or services available from the lot.

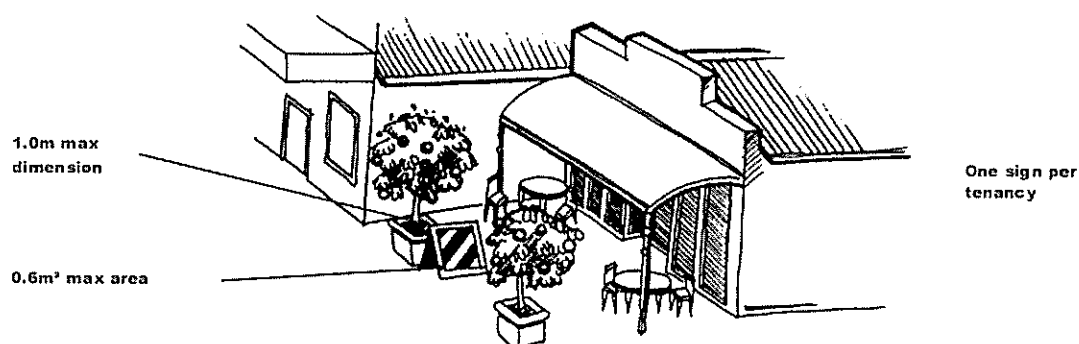


Figure 8 – Example of a Portable Ground Base Sign

## 9. Hoarding Sign

### Definition

Sign which is affixed to a structure having one or more supports where the overall height (inclusive of the supports) is less than the sign's horizontal dimension and portion of the sign is greater than 1.2 metres above natural ground level.

### Standards

A Hoarding Sign is to:

- a) have a maximum area of 20 square metres;
- b) be limited to a maximum of one sign per street frontage of the lot;
- c) be not less than 1.2 metres or greater than 6 metres from the finished ground level;
- d) not be erected in the area between any building and any street boundary of a lot except with the approval of the City of Cockburn; and

- e) not be permitted if there is a monolith sign or pylon sign on the same lot.

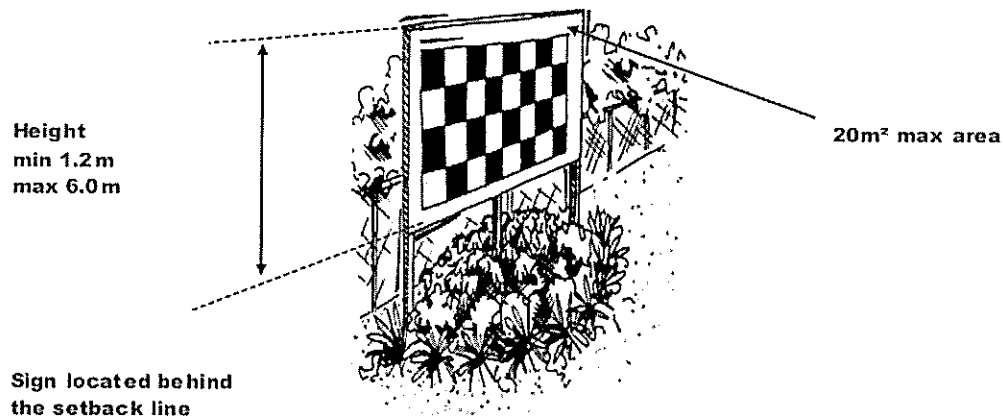


Figure 9 – Example of a Hoarding Sign

#### 10. Horizontal Sign

##### Definition

A sign affixed or attached with its largest dimension horizontal to the wall of a building or a structure to which it is attached.

##### Standards

A horizontal sign shall:

- afford a minimum headway of 2.75 metres;
- be fixed parallel to the wall of the building to which it is attached;
- conform, as to depth, with the following table:

<i>Minimum Distance of Sign Above Street</i>	<i>Maximum Depth of Sign</i>
Less than 7.6 metres	610 millimetres
7.6 metres to 9.1 metres	760 millimetres
9.1 metres to 12 metres	910 millimetres
More than 12 metres (if there is no roof sign on building)	4.5 metres

- not project more than 600 millimetres from the wall to which it is attached;
- not be within 600 millimetres of either end of the wall to which it is attached, unless the end of the sign abuts a brick, stone or cement corbel, pier or pilaster which is at least 225 millimetres wide and projects at least 25 millimetres in front of and 75 millimetres above and below the sign.

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- f) there shall not be more than one line of horizontal signs on a building facing any one street.
- g) The name of the building, owner or occupier may without any licence, planning approval or permit be shown on the facade of a building but:
  - i. unless otherwise approved by the local government or an authorised person, only one such name shall be placed on any facade;
  - ii. the letters of the name shall not exceed 1.2 metres in height;
  - iii. the letters shall be of metal or other incombustible material; and
  - iv. the letters shall not be lit or illuminated unless the local government or an authorised person has approved all illuminated lettering.

#### 11. *Institutional Sign*

##### Definition

A sign erected or placed on land or a building used for or in connection with a surgery, clinic, hospital, rest home, home for the aged, or other institution or place of a similar nature.

##### Standards

An institutional sign shall not exceed 0.5m<sup>2</sup> in area except with the approval of the local government or an authorised person but in any case shall not exceed 2m<sup>2</sup>.

#### 12. *Monolith Sign*

##### Definition

A Sign which is not attached to a building with its largest dimension being vertical. Such a sign may consist of a number of modules and is generally uniform in shape from ground level to the top of the sign and is greater than 1.2m in height.

##### Standards

Monolith Signs shall:

- a) be limited to a maximum of one free standing sign on a lot;
- b) not be permitted when a pylon sign or hoarding sign is located on the same lot;

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- c) not be located within 1 metre of a crossover;
- d) have a maximum depth of 0.5 metres;
- e) If the frontage is less than 40 metres, then a sign shall be limited to 6 metres in height and 2 metres in width;
- f) If the frontage is between 40 metres and 70 metres, then a sign shall be limited to 7.5 metres in height and 2.5 metres in width;
- g) If the frontage is between 71 metres and 100 metres, then a sign shall be limited to 9 metres in height and 3 metres in width;
- h) If the frontage is above 101 metres, then a sign shall be limited to 10.5 metres in height and 3.5 metres in width;

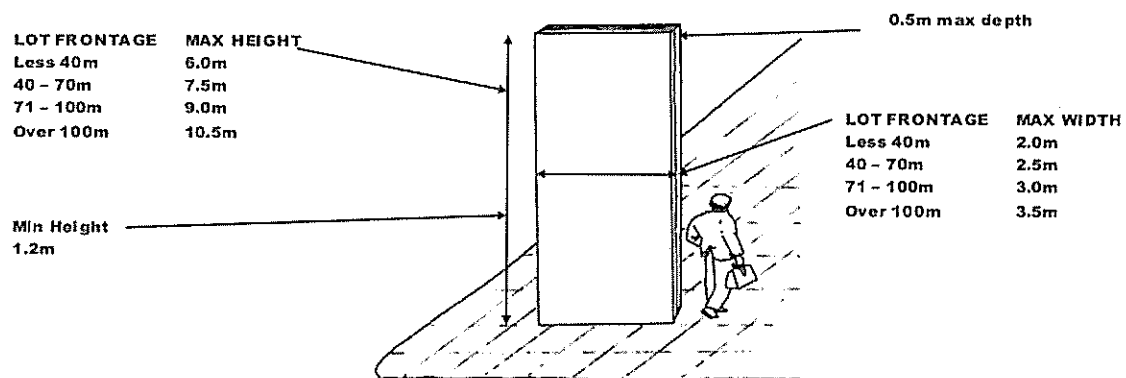


Figure 10 – Example of a Monolith Sign

### 13. Panel Sign

#### Definition

A Sign which is affixed to a panel / fence and is greater than 1.2 metres above natural ground level, but does not include a Pylon or a Monolith Sign.

#### Standards

A Panel Sign is to:

- a) have a maximum vertical dimension of 2 metres;
- b) not have, in total, a combined area greater than 20 square metres per lot;
- c) not be less than 1.2 metres or greater than 6 metres from the finished ground level;

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- d) not be erected in the area between any building and the front boundary of a lot except with the approval of the City of Cockburn; and
- e) not be within 10 metres of another panel sign on the same lot.

Ground Clearance  
Min 1.2m  
Max 6.0m

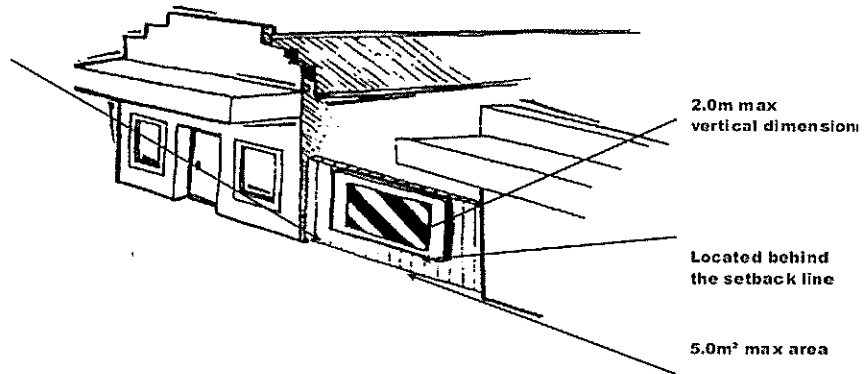


Figure 11 – Example of a Panel Sign

#### 14. *Product Display Sign*

##### Definition

A product or object which is displayed for the purposes of advertisement; or an advertisement sign which is applied or otherwise attached or placed on a vehicle. For the purposes of this term a vehicle includes a; car, truck, boat, trailer, caravan, machinery, and the like whether moveable or not. Product display signs are not supported within the City of Cockburn unless such signage is deemed necessary to the public interest.

#### 15. *Projecting Sign*

##### Definition

Sign which projects more than 300mm from a wall of the building below the eaves or ceiling height.

##### Standards

A Projecting Sign is to:

- a) be limited to a maximum of one Projecting Sign per tenancy; and
- b) have a minimum clearance of 2.75 metres from the finished ground level to the lowest part of the sign.

A Projecting Sign attached directly to a building is to:

- i. not project more than 1 metre from the wall and not exceed 4 square metres in area;

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- ii. not be placed within 2 metres of either end of the wall to which it is attached; and
- iii. not project above the top of the wall to which it is attached.

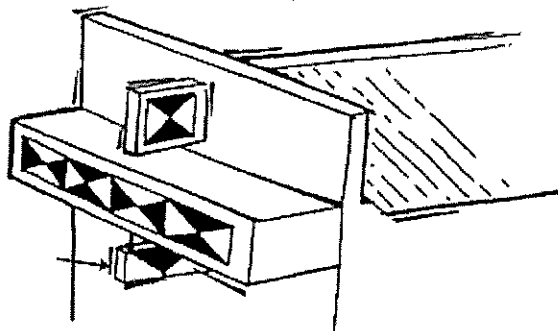


Figure 12 – Example of a Projecting Sign

## 16. Pylon Sign

### Definition

A sign supported by one or more piers and not attached to a building and includes a detached sign framework supported on one or more piers to which sign infill can be added.

### Standards

A Pylon Sign is to:

- a) not have any part thereof less than 2.75 metres or more than 6 metres above the level of the ground immediately below it, or, exceed 2.5 metres measured in any direction across the face of the sign unless it complies with the following:
  - i. the sign is the motif or emblem of the centre;
  - ii. only one sign is erected;
  - iii. the sign does not exceed 20 metres in height;
  - iv. the sign does not exceed 10m<sup>2</sup> on any face; and
  - v. the sign is not erected within its own overall height of any street or right of way;
- b) not project more than 1 metre over any street;
- c) be supported on one or more piers or columns of brick, stone, concrete, or, steel of sufficient size and strength to support the sign under all conditions;



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- d) where the sign is supported on two or more piers or columns not be erected unless the space between the piers or columns is not wholly or partly filled in with any material below 2.75 metres above the ground level;
- e) not, as to any part thereof, project over any street at a height of less than 2.75 metres;
- f) not be within 1.8 metres of the side boundaries of the lot on which it is erected unless the lot on which it is erected abuts an intersecting street or right of way in which the local government or an authorised person may authorise the erection of the sign at a lesser distance than 1.8 metres;
- g) not have any part thereof more than 6 metres from any part of another sign erected on the same lot;
- h) where two or more pylon signs are to be erected on a lot on which unit factories, offices, showrooms or small shops are erected or are to be erected the local government or an authorised person may require all the pylon signs to be incorporated into one sign. All infills are to be of an equal size and space with one infill for each shop or unit on the lot; and
- i) where the local government or an authorised person requires two or more signs to be incorporated into one sign:
  - i. the total area of the infill signs may be increased by up to 50 percent or to a maximum of 6 m<sup>2</sup>; and
  - ii. the approval of the local government or an authorised person to each additional infill to be fitted into the sign is required.

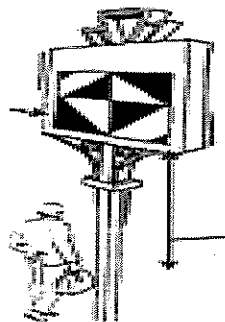


Figure 13 – Example of a Pylon Sign

## 17. *Roof Sign*

### Definition

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A sign erected on or attached to the roof of a building.

Standards

A roof sign shall:

- a) not at any point be closer than 4 metres to the ground;
- b) not extend laterally beyond the external walls of the building; and
- c) comply, as regards height above ground and height of sign, with the following table; and
 

<i>Height of Main Building above Ground Level = Maximum Height of Sign at Point where Sign is to be Erected</i>	
3.7 metres and under 4.5 metres .....	1.2 metres
4.5 metres and under 6 metres .....	1.8 metres
6 metres and under 12 metres .....	3 metres
12 metres and under 18 metres .....	4.5 metres
18 metres and upward .....	6 metres
- d) when ascertaining the height of the main building above ground level for the purpose of this section, any part of the roof at the point where the sign is to be erected that is provided solely for the purpose of architectural decoration shall be disregarded.

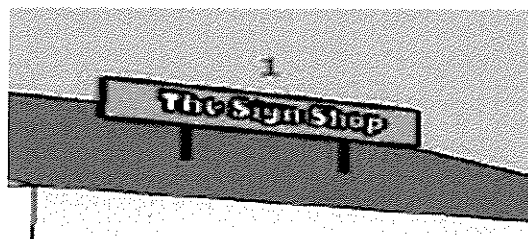


Figure 14 - Example of Above Roof Sign

## 18. Rural Producers Sign

Definition

A sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land within the boundaries of which the sign is located.

Standards

A rural producer's sign shall:

- a) show only the name and address of the occupier of the land or the name of the property or both and only advertise goods or products produced, grown or lawfully manufactured upon the land;

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- b) not exceed 1 square metre in area or 3 metres in height; and
- c) only be erected and maintained on land on which the goods or products are produced, grown or lawfully manufactured.

#### 19. *Sale Sign*

##### Definition

A sign indicating that the premises whereon it is affixed are for sale, for letting or to be auctioned.

##### Standards

Subject to the provisions of this Policy and local laws, a person shall not erect or maintain a sale or lease sign:

- a) in respect of an auction sale for more than 24 days before the date on which the auction sale is to be held or for more than 48 hours after that date;
- b) in respect of the sale of land under 5 hectares in area for a period exceeding 6 months nor within the period of 12 months from the date of expiration of the period during which another sign advertising the same land or any part thereof was erected or maintained;
- c) advertising that flats or dwellings units in a building erected or to be erected on the land on which the sign is situated are or will be available for letting or for purchase before the date of issue of the building licence in respect of the building or after 3 months following the completion of the building; and
- d) not be erected or placed outside the boundaries of the lot.

#### 20. *Tethered Sign*

##### Definition

A Sign which is suspended from or tethered to any structure, tree or pole (with or without supporting framework) and made of paper, plastic, fabric or similar materials. The term includes lighter than air aerial devices, inflatable's, bunting, banners, flags and kites.

##### Standards

A Tethered Sign is to:

- a) be granted temporary approvals only;

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- b) be located wholly within the boundaries of the lot;
- c) have a maximum vertical dimension of 750 millimetres and a maximum area of 4 square metres;
- d) not be less than 2.75 metres from the finished ground level to the lowest part of the sign or greater than 8 metres from the finished ground level to the highest part of the sign;
- e) be limited to a maximum of one sign per street frontage on any one lot; and
- f) not be within 10 metres of a Pylon Sign.

Notwithstanding the above, Tethered signs which consist of balloon type objects shall:

- i. be limited to a maximum of one sign per lot;
- ii. not exceed 7 metres in diameter or 9 metres in height; and
- iii. not be displayed for more than 14 days in aggregate for any one calendar year.

Furthermore, the advertiser shall supply to the Council prior to erecting such a sign a certificate from a structural engineer certifying that the connection of the balloon type object to the building or lot is of a structurally sound design.

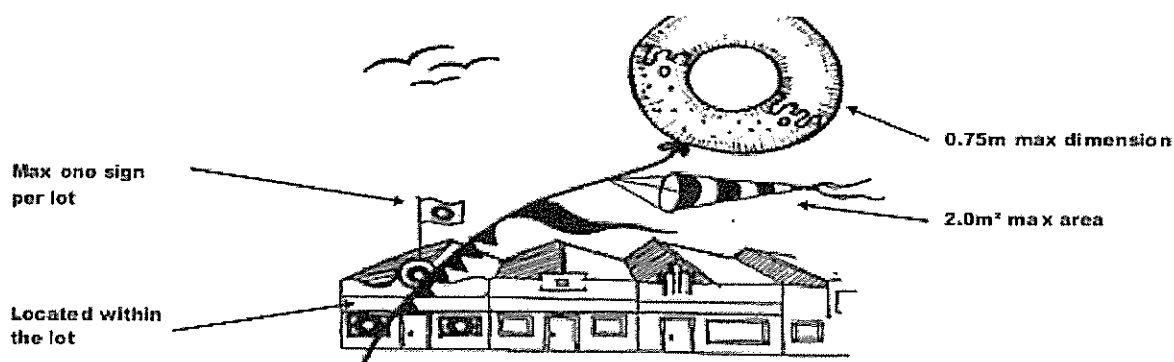


Figure 15 – Example of a Tethered Sign

## 21. Tower Sign

### Definition

A sign affixed to, or placed on a chimney stack or an open structural mast or tower.

### Standards

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A tower sign shall not, unless otherwise approved by the local government or an authorised person:

- a) indicate or display any matter other than the name of the owner or occupier of the land or premises on which the mast, tower or chimney stack is erected;
- b) if illuminated, be a flashing sign;
- c) exceed in height one-sixth of the height of the mast, tower or chimney stack on which it is placed;
- d) exceed in width the width or diameter of the mast, tower or chimney stack on which it is placed; or
- e) extend laterally beyond any part of the mast, tower or chimney stack on which it is placed.

## 22. *Vertical Sign*

### Definition

A sign attached to a building in which the vertical dimension exceeds the horizontal dimension exclusive of a back projection.

### Standards

A vertical sign shall:

- a) afford a minimum headway of 2.75 metres;
- b) subject to subsection (2) not project more than 1 metre from the face of the building to which it is attached;
- c) subject to subsection (3), not be within 1.75 metres of either end of the wall to which it is attached;
- d) be of a height of at least twice its width;
- e) not project more than 1 metre above the top of the wall to which it is attached nor more than 1 metre back from the face of that wall;
- f) not be within 4 metres of another vertical sign on the same building;

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- g) not be placed on a corner of a building, except at a street intersection when it may be placed at an angle with the walls so as to be visible from both streets; and
- h) except with the approval of the local government or an authorised person not exceed one metre in width exclusive of the back projection.

Where a vertical sign is affixed to the face of a building that is set back beyond the face of another building within 3 metres of it, the sign may project 500 millimetres further than the distance prescribed by paragraph (b) or the distance by which the building to which it is affixed is set back beyond the face of the other, whichever is the lesser.

Where a building to which a vertical sign is to be affixed is set back from the boundary or abuts on an intersecting street or right of way, the local government or an authorised person may authorise the affixing of a sign at a lesser distance from the end of the wall than that prescribed by paragraph (c).

### 23. *Wall Panel*

#### Definition

A panel used for displaying a posted or painted advertisement and affixed to or adjoining the wall of business premises or erected on the forecourt of any business premises.

#### Standards

A wall panel shall:

- a) not exceed 6m x 3 m;
- b) be fixed to the face of a wall of a building; and
- c) not project beyond the boundaries of the lot.

### 24. *Wall Sign*

#### Definition

Sign which is affixed to the external part of a wall of the building but does not project more than 300mm from the wall and no part of which is above the lowest point of the eaves or ceiling of the building.

#### Standards

A wall sign is to:

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- a) be limited to a maximum number of two such signs for each tenancy within a building other than a building within a residential zone;
- b) not exceed 10 percent in area in total on any one wall (excluding projecting signs). To ensure consistency in determining the area of a sign, the following guidance is provided:
  - i. if the background colour of the sign matches the balance of the colour of the wall on which it is located, then the area of the sign shall be determined by measuring around the words of the sign;
  - ii. if the background colour of the sign does not match the balance of the colour of the wall on which it is located, then the area of the sign is to be measured around the borders of the entire sign.
- c) if placed directly over door openings, have a minimum clearance of 2.75 metres from the finished ground level;
- d) if attached to the building by means of cables, ropes or the like:
  - i. be non-flammable; or
  - ii. not be erected for more than 14 days in total in any one calendar year.

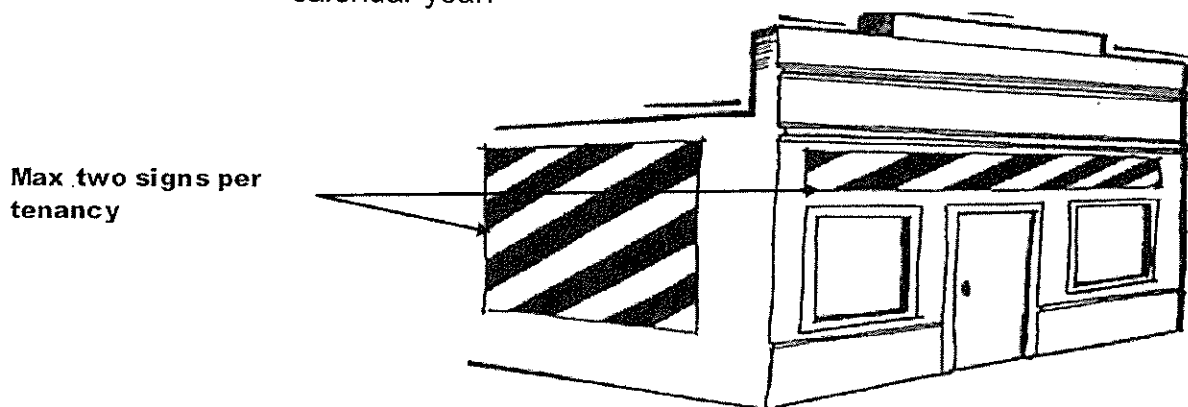


Figure 16 – Example of a Wall Signs

## 25. Window Sign

### Definition

Sign which is affixed to either the interior or exterior of the glazed area of a window.

### Standards

A Window Sign is to:

- a) not cover more than 10% of the glazed area of any one window or 1 square metre, whichever is the lesser;

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- b) the total area of window signage on any elevation is not to exceed in total 10% in area of any elevation;
- c) window film associated with window signage is to be permeable and allow observation of internal floor space from outside the building(s); and
- d) maintain an active and interactive presentation to the street for the balance of the window.

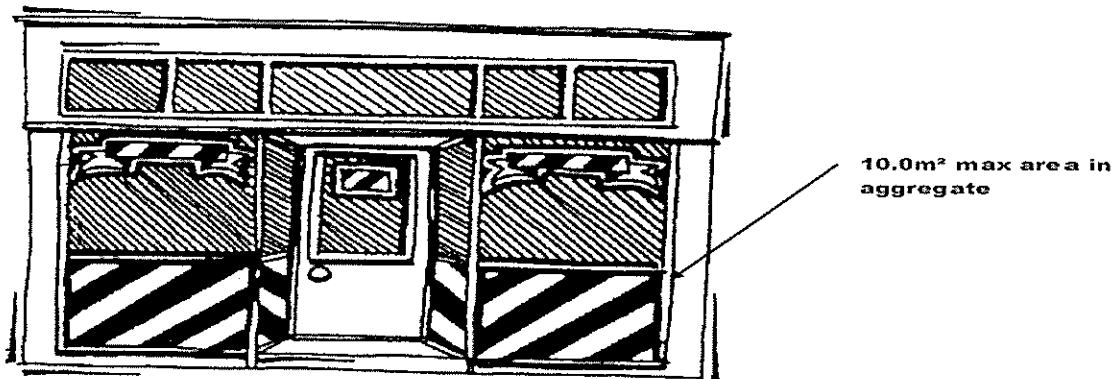


Figure 17 – Example of Window Signs

(6) Standards Common to Signs on Heritage Buildings

1. *Historic Signs*

Historic Signs contribute to the significance of a Heritage Place and should be retained and maintained.

2. *New Signs*

New Signs are to:

- a) not dominate a Heritage Place. Instead, signs should be placed where they would have traditionally been placed, and should be limited to a level consistent with traditional coverage;
- b) not be located where they would obscure or detract from a feature of the building;
- c) be located so as to ensure views to individually significant signs are maintained; and
- d) not be located on significant fabric. Signage should be readily removable, with careful consideration given in regards to the method of installation, in order to ensure that the original material can be reinstated; and



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- e) signage of properties included on the State Heritage Register is required to be referred to the Heritage Council for comment.

### 3. *Size of New Signs*

There is no standard size for new signs, with the appropriate size varying according to the character of a Heritage Place. It should be noted however, that standard company sign sizes may not be suitable.

### 4. *Design of New Signs*

Reproduction of historic advertising styles is not necessary for new signs. Rather, respectful but clearly modern design is preferred for new signs. Colours should be appropriate to the Heritage Place and in some instances; this may require departure from standard company advertising colours.

## (7) Guideline Areas

Council has a number of specific policy guideline areas that contain provisions relating to signage including:

1. Cockburn Commercial Park Design Guidelines;
2. East Jandakot Industrial Area Design Guidelines;
3. Muriel Court Structure Plan Design Guidelines;
4. Phoenix Business Park Design Guidelines; and
5. Australian Marine Complex (AMC) Support Industry Precinct.

## (8) Neighbour Consultation

For applications that do not comply with the provisions contained within this Policy the Council may require neighbour consultation as determined by Council.

## (9) Variations

Applications seeking variations to this Policy are required to submit a planning application and shall be determined in accordance with the objectives and the general development provisions of this policy.

In addition, Council may requested the removal of other signs on a site where a variation is being sought in accordance with Schedule 5 of the Town Planning Scheme No. 3.

## (10) Referral Requirements for Signage on land on or abutting a Primary Regional Roads and Other Regional Roads reservation

<b>POLICY</b>	<b>SIGNS AND ADVERTISING</b>	<b>APD72</b>
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Signage applications that are on land that abuts or that is fully or partly reserved as Primary Regional Roads (PRR) or Other Regional Roads (ORR) in the MRS shall be referred to the relevant Public Authority, where required, for comment and recommendation, before being determined as outlined in Tables 1 and 2 of the WAPC Instrument of Delegation DEL 2011/02.

(11) Compliance

Existing signage that does not comply with this policy which has been erected without application for approval being made to the City may be dealt with under Clause 8.4 of the City of Cockburn Town Planning Scheme No. 3. (The Scheme) Under this clause, applicants may apply to the City for retrospective approval for unauthorised signage which will be assessed against the policy.

The local authority may also request by written notice that existing signage that is in conflict with the amenity of a locality or has deteriorated to a point where it is in conflict with the aims of the Scheme to either repair or remove the aforementioned signage/advertisements under clause 11.2 of the Scheme.

4 September 2012

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC WA 6965

**Attention: Troy Cappellucci, Statutory Planning Officer**

Via Email: [tcappellucci@cockburn.wa.gov.au](mailto:tcappellucci@cockburn.wa.gov.au)

Dear Sir,

### Submission – City of Cockburn Draft ‘Signs and Advertising’ Local Planning Policy

Urbis, on behalf of our client APN Outdoor Pty Ltd, wish to make a submission to the City of Cockburn in relation to the abovementioned draft Local Planning Policy (‘draft Policy’). APN Outdoor is Australia’s leading provider of advertising billboards, advertising posters and bus and tram advertising, and currently provide and maintain numerous third party advertising signs across the Perth Metropolitan area.

In summary, our Client seeks clarification on a number of items included within the draft Policy, with respect to the large format third party advertising signage (hereafter referred to as ‘third party advertising signage’). Specifically, our submission aims to:

- Demonstrate a case for allowing third party advertising signage, where it is appropriately located, well-designed and does not impact on the amenity of the surrounding locality.
- Seek modification to the draft Policy to include specific circumstances where third party advertising signage may be permitted in the City and requests specific requirements pertaining to these applications.
- Seek modification to the draft Policy to include specific information requirements to inform the preparation of a ‘Signage Strategy’.

Further, APN Outdoor is in the process of preparing a planning application for lodgement with the City of Cockburn, for the development of a third party advertising sign on an industrial zoned landholding. Accordingly, this submission also seeks to justify the appropriateness of this proposed application to provide evidence of a specific circumstance where third party advertising sign should be permitted.

### THIRD PARTY ADVERTISING SIGNAGE

Signage plays an important role in informing and directing the community as well as promoting products, goods and services. Well-designed and suitably sited signage can contribute to the overall visual interest of an area and make a positive and dynamic contribution to its setting.

The Outdoor Media Association (2011) defines third party advertising signage as follows:

*‘Advertising in which the advertisement is not associated with the premises on which it is displayed. That is, a land owner allows an outdoor media display company to display an advertisement for a third-party product’ (Source: Outdoor Media Association 2011).*

Third party advertising signs are not uncommon within the Perth Metropolitan Area. These signs are typically located in areas which have high visibility and experience a high volume of pedestrian and/or vehicular traffic. Third party signs promote various goods and/or services to the public, with the sign content typically rotating periodically, consistent with their role as a promotional medium.



We acknowledge, however, that these signs should be suitably located, provide clear and legible information through the use of high quality materials and design standards consistent with safety practices and should consider the amenity of the surrounding area and the visual quality of the public domain.

## DRAFT LOCAL PLANNING POLICY – SIGNS AND ADVERTISING

Based on a detailed review of the draft Policy, we understand the key purpose and objectives of the draft Policy are as follows:

*‘...to ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities and services. In addition, the following is a summary of the key objectives intended to be achieved as a result of this policy being implemented:*

1. *To improve the streetscape on major roads;*
2. *To avoid an abundance of signs on individual sites and buildings;*
3. **To ensure that signs only relate to the services and products on the site;**
4. *Encourage the rationalism of advertising signs on individual premises; and*
5. *To encourage the incorporation of advertising signs into the design consideration of buildings’.*

Of specific relevance to this submission is item no.3, which implies that the City have a general presumption against third party advertising signage on all land in the City. However, it is apparent that there is an inconsistency between this policy objective and the general development provisions of the draft Policy. Specifically, Section 1(d) states that:

*‘If (advertisement signs) advertise services or products other than those available on the lot, (they) require the submission of a sign strategy acceptable to the City of Cockburn for the whole site’.*

Based on the above, we are of the understanding that there is scope for Council to approve a third party advertising sign, however the application must be supported by a detailed signage strategy and the application will be determined in accordance with the objectives and the general development provisions of the policy. To provide clarity, it is requested that policy objective No.3 is revised to recognise that there is scope for approval for third party signs, subject to various locational and design requirements.

An example of the revised policy objective is provided below:

***‘3. To ensure that signs relate to the services and products on site, unless Council has adopted a signage strategy’.***

We believe one of the critical issues associated with the draft Policy is the lack of flexibility within the existing sign definitions to deal with third party advertising signage and accommodate new and emerging technology such as digital billboard signs. Based on a detailed review of the draft Policy, third party advertising signage could reasonably fit into the definition of a ‘hoarding’ or ‘pylon’ sign, depending on the specific sign.

However, based on a review of the specific requirements pertaining to these 2 sign types, it appears that third party advertising signs will generally not comply with these requirements due to their large format. APN is Australia’s leading provider of third party advertising billboard signs (also commonly referred to as ‘major promotional signs’). These signs are generally located in central business areas, along major transport routes and on airport land and are typically larger than standard advertising signs (~40m<sup>2</sup>).

Whilst we understand an overall blanket change to the requirements for both hoarding and pylon signs to accommodate third party advertising signs may not be appropriate, we are of the opinion that the draft Policy should provide detailed guidance on the circumstances where Council will consider this form of signage.



Accordingly, we believe that a separate section should be added to the draft Policy which deals specifically with the various locational, design and application requirements pertaining to third party advertising signage.

This amendment will enable third party advertising signage to be assessed based on their individual characteristics, taking into consideration the following factors:

- **Locational factors** – whilst we acknowledge that third party advertising signs are not suited to all locations, we are of the opinion that the draft Policy should provide additional guidance as to the specific locations where third party advertising signage may be considered.

In our opinion, third party advertising signs should be able to locate in non-residential areas in a manner which complements or enhances the character of the area. This can be enforced through the draft Policy by requiring various elements to be considered, such as:

- o Zoning and Land Use.
  - o The appropriate location for third party advertising signage given their large format size and function.
  - o Impact on the visual appearance of a significant view corridor, view line, gateway location or landmark site.
- **Design Standards** – appropriate design standards can assist in the management of the proliferation of signage in a locality. Advertising that is well designed, appropriate in scale and suitably located can also add interest and character to the local built environment. It is acknowledged that third party advertising signs will need to demonstrate design excellence, including compatibility with the scale, proportion and other characteristics of the site.
- **Driver Safety** - the large format nature of third party advertising signage is inextricably linked to driver safety. Third party advertising signs are designed as a 'glance medium', meaning the signs are typically viewed by motorists for less than 1 second<sup>1</sup>. Accordingly, these signs are required to be substantially larger than typical pylon/hoarding signs to facilitate this, without compromising on driver safety.

In summary, we are of the opinion that the draft Policy should be amended to provide additional guidance as to the specific locations and design criteria applicable to third party advertising signage within the City of Cockburn. Further, we are also seeking a modification to the draft Policy to include specific information requirements to inform the preparation of a Signage Strategy.

## PROPOSED THIRD PARTY ADVERTISING SIGN

APN are in the process of preparing an application for planning approval for a third party digital advertising sign located on an industrial zoned landholding on Spearwood Avenue, Bibra Lake. The site is currently used for industrial purposes and is surrounded by industrial development to the north, east and west. The proposed sign will display commercial promotional material rotating periodically. The sign will be internally illuminated and double sided, to capture traffic moving both northbound and southbound.

The key objective of the 'Industry' zone within the City of Cockburn Town Planning Scheme No.3 (TPS3) is to:

*'provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas'.*

<sup>1</sup> Lee, S. E., McElheny, M.J. and Gibbons, R. (2007) Driving performance and digital billboards, Virginia Tech Transportation Institute.

Schedule 1 of TPS3 also provides the following definition for 'amenity':

*'means all those factors which combine to form the character of an area and include the present and likely future amenity'.*

The above zone objective relates to the type of land use intended to locate in an Industry zone. In our opinion, the proposed sign is not inconsistent with the above zone objective. Third party advertising signage is well suited to industrial zones as these areas are appropriately separated from sensitive land uses (such as residential development) and, in our opinion, will not compromise the amenity the area.

Taking into account the requirements of the Scheme and the draft Policy, we believe the location of the proposed sign is considered appropriate for the following reasons:

- The site is located within an Industry zone.
- The sign is not considered to have an unreasonable impact on the amenity of the surrounding area setting, and in our opinion, will provide a level of visual interest within the immediate industrial landscape.
- The sign is located on a relatively large site, and is compatible with existing buildings and structures on site.
- The sign is not considered to be a dominant visual element in the streetscape and will not contribute to the proliferation of signage in the locality.
- The sign, although illuminated, will not detract from, interfere with, or cause a hazard to the safe passage of traffic.

Having considered the above, we are of the opinion that third party advertising signage should be allowed in certain circumstances, where it is appropriately located, well-designed and does not impact on the amenity of the surrounding locality.

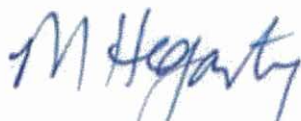
## SUMMARY

Recognising the purpose of the draft Policy and acknowledging that there are suitable locations and criteria for third party advertising signage, we seek the following amendments to the draft Policy:

- Seek modification to the draft Policy to include specific circumstances where third party advertising signage may be permitted in the City and requests specific requirements pertaining to these applications.
- Seek modification to the draft Policy to include specific information requirements to inform the preparation of a 'Signage Strategy'.

Should you wish to discuss this submission or require additional information, please do not hesitate to contact myself or Megan Gammon at (08) 9346 0500.

Kind regards,



Maureen Hegarty  
Associate Director - Planning

POL	SUBDIVISION AROUND THOMSONS LAKE	
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<b>POLICY CODE:</b>	
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Planning and Development
<b>SERVICE UNIT:</b>	Statutory Planning and Environmental Health
<b>RESPONSIBLE OFFICER:</b>	Manager Statutory Planning
<b>FILE NO.:</b>	PS/P/003
<b>DATE FIRST ADOPTED:</b>	
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	Yes
<b>DELEGATED AUTHORITY REF.:</b>	APD54
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

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

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

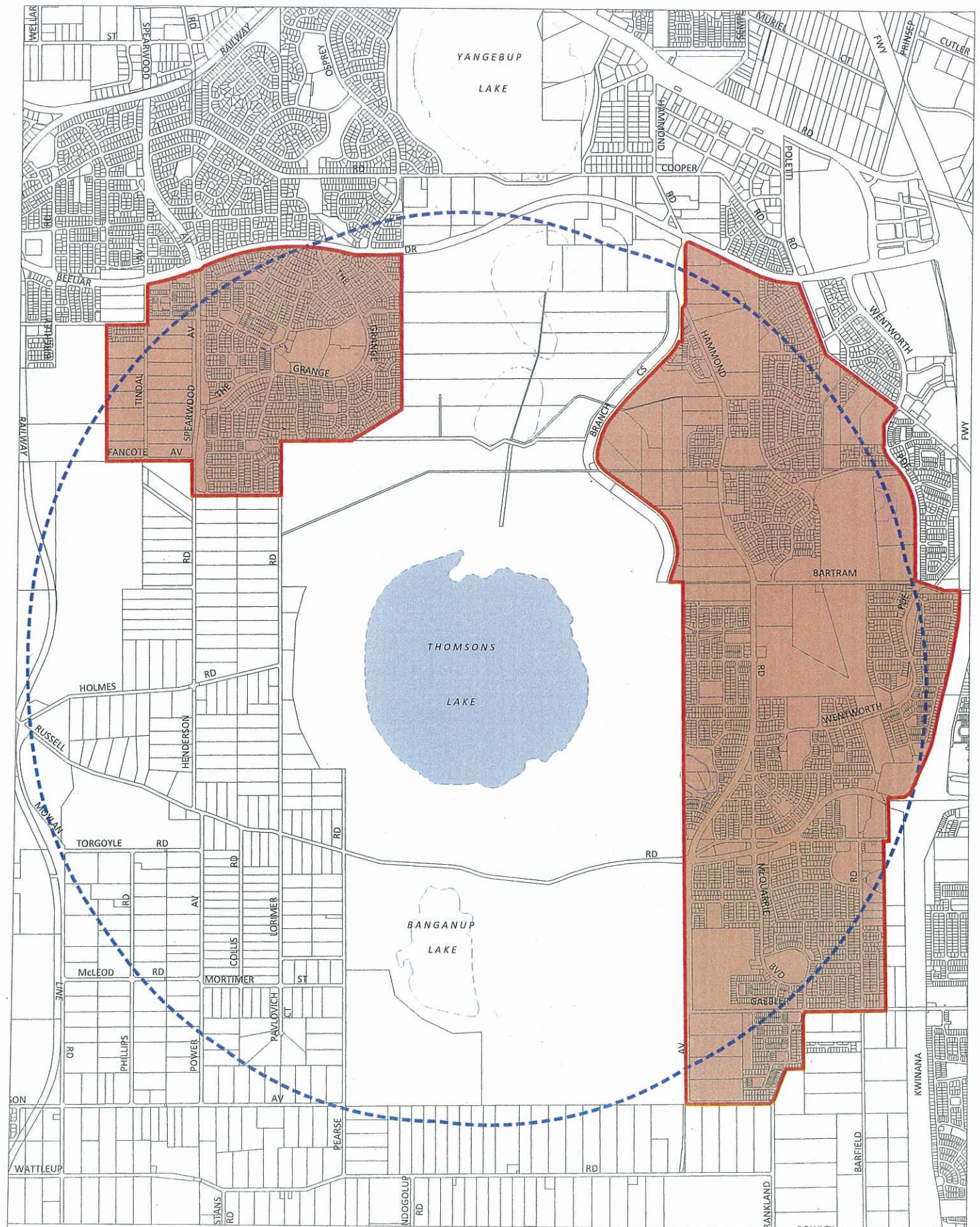
## PURPOSE:

To ensure that prospective purchasers of properties in proximity to Thomsons Lake are informed of the potential risk of contracting RRV.

## POLICY:

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





Note: Thomsons Lake water edge as defined on Landgate aerial photography Sept 2012.

--- 2km Buffer from Thomsons Lake

Policy Area



0 500m  
SCALE

## Subdivision Near Thomsons Lake





Government of Western Australia  
Department of Health  
Public Health

# **Ross River virus risk associated with proximity to mosquito breeding habitat**

**Thomsons Lake, City of Cockburn**

**Andrew Jardine**  
Mosquito-Borne Disease Control  
Environmental Health Hazards  
Department of Health WA

Delivering a Healthy WA



## Introduction

Ross River virus (RRV) disease is the most common mosquito-borne disease of humans in Western Australia, causing a non-fatal but potentially debilitating polyarthritic (multiple joint inflammation) disease in humans. Outbreaks of RRV disease may occur year-round in northern parts of WA after seasonal rainfall, flooding or high tides. In southern parts of WA, disease outbreaks can occur when rainfall and tides enable mosquito vector populations to persist into warmer months.

A major outbreak of RRV occurred in WA during the 2011/12 financial year, with 1541 cases notified to the Department of Health across the state. This was the second highest number of cases ever recorded and actual numbers of affected individuals are likely to be significantly greater. Of particular note was the size of the outbreak in the Perth metropolitan area, from which 747 cases (48%) cases were notified.

Many residential areas are located in close proximity to major natural mosquito breeding sites. Inappropriate construction practices within residential areas also have the capacity to create new breeding sites. These two factors have brought humans into closer contact with these biting insects leading to an increased incidence of Ross River virus disease and other mosquito-borne diseases, as well as intense pest problems.

Residents who live close to breeding sites of these insects may be subjected to intense problems from their bites. More importantly, some species of mosquitoes are vectors of mosquito-borne diseases including Ross River virus and Barmah Forest virus. Studies indicate that residents who live within three kilometres of major breeding sites of RRV vector mosquitoes have a higher risk of contracting the disease than those residing further away.<sup>1,2</sup>

The aim of this report is to investigate the mosquito-borne disease risk associated with proximity to Thomsons Lake in Cockburn during the 2011/12 RRV outbreak and over the decade from July 2002 to June 2012.

## Methods

### Study setting

Thomsons Lake is a 538 ha nature reserve in the City of Cockburn consisting of the lake itself and adjacent native vegetation. It forms part of Beeliar Regional Park, a series of lakes that includes the contiguous system of Banganup Lake immediately to the south and Kogolup Lake to the north. Thomsons Lake was designated as a wetland of international significance (a refuge and breeding site for waterbirds) under the Ramsar Convention in 1990. The lake is a shallow, brackish, semi-seasonal lake, with extensive fringing vegetation. Thomsons Lake dries out in



summer in some years but in others, such as 2011/12, water remains throughout the year.

The lake is surrounded by remnant native open woodland vegetation that supports a wide range of fauna including the Western Grey Kangaroo (*Macropus fuliginosus*), the primary natural host of RRV in southern WA. A survey in 2002 recorded 141 kangaroos<sup>3</sup> and by 2006 numbers had increased to approximately 1100,<sup>4</sup> prompting the need for a cull to prevent over grazing.<sup>5</sup> The Thomsons Lake management plan states that kangaroo population should be managed at around 50 individuals.<sup>6</sup> However, no further culling has taken place since 2006 and the population is likely to be much larger than this.

Mosquito surveillance undertaken by the City of Cockburn on 15 February 2012, during the peak of the RRV outbreak, collected 394 mosquitoes in a trap place on the eastern edge of Thomsons Lake of which 263 (66.7%) were *Culex annulirostris* and 77 (19.5%) *Coquillettidia linealis*, both known vectors of RRV in WA.

The high density residential suburbs of Success, Hammond Park and Atwell are located to the east of Thomsons Lake, and Yangebup and Beeliar to the north. Lower density rural lots are also located to the south and west (Figure 1).

## Data preparation and analysis

RRV is a notifiable disease under the Health Act (1911), meaning all cases diagnosed by a doctor or in laboratory tests are required to be notified to the Department of Health. Where possible, cases were followed up to determine the most likely location of exposure. If a case could not be contacted, residential address was assumed to be the location of exposure. Two time periods of RRV notification data were included in the study based on a date of onset, the most recent outbreak year from 1 July 2011 to 30 June 2012 and the 10 years from 1 July 2002 to 30 June 2012.

The dataset created for spatial analyses consisted of all cases for which data relating to place of exposure or residential address could be precisely geocoded to a specific cadastral lot (a legally defined property boundary). In addition, if place of exposure data or residential data were not given as an exact location but could be pinpointed with reasonable confidence (e.g. a street corner within 250 metres) then these cases were also geocoded. All other cases were excluded from the dataset for spatial analyses.

Thomsons Lake was extracted from the 'Hydrography Linear' spatial data layer maintained by the Department of Water,<sup>7</sup> and six 1km buffers were created around this lake using Quantum GIS 1.7.4.<sup>8</sup> The intersection of these buffers with the RRV case data determined that 87 RRV cases that occurred within 6km of Thomsons Lake in 2011/12 and 212 over the 10 year period from July 2002 to June 2012.

Property street address (PSA) cadastral data maintained by Landgate was overlaid by the Metropolitan Regional Planning Scheme maintained by the Western Australian Planning Commission. Addresses in areas zoned as urban or rural were retained and all others were excluded. Any other addresses not defined as a house



were also excluded. The remaining dwellings were then used to calculate the background rate of RRV across the City of Cockburn. Finally the PSA data were intersected with the buffers around Thomsons Lake, leaving a total of 24,010 dwellings within 6km of Thomsons Lake.

The case and cadastral data were then summed for each buffer, the rate of RRV notifications per 1000 dwellings was determined and mid-P exact 95% confidence intervals were calculated. Poisson regression was then undertaken to determine if a statistically significant trend in the rate with buffer distance was present. The number of cases was assigned as the dependent variable, the buffer distance as the independent variable and the number of dwellings as the offset variable.

Finally, in order to determine the expected background rate, the number of RRV cases and dwellings for the whole of the City of Cockburn were calculated using the same methods described above. The rate for each buffer was determined to be significantly elevated if the 95% confidence interval did not span the background rate.

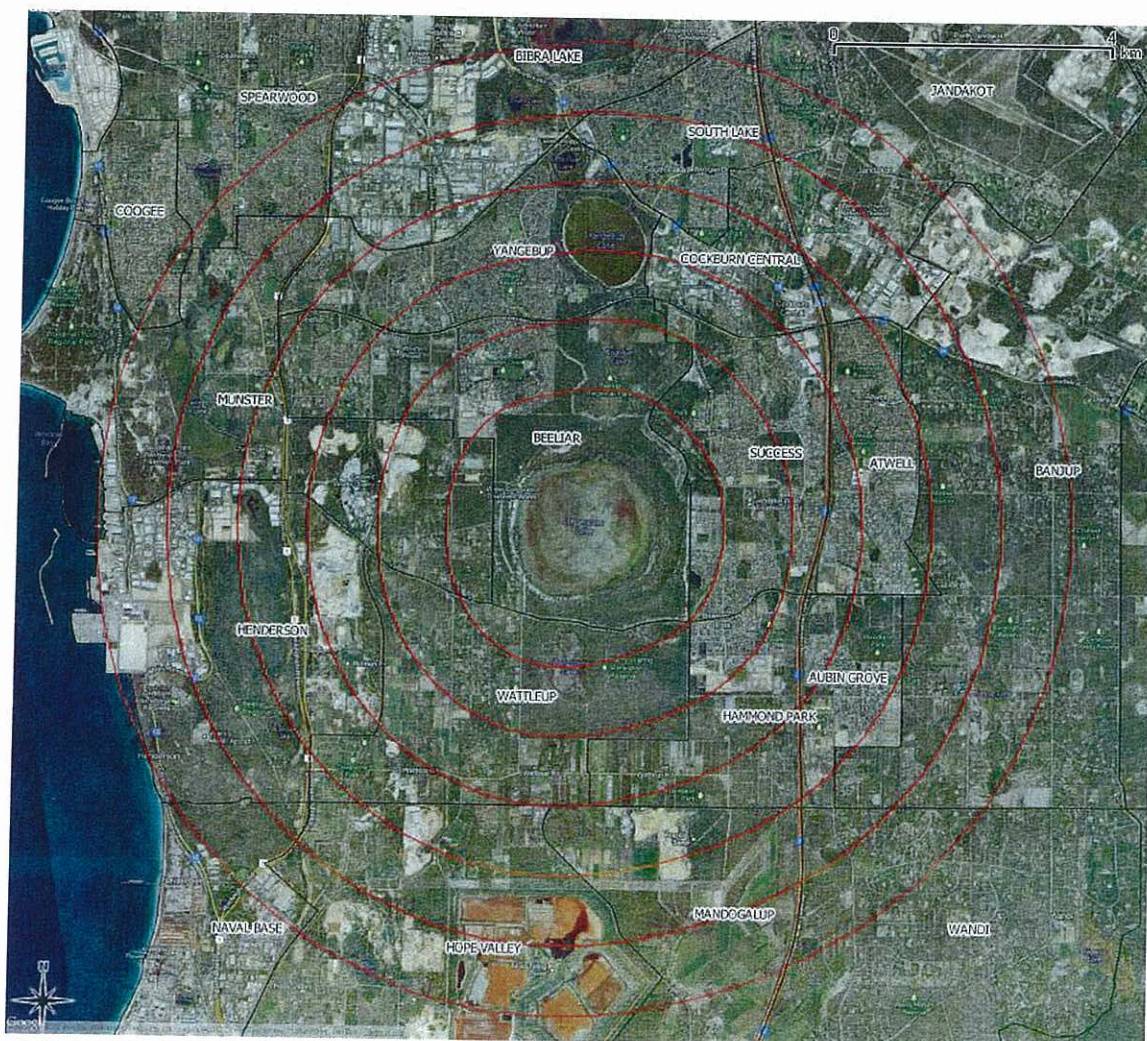


Figure 1: Thomsons Lake with buffers from 1km to 6km

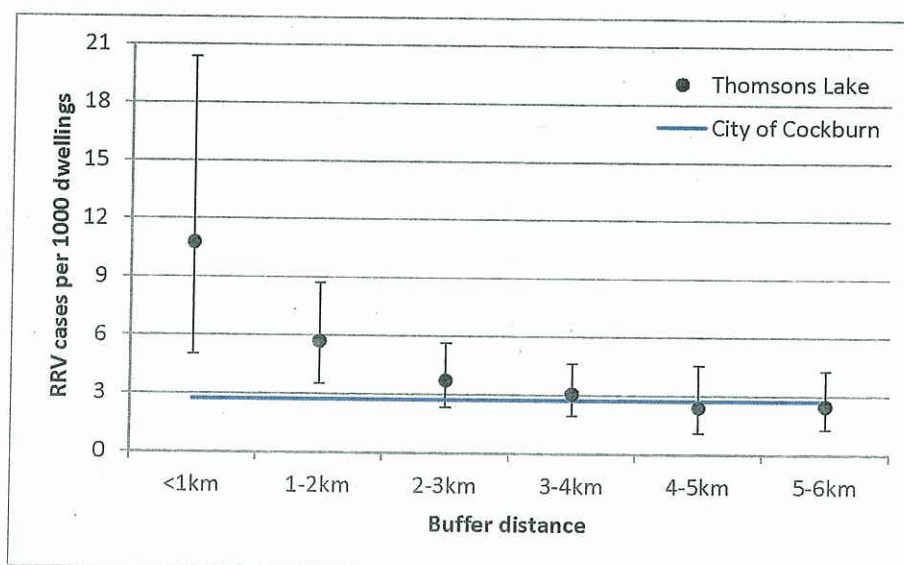


## Results

The background rate of RRV per 1000 dwellings in the City of Cockburn in 2011/12 was 2.72. The number of cases per 1000 dwellings in each buffer around Thomsons Lake during the 2011/12 outbreak are shown in Table 1. A clear decreasing trend with increasing buffer distance is evident (Figure 2) and Poisson regression indicated this trend was significant ( $p < 0.001$ ). The number of RRV cases per 1000 dwelling was significantly higher than the rate across the City of Cockburn for buffer distances of less than 2km during 2011/2012.

**Table1: Number dwellings, Ross River virus cases and rate per 1000 dwellings by buffer distance from Thomsons Lake, 2011/12 and July 2002 – June 2012**

Buffer distance	Dwellings	2011/12		July 2002 – June 2012	
		Cases	Ave annual cases/ 1000 dwellings	Cases	Ave annual cases/ 1000 dwellings
<1km	742	8	10.78	17	2.29
1-2km	3327	19	5.71	43	1.29
2-3km	5365	20	3.73	46	0.86
3-4km	6824	21	3.08	59	0.86
4-5km	3328	8	2.40	25	0.75
5-6km	4424	11	2.48	22	0.49



**Figure 2: Number of Ross River virus cases per 1000 dwellings versus buffer distance from Thomsons Lake, 2011/12**

Figure 3 shows the annual average number of RRV cases per 1000 dwelling for each buffer distance over the 10 year period between July 2002 and June 2012. Although the rates were lower, a very similar pattern was evident with rates in the <1km and 1-2km buffer distances significantly higher than the rate of 0.71 across the City of Cockburn.

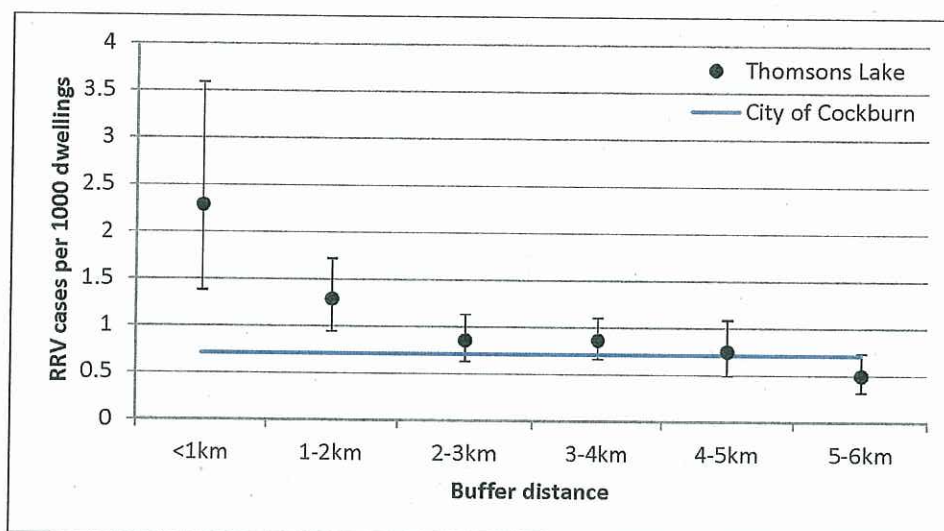


Figure 3: Number of Ross River virus cases per 1000 dwellings versus buffer distance from Thomsons Lake, July 2002 to June 2012

## Discussion

This study clearly demonstrates a significantly increased risk associated with living in close proximity to Thomsons Lake due to the presence of both the freshwater breeding RRV vector, *Cx. annulirostris* and marsupials that act as natural vertebrate hosts. During the 2011/12 RRV outbreak, the rate of cases per 1000 dwellings was 4 times higher within 1km of Thomsons Lake and 2.1 times higher between 1 and 2km compared to the City of Cockburn as a whole. This elevated risk remained when the data were analysed over the 10 year period between July 2002 and June 2012. A previous spatial analysis of RRV cases data around *Ae. camptorhynchus* saltmarsh breeding habitat in the Leschenault Estuary in south west WA also found an elevated risk of RRV in surrounding residents out to approximately 2km.<sup>1</sup>

The primary limitation of this study is the accuracy of exposure location for the RRV data. As described previously, where possible, cases are followed up to determine travel history and exposure to biting mosquitoes during the incubation period. However, this enhanced surveillance information could only be obtained for less than half the cases. Where follow up data were not available, residential address was assumed to be the location of exposure. While this means that the exposure location of some of the RRV cases included in this study will not be accurate, there is no reason to suspect the proportion of cases with inaccurate exposure information



would have varied across the buffers and therefore the potential for differential bias to be introduced is low.

The other main limitation in this study was the need to use dwelling counts to approximate population at risk. Properties zoned as anything other than urban or rural were removed in an effort to examine residential properties only. However it is not possible to determine the proportion of non-residential properties that remained in the dwelling count. Furthermore, PSA data were only available for 2012, therefore rates over 10 years are likely to be an underestimate as less dwellings would have been present in previous years. Nevertheless, again there is no evidence that these limitations in the dwelling counts were different between the buffers and is therefore unlikely to significantly bias the outcomes of the study.

This study demonstrates that the risk of RRV is significantly increased among residents living within 2km of a nature reserve in the Perth metropolitan area that contains mosquito breeding habitat and natural vertebrate hosts. People living closer to mosquito breeding sites are exposed to a greater number of mosquitoes, and consequently are at a greater risk of being exposed to an infected mosquito.

These findings have implications for both existing and proposed new developments in close proximity to wetlands in Western Australia. Where residential areas already exist, a detailed mosquito management plan should be developed to ensure that any viable measures have been considered and can be applied to reduce the risk of exposure to disease carrying mosquitoes among residents within 2km of known mosquito breeding habitat. An effective mosquito management program will be based on an integrated approach that combines appropriate control measures and regular mosquito monitoring to ensure the risk of mosquito-borne disease remains at acceptable levels. More effort is also required to manage the kangaroo population around Thomsons Lake and another cull similar to that undertaken in 2006 may be required. While the Thomsons Lake management plan states that the population should be maintained at around 50 for environmental reasons, it may also be beneficial for human health.

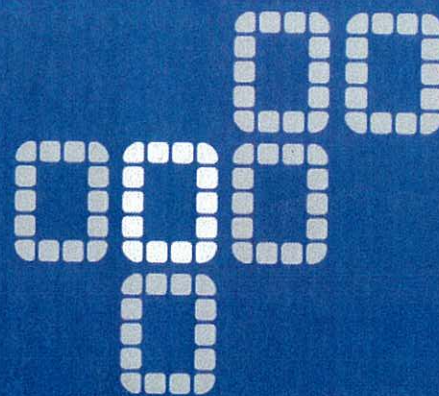
Furthermore, new residential developments should not occur or be approved within two kilometers of recognised permanent or semi-permanent natural mosquito breeding sites, such as wetlands, saltmarshes or estuarine environments unless the proponent/s can demonstrate that human exposure to nuisance and/or disease vector mosquitoes can be permanently maintained at acceptable levels, in accordance with advice from the Department of Health.

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8. Quantum GIS Development Team. 2012. *Quantum GIS Geographic Information System*. Open Source Geospatial Foundation Project. Available at <http://qgis.osgeo.org>





Delivering a **Healthy WA**

**For further information contact:**

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Department of Health**

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[www.public.health.wa.gov.au](http://www.public.health.wa.gov.au)



POL	LICENSED PREMISES (LIQUOR)	APD68
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POLICY CODE:	APD68
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Statutory Planning Services Health Services
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager Statutory Planning
FILE NO.:	PS/P/001
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 31 January 2013
OCM:	9 August 2012

## BACKGROUND:

The Western Australian Health Department and the Liquor Licensing Court have expressed the view that the impact of licensed premises, that serve to increase the availability of liquor, can contribute to alcohol related harm in the community. The Drug and Alcohol Office advises that research suggests that alcohol availability has the potential to contribute to harm in the community. The City does not currently take the issue of whether there is a public impact into consideration when determining planning applications for liquor licensed premises.

## PURPOSE:

To provide guidance in the decision making process by the Council in relation to the location of all existing and liquor licensed premises within the City, including modifications to existing premises. In this respect information about the public impact of liquor licensed premises is required to be provided with an application in order for the potential for adverse public impact to be assessed and determined in the decision making process.

## POLICY:

This policy arises from the provisions of Section 1.6 of Town planning Scheme No.3 where the aims of the Scheme are to ensure development complies with accepted standards and practices for public amenity and convenience. And also to ensure that the quality of life enjoyed by the City's inhabitants is not jeopardised by poor

POL	LICENSED PREMISES (LIQUOR)	APD68
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planning, unacceptable development and incompatible use of land. Inappropriate distribution and function of liquor licensed premises is considered to have a significant potential to conflict with these town planning objectives.

- (1) Council will take into consideration the public interest when assessing applications for planning approvals for liquor licensed premises. In this respect the potential for adverse public impact is to be considered alongside other matters such as community and economic development.
- (2) The City may require a Public Interest Assessment Report (PIAR) to be submitted prior to determination of any planning application for liquor licensed premises, in order to inform the community about how the proposal will be in the interest of the community.
- (3) Operational procedures will be prepared and contained within the Statutory Planning Department's procedure manual for the assessment of liquor licensed premises applications.



Mr Stephen Cain  
Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

Dear Mr Cain

## **SUBMISSION ON PROPOSED LOCAL PLANNING POLICY – LICENSED PREMISES**

In response to the City of Cockburn's call for public comment, please find enclosed the Drug and Alcohol Office submission regarding the following documents published on your website:

- Local Planning Policy on Licensed Premises.
- Position Statement on Liquor Licence Applications.

The Drug and Alcohol Office (DAO) commends the City for considering its vision regarding alcohol in the community and opening up such matters for public discussion.

In making this submission, the DAO does not in any way presume to be expert in the technical or legal aspects of appropriate Local Government policy development. The DAO wishes only to offer the following considerations, based upon the available literature on alcohol management and interaction with other Local Governments on such matters, in the hope that they will be of some assistance to the City's process.

## **BACKGROUND**

The DAO is an independent Government statutory authority that provides or contracts a state-wide network of services relating to prevention, treatment, professional education and training, and research activities to prevent and reduce the adverse impacts of alcohol and other drugs in the Western Australian community.

The DAO coordinates whole-of-government policies and strategies in conjunction with state and Commonwealth agencies. We work closely with other government agencies, the non-government sector and community to ensure the ongoing implementation of appropriate programs and services.

In response to calls from Local Government for assistance, the DAO has a *Local Government Alcohol Management Program* which has developed a number of collaborative projects working with Local Government on alcohol management.

This includes a current partnership with the WA Local Government Association. The DAO provides support to Local Governments seeking advice regarding the available evidence on alcohol matters and related prevention of harm and ill-health strategies.

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It has been observed that Local Governments are increasingly responding to alcohol issues that relate to their business, whether from community concern or in their day to day legislative and policy roles. A number of WA Local Governments now appear to be exploring contemporary options, such as adopting policy on liquor licensing and alcohol within their community.

## **NEW POLICY: 'LICENSED PREMISES' (PS/P/001)**

### **Strategic alignment**

While a reference to how this Policy fits within the City of Cockburn's local planning scheme is indicated on page 12 of the DAPPS 26/07/2012 Report, the Policy itself does not identify where it fits within the City's local planning scheme or how it links to other strategic plans and documents.

Decisions of the State Administrative Tribunal (SAT) in relation to liquor licensing planning matters have indicated the importance of a clear strategic link between Local Government liquor related policies and other public strategic documents, ideally in alignment with relevant provisions of the local planning scheme.

As an example, the City of Subiaco states within their Liquor Licensing Policy that,

*'It provides a framework for the assessment and determination of Liquor Licence applications. The assessment of applications requiring a liquor licence is to have regard to the provisions of the City's Town Planning Scheme, Subiaco Central Development Plan (SCDP), the City of Subiaco Commercial Centres Strategy (CCS) and any other relevant policy of the City.*

*The CCS outlines that the Town Centre Precinct is to have a multi purpose function and be a major employment centre with a range of retail, commercial, administrative, entertainment, leisure, recreational and community facilities. Licensed Premises will be accommodated in this zone but not to an extent where they dominate or have a negative impact on other uses or the amenity of commercial or residential premises and persons wishing to use those premises.*

*This policy complements provisions contained in the Town Planning Scheme, which provides the City with a head of power and associated criteria to control changes in the operation of a premises.*

*Clause 22 (2) of the City's Town Planning Scheme No 4 (TPS4) requires an application to commence development for changes in use. The planning provisions related to licensed premises are to provide a basis for guidance and control over the number, scale, operation, and location of such facilities, and where necessary, their hours of operation. These types of controls are generally consistent with those applied to other forms of development and differ only in their application, which will be triggered by the licensing or a change in licensing of existing premises.<sup>1</sup>*

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<sup>1</sup> 4.7 LIQUOR LICENSING POLICY [www.subiaco.wa.gov.au/fileuploads/Liquor%20Licensing%20\(Oct%202007\).pdf](http://www.subiaco.wa.gov.au/fileuploads/Liquor%20Licensing%20(Oct%202007).pdf)

Consultation with relevant Local Government experts/colleagues on the technical considerations required in relation to the above or the appropriateness of applying a similar approach in this instance is recommended.

## Background

***'The Western Australian Health Department and the Liquor Licensing Court have expressed the view that the impact of licensed premises, that serve to increase the availability of liquor, can contribute to alcohol-related harm in the community. The City does not currently take the issue of whether there is public impact into consideration when determining planning applications for licenses premises.'***

As a rationale for the Licensed Premises Policy, the 'Background' section references a 'view' by certain authorities that alcohol availability has the potential to contribute to harm in the community. If Council deems such a rationale acceptable, an amendment such as, *'Research suggests that alcohol availability has the potential to contribute to harm in the community'* may assist to strengthen the Policy.

There is a significant body of research spanning more than 30 years demonstrating that there is a positive relationship between alcohol consumption in populations and the frequency and range of social and health problems.

There have been several extensive reviews of the literature published on this topic, including:

- Loxley et al (2004). The Prevention of Substance Use, Risk and Harm in Australia: a Review of the Evidence.<sup>2</sup>
- National Drug Research Institute (2007). Restrictions on the Sale and Supply of Alcohol: Evidence and Outcomes.<sup>3</sup>
- Babor et al (2010). Alcohol: No Ordinary Commodity.<sup>4</sup>

Each of the reviews are consistent in that although the relationship is complex and may vary in magnitude over time and place, there is clearly a demonstrable, positive relationship between the availability of alcohol and the level of consumption and associated harm/problems. Examples of problems include acute harms, which tend to arise from episodic bouts of intoxication (e.g. violent assault, alcohol-related road injuries and drowning) and long term or chronic harms that arise from many years of harmful drinking (e.g. alcoholic liver cirrhosis, various cancers and alcohol dependence) (Chikritzhs et al. 2001).<sup>5</sup>

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<sup>2</sup> Loxley, W. Toubmourou, J. Stockwell, T. Haines, B. Scott, K. Godfrey, C. Waters, E. Patton, G. Fordham, R. Gray, D. Marshall, J. Ryder, D. Siggers, S. Sanci, L and Williams, J 2004, *The Prevention of Substance Use, Risk and Harm in Australia: a review of the evidence*. Canberra: The National Drug Research Centre and the Centre for Adolescent Health.

<sup>3</sup> National Drug Research Institute (2007). Restrictions on the Sale and Supply of Alcohol: Evidence and Outcomes. National Drug Research Institute, Curtin University of Technology: Perth.

<sup>4</sup> Babor, T., Caetano, R., Casswell, S., Edwards, G., Giesbrecht, N., Graham K., Grube, J., Hill, L., Holder, H., Homel, R., Livingston, M., Osterberg, E., Rehm, J., Room, R., Rossow, I 2010, *Alcohol, no ordinary commodity, research and public policy*. Oxford University Press, New York.

<sup>5</sup> Chikritzhs, T., Jonas, H., Stockwell, T., Heale, P. & Dietze (2001). Mortality and life-years lost due to alcohol: a comparison of acute and chronic causes. *Medical Journal of Australia*, 175, 281-284

## Purpose

***'To provide guidance in the decision making process by the Council in relation to the location of all existing and licensed premises within the City, including modifications to existing premises.'***

The 'Background' rationale of the Policy suggests its purpose is to allow consideration of adverse public impact alongside existing considerations regarding things such as community and economic development.

If the above is the correct rationale, the 'Purpose' section does not clearly stipulate this intent and may need clarification in order to permit the Policy to be used as intended.

## Policy

***(1) 'Council will take into consideration the public interest when assessing applications for planning approvals for licensed premises.'***

Regarding the term 'public interest', please see comments above regarding the purpose of the policy and allowing the scope to consider the adverse impact of an application alongside other matters.

***(2) 'The City may require a Public Interest Assessment Report (PIAR) to be submitted prior to determination of any planning application for licensed premises, in order to inform the community about how the proposal will be in the interest of the community.'***

Since 2007, the *Liquor Control Act 1988* has made it mandatory to submit a Public Interest Assessment at the time of applying to the Liquor Licensing Authority for a liquor licence. The Director of Liquor Licensing has a *Public Interest Assessment Policy* ([www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)) which provides guidance for licensees regarding what is required and notes flexibility in these requirements pending the type of licence application in question.

Seeking a Public Interest Assessment report (PIAR) at the Local Government planning stage can be a useful way for Local Governments to determine the exact extent of the proposed licence and to consider issues relevant to the community and the various business areas within Local Government. Some Local Governments have advised they choose to apply conditions to Section 40 certificates that may support a venue to have a minimal impact on the amenity and character of the community and a Public Interest Assessment document can assist in the assessment of such issues.

As early as possible, effective promotion and communication to licensed venue applicants of what is required may assist to avoid confusion and the frustration of stakeholders. If Council proceeds with this component of the Policy, given licensees are already required to develop such documents at the latter licence application stage with the Licensing Authority, it may be beneficial to consider the Director of Liquor Licensing guidelines and policy regarding Public Interest Assessments, so that such requirements are aligned where appropriate.

## **SUBMISSION ON PROPOSED NEW POSITION STATEMENT 'LICENSED PREMISES' (PS/P/001)**

In relation to the proposed new position statement 'Licensed Premises', the following considerations are offered.

### **Strategic alignment**

As discussed under the Licensed Premises Policy section above, for clarity, it may assist the City and its stakeholders to identify where this position statement fits in terms of being complementary to the City's strategic and policy documents.

### **Purpose**

***'To provide guidance to the City when determining planning applications for licensed premises.'***

It is unclear if the purpose of this position statement is to provide guidance to the City when determining only planning applications for licensed premises or to also provide guidance when considering new liquor licence applications where there are concerns which may require use of the statutory ability of Local Government under the Liquor Control Act (as described in the DAPPS 26/07/2012 Report).

### **Policy**

***(1) 'The proponent may be required to submit a Public Interest Assessment Report (PIAR) prior to determination of any planning application for licensed premises in order for the City to assess the potential impact of the proposed licensed premises.'***

It may be beneficial to consider in operational instructions, what the terms are for when a proponent is or is not required to submit a PIAR? For example, would the City require a PIAR for high-risk applications such as Hotels, Taverns, Liquor Stores etc, whereas no PIAR would be required for restaurant licences?

As noted previously, early communication with applicants regarding these requirements may assist to avoid confusion and frustration.

***(2) 'The City shall not support applications for licensed premises located within close proximity to existing or approved educational establishments, places of public worship or community/recreational facilities (particularly youth oriented community facilities). A specific separation of distance is not specified as it would be dependent upon the location/orientation of the educational establishment, place of public worship or community/recreational facility and the proposed licensed premises.'***

The above position statement reflects growing community concern regarding the direct and indirect impact of alcohol on children and young people. This was demonstrated by recent community concern expressed in the City of Cockburn regarding a new liquor store licence application which was to be located near to a youth oriented community facility.



As indicated in the DAPPS 26/07/2012 Report, medical and behavioural research shows that children and young people are a vulnerable group when it comes to alcohol consumption (both their own and others') and related harm. The vulnerability of children and young people relates to:

- actual consumption and associated harm, particularly impacts on physical development and health outcomes; and
- the level of influence of the *external environment* (physical and social) on current and future drinking attitudes, behaviours and related harms (Commonwealth Australia 2009; Roche et al 2007).<sup>67</sup>

There is a growing body of international evidence on the influence of alcohol images and promotions on the predisposition of children to drink alcohol because it is considered 'normal' based on the cultural cues they receive from the images and to initiate consumption at earlier ages. For example, research shows that adolescents attending schools in neighbourhoods where alcohol advertisements were common, tended to want to drink more and, compared with other children, had more positive views of alcohol. This finding held true for those students who were previously non-users of alcohol, suggesting that even those who have not consumed alcohol are still influenced by alcohol advertising (Pasch et al. 2007).<sup>8</sup>

***(4) 'The City shall support applications for small bar licenses in commercial zoned areas and will provide assistance to the applicant in establishing that the application is in the public interest, where it is supported by the Council and the local community.'***

The City's desire to encourage smaller licensed venues in the area is acknowledged. In consideration of this desire, the City may wish to provide itself with greater flexibility for both approving an application, but also to respond to current and future unanticipated issues that may present in relation to an application by a Small Bar.

In other Local Government areas, there have been examples of policies that have provided little flexibility for Council to consider specific unanticipated circumstances with particular licence applications.

In the case of Small Bars, unanticipated circumstances could include:

- Future cumulative impact of having multiple small bars located nearby each other and impact on infrastructure, amenity and antisocial behaviour once patrons leave the venues.
- The nature of the Small Bar in question. For example, there have been applications in the last several years in WA for Small Bar licences by a hairdressing salon, sporting venues which have junior members, and one seeking to have a school classroom theme.

Small bars are considered low risk due to the nature of the inside of the venue, patron numbers, and the ability for bar staff to monitor the whole venue. However, at closing times when patrons leave the venue, issues in relation to

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<sup>6</sup> Commonwealth of Australia 2009, *Australian Guidelines to Reduce Health Risks from Drinking Alcohol*, National Health and Medical Research Council, Canberra.

<sup>7</sup> Roche, A, Bywood, P, Borlagdan, J, Lunnay, B, Freeman, T, Lawton, L, Tovell, A & Nicholas, R 2007, *Young People and Alcohol: The Role of Cultural Influences*, National Centre for Education and Training on Addiction, Adelaide.

<sup>8</sup> Pasch, K, Komro, K, Perry, C, Hearst, M and Farbakhsh, K 2007. 'Outdoor Alcohol Advertising Near School: What Does It Advertise and How It Is Related to Intentions and Use of Alcohol Among Young Adolescents?' *Journal of Studies on Alcohol and Drugs*, p. 587-596.

noise, alcohol-related public disturbance and damage to property can still occur and is more likely to become an issue when there are a number of these venues located within close proximity to each other. The Drug and Alcohol Office is aware of WA locations where such complaints have been made by community members in relation to Small Bars. You may also be interested to consider the information coming out of Victoria (which has a strong small venue culture), regarding the cumulative effect of having numerous licensed venues in an area.

In addition, there may also be legal or community perception implications for participating in establishing a public interest case for a licensed premises should future harm result at or in relation to that premises.

An alternative option for the City in relation to its desire to encourage smaller venues could be to make the Public Interest Assessment Report requirements of the Local Government less onerous for Small Bar applications.

The Drug and Alcohol Office wishes the City well in its consideration of how to balance the development of its community with community wellbeing and safety and appreciates the opportunity to provide information that may assist the City in its deliberations.

Please do not hesitate to contact Ms Naomi Henrickson, Manager, Alcohol Programs, Drug and Alcohol Office on 9370 0373 or email [naomi.henrickson@health.wa.gov.au](mailto:naomi.henrickson@health.wa.gov.au) regarding this submission if needed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Guard', written in a cursive style.

**Neil Guard**  
**EXECUTIVE DIRECTOR**

13 September 2012

enc.

POL	UNIFORM FENCING	APD69
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POLICY CODE:	APD69
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	PS/P/003
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	<del>11 October 2012</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

Uniform fencing is generally required where development of land abuts the public domain including roads and public open space. Uniform Fencing is specified as a condition of subdivision and/or development approval. It is imperative that any uniform fencing installed is visually appealing, constructed of durable materials and provides adequate passive surveillance (where required).

## PURPOSE:

To provide guidance for the installation of uniform fencing.

## POLICY:

### (1) Scope

1. This policy applies to all uniform fencing constructed within the City of Cockburn.
2. Uniform fencing is required to be provided by developers and landowners where land abuts public open space, drainage sites, pedestrian access ways, regional roads, other roads of district importance or any other public place.
3. The requirement for the construction of uniform fencing shall be triggered through the development and/or subdivision of land.

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4. The City shall impose a condition on planning approvals (where applicable) requiring the applicant/owner to construct uniform fencing in accordance with this policy.
5. The City shall recommend to the Western Australian Planning Commission that a condition be imposed on subdivision approvals (where applicable) requiring the applicant/owner to construct uniform fencing in accordance with this policy.

(2) General Uniform Fencing Standards

1. Uniform fencing shall generally be a minimum height of 1800mm above natural ground level. This does not include retaining walls. Uniform fencing below 1800mm in height may be considered appropriate for specific locations, including where it is required to be installed above a retaining wall.
2. Uniform fencing shall be constructed of limestone, brick, masonry or other durable materials approved by the City. Uniform fencing using modular construction may be considered provided that it the wall presents a rendered or similar finish and it can be demonstrated that the repair and maintenance requirements of such a wall is satisfactory to the City.
3. Colourbond® steel (or similar), ring-lock/cyclone, super-six/fibro cement and twin-side post and panel fencing are not acceptable materials where uniform fencing is required.
4. Uniform fencing, where visually permeable infill panels are required shall be constructed of wrought iron, steel, aluminium or other similar durable material to the satisfaction of the City. Timber infill panels are generally not supported due to its high maintenance and low durability compared to metal products. Infill panels shall be constructed above 1.2m in height above natural ground level and shall be 50% visually permeable in accordance with the definition contained in the Residential Design Codes. Fully visually permeable infill panels (below 1.2m) may also be considered for approval.
5. Uniform fencing piers shall be a maximum of 300mm above the fence line and provided at any interval of not more than 7.5m for limestone, brick or masonry and 6m for all other fences.
6. Approval for the subsequent removal and/or modification of uniform fencing will not be granted unless it is demonstrated by the applicant that the alternative maintains Council's objectives of achieving a high level of visual amenity, high durability and adequate passive surveillance (where appropriate).

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7. Fencing which may impede visual sightlines and pedestrian /or vehicular movement is required to be no higher than 750mm within 1.5m of a vehicle crossover.
8. Any solid uniform fencing shall be treated with non sacrificial graffiti protection to the City's satisfaction.
9. Full elevation and site plans are required to be submitted to the City's Statutory Planning Services for its endorsement prior to the installation of any uniform fencing.

(3) Uniform Fencing abutting Primary & Other Regional Roads and Railway Reserves

1. Uniform fencing abutting regional roads and railway reserves may be required to provide additional requirements to satisfy noise attenuation measures in order to comply with *State Planning Policy 5.4 'Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.
2. Uniform fencing abutting regional roads and rail reserves shall generally be of solid construction without visually permeable infill panels.
3. Extensive portions of solid uniform fencing shall be suitably broken up with different materials/textures/landscaping to provide visual relief.

(4) Uniform Fencing abutting all other roads

1. Uniform fencing abutting local roads shall generally be of solid construction but may in some instances be required to provide visually permeable infill panels to promote passive surveillance depending on the location and traffic associated with the road.

(5) Uniform Fencing abutting Public Open Space (POS)

1. Uniform fencing abutting POS shall provide visually permeable infill panels to promote passive surveillance.
2. Minor portions of solid uniform fencing may be permitted to screen some areas of residential land including drying areas.
3. Pedestrian access gates (and stairs if required) are encouraged to be constructed as part of the uniform fencing between residential lots and POS to encourage use of the POS by the adjoining residents.

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(6) Uniform Fencing abutting Pedestrian Access Ways (PAWs)

1. Uniform fencing abutting PAWs shall generally be required to provide visually permeable infill panels to promote passive surveillance of the PAW.
2. Minor portions of solid uniform fencing may be permitted to screen some areas of residential land including drying areas.

POL	WASTE MANAGEMENT IN MULTIPLE UNIT DEVELOPMENTS	APD70
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POLICY CODE:	APD70
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Planning & Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	11 October 2012
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

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

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

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

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## **PURPOSE:**

The purpose of this policy is to:

1. Provide standards and/or requirements aimed at minimising waste whilst achieving higher levels of resource recovery across the life of a development. This includes: pre-development stages in the process including demolition and remediation (if applicable), the construction stage and development occupancy;
2. Achieve development that is more functionally designed and effectively managed in terms of waste management and resource recovery for the benefit of a range of stakeholders, including: the developer, property owners and/or development occupants, property owners in the vicinity, waste collecting personnel/contractors, and waste management facilities/businesses;
3. Achieve development that has greater regard for the amenity of adjoining development and a locality generally, including mixed use development where residential and non-residential development should co-exist successfully with minimal impact/s on the other;
4. Provide for the safer, more hygienic handling (storage), collection and sorting of waste and recyclables by residents and employees, and those working in the waste management industry;
5. Provide for waste management and minimisation in a manner that protects the environment, including: the prevention of both 'on' and 'off' site pollution, with a greater emphasis on Ecologically Sustainable Development (ESD), notably higher levels of resource recovery and increased recycling (contributing to a reduction in use of natural resources);

Provide for efficient, practical and safe waste collection.

## **POLICY:**

- (1) A Waste Management Plan (WMP) is to be submitted with the following categories of Development Application:
  1. Residential
    - (a) Grouped dwelling proposals where simple bin presentation for road-side collection is not possible;
    - (b) Six (6) or more multiple dwellings;



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- (c) Aged or dependant persons developments comprising more than 10 beds/dwellings or where simple bin presentation for road-side collection is not possible; and
    - (d) Lodging houses.
  - 2. Mixed Use Developments (comprising both Residential and Non-Residential).
  - 3. Non-Residential Development
    - (a) All types of non-residential development where waste is generated, including commercial (office, showroom, warehouse), industrial (all types), retail (shops) and food and beverage type establishments (cafes, restaurants etc).
- (2) The WMP is to include the following:
- 1. In the case of demolition and/or remediation:
    - (a) Site plan showing on-site materials storage areas, collection points and vehicular access/egress arrangements;
    - (b) Details of materials and quantities thereof to be re-used (on-site), recycled or to be sent to landfill;
    - (c) Measures to be implemented for the purpose of minimising the delivery of waste generally to landfill.
  - 2. In the case of new development:
    - (a) Measures to be implemented for the purpose of minimising the delivery of waste to landfill during construction, including: the separation on-site of like materials for re-use or recycling, nominated on-site collection points, and the requirements/expectations of the builder and sub-contractors regarding waste.
    - (b) Measures to be implemented for the purpose of minimising the delivery of waste to landfill during occupation, including: the on-site separation of materials for recycling, on-site collection points, and the expectations of owners and/or occupants/tenants.
    - (c) Site Plan showing the location and size of on-site storage, the collection point/s, pedestrian and vehicular access to the collection point/s (in the case of site collection) and/or the location of the bin pad in the case of road side collection.
    - (d) Detailed plan and elevation showing the size and design of the storage area in accordance with the minimum requirements below. If not shown on the Site Plan, turning circles (maneuvering details) are to be shown on a separate plan.

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- (e) An estimation of waste volume likely to be generated when the development is occupied, including the potential for an increase in volume (due to an increase in the density of a residential development or a change of use in non-residential development). In this regard, the City provides a weekly recycling service;
- (f) Details of the intended method of collection and associated equipment i.e. by the City of Cockburn and/or private contractor, time and management of collection i.e. by individuals, strata managers and/or caretaker/s, cleaning and maintenance of on-site waste management areas etc;
- (g) Details of advice to be provided to property owners and/or development occupants (both residential and non-residential) regarding the WMP;
- (h) Details of any contract/s with cleaners and/or waste contractors, including the requirements of the contract/s;
- (i) Plans to incorporate new waste management technologies and practices in the WMP;
- (j) Details of how a WMP will continue to be applied in perpetuity across the life of a development, via for example, reference to such in the Strata Management Statement (including details regarding the process for changing a WMP and the City's involvement in such).

(3) Minimum requirements to be addressed in a WMP:

1. Residential

- (a) On-site storage capable of containing a minimum of one (1) weeks waste and recycled material;
- (b) The provision of a minimum one (1) square metre per dwelling for waste storage;
- (c) On-site storage being conveniently located to the point of collection and out of public view;
- (d) Suitably located road side bin collection pad/s (taking into account pedestrian and vehicular movement across the front of, or into and out of a property, walls, fencing and landscaping at the front of a property, and kerbside parking);
- (e) Removal of bins from the collection point (internal or road side) the day of collection.

2. Non-Residential Development

- (a) On-site storage capable of containing a minimum of one (1) weeks waste and recycled material;
- (b) Area of waste storage:
  - i. Office/Showroom/Warehouse: 1m<sup>2</sup>/200m<sup>2</sup> Gross Floor Area (GFA);

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- ii. Industrial: 1m<sup>2</sup>/100m<sup>2</sup> GFA. Note: waste generated "use" specific and storage capacity to relate to industry type;
    - iii. Retail (shop): 2m<sup>2</sup>/200m<sup>2</sup> GFA;
    - iv. Restaurant/Café: 1m<sup>2</sup>/20 seats, or 1m<sup>2</sup>/100 meals served;
    - v. Tourist Accommodation (hotel, serviced apartments etc): 1m<sup>2</sup>/12 rooms.
  - (c) Up to two (2) collections per week taking place at food premises (restaurants/cafes) or premises involved in food processing/production (or similar activities).
  - (d) Premises involved in the processing, retail and/or wholesale of animal products where the waste generated contains 20% by weight or volume of fish, poultry or meat, and/or generates 50 litres of seafood, poultry or meat waste per day, must refrigerate this waste prior to collection.
- (4) General Requirements (applicable to both Residential and Non-Residential Development)
1. Mandatory (Required)
- (a) Waste storage and/or recycling rooms are to be provided in the basement, part basement or undercroft level of a development when waste is collected from one, or all of these levels;
  - (b) Where waste and recyclables are to be collected in the basement level or similar, collection is to take place in the vicinity of the waste storage and/or recycling room. The collection point is to be flat, with the travel path between the storage area/room and collection point/vehicle clear of steps or kerbs. The distance between the storage area/room should be no greater than ten (10) metres.
  - (c) Minimum clearance required in the basement, part basement or undercroft levels of a development is 2.4 metres. This includes clearance to all structural beams, pipe work, services or similar.
  - (d) Minimum driveway width is four (4) metres. On-site maneuvering (turning circles etc) is to provide for ease of collection and vehicle egress in a forward manner. Where a turn-table is to be installed to facilitate forward egress, the turn-table requires a minimum 20 tonne capacity.
  - (e) Access ramps and driveway gradients serving basements, part basements or undercroft areas are to cater for long wheel base vehicles 7.2 metres in length with a maximum gradient of 1:4.5.
  - (f) Where approval is given for the collection of waste and recyclables from the road (at the pre-application stage, or via the development application process), consideration needs to be given to a 12.5 metre long truck where access and/or manoeuvrability is difficult or limited.

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- (g) Waste storage, management and collection in mixed use developments and/or buildings is to be separate and self contained/secured (with separate access arrangements). Where secured, a compatible key system is necessary to enable access by collecting personnel/contractors. This includes the City of Cockburn where the City is the collector. The City's Waste Services Unit is to be consulted regarding the system prior to installation. All costs associated with the system are the responsibility of the developer, property owner/s and/or the strata managers.
- (h) A caretaker or strata management representative is to manage waste and recycling to ensure bins are filled consecutively, with only full bins to be presented on collection day.
- (i) All putrescible waste awaiting collection is to be stored in a Mobile Garbage Bin/s (MGB). Alternative storage containers with permanent tight fitting lids and smooth washable internal surfaces may be approved by the City.
- (j) External waste enclosures are to be surrounded by 1.8 metre high walls or fencing with a self closing gate. Internal rooms i.e. within a basement are to be separately ventilated with a system complying with Australian Standard 1668 (AS1668). The ventilation outlet is not to be in the vicinity of windows or intake vents associated with other ventilation systems.
- (k) Waste storage and/or recycling rooms/areas are to be designed and erected in a manner that has regard for the design and appearance of the development of which they are a part. Suitable clearance to enable safe and unimpeded collection is also required. In this regard, clearance to: buildings, hard and soft landscaped elements, and on/off-site parking is to be taken into a account.
- (l) All waste storage and/or recycling rooms/areas are to have: 75mm concrete floors grading to a 100mm industrial floor waste (including a charged 'water-trap' connected to sewer or an approved septic system), with a hose cock to enable bins and/or the enclosure to be washed out. An alternate floor surface may be approved by the City's Waste Manager.
- (m) All internal walls in waste storage and/or recycling rooms/areas are to be cement rendered (solid and impervious) to enable easy cleaning. Ceilings in waste storage and/or recycling rooms are to be finished with a smooth faced, non-absorbent material capable of being easily cleaned.
- (n) Walls and ceilings in waste storage and/or recycling areas are to be finished or painted in a light colour.
- (o) All waste storage and/or recycling rooms are to be constructed in a manner that prevents the entry of vermin;
- (p) All waste storage and/or recycling rooms/areas are to be provided with artificial lighting, sensor or switch controlled both internal/external to the room or area. All lighting in open areas

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is to comply with AS4282-1997 (Control of Obtrusive Outdoor Lighting).

- (q) All waste storage and/or recycling rooms/areas require the following signs and/or information to be displayed:
  - i. A sign stating "NO STANDING" at the entrance to the room/area.
  - ii. A clearly visible "DANGER" sign in the vicinity of the entrance to the room/area.
  - iii. Standard signage (details available in the City's Resource Recovery Calendar for Domestic Waste distributed with Rates Notices) explaining waste management and what materials are suitable for recycling (to be posted/erected in all waste storage and/or recycling rooms/areas).

2. Preferred (Recommended)

- (a) The storage and collection of waste from the basement, part basement or undercroft level of any multi-storey development.
- (b) Where applicable in the case of non-residential use or development, waste contract provisions should require the collection and recycling of low/high grade office paper and other office equipment, including: batteries, smoke detectors, fluorescent tubes, computers and televisions from the waste stream.
- (c) The provision of a minimum of 0.5 square metres per dwelling 'bulky' storage space in residential development.
- (d) A bulky storage or fenced in area in non-residential development. Minimum eight (8) metres in volume (m<sup>3</sup>), suitably signed and made available for the storage of electronic goods.

(5) Advice

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

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POLICY CODE:	APD71
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	<del>11 October 2012</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

This policy augments the existing provisions of the City of Cockburn's Town Planning Scheme No. 3 (TPS 3) relating to the development of industrial land. This policy also supersedes replaces several industrial design guideline documents which applied to various specific areas within the City. It is the aim of this policy to deliver more consistent set of built form controls for development across the various industrial areas of the City.

## PURPOSE:

The purpose of this policy is to provide guidance for the development of land in the City of Cockburn's industrial and mixed business zones in an endeavour to achieve coordinated, quality development outcomes.

## POLICY:

### (1) Scope

1. This policy applies to the development of all land within the following TPS 3 zones:
  - Industry;
  - Light and Service Industry;
  - Mixed Business; and
  - Development (where a structure plan indicates the use as Industry, Light and Service Industry, Mixed Business or similar).

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2. This policy does not apply in the following instances:
  - Where a Detailed Area Plan (DAP) has been adopted to guide the built form and where provisions of the DAP conflict with this policy.
  - Where there is a conflict between this policy and the 'Cockburn Commercial Park' and 'Phoenix Business Park' design Guidelines, those area specific design guidelines shall prevail over this policy. However any provision of this policy that may not be included in the area specific design guidelines shall still apply (for example the Vehicle Access and Parking provisions).

## (2) Land Use

1. For speculative developments proposing more than one use within the same building, the building shall be provided with clear physical separation of the uses which may be achieved through a wall or other barrier to the satisfaction of the City. Delineation of uses on plan only with no physical separation will generally not be supported.
2. Changes of use to a use which is designated as a permitted (P) use of TPS 3 where car parking remains the same (or which results in a surplus) as what has been approved shall be exempt from requiring planning approval.

## (3) Setbacks

1. The minimum primary street setback shall be 15m unless it can be clearly demonstrated that a reduced setback is consistent with the existing streetscape.
2. The minimum secondary street setback shall be 3m unless it can be demonstrated that a reduced setback is consistent with the existing streetscape and/or that a reduction will not result in a detrimental impact on the streetscape.
3. Where a lot has frontages to two streets (excluding the secondary street) then both setbacks shall be 15m.
4. Setbacks other than those to the street shall be in accordance with the Building Code of Australia.
5. The primary and secondary street setback areas shall not be used for any purpose other than vehicle access, car parking, loading or unloading of vehicles and landscaping.

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#### (4) Vehicle Access & Parking

##### 1. Car Parking

- Car parking provision shall be in accordance with the minimum requirements of TPS 3; and
- Any industrial use class as contained in TPS 3, containing more than one tenancy or unit, shall, in addition to the TPS 3 minimum requirements, provide a minimum of 4 car parking bays per unit (For example a 300m<sup>2</sup> 'warehouse' shall provide 4 car parking bays).
- All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
- Tandem car parking bays shall generally not be supported unless they are in excess of the minimum parking bay requirements of TPS 3 and this policy.
- Car parking inside an existing building will generally not be supported unless they are in excess of the minimum parking bay requirements of TPS 3 and this policy. However, purpose-built undercover car parking will be considered.
- Car parking areas shall be designed and constructed in accordance with the most recent version of Australian Standard 2870.

##### 2. Bicycle Parking

- In addition to the requirements of TPS 3, bicycle parking facilities shall provide weather protection via an awning or similar and shall consist of rails, stands, locker or any other type of equipment designed for this purpose in accordance with Australian Standard AS2890.3.

##### 3. Service, Loading & Delivery Areas

- Delivery and/or loading bays may be considered inside a building adjacent to a suitable opening however this area shall be marked, signed, easily accessible and available in perpetuity for deliveries to the building or tenancy.
- All servicing and loading areas shall be located behind the primary street setback and appropriately screened.

#### (5) Fencing

1. The minimum standard of fencing shall be black PVC coated chain/link mesh with black support posts and a height of 1.8m. Additional security may be provided through the provision of a maximum "3-barb" wire on top of chain/link mesh fence of equivalent. All gates, posts, and fittings shall be black galvanised steel.
2. Fencing which exceeds the minimum standard shall complement the building and landscaping design.



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(6) Stormwater Management

1. Every development shall be designed to contain all stormwater on site.
2. Specific drainage requirements shall be in accordance with the Building Code of Australia.
3. Stormwater drainage plans shall be lodged up front at the planning application stage.

(7) Signage

1. The provision of all signage on site shall be in accordance with TPS 3 and the City's Signage Policy.
2. Any signage installed shall be an integral part of the building.
3. Painted on signs shall only be permitted where the signage does not dominate the building facade or detract from the streetscape.

(8) Retaining Walls

1. All retaining walls on site shall be constructed from cut, flush jointed limestone blocks or similar masonry material approved by the City.
2. Concrete post and panel retaining walls will generally not be permitted.

(9) Built Form

1. Building Frontage and Entry

- All buildings shall be designed to address the primary and (if applicable) secondary street through use of openings and building materials.
- Large expanses of unrelieved sections of wall or roof where seen from the primary and (if applicable) secondary street, shall not be permitted.
- The main entrance to the building is on the front elevation or close to the front of the building and should be clearly visible, easily accessible and marked with signage.
- Entrances shall contain a covered portico, awning, canopy or verandah to further emphasize it and provide weather protection.

2. Roofs

- A parapet, creating a visual top to the building facade is to be provided where flat, skillion or similar roofs are proposed.

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### 3. Materials, Colours and Finishes

- Broad facades are to be broken down into separate sections through different materials, colours and finishes to provide interest and enhance the streetscape.
- External boundary walls that are visible from the street shall be treated appropriately. This may be achieved through colour, score lines or similar. Where an adjoining site is vacant, the treatment shall be for at least half the length of the wall, measured from the portion of wall closest to the street.
- Any development proposal with a construction value exceeding \$500,000 shall include a set of coloured perspectives with the application.

### 4. Passive Solar Design

- The orientation of the building shall be designed to maximise north exposure where possible.
- East and west openings shall be minimised.
- North, east and west openings shall be provided with awnings or other similar shading device.
- The orientation and openings to the building shall maximise natural cross flow ventilation where possible.

## (10) Landscaping

### 1. General

- A detailed landscape plan shall be submitted with a planning application.
- The area of landscaping to be provided shall be in accordance with the requirements of TPS 3.
- All species shall be selected from the relevant City of Cockburn's Landscaping Species Lists.
- Trees shall be a minimum of 2m in height (approx 45 litre pot size at time of planting).
- Landscaping proposals which seek a reduction in accordance with clause 5.9.2 (b) of TPS 3 shall be required to include the verge landscaping in the landscape plan.

### 2. Verge Planting

- Clause 5.9.2 (e) is not applicable to industrial development as defined in the scope of this policy.
- Verge trees shall be a minimum of 2m in height (approx 45 litre pot size at time of planting).
- The remainder of the verge may be either mulch with ground coverings or lawn.
- The verge shall be irrigated for two (2) years from the time that plantings are installed and maintained thereafter by the landowner/occupier adjacent to the verge.

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- The verge shall not be used for car parking purposes unless approved by the City of Cockburn.

#### (11) Waste Management

1. Every proposal shall include internal or external bin storage provisions for each tenancy or an appropriate shared bin storage area for unit developments may be permitted.
2. Internal bin storage shall be adequately sized to contain all waste bins and consist of a concrete wash-down pad of at least 1m<sup>2</sup> graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
3. External bin storage enclosures shall be adequately sized to contain all waste bins and be a minimum of 1.8 m high, fitted with a gate and graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
4. External bin storage enclosures shall be located behind the building alignment and be screened from view of the street.

#### (12) Staged Development

1. Future stages of any development shall be considered and included on the site plan along with any necessary expansion to vehicle parking.

#### (13) Future Road Networks

1. Proposals on land subject to a future road network shall ensure that provision of the future road network and vehicle access forms part of the proposal.
2. Proposals on land which is required for a future road network shall ensure that road reserves are ceded as part of a development application or subdivision application, whichever comes first.
3. Proposals incorporating road networks or as otherwise determined by the City, shall demonstrate integration with adjoining development.

#### (14) Vehicle Crossovers

1. A limit of one (1) crossover for every 30 metres of lineal lot frontage shall apply with a maximum of two (2) crossovers for corner lots (For example lots less than 30m have one crossover, 30-60m may have two crossovers, 60-90 may have three crossovers etc).
2. Traffic movement to (access) and from (egress) a lot via one (1) crossover is to be facilitated by the effective movement of vehicles within a lot.

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3. Crossover location and traffic movement within a lot is to occur in a manner that enables all vehicles to leave a lot in a forward manner. This includes larger vehicles, and can often be facilitated through the inclusion of a designated manoeuvring bay.
4. Lots with two (2) or more frontages can have an additional crossover i.e. on the secondary street, providing all other requirements of this Policy are satisfied. A crossover on a secondary street is to serve a specific function i.e. the servicing of a lot and/or improved traffic circulation.
5. All crossovers are to be separated from street intersections and crossovers on adjoining lots by the following distances:
  - Street intersection (exclusive of truncation):
  - 2m (minor road);
  - 3m (major road)
  - Crossover on adjoining lot/s: 1.5m to side boundary i.e. 3m between crossovers.
6. Existing street trees are to be preserved wherever possible in determining the location of a crossover.
7. Redundant crossovers are to be removed and the verge/lot frontage made good to existing standard/s of the locality, or as otherwise specified by the City's Engineering Services.
8. The City encourages the use of shared crossovers for the purpose of facilitating access/egress across multiple lot frontages. In some instances, the City may require the establishment of shared crossovers. This requirement is usually associated with 'strip' industrial or commercial development. Access across the front of lots is facilitated through 'right of carriage way' (or similar) easements.
9. In the event more than one (1) crossover is necessary to enable the specific use or development of a lot, the City may consider the appropriateness of such subject to the presentation of a submission in support of such. Depending on the nature of the proposal, the City may require written certification from a suitably qualified traffic engineer (or similar).
10. Certification will need to confirm what's proposed is necessary and appropriate in the context of the location. In this regard, it needs to be demonstrated that the provision of more than one (1) crossover will not adversely affect traffic flows in the adjoining street, or on an adjoining property/lot.

POL	DOMESTIC SATELLITE DISHES POLICY	APD14
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<b>POLICY CODE:</b>	APD 14
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Planning and Development
<b>SERVICE UNIT:</b>	Statutory Planning Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Statutory Planning
<b>FILE NO.:</b>	SM/P/002
<b>DATE FIRST ADOPTED:</b>	19 August 1997
<b>DATE LAST REVIEWED:</b>	11 October 2012
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	APD54
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	9 April 2009 11 October 2012

## BACKGROUND:

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

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

Satellite dishes typically associated with receiving Pay TV service signals are 90 centimetres in diameter. In residential areas these dishes are commonly affixed to the roof. In rural areas, dishes are 1.2 metres or 1.5 metres in diameter and are capable of receiving free to air and Pay TV signals. Dishes 3.0 metres in diameter are available for receiving international signals.

Three (3.0) metre dishes are popular in the City of Cockburn, providing non English speaking residents or residents with English as a second language access to European TV channels for news, sports and information. These dishes, however, are large and can have an adverse effect on local amenity and character.

## PURPOSE:

To:

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

POL	DOMESTIC SATELLITE DISHES POLICY	APD14
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## POLICY:

### (1) General Guidelines

1. Dishes must be located to minimise their visual impact from neighbouring properties, the street or other public areas.
2. Dishes must be ground mounted with a maximum diameter of 3.0 metres.
3. Dishes should be erected below the height of fences where practicable and are to be adequately screened at ground level from view of neighbouring properties.

Screening measures include the following:

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

### (2) Planning Approval

1. Planning Approval is required for:
  - (a) any dish in greater than 1.2 metres in diameter on land zoned Residential;
  - (b) any dish greater than 1.5 metres in diameter on land zoned Regional Centre, District Centre, Local Centre or Mixed Business;
  - (c) any dish greater than 1.8 metres in diameter on land zoned Rural Living, Rural, Resource, Light and Service Industry or Industry
  - (d) where two (2) or more dishes, including those for which approval is not required, are proposed on one property.

Development applications for satellite dishes in a Development Zone will be required based on the above requirements and the content of any Structure Plan that applies i.e. in terms of land use identified in the Structure Plan. In the event a Structure Plan does not apply, a Development Application will be required and will be determined on its merits taking into account the above and Clause 6.2.4.2 of Town Planning Scheme No.3.

POL	DOMESTIC SATELLITE DISHES POLICY	APD14
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In those instances where development approval is not required, the General Guidelines mentioned above are to be addressed.

2. Planning Approval is not required for:

Dishes associated with:-

- (a) Temporary mobile communication facilities; located at any one specific place for a period not exceeding one week; or
  - (b) State Emergency Services Communication Equipment; or
  - (c) Any other public authority communications infrastructure.
3. Exemption from the requirement to obtain planning approval as set out in this Policy will not apply in the following instances:
  - (a) Properties listed on the State Register of Heritage Places.

### (3) Application Procedure

1. Each application shall include the following information:
  - (a) MRS Form 1 - Application for Approval to Commence Development;
  - (b) Three (3) copies of plans including:
    - (i) A site plan showing the location of the satellite dish on the subject property, and in relation to the street and adjoining property/ies;
    - (ii) the height and elevation of the satellite dish in relation to the natural ground level;
    - (iii) dimensions of the satellite dish and supporting posts etc;
  - (c) Details of any screening to be provided and any neighbours comments.

The City will be primarily concerned with the location and height of any proposed dish. In this regard, the City will look closely at any potential impact on the visual amenity of adjoining property/ies, and the likely effectiveness of proposed screening measures.

2. The City, at its discretion, may notify neighbours and invite comment on a proposal in accordance with Clause 9.4.3 of Town Planning Scheme No. 3, prior to making a determination of the application.

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3. If objections from neighbours are received regarding potential visual impact, a satellite dish shall not protrude above the boundary fence or screening measures unless otherwise agreed with adjoining owners or determined by the City.
4. An application for a Building Permit may be required dependant on the nature of a proposal. The City's Building Services should be consulted to determine if a Permit is required.

(4) Extraordinary Circumstances:

1. Where a satellite dish does not comply with the criteria outlined in this Policy, justification in relation to the following is to be met by the applicant:
  - (a) the functional necessity for a satellite dish greater than the required diameter to be roof mounted; and
  - (b) the aesthetic impact such a satellite dish may have on the amenity of the area in relation to:
    - (i) how the proposed satellite dish respects the amenity of the area;
    - (ii) how the site and impact of the proposed satellite dish responds to the size of the premises on which the satellite dish is to be installed and the scale of the surrounding buildings;
    - (iii) how the proposed satellite dish does not negatively impact on the appearance and efficiency of a road or other public way in terms of colour, brightness and location; and
    - (iv) how the proposed satellite dish responds to any objects of scenic, historic, architectural, scientific or cultural interest.



POL	RESIDENTIAL DESIGN CODES – ALTERNATIVE ACCEPTABLE DEVELOPMENT PROVISIONS	APD49
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POLICY CODE:	APD49
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	14 July 2005
DATE LAST REVIEWED:	<del>13 October 2011</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	13 October 2011 11 October 2012

## BACKGROUND:

The "Residential Design Codes" are a Western Australian Planning Commission State Planning Policy and were gazetted on 4 October 2002 and amended in April 2008 as the basis for the siting and design of residential development.

The Residential Design Codes (R-Codes) incorporate a performance-oriented approach to design and include "acceptable development" provisions which are 'deemed to comply' standards. In instances where a proposal does not comply with the acceptable development provisions, a proposal may be approved if the relevant "performance criteria" are satisfied. The performance criteria provide different ways of achieving an acceptable design outcomes consistent with the objectives of the R-Codes.

This policy seeks to clarify circumstances where the Council considers certain development meets the performance criteria of the R-Codes. Specifically, in accordance with Part 5 of the Residential Design Codes, this policy is designed to prescribe alternative acceptable development provisions to meet performance criteria set out in the R-Codes.

### Application

- This policy applies to all development to which the R-Codes apply; and
- The policy does not exempt compliance with other requirements of the R-Codes, the City of Cockburn Town Planning Scheme No. 3, other Council policies, Detailed Area Plans and the Building Codes of Australia.

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Relevant Provisions:

Town Planning Scheme No. 3

Clause 5.2 Adoption of the Residential Design Codes (and amendments thereto)

Residential Design Codes

Part 5 Local Planning Policies

Part 6 Design Elements

#### **PURPOSE:**

To provide alternative acceptable development provisions for satisfying the performance criteria and grounds for considering applications in accordance with the performance criteria specified under the R-Codes.

#### **POLICY:**

- (1) Where a proposal meets (where relevant) the following alternative acceptable development provisions the performance criteria relating to that aspect of the development under the R-Codes are considered satisfied, without the need for advertising to adjoining owners.
- (2) Where a proposal for a single house or two grouped dwellings (including any outbuildings) meets the alternative acceptable development provisions of this policy, and/or the acceptable development provisions of the R-Codes, the proposal will not require planning approval (Clause 8.2.1 of TPS3).
- (3) Where a proposal (where relevant) does not meet all of the following alternative acceptable development provisions the Council will consider the proposal at its discretion in accordance with the relevant performance criteria under the Codes, having due regard to clause 2.5 of the R-Codes.
- (4) Where a proposal is being considered in accordance with the preceding clause, and where no relevant submissions have been received, in accordance with Part 4 of the R-Codes and where concerns and/or objections have been satisfactorily addressed by negotiation or by the imposition of conditions, the proposal may be deemed to have satisfied the relevant performance criteria under the R-Codes.
- (5) Streetscape – (R-Codes 6.2)
  1. Primary Street Setbacks

The minimum primary street setbacks for residential zoned properties may be reduced as per the following:

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- (a) R20 coded lots – 5m
- (b) R25 coded lots – 4m
- (c) R30-R60 coded lots – 3m

Primary street setbacks may still be averaged as per Figures 1a, 1b and 1c of the R-Codes.

The reduced minimum primary street setbacks do not apply to garages and carports which shall be as per the R-Codes.

The variation to the minimum setback allowed by Part 6.2.1 A1.1 (i) of the R-Codes must be calculated based on the minimum specified by Table 1 of the R-Codes, not the reduced minimums identified above.

## 2. Secondary Street Setbacks

Flat roof patios or carports may be setback 0.5m from the secondary street and pitched roof patios or carports may be setback 1m from the secondary street boundary.

## 3. Setback of Carports

Carports proposed within the primary street setback areas associated with an existing dwelling may be constructed with a 3m setback from the primary street without the need for vehicles to be parked parallel to the street provided that:

- (a) There is clear visibility between the street and the dwelling;
- (b) The carport remains open on all sides except for the dwelling; and
- (c) No form of door (roller, tilt, slide etc) is installed to the frontage.

## (6) Boundary Setbacks – (R-Codes 6.3)

1. Garages and carports with a nil side boundary wall can be setback 4.5m from a primary street.
2. In areas coded R20 and R25 boundary walls up to a height of 3m (no average required - the length remains as per the R-Codes). The acceptable length of boundary wall can be split between more than one boundary.
3. In areas coded R30 and above boundary walls up to a height of 3.5m (no average required – the length remains as per the R-Codes). The acceptable length of boundary wall can be split between more than one boundary.

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4. Patios setback 1m or less from the boundary are considered acceptable where the patio is up to 3m in height and up to 15m in length on one boundary. (Exclusive of other boundary walls).

(7) Open Space – (R-Codes 6.4)

1. The Open Space Minimum Total % of site requirement in Table 1 of the R-Codes may be reduced by up to 5% provided the minimum outdoor living area requirements relevant to that Density Code are met.
2. Outdoor living areas are acceptable partially or entirely within the front setback area.
3. Outdoor living areas with opaque roof cover up to one half of the required area are acceptable.
4. Outdoor living areas where the entire roof is translucent with cover up to two-thirds of the required area are acceptable.

(8) Access and Carparking – (Codes 6.5)

1. Driveways are acceptable up to 2m from a corner lot truncation, provided the truncation is a minimum of 3m.

(9) Privacy – (R-Codes 6.8)

Where a variation to the privacy requirements of the R-Codes under the acceptable development provisions does not cause overlooking of habitable rooms and outdoor living areas either within the site (for grouped dwelling development) or of adjoining residential properties, the City will deem that the performance criteria of the R-Codes are satisfied.

(10) Incidental Development – (R-Codes 6.10)

1. Outbuildings that comply with the acceptable development provisions of the R-Codes (Clause 6.10.1 A1) but with a floor area not exceeding 100m<sup>2</sup> in area or 10 percent in aggregate of the site area, whichever is the lesser and a wall height not exceeding 3m are considered acceptable.
2. Stores for grouped dwellings may have a minimum dimension of 1m if the space is located within a garage (total store area of 4m<sup>2</sup> is still required).
3. Stores not visible from the primary or secondary street may be constructed of sheet metal cladding such as Colorbond or the like.



<b>POL</b>	<b>THE KEEPING OF HORSES AND OTHER ANIMALS IN THE RESOURCE ZONE</b>	<b>APD42</b>
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<b>POLICY CODE:</b>	APD42
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Planning & Development
<b>SERVICE UNIT:</b>	Statutory Planning Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Statutory Planning
<b>FILE NO.:</b>	SM/P/002
<b>DATE FIRST ADOPTED:</b>	17 December 2002
<b>DATE LAST REVIEWED:</b>	<a href="#">11 October 2012</a>
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	APD65
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

The effective management of land-use activities over the Jandakot Underground Water Mound is a matter of State planning significance. Land-use activities have the potential to adversely affect Perth's drinking water. The Resource Zone in the City's Town Planning Scheme and the Western Australian Planning Commission (WAPC) "Statement of Planning Policy 2.3 Jandakot Groundwater Protection" (SPP 2.3) specifically regulate activities such as the keeping of horses and other animals.

## PURPOSE:

In accordance with SPP 2.3, applications for animal activities are to be referred to the Department of Water (DOW) for consideration, as they have the technical expertise to evaluate the implications on ground water supplies. The guidelines used by the DOW are designed to protect the Jandakot underground water mound. The City is compelled to follow the DOW recommendation or refer the application to the WAPC for determination with its recommendation along with the DOW recommendation. In those instances where the Council does not agree with the DOW advice. On environmental grounds, it is likely the DOW recommendation will be followed in most instances.

The purpose of this policy is to provide guidance to landowners and the City when considering future applications for horse or other animal activities in the Resource Zone. The following approach intends to ensure that decisions are made on the basis of sound environmental resource management, for the purpose of achieving the objectives outlined in SPP 2.3.

**POLICY:**

- (1) Conditional approval may be granted where development applications for the proposed keeping of horses and other animals have been considered by the DOW to comply with the Environmental Guidelines for Horses Activities (December 2002)
- (2) Where planning applications for the keeping of horses or other animals have been considered by the DOW to not comply with the Environmental Guidelines for Horse Activities (December 2002), then the applications concerned may be refused.
- (3) The City will acknowledge lawfully established non-conforming uses relating to the keeping of horses and other animals in the Resource Zone where past planning approvals exist.
- (4) Where retrospective development applications for the keeping of horses have been considered by the DOW to not comply with the Environmental Guidelines for Horse Activities (December 2002) or other relevant guidelines and advice to that effect is received by the City, then the applications concerned will be refused.
- (5) In refusing applications in accordance with clause 34 above, proponents will be given notice by the City to the effect that they will be given periods up to 12 months to ensure the animals concerned are removed from the property.
- (6) In the event that landowners identified as requiring development approval (to keep horses and/or other animals) do not co-operate by applying for the planning consent within the time requested, then the City will give notice to the landowners concerned requiring the animals to be removed from the property within 3 months, or risk prosecution.



POL	SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD	APD27
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POLICY CODE:	APD27
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	16 January 2001
DATE LAST REVIEWED:	11 October 2012
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

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

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

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

NOTE: This Policy needs to be read in conjunction with APD7 (*Rural Subdivision Policy*) and PSPD7 (*Jandakot Airport*).

<b>POL</b>	<b>SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD</b>	<b>APD27</b>
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## **PURPOSE:**

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

## **POLICY:**

### Planning Principles

1. Ensure subdivision over the Jandakot Groundwater Mound is compatible with the long term use of the groundwater for public water supply. Land use changes applicable to this Policy must ensure that effects on groundwater are prevented or managed appropriately with planning controls.
2. Maintain the operational integrity of Jandakot Airport, Kennel/Cattery Precinct and Solomon Road Industrial Area.
3. Provide a permeable and logical road layout that avoids no through roads, and which also discourages through traffic from Armadale Road to Warton Road.
4. Maintain remnant Bush Forever sites of regional environmental significance and other vegetation of local significance as identified by the City of Cockburn.
5. Protect basic raw materials from incompatible land uses and provide for sand extraction prior to subdivision of land and adjoining land where off-site impacts are anticipated.
6. Require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision, in accordance with an adopted Rehabilitation Management Plan approved by the City of Cockburn.
7. Identification of site specific environmental features worthy of protection through a detailed land capability and site suitability assessment by proponents in consultation with the City of Cockburn.
8. Maintain and enhance the high level of the visual and landscape qualities of the natural environment for the benefit of future generations.



POL	<b>SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD</b>	APD27
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9. Ensure subdivision design and associated rehabilitation works reflect appropriate bushfire safety principles as detailed within WAPC Development Control Policy No. 3.7 (*Fire Planning*) and relevant Scheme provisions.

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

(1) PRECINCT: 1

1. Properties:

Lots 4, 86, 87, 333 Prinsep Road and Lots 5, 9, 88 and 89 Jandakot Road, Jandakot.

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

2. Current Status:

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

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

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 1 are complied with.
- (b) Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of the Town Planning Scheme No. 3 section 6.2.5 Preparation of Proposed Structure Plans.
- (c) The City shall only support the creation of lots less than 2 hectares to the extent that the reduction in lot area is required to facilitate the construction of subdivisional roads.
- (d) All new building envelopes are to be located outside the 30 ANEF noise contour of the Jandakot Airport.

POL	<b>SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD</b>	APD27
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- (e) The City shall recommend a notification under Section 165 of the *Planning and Development Act 2005* be placed on the title of all lots created from subdivision advising of aircraft noise and building height restrictions affecting the land. These are considered to represent hazards/other factors affecting the use and/or quiet enjoyment of the land.

(2) PRECINCT: 2

1. Properties:

Lot 130 Jandakot Road.

2. Current Status:

Lot 146 originally part of the Precinct area has been subdivided into 22 rural lifestyle lots on Louisiana Glen and Spuria Way Banjup. Subdivision was undertaken generally in accordance with the concept plan. As such Precinct 2 has been amended to remove these lots.

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

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 2 are complied with.
- (b) Any proposed plan of subdivision will be required to address matters consistent with the structure planning provisions of the Town Planning Scheme No. 3 section 6.2.5 Preparation of Proposed Structure Plans.
- (c) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City of Cockburn. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City of Cockburn. The City of Cockburn will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in

<b>POL</b>	<b>SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD</b>	<b>APD27</b>
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accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.

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

<b>POL</b>	<b>SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD</b>	<b>APD27</b>
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(3) PRECINCT: 3

1. Properties:

Lot 9000 Johnson Road and Lot 186 Acourt Road, Banjup.

2. Current Status:

Old Lots 1 and 2 have now been subdivided into 18 rural lifestyle lots on Merrit Loop, Jandakot, Lot 9000 which is a balance title (WAPC ref 128328) remains undivided. Precinct 2 has been amended to retain Lot 9000 and remove the newly subdivided land.

Lot 186 is occupied by soil blending and fertiliser operations.

3. Subdivision recommendations and requirements:

- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 3 are complied with.
- (b) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City of Cockburn. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City of Cockburn. The City of Cockburn will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.
- (c) The City shall not support subdivision until the soil blending operation and the soil blending/fertiliser factory on Lot 186 have ceased operating and all associated materials and structures have been removed.
- (d) The City shall recommend a geotechnical investigation of proposed building envelopes for areas where inappropriate backfilling and/or

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compaction is suspected. In the event that inappropriate backfilling/compaction has occurred, this will need to be rectified to make the building envelopes capable for accommodating development prior to the issue of subdivision clearances.

- (e) The City shall recommend investigation for soil and groundwater contamination in areas known or suspected to have contamination potential (e.g. previous storage of fuel). In the event that contamination has occurred, all remediation works including validation of remediation is to be completed to the specifications of the Department of Environment and Conservation prior to the commencement of any site works.
- (f) The City shall require that the subdivision layout design provide Lukin Swamp with an adequate buffer of public open space, and that frontage to a subdivisional road be provided to enable public and City access to the swamp and public open space.
- (g) The City shall recommend a notification under Section 165 of the *Planning and Development Act 2005* be placed on the title of all lots created from subdivision advising of aircraft noise and building height restrictions affecting the land. These are considered to represent hazards/other factors seriously affecting the use/enjoyment of the land.
- (h) All new building envelopes are to be located outside the 30 ANEF noise contour of the Jandakot Airport.
- (i) The City shall not support the creation of lots with excessive areas of batter slopes or unevenness. As a guide no greater than one third the area of any lot is to be affected by this.
- (j) The City shall request strategic revegetation to enhance areas of remnant vegetation, buffer zones to Lukin Swamp and provide vegetated linkages to the Jandakot Botanical Park.

(4) PRECINCT: 4

1. Properties:

Lot 131 Jandakot Road, Lots 2 and 4 Armadale Road and lots 820 and 821 Fraser Road Jandakot.

2. Current Status:

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Old Lots 2, 132, 133 and 135 on the western end of the precinct have been rezoned in the Metropolitan Region Scheme to Urban and will be subject of a Development Area. This land has now been excised from the Precinct.

Old lot 138 Jandakot Road has been subdivided generally in accordance with the Precincts and Subdivision Guide Plan and now comprises 14 lots fronting Skotsch and Jandakot Roads.

Lot 4 is occupied by a defunct brick works.

3. Subdivision recommendations and requirements:

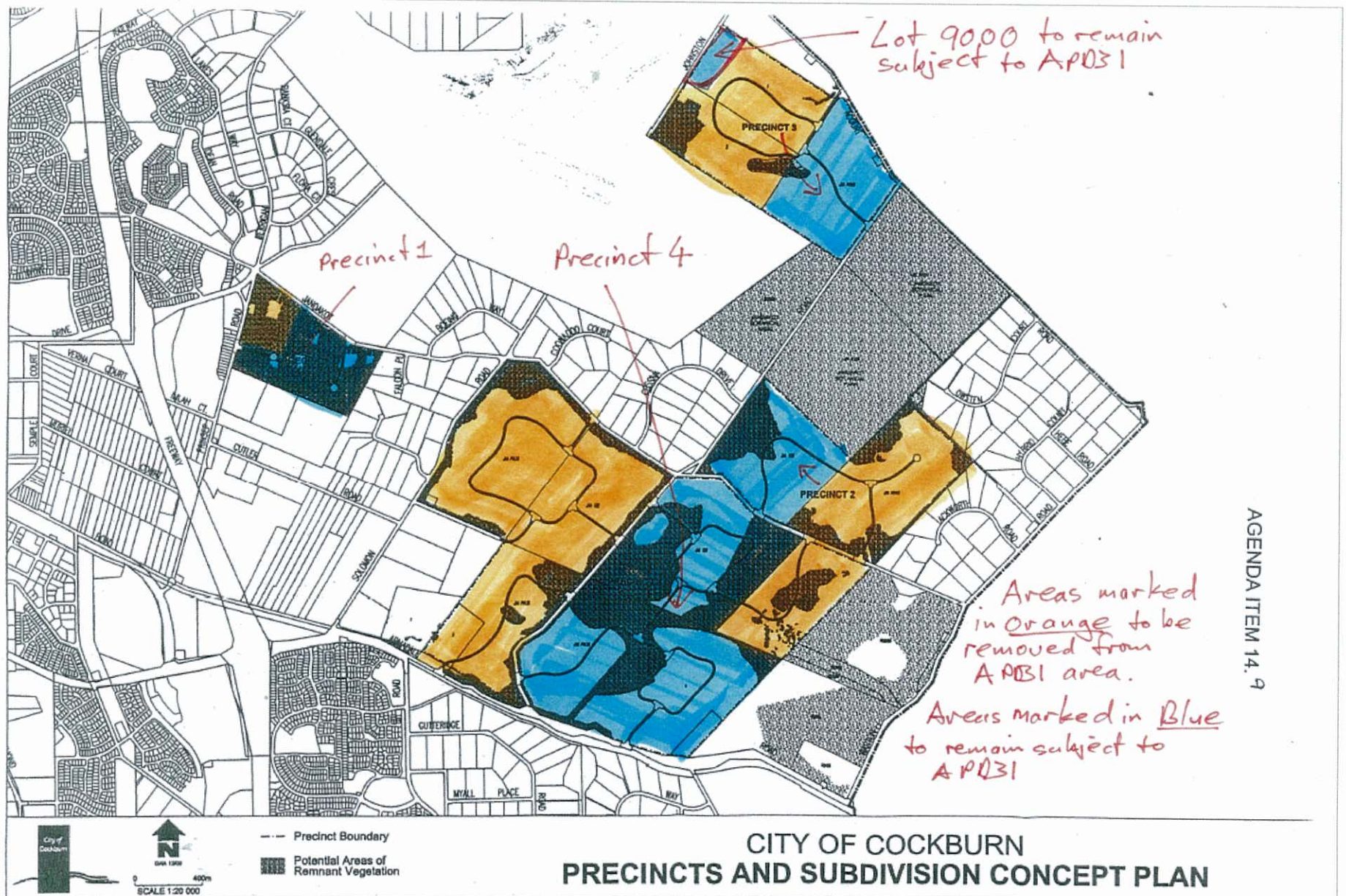
- (a) The City shall not support subdivision unless the general intentions of the Precincts and Subdivision Concept Plan for Precinct 4 are complied with.
- (b) The City shall require comprehensive rehabilitation works to be undertaken and completed at the time of subdivision of the land, in accordance with an adopted Rehabilitation Management Plan approved by the City of Cockburn. Rehabilitation works undertaken on public land will have a standard maintenance period associated, and will be audited at the end of the maintenance period to assess whether works have been appropriately undertaken in accordance with the adopted Rehabilitation Management Plan prior to the public land being taken over by the City of Cockburn. The City of Cockburn will only takeover public land once rehabilitation and maintenance works have been undertaken in accordance with the requirements of the adopted Rehabilitation Management Plan. For rehabilitation works on private land, affected lots are to include on their titles the requirement to care for and maintain the rehabilitation works in accordance with the minimum standards set out in the adopted Rehabilitation Management Plan.
- (c) The City shall not support subdivision unless relevant recommended buffer distances [in accordance with the Environmental Protection Authority's Guidance Statement No. 3 (*Separation Distances between Industrial and Sensitive Land*)] are achieved to operational sand excavation sites, the brickworks on Lot 4 Armadale Road and other land uses with buffer zones.
- (d) The City shall recommend a notification under Section 165 of the *Planning and Development Act 2005* be placed on the title of all lots created from subdivision advising of aircraft noise and building height restrictions affecting the land. These are considered to

<b>POL</b>	<b>SUBDIVISION POLICY FOR SAND EXTRACTION SITES AND OTHER SITES IN JANDAKOT AND BANJUP NORTH OF ARMADALE ROAD</b>	<b>APD27</b>
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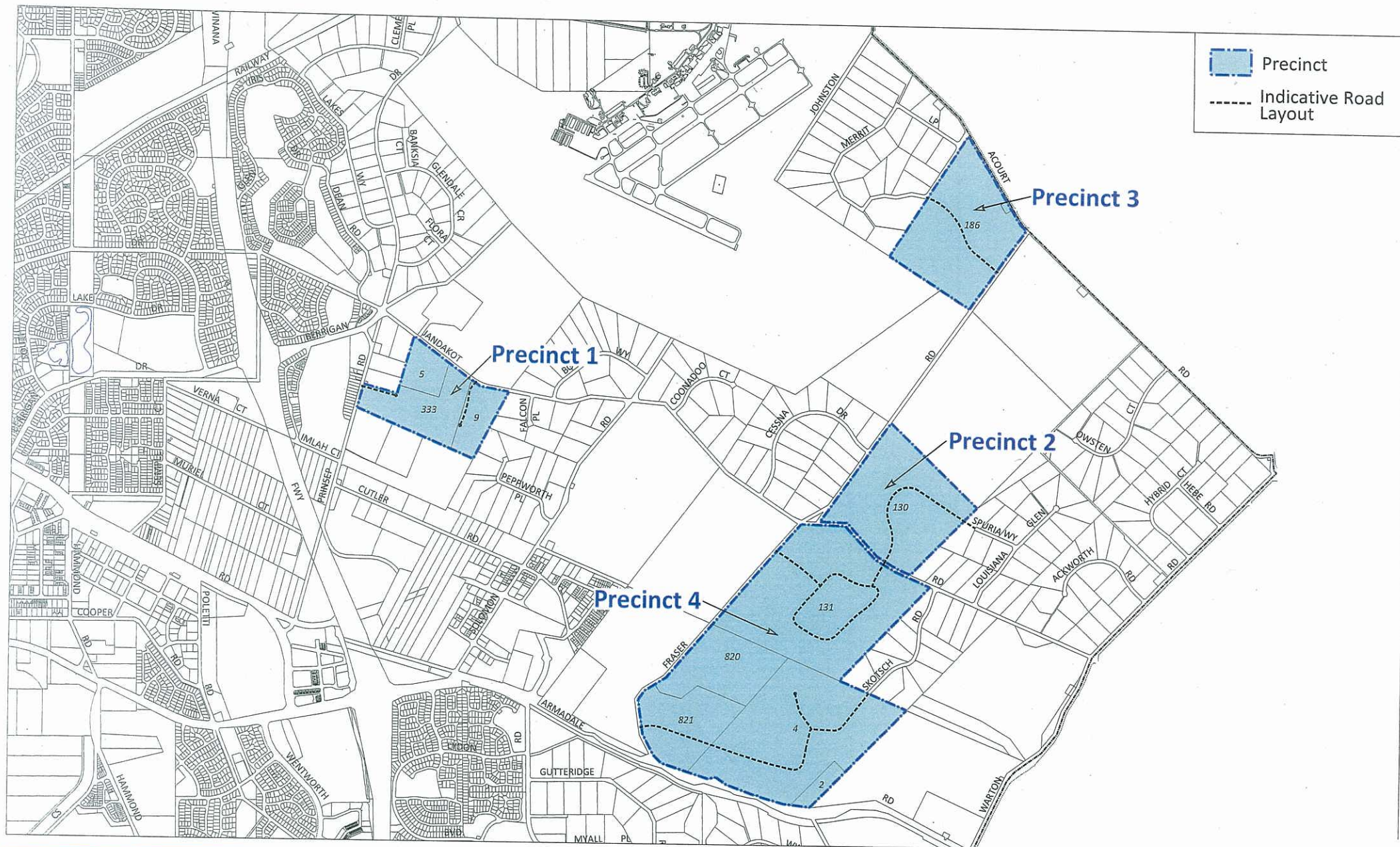
represent hazards/other factors seriously affecting the use/enjoyment of the land.

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











POL	SERVICE STATIONS AND PETROL FILLING STATIONS	APD36
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POLICY CODE:	APD36
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	11 October 2012
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	9 April 2009 11 October 2012

## BACKGROUND:

A policy is needed to assist the City in the assessment of proposals and decision making process.

## PURPOSE:

The purpose is to provide applicants and the City with guidelines as to how service station and petrol filling station proposals within the District will be assessed. The objective of the Policy is to promote a convenient and accessible pattern of service stations and petrol filling stations within the District to serve the resident and travelling public and to prevent stations from establishing in locations which are unsuitable on traffic and amenity grounds.

## POLICY:

### (1) Definitions

1. A 'Service Station' is defined by Town Planning Scheme No. 3 and is as follows:  
Means premises used for:
  - (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental/convenience nature; and
  - (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles but does not include premises used for

<b>POL</b>	<b>SERVICE STATIONS AND PETROL FILLING STATIONS</b>	<b>APD36</b>
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transport depot, panel beating, spray painting, major repairs or wrecking, petrol filling station.

- (c) A 'Petrol Filling Station' is defined by Town Planning Scheme No. 3 as follows:

Means land and buildings used for the retailing of fuel and petroleum products and may include a convenience store with a floor area not exceeding 300 square metres, but does not include a workshop for mechanical repairs or the servicing of vehicles or machinery.

(2) General

The design and layout of service stations and petrol filling stations shall not have a detrimental impact on the local amenity in respect to traffic and pedestrian movements, odours, lighting, noise and hours of operation.

(3) Location

1. Service stations and petrol filling stations should be located adjoining or as part of a shopping centre, commercial or industrial use.
2. Service stations and petrol filling stations shall only be permitted on land located within an Under Ground Water Pollution Control Area if supported by the Department of Environment, Water and Catchment Protection.
3. Service stations and petrol filling stations should not be located on primary regional roads.
4. When service and petrol filling stations are located near residential uses, prospective applicants are required to demonstrate compliance with noise regulations and State Planning Policy 4.1; State Industrial Buffer Policy.

(4) Traffic Management

1. On divided roads ingress and egress to the site is limited to left in and left out.
2. Service and petrol filling station access is not to be located opposite a median break.
3. Mid block locations for service and petrol filling stations are preferred, however, driveway crossovers will not be permitted within 25 metres of a median break or a road intersection.

<b>POL</b>	<b>SERVICE STATIONS AND PETROL FILLING STATIONS</b>	<b>APD36</b>
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4. Service and petrol filling station driveway crossovers shall be located in accordance with the Main Roads W. A. standards for sight distances.
5. Service and petrol filling stations will not be permitted in locations which would prejudice road widening or other improvements.
6. Prospective applicants are required to provide a traffic impact assessment prepared by a suitable qualified traffic consultant, which addresses on-site traffic management and road design.

POL	RELOCATION OF BUILDING ENVELOPES	APD55
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POLICY CODE:	APD55
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Planning & Development
SERVICE UNIT:	Statutory Planning
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	11 December 2008
DATE LAST REVIEWED:	<del>11 October 2012</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

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

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

## PURPOSE:

To provide guidance to applicants and officers in regard to the circumstances under which clause 5.10.2 (c) of Town Planning Scheme No.3 (TPS3) may be utilised to relocate or modify a building envelope.

## POLICY:

A building envelope may be modified or relocated, provided that:

1. The written request referred to in clause 5.10.2 (c) of TPS3 is in the form of an Application for Approval to Commence Development (Form 1), accompanied by the appropriate fee and documentation;

POL	RELOCATION OF BUILDING ENVELOPES	APD55
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2. The area of the modified building envelope is similar in size to the original building envelope but should in any event not exceed 3000m<sup>2</sup>;
3. The modified building envelope accords with the setback distances prescribed in clause 5.10.2 (d) of TPS3;
4. The modified building envelope has regard to the requirement that any development contained therein has a finished floor level that is a minimum of 1.2m above the highest known water table applicable to the land;
5. The modified building envelope is located to avoid or minimise vegetation removal on-site; and
6. The modified building envelope has regard to the placement of a dwelling and outbuildings on a lot relative to adjoining lots and buildings contained thereon (for the purpose of maintaining separation and protection of amenity in a rural setting).



POL	COOGEE RESIDENTIAL HEIGHT REQUIREMENTS	APD53
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POLICY CODE:	APD53
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	14 August 2008
DATE LAST REVIEWED:	<del>11 October 2012</del>
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	APD53
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 October 2012

## BACKGROUND:

Applications proposing excessive heights for residential development in the suburb of Coogee have highlighted the need for a Local Planning Policy to control the amenity impacts associated with additional building height in this location.

## PURPOSE:

The purpose of the policy is to limit the height of residential development in the suburb of Coogee as indicated on the attached plan.

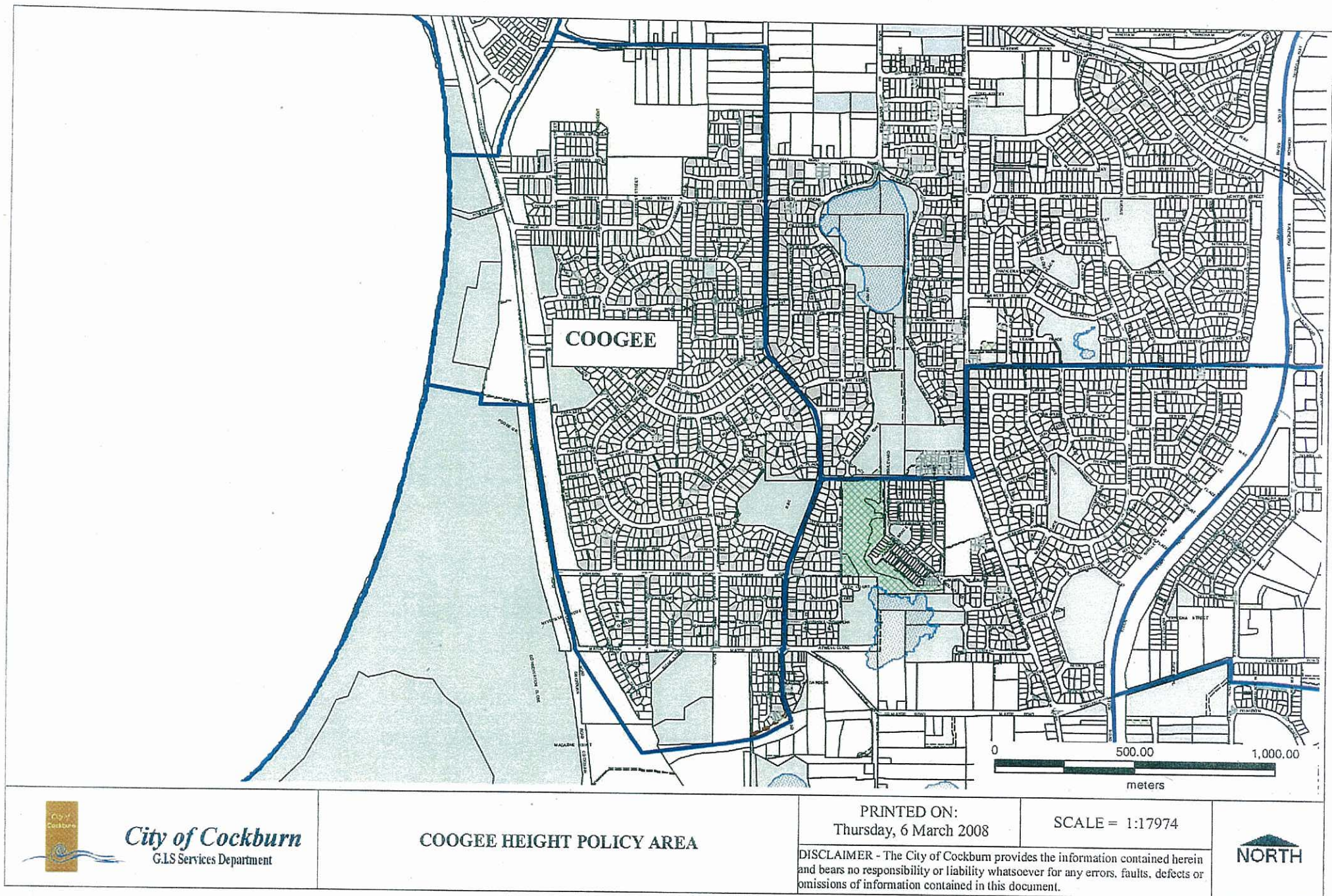
## POLICY:

1. Maximum building height of residential development shall be limited to:
  - (i) Top of wall (roof over) - 7m
  - (ii) Top of Wall (parapet) – 8m
  - (iii) Top of pitched roof – 10m
2. Definitions including Height, Natural Ground Level and Wall shall be as per the Residential Design Codes of WA 2002 (as amended).
3. Proposals which exceed the above requirements are to be advertised for public comment.

POL	COOGEE RESIDENTIAL HEIGHT REQUIREMENTS	APD53
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4. Where an objection is received that relates to building height and deemed a valid objection by the Manager Statutory Planning, the application will be referred to Council for determination. If there are no objections relating to height, determination will be made under delegated authority.







POL	DEVELOPMENT COMPLIANCE PROCESS	APD29
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POLICY CODE:	APD29
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning and Development
SERVICE UNIT:	Statutory Planning Services
RESPONSIBLE OFFICER:	Manager, Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	15 May 2001
DATE LAST REVIEWED:	11 October 2012
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	APD54
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	27 September 2012 31 January 2013
OCM:	11 December 2008 11 October 2012

## BACKGROUND:

The City deals with a range of development compliance matters which vary significantly from an unauthorised use or development to non-compliance with conditions of Council approval.

The Planning & Development Act 2005 sets out a formal legislative process for Local Government to utilise.

## PURPOSE:

To provide a clear position and process for ensuring that development of land complies with the City of Cockburn Town Planning Scheme.

## POLICY:

### (1) Definition

The term *development* used in the Policy has the same meaning as the definition in the Planning & Development Act:

**Development** - means the development or use of any land, including—

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- (b) the carrying out on the land of any excavation or other works;

POL	DEVELOPMENT COMPLIANCE PROCESS	APD29
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- (c) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —
  - (i) is likely to change the character of that place or the external appearance of any building; or
  - (ii) would constitute an irreversible alteration of the fabric of any building;

(2) Statement of position

All landowners and operators of development are required to comply with the City of Cockburn Town Planning Scheme, Council Policies and any relevant Local Laws. Pursuant to the Scheme the Council's approval is required prior to commencement of the use or development of land and the use or development must comply with any conditions imposed.

(3) Planning Consent exemption

A planning consent is not required for certain development types on land zoned pursuant to clause 8.2.1 of the Scheme.

(4) Notification of Unlawful development

The Planning & Development Act ("the Act") sets out a formal legislative procedure for Local Government to utilise when dealing with breaches of its operative Town Planning Scheme.

The Local Government must adhere to this procedure as a baseline, state wide Development Control Policy that is in force as legislation. Any additional procedure the Local Government sees fit to include above this standard is at the Local Government's discretion.

The Local Government may delegate the power to issue directions to the CEO, who may delegate that function to an Officer pursuant to section 5.45 of the *Local Government Act 1995*.

The flowcharts attached to this Policy show the process to be followed in relation to the Town Planning and Development Act and the Policy.

(5) Explanation of Directions

1. Section 214(2) - Direction to 'Stop'. In this case, stop means stop work immediately and not recommence the use or development. The City is not required to give a notice period, however the person affected has a right of appeal against the direction. A direction to stop may be used where the breach involves an unapproved land use (ie home business).

POL	DEVELOPMENT COMPLIANCE PROCESS	APD29
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2. Section 214(3) - If a development has been undertaken in contravention of the Scheme, and the Local Government requires the development to be altered, pulled down, removed or land restored to its original condition prior to the development taking place, a direction may be issued to that effect, however a notice period of 60 days must be given and the person affected by the direction has a right of appeal. It is expected that this part would be used for such things as unapproved structures, unapproved earthworks and non-compliance with conditions of approval.
3. Section 214(5) - *"If it appears to a responsible authority that delay in the execution of any work to be executed under a Scheme would prejudice the efficient operation of the Scheme, the responsible authority may give a written direction to the person whose duty it is to execute the work to execute that work."* It is unclear as to how this part can be used, however it could be used in a similar fashion to S.214 (3) regarding non-compliance with DA conditions.

Following the service of any of the directions above, the person affected by the direction may appeal to the State Administrative Tribunal to have the direction stayed, altered, or overturned. Such an appeal must be made within 28 days of the service of the direction.

When delivering its decision, the State Administrative Tribunal will either, affirm the direction issued by the Local Government, alter the direction issued by the Local Government, or substitute the direction issued by the Local Government.

If a person does not comply with a Direction issued under section 214(3) of the Act, the Local Government is empowered by section 215 of the Act to carry out the works required by the Direction and recover the costs of doing so from that person in the courts.

## (6) Principles

Prior to undertaking legal proceedings the following principles must be generally observed:-

1. There is a clear breach of the City of Cockburn Town Planning Scheme; or
2. The person concerned has been directed to rectify the breach and has been given 28 days to make satisfactory arrangements to bring the development into compliance; or
3. A continuation of the breach would result in an adverse impact on the amenity of the area, and a likelihood of a complaint being received; or

POL	DEVELOPMENT COMPLIANCE PROCESS	APD29
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4. The development conflicts with the principles of orderly and proper planning in a general sense.

(7) Legal Implications

1. A person who:

- a) Contravenes a Town Planning Scheme;
- b) Contravenes a condition imposed with respect to a development approved under the Scheme by the Local Government;
- c) Fails to comply with a direction issued under section 214(2), 214(3) or 214(5) by the Local Government, or;
- d) Fails to comply with a direction issued by the State Administrative Tribunal:

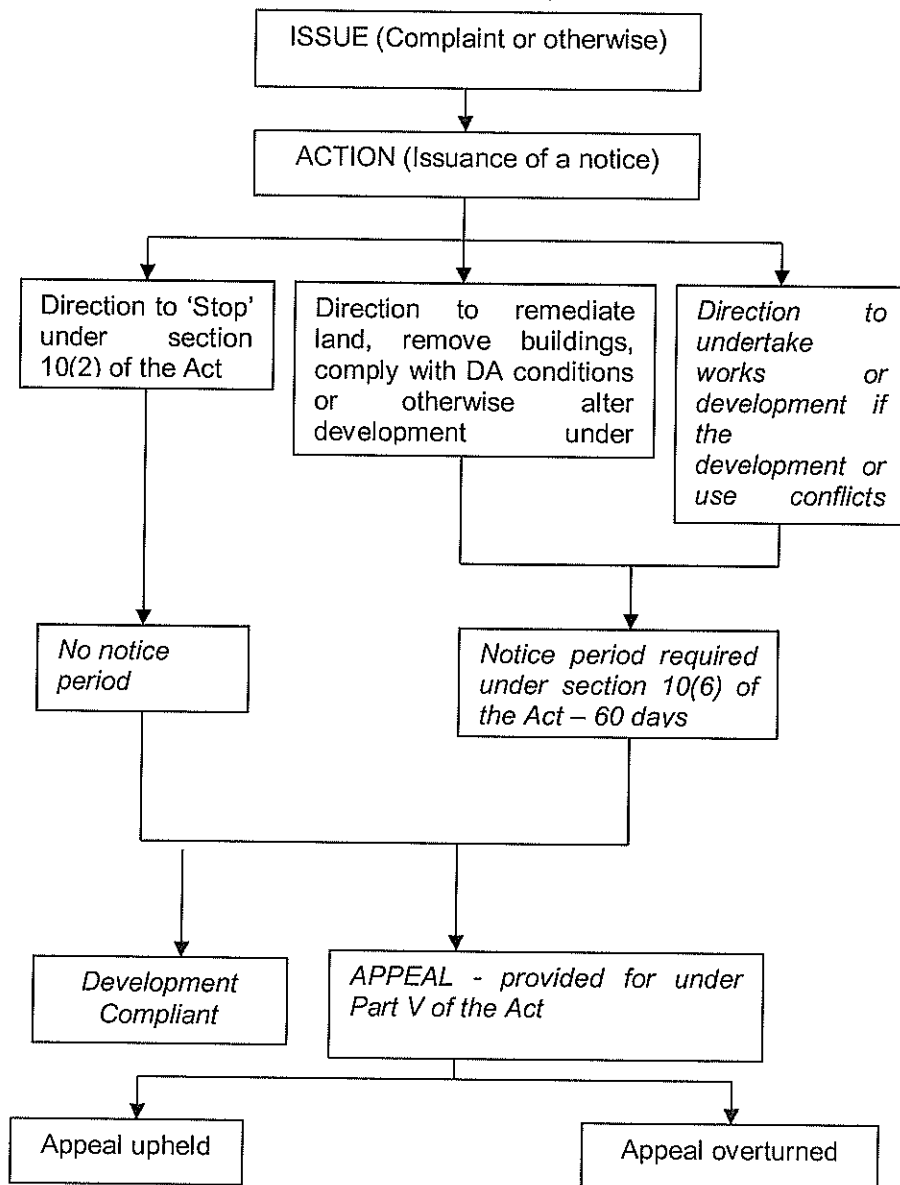
If guilty of an offence pursuant to the Planning and Development Act, the penalty for which is \$1,000,000.00 with an applicable daily penalty of \$200,000.00.

2. A person may be prosecuted under the Act, for breaching a Town Planning Scheme, irrespective of whether or not a direction has been given under section 214. Notwithstanding the process of resolving a breach of the Town Planning Scheme outlined in this Policy, the City may decide to prosecute a person for breaching the Scheme, without any advance warning or notice.
3. It should be noted that the Planning and Development Act treats a breach of a Town Planning scheme and failure to comply with a Direction as two separate offences, albeit with the same penalties.

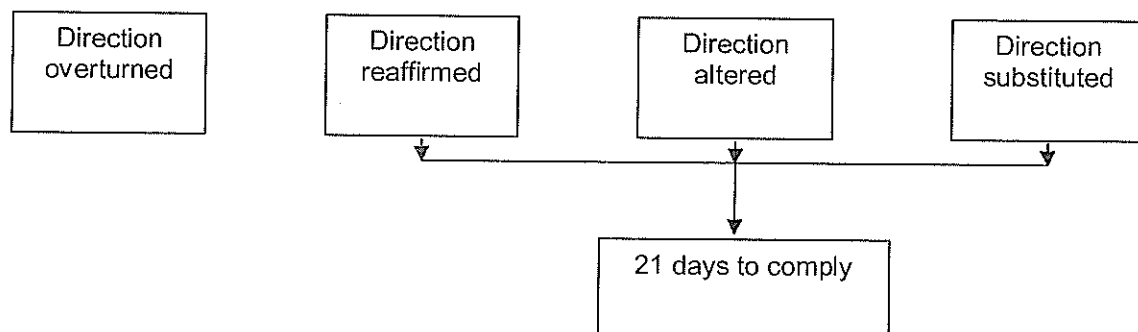
(8) Costs

Any costs incurred by the City will be recovered where possible from the person or persons found guilty of breaching the Scheme.

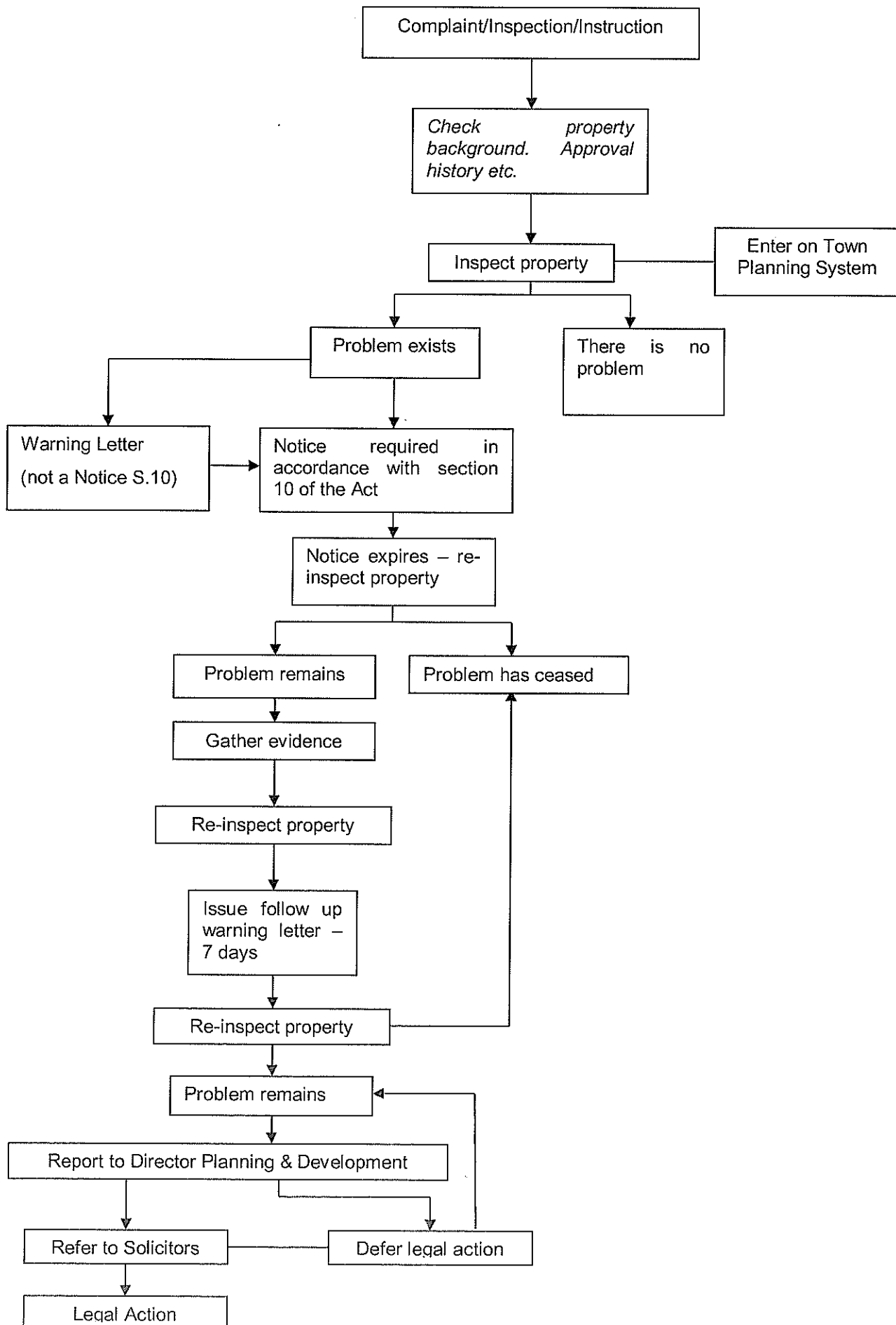
## Attachment I – Town Planning and Development Act process



### Determination



## Attachment II – Development Compliance Process





POS	TOWN PLANNING INFRINGEMENT NOTICES	PSPD27
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POSITION STATEMENT CODE:	PSPD27
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Planning Services
SERVICE UNIT:	Statutory Planning
RESPONSIBLE OFFICER:	Manager Statutory Planning
FILE NO.:	SM/P/002
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The Planning and Development Act 2005 Division 3- Infringement Notices provides for the issue of modified penalties for offences under the Act. The range of offences that modified penalties are suitable for are of a minor nature and the modified penalty under the Act is currently set at \$500.00.

The implementation of the Infringement Notices provisions of the Act is controlled by the Planning and Development Act Regulations 2009. In addition the Western Australian Planning Commission's Planning Bulletin No. 98 provides Local Governments a guideline for their implementation.

## PURPOSE:

Planning enforcement in the City currently involves complex and costly legal processes for responding to and controlling even minor compliance matters. The implementation of planning infringement notices is the means to address the gap in effective enforcement of minor offences.

The implementation of planning infringement notices will enable the City to effectively manage minor compliance matters in a timely manner.

## POSITION:

Planning Infringement powers are to be used in a judicious manner as a means to achieve compliance for minor offences in line with the Western Australian Planning Commission Bulletin No. 98, the Regulations and Act. Designated Officers are to use reasonable efforts to encourage voluntary compliance prior to issue of a Town Planning Infringement Notice.



## 1 Introduction

The Planning and Development Regulations 2009 will come into operation on 1 July 2009, along with division 3 of part 13 of the *Planning and Development Act 2005*.

The purpose of this planning bulletin is to:

- explain the provisions of the regulations which have been carried over from existing regulations;
- explain the new provisions of the regulations regarding conditions on road access; and
- explain the new provisions of the regulations regarding infringement notices, as well as provide guidance on the circumstances in which an infringement notice can be issued for a planning offence.

## 2 Background

The *Planning and Development Act 2005* (PD Act) and related legislation commenced operation on 9 April 2006. The PD Act consolidated and repealed the *Town Planning and Development Act 1928*, the *Metropolitan Region Scheme Act 1959* and the *Western Australian Planning Commission Act 1985*.

Several new proposals were inserted into the PD Act, including section 150 (road access conditions) and division 3 of part 13 (infringement notices). These parts did not come into effect on 9 April 2006, as supporting regulations were required to support these new provisions.

The Planning and Development Regulations 2009 (the PD Regulations) have been prepared as part of the State Government's commitment to simplifying and streamlining the planning system and legislation. It was also considered desirable to move away from the fragmented approach to planning which was evident under the repealed legislation.

The PD Regulations are primarily a consolidation of regulations made under the repealed Acts. The PD Regulations consolidate the following:

- the Metropolitan Region (Valuation Board) Regulations 1967;
- the Metropolitan Region Planning Authority (Reserved Land) Regulations;
- the Planning and Development (Local Government Planning Fees) Regulations 2000;
- the Town Planning and Development (Easement) Regulations 1983;
- the Town Planning and Development (Ministerial Determinations) Regulations 2003; and
- the Town Planning and Development (Subdivisions) Regulations 2000.

The opportunity has been taken to revise the existing regulations and update the language and processes where appropriate.

The PD Regulations also introduce new provisions to support section 150 and division 3 of part 13 of the PD Act.

## 3 The Planning and Development Regulations 2009

### Part 2 – Activities on State land

Part 2 of the PD Regulations generally reflects the provisions in the previous Metropolitan Region Planning Authority (Reserved Land) Regulations. However, some changes have been made to these provisions to modernise the language. In addition, the penalties for conducting an unlawful activity on State land in breach of the regulations have been increased.

### Part 3 – Subdivision and development control

Part 3 of the PD Regulations generally reflects the provisions in the previous Town Planning and Development (Subdivisions) Regulations 2000 and the Town Planning and Development (Easement) Regulations 1983.

#### Division 1 – subdivision and similar matters

Division 1 sets out the processes to be followed by applicants lodging either an application for subdivision consent under section 135 of the PD Act, or an application for endorsement under section 145 of the PD Act. It also sets out what actions the Western Australian Planning Commission (WAPC) is required to take following determination of the application.

#### Division 2 – Applications for approval of certain transactions

Division 2 sets out the process to be followed by an applicant lodging an application for approval of a lease or a class of lease under sections 136 and 139 of the PD Act.

#### Division 3 – Road access conditions

Division 3 is new. It sets out how a road access condition imposed by the WAPC in accordance with section 150 of the PD Act is to be depicted on a plan of subdivision. It also states that it is an offence to contravene a road access condition, which may attract a penalty of up to \$50 000 (depending on the seriousness of the contravention). Finally, regulation 32 sets out the process to be followed in order to discharge or modify a road access condition. An appeal to the State Administrative Tribunal is available to an applicant if the WAPC refuses a request to modify or discharge a road access condition.

#### Division 4 – Easements

Division 4 is based on the provisions of the Town Planning and Development (Easement)

Regulations 1983; however, amendments have been made to modernise the processes. This division sets out who can be an easement holder, how an easement is to be depicted on the plan, and the rights, powers and privileges of an easement holder.

#### Part 4 – Compensation and acquisition

Part 4 of the PD Regulations generally reflects the provisions in the previous Metropolitan Region (Valuation Board) Regulations 1967. It sets out how an applicant who wishes to obtain a valuation from the Board of Valuers is to give notice of the intention to sell (under section 181(1) of the PD Act) and how an application for valuation is to be made. It also sets out the process the board will follow to undertake a valuation, and how the fee for the work undertaken by the board will be determined.

#### Part 5 – Enforcement and legal proceedings (infringement notices)

Part 5 of the PD Regulations is new. It has been prepared to give effect to division 3 of part 13 of the PD Act. Those provisions establish a regime whereby a designated person appointed by the responsible authority under section 234 may issue an infringement notice to a person (the 'alleged offender') where the designated person has reason to believe that the person has committed a prescribed offence.

The following offences are prescribed under regulation 42 as offences for which an infringement notice can be issued by a designated person:

- failing to comply with a direction given by a responsible authority regarding unauthorised development: section 214;
- contravening a planning scheme: section 218;
- commencing, continuing or carrying out development in a planning control area without obtaining prior approval: section 220;
- contravening an interim development order: section 221;
- undertaking a prohibited activity on State land: part 2 of the regulations; and

- contravening a road access condition: regulation 31 of the regulations.

Regulation 42 also prescribes the modified penalty for each offence. These penalties are typically \$500.

Regulation 43 states that the designated person must issue an infringement notice in form 2, which is prescribed under schedule 1 of the PD Regulations. If an infringement notice is to be withdrawn under section 231 of the PD Act, the designated person must use form 3, which is also prescribed in schedule 1.

#### Implementation of the infringement notices regime

It is intended that infringement notices will be used in straightforward matters where it is clear that an offence has been committed.

In considering the circumstances in which an infringement notice may be issued, the following considerations are relevant:

- whether the offence committed is a minor contravention of the Act or scheme;
- whether the physical elements of the offence are clear cut;
- whether the evidence gives the designated person reason to believe that the alleged offender committed the offence;
- whether it is appropriate for an infringement notice to be issued for the offence;
- whether issuing an infringement notice would be an effective means of addressing the offence; and
- whether the use of an infringement notice and payment of a modified penalty to address the offence reduces the impression of the seriousness of that offence.

For the sake of transparency and fairness, there should be no undue delay between the commission of an offence and the issue of an infringement notice. An infringement notice must be given to the alleged offender within six months after the offence is believed to have been committed. However, to ensure that matters are dealt with promptly, it is recommended that local governments attempt to issue an infringement notice as soon as possible after the offence has been

committed. This ensures that the breach of the PD Act or regulations is addressed promptly.

The evidentiary burden that applies for a prosecution must be satisfied before an infringement notice is given to an alleged offender. From a practical perspective, if the alleged offender elects to go to court rather than pay the modified penalty, the responsible authority must have the evidence necessary to prosecute the alleged offender. As such, the responsible authority/ designated person should investigate the offence as if it was intended to prosecute the alleged offender for committing the offence.

Local governments should be mindful of these issues when developing practices to be followed by designated persons when issuing infringement notices.

#### Circumstances in which an infringement notice may be issued

For offences under sections 214, 218, 220 and 221 of the PD Act, the circumstances in which it would be appropriate to issue an infringement notice, following consideration of the matters set out in section 5, include:

- unauthorised erection of signs;
- unauthorised storage and wrecking of motor vehicles (for example, derelict vehicles in front yard of dwelling);
- unauthorised parking of motor vehicles (for example parking of commercial trucks in residential areas);
- operating a business or conducting an activity outside of the approved operating hours of such business or activity;
- exceeding the approved capacity limit of land or premises used for business or activity;
- failure to provide adequate car parking facilities;
- failure to provide appropriate access;
- failure to undertake and maintain landscaping (where this a condition of approval);
- unauthorised or non-conforming garden walls and/or retaining walls;
- unauthorised dumping of waste;
- unauthorised storage of materials;

- unauthorised clearing of vegetation;
- unauthorised use of land or buildings (for example, use of residential premises for commercial purposes);
- unauthorised change in the type of land use (for example, change from warehouse to showroom; or residential to consulting rooms); and
- unauthorised minor works.

#### Part 6 – Applications for review

Part 6 of the regulations generally reflects the provisions of the Town Planning and Development (Ministerial Determinations) Regulations 2003. The regulations set a fee payable by any person wishing to obtain a copy of the Minister's reasons for making a particular determination regarding an application called in by the Minister under section 246.

#### Part 7 – Local government planning charges

Part 7 of the regulations generally reflects the provisions of the Planning and Development (Local Government Planning Fees) Regulations 2000. Several minor changes have been made to the way that the fees are described. In addition, the fees have been amended to reflect the annual consumer price index increase.

#### Part 8 – Miscellaneous

This part deals with miscellaneous matters.

Regulation 57 generally reflects regulation 9 of the Town Planning and Development (Subdivisions) Regulations 2000. It states that it is an offence for a person to provide false or misleading information in an application to the WAPC made under these regulations. The penalty has been increased from \$1000 to a maximum fine of \$50 000.

#### Part 9 – Transitional matters

Part 9 provides for the continuation of existing appointments of wardens and temporary wardens, made under regulation 23 of the Metropolitan Region Planning Authority (Reserved Land) Regulations.

## 4 Information and comment

Copies of the legislation are available from the State Law Publisher at:

10 William Street  
Perth WA 6000  
Phone: ~~9321 7688~~ (08) 6552 6000  
Fax: 9321 7536  
Email: sales@dpc.wa.gov.au  
Website: www.slp.wa.gov.au

Any correspondence concerning this bulletin should be directed to:

Director  
Policy Coordination and  
Development  
Strategic Policy and Management  
Department for Planning and  
Infrastructure  
469 Wellington Street  
Perth WA 6000

Please quote file reference 151-1-1-75P31V in all correspondence.

## 5 Disclaimer

This planning bulletin is intended to provide information regarding the new Planning and Development Regulations 2009. It is not intended to constitute legal advice or cover all circumstances.

Readers are advised to refer to the legislation, which is available from the State Law Publisher, and to seek professional legal advice should they have specific legal questions in relation to their particular circumstances.

### Disclaimer

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POS	COPIES OF APPROVED BUILDING PLANS	PSPD5
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<b>POSITION STATEMENT CODE:</b>	PSPD5
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Building Services
<b>FILE NO.:</b>	BS/P/004
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Property owners have an expectation that the City should provide copies of historically approved building plans to assist them in making applications for building permits for future additions and other improvements or modifications to the building.

There are potential legal implications for Council in providing this service, and therefore an application form needs to be completed by the owner requesting copies of approved building plans.

## PURPOSE:

To assist property owners to obtain information and also abide by the objectives of Copyright laws.

## POSITION:

The City may copy approved building plans when the property owner/or the Nominated Agent makes application on the form provided and pays a fee.

<b>POS</b>	<b>INSPECTION OF BUILDINGS UNDER CONSTRUCTION</b>	<b>PSPD6</b>
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<b>POSITION STATEMENT CODE:</b>	PSPD6
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Development Services Department
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	Manager Building Services
<b>FILE NO.:</b>	FS/W/001
<b>DATE FIRST ADOPTED:</b>	
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## **BACKGROUND:**

The Building Regulations 2012 made under the Building Act 2011 give power to Building Surveyors/Compliance Officers to enter any site and inspect building operations. The regulations generally, are not specific as to when and how often inspections should be made.

## **PURPOSE:**

It is desirable that the City have a position on this matter having regard to resources available to carry out inspections and enforcement of the regulations.

## **POSITION:**

1. Inspections will be made in response to enquiries or complaints in relation to building activities which may not be lawful or in compliance with the building regulations and planning codes.
2. Random inspections may be carried out under the direction of the Manager, Building Services having regard to resources available at the time.

<b>POSITION STATEMENT</b>	<b>PROPOSED ALLOTMENT BOUNDARIES</b>	<b>PSPD10</b>
<b>Division:</b> Planning & Development		
<b>Status:</b> Administrative: <input checked="" type="checkbox"/> Business Unit: Development Services Department <input checked="" type="checkbox"/> Service Unit: Building Services		
<b>Background:</b> Developers and builders often request Council to issue building licences before properties have been subdivided or amalgamated.		
<b>Purpose:</b> Applicants need to know the earliest stage of the property change process, that Council will recognise the new allotment boundaries.		
<b>Position:</b> Proposed allotment boundaries will only be recognised after the property owner has surrendered the existing Certificate of Title to DOLA and applied for the new certificate to be created.  Building Licence applications will not be accepted if existing boundaries conflict with setback requirements of the codes.		

DA	BUILDING ACT 2011 – APPOINT AUTHORISED PERSONS	OLPD27
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DELEGATED AUTHORITY CODE:	OLPD27
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services Department
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	CEO & Manager Building Services
FILE NO.:	FS/W/001
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

**FUNCTION DELEGATED:**

To designate an employee as an authorised person under Division 2 Authorised Persons of the Building Act 2011.

**CONDITIONS/GUIDELINES:**

Nil.

**AUTONOMY OF DISCRETION:**

As provided under legislation.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Building Act 2011

Section 96(3) Appointment of authorised persons.

Building Act 2011

Section 127(3) Delegation of powers of duties as a Permit Authority to an employee.

**DELEGATE:**

Chief Executive Officer  
Manager Building Services

**DELEGATE/S AUTHORISED:**

Nil.

DA	BUILDING ACT 2011 – LEGAL PROCEEDINGS	OLPD28
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<b>DELEGATED AUTHORITY CODE:</b>	OLPD28
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	CEO Director Planning & Development Manager Building Services
<b>FILE NO.:</b>	FS/W/001
<b>DATE FIRST ADOPTED:</b>	
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

#### FUNCTION DELEGATED:

To initiate a prosecution pursuant to Section 133(1) for non-compliance of the Building Act 2011.

#### CONDITIONS/GUIDELINES:

The City may commence a prosecution for any offences against the Building Act 2011 where deemed necessary.

#### AUTONOMY OF DISCRETION:

As provided under legislation.

#### LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

To initiate a prosecution pursuant to Section 133 of the Building Act 2011 for an offence against this Act.

#### DELEGATE:

CEO  
Director Planning & Development  
Manager Building Services

#### DELEGATE/S AUTHORISED:



POL	STREET LIGHTING	AEW3
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POLICY CODE:	AEW3
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Road Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	<del>17 September 2002</del>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW3
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	17 September 2002

## BACKGROUND:

The provision of new street lighting on local roads within any District, not provided for in original subdivisions or developments, is the responsibility of local government.

## PURPOSE:

To provide a consistent method of seeking additional street lighting within the City of Cockburn, according to need.

## POLICY:

- (1) Street lighting will be provided in residential streets in accordance with Western Power's standards, Western Power Distribution Design catalogue and Australian Standards 1158.
- (2) Additional street lights will be provided on request and if subsequent inspection shows the minimum standard has not been achieved, or in circumstances where additional lights will assist with safety and/or security.
- (3) Upon request street lighting will be provided in industrial areas with overhead power lines to the same standard as residential areas.

POL	STREET LIGHTING	AEW3
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- (4) Street lighting in rural and special rural areas with overhead power lines will be provided upon request and agreement by the majority of the residents in that street.
- (5) Up to \$30,000 be allocated on an annual basis to accommodate any capital works required to extend or improve the street lighting system.
- (6) A maximum of \$3,000 be used on any one project unless the capital works has been included in a separate item in the annual Budget.
- (7) Street lighting to be selected with the most sustainable products available considering City of Cockburn Sustainability Policy.
- (8) **No Mercury Vapor** lighting should be considered due to the high greenhouse emissions and the high level of mercury used.

POS	CONDITIONS FOR CONTRACTORS OPENING UP ROAD WORKS	PSEW3
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POSITION STATEMENT CODE:	PSEW3
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Road Construction Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The provision of utility services within Council road reserves is capable of causing inconvenience to users of these public roads.

## PURPOSE:

To ensure a consistent standard is adopted by contractors responsible for the provision of public utilities within Council road reserves.

## POSITION:

- (1) Minimum depth of pipe shall provide cover as follows:

### Gas

- (1) Distribution Mains
  - (a) Street Mains  
750 mm in road reserve (verge or under road pavement)
  - (b) Consumer Services  
600 mm in road reserve (verge or under road pavement)
- (2) High Pressure Distribution Pipelines
  - (a) Street Mains  
1200 mm in road reserve (verge or under road pavement)

POS	CONDITIONS FOR CONTRACTORS OPENING UP ROAD WORKS	PSEW3
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- (b) Consumer Services  
1200 mm in road reserve (verge or under road pavement)

#### Electricity

- (1) Most mains and services  
850 mm in verge or under road pavement
- (2) Light and low voltage private cables  
600 mm

#### Telecommunications

- (1) Street Mains  
450 mm for excavation installations  
600 for trenchless installations
- (2) Consumer Services  
450 for excavation installations  
600 mm for trenchless installations

#### Water

- (1) Distribution Mains  
750 mm in road reserve (verge or under road pavement)
- (2) Reticulation Mains  
600 mm in road reserve (verge or under road pavement)
- (3) Consumer services  
450 mm in road reserve (verge or under road pavement)

#### Sewerage

- (1) Sewer Mains  
900 mm in road reserve (verge or under road pavement)
- (2) Consumer services  
900 mm in road reserve (verge or under road pavement)

#### Main Drainage

- (1) Stormwater Mains  
750 mm in verge  
900mm under road pavement

#### Street Drainage

- (1) Street Mains

POS	CONDITIONS FOR CONTRACTORS OPENING UP ROAD WORKS	PSEW3
-----	---	-------

600 mm in road reserve (verge or under road pavement)

- (2) Consumer services  
600 mm in road reserve (verge or under road pavement)

Traffic Signals, roadway lighting and Intelligent Transport Systems (ITS)  
cables

- 1. Traffic Signals MRWA Specifications 712
  - (1) Street Mains  
600-800mm in verge or under road pavement
  - (2) Detectors  
35 mm in carriageway asphalt  
300mm in verge encased in PVC conduit
- 2. Roadway Lighting MRWA Specification 701  
600 mm in verge or under road pavement
- 3. ITS Cable Conduits MRWA Specification 704  
600 mm in verge or under road pavement

**\*\* Utility Provider Code of Practice for Western Australia**

- (2) Alignment of pipe from property line shall be determined by the Director – Engineering.
- (3) Maximum length of excavation to be opened at any one time shall be 500m for rising sewer main or 200m for gravity sewer main in any 2 kms. Length and conditions for other types of construction to be determined by the Director - Engineering.
- (4) Stockpiling of any excavated materials other than immediately adjacent to the excavation shall be on approved sites only.
- (5) Clay, stone or any other similar material shall not be reinstated in any trench within 1m of the edge of the existing road. Such material shall be disposed of to the satisfaction of the Director - Engineering. Replacement material shall be clean sand.
- (6) Roads without approved alternative access must be kept open to traffic at all times.
- (7) Roads must be kept open to traffic at all times and any road crossings must be constructed with approved deviations where directed.

POS	CONDITIONS FOR CONTRACTORS OPENING UP ROAD WORKS	PSEW3
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- (8) Notification in writing shall be given at least 2 weeks prior to the closing of any road to traffic. Such notification shall also be forwarded to the Commissioner of Police, TransPerth, WA Fire Brigades Board and the St John Ambulance Association. This should include a Traffic Management Plan (TMP) prepared in accordance with Main Roads Traffic Management for Works on Roads Code of Practice and AS 1742.3.
- (9) Road closures shall be kept to a minimum and every cut shall be backfilled and made trafficable immediately pipe laying has been completed.
- (10) Reinstatements of roads shall be carried out accordance with PSEW11 Road Construction Standards at the Contractor's expense.
- (11) Cultivated lawns shall be removed for the full top width of the excavation by cutting with a sodding machine and the sods neatly stacked in a manner to ensure the maximum possible preservation of the lawn. After completion such lawns shall be reinstated as near as practical to their original condition.
- (12) Reinstatement of any cultivated area shall be carried out to the satisfaction of the Director - Engineering.
- (13) The Contractor shall make adequate provision for all traffic using the road, verge or footpath and shall erect such barriers, warning signs, lights, and any other warning device as is necessary to safeguard all traffic and accept all liability in connection with the works covered by this approval, and will indemnify the Council against all actions, claims and demands made by any person or persons for injuries or damage suffered by him or them by reason of non-compliance or non-observance of the conditions and precautions in this clause contained.
- (14) Dewatering plants operating beyond the hours of 6.00am to 6.00pm shall be electric powered if situated within 1km of a residential area.
- (15) Notification shall be given in writing to the Director - Engineering at least 5 days prior to the commencement of work or recommencement of work after any prolonged cessation of the works.
- (16) In the case of any breach of the aforementioned conditions, the works required to comply therewith may be executed by the Council at the expense of the Contractor and in this regard a deposit as determined by the Director - Engineering shall be lodged with the Council, prior to any excavation being opened up.



POS	STANDARD SPECIFICATIONS AND COST OF CROSSOVERS	PSEW12
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POSITION STATEMENT CODE:	PSEW12
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Road Design Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Local governments have been able to specify the dimensions of crossing places within their District according to local requirements.

## PURPOSE:

To develop a standard set of specifications for crossing places constructed within the City of Cockburn.

## POSITION:

The specification of a standard crossing place shall provide for a 3.0m wide pavement between the property alignment and the carriageway, of concrete or brick construction in accordance with Council's plans and specifications available in Council's website, (click on Council Services, Engineering Services, and then crossovers).

Where a crossing place is the first crossing to a property, the Council will bear one-half of the cost of the standard specifications as may from time to time be determined by it and as is detailed in Council's annual schedule of Fees and Charges.

- (1) STANDARD CROSSING - that a standard crossing be defined as one which is 3.0m wide and 6.0m long.

POS	STANDARD SPECIFICATIONS AND COST OF CROSSOVERS	PSEW12
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- (2) MAXIMUM & MINIMUM SIZES - that as far as possible the maximum and minimum sizes of crossovers are to be:-  
  
from 3.0m to 6.0m for Residences; and  
from 3.0m to 9.0m for Commercial and Industrial developments.
- (3) REQUIREMENTS OF CROSSOVERS - that the provision of crossovers be mandatory on all developments fronting a bituminised roadway.
- (4) VARIATION IN SIZES - that should an applicant require a crossover wider than normally accepted by Council, the Director - Engineering be empowered to approve the additional width subject to consideration being given to location, drainage implications and general aesthetic appeal from other landowners' viewpoints.



# CITY OF COCKBURN



## VEHICLE CROSSOVER



### SPECIFICATION & FORMS



### PROPERTY OWNERS INFORMATION PACKAGE

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# **PROPERTY OWNER INFORMATION**

This information is for property owners wishing to construct a new crossover or upgrade an existing crossover to their property, within the City of Cockburn.

The crossover is the section of driveway that extends from the road to the front boundary, across the Council verge. The property owner is responsible for the cost of construction and maintenance of the crossover.

The Building Licence is for construction inside the property boundary and does not include the crossover. The position, width and construction of the crossover should be in accordance with City of Cockburn Crossover Specification.

Position of all utilities, public transport and storm water objects must be considered for placement and construction of the crossover. These objects should be avoided and can only be moved, at the owner's cost, following approval from the council and relevant government authority. This includes power poles, streetlights, bus shelters, grates and side entry pits.

**Street trees on council verge will NOT be removed to accommodate crossovers.**

If you feel that there are special circumstances for your property and that the house or crossover could not be positioned to save the tree, please submit a written request with attached plan for further investigation by Manager Parks and Environmental Services.

Standard specification allows for ONE crossover between three and six metres wide. Requests for a second crossover, crossovers exceeding six metres wide or other variations will be considered upon submission of written request including a site plan, showing position and width of all existing and proposed crossovers.

The crossover may be constructed by Council, or by the property owner's contractor. It may be beneficial to have the builder do both the internal driveway and the crossover at the same time to allow for uniformity in colour and finish. Whoever carries out the work, must adhere to City of Cockburn Crossover Specification.

A once only Council Contribution towards the cost of a newly installed crossover, built to Council Specification, can be claimed for each property. Resurfacing an existing bitumen crossover is not a new crossover and is not entitled to a Council Contribution. A Council Contribution Claim Form is attached at the back of the specifications.

To request an obligation free quote for a concrete crossover, please ring 9411 3543. If you decide to accept the quote, please submit both the quotation and payment to the City of Cockburn Cashier, to allow construction to proceed.

**Please Note** important issues concerning kerbing and footpaths that must be adhered to when a crossover is installed at any property within the City of Cockburn (see clauses 2.1.2 & 2.1.3).

## CITY OF COCKBURN

### TECHNICAL SPECIFICATION FOR VEHICLE CROSSOVER CONSTRUCTION

#### **1. GENERAL**

- 1.1 This specification is made pursuant to the provisions of Schedule 9.1 clause 7 of the Local Government Act 1995 as may be amended.
- 1.2 The construction of vehicle crossovers on verges shall be constructed to the levels within the limits shown on the "Standard Detail" drawings 2478B 03, sheets 01 – 06, attached.
- 1.3 All levels for the gradient, surface finish, jointing or any other item shall be as directed by the Councils' Engineering Services.
- 1.4 All material used in the construction of vehicle crossovers shall be in accordance with the standard specification of the Council. Any materials used which are considered inferior to those specified or as directed by the Council shall be liable to rejection and replacement without any payment or compensation being made by the City of Cockburn to the Contractor for the supply, delivery, laying, placing, finishing, removal or disposal of anything so rejected.
- 1.5 Protection of works and the public shall be provided by the Contractor, who shall supply and keep supplied as directed, all the necessary signs, barricades, road warning lamps, temporary bridges or any other item as may be directed by the Council to provide for the safety of the public and to protect the work from damage for a minimum period of two (2) days following completion of works. Failure to do so shall render the Contractor liable under Schedule 9.1 clause 7 of the Local Government Act 1995 as amended. All such protective equipment shall comply with the relevant SAA Code. All/any protective warning signs used shall be in accordance with AS 1742 Part 3.
- 1.6 During the course of works any damage caused to any Council facilities, public utility services, private property, and/or to the vehicle crossover itself, by the Contractor or by others because of inadequate protection by the Contractor shall be the sole responsibility of the Contractor who shall be held responsible for the repair, replacement, legal claims, liability or any other thing which may arise as a result of the damage caused. Where a footpath requires reinstatement due to crossover construction the Contractor will notify the Council within 24 hours of construction.

#### **2. CONSTRUCTION**

##### **2.1 General Information**

###### **2.1.1 Levels:**

The crossover is to be constructed to the levels as set out in the Council specification sheet (See Appendix C.1 & drawing 2478B 03, sheet 06.).

###### **2.1.2 Alignment:**

The alignment of the crossover must be in accordance with the details on the attached drawings (See Standard Detail Drawings 2478B 03, sheets 01 to 05).

###### **2.1.3 Siting of Residential and Commercial Crossovers:**

A driveway and crossover must not be closer than 6 metres to an intersection. Under AS 2890.1, a 6 metre separation distance is defined with reference to the corner truncation or the point at which the carriageway begins to deviate (refer to Standard Detail Drawings – 2478B 03, sheets 04 & 05).

Other restrictions on driveway and crossover locations are shown by a heavy line marked on "Typical Case 4 drawing" for lots sited adjacent to a "T" junction. Where the standard prescribed above is impracticable to apply, the applicant must justify any variation in writing. City officers will determine variation requests on their merits, having regard for safety and convenience requirements.

2.1.4 *Kerbing:*

Where fully mountable kerbing is cast, the crossover is to be constructed without removing the kerb.

Where the carriageway is kerbed in barrier or semi-mountable kerbing, the kerb must be cut by means of a concrete saw and removed for the width of the crossover, plus any tapers.

2.1.5 *Footpath:*

Where a slab footpath exists, the slabs are to be removed and re-laid as necessary to match the crossover level and not leave any gaps or trip hazards.

Where a concrete footpath exists, the footpath is to be cut by means of a concrete saw at the nearest joint in the footpath from the proposed side of the crossover. This footpath is to be replaced as necessary to match the new crossover level and the existing footpath level. There is to be expansion joint material placed in between the new crossover and the footpath.

The existing concrete footpath can be left in place, if it is 100mm thick, in good repair and; when located against the kerb, has fully mountable kerbing.

2.1.6 *General:*

Upon completion of the crossover, the verge shall be leveled and left in a clean safe and tidy condition, so as not to create a hazard to others using this verge area.

2.1.7 If the crossover is not constructed by the Council, it is the owner's responsibility to ensure that the crossover is located correctly within the verge. NO part of the crossover shall extend over the side boundary lines of neighboring property, and shall be installed within the nominal length of the kerb line of that property, except where an alternative is authorised by the Director of Engineering. The nominal length of the kerb line is defined in this instance as the distance between the extended side boundaries at the kerb line (see drawings enclosed). For crossovers constructed in a cul-de-sac bulb or in acute angle roadways, the location shall be determined as shown in the "Typical Case 5" drawings attached.

2.1.8 If no internal driveway has been constructed, the crossover can be constructed first, but the property owner must complete an indemnity form to protect the Council against any damage, and clearly mark the location of the crossover on-site.

2.2 **Concrete Crossovers**

2.2.1 The concrete crossover shall be constructed in accordance with the profiles, dimensions and depths shown on drawing No. 2478B 03- Sheet 01, Vehicle Crossing – Concrete.

2.2.2 The excavation shall be made to provide a firm, sound base free from depressions or soft spots or any deleterious materials.

2.2.3 All concrete used in the works shall develop a minimum compressive strength of 20 Mpa at 28 days and shall give the specified strength with maximum slump of 50 mm with the addition of a high early strength additive.

2.2.4 The thickness of concrete shall be a minimum of 100 mm for residential crossovers and a minimum of either 150 mm or 200 mm for commercial and industrial crossovers respectively, as directed by the Director of Engineering. Commercial and Industrial crossovers shall have F63 or equivalent reinforcement mesh included at all times.

2.2.5 The base shall be thoroughly moistened prior to placing of the concrete. Concrete shall be evenly placed to the depth specified and spaded, especially at the edges, to give maximum density.

2.2.6 The finish shall be obtained by screeding to correct levels and wood floating and brooming to provide a non-slip dense surface, free from any defects.

2.2.7 Joints shall be made in the form of plain dummy construction joints and finished with an approved jointing tool, as follows:

In line and parallel to:

- The property line junction;
- The edge of the footpath construction; and
- The kerb line face.

- 2.2.8 An expansion-jointing strip shall be placed between the internal driveway and the new vehicle crossover, plus between the new vehicle crossover and any fully mountable kerb and any footpath.
- 2.2.9 The return of kerbing shall normally be 150 mm wide or match existing and returned longitudinally to the kerb on a 1m radius from the main kerb line at each side of the crossover location. It shall be constructed so as to be monolithic with the crossover proper, with the kerbing to be vertical on the outside face and gently humored into the crossover for pedestrian, pram or wheelchair traffic access.
- 2.2.10 The crossover junction with the kerb face line shall not be below the channel invert and shall be finished with an approved bull nose section. The concrete at the kerb line shall be thickened to 150 mm for a width of 150 mm from the kerb face for residential crossovers (See Section A-A on drawing No. 2478B 03- Sheet 01, Vehicle Crossing – Concrete), and 225 mm thickness for commercial and industrial crossover.

## 2.3 **Brick paved Crossovers**

- 2.3.1 The crossover shall be constructed in accordance with the profiles, dimensions and depths shown on Drawing No. 2478B 03, sheet 03 – Vehicle Crossing -Brick Paving.
- 2.3.2 The excavation shall be made to provide a firm sound base, free from depressions or soft spots or any deleterious materials.
- 2.3.3 The paving bricks are to be of a trafficable type, with a minimum of 60mm thickness and laid in either a 45° or 90° herringbone pattern, unless otherwise requested in writing to the Council.
- 2.3.4 The paving bricks are to be laid on a minimum compacted thickness of 150 mm of crushed limestone.
- 2.3.5 The edges of the crossover are to be retained as shown in detail B of the drawing.
- 2.3.6 The bricks shall be laid on a bed of 30 mm well graded clean siliceous sand and compacted and joint filled to the brick manufacturer's specification.
- 2.3.7 Where the existing kerb has been removed, a "Rollover-Kerb" must be constructed (see detail A-A), and any brick paving levels are to meet at the top of this kerb (see Drawing No. 2478B 03, sheet 03 – Vehicle Crossing -Brick Paving).
- 2.3.8 Unless specifically detailed in this specification, all practices and materials to be used as specified in the brick manufacturer's recommendation.

## 2.4 **Council Contribution**

- 2.4.1 The construction of the first crossover to any residence may be partly subsidised by the Council, provided that the crossover is constructed in accordance with this specifications.
- 2.4.2 The crossover can be constructed either by the Council, by a private contractor or the property owner, to the Council's specifications.
- 2.4.3 Where the crossover is not constructed to the Council's specification and is considered unsatisfactory by the Council Inspector, no contribution will be paid and the Council may request the crossover be rebuilt to the correct specifications.
- 2.4.4 Where the crossover is not constructed to the Council's specification but is considered satisfactory by the Council Inspector, a contribution may be granted.

- 2.4.5 Where the crossover is constructed to the Council's specification and is approved by the Council Inspector, the Council may grant the contribution, as long as a copy of all receipts are supplied with the application form.
- 2.4.6 Contributions will only be granted on receipt of the completed application form, in accordance with the attached details (See "Appendix A" – How to Apply for the Council Contribution and "Appendix B" Council Contribution Application Form).

### **Quotations**

#### **Concrete crossovers**

If you would like to have a quotation supplied by the Council for the construction of a concrete crossover, all you have to do is ring the number listed below and leave your details. A Council Officer will call around to measure up your site and leave a quotation for the work with you or in your mailbox for your consideration.

Or

You can have other contractors supply you with a quotation – there are several listed in the local newspapers or the yellow pages telephone directory.

It is advisable that you always obtain at least three (3) quotations for this type of work, to ensure you are getting best value for your dollar.

**For a Council quotation call: - 9411 3760 and leave your details.**

#### **Brick Paved Crossovers**

If you require a "brick paved" crossover, then you will need to either talk to your builder, or look in the local newspapers or the yellow pages telephone directory for a contractor.

Council does not undertake the construction of brick paving in crossovers.

### **NOTE:**

Asphalt crossovers are gradually being phased out in the built up areas of the City of Cockburn in preference of either concrete or brick paving. This is due to rising maintenance costs and the rising cost of the asphalt (*uneconomical*).

The Council will only consider an asphalt crossover in the rural areas if required. This is due to there being no kerb or proper drainage system available at those locations.

If you live in the built-up area and desired an asphalt crossover, you will need to apply to the Council (IN WRITING) explaining why it is required to be constructed in asphalt.

ALL correspondence in relation to crossovers is to be addressed as follows:

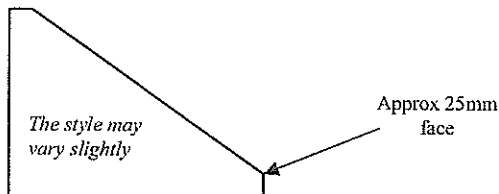
CROSSOVERS  
Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC WA 6065

**CITY OF COCKBURN**  
**ENGINEERING SERVICES**

**APPENDIX - .C. 1**

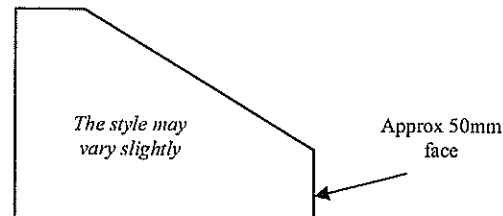
**KERB EXPLANATION SHEET**

Example of a  
“Mountable Kerb”



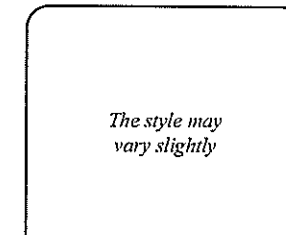
This kerb may be left in and the new crossover but into the back edge of this kerb, as this kerb allows for easy access for vehicles.

Example of a  
“Semi Mountable Kerb”



This kerb must be removed when constructing a new crossover and replaced with either a “Mountable kerb or a concrete apron of at least 25m back from the kerb.

Example of a  
“Barrier Kerb”

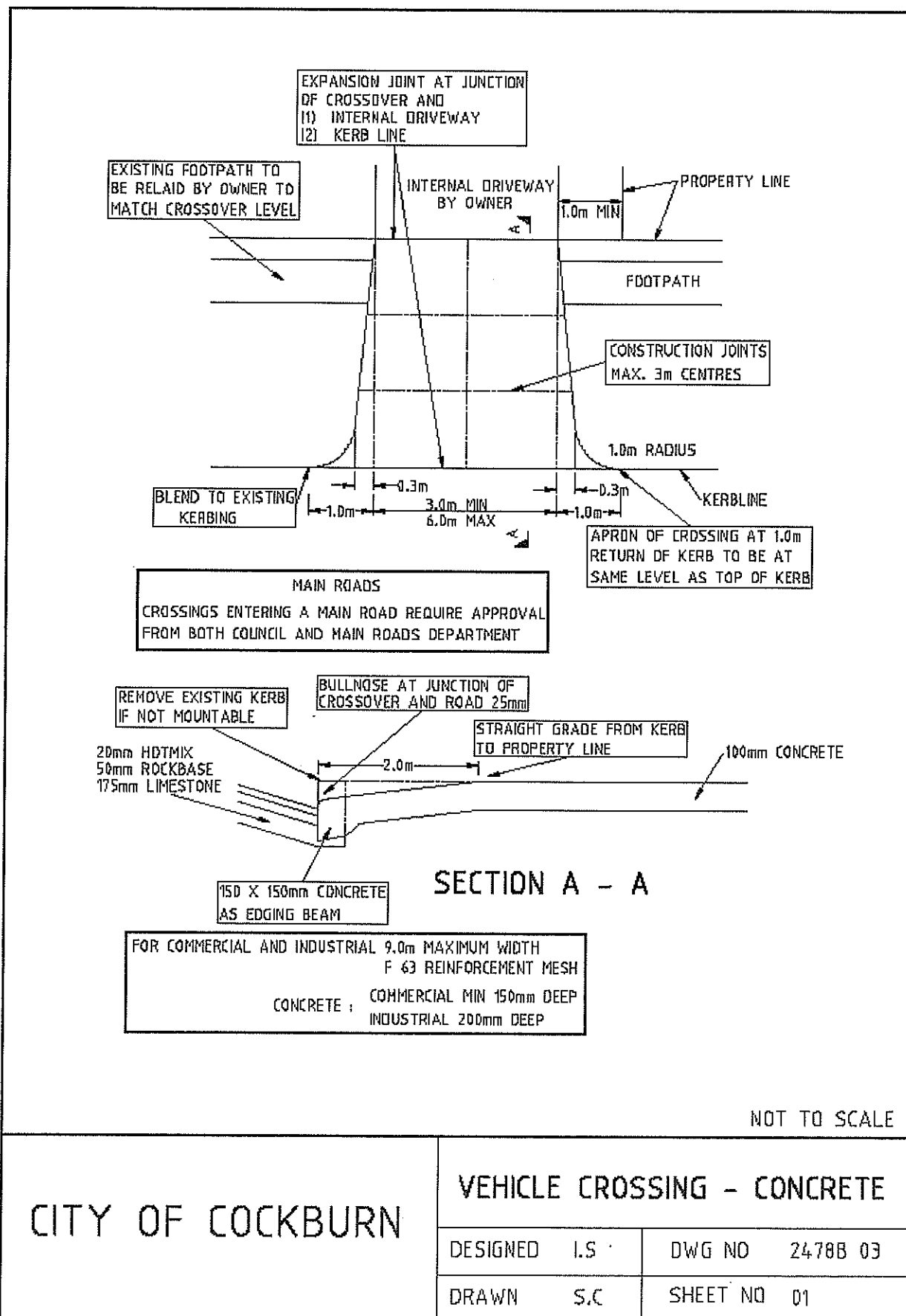


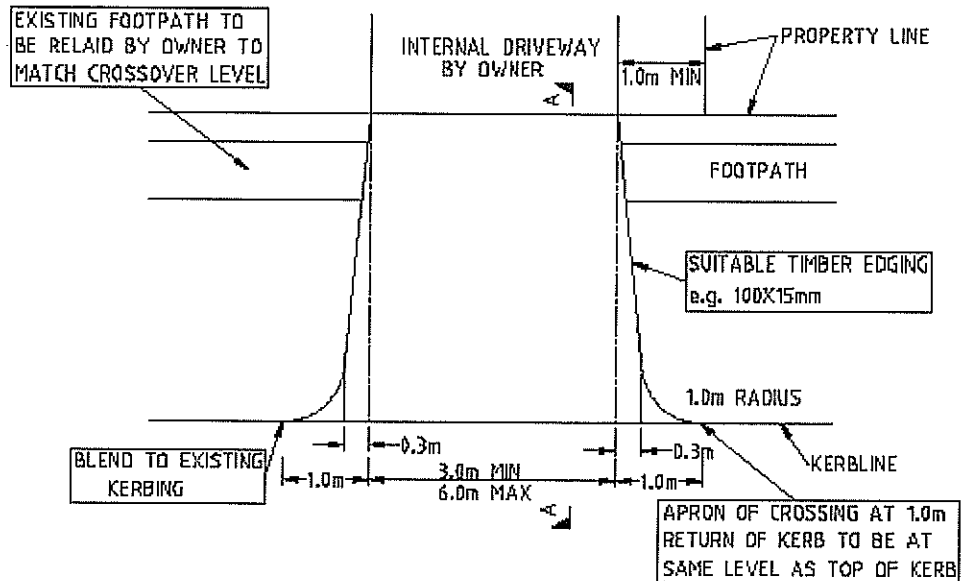
This kerb must be removed when constructing a new crossover and replaced with either a “Mountable kerb or a concrete apron of at least 2m back from the kerb

**IMPORTANT NOTE:**

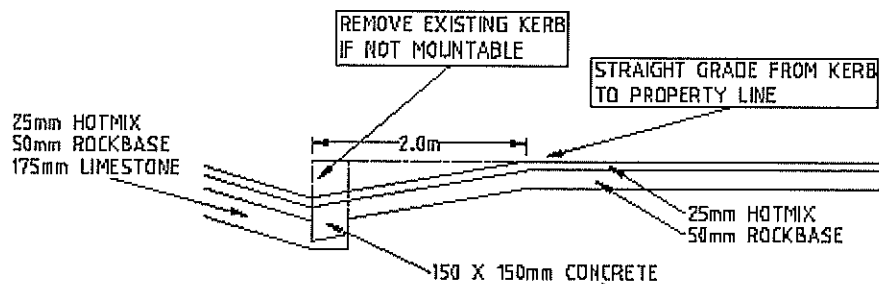
If constructing a “Brick Paved” crossover, under **NO** circumstances must the brick paving run directly into the road edge. There **MUST** be at least a “Mountable Kerb” installed or a 2m wide concrete apron abutting the back of the kerb.







**MAIN ROADS**  
CROSSINGS ENTERING A MAIN ROAD REQUIRE APPROVAL FROM BOTH COUNCIL AND MAIN ROADS DEPARTMENT



FOR COMMERCIAL AND INDUSTRIAL  
9.0m MAXIMUM WIDTH  
150mm ROCKBASE

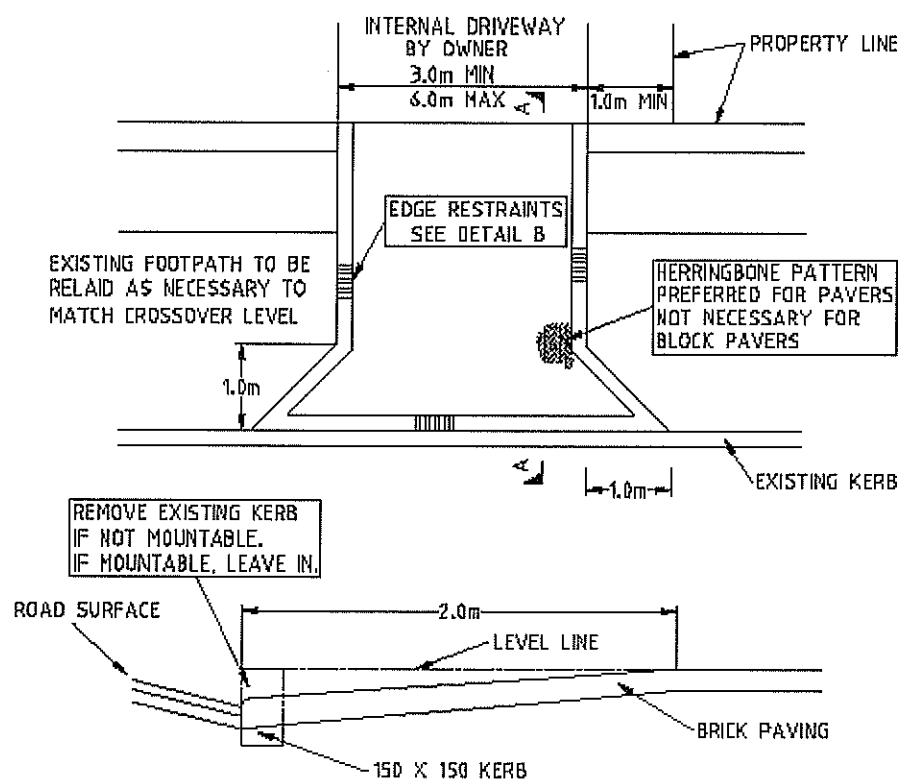
### SECTION A - A

NOT TO SCALE

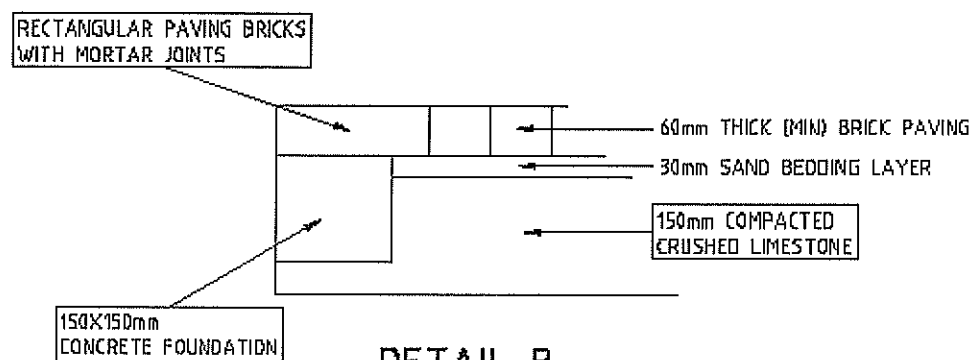
CITY OF COCKBURN

### VEHICLE CROSSING - BITUMEN

DESIGNED	I.S	DWG NO	2478B 03
DRAWN	S.C	SHEET NO	02



SECTION A - A



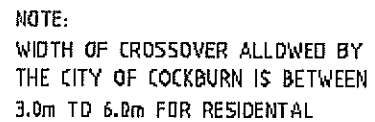
DETAIL B

NOT TO SCALE

CITY OF COCKBURN

VEHICLE CROSSING - BRICK PAVING

DESIGNED	I.S	DWG NO	2478B 03
DRAWN	S.C	SHEET NO	03



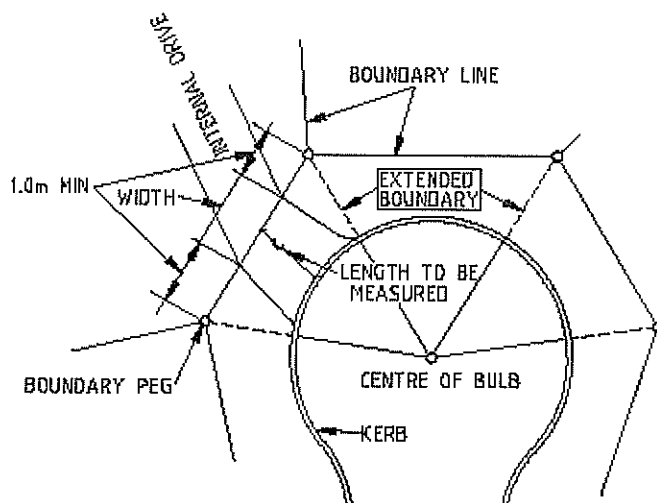
The diagram illustrates the measurement of road width at a T-junction where a minor road meets a major road. The measurement is taken from the boundary line of the minor road to the kerb of the major road. The width is measured at three points: 1.0m MIN, 3.0m MIN, and 2.0m MIN. The length to be measured is indicated by a double-headed arrow. The diagram also shows the boundary line, boundary peg, extended boundary, and the point of truncation. The major road is labeled 'MAJOR ROAD' and the minor road is labeled 'MINOR ROAD'.

**TYPICAL CASE 2**

NOTE:

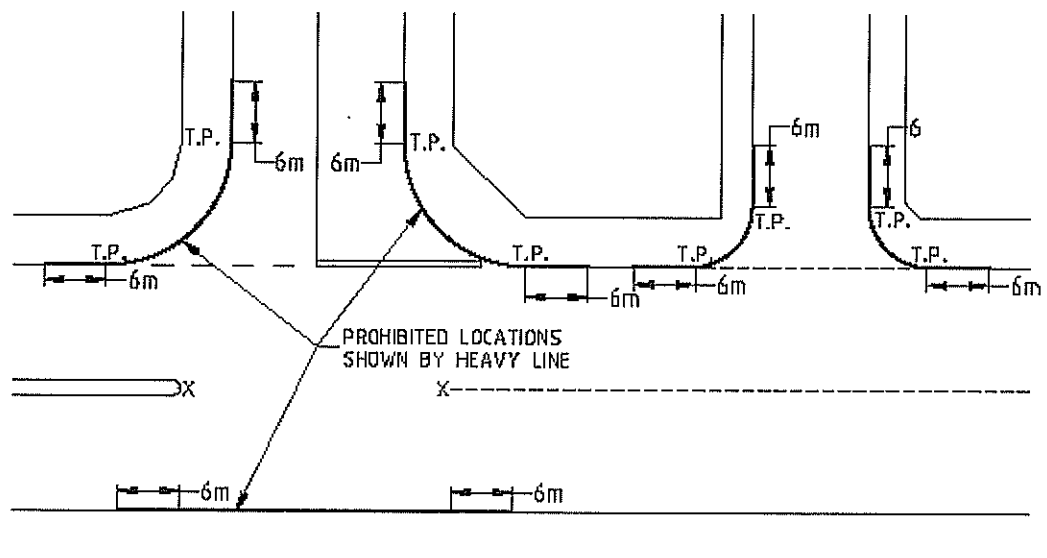
NOTE:  
NUMBERS IN CIRCLE SHOW PREFERENCE  
OF LOCATIONS OF CROSSOVER BY THE  
CITY OF COCKBURN

SHEET NO 04



NOTE:  
CROSSOVERS TO BE LOCATED WITHIN  
THE AREA CREATED BY JOINING THE  
BOUNDARY PEGS TO THE CENTRE OF  
THE CUL-DE-SAC BULB.  
ANY DIFFICULTIES IN LOCATING THE  
CROSSOVER OR OTHER QUERIES,  
PLEASE CONTACT THE ENGINEERING  
DEPARTMENT CITY OF COCKBURN.

TYPICAL CASE 3



TYPICAL CASE 4

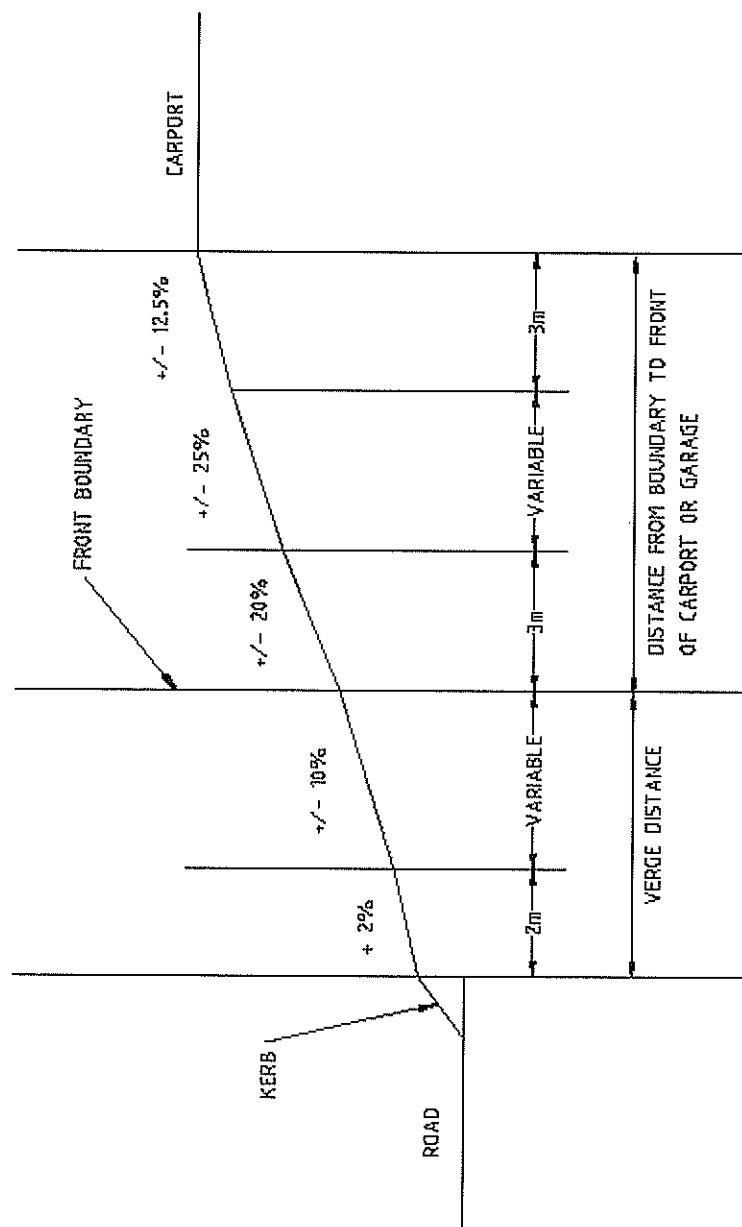
NOTE:  
THE POINTS MARKED 'X' ARE EITHER AT THE MEDIAN END ON A DIVIDED ROAD, OR  
AT THE INTERSECTION OF THE MAIN ROAD CENTRE-LINE AND THE PROLONGATION  
OF THE SIDE ROAD PROPERTY LINE ON AN UNDIVIDED ROAD.

NOT TO SCALE

CITY OF COCKBURN

# VEHICLE CROSSING - TYPICAL CASES

DESIGNED	I.S	DWG NO	2478B 03
DRAWN	S.C	SHEET NO	05



NOT TO SCALE

CITY OF COCKBURN

VEHICLE CROSSING - LONGSECTION

DESIGNED I.S

DWG NO 2478B 03

DRAWN S.C

SHEET NO 06

**CITY OF COCKBURN**  
**ENGINEERING SERVICES**

**APPENDIX A**

**HOW TO APPLY FOR COUNCIL CONTRIBUTION**

A letter or claim form should be sent to:

**POSTAL:**

Chief Executive Officer  
City of Cockburn  
P O Box 1215  
BIBRA LAKE DC WA 6965

**Or hand delivered to:**

Chief Executive Officer  
City of Cockburn  
9 Coleville Crescent  
SPEARWOOD WA

A written application advising completion of the crossover and request for inspection should be received by the City of Cockburn, including the following information:

- Owner's name
- Address where crossover has been constructed
- Bank account details for EFT payment

Request for Council Contribution for brick paved crossovers, should include a receipt or delivery docket for the limestone base.

Processing time for Council Contributions is up to 8 weeks.

Council Contribution can only be paid to the property owner.

If bank details are not provided the form will be returned to you, delaying payment of the contribution.

Please ring Customer Service Officer on 9411 3760 or 9411 3543 for further queries.

Stephen Cain  
**Chief Executive Officer**

**CITY OF COCKBURN  
ENGINEERING SERVICES**

**APPENDIX - .B.  
COUNCIL CONTRIBUTION CLAIM FORM**

Sender: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chief Executive Officer  
City of Cockburn  
P O Box 1215 DC  
BIBRA LAKE WA 6965

ATTENTION: **ENGINEERING DEPARTMENT**

To Whom it may concern

I wish to advise you of the completion of the crossover at : Lot: \_\_\_\_\_ No. \_\_\_\_\_  
Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

which was constructed in **Concrete / Brick Paving / Other - .....**  
(Circle whichever is applicable) (Fill in material used)

is now ready for inspection.

I hereby request the Council's Contribution for the above crossover.

<b><u>EFT BANK DETAILS</u></b>		Example
<b>Financial Institution:</b>		BANKWEST
<b>Branch:</b>		BOGGY CREEK
<b>BSB No:</b> (6 digits)		306-000
<b>Account No:</b> (max 9 digits)		123456789
<b><u>Account Name</u></b>		R U WAKE

Yours faithfully

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

Please Note: Processing time for refunds is up to 8 weeks.  
Only the property owner will receive a Council Contribution.

**If bank details are not provided the form will be returned to you, delaying  
payment of the contribution.**

**LIMESTONE DOCKETS MUST BE ENCLOSED FOR BRICK PAVED CROSSOVERS**

**Telephone enquiries:**

Crossover Construction:

Engineering: **9411 3760**

Claim for Council Contribution:

Customer Service: **9411 3543**



POL	PROMOTIONAL STREET BANNERS	AEW6
-----	----------------------------	------

POLICY CODE:	AEW6
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Development Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	11 December 2008
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW6
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The Council is frequently approached by developers to install promotional banners in road reserves of new and renewal developments within the City.

## PURPOSE:

1. To provide an adequate and effective standard for street banners.
2. To provide for the orderly and regulated erection of street banners .
3. To ensure that street banners do not cause any loss of amenity or adversely affect the natural or built environment or the efficiency, safe use or appearance of any road.

## POLICY:

### (1) Approval Process

This policy does not include the approval process for promotional banners on light poles, but only for stand-alone banners installed in road reserve.

Before the erection of any promotional banner poles in a road reserve within the district a proponent will be required to address the following matters:

1. Compliance with Guidelines - all proposals for the erection of promotional banners shall comply with these guidelines, although compliance with the guidelines alone shall not ensure approval.

POL	PROMOTIONAL STREET BANNERS	AEW6
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2. Applications - applications shall be in duplicate and shall be made individually for each and every section of road.

Applications shall include the following information:

- (a) Site plan
  - (b) Details including a drawing of the banner message/s
  - (c) Certified engineering drawings
  - (d) Main Roads Western Australia approval if the proposed banner/s is situated on a declared main road and Council does not have delegated approval authority or within a traffic signal control area
  - (e) Banners proposed to be located within the boundaries of highways and main roads (under the control of MRWA) shall be subject to assessment in accordance with the Main Roads (Control of Advertising) Regulations 1996, Guide to the Management of Roadside Advertising as amended from time to time.
  - (f) Traffic engineers statement that the proposed banners will not restrict visibility or create a distraction for motorists.
3. Submission - All applications for promotional banners are to be submitted to the City for determination.
4. Approval - Should the proposed banners be approved, one copy of the stamped approved drawings shall be returned to the proponent and one copy shall be retained by the City of Cockburn for record purposes.

## (2) General Requirements

1. Messages
  - (a) The content on the banners must be approved by the City and will be restricted to marketing of the location, environment, lifestyle and place of the development or events and strategies promoted by the City of Cockburn.
  - (b) The City of Cockburn will not support general/generic advertising messages for products or services not provided within reasonable proximity to the banner.
  - (c) Council will not support messages that it considers to be advertising products or services that could cause offence or are illegal or immoral.
2. Locations
  - (a) Promotional banners shall generally be restricted to local roads in new and renewal development areas of the district and would not normally be supported in an established residential area.

POL	PROMOTIONAL STREET BANNERS	AEW6
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- (b) Promotional banners are generally not permitted within or in the vicinity of intersections where traffic speed and movements are such that the driver needs to concentrate fully on the task of driving (e.g. at channelised intersections where high speed arterial traffic does not proceed straight ahead).
- (c) Promotional banners on street light poles shall be limited as follows:-
  - (i) T junction - no more than one (1) banner.
  - (ii) Cross intersection - no more than two (2) banners.
  - (iii) Banners are not to be located in roundabouts.
- (d) Banners shall be located such that the nearest point to a notional line drawn vertically from the face of the kerb shall be not less than 600mm. In areas where the edge of the carriageway is not kerbed, no portion of the banner shall be closer than three (3) metres to the edge of the carriageway.
- (e) Banners shall not be located in positions which detract from the aesthetics, amenity or streetscape of the locality in which it is situated.
- (f) In all cases the final location of banners shall be subject to the discretion of the Council.

3. Description of Banner Structure

- (a) The size and shape of the banners shall be approved by the Council.
- (b) Banner material shall be approved by the Council
  - (i) the maximum height of the banner including all attachments shall be 6.2 metres.
- (c) The banner shall have a minimum clearance of three (3) metres between the lowest portion of the banner and ground level.
- (d) All banners, poles and associated fittings are to be constructed in accordance with current Australian Standards. Each unit is to have a frangible level above the base plate and the structural adequacy of the frangible support is to be certified by a suitably qualified practicing structural engineer.

(3) Administration Basis

1. Administration Fee

- (a) The proponent shall pay the Council an annual administration fee for any banner located in the road reserve or other reserve in the care, control and management of the Council.

2. Duration of Approval

- (a) The approval shall have an initial duration of one (1) year which shall commence from the date of the Council approval with the option to extend the approval for a further period not exceeding one (1) year at the discretion of the Council.

POL	PROMOTIONAL STREET BANNERS	AEW6
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- (b) If the proponent is in breach of the policy then the Council may revoke its approval and if there are any outstanding debts, these may be recovered in a court of competent jurisdiction.

3. Ownership and Maintenance

- (a) The proponent shall retain ownership of the banner and shall implement a maintenance programme as indicated below as a minimum:
  - (i) Clean and safe condition at all times at no cost to the City of Cockburn.
  - (ii) In the case of emergency, should it be necessary for the City of Cockburn to remove, repair or otherwise modify the banner for any reason, the whole cost of such work shall be borne by the proponent.

4. Relocation or Removal

- (a) The City of Cockburn shall advise the proponent in advance of any road or other works that may require the removal or relocation of the banner unit and the proponent shall remove or relocate the banner unit at the proponent's cost.
- (b) The City of Cockburn reserves the right to have the banner unit repositioned or removed at any time either permanently or temporarily, without cost to the City.
- (c) The removal of banners by the City will only be exercised in any or all of the following circumstances:
  - (i) Where the banner has not been maintained to the satisfaction of the Council.
  - (ii) Where the banner is damaged or the legend has become illegible.
  - (iii) Where road works and/or the installation of public utility services necessitates the removal of the banner.
  - (iv) Where there is a substantial change in the nature of traffic or the alignment of the road in the vicinity of the banner.
  - (v) Where the road is reclassified to accommodate a higher speed.
  - (vi) Where the message conveyed on the banner in the opinion of the Council is no longer current, appropriate or acceptable.
  - (vii) Where the proponent has not complied with the terms of the approval for the banner issued by the Council.
- (d) At the termination of the approval period the proponent shall completely remove the banner and its fittings (including footings and cabling) and reinstate the roadway at the proponents' cost. Alternatively, the proponent may come to an arrangement with the City for the City to take over the banners for its own community purposes.

POL	PROMOTIONAL STREET BANNERS	AEW6
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(4) Indemnity

1. The proponent shall indemnify the City of Cockburn against any claim or action and shall procure and maintain a Public Liability Insurance Policy to ten (10) million dollars in the names of the proponent and the City of Cockburn.



<b>POL</b>	<b>LANDOWNER BIODIVERSITY CONSERVATION GRANT PROGRAM</b>	<b>AEW5</b>
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<b>POLICY CODE:</b>	AEW5
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Parks & Environment
<b>SERVICE UNIT:</b>	Environmental Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Environmental Services
<b>FILE NO.:</b>	ES/P/003
<b>DATE FIRST ADOPTED:</b>	14 June 1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	Yes
<b>DELEGATED AUTHORITY REF.:</b>	AEW5
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

As a consequence of urbanisation, local bushland has become fragmented and is increasingly under threat from a variety of causes that contribute to its degradation.

Privately owned bushland is therefore an important resource, forming part of wildlife corridors and bushland linkages for the migration of birds and animals. It plays a vital role in maintaining both the diversity of species at the individual plant level as well as diversity within the gene pool.

## PURPOSE:

To provide financial support and deliver environmental education to local landowners with the intent to provide assistance with conservation and enhancement of natural bushland and wetland areas on privately owned land.

## POLICY:

In recognition of the importance of conserving natural bushland and wetland areas on privately owned land, the Council will provide up to a maximum of \$3,000 per lot to eligible landowners. Landowners are eligible to lodge an application for each round of funding provided previous grants have been acquitted.

<b>POL</b>	<b>LANDOWNER BIODIVERSITY CONSERVATION GRANT PROGRAM</b>	<b>AEW5</b>
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### Conditions of Approval

Landowners need to complete an application form prior to the end of October and may be awarded a grant if they meet the eligible criteria.

### Grant Conditions

All successful applicants are required to:

1. Complete and sign a Voluntary Management Agreement and Conditions of Funding form;
2. Complete a Statement by Supplier form. This will avoid withholding tax being deducted from the grant;
3. Develop a Property Management Plan with the assistance of the City's environmental staff;
4. Attend a minimum of one environmental management workshop hosted by the City and;
5. Submit a final Report acquittal form within 12 months of receiving the grant.

### Allocation of Grants

Applications for grants will be evaluated and awarded:

1. In order of merit until the funding pool approved in the Council's annual operating budget is exhausted; and
2. In order of preference to properties with large remnant bushland or wetland areas that are of good biodiversity value. Smaller areas of bushland shall be considered if they are linked to adjoining properties or green corridors or if the conservation value of the area in question is extremely high.

### Acquittal of Grants

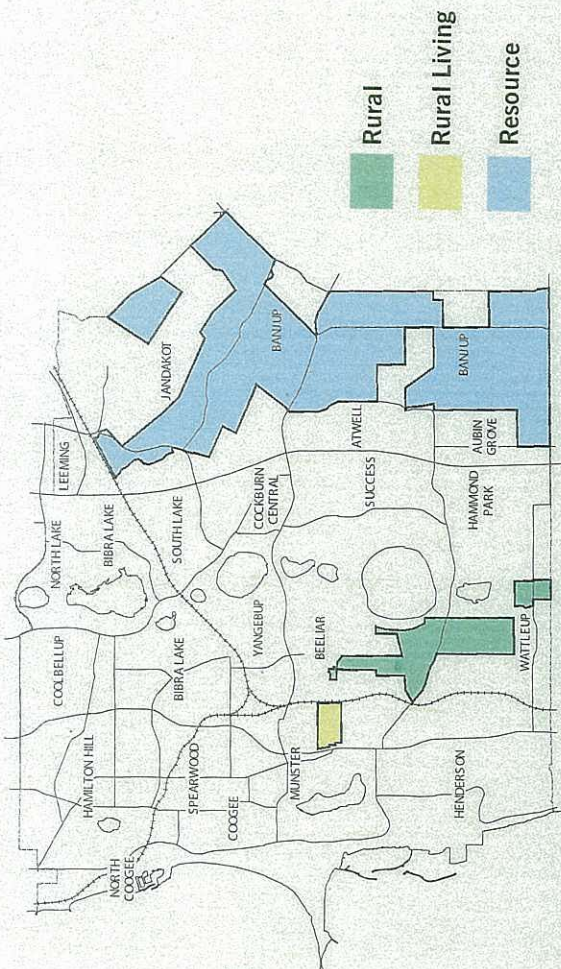
Grant recipients shall be required to complete and submit a final report acquittal form to the delegated officer within twelve months of receiving a grant, confirming that funds have been expended in accordance with the Voluntary Management Agreement and Conditions of Funding form.

### Supporting Documentation

1. Brochure
2. Procedure Manual
3. Application Form
4. Property Eligibility Checklist Form
5. Final Report Acquittal Form



**The Landowner Biodiversity Conservation Grant Program is available to residents in the rural, rural living and resource zones:**



## How to apply

1. Contact the City's Environmental Services on 9411 3444 to discuss your project ideas;
2. Complete an electronic application form, or download it from the City's website or hard copies are available on request;
3. Return completed application form to the City by 31 October (your application must include copies of the quotes you receive for works).

An inspection of your property may be required by council staff. Successful applicants will be notified by 30 November.

## Further information

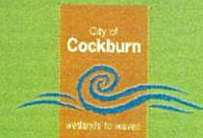
City of Cockburn  
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Spearwood WA 6163  
customer@cockburn.wa.gov.au  
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www.cockburn.wa.gov.au

This brochure has been printed on 100% recycled paper, as part of the City of Cockburn's commitment to creating a more sustainable future.

This document is available in alternative formats on request.



Helping rural private property owners manage their bushland and wetland areas





## What is a Landowner Biodiversity Grant?

*The landowner biodiversity conservation grant program provides financial support to Cockburn residents living in the rural, rural living and resource zones who wish to conserve and enhance the natural bushland and wetland areas on their property.*

## How much is offered?

You can receive up to \$3000 per property. Adjoining landowners are encouraged to make joint applications.

## Important Dates

The grant round opens in September each year, and closes on 31 October.

## Project Ideas

The funding can be used for a range of management projects including:

1. Weed control
2. Revegetation
3. Fencing to exclude stock
4. Dieback control
5. Habitat creation/water quality enhancement.

## Grant Selection Criteria

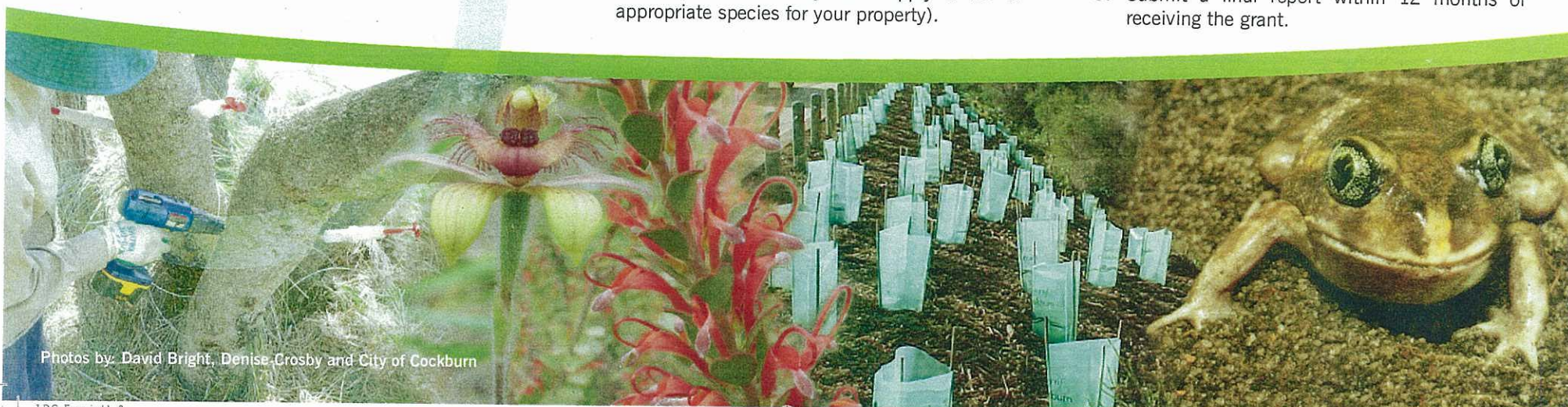
1. Properties must be situated in the rural, rural living or resource zones (refer to map on back page);
2. Remnant bushland or wetland areas must exist on the property and proposed works must benefit the conservation value of these areas. Preference will be given to properties with larger areas of bushland/wetland of good biodiversity value. Smaller areas will be considered if linked to adjoining properties or green corridors or if the conservation value of the area in question is extremely high, e.g. declared rare flora (poorly represented vegetation complexes will be given priority);
3. Projects must have a significant financial or in-kind contribution from the landowner (all manual in-kind labour is to be calculated at \$30/hr);
4. Applicants must be the owners of the property (vacant land or land where the owner is not in residence may qualify and will be assessed on a case-by-case basis);
5. Environmental management practices must be technically sound;
6. All revegetation work must use only local native plant species (the City can supply a list of appropriate species for your property).

7. Single and groups of properties are eligible;
  8. Funding will not be for personal items such as uniforms, food or tools (some equipment may be considered e.g. spray unit);
  9. Priority will be given to landowners whose property has no lawful protection e.g. properties with conservation covenants are not eligible;
  10. Funds must not be used to comply with any conditions associated with any planning approval;
- Not all applications will be successful. Grants will be allocated in order of merit based on addressing selection criteria until funding pool is exhausted.

## Grant Conditions

All successful applicants need to do the following:

1. Sign a 3-year Voluntary Management Agreement and Conditions of Funding form;
2. Work with the City to develop a Property Management Plan for your bushland and/or wetland areas;
3. Complete a 'statement by a supplier' form. This will avoid 48.5% 'Withholding Tax' being deducted from the grant;
4. Attend a workshop hosted by the City;
5. Submit a final report within 12 months of receiving the grant.



Photos by: David Bright, Denise Crosby and City of Cockburn





# Landowner Biodiversity Conservation Grant Program

Helping rural private property owners manage their bushland and wetland areas

## Landowner Biodiversity Conservation Grant Program Procedures Manual

Policy: AEW5

Date Effective: November 2009

### 1. Program Outline

The Landowner Biodiversity Conservation Grant Program provides educational and financial support, up to the value of \$3000 per property, to Cockburn residents living in the rural, rural living and resource zones who wish to conserve and enhance the natural bushland and / or wetland areas on their property.

The program has a number of supporting documents including the following:

1. Program Brochure;
2. Application Form;
3. Property Eligibility Checklist; and
4. Final Report Acquittal.

The funding can be used for a range of management projects including (but not limited to):

- I. Weed control;
- II. Revegetation;
- III. Fencing to exclude stock;
- IV. Dieback control; and
- V. Habitat creation / water quality enhancement.

The grant program is to be reviewed every 3 years to ensure the program outcomes are being met and exceeded where possible, and allow for improvements in delivery where necessary.

### 2. Grant Criteria

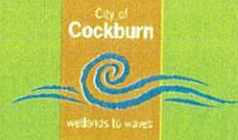
To be eligible residents must meet the following criteria:

1. Properties must be situated in the rural, rural living and resource zones;
2. Remnant bushland or wetland areas must exist on the property and proposed works must benefit the conservation value of these areas. Preference will be given to properties with larger areas of bushland/wetland of good biodiversity value. Smaller areas will be considered if linked to adjoining properties or green corridors or if the conservation value of the area in question is extremely high, e.g. declared rare flora, poorly represented vegetation complexes;
3. Projects must have significant financial or in-kind contribution from the landowner (all manual in-kind labour is to be calculated at \$30/hr;
4. Applicants must be the owners of the property (vacant land or land where the owner is not in residence may qualify and will be assessed on a case by case basis);
5. Environment management practices must be technically sound;
6. All revegetation work must use only local native plant species (the City can supply a list of appropriate species);
7. Single and groups of properties are eligible;
8. Funding will not be for personal items such as uniforms, food or tools (some equipment may be



# Landowner Biodiversity Conservation Grant Program

Helping rural private property owners manage their bushland and wetland areas



- considered e.g. weed spraying equipment);
9. Priority will be given to landowners whose property has no lawful protection e.g. properties with conservation covenants are not eligible; and
10. Funds must not be used to comply with any conditions associated with any planning approval.

## 3. Grant Conditions

All successful applicants need to:

1. Sign a 3 - year 'Voluntary Management Agreement and Conditions of Funding' form;
2. Work with the City to develop a property Management Plan for your bushland and /or wetland areas;
3. Complete a 'statement by a supplier' form. This will avoid 48.5% 'Withholding Tax' being deducted from the grant;
4. Attend a workshop hosted by the City; and
5. Submit a 'Final Report Acquittal' within 12 months of receiving the grant.

## 4. Application Process (Figure 1)

1. Advertise opening of grant round in August each year with closing date of end of October. Advertising media includes Cockburn Update Gazette Newspaper; Website; Cockburn Update Email; brochure distribution and direct mail-out to residents in rural, rural living and resource zones;
2. Visit properties that expressed an interest and / or submitted an application to ensure criteria are met. Complete Property Eligibility Checklist during site visit;
3. Provide advice to residents regarding priority of works and make recommendations on the types of works they should consider applying for.

## 5. Assessment Process

1. Not all applications will be successful. Grants will be allocated in order of merit based on addressing selection criteria until funding pool is exhausted;
2. Applications will be assessed based on the following merits, considering 'value for money' projects:
  - I. Condition of bushland and / or wetlands on the property;
  - II. Threats to the bushland and / or wetlands e.g. weed invasion – types of weeds and abundance; dieback; feral animal impacts;
  - III. Size (ha) of bushland and / or wetland area; and
  - IV. Improving ecological biodiversity corridors between properties.
- 2: Applications must include quotes for items or works over \$200. Fencing works or engaging contractors require more than one quote;
3. Once the applications have been assessed using the assessment matrix (Figure 2) a 'Recommendations Summary' is to be prepared;
4. A Memo is to be prepared to accompany Recommendations Summary to be approved and signed by Environment Services Manager and delegated authority holder Manager – Parks and Environment;
5. Successful / unsuccessful residents are to be notified by letter. Each resident needs to complete a Voluntary Management Agreement and Conditions of Funding form, along with a Statement by a Supplier





# Landowner Biodiversity Conservation Grant Program

Helping rural private property owners manage their bushland and wetland areas



form. Once the City receives completed forms, the grant money can be issued

6. A Memo is to be prepared and signed by Environment Manager to Finance for the grant cheques to be prepared and released; and

7. A letter is to be prepared to accompany grant payment.

## 6. Acquittal Process

1. Each applicant must complete a 'Final Report Acquittal' form within 12 months of receiving the grant. Extensions can be made and assessed on a case by case basis;
2. Site inspections are required to ensure grant outcomes have been met and if not, documented justification on the acquittal form is required – section 'Environmental Officer's Comments'; and
3. Prepare 'Annual Program Summary' outlining yearly outcomes to be provided to Environmental Manager and Manager – Parks Environment. Summary will be provided to Director – Engineering and Works. A summary will also be included in the Environment Service Unit brief within council's annual report.

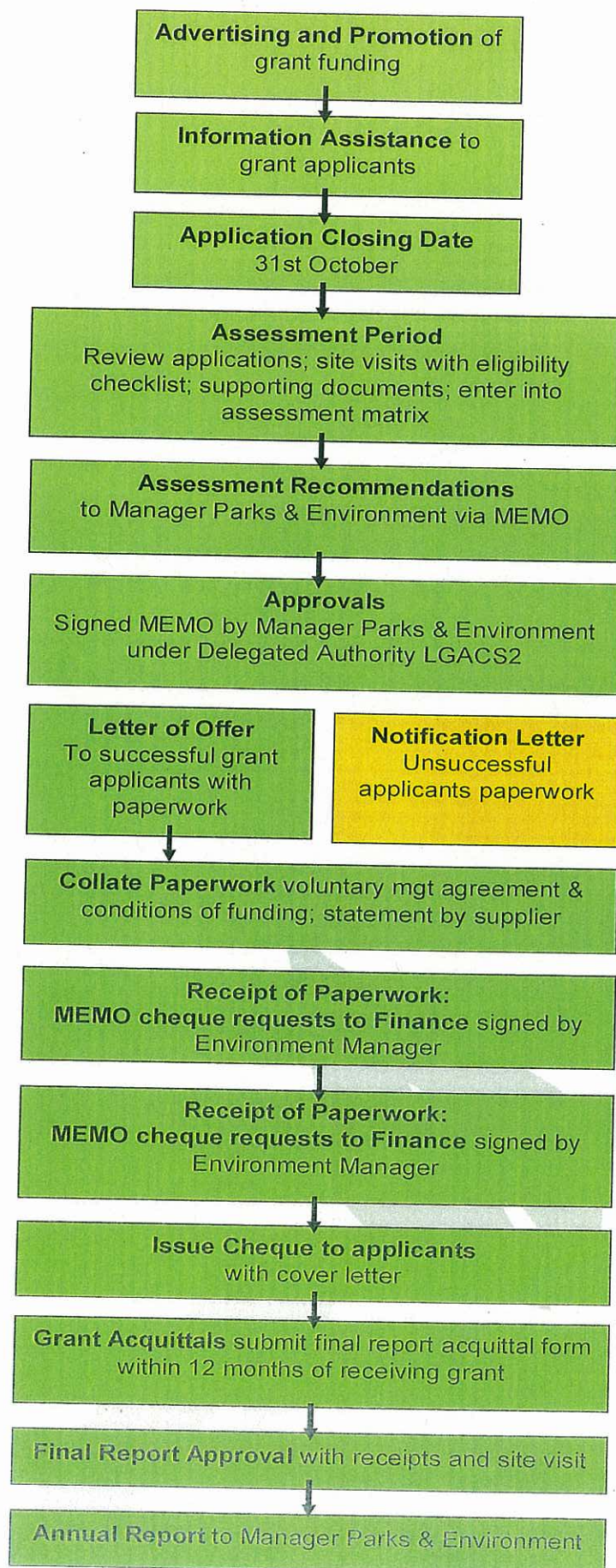




# Landowner Biodiversity Conservation Grant Program

Helping rural private property owners manage their bushland and wetland areas

Figure 1 - Grant Procedure Flow Chart







POS	OUTDOOR SPORT LIGHTING ON RECREATION RESERVES	PSEW17
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POSITION STATEMENT CODE:	PSEW17
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Service
RESPONSIBLE OFFICER:	PARKS MANAGER
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	14 June 2007
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

From time to time the City receives requests for the provision and/or upgrading of sports floodlighting on recreation reserves. Frequently, requests are received for a level and extent of lighting that exceeds the minimum required for recreational night training and match play purposes.

## PURPOSE:

1. To provide direction to officers in their advice to sports clubs as to the extent and standard of lighting that may be provided; and
2. To ensure that a consistent and equitable approach is applied to the provision of sports lighting.

## POSITION:

1. Lighting on sports fields shall satisfy the user(s) of the facility within reason and meet the relevant Australian Standards
2. The provision of sustainable lighting installed to recreation reserves will be for training purposes and meet the relevant Australian Standards for that particular sport.
3. Lighting for training purposes will be installed to comply with the relevant Australian Standard for the particular sport being played on the reserve. Pole

POS	OUTDOOR SPORT LIGHTING ON RECREATION RESERVES	PSEW17
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heights, number of luminaries and their wattage will identify the lux level generated to determine area for training.

4. The provision of lighting for competition can be installed at the request of the sporting club with consideration of the following:
  - 4.1 Club to submit formal request for competition lighting;
  - 4.2 Club to engage qualified electrical engineer to develop lighting design;
  - 4.3 All designs to meet the current Australian Standards for the specific sport
  - 4.4 Any addition power supply required to support competition lighting will be at the full cost to the sporting club;
  - 4.5 Conduct community consultation with officers to determine any impact on surrounding residents;
  - 4.6 Club to fund difference between cost of training lights (if not already supplied) and the cost of the competition standard lighting;
  - 4.7 Council to endorse proposal.
5. Sports floodlighting shall be in accordance with the:
  - 5.1 City of Cockburn's Standard Specification For the Design of Outdoor Sport Lighting; and
  - 5.2 City of Cockburn's Standard Specification For the Installation of Outdoor Sport Lighting.
6. It should be noted that this Position Statement does not circumvent a requirement to obtain the necessary planning and building approvals that may be required.



<b>POL</b>	<b>INSTALLATION OF PLAYGROUND/RECREATIONAL EQUIPMENT ON RESERVES</b>	<b>AEW4</b>
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<b>POLICY CODE:</b>	AEW4
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Parks & Environment
<b>SERVICE UNIT:</b>	Park Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Parks & Environment
<b>FILE NO.:</b>	ES/P/003
<b>DATE FIRST ADOPTED:</b>	17 June 1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AEW4
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## **BACKGROUND:**

The installation of equipment on parks within the District is requiring greater consultation with the community to ensure that the equipment is suitable to the circumstances.

## **PURPOSE:**

To ensure a consistent and equitable approach is applied to the processes involved in installing equipment on Council parks.

## **POLICY:**

- (1) Prior to the installation of basketball areas and playground equipment, a sign be erected for 2 weeks advising of the location.
- (2) A letter be sent to all houses within 50 metres of the proposed site advising them of the intention to install basketball practice areas and playground equipment.
- (3) If there are any objections to the positioning, Ward Councillors are to be advised so that on-site discussions can be held to agree on a location.
- (4) If no objections are received the installation of the basketball practice area and playground equipment is to proceed.

<b>POL</b>	<b>ESTABLISHMENT OF COMMUNITY GARDENS</b>	<b>AEW7</b>
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<b>POLICY CODE:</b>	AEW7
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Parks & Environment
<b>SERVICE UNIT:</b>	Park Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Parks
<b>FILE NO.:</b>	ES/P/003
<b>DATE FIRST ADOPTED:</b>	13 October 2011
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	Yes
<b>DELEGATED AUTHORITY REF.:</b>	AEW7
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## **BACKGROUND:**

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

## **PURPOSE:**

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

## **POLICY:**

- (1) The City of Cockburn recognises community gardening as a valuable recreational activity that builds strong community relationships, contributes to sustainable living practices and provides wide ranging benefits.
- (2) The City supports this policy to establish a framework to promote the development and establishment of Community gardens at suitable locations within the City.

<b>POL</b>	<b>ESTABLISHMENT OF COMMUNITY GARDENS</b>	<b>AEW7</b>
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(3) The City will:

1. Prepare a supplementary document "Guidelines for the Establishment of Community Gardens" that are to be considered in conjunction with this Policy.
2. The Guidelines are to be applied to all proposals to establish Community Gardens within the City of Cockburn.



# **Guidelines for the Establishment and Management of Community Gardens**

**Prepared by  
Parks & Environment Business Unit**

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<b>POL</b>	<b>ESTABLISHMENT OF COMMUNITY GARDENS</b>	<b>AEW7</b>
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## **1. Introduction**

### **1.1 What is a Community garden?**

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

### **1.2 What is a Community Garden Group**

A community garden group is defined as a not-for-profit, community based entity that grows and produces food primarily for the consumption of members of the group.

### **1.3 Objective of Guidelines**

The objectives of these guidelines are to:

- Promote the development of community gardens where people can meet and work together, build stronger community relationships whilst learning about sustainable gardening in a group context
- Document and standardise processes and procedures to ensure consistency in the development and management of community gardens within the City of Cockburn
- Assist in increasing the number of sustainable community gardens within the City
- Clarify the rights and responsibilities of all stakeholders involved in the community garden process, including volunteers, the City and partnering organisations
- Support for community gardens to be self managed, not to be reliant on the City for ongoing support and increase community ownership

### **1.4 Types of Community Gardens**

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

#### *1.4.1 Allotment Gardens*

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

#### *1.4.2 Communal Gardens*

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

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#### *1.4.3 Verge Gardens*

The City of Cockburn does not encourage the establishment of community gardens on verges as there are a number of negative impacts that need to be adequately addressed including security and sight distance issues prior to endorsement of this type of public garden.

#### *1.4.4 School Kitchen Gardens*

School kitchen gardens are defined as a community garden located on school property where local residents outside of the school community can join the garden project and assist in managing the garden in partnership with the school.

### **1.5 Where Can Community Gardens be Located?**

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

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

## **2. Forming Community Garden Group**

### **2.1 The Initial Steps**

The most successful community garden projects are those where significant time is invested in undertaking a detailed process of planning, establishing relationships with potential partners, communicating with and advising the local community as well as thoroughly designing the project. The following questions need to be asked and resolved:

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

### **2.2 Gaining Support**

Although an excellent asset once a community garden is established, starting a community garden is hard work and takes a significant investment of time, energy and ongoing commitment. To negate the outlay of a lot of time and energy to a project that may ultimately fail, the following tasks need to be addressed as a priority:

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- Develop a strong and committed garden group, that is willing to share the work load and be prepared to develop and maintain partnerships with other organisations within the community;
- Research where group participants can be acquired and research the level of support thoroughly;
- Work together as a group on areas of agreement and continue to clearly articulate the vision, roles and responsibilities of the group; and
- Inclusively design your garden with consensus from the group.

### **2.3 Develop Partnerships**

It is important for the long term viability and success of a community garden that strong supportive partnerships are developed with other community groups, businesses and organisations within the local community.

These partnerships can be a source of valuable resources, both physical and financial. Links with other groups can provide a wealth of knowledge; experience and advice so that mistakes made by established groups are not perpetuated by newly formed groups.

### **2.4 Clarify Aims and Objectives**

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

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

## **3. Establishing a Community Garden**

### **3.1 Research Your Project**

Researching the project thoroughly is one of the best ways to ensure that a community garden succeeds and is successful. Discussion with existing community garden groups can alleviate and avoid mistakes and pitfalls that have already been encountered by existing groups. Research includes asking the following questions of other established community garden groups:

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



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### **3.2 Checklist for New Community Garden Projects**

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

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

### **3.3 Site Assessment and Site Selection**

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

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

### **3.4 Design**

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

- a. Maximise waste minimisation opportunities
- b. Design for sustainability

POL	ESTABLISHMENT OF COMMUNITY GARDENS	AEW7
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- c. Water management – water harvesting and reduction in water runoff
- d. Design for solar access
- e. Incorporate learning areas within the site
- f. Design for accessibility
- g. Safety
- h. Design for sociability and cultural diversity

#### **4. The City's Role**

##### **4.1 How the City Demonstrates Support for Proposals**

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

- a. Preparing a Community Garden Policy
- b. Preparing Guidelines for the Establishment and Management of Community Gardens
- c. Preparing a Sample Community garden Rules and Guidelines
- d. Preparing a Procedure for Starting a New Community garden

##### **4.2 Application Process**

A Procedure for Establishing a New Community Garden has been prepared to assist Community Garden Groups with the application process to establish a community garden on an area of public land.

*Appendix 1: Procedure for Starting a New Community Garden*

##### **4.3 Lease Management**

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

##### **4.4 Security of Tenure**

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

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

- a. The group disbands or ceases to function. In this case the City may try to assist the group to resolve the conflict by facilitation and/or mediation arrangements;
- b. The garden is not maintained, becomes a hazard to health or becomes unsafe for public access; and
- c. Appropriate insurance cover is not maintained.
- d. If the community garden ceases to function or is abandoned, the lease will determine that the site is required to be returned to the condition prior to the establishment of a community garden.

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## 4.5 Issues for Consideration by the City

### 4.5.1 *Mutli-Use*

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

### 4.5.2 *Location*

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

### 4.5.3 *Accessibility*

The site requires good accessibility by:

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

The garden needs to cater for the following accessibility issues:

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

### 4.5.4 *Safety Management*

A safety management plan to be developed to manage all aspects of risk and safety is to be developed by a community garden group.

### 4.5.5 *Size of Garden*

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

### 4.5.6 *Water Management*

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

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#### *4.5.7 Infrastructure Required*

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

### **4.6 Financial Support**

Community groups may make application through the City's Community Grants Program to facilitate the establishment of a community garden.

There are a range of external funding sources that can be accessed to further assist in the financial support for establishing a community garden.

## **5. Community Management of Gardens**

### **5.1 Management Structure**

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

An effective committee:

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

#### *5.1.1 Code of Conduct*

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

#### *5.1.2 Constitution*

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

*Appendix 2: Sample List of Community Garden Rules and Guidelines*

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### 5.1.3 *Conflict Resolution*

Although community gardens generally aim to promote an environment that is tolerant and inclusive, it is inevitable that conflict will sometimes arise, either within the garden group or with external stakeholders.

Developing a clear process for the resolution of conflict is therefore essential. Many community gardens have learnt this the hard way.

Honestly and openly address the potential of conflict as a group and discuss the process of addressing conflict when it arises. The conflict resolution process should address:

- Ensuring respectful communication between those involved
- Who, both internally and externally will mediate serious conflict and
- What will be the process for addressing personal grievance?

### 5.1.4 *Project Evaluation*

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

- a. What are we trying to do here? Does it work?
- b. Is this what we set out to achieve?
- c. What is its value?
- d. What has this achieved?
- e. Has this been successful?
- f. Why does it work?
- g. Why doesn't it work?
- h. What can we do to make it work better?
- i. What has been the short to medium term impact of our work?
- j. What has been the longer term outcome of our work?

## 5.2 **Responsibilities of Community Gardeners**

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

- a. they cooperate and manage effective relationships with the surrounding neighbourhood, partnering organisations and other gardeners;
- b. they do not discriminate against one another due to differences in race, culture or sexuality;
- c. they regularly communicate with the City and/or other landowners and stakeholders;
- d. decision making is democratic, transparent and inclusive;
- e. any water leaving the garden is not contaminated by sediment, fertiliser, manure or excessive organic matter that might pollute waterways;
- f. noise levels within the garden are maintained at a level that is not disturbing to neighbours;

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- g. compost, worm farming systems and fertilisers are maintained so as not to attract vermin or produce unpleasant odours;
- h. rainwater harvesting systems are maintained to ensure water is of a high quality;
- i. lawn areas are regularly mowed and garden beds kept tidy. Any materials delivered to or stored at the garden are maintained so as not to create an unpleasant environment for other residents in the community; and,
- j. visitors are welcomed to the garden, and members of the public can access the community garden during daylight hours.

### **5.3 Rights of Community Gardeners**

Community gardeners have the right to:

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

### **5.4 Conflict Resolution and Complaints Procedure**

Community gardens should aim to promote an environment that is tolerant and caring. However, it is inevitable that conflicts may sometimes arise, either within the garden group or with external stakeholders such as local residents or the City. In the event of a conflict arising, steps should be taken immediately to accelerate its resolution, including communicating respectfully with those involved; and engaging the assistance of a mediator where appropriate.

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

### **5.5 Insurance and Risk Management**

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

- a. the City's existing insurance policy may be extended to cover gardens on Council land where an extensive risk management process has been

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

## 5.6 Incorporation of the Garden Group

A group wishing to develop and manage a community garden must be incorporated and have a clear and identified structure. Garden groups can apply to the Department of Commerce –Consumer Protection Division to become Incorporated Associations.

This arrangement affords the group some flexibility in the management of funds and enables them to open a bank account, obtain public liability insurance cover and apply for government grants. Incorporation as an association requires groups to establish a management committee with annually elected office bearers and to commit to regular meetings. This can be beneficial for the project as it maintains a structure that can address management issues; having a committee also helps share the tasks of garden management and avoids excessive responsibility being placed on a few people or the garden management becoming dominated by one person.

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## **SAMPLE COMMUNITY GARDEN RULES AND GUIDELINES**

These are sample rules and guidelines only and each Community Garden Management Committee will prepare guidelines applicable for a specific location.

### **1. Who can obtain a plot?**

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

### **2. Fees**

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

### **3. How to apply for a garden plot**

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

### **4. Allocation of plots**

If no plots are available at the time of application, the applicants name will be placed on a waiting list and will be advised when a plot becomes available. Allocation of plots is based on:

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

### **5. Keys and Right of Entry**

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

### **6. Forfeiting of Garden Plots**

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



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**7. Plot Ownership**

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

**8. Responsibilities of gardeners for their own plots**

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

**9. General Conduct in the Garden**

Gardeners and visitors are to respect all gardens as community spaces. Removal of produce, plants or equipment from another gardener's allotment without that gardener's permission is not permitted. Each gardener has the right of quiet enjoyment of the community garden.

Threats or abuse towards other gardener's is not permitted. The consumption of alcohol or any form of substance abuse will not be tolerated in the community garden.

**10. Maintenance of Common Areas**

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

**11. Waste Management**

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

**12. Water Management**

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

**13. Pest Management**

Each community garden group will establish an agreement as to what level of chemical use is permitted at each site.

**14. Garden Tools**

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

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#### **15. Change of Circumstances**

Gardeners must advise the Community gardening group of:

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

#### **16. Animals**

Dogs, cats and other pets are not permitted within community gardens.

#### **17. Garden Security**

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

#### **18. Visitors**

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

#### **19. Children**

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

#### **20. Sale of Garden Produce**

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

## PROCEDURE FOR STARTING A NEW COMMUNITY GARDEN

- Step 1**     Applicant/s establish a sustainable Community Garden Group
- Step 2**     Applicant liaises with City representative to seek guidance on the application process
- Step 3**     Applicant to undertake site assessment of potential sites
- Step 4**     Applicant further discusses their proposal with the City to identify any potential issues
- Step 5**     Applicant to submit a completed proposal to the City
- Step 6**     City undertakes assessment of the proposal.

The application will be assessed by a review panel inclusive of representatives of a range of sections and departments to determine if the proposal is adequate.

**Step 7:**     Application is supported

The group undertakes community Consultation and work with the community to ensure that all concerns are addressed. If there is significant opposition to the proposal the City reserves the right to consider alternate sites for the project.

**Step 7:**     Application is not supported

Written feedback will be provided to and alternate site may be considered.

**Step 8:**     Application is supported and reported to Council.

Should the application be supported at a Council Meeting, then City staff will meet with the applicants to prepare and develop relevant written agreements and other documentation for the proposal to proceed.

**Step 9**     Apply for Grants and Funding

Once all documents have been approved by the City, then applicants may wish to apply for grant funding to commence building the Community Garden.

POL	MAINTENANCE OF VERGES/PUBLIC OPEN SPACE FOLLOWING RESIDENTIAL SUBDIVISIONS	SEW1
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POLICY CODE:	SEW1
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Services
RESPONSIBLE OFFICER:	Manager, Parks
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SEW1
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

New subdivisions are often initially provided with high quality verge treatments and Public Open Space for display and marketing purposes by the original developer.

## PURPOSE:

To ensure an acceptable level of appearance is kept in areas which have been initially developed with high quality verge treatments and Public Open Space.

## POLICY:

### (1) Verges

The developers of subdivisions in the City of Cockburn be required to:

1. Maintain landscaping and irrigation systems installed within road reserves for the duration of the subdivision works, but not less than two (2) years.
2. Provide, at the time of purchase, written advice to individual buyers of subdivided land, that at conclusion of the subdivisional works, or two year period, the Council will:
  - (i) maintain landscaping and irrigation installed on road reserves where the landscaping and irrigation works do not immediately abut the boundary of adjacent privately owned lots, reserving the

POL	MAINTENANCE OF VERGES/PUBLIC OPEN SPACE FOLLOWING RESIDENTIAL SUBDIVISIONS	SEW1
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right to disconnect the irrigation and remove any vegetation considered unsuitable;

- (ii) **not** maintain landscaping and irrigation systems installed on road verges immediately abutting the boundaries of privately owned adjacent subdivisional lots. However, owners wishing to retain an irrigated service to the adjoining verge may have the service connected to their domestic verge at their own cost.
- (iii) discontinue the supply of irrigation water from Council's resources, to pipe-work and sprinklers installed on road verges abutting the boundaries of privately owned adjacent subdivisional lots; and
- (iv) at its discretion, maintain the landscaping and irrigation installed on road verges immediately abutting the side and rear boundaries of privately owned adjacent subdivisional lots.

(2) Public Open Space

The developers of residential subdivisions in the City of Cockburn be required to maintain the landscaping and reticulation systems installed on public open space for, a Two (2) year period following practical completion.

POS	GRAFFITI & VANDALISM RESPONSE – COUNCIL PROPERTY	PSEW10
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POSITION STATEMENT CODE:	PSEW10
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Roads Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The Community Needs Survey 2000 identified vandalism and graffiti, particularly of public property, as one of the major issues of concern within the community. Currently Council addresses such issues as they are identified and reported to the extent that available resources allow.

## PURPOSE:

To provide a process by which vandalism of and the removal of graffiti from Council property can be adequately and uniformly addressed in order for Council to demonstrate its commitment to creating an attractive environment.

For the purposes of this Statement "Council Property" refers to all property which is owned or managed by Council. "Council Property" refers to structures or equipment which is the exclusive responsibility of Council to maintain.

## POSITION:

- (1) Graffiti of an offensive nature will be removed from all Council property within one (1) working day of notice being provided to Council, if possible;
- (2) Graffiti of a non offensive nature will be removed from all Council property within three (3) working days of notice being provided to Council, if possible;

POS	GRAFFITI & VANDALISM RESPONSE – COUNCIL PROPERTY	PSEW10
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- (3) Vandal damage to Council property which prevents the equipment from functioning will be made safe and/or repaired within one (1) working day of notice being provided to Council, if possible;
- (4) Vandal damage to Council property of a minor nature will be repaired within five (5) working days of being notified to Council, if possible;
- (5) Council will provide a Graffiti/Vandalism “hotline” number for the public reporting of incidents of vandalism and graffiti to Council and public property;
- (6) All cases of graffiti and property damage made known to Council will be reported to the Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal, as evidence for the Police.
- (7) Council’s Building Maintenance Budget will provide funds to remove graffiti from surfaces as deemed necessary.

POS	PORTABLE SIGNS IN STREETS, WAYS AND RESERVES	PSEW14
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POSITION STATEMENT CODE:	PSEW14
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Services
RESPONSIBLE OFFICER:	Parks Operations Co-ordinator
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Movable or portable signs and other advertising devices erected or placed within streets ways and road reserves are considered unauthorised and subject to removal by the City without notification to the person or persons that installed the sign or advertising device.

## PURPOSE:

To ensure the removal of unauthorised movable or portable signs and other advertising devices erected or placed within streets ways and reserves that:

- (1) obstruct a person's view from a street or public place of traffic in a street or public place;
- (2) reduce the amenity or natural beauty of the area in which the sign is erected;  
or
- (3) are unsuitable for the locality.

## POSITION:

Major intersections within the City shall be inspected four times per year for the presence of unauthorised movable or portable signs and other advertising devices. Any such movable or portable signs and other advertising devices present, within an eighty (80) metre radius of the intersection, at the time of inspection, shall be removed and returned to the nearest premises of the business being advertised.



POS	PORTABLE SIGNS IN STREETS, WAYS AND RESERVES	PSEW14
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The City shall dispose of signage that does not readily identify the business being advertised and/or its nearest premises.

Between inspections and for locations other than those within an eighty-metre radius of major intersections, complaints relating to unauthorised signage shall be investigated on a site by site basis.

POS	REMOVAL AND PRUNING OF TREES	PSEW15
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POSITION STATEMENT CODE:	PSEW15
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Services
RESPONSIBLE OFFICER:	Manager, Parks
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	20 May 2003
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Trees are regarded as highly desirable and integral to the urban landscape, providing a range of social, environmental and economic advantages. As such they are considered to be an integral part of the total public landscape amenity affecting and benefiting all residents within the locality, individually and collectively.

From time to time requests are received from residents for the removal or pruning of trees.

## PURPOSE:

To provide clear direction to the City's officers when requests are received for the removal or pruning of trees growing on land under the direct care, control and management of the City.

## POSITION:

Removal of Trees on Land under the direct care, control and management of the City.

(1) Trees shall **not** be removed unless they are:

- 1 Dead.
- 2 In a state of decline to the point that survival is unlikely.
- 3 Structurally unsound, to the point of constituting imminent danger to persons or property.

POS	REMOVAL AND PRUNING OF TREES	PSEW15
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- 4 Damaging or likely to damage property, where alternatives to prevent damage are not possible.
- 5 Part of a tree replacement program.
- 6 Obstructing a Council approved works program, such as road and drainage works.

(2) Loss of Amenity

Trees growing on land under the direct care, control and management of the City, that are considered to be unduly interfering with the amenity available to adjacent residents in the use of their land, may be removed at the discretion of the Council.

In such circumstances, trees shall not be removed unless:

- 1 A request in writing for removal of the tree has been received from the adjacent property owner by the City's Officers, clearly stating the reasons for requesting removal.
- 2 An Officer's report detailing the request and associated issues has been presented to the Council for its consideration, including any consultation undertaken.
- 3 The Council has formally resolved to authorise removal of the tree.

Where the Council has resolved to authorise removal of a tree at the request of an adjacent property owner:

- 1 Removal shall be at full cost to the property owner who made the request for removal.
- 2 The tree shall be dismantled to the ground, removed from the site and the stump shall be ground out.
- 3 The tree shall be removed by a suitable contractor engaged by the City for the purpose.
- 4 The tree shall not be removed until the City has received payment for the full cost of removal.
- 5 The City at the Council's cost shall plant a replacement tree suitable for the location, within six months of removing the original tree.

Planning, Building, and Other Approvals

Where a planning, building or other approval has been granted by the City, that necessitates removal of a tree growing on land under the direct care, control and management of the City:

- 1 Removal shall be at full cost to the property owner who made the request for removal;
- 2 The tree shall be dismantled to the ground, removed from the site and the stump shall be ground out;

POS	REMOVAL AND PRUNING OF TREES	PSEW15
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- 3 The tree shall be removed by a suitable contractor engaged by the City for the purpose.
- 4 The City at the Council's cost shall plant a replacement tree suitable for the location and as near as practical to the original location, within six months of removing the original tree.

(3) Pruning of Trees

Generally, trees shall be allowed to develop their natural canopy and shall not be pruned.

Where pruning is essential, pruning shall only be carried out in accordance with Australian Standard AS 4373 – 1996, *Pruning of Amenity Trees*, and for the express purposes of:

- 1 Providing clearance for pedestrian movement.
- 2 Improving the safety, structure and health of the tree.
- 3 Maintaining clearances for utility services, e.g. powerlines.
- 4 Improving vehicle driver's line of sight along vehicle carriageways.
- 5 Preventing branches encroaching into neighbouring property from public property.

<b>POS</b>	<b>UNKEMPT VERGE MOWING</b>	<b>PSEW16</b>
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<b>POSITION STATEMENT CODE:</b>	PSEW16
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Parks & Environment
<b>SERVICE UNIT:</b>	Park Services
<b>RESPONSIBLE OFFICER:</b>	Parks Operations Co-ordinator
<b>FILE NO.:</b>	ES/P/003
<b>DATE FIRST ADOPTED:</b>	16 March 2004
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## **BACKGROUND:**

Street verges have traditionally been described as that area of land situated between Council's road kerb and the adjoining private property.

## **PURPOSE:**

To ensure that unkempt street verges within the City of Cockburn are maintained to a minimum standard.

## **POSITION:**

The City of Cockburn recognises that the appearance of street verges abutting boundaries of developed land is important to owners, because of the significant aesthetic impact on their properties.

Residents/tenants/owners are encouraged to undertake maintenance of these verges at their cost and to a level commensurate with their personal requirements, thereby allowing the costs to be shared according to the standard that individuals have set for themselves.

At specific locations where street verges are not being maintained by residents/tenants/owners and have become unkempt, the Council may maintain these verges, according to the following requirements.

POS	UNKEMPT VERGE MOWING	PSEW16
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(1) Definition of Unkempt Verge

1. For the purposes of this policy, unkempt street verges are defined as any verge that:
  - (a) Has not had irrigation installed between the road kerb and the adjoining property boundary.
  - (b) Has not been improved by way of landscaping (excluding the street tree), garden beds, paving, gravel, mulch or other similar materials.
  - (c) Is covered with grass that has attained a height to an average uniformity coefficient greater than two hundred millimetres in every direction across the area, at the time a service is due.

(2) Residential Zoning

1. Unkempt verges adjacent to land zoned 'Residential' and unkempt land within road reserves located in areas zoned residential may be mown:
  - (a) At a maximum of four times per annum;
  - (b) Only upon receipt of a request or complaint from the public; and
  - (c) Only upon receipt of a separate additional request or complaint for each and every occasion a cut is desired.
2. The standard of service shall be in accordance with the City of Cockburn's Technical Specification for the Mowing of Unkempt Verges Adjacent to Land Zoned Residential.

(3) Development, Commercial, Industrial and Rural Zoning

1. Unkempt verges adjacent to land zoned 'Development, Commercial, Industrial and Rural', shall be mown at a maximum of twice per annum, once during spring or summer and once during autumn or winter, depending on seasonal requirements.
2. The standard of service shall be in accordance with the City of Cockburn's Technical Specification for the Mowing of Unkempt Verges Adjacent to Land Zoned Development, Commercial, Industrial and Rural.

(4) Arterial Roads

1. Unkempt verges of selected arterial roads shall be mown a minimum of two and a maximum of six services per year, depending on the priority in which they have been categorised.
2. The standard of service shall be in accordance with the City of Cockburn's Technical Specification for the Mowing of Arterial Road Reserves Priority One and City of Cockburn's Technical Specification for the Mowing of Arterial Road Reserves Priority Two.

POS	UNKEMPT VERGE MOWING	PSEW16
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(5) Land under the Care and Control of Other Authorities

1. Unkempt verges adjacent to land under the care and control of other authorities shall be assessed on an individual basis. The frequency and standard of mowing shall be determined on a site by site basis.

<b>POS</b>	<b>TREES ON PRIVATELY OWNED LAND</b>	<b>PSEW18</b>
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<b>POSITION STATEMENT CODE:</b>	PSEW18
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Parks & Environment Department
<b>SERVICE UNIT:</b>	Parks Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Parks & Environment
<b>FILE NO.:</b>	ES/P/003
<b>DATE FIRST ADOPTED:</b>	11 December 2008
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	
OCM:	

## **BACKGROUND:**

From time to time requests are received by the City for action to be taken against proprietors of privately owned land, requiring them to prune or remove trees growing on their land because the requestor considers them to be dangerous and/or adversely impacting on the ability they have to enjoy the amenity of their own land.

## **PURPOSE:**

To provide clear direction to the City's Officers when requests are received for action to be taken against proprietors of privately owned land, to prune or remove trees growing on their land.

## **POSITION:**

### **(1) Trees on Privately Owned Land**

In the interest of public safety and in accordance with the Local Government Act 1995, the City will play an active role in the management of potentially dangerous trees growing on privately owned land.

### **(2) Assessment and Notification of Dangerous Trees on Privately Owned Land**

Where a resident raises a concern regarding the safety of a tree on privately owned land, an officer from the City will at the earliest opportunity conduct a visual inspection of the tree and determine the risk:



POS	TREES ON PRIVATELY OWNED LAND	PSEW18
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1. Where the visual inspection reveals a tree is a 'serious and immediate danger' and immediate action is required to alleviate the risk, the City will, in accordance with Section 3.27(1) Schedule 3.2(7) of the Local Government Act 1995, take action to make safe the tree, with or without consent of the owner or occupier of the land.
  2. Where the visual inspection reveals a tree to be potentially dangerous but not a 'serious and immediate danger' the City will, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the Local Government Act 1995, issue a Notice requiring the owner or occupier to remove all or part of the tree to ensure that it is made safe. The Notice will include advice, in accordance with S9.1 to 9.9 of the Act, which outlines the right to objection/appeal, noting that an objection in this regard requires the owner or occupier to provide a written report, from a suitably qualified expert in the field of arboriculture, to the contrary of the City's original assessment.
  3. Where the visual inspection does not clearly reveal a tree poses a danger, the City will engage a suitably qualified expert in the field of arboriculture to provide a written report. Where the written report determines that the tree poses a danger, the City, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the Local Government Act 1995, will issue a Notice requiring the owner or occupier to remove all or part of the tree to ensure that it is made safe.
  4. Where the visual inspection clearly reveals a tree poses no danger, then, the City will take no further action.
- (3) Recovery of Costs for Action Taken By the City

Where an Action has been taken by the City or a Notice is issued to a resident with regard to the safety of a tree on privately owned land, the City will:

1. Where the visual inspection reveals a tree is a 'serious and immediate danger' and the City has taken immediate action to alleviate the risk, without notice or consent of the owner/occupier - in accordance with the requirements of Section 3.27(1) of the Local Government Act 1995, the City will incur the costs of such an action.
2. Where a Notice is issued and an owner or occupier is unable to comply with the Notice due to financial constraints, the City will offer to undertake the associated works necessary in making the tree safe and offer the owner or occupier the option of reimbursing the City in instalments over a period of 3 months.
3. Where the owner or occupier fails to comply with the Notice, then the City will, in accordance with Section 3.26(2) and (3) of the Local Government Act 1995, take whatever action is considered necessary to

POS	TREES ON PRIVATELY OWNED LAND	PSEW18
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achieve the intent and purpose of the original Notice. Costs incurred by the City from such action will be recovered as a debt from the Notice recipient.

(4) Arbitration of "Nuisance" Trees on Privately Owned Land

The City will not investigate or arbitrate concerns regarding trees growing on privately owned land, which may be adversely impacting on the ability of an adjoining owner/occupier to enjoy the amenity of their land, through such things as leaf drop, shading, obstruction of views etc.

(5) Arbitration of Trees Causing Damage to Fences and Minor Structures

The City will not investigate or arbitrate concerns of residents regarding trees and shrubs growing on privately owned land, which are causing or may cause damage to dividing fences and/or minor structures on adjoining land.

<b>POS</b>	<b>GRAFFITI RESPONSE – NON-CITY OWNED PROPERTY</b>	<b>PSEW20</b>
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<b>POSITION STATEMENT CODE:</b>	PSEW20
<b>DIRECTORATE:</b>	Engineering & Works
<b>BUSINESS UNIT:</b>	Engineering Services
<b>SERVICE UNIT:</b>	Roads Services
<b>RESPONSIBLE OFFICER:</b>	Manager Engineering Services
<b>FILE NO.:</b>	CR/P/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 August 2012
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	26 July 2012 31 January 2013
OCM:	9 August 2012

## **BACKGROUND:**

The Community Needs Survey 2000 identified vandalism and graffiti, particularly of public property, as one of the major issues of concern within the community. Currently Council addresses such issues as they are identified and reported to the extent that available resources allow.

## **PURPOSE:**

To provide a process by which the removal of graffiti from public facilities and private property can be adequately and uniformly addressed in order for the City to demonstrate its commitment to creating an attractive environment.

For the purposes of this Statement "Non City Owned Property" refers to all property which is owned or managed by any other public or Government authority, or private owner and is located within the Municipality. It only refers to structures or equipment located on a property, which is clearly visible from a public area and where reasonable access is provided to the City's contractor.

## **POSITION:**

- (1) Subject to Clause (3) of this Policy, graffiti of an offensive nature will be removed from all non City owned property within two (2) working days of notice being provided to the City, if possible;

POS	<b>GRAFFITI RESPONSE – NON-CITY OWNED PROPERTY</b>	PSEW20
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- (2) Subject to Clause (3) of this Policy, graffiti of a non offensive nature will be removed from all non City owned property within five (5) working days of notice being provided to the City, if possible;
- (3) The City will remove graffiti free of charge (subject to the conditions set out in 7) to private property owners, in circumstances only where the Graffiti is applied to a surface, which is clearly visible from any public area and where the aesthetic of the area is compromised. In these circumstances, the City will require the property owner to provide it with a "Notice of Waiver" to enable the necessary repairs to be undertaken to pre-determined standards, without the potential for liability claims;
- (4) The cost of such graffiti removal will not exceed \$400.00 on any single occasion and a maximum of \$1200.00 in any one financial year. Should the costs exceed these stipulated amounts the owner will be required to contribute the outstanding amount or to cause the Graffiti to be removed in accordance with the City's Local Laws;
- (5) The City will provide a Graffiti "hotline" number for the public reporting of incidents of graffiti to all City and other property;
- (6) The City will seek the cooperation of all government or publicly managed service providers for either an annual contribution or an as required pre-determined cost for service towards graffiti removal to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances, the authority to deal with incidents of graffiti to non-City controlled public property will be delegated to the City from each authority involved. The City will endeavour to establish a pro-forma agreement with each authority in order to provide a consistent approach to this arrangement. A suitable costing and accounting system will be administratively established to manage this system.
- (7) Subject to the acceptance of the conditions outlined in (6) above by participating public services, the City will attend to the necessary repairs and maintenance associated with making good graffiti to non-City owned public property within the normally accepted time frames associated with this Position Statement.
- (8) All cases of graffiti damage made known to the City will be reported to the Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal as evidence for the Police.
- (9) The City's Ranger Services Unit will ensure that it stringently applies its Local Laws relating to graffiti removal on private property, in instances where a

<b>POS</b>	<b>GRAFFITI RESPONSE – NON-CITY OWNED PROPERTY</b>	<b>PSEW20</b>
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property owner opts not or fails to conform to the City's requirements or standards.

- (10) The City's Customer Services Unit will support this initiative by ensuring extensive promotion of the City's commitment in addressing incidents of graffiti and encouraging the public and community groups to report such instances through all channels available in accordance with this Position Statement.
- (11) The City's Safer City budget will provide funds to remove graffiti from surfaces as deemed necessary.

<b>POL</b>	<b>COUNCIL OWNED VEHICLE USAGE</b>	<b>AES8</b>
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<b>POLICY CODE:</b>	AES8
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Support Services
<b>SERVICE UNIT:</b>	Executive Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Infrastructure Services
<b>FILE NO.:</b>	ES/P/003
<b>DATE FIRST ADOPTED:</b>	17 June 1997
<b>DATE LAST REVIEWED:</b>	12 October 2006
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES8
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	13 January 2013
OCM:	12 October 2006

## **BACKGROUND:**

The City of Cockburn is required to provide a light vehicle fleet to ensure its functions can be performed in an efficient and effective manner.

## **PURPOSE:**

To provide for out of hours allocation and usage of Council's light vehicle fleet.

## **POLICY:**

- (1) The Chief Executive Officer and Directors have unrestricted use of a Council vehicle within the State of Western Australia of a suitable standard with all costs of purchasing or leasing and operating the vehicle being met by Council. These officers may also seek to have their contracts amended to allow for provision of a motor vehicle allowance, in lieu of a Council supplied vehicle. In such a circumstance, approval will require confirmation that this arrangement does not increase the City's costs, nor affect its operations.
- (2) Other officers of Council may be granted unrestricted private, restricted private or commuter use of a Council vehicle, such arrangements and standard of vehicle to be negotiated between the officer and the Chief Executive Officer. Occasional requests for usage outside these guidelines must be approved by the Divisional Director, and recorded on the relevant personal file of the employee prior to such extraordinary usage occurring.

<b>POL</b>	<b>COUNCIL OWNED VEHICLE USAGE</b>	<b>AES8</b>
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- (3) Where the Chief Executive Officer agrees to allow an officer who would normally only be allocated a vehicle with commuting use, access to restricted private use, then the Chief Executive Officer is to ensure a financial contribution is obtained from the officer that fully reimburses the City for any additional costs, e.g. FBT and ancillary operating expenses.
- (4) The vehicles allocated to the Chief Executive officer and Directors, or other officers granted unrestricted use, may be driven by:
  1. their partner;
  2. designated drivers approved by the Chief Executive Officer (or Mayor when applicable for the Chief Executive Officer) in writing; and
  3. other persons who have valid licences for the class of vehicle being driven and are accompanied by the officer when the vehicle is being driven.
- (5) Vehicles allocated to other officers who have restricted private use may be driven by:
  1. their partner if they are accompanied by the officer;
  2. their partner if they are picking up or dropping off the officer;
  3. their partner within 20 kilometres of their residence; and
  4. by designated drivers approved by the Chief Executive Officer in writing, who have a valid driver's licence for the class of vehicle being driven and are accompanied by the officer when the vehicle is being driven,
- (6) Vehicles allocated to officers for commuting purposes only are to be driven by that officer only, or other persons who have valid licenses for the class of vehicle being driven and accompanied by the officer, between the place of residence and Council work place only and / or return, unless occasional permission is granted in accordance with part (2) of the Policy.
- (7) Officers allocated Council-owned and leased vehicles for private or commuting use are responsible for regular internal and external cleaning of the vehicle, maintaining it in a clean and tidy state and ensuring it is serviced at the correct intervals.
- (8) Should the Chief Executive Officer or an Officer with private use of a vehicle resign, the provisions of Part a) and b) of the Policy are not to apply and the Council vehicle is not to be taken prior to the employment termination date of the officer, in the event that accrued leave is taken by the Officer prior to the termination date.
- (9) Any Officer of Council having any form of private usage or commuting rights of a Council vehicle may, when absent from duty, grant these rights to another

POL	COUNCIL OWNED VEHICLE USAGE	AES8
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Officer of Council, as nominated by the authorising Officer and approved by the relevant Director and provided to the delegated Officer in writing.

- (10) Any officer who is required to carry Council owned property within the vehicle shall at all times secure that property in the boot of the vehicle, (or some other such secure space within the vehicle), so as to reduce the likelihood of such equipment being stolen. Similarly, all officers should take the same precaution with their own personal effects, as the City of Cockburn's insurance policies will not cover the loss of such goods.



POS	<u>STREET</u> NAME PLATES	PSEW7
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POSITION STATEMENT CODE:	PSEW7
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Engineering Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Local governments often use street name plates as an opportunity to promote their local authority by applying the traditional Council colours or logo to the street name plate.

## PURPOSE:

To determine the size and colour of street name plates within the City of Cockburn.

## POSITION:

Street name plates be constructed using 200mm blades with 100mm or 150mm letters, coloured with blue letters on a reflective white background and incorporating 50mm blue house numbers where practical and Council's Corporate Logo.

POL	KERBSIDE HOUSE NUMBERING	AEW2
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POLICY CODE:	AEW2
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Road Design Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	17 September 2002
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW2
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	17 September 2002

## BACKGROUND:

Kerbside house numbering has become a popular method of property owners choosing to highlight their property number.

## PURPOSE:

To establish a consistent method and standard of applying kerbside numbering within the City of Cockburn

## POLICY:

The Council will approve applications from companies wishing to print house numbers of the kerb subject to the following conditions and specifications:

- (1) Resident approval is necessary and residents to be made aware and provided by the contractors with a copy of these conditions.
- (2) Kerb numbers not in accordance with this specification are in contravention of the local laws. Council may request the removal of the number by the residents or carry out removal at the resident's expense.
- (3) Council will not be held responsible for kerb numbers which contravene this specification that are applied by a person or an organisation with this approval.

POL	KERBSIDE HOUSE NUMBERING	AEW2
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- (4) Maintenance of kerb numbers shall be the responsibility of the resident.
- (5) The resident shall ensure the correct house number only is painted on the kerb. Lot numbers are not allowed.
- (6) Council does not take responsibility for numbers destroyed or lost through kerb maintenance, reconstruction or street sweeping.
- (7) The house numbers shall be located on the kerb at the midpoint of the verge.
- (8) Prime Numbers shall be 140mm high Series E numerals in accordance with AS1744-1975, or similar, except where an appropriate alternative numeral size can be used when kerb size and/or shape dictates, all to the satisfaction of the Director - Engineering. Where suffixes are required, these shall be 2/3 of the size of the prime number.
- (9) Plate colours shall be retro-reflective in accordance with AS1743-1975. The standard colour shall be reflective yellow letters on a matt olive green background.
- (10) Numerals shall be located centrally within the green background with a 30mm border all around and 30mm spacings, except where kerb size and/or shape dictates differently, when borders/spacings shall be to the satisfaction of the Director - Engineering.

POL	SUSTAINABILITY	SC37
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POLICY CODE:	SC37
DIRECTORATE:	All Divisions
BUSINESS UNIT:	Parks & Environmental Services
SERVICE UNIT:	Environmental Management
RESPONSIBLE OFFICER:	Manager, Parks and Environment
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	12 April 2012
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	16 May 2006 24 November 2011 22 March 2012 31 January 2013
OCM:	8 December 2011 12 April 2012

## BACKGROUND:

Local Governments have a key role to play in sustainable development as stated in the Local Government Act 1995 S1.3(3).

*In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.'*

The City of Cockburn's definition of sustainability is:

*Pursuing governance excellence to meet the needs of current and future generations through an integration of the environment, society and economy.*

The City of Cockburn recognises its responsibility to work with its community towards an environmentally, socially and economically sustainable future.

## PURPOSE:

To provide a strategic framework for embedding sustainability in the City's planning, development, reporting and decision-making processes.

POL	SUSTAINABILITY	SC37
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## POLICY:

The City is committed to achieving sustainability in the following ways:

### (1) Governance

1. Implement an integrated sustainability strategy, which is embedded in planning and development, the City's Annual Report and decision-making processes.
2. Assess the environmental, social and economic impacts of City activities and operations through an integrated consideration of these areas in all Council approvals processes.
3. Commitment to regular monitoring, evaluation and improvement of services and facilities delivered to staff and the community.
4. ———Promote the integration of the City's sustainability strategy into the community through the provision of ongoing opportunities to support community engagement.
5. Development of needs based infrastructure plans that deliver major capital works in a timely manner, while maintaining the financial sustainability of the City.
6. Annually review, and update when required, the City's sustainability policy to ensure it is relevant, up to date and reflects the City's corporate approach to sustainability.
7. Annually review, and update when required, the City's sustainability action plan to ensure it continues to guide progress toward sustainability.
8. Biennially review, and update when required, the City's sustainability strategy.
9. Prioritise public transport as part of the continued planning of retail and commercial areas.
10. Provide ongoing opportunities for City staff to implement sustainability practices in the workplace.
11. Develop partnerships and collaborate with the community to achieve sustainable development in the area of public transport, buildings and infrastructure.

POL	SUSTAINABILITY	SC37
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12. To ensure the City integrates best practice sustainable design principles into all Council initiated planning, building and development projects.

(2) Environment

1. Maintain, conserve and enhance ecosystems within the City's responsibility for present and future generations.
2. Set targets for reduction in greenhouse gas emissions, energy, water use and waste from the City's operations.
3. Facilitate the sustainable use of natural resources within the community.
4. Facilitate increased recycling and reduced waste contamination and generation across City households.
5. Ensure the development of a robust transportation system that provides for the needs of residents and industry, whilst minimising environmental consequences.
6. Facilitate community protection and conservation of the natural environment.

(3) Society

1. Value and celebrate Indigenous culture, heritage and participation.
2. Value and celebrate cultural diversity within the City.
3. Provide accessible community facilities and services that meet a range of identified community needs.
4. Facilitate a local sense of community identity for all residents of the City.
5. Provide residents with a sense of safety and security.
6. Create and enhance meeting places which promote leisure and lifestyle.
7. Enable the community to integrate sustainability into their way of life through best practice planning and development.
8. Provide services that enhance the social and economic wellbeing of all residents.

POL	SUSTAINABILITY	SC37
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(4) Economy

1. Facilitate the development of local enterprise.
2. Facilitate the improvement of local employment opportunities.
3. Making financial decisions that consider the best outcomes for society and the environment and are able to be delivered in an economically viable manner.
4. Ensuring the City's development and delivery of services does not diminish its economic capital.
5. Aspiring to a level of financial sustainability whereby long term plans are delivered without having to increase rates or reduce services in a way that significantly impacts on a resident's cost of living or the social wellbeing of the community.

POL	STREET VERGE IMPROVEMENTS	AEW1
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POLICY CODE:	AEW1
DIRECTORATE:	ENGINEERING AND WORKS
BUSINESS UNIT:	ENGINEERING DEPARTMENT
SERVICE UNIT:	PARKS SERVICES
RESPONSIBLE OFFICER:	PARKS MANAGER
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	12 May 2011
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	AEW1
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	12 May 2011

## BACKGROUND:

The term verge means that portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line, but does not include the footpath

The City encourages owners to maintain the verge adjacent to their property, but the verge remains the property of the Crown. Major roads (known as Freeways and Primary Distributors) are managed by the State Government, but the management of all other public highway verges is the responsibility of the City.

The City must comply with a number of regulations and agreements placed upon the verge by the State Government, and by other statutory bodies such as the power, water, gas, and telecom utility providers.

Maintenance of private driveways (known as 'crossovers') across the verge is the responsibility of the landowner they service.

The City has a duty of care to the public to ensure the road verges are safe and secure for the public. Poorly maintained or unregistered/unapproved verge improvements may be removed and/or made safe by the City at the owner's expense.

## PURPOSE:

- To promote the principles of environmental sustainability
- To value the verge as an important component of the streetscape
- To provide direction and guidance to residents on appropriate verge treatments
- To encourage stewardship of the City's verges by owners to improve verge presentation



POL	STREET VERGE IMPROVEMENTS	AEW1
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- To provide advice to property owners to improve verges to an appropriate and consistent standard
- To advocate and provide advice on implementing and maintaining water-wise verges

## **POLICY:**

The City of Cockburn recognises that the appearance of street verges is important to owners / occupiers, because of the significant aesthetic impact on their dwellings and properties.

This policy maintains the community's safety and provides advice and guidance on the constraints and opportunities residents should take note of when improving the City's street verges.

### **(1) Environmental Value**

Road verges in the City of Cockburn occupy an area equivalent to 25% of all its public parks combined.

The lawns shrubs and trees on the City's verges cool the air temperature around homes through evaporation of irrigated areas and shading of the soil from the direct heat of the summer sun.

Air conditioning in homes and businesses produces carbon dioxide and uses precious water through the need to generate additional energy in the State's power stations.

Street trees are valuable for 'locking up' carbon dioxide. They convert this green house gas into wood.

Street trees, verge shrubs and lawns can provide a source of food for native birds and animals. Vegetation provides shelter and habitat which protects wildlife. Birds and mammals can use the protection and food resources of the verge to travel between areas of bushland that the City has put aside.

### **(2) Pride and a Sense of Ownership**

Development, improvement and enhancement of verges promotes pride within the community and fosters a sense of verge ownership as an important and valuable component of streetscapes. Property values increase and neighbours see more of each other in a street that is well maintained and cared for.

### **(3) A Shared Resource.**

Every part of the typical street verge has been apportioned a role by either the State Government, the various Utility Providers or the City of Cockburn.

POL	STREET VERGE IMPROVEMENTS	AEW1
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- i. The verge has been created to allow utilities to be supplied to the private lots that line the City's roads. The joint Utility Providers Code of Practice has allotted specific alignments in all road verges for specific utilities,
  - telecommunications,
  - electricity,
  - gas,
  - water
  - sewers and
  - trunk or regional services such as high pressure gas lines.
- ii. The City of Cockburn's Crossover guidelines describe two strips of verge at right angles to the kerb where a driveway can be established to connect the property to the road. The driveway or Crossover is installed by the City at subsidised cost to the owner.
- iii. Between the two crossover areas a narrow strip of soil 60cm wide and usually between 2.4m and 3m from the front property boundary has been set aside for the planting of street trees by the City.
- iv. The City's policies concerning when and where footpaths will be laid in new and in existing residential streets will determine if a footpath is to be introduced alongside the kerb, or close to the front property boundary, They will also determine at what point new footpaths will be introduced into a street.

From the above it can be seen that the development of the verge is subject to many constraints. For this reason the Local Government Act 1995 requires all verge improvements to be approved by the City, an approved verge improvement then becomes known as a 'registered verge'.

Failure to secure the City's permission for a verge improvement can increase the verge owner's liability for any harm or inconvenience the improvement may cause.

#### (4) Preferred Verge Improvements.

The following describes the City's preferences when verges are improved. Residents are required by the Local Government Act to secure the City's approval prior to commencing with verge improvements.

##### i. Grass.

The simplest and cheapest form of verge improvement is to establish a lawn on the verge. Some species of grass 'brown off' in the summer if not irrigated, but will regrow when the winter rains resume. Two commonly used 'dry' grass species are;

POL	STREET VERGE IMPROVEMENTS	AEW1
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**Kikuyu** – a tough coarse grass useful where high wear and low maintenance is required.

**Couch** – a finer less resilient grass than Kikuyu, couch can give the fine manicured appearance many home owners desire. New varieties of couch have been developed to avoid the grass 'browning off' when subjected to frost.

Many tropical lawns such as buffalo grass require a regime of maintenance and irrigation and as a result are not robust enough for use on a road verge.

#### ii. Shrubs & Groundcovers

Many shrub species will take time to establish, it should be noted that the repair, upgrade or introduction of new utility services into a verge may require shrubs to be disturbed or removed. The City of Cockburn's Road Excavation and Reinstatement guidelines provide for only the minimum of reinstatement of disturbed vegetation by utility providers.

The City encourages the adoption of low water demanding (Waterwise) planting regimes on its verges, shrub species should not obscure the sight lines required by vehicle drivers entering and leaving the verge of adjacent properties, or those using the crossover to enter the lot immediately next to the planted verge.

A strip 2m wide along the back of the road kerb should be made available for pedestrians to use, and shouldn't therefore be planted with shrubs. Should the road become busy pedestrians will need a safe refuge out of the way of passing vehicles. This 2m wide strip can also be used by the City at a future date if and when it installs a permanent footpath.

#### iii. Trees

Street trees are supplied, installed and maintained by the City upon the request of the property owner.

The City will select a species of tree that complements the character of the gardens and existing tree planting on the street. Residents are encouraged to nurture the tree. The City will provide truck watering for the first and second summers after the tree has been planted

The City's street tree replacement programme progressively plants entire streets with a single species to lend continuity to the streetscape. Newly planted trees are maintained for two years.

#### iv. Irrigation.

POL	STREET VERGE IMPROVEMENTS	AEW1
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Reticulated irrigation on the road verge is permitted by the City, the cost of installation and maintenance is the responsibility of the adjacent land owner.

The City does not usually irrigate road verges, with the exception of special status verges such as memorial gardens, POS verges and other civic facilities.

v. Paving.

Paving to the entire verge will only be permitted where it is deemed necessary for the provision of parking to the property. Applications to be forwarded to the City for evaluation and approval.

Paving materials used on verges should be;

Robust enough to withstand repeated use of the verge by vehicles.

- Strong enough to support the load of the vehicles using it (refer to the City's crossover specifications).
- Compliant with the City of Cockburn's Road Excavation and Reinstatement Standards
- Comprised of in-situ material or unit pavers of adequate thickness and strength and with a restraining perimeter kerb to prevent failure of the sub-grade under load.
- Loose inorganic granular material is not permitted, it can cause pedestrians to slip and can be thrown up by lawn mowers and passing traffic. Fine bark or wood chips are a permissible paving finish.

Paving shall be laid out such that;

- The intended layout of parked cars on the verge shall be easily understood by visitors. Parking bays shall conform with Standards Australia most recent standard for on street parking and with the Western Australian Road Traffic Code 2000 as amended.
- A minimum of one street tree protected by a trafficable tree grate and a robust tree guard, and/or barrier kerb should be provided and
- A suitable bin pad location for each of the bins emptied from that stretch of verge shall be identified. Bin pads shall be accessible to the City's refuse collection vehicle and shall not be obscured and shall not block access to parking bays and crossovers.

Stormwater shall not be shed from the verge onto the carriageway. Should the paved verge require the provision of a stormwater drainage facility the City will provide standard soak well and grate details to be used. The owner will be responsible for the regular maintenance of the soak-well and for repairs to the grate.

(5) Non Preferred Verge Treatments

POL	STREET VERGE IMPROVEMENTS	AEW1
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The road verge must not contain any objects that can cause injury to the public, either pedestrians or vehicle users. Safe use of the verge at night must be considered when considering what might constitute a risk to the public.

The following is a list of typical features that are not permitted on verges;

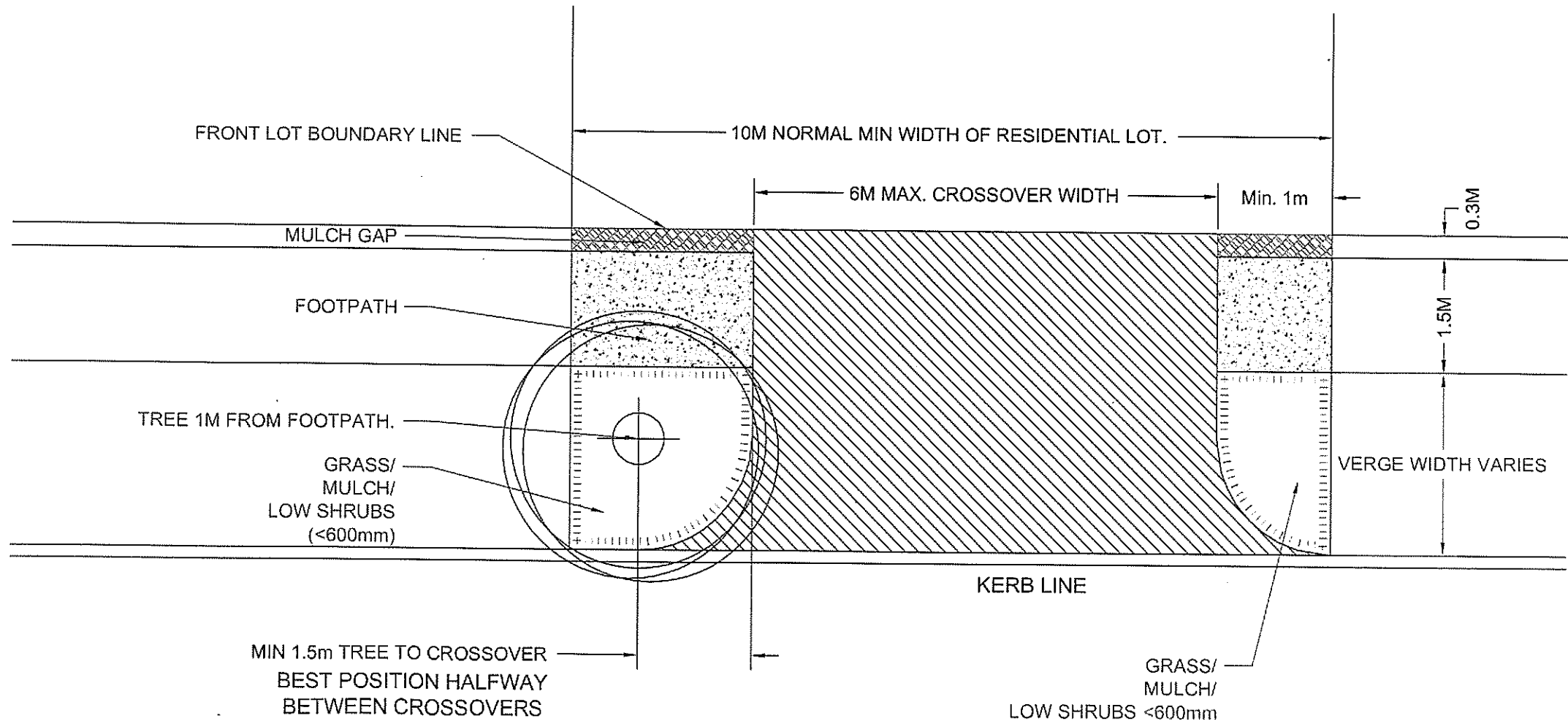
- fences
- barriers
- steps
- walls
- fountains
- ornaments
- basketball hoops
- ornamental lighting
- letterboxes
- loose bricks, rocks, and logs
- bollards
- garden stakes
- bunting
- signs

The above list is intended as an indicative guide, clarification from the City may be given for elements other than planting and paving not on this list.

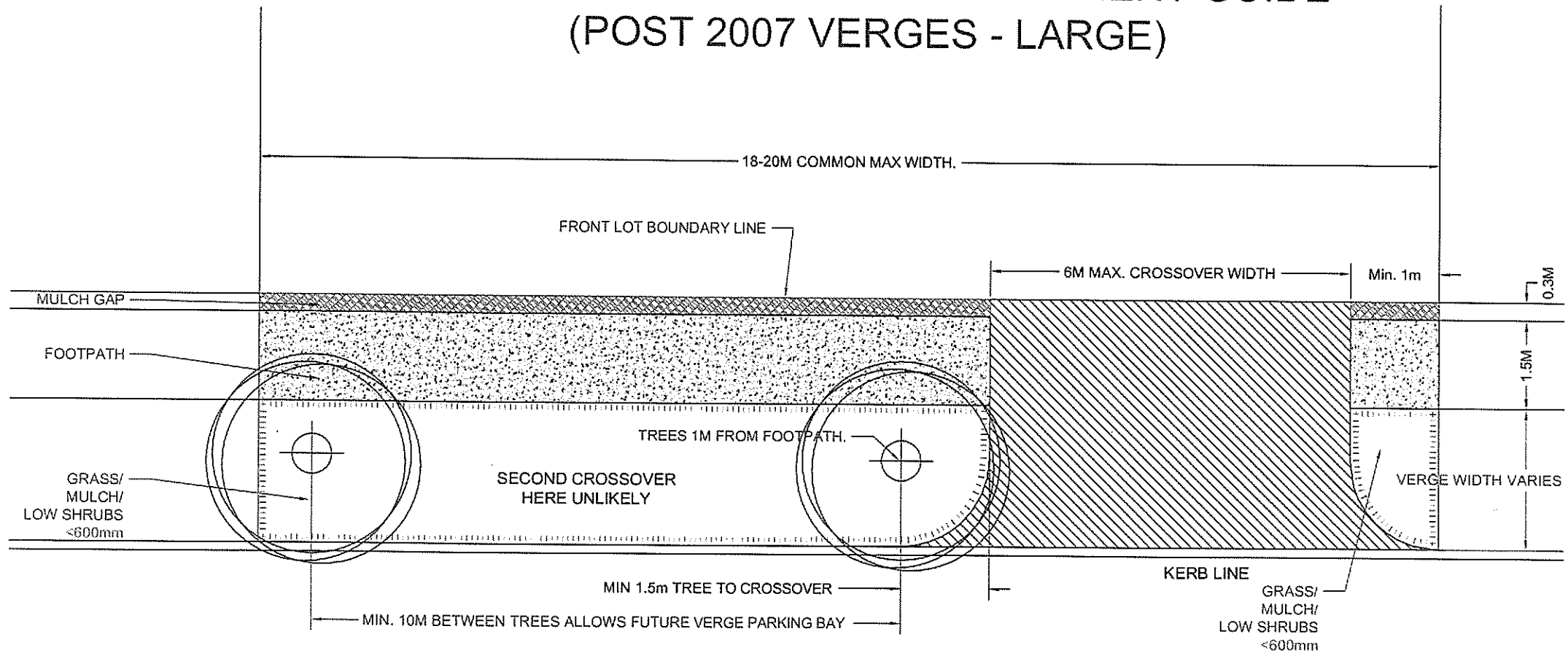
#### (6) Advice & Illustrations

Property owners are to contact the City prior to undertaking verge improvement treatments to ensure compliance with the policy and review the illustrations provided for guidance. Approaches shall be made with reference to this policy.

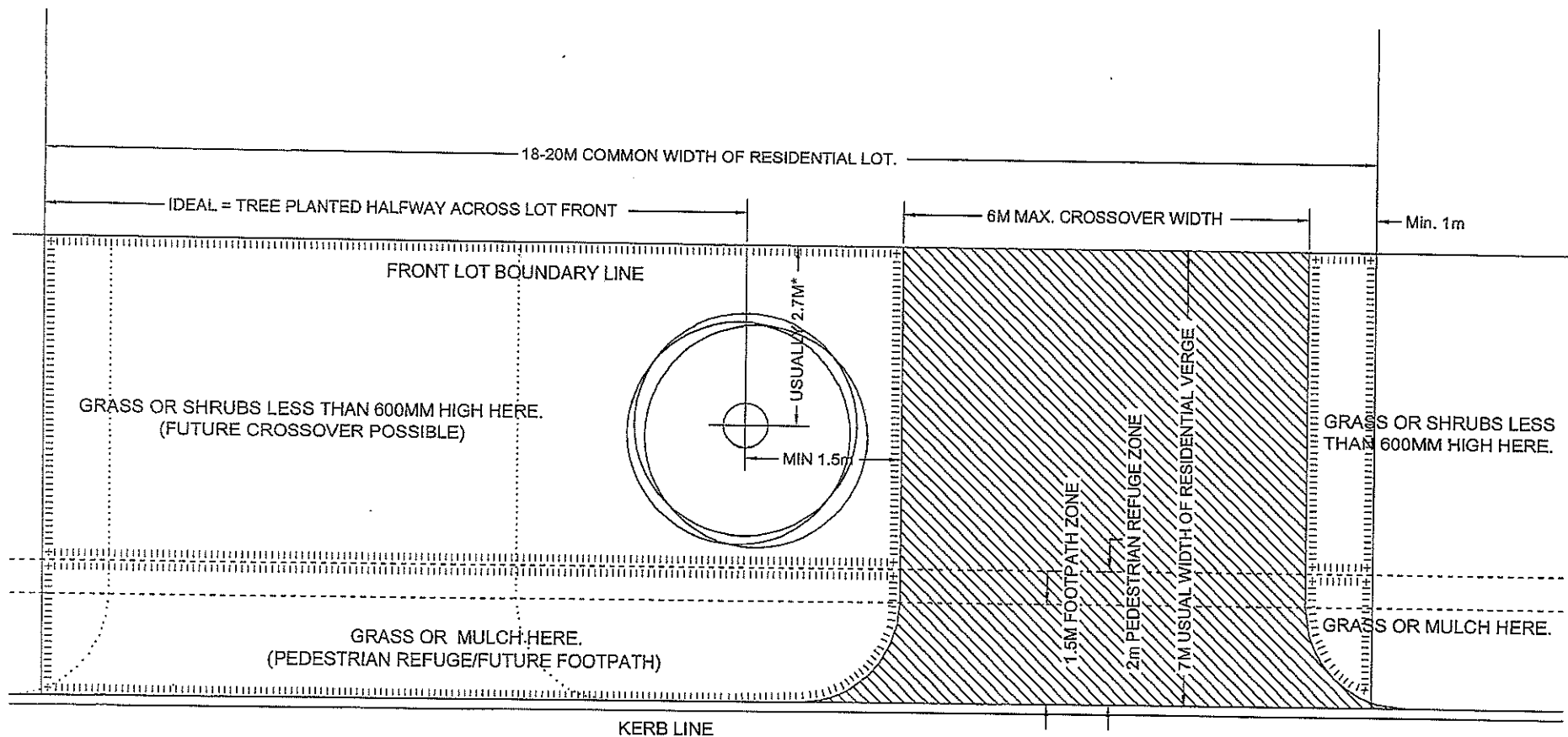
# RECOMMENDED VERGE IMPROVEMENT GUIDELINES (POST 2007 VERGES - SMALL)



# RECOMMENDED VERGE IMPROVEMENT GUIDE (POST 2007 VERGES - LARGE)



# RECOMMENDED VERGE IMPROVEMENT GUIDELINES (PRE 2007 VERGES)



## TREE POSITIONING.

1. IDEAL TREE LOCATION IS HALFWAY ACROSS LOT WIDTH (AVOIDS CROSSOVERS).
2. A MINIMUM 1.5M FROM CROSSOVER LOCATIONS (CURRENT OR FUTURE)
3. MAX CROSSOVER WIDTH 6M.
4. CROSSOVER TO SIDE LOT BOUNDARY GAP 1M.
5. TREES MUST BE PLACED WITHIN POWER ALIGNMENT
6. POWER LINES (OVERHEAD OR BELOW GROUND) USUALLY 2.7M FROM FRONT LOT BOUNDARY.
7. IF IN DOUBT SEEK GUIDANCE FROM CITY'S SUBDIVISION ENGINEER.

## SHRUB PLANTING.

ADVICE ON THE SELECTION OF NATIVE SHRUB SPECIES IS AVAILABLE FROM THE CITY'S "GROW LOCAL" BROCHURES AVAILABLE ON THE CITY'S WEB SITE.



POS	SHADE TO PLAYGROUNDS ON RECREATION RESERVES	PSEW19
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POSITION STATEMENT CODE:	PSEW19
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Parks Manager
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	11 December 2008
DATE LAST REVIEWED:	
ATTACHMENTS:	Yes
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

From time to time the City receives requests to provide shade to playgrounds in public parks and Council owned outdoor facilities.

## PURPOSE:

1. To provide direction to officers in their advice to residents and Elected Members as to the most appropriate shade to a playground or other outdoor recreational facility that may be provided; and
2. Adopt best industry practices for protecting users of those facilities from extended exposure to the sun's ultraviolet rays.

## POSITION:

1. General

The provision of shade to playgrounds on recreational reserves will be in accordance with the Shade Sails Strategy 2013 - 2023

The Shade Sail provision criteria contained within the strategy will be applied when an application for shade to a playground is requested.

The applicant will be advised if the request meets the criteria and if it is listed within the 10 year works program.

POS	SHADE TO PLAYGROUNDS ON RECREATION RESERVES	PSEW19
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2. Natural Shade

Where a playground does meet the shade provision criteria, the location of the playground will be in close proximity to existing trees or if no existing vegetation is available a tree planting program will be applied.

3. Demountable Shade

Temporary shade systems are to be utilised for one off or short term use where demountable systems may be arranged to suit the particular events.

4. Permanent Shade Structures

Shade structures are to be designed to complement the footprint of the playground and is to consider potential future alterations

Shade fabric mounted on a steel framework provides the most cost effective shade to playgrounds.

Facilities requiring more robust and/or permanent structures shall be designed in consideration of the specific application, CEPTED principles, embodied energy and capacity for recycling of materials, and amenity.

5. Approvals:

This Position Statement does not circumvent a requirement to obtain the necessary planning and building approvals required for the construction of permanent structures.

# PLAYGROUND SHADE SAIL STRATEGY 2013 - 2023





## EXECUTIVE SUMMARY

The provision of shade sails over playgrounds in the City's parks and community facilities is useful for extending the time of day during which the community are able to enjoy using the playground.

The need to use playgrounds during the heat of the day is particularly acute in locations designed for hosting family and sporting events.

Shade sails provide protection for the play equipment from Ultraviolet Radiation (UVR). This extends the lifespan of the equipment, and saves on replacement costs.

This strategy reviews the implementation of the 2008 Shade Provision Strategy and provides guidelines for the provision of future shade sails and the integration of natural shade.



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## 1.0 Background

### 1.1 Purpose of Strategy

The City currently manages 187 playgrounds with the majority located on parks and small percentage adjacent to or within the surrounding environment of a community facility. The City has attempted to locate these facilities in close proximity or under the shade of mature trees to mitigate the requirement for shade sails and create an environment conducive for play activities during the summer periods.

Due to the likelihood that playgrounds will be used during peak UV light exposure, playgrounds in regional parks, sporting venues, community facilities and small number of neighbourhood parks have an increased need for shade structures.

The City requires a means by which it can prioritise spending and most effectively target its resources. The strategy and prioritisation will demonstrate how it assists in achieving the aims of the recently adopted Strategic Community Plan 2012-2022.

### 1.2 Why is a Strategy Needed

A Shade Sail Strategy is needed to assess and describe the following;

- Demand for Shade Sails
- Current Provision of Shade Sails
- Extent of Shade Provided
- Prioritisation of locations
- Quality of Shade Provided
- Integration of Tree Planting
- Asset Management & Maintenance
- Implementation Programme





## 1.3 Strategic Intent

The City of Cockburn mission is “To make the City Cockburn the most attractive place to live, work, visit and invest, within the Perth metropolitan area”. In pursuit of this mission the City has developed a Community Strategic Plan 2012-2022 which provides the foundations for long term planning, aspirations and key strategic priorities for the community. The following drivers contained in the Strategic Plan guide the implementation of park infrastructure throughout the City’s Public Open Space:

### **Community and Lifestyles**

2.6 Promotion of active and healthy communities

### **Environment and Sustainability**

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

## 2.0 Assessment of Demand

The City receives numerous requests from the community and interests groups for the provision of shade sails over playground equipment.

Requests frequently infer shade sails are a “standard” piece of park infrastructure, similar to bins, seats, shelters and so on. The view is often expressed that shade sails should be installed with all new playground equipment.

Frequently requests concern existing playgrounds. Parks Services officers suspect that a degree of this demand is created by developers in new subdivisions within the City of





Cockburn and other LGA's providing shade sails with new playground equipment, leading the public to assume it must therefore be a reasonable requirement.

In addition to the precedents set by developers the Cancer Council of Australia suggests that 90% of all cancers could be prevented if sun protection measures are adopted.

The amounts of UVR people are subject to will vary with the season, the weather and the time of day. Maximum UVR exposure occurs between 10am and 3pm, playgrounds commonly used at these times, should be considered for shade sails, but consideration should be based on specific criteria and financial considerations.

### 3.0 Classification of Public Open Space

The classification of public open space (POS) has been developed principally in accordance with the state government's Liveable Neighbourhoods planning policy. In addition to the classification of POS, Community Facilities are included within the strategy due to the location of playgrounds within their confines.

- **District POS**

District Open Space predominately serves the whole municipality and has significance due to its large size, function and diversity. District open space is primary location for structured sport and is typically accessed by the local and wider community.

- **Regional POS**

Regional open space are large signature parks or reserves that are of a high recreational, leisure, social, environmental and tourism value. These reserves attract people from outside the local government area (LGA) and are not necessarily available



in every LGA. Currently Coogee Beach, Manning Park and Bibra Lake are determined as Regional POS within the City of Cockburn.

- **Local/Neighbourhood POS**

Local/Neighbourhood POS are generally small parks that provide a green space in dense urban areas that are easily accessible to the immediately local community. Local/ Neighbourhood parks offer valuable areas for informal recreational activities and social interaction of community members and are easily accessed by bicycle or on foot.

- **Community Facilities**

Community facilities are located on POS or lands owned by the City and are essentially buildings that are accessed by various community groups for specific activities. Community facility also provide fenced off areas for informal recreational activities by the different community groups.

## 4.0 Review of Current Installations

Since Council's adoption of the 2008 Shade Sail Strategy the provision of shade sails to Public Open Space has been on an inconsistent and *ad hoc* basis in response to customer requests and available budgets. This highlights the 2008 strategy's limitations where there is currently little formal process or guidance given by the Strategy for assessing the merits of customer requests or the needs for shade sails in areas where no requests have been received. In addition, a small percentage of the City's Community Facilities i.e. halls, care centres, senior centres, etc currently provide playgrounds which also have no formal process or evaluation mechanism for shade sails

Currently 20% of the City's playgrounds have shade provision with the Community facilities having the highest number at 66% albeit this category has a small number of playgrounds. District / sporting reserves and Regional Parks have approx 30% of the playgrounds with shade provision which is extremely low based on the high patronage and multi functional elements at these location. Local Parks has the highest representation of playgrounds with 12% having shade provision.

## SHADE SAILS PER CLASSIFICATION

Classification	Playgrounds	Shade Sails	Percentage
District POS	26	7	27%
Regional POS	10	3	30%
Local/Neighbourhood POS	133	16	12%
Community Facilities	18	12	66%
TOTAL	187	38	20%

### 5.0 Provision Criteria

The review of existing shade sails identified inconsistencies in the various park classifications and community facilities which highlighted the requirement for a set of criteria to guide the future provision of shade sails. The criterion has been developed based on the POS classification framework, whether the location is multi use i.e. provide recreational and social interaction, the existing level of park infrastructure i.e. BBQ's and shade shelters and the potential for high patronage by the local and wider community. The provision of shade sail for each POS classification is outlined below.

#### 5.1.1 District POS

District Parks are accessed all year round with a majority of events running during daylight hours including summer periods when the UVR is very high. Attendance to these events and activities include members of sporting clubs or groups, family members, opposition teams and the general public. Due to the high patronage levels and the existing level of park infrastructure, the provision



of shade to the playground is paramount, to ensure the equipment can be utilised during high periods of UVR when patronage to events are at a peak level.

### ***5.1.2 Regional POS***

The City currently has a number Regional Parks which are in essence large open spaces with significant environmental features, have historical value and possess a large range of recreational equipment. These Parks attract large community groups for structured or non structured events, promote "friends of the park" groups, provide annual concerts in the park and are considered a tourist attraction for the wider Perth metropolitan region. Attendance to these parks is predominately during day light hours and are frequented by the families during school holidays summer periods when sun is at its highest UVR concentration. Shade provision for playgrounds located in these Parks is paramount in ensuring the equipment can be utilised during the peak periods of UVR and create a functional and attractive Park that is a destination point within the City of Cockburn.

### ***5.1.3 Community Facilities***

Community Facilities provide a location for numerous community groups i.e. mothers groups, after school care, senior groups, education programs, etc to conduct activities and events within the confines of a building envelop. A large proportion of Community Facilities have a playground located within the building environment and are accessed by all the various groups throughout the year. The provision of shade to these playgrounds will benefit the groups which facilitate child care programs and education programs during school holidays and ensure the area is utilised to its maximum potential.

### ***5.1.4 Local / Neighbourhood POS***

A number of Local/ Neighbourhood Parks provide a large range of park infrastructure that attracts community members to engage in social events and general recreational activities. The amenities located within these parks include playgrounds, BBQ's, shelters, seating and have irrigated grass for general recreational pursuits. These parks are distributed throughout the City and are accessed

by the local community all year round including periods of high UVR. It is considered that playgrounds located on Parks with this range of infrastructures which has the potential to attract large groups including children have shade provision.

### 5.1.5 Assessment Table

The table below will guide the future implementation of the shade sail program and provide the evaluation mechanism for requests for shade sails by residents within the community. Where existing shade sails have been installed on Local / Neighbourhood Parks that do not comply with the categories outlined, removal will be carried out at the end of the shade sails useful life.

**SHADE SAIL PROVISION CRITERIA**

Classification	Multi Use	BBQ	Picnic Shelter	High Patronage	Retention of Shade Sails
District POS	✓	✓	✓	✓	Yes
Regional POS	✓	✓	✓	✓	Yes
Community Facility	✓	✓	✓	✓	Yes
Local/Neighbourhood POS	X	✓	✓	✓	Yes
Local/Neighbourhood POS	X	X	X	X	No

## 6.0 Shade Sail Design Guidelines

### 6.1 Design considerations

The designs of shade sails are determined by the shaped and size of the play equipment. Shade sail design must also consider the surroundings and potential for future alterations to the equipment. The shape and form of each shade sail is required to consider the following:

- Complement the appearance of the play equipment;
- Comply with playground design standards;
- Shade more than 90% of UVR in high activity areas between 10am and 2pm;
- Reduce the potential for vandalism/antisocial behaviour occurring on the shade sails;
- Incorporate a “quick release” mechanism to enable removal in winter
- Enable ease future maintenance;

### 6.2 Materials

The shade sails are generally shade cloth which is knitted fabric with hems containing steel cabling attached to steel upright poles. The knitted fabric stretches to create static hyperboloid shapes. The shade cloth has UV inhibitors added during manufacturing and generally comes with a multi– year UV degradation warranty. The steel pole supports are constructed to suit each playground. All materials can be coloured to complement the playground equipment.





### **6.3 Safety Standards**

Shade sails are required to comply with Australian Standards for playground design in particular AS4685 – 2004. This covers aspects such as the height of the sails above the play equipment, and where the poles may be located relative to the play structures.

Under the 2012 Regulations of the Building Act (2011) shade sails are required to be provided with a Certificate of Design Compliance as a class 10a Structure greater than 10m<sup>2</sup> in area. This ensures the sails are structurally safe.

The manufacturer of the shade sail secures this Certificate from a Private Building Surveyor. After submission of the Certificate, the City's Building Services Unit can then issue a Building Permit which allows the structure to be installed.



### **6.4 Tree planting adjacent to Playgrounds**

The integration of trees with playgrounds will be a component of the design process. The playground and shade sail design must anticipate the tree's canopy size and shape at maturity. Trees that provide natural shade to new or existing playgrounds are particularly useful. The playground should always take advantage of any existing shade on the site to reduce the size or even the need for a shade sail.

#### **6.4.1 Location of Trees**

The location of the trees is paramount in ensuring the developed canopy will provide sufficient and suitable shade to the equipment. Landscape designs outlining tree locations will be required to identify the following items:

- Proximity to play equipment

- Future/existing canopy spread
- Prevailing environmental conditions
- Maintenance aspects.

### 6.4.2 Species Selection

Trees selection is an important aspect to the future shade provisions of the play equipment. Native or evergreen trees have foliage all year round and drop leaves continuously, whilst deciduous trees predominately lose their leaves in the winter months. The planting of deciduous trees allow the mild winter sun to fall over the equipment and then provide the shade required in the summer period. As all tree species will provide the required shade over a playground once their canopy is fully developed, the basis for tree selection will be considered on the follow merits:

- Existing Tree Species in proximity to the playground
- Proximity to Natural Areas and water bodies / drainage basins
- Soil structure



## 8.0 Asset Management & Maintenance

The management and maintenance of shade sails is important for continued public health and safety, and for prolonging the lifespan of the equipment below it. Shade Sails are an asset owned and managed by the City and will be renewed in accordance with the “useful life” allocation set out in the Parks and Environment Asset Management Plan



## 8.1 Standard Maintenance

Shade sail maintenance requirements include an annual assessment of

- The structural competency of the poles
- The condition of the fabric (UV blocking performance and strength/wear) and wiring of the sail hems

The sails are removed during the winter and stored in the City's operations centre.

## 8.2 Graffiti and Vandalism

Graffiti and vandalism are variables that the City is unable to mitigate and are managed on a reactive basis. The round nature of the steel upright poles provide a difficult approach for vandals to climb, but does not completely eliminate the potential for scaling. The flexibility of the knitted fabric of the sail provides an opportunity for vandals to jump up and down on, if they are able to climb the steel pole. Manufacturers have recently added a fire retardant to the sail which reduces the potential for the "whole sail" to be burnt.



## 8.3 Risk Management

The risk and potential for litigation associated with not providing shade sails is minimal as children and parents should be following the Cancer Council of WA guidelines for conducting activities in periods of UV. The City of Cockburn has a "Duty of Care" to ensure the playground equipment complies with Australian Standards but is not required to provide the provision of shade to each playground construction.



## 9.0 Action Plan

It is recommended that District (Sporting Ovals), Regional Parks and Community Facilities are initially given priority for shade provision due to the high patronage level facilities and the existing range of facilities that are provided. Local/Neighbourhood Parks which have the level of infrastructure that support community interaction but do not have the high level of patronage will be considered a low priority.

### 9.1 Implementation

The implementation plan has been populated in accordance with the shade sail criteria and the Parks Capital Works 10 year financial playground shade structure program.



Park Name	Classification	Priority Rating	Current Year (12/13)	Year 1 (13/14)	Year 2 (14/15)	Year 3 (15/16)	Year 4 (16/17)	Year 5 (17/18)	Year 6 (18/19)	Year 7 (19/20)	Year 8 (21/22)	Year 9 (22/23)	Year 10 (23/24)	Works Beyond 10years
Anning Park 1	District	1	\$20,000											
Anning Park 2	District	1		\$20,000										
Bakers Square Netball Grounds 1	District	1	\$20,000											
Bakers Square Netball Grounds 2	District	1		\$20,000										
Beale Oval	District	1		\$20,000										
Beelair Reserve	District	1			\$20,000									
Dubove Park	District	1			\$20,000									
Edwardes Park	District	1			\$20,000									
Enright Reserve	District	1				\$20,000								
Goodchild Reserve	District	1				\$20,000								
Hopbush Park 1	District	1				\$20,000								
Hopbush Park 2	District	1					\$20,000							
Mellar Reserve 1	District	1					\$20,000							
Mellar Reserve 2	District	1					\$20,000							
Santich Park 1	District	1						\$20,000						
Santich Park 2	District	1						\$20,000						
Santich Park Play Facility	District	1						\$20,000						
Tempest Park	District	1							\$20,000					
Watson Reserve	District	1							\$20,000					
Bibra Lake Reserve 1	Regional	2								\$20,000				
Bibra Lake Reserve 2	Regional	2								\$20,000				
Bibra Lake Reserve 3	Regional	2									\$20,000			
Bibra Lake Reserve 4	Regional	2									\$20,000			
Bibra Lake Reserve 5	Regional	2									\$20,000			



Park Name	Classification	Priority Rating	Current Year (12/13)	Year 1 (13/14)	Year 2 (14/15)	Year 3 (15/16)	Year 4 (16/17)	Year 5 (17/18)	Year 6 (18/19)	Year 7 (19/20)	Year 8 (21/22)	Year 9 (22/23)	Year 10 (23/24)	Works Beyond 10years
Manning Reserve 4	Regional	2							\$20,000					
Manning Reserve 5	Regional	2								\$20,000				
Banjup Community Hall	Community Facility	3												
Ethel Cooper Kindy	Community Facility	3										\$10,000		
Senior Citizens	Community Facility	3										\$10,000		
South Coogee Reserve Ag Hall	Community Facility	3										\$10,000		
South Lake Child Activity Centre	Community Facility	3										\$10,000		
Yangebup C.C	Community Facility	3										\$10,000		
Atwell Reserve (Tapper)	Local	4										\$10,000		
Chorus Reserve	Local	4											\$20,000	
Goodwill Reserve	Local	4											\$15,000	
Jan Hammond Reserve	Local	4											\$15,000	
Kevin Bowman Reserve	Local	4											\$15,000	
Magnolia Gardens	Local	4												\$15,000
Peregrine Park	Local	4												\$15,000
Reeves Park	Local	4												\$15,000
Richmond Reserve	Local	4												\$15,000
Rinaldo Reserve	Local	4												\$15,000
Turnberry Park	Local	4												\$15,000
			\$40,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$65,000	\$105,000

<b>POSITION STATEMENT</b>	<b>CONSTRUCTION OF CROSSOVERS</b>	<b>PSEW4</b>
<b>Division:</b> Engineering and Works Services		
<b>Status:</b> Administrative: <input checked="" type="checkbox"/> Business Unit: Engineering Department <input checked="" type="checkbox"/> Service Unit: Road Construction Services		
<b>Background:</b> Local Government has traditionally been responsible for the suitable provision of crossing places between road reserves under its control and abutting private properties.		
<b>Purpose:</b> To ascertain Council's procedure to ensure a consistent standard is applied to the construction of crossing places within the District.		
<b>Position:</b> The following procedure will be adopted for the construction of crossing places at the time of Council undertaking improvement works in a street:- <ul style="list-style-type: none"> <li>(a) Where a crossing is not constructed or, if constructed, does not comply with the standard specification for crossing places, notice be served on the owner or occupier of the land abutting the street pursuant to the provisions of Section 9.40(2) of the Local Government Act 1995 and Uniform Local Provisions Regulation 13 requiring him to construct or repair a crossing place.</li> <li>(b) An explanatory letter accompany each notice informing the owner or occupier of the desire of the Council to complete all works at the time of carrying out improvement construction in a street, this to include crossing places.</li> <li>(c) In cases on non-compliance with the notice, such be referred to the Council prior to enforcement action being taken and in order that consideration may be given to special cases involving hardship.</li> </ul>		

POS	CONSTRUCTION OF FOOTPATHS	PSEW5
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POSITION STATEMENT CODE:	PSEW5
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Road Design Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The provision of footpaths in the District is a basic function of local government and there is no adopted or legal position requiring the provision of footpaths within any District on a standardised basis.

## PURPOSE:

To ensure a consistent standard of footpath construction and placement is applied within the City

## POSITION:

- (1) Footpaths shall be constructed in accordance with Council specifications (available in council website) at or near:-
  1. the kerb line of the road reserve for road classified as Local Road under the City's adopted Functional Road Hierarchy.
  2. the property line for roads classified as Local Distributor Road or with higher ranking
- (2) The minimum width of footpaths shall be  $\pm$  1.5 metre wide and dual use paths shall be  $\pm$  2.4 metre wide.

The Warrant criteria to the provision of footpaths in residential areas:

POS	CONSTRUCTION OF FOOTPATHS	PSEW5
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(1) Daily traffic count:

1. daily traffic count in excess of 8,000 vehicles - a footpath on both sides of the street;
2. daily traffic count in excess of 600 vehicles (or 60 vehicles per hour in peak hour) and less than 8,000 vehicles - a footpath on one side of the street, and on the side of street lights wherever possible;
3. daily traffic count less than 600 vehicles (or 60 vehicles per hour in peak hour) - no footpath to be provided

- (2) The policy of using traffic statistics before the construction of a footpath is considered for budgeting, does not prevent other circumstances from being considered which justify the footpath such as on routes to shopping centre, schools, etc.

POSITION STATEMENT		PROVISION OF FOOTPATHS TO EXISTING RESIDENTIAL AREAS	PSEW9
<b>Division:</b> Engineering and Works Services			
<b>Status:</b>			
Strategic:	<input checked="" type="checkbox"/>	<b>Key Result Area:</b> Maintaining Your Community Facilities <b>Vision:</b> Maintaining and providing roads, parks and community buildings to acceptable standards. <b>Objective:</b> <ul style="list-style-type: none"> <li>To construct and maintain roads, which are the responsibility of the Council, in accordance with recognised standards, and are convenient and safe for use by vehicles, cyclists and pedestrians.</li> </ul>	
Administrative:	<input checked="" type="checkbox"/>	Business Unit: Engineering Department	
	<input checked="" type="checkbox"/>	Service Unit: Road Construction Services	
<b>Background:</b>			
There is no adopted or legal position requiring the provision of footpaths within any District on a standardised basis.			
<b>Purpose:</b>			
To apply a qualifying criteria to the provision of footpaths in residential areas within the City.			
<b>Position:</b>			
The provision of footpaths in existing residential areas are:			
(a)	(i)	daily traffic count in excess of 8,000 vehicles - a footpath on both sides of the street;	
	(ii)	daily traffic count in excess of 600 vehicles (or 60 vehicles per hour in peak hour) and less than 8,000 vehicles - a footpath on one side of the street, and on the side of street lights wherever possible;	
	(iii)	daily traffic count less than 600 vehicles (or 60 vehicles per hour in peak hour) - no footpath to be provided.	
(b)	The policy of using traffic statistics before the construction of a footpath is considered for budgeting, does not prevent other circumstances from being considered which justify the footpath such as on routes to shopping centre, schools, etc.		



POS	SUBDIVISION CONSTRUCTION STANDARDS	PSEW11
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POSITION STATEMENT CODE:	PSEW11
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Road Design Services
RESPONSIBLE OFFICER:	Manager, Engineering
FILE NO.:	ES/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

There is no legal requirement to provide constructed roads to a specific standard. The "City of Cockburn Guidelines and Standards for the Design, Construction and Handover of Subdivision within the Municipality" developed to apply minimum standards to the construction of roads and drainage in new subdivisions. PSEW11 refers to only road construction standards.

## PURPOSE:

The City of Cockburn is the authority responsible for the future care, control and management of the road and stormwater drainage infrastructure constructed to enable the subdivision of land. The City therefore retains the right to require a subdivision to be constructed to the standards detailed hereunder and to its entire satisfaction.

The purpose of this policy is to identify a set of principles for use to assist in design and construction of a new or improve existing roads within the City by adopting the "City of Cockburn Guidelines and Standards for the design, Construction and Handover of Subdivision within the Municipality" as a policy along with the "Local Government Guidelines for subdivisional Development, Edition 2.1, 2011" published by Institute of Public Works Engineering Australia (IPWEA).

## POSITION:

The City of Cockburn Guidelines and Standards for the design, construction and handover of subdivision within the municipality available on City's website (click on Council Services, Engineering Services, and then Engineering Guidelines) are to be considered as the standard for subdivisional development. The standard detail

POS	SUBDIVISION CONSTRUCTION STANDARDS	PSEW11
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design drawings also available from the same link are to be used to prepare detailed engineering design drawings and also for construction purposes.

The Guidelines published by IPWEA (Edition 2.1, 2011) are to be considered as the minimum standard for subdivisional development and to be used to complement City's standard.

POS	ADMINISTRATION OFFICE HOURS	PSES1
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POSITION STATEMENT CODE:	PSES1
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Council's Administration Offices are required to be open at stipulated times to service the public.

## PURPOSE:

To nominate specific times during which Council's Administration building will be open to the public.

## POSITION:

The office will be open to the Public between the hours of 8.30 a.m. and 4.30 p.m. continuously on weekdays other than Public Holidays.

Council's main switchboard (9411 3444) will operate continuously during the same time period.

Outside of these hours, Council's switchboard will be diverted to an external answering service for attendance and monitoring in accordance with pre-determined standards agreed to between the service and Council.

<b>POS</b>	<b>CORPORATE CREDIT CARDS</b>	<b>PSFCS24</b>
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<b>POSITION STATEMENT CODE:</b>	PSFCS24
<b>DIRECTORATE:</b>	Finance & Corporate Services
<b>BUSINESS UNIT:</b>	Financial Services
<b>SERVICE UNIT:</b>	Accounting Services
<b>RESPONSIBLE OFFICER:</b>	Director, Finance & Corporate Services
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	17 September 2002
<b>DATE LAST REVIEWED:</b>	9 April 2009
<b>ATTACHMENTS:</b>	Yes
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	9 April 2009

## **BACKGROUND:**

The use of corporate credit cards complements the City's procurement processes and provides a more streamlined and efficient method for making certain types of payment.

## **PURPOSE:**

This position statement and the supporting guidelines serve to ensure that operational risks and administrative costs associated with the use of corporate credit cards are effectively managed. This includes establishing effective controls for their use and setting responsibilities for approved cardholders.

## **POSITION:**

- (1) The Chief Executive Officer, Directors, SBG Managers and any other staff approved by the relevant Director or Chief Executive Officer, will be issued with a corporate credit card in accordance with the credit limits determined from time to time by Council as set out in the supporting guidelines.
- (2) The City's Corporate Credit Cards are to be used only for work related purchases and under no circumstances whatsoever are they to be used for personal or private purposes.
- (3) Cash withdrawals are strictly prohibited and all cards issued under the City's facility shall have this feature disabled.

POS	CORPORATE CREDIT CARDS	PSFCS24
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- (4) A register of all current credit cards is to be maintained by Accounting Services. This shall include the name and position of the cardholder, card number, expiry date and credit limit.
- (5) Cards are to be used strictly in accordance with the requirements of the Corporate Credit Card Guidelines as appended. (Appendix I).



# **CORPORATE CREDIT CARDS GUIDELINES**

*January 2013*

## INTRODUCTION

The City has established a corporate credit card facility for the purpose of streamlining certain types of purchases and payments. This fosters improved administrative efficiency and more effective cash management. Some of the outcomes targeted include:

- Reducing paperwork for both the City and its suppliers.
- Improving productivity across the various departments.
- Reduce requirements for petty cash and reduce cash handling risks.
- Ability to take advantage of special offers and discounts available for immediate payment.
- Enabling online internet purchases and payment from anywhere in the world.

However, it is not intended that the card facility be used as a substitute for the current system of ordering goods and services by requisition through Procurement Services.

### 1. **GOODS AND SERVICES FOR WHICH THE CORPORATE CREDIT CARDS CAN BE USED**

Cards can be used to procure goods and services up to the value of financial limits approved with these guidelines.

Transaction types which Card may be used for:

- (a) Conference, seminar and training event registration fees;
- (b) Costs related to flights, accommodation and attendance at approved conferences, seminars and training events;
- (c) Subscriptions, memberships and publications payable by credit card;
- (d) Entertainment expenses (must note number of staff entertained on documentation for FBT purposes) CEO/Directors/SBG Managers only;
- (e) Other business purchases of less than \$1,000 in value for items over \$1,000 will need an official order raised).

Transaction types allowable on cards will be restricted on an individual basis in accordance with these guidelines and to suit cardholder needs (eg. Entertainment expenses, flights, car rentals etc).

### 2. **ISSUE OF CORPORATE CREDIT CARDS**

Accounting Services is responsible for arranging the issue of Corporate Credit Cards after approval is received from the relevant Director or CEO (as appropriate). All approved requests for cards must be forwarded to the Manager, Financial Services.

### **3. RESPONSIBILITIES**

#### **3.1 Accounting Services**

Accounting Services are responsible for the following activities in relation to corporate credit cards:

- (a) arrange the issue of the Corporate/Business Card.
- (b) administer a system for cardholders to acquit their card purchases.
- (c) act as the liaison between the City and the financial institution.
- (d) ensure cardholder is advised of their responsibilities and that guidelines are issued to them.
- (e) ensure each cardholder signs a copy of the "Acknowledgement of Terms and Conditions of Use – Corporate Credit Card" form.

#### **3.2 Cardholders**

Following are the responsibilities of the individual cardholders:

- (a) Ensure monthly credit card acquittals are processed within 5 working days of the statements being uploaded into the system and the relevant paperwork is forwarded to Accounting Services.
- (b) Adherence to the policies and procedures in relation to the card and ensure financial limits are not breached.
- (c) Cardholders must ensure that transaction acquittals include:
  - 1. A full and proper description of the goods purchased on the tax invoice (ie. Descriptions like "goods" are not acceptable).
  - 2. Allocate appropriate budget account details, relative to the nature of expenditure.
- (d) Cardholders must immediately return the card to Accounting Services if:
  - 1. They resign or their employment is terminated for whatever reason;
  - 2. They are instructed to relinquish the card.
- (e) If the cardholder disagrees with any transaction on the billing statement, the cardholder must advise Accounting Services in writing, as soon as possible once aware of the issue. The Manager Financial Services is to be informed on any disputes.
- (f) Cardholders will be required to sign for receiving the Card and acknowledge the conditions of use of the card.
- (g) If the cardholder loses a tax invoice or receipt, they should make reasonable attempts to obtain a copy from the supplier. Failing this, a memo signed by the



cardholders Manager will need to be provided explaining the loss of the document and the details of the transaction.

- (h) To comply with banking laws, the cardholder must ensure the corporate credit card is not used by any other officer unless it is for an online or telephone transaction and the cardholder's permission has been pre-obtained (i.e. not able to be used by non cardholders for in person transactions).
- (i) The cardholder must immediately report loss or theft of the corporate credit card to the issuing financial institution and Accounting Services.
- (j) The City, if it deems necessary, will hold the cardholder personally liable for any unauthorised and non-compliant use by the cardholder and may seek reimbursement of such monies from the cardholder.

<b>Position</b>	<b>Maximum Monthly Credit Limit \$</b>
Chief Executive Officer	15,000
Chief Executive Officer (second card for use on conference expenses only)	15,000
Directors	10,000
SBG Managers	4,000
Other Staff (as determined by SBG Manager)	2,000*

\* The Director, Finance and Corporate Services may approve certain staff to be given an increased limit of up to \$4,000 where business requirement is satisfactorily demonstrated by the SBG Manager.

POS	MINOR OCCASIONS OF HOSPITALITY/ENTERTAINMENT	PSES3
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POSITION STATEMENT CODE:	PSES3
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

From time to time it is appropriate for the Chief Executive Officer (CEO) to provide acts of minor hospitality and/or entertainment to stakeholders or employees of Council.

## PURPOSE:

To allow the CEO the necessary authority to access Council resources to provide for occasional functions of this nature, as deemed appropriate by the CEO.

## POSITION:

The Chief Executive Officer (CEO) is authorised to access the resources of the City in order to provide minor acts of hospitality, entertainment and/or refreshments, on occasions as deemed appropriate by the CEO as a gesture of goodwill or to enhance relationships between the City and any of its stakeholders or employees. This authority is in addition to any other occasion when Council may empower the CEO to expend budgeted funds, or the Mayor may approve use by the CEO of facilities in the Elected Members area, in providing the hospitality of the City to any third party or parties.

POS	PETITIONS – NOTIFICATION OF RECEPTION TO ELECTED MEMBERS	PSES5
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POSITION STATEMENT CODE:	PSES5
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Council is often presented with petitions from ratepayers requesting Council to address a variety of issues.

## PURPOSE:

To ensure petitions received are expeditiously notified to appropriate Elected Members.

## POSITION:

- (1) Upon receipt of a petition the Chief Executive Officer (CEO) shall advise the Mayor and Councillors in whose ward the subject matter of the petition relates of details of the petition received.
- (2) In the event that a petition is presented by a member of the public during public question time at a Council Meeting, the matter will be dealt with in accordance with Clause (1) above.
- (3) In the event that a petition is presented by an Elected Member to a Council Meeting, the Member will present the petition, when called by the Presiding Member to do so, during the Order of Business for the meeting, in accordance with Council's Standing Orders Local Law, Clause 4.7.

POS	PETITIONS – NOTIFICATION OF RECEPTION TO ELECTED MEMBERS	PSES5
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Procedure:

- (1) All petitions are date stamped on receipt, then forwarded through the internal mail system to the CEO for perusal.
- (2) Once the CEO has read the petition(s) they must be forwarded onto the Executive Assistant to prepare a memo to the Mayor and relevant Councillors, which must detail what the petition is about, what the statement reads at the top of the petition and how many signatures were received.
- (3) The memo is to be forwarded to the Mayor and relevant Councillors for their information.
- (4) The petition will then be forwarded onto the relevant officer for attention, if necessary.
- (5) Mayor and relevant Councillors will be notified of the outcome.

POS	REPORTS TO COUNCIL	PSES7
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<b>POSITION STATEMENT CODE:</b>	PSES7
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	17 September 2002
<b>DATE LAST REVIEWED:</b>	14 July 2005
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	14 July 2005

## BACKGROUND:

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

## PURPOSE:

The purpose of the Position Statement is to make staff aware of the fundamental matters to be taken into account when preparing reports to Council so that they may be properly and adequately prepared for Council consideration.

## POSITION:

### 1. Report

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

- (1) be according to law;
- (2) take account of any State or Council Policy;
- (3) have regard for the Council's Corporate Strategic Plan;
- (4) be balanced and objective;
- (5) be technically correct;
- (6) be properly researched using relevant information and data;
- (7) ensure procedural fairness;
- (8) include options, consequences and associated impacts where appropriate; and
- (9) include expert opinion or advice where necessary.

POS	REPORTS TO COUNCIL	PSES7
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## 2. Recommendations

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

- (1) be clear and unambiguous;
- (2) be implementable;
- (3) be professional and ethical;
- (4) not expose the Council to unreasonable risk or liability;
- (5) have regard for the interests of the applicant / submitter as well as the wider community; and
- (6) include the administrative actions to implement the Council's decision.

## 3. Format

Reports to Council are to be in accordance with the following format:-

1. Heading  
To include initials of the responsible officer, the file reference(s) and note any attachments.
2. Recommendation  
That Council:
  - (1)
    1.
      - (a)
        - (i)
3. Council Decision  
Space for decision and if necessary an explanation where the decision is different from the Recommendation.
4. Background  
A brief history to the matter to provide an understanding of the report.
5. Submission  
Summary of the applicants/submitters submission to the Council with no evaluation or comment by the officer.
6. Report  
The officer's evaluation, analysis and basis to the Recommendation to Council.
7. Strategic Plan/Policy Implications  
Reference to the Strategic Corporate Plan – Key Result Areas and Objectives, together with a 'list' of relevant Council Policies. If necessary the relevance of the Policy can be explained.

Assume Elected Members have copies of the Corporate Strategic Plan and a copy of the Council's Policy Manual.

POS	REPORTS TO COUNCIL	PSES7
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8. Budget/Financial Implications  
Discuss any cost or financial impacts, source of funding the difference between capital and on-going costs and both the short and long term consequences of the Recommendation.

Reference should also be made to the Principal Activities Plan, where appropriate.

9. Legal Implications  
Reference to any Statutory requirements or legal advice related to the item.

10. Community Consultation  
Refer to any community consultation which has taken place or opportunity to seek feedback from the community in relation to the item.

11. Attachments  
Include any relevant attachments to the Agenda which will assist the Elected Members to understand the item, ensuring colour copies are provided where the attachment includes colour information/content.

Where an Elected Member has specifically requested:

1. an item of correspondence, or;
2. a submission,

they have written and that has been forwarded by them to the Council's Administration, be included, then this documentation should also be attached to the Agenda.

12. Advice to Proponent(s)/Submissioner(s)  
Notation to be made that proponents or submissioners directly associated with the item have been informed of the date of the Council Meeting at which the matter will be considered.

13. Implications of Section 3.18(3) of the LG Act  
There are 3 areas to be discussed in relation to the Recommendation, namely that any service/facility:-
  1. integrate with any other Commonwealth or State programme.
  2. not duplicate any Commonwealth or State programme; or
  3. be managed efficiently and effectively.

POS	SECURITY OF COUNCIL PROPERTY	PSES8
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<b>POSITION STATEMENT CODE:</b>	PSES8
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The Freedom of Information Act (Part 5 of Schedule 1) lists property security as an item which is exempt from disclosure to the public.

## PURPOSE:

To ensure confidentiality of those matters relating to security of Council buildings is retained.

## POSITION:

All matters dealing with security of the City of Cockburn's property be dealt with behind closed doors, where appropriate.



POS	SIGNING OF CORRESPONDENCE	PSES9
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POSITION STATEMENT CODE:	PSES9
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The Chief Executive Officer was previously responsible for signing the majority of correspondence from Council and all letters resulting from decisions at Council Meetings.

## PURPOSE:

To streamline and expedite the sending of correspondence relative to the functions of Council.

## POSITION:

Council recognises that all staff should be responsible for the accuracy of their external and internal correspondence and in order to improve the efficient delivery of and accuracy of correspondence, the Chief Executive Officer is to determine who will be responsible for signing external and internal correspondence and under whose name that correspondence will be forwarded out.

POS	REFERENCE GROUPS OF COUNCIL	PSES10
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<b>POSITION STATEMENT CODE:</b>	PSES10
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	15 April 2003
<b>DATE LAST REVIEWED:</b>	13 December 2007
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	13 December 2007

## BACKGROUND:

Council has for many years established a number of Reference Groups to provide advice to Council on a range of issues.

## PURPOSE:

Included in the City's Strategic Corporate Plan are a number of commitments related to community consultation and identifying community needs.

The establishment of Reference Groups facilitates the provision of informed and considered views on issues for inclusion in Council deliberation.

## POSITION:

- (1) From time to time Council will establish Reference Groups of 3 or more persons to assist Council on dealing with issues of a special focus or nature.
- (2) All Reference Groups established are required to have a terms of reference approved by the Council of the City of Cockburn
- (3) At its discretion the Council will establish Reference Groups for specific purposes or projects with a life limited to the length of the purpose or project in question.
- (4) Where a person is selected as a member the person's membership continues until:

POS	REFERENCE GROUPS OF COUNCIL	PSES10
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- the Council removes the person from the Reference Group or the member resigns, or;
- the Reference Group is disbanded;

whichever happens first.

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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POSITION STATEMENT CODE:	PSES11
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	21 October 2003
DATE LAST REVIEWED:	11 March 2011
ATTACHMENTS:	Yes
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	11 March 2011

## BACKGROUND:

The City of Cockburn is administered through a structure of five Divisions, fourteen Business Groups and over forty Service Units. These units are managed by a Chief Executive Officer, Directors, Strategic Business Unit Managers and other managers. The structure is broadly based on the functions that local government has and is reviewed regularly. It is changed when the City embarks on new business opportunities, divests itself of service functions or when there is a need to reorganise functions into different units for better management.

## PURPOSE:

To ensure that the City of Cockburn complies with the obligation imposed on it by Section 5.2 of the Local Government Act, 1995, (the Act) which prescribes that the Council "...is to ensure that there is an appropriate structure for administering the local government."

## POSITION:

- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached [\*Structure for Administering the City of Cockburn\*](#) an appropriate structure for administering its local government;
- (2) Council approval is required to implement any variation to the *Structure for Administering the City of Cockburn*;

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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- (3) The *Structure for Administering the City of Cockburn* describes the principal functions that Council directs are to be undertaken by each Business and Service Unit;
- (4) In accordance with the Act, the CEO's function is to manage the day-to-day operations of the local government and be responsible for employing those employees not designated as "senior employees";
- (5) Consistent with the functions described in (4), Council authorises the CEO to allocate employees across Service Units, where he or she considers doing so increases organisational efficiency.



# STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN

MARCH 2011

## COUNCIL

CHIEF EXECUTIVE OFFICER

### EXECUTIVE DIVISION

#### EXECUTIVE SUPPORT DEPARTMENT

#### ADMINISTRATION SERVICES

**Service Function**  
To provide support to, and on behalf of, the Chief Executive Officer and the Client Group.

### COMMUNITY SERVICES DIVISION

#### LIBRARY SERVICES DEPARTMENT

##### PUBLIC LIBRARY & INFORMATION SERV

**Service Function**  
To provide citizens of the City of Cockburn with accessible places and facilities through which they may access information resources and services which support their intellectual, economic, cultural, social and recreational needs, and to plan, manage and co-ordinate the resources, services and operations to ensure their equitable and effective delivery.

#### COMMUNITY SERVICES DEPARTMENT

##### RANGER & COMMUNITY SAFETY SERV

**Service Function**  
To ensure the safety and amenity of the residents of the City through:  
1. Educative means and the impartial administration of municipal laws and legislation; and  
2. Preventative strategies, education of the community, and active participation in emergency services.

##### RECREATION SERV

**Service Function**  
To provide effective high quality community based recreation services programs and facilities.

##### COMMUNITY DEVELOPMENT SERV

**Service Function**  
To provide capacity building and community engagement mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn.

##### CHILD CARE SERV

**Service Function**  
To equitably and effectively administer grant funds provided to Council for the operation of the Family Day Care Scheme and out of School Program within the District.

##### AGED & DISABLED SERV (GRANT FUNDED PGM)

**Service Function**  
To equitably and effectively administer grant funds provided to Council for the operation of the Home and Community Care programs operating within the District. To provide programs and services for Aged and Disabled citizens operating from the Jean Willis Centre.

#### HUMAN SERVICES DEPARTMENT

##### FAMILY SERV

**Service Function**  
To equitably and effectively administer grant and Council funded family orientated services and programs which provide advisory and/or direct assistance to citizens requiring support in specific identified care functions.

##### YOUTH SERV

**Service Function**  
To equitably and effectively administer grant and Council funded services, programs and facilities aimed at providing and developing increased amenity, activity and leisure opportunities for the young people of Cockburn.

##### SENIOR SERV

**Service Function**  
To equitably and effectively administer Council funded services, programs and facilities aimed at providing and developing amenity, activity and leisure opportunities for the senior citizens (non-HACC Program) of Cockburn.

#### COMMUNICATION SERVICES DEPARTMENT

##### PUBLIC RELATIONS

**Service Function**  
To provide a range of promotional, design and publicity services that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities to the community.

##### CUSTOMER SERV

**Service Function**  
To provide a range of liaison services that properly and positively reflect the Council's commitment to deliver quality and cost effective customer service to the community.

##### MEDIA LIAISON

**Service Function**  
To provide an effective communication linkage to the media and the community to properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities to the community.

##### EVENT MANAGEMENT

**Service Function**  
To provide a range of entertainment and cultural events to the community that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities.

### PLANNING & DEVELOPMENT DIVISION

#### DEVELOPMENT SERVICES DEPARTMENT

##### BUILDING SERV

**Service Function**  
To ensure that the erection of buildings and structures within the District complies with accepted standards and practices of public safety.

##### HEALTH SERV

**Service Function**  
To ensure that the conduct and operation of premises and activities within the district complies with accepted standards and practices for public health and to ensure that the quality of the environment is protected and improved.

##### STATUTORY PLANNING SERV

**Service Function**  
To ensure statutory intent is achieved, and that land use and development is based on sound planning principles and maintains the quality of life of residents.

##### STRATEGIC PLANNING SERV

**Service Function**  
To prepare Structure Plans, formulate strategies and adopt policies which provide formal guidance and direction for the planning and development of the District.

##### LAND ADMIN SERV

**Service Function**  
To ensure that all property interests and the City's Land portfolio are appropriate and sufficient to meet the requirements of the City of Cockburn.

#### PLANNING SERVICES DEPARTMENT

### ENGINEERING & WORKS DIVISION

#### WASTE DEPARTMENT

##### WASTE DISPOSAL SERV

**Service Function**  
To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return.

##### WASTE COLLECTION

**Service Function**  
To provide a regular reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner.

##### ENVIRONMENTAL MANAGEMENT

**Service Function**  
To prepare Plans, develop policies and strategies, undertake studies and provide advice on environmental matters and ensure the protection and management of areas of environmental importance.

#### PARKS & ENVIRONMENTAL

##### PARKS SERV

**Service Function**  
To construct and maintain parks, ovals and streetscapes on Council-owned land in accordance with agreed standards.

##### ROAD CONSTRUCTION SERV

**Service Function**  
To construct and maintain roads, drains and associated infrastructure in accordance with adopted designs.

#### ENGINEERING SERVICES

##### ROAD DESIGN

**Service Function**  
To provide design services for roads, paths, drains, development assessment and traffic management treatments that are under the responsibility of Council in accordance with Australian Standards and industry best practice.

##### ROAD PLANNING & DEVELOPMENT SERV.

**Service Function**  
To ensure development occurs in accordance with all relevant Australian Standards and Council's development conditions and specifications.

#### INFRASTRUCTURE SERVICES

##### FACILITIES & PLANT SERV

**Service Function**  
To manage, maintain and deliver Council owned buildings, structure and plant services to provide for the requirement of the staff and community.

##### ASSET SERV

**Service Function**  
To establish and implement sound asset management systems that will assist in the management of Council's infrastructure.

##### PROJECT MANAGEMENT & DEVELOPMENT SERV

**Service Function**  
To ensure capital projects are developed and implemented in accordance with established processes.

### FINANCE & CORPORATE SERVICES DIVISION

#### FINANCIAL SERVICES DEPARTMENT

##### PROPERTY, RATING & REVENUE SERV

**Service Function**  
To deliver a rates (and other property based charges) collection service, creation and maintenance of the central property database for the City and all applicable statutory obligations; to control and delivery of all revenue services including invoicing and collection; and to provide and co-ordinate the Electoral Roll for Council.

##### ACCOUNTING & FINANCIAL CONTROL SERV

**Service Function**  
To provide financial control services for the City in order for it to meet its statutory and business obligations with respect to financial risks, taxation and all outgoing payments; and to ensure the efficient deployment and operation of the City's financial management information systems

##### BUDGETING & FINANCIAL REPORTING SERV

**Service Function**  
To provide financial costing, management reporting and financial analysis for all business units, management and Council; to meet Council's statutory financial reporting and audit requirements; and to coordinate Council's financial planning function, including compiling the annual budget and long term financial plans.

#### INFORMATION SERVICES DEPARTMENT

##### INFORMATION TECH. SERV

**Service Function**  
To deliver support technical services and planning for future enhancement/growth in respect of Council's information technology requirements.

##### BUSINESS SYSTEMS

**Service Function**  
To provide ongoing development of business systems to enhance the effectiveness and efficiency of Council's operations by the use of technology.

##### GIS SERV

**Service Function**  
To provide an asset information service management system and a geographical information system.

##### RECORDS SERV

**Service Function**  
To provide a high standard, technologically advanced Records Management Service to support the needs of the user clients within the City of Cockburn, the governing function of Council and other identified external uses of the records function.

#### HUMAN RESOURCE MANAGEMENT DEPARTMENT

##### HUMAN RESOURCES SERV

**Service Function**  
To support the services of the City of Cockburn and fostering employee commitment to the goals and values of the organisation.



# STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN

JANUARY 2013

## COUNCIL

### CHIEF EXECUTIVE OFFICER

#### EXECUTIVE DIVISION

EXECUTIVE SUPPORT DEPARTMENT

GOVERNANCE SERVICES

##### Service Function

To provide support to, and on behalf of the Chief Executive Officer and the Client Group.

#### COMMUNITY SERVICES DIVISION

[Library Services Unit](#)

[Community Services Unit](#)

[Human Services Unit](#)

[Corporate Communication Services Unit](#)

#### PLANNING & DEVELOPMENT DIVISION

[Development Services Unit](#)

[Planning Services Unit](#)

#### ENGINEERING & WORKS DIVISION

[Waste Services Unit](#)

[Parks & Environmental Services Unit](#)

[Engineering Services Unit](#)

[Infrastructure Services Unit](#)

#### FINANCE & CORPORATE SERVICES DIVISION

[Financial Services Unit](#)

[Information Services Unit](#)

[Human Resources Management Services Unit](#)



COMMUNITY SERVICES DIVISION

Public Library & Information Serv.	Ranger & Community Safety Serv.	Recreation Serv.	Community Development Serv.	Childcare Serv.	Aged & Disability Serv. (Grant Funded Pgm)	Family Serv.	Youth Serv.	Senior Serv.	Customer Serv.	Media & Marketing Serv.	Events & Cultural Serv.
<b>Service Function</b> To provide citizens of the City of Cockburn with accessible places and facilities through which they may access information resources and services which support their intellectual, economic, cultural, social and recreational needs, and to plan, manage and co-ordinate the resources, services and operations to ensure their equitable and effective delivery.	<b>Service Function</b> To ensure the safety and amenity of the residents of the City through: 1. Educative means and the impartial administration of municipal laws and legislation; and 2. Preventative strategies, education of the community, and active participation in emergency services.	<b>Service Function</b> To provide effective high quality community based recreation services and programs and Leisure facilities.	<b>Service Function</b> To provide capacity building and community engagement mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn.	<b>Service Function</b> To equitably and effectively administer grant funds provided to Council for the operation of the Family Day Care Scheme, In-Home Child Care and Out of School Care Program within the District.	<b>Service Function</b> To equitably and effectively administer grant funds provided to Council for the operation of the Home and Community Care, and Community Aged Care Packages programs operating within the District. To provide programs and services for frail Aged and people with disabilities.	<b>Service Function</b> To equitably and effectively administer grant and Council funded family orientated services and programs which provide advisory and/or direct assistance to citizens requiring support in specific identified care functions.	<b>Service Function</b> To equitably and effectively administer grant and Council funded services, programs and facilities aimed at providing and developing increased support, activity and leisure opportunities for the young people of Cockburn.	<b>Service Function</b> To equitably and effectively administer Council funded services, programs and facilities aimed at providing and developing increased amenity, active and leisure opportunities for the senior citizens (non-HACC Program) of Cockburn.	<b>Service Function</b> To provide a range of liaison services that properly and positively reflect the Council's commitment to deliver quality and cost effective customer service to the community.	<b>Service Function</b> To provide: 1. An effective communication linkage to the media and the community; and 2. A range of promotional, design and publicity services that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities to the community.	<b>Service Function</b> To provide a range of entertainment and cultural events to the community that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities.



PLANNING & DEVELOPMENT DIVISION

Building Serv.

**Service Function**  
To ensure that the erection of buildings and structures within the District complies with accepted standards and practices of public safety.

Environmental Health Serv.

**Service Function**  
To ensure that the conduct and operation of premises and activities within the district complies with accepted standards and practices for public health and to ensure that the quality of the environment is prodded and improved.

Statutory Planning Serv.

**Service Function**  
Assessment of Development and Subdivision applications, undertaking compliance inspections and enforcement action to provide residents with a high quality built environment.

Strategic Planning Serv.

**Service Function**  
To prepare Structure Plans, formulate strategies, adopt policies which provide formal guidance and direction for the planning and development of the District, and to ensure that all property interests and the City's Land portfolio are appropriate and sufficient.

ENGINEERING & WORKS DIVISION

Waste Disposal  
Serv.

**Service Function**  
To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return.

Waste Collection  
Serv.

**Service Function**  
To provide a regular reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner.

Environmental  
Serv.

**Service Function**  
To prepare Plans, develop policies and strategies, undertake studies and provide advice on environmental matters and ensure the protection and management of areas of environmental importance.

Parks Serv.

**Service Function**  
The design, construction and operational maintenance of Public Open Space and Streetscapes to provide functional and attractive locations for recreational activities by the Community.

Road Construction  
Serv.

**Service Function**  
To construct and maintain roads, drains and associated infrastructure in accordance with adopted designs.

Road Design Serv.

**Service Function**  
To provide design services for roads, paths, drains, development assessment and traffic management treatments that are under the responsibility of Council in accordance with Australian Standards and industry best practice.

Road Planning &  
Development Serv.

**Service Function**  
To ensure development occurs in accordance with all relevant Australian Standards and Council's development conditions and specifications.

Facilities & Plant  
Serv.

**Service Function**  
To manage, maintain and deliver Council owned buildings, structure and plant services to provide for the requirement of the staff and community.

Asset Serv.

**Service Function**  
To establish and implement sound asset management systems that will assist in the management of Council's infrastructure.

Project  
Management &  
Development Serv.

**Service Function**  
To ensure capital projects are developed and implemented in accordance with established processes.

FINANCE & CORPORATE SERVICES DIVISION

Rates & Revenue Serv.	Accounting Serv.	Budgeting & Financial Reporting Serv.	Procurement Serv.	Information Technology Serv.	Business Systems Serv.	GIS Serv.	Records Serv.	Safety Serv.	Learning & Development Serv.	Payroll Serv.
<b>Service Function</b> To deliver a rates (and other property based charges) collection service, creation and maintenance of the central property database for the City and all applicable statutory obligations; to control and delivery of all revenue services including invoicing and collection; and to provide and co-ordinate the electors Electoral Roll for Council.	<b>Service Function</b> To provide financial control services for the City in order for it to meet its statutory and business obligations with respect to financial risks, taxation and all outgoing payments; and to ensure the efficient deployment and operation of the City's financial management information systems.	<b>Service Function</b> To provide financial costing, management reporting and financial analysis for all business units, management and Council; to meet Council's statutory financial reporting and audit requirements; and to coordinate Council's financial planning function, including compiling the annual budget and long term financial plans.	<b>Service Function</b> To provide an effective procurement system to the organisation and to ensure compliance with statutory tending procedures and Council's internal purchasing processes.	<b>Service Function</b> To deliver support technical services and planning for future enhancement/growth in respect of Council's information technology requirements.	<b>Service Function</b> To provide ongoing development of business systems to enhance the effectiveness and efficiency of Council's operations by the use of technology.	<b>Service Function</b> To provide mapping services and a geographical information system.	<b>Service Function</b> To provide a high standard, technologically advanced Records Management Service to support the needs of the user clients within the City of Cockburn, the governing function of Council and other identified external uses of the records function.	<b>Service Function</b> To provide advice and support in the areas of safety, workers' compensation and rehabilitation.	<b>Service Function</b> To support the organisation in attaining capacity within its workforce to meet current and future needs by facilitating the development of employees.	<b>Service Function</b> To pay employees and maintain accurate information in regard to leave, personal details and entitlements.

POS	PROVISION OF COMMITTEE BUSINESS PAPERS TO ELECTED MEMBERS	PSES12
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POSITION STATEMENT CODE:	PSES12
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Council appoints Committees under the Local Government Act, the Business Papers for which are required to be provided to all Elected Members of Council.

## PURPOSE:

To ensure all Committee Business Papers are submitted to all Elected Members in advance of committee meetings being conducted.

## POSITION:

- (1) Upon a meeting of a committee established by Council being called in accordance with clause 17.10(1) of Council's Standing Orders Local Law, a notice of the meeting will be forwarded to all committee members and Elected Members, who are not a member of the committee.
- (2) The Business Papers for the committee, including the agenda, related attachments and when applicable, the minutes of the previous meeting of the committee, shall be forwarded to all committee members with the notice of meeting, if possible, or otherwise, at least 72 hours prior to the commencement of the meeting.
- (3) The notice referred to in clause 1. above, will contain an electronic link facility to enable all Elected Members access to the documents forwarded to other members of the committee in accordance with clause 2.

POS	PROVISION OF COMMITTEE BUSINESS PAPERS TO ELECTED MEMBERS	PSES12
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- (4) Notwithstanding anything contained in this position statement, any Elected Member may request a copy of committee documentation to be provided to them in the form in which it is held by Council.

POS	LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES	PSES13
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POSITION STATEMENT CODE:	PSES13
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	12 October 2006
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

The City of Cockburn is frequently a party to legal proceedings, either as a result of initiating actions, or as a result of responding to actions.

## PURPOSE:

To create a system enabling advice and the ongoing status of such actions to be provided to Elected Members on a regular basis.

## POSITION:

### (1) Application

This Position Statement applies in relation to legal proceedings commenced or responded to by the City of Cockburn, or any person acting in their capacity as a representative of the City of Cockburn and for whom the City of Cockburn is vicariously liable.

### (2) Commencing Legal Proceedings

1. This section applies to any legal proceedings initiated as a result of a resolution of Council.
2. A Council decision to initiate a legal proceeding may include instructions to be issued on behalf of the City and which legal practitioners are to be engaged.

<b>POS</b>	<b>LEGAL PROCEEDINGS BETWEEN COUNCIL AND OTHER PARTIES</b>	<b>PSES13</b>
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3. In addition, a Council decision may authorise the Chief Executive Officer (CEO) to negotiate an outcome on its behalf and settle proceedings, if considered appropriate to do so, and in doing so the Council will consider any legal constraints applicable to the CEO which may compromise that officer's capacity to achieve any outcome desired by Council.
4. In the absence of any clear direction to the CEO in this regard, settlement outcomes must be considered and decided by Council.
5. This Position Statement does not apply to actions commenced by officers of the City who are authorised to commence proceedings on behalf of the City by authority vested in them through legislation, (including delegated legislation) or other delegated authority of Council.
6. Notwithstanding (5) above, the CEO, or any officer, through the CEO, may inform the Elected Members of the commencement and ongoing status of any action commenced by an officer of the City.
7. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated.
8. A record of the procedure mentioned in (7) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO or as requested by the Audit and Strategic Finance Committee.

(3) Responding to Legal Proceedings

1. This section applies to any legal proceedings to which the City is required to formally respond.
2. The Elected Members must be advised that a legal proceeding has been commenced against the City as soon as practicable after the City has been given notice of the proceeding.
3. The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated, as appropriate.
4. A record of the procedure mentioned in (3) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO, or as requested the Audit and Strategic Finance Committee.

POS	TRAINING OF COUNCIL DELEGATES ON COMMITTEES OR BOARDS	PSES14
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POSITION STATEMENT CODE:	PSES14
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	12 October 2006
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

From time to time, Council appoints delegates to internally established committees or external boards or organisations with which Council has an affiliation. As part of an effective Corporate Governance regime, it is expected that such appointees will be adequately aware of their role and responsibilities when acting in a capacity as Council's delegate.

## PURPOSE:

To ensure an adequate training programme is established to provide an awareness to Council appointed delegates on the responsibilities associated with their role and function.

## POSITION:

- (1) Upon the appointment of Council delegates as representatives of the City of Cockburn to any internally established committee, pursuant to the Local Government Act, 1995, or to any externally established Board or other organisation, arrangements shall be made, through Council's Executive Services Department, to have delegates enrolled to complete an appropriate training session relevant to the appointed role.
- (2) The training described in 1 above shall include, but not necessarily be limited to, the following subjects:-



POS	TRAINING OF COUNCIL DELEGATES ON COMMITTEES OR BOARDS	PSES14
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1. Roles and Responsibilities of Board / Management Committee members;
  2. Legal implications;
  3. Financial management and accountability;
  4. Risk management;
  5. Constitutions;
  6. the Association and Incorporations Act 1987; and
  7. due diligence as a Board / Management Committee member.
- (3) All Council appointed delegates shall be required to undertake this training within 12 months of their appointment by Council.
- (4) Elected Member delegates re-appointed by Council following biennial local government elections shall only be required to repeat the training, should they be re-elected as an elected member of Council (i.e. every 4 years).
- (5) Similarly, Council employees re-appointed as delegates following biennial local government elections shall be required to repeat the training every 4 years.
- (6) Where possible, the relevant training will be undertaken to include the maximum number of Council delegates identified as requiring the training.

POS	REQUEST FOR INFORMATION ABOUT OWNER OCCUPIERS, ELETORS AND RATEPAYERS	PSES16
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POSITION STATEMENT CODE:	PSES16
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Property, Rating & Revenue Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	14 July 2001
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	

## BACKGROUND:

Amendment to Regulation 29B of the *Local Government (Administration) Regulations 1996* has placed restrictions on the availability of information of owner occupiers, electoral and ratepayer details being disclosed to the public to use for commercial purposes.

## PURPOSE:

To ensure the City of Cockburn complies with the obligation imposed on it by the amendment to Regulation 29B of the *Local Government (Administration) Regulations 1996*.

Regulation 29B – Copies of certain information not to be provided – S5.96 of the *Local Government Act 1995*.

- I. *A local government is not required to make available to a person copies of information referred to in section 5.94(m) or (s) of the Local Government Act 1995 unless the CEO of the local government is satisfied that the information will not be used for commercial purpose.*
- II. *A request to a local government for a copy of information referred to in section 5.94 (m) or (s) of the Local Government Act 1995 is to be in the form approved by the CEO of the local government.*

## POSITION:

POS	REQUEST FOR INFORMATION ABOUT OWNER OCCUPIERS, ELECTORS AND RATEPAYERS	PSES16
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(1) Definition of Commercial Purpose

Commercial Purpose means to seek to obtain by formal application a public record for the purpose of the:

1. Sale or resale or the producing of a document containing all or part of the copy, printout or photograph for sale, and/or
2. Obtaining of names and addresses from the public record for the purpose of solicitation, and/or
3. Monetary gain from the direct or indirect use of the public record.

(2) Procedure

Regulation 29B of the *Local Government (Administration) Regulations 1996* restricts the availability of electoral or ratepayer details to the public. In particular the regulation requires a person seeking this information to complete a statutory declaration stating that the information obtained will not be used for commercial purposes by themselves or another person. Persons unable to make this declaration are not able to receive the information.

The following procedures are required at any time a person requests information about a City of Cockburn owner occupier, elector or ratepayer.

1. In Person Requests

- Establish the purpose in which the person is seeking the information.
- Ask the person to complete a statutory declaration which includes specific text stating that they will not copy and/or use the information for a commercial purpose and have the declaration witnessed by an authorised person under the *Oaths, Affidavits and Statutory Declaration Act 2005*. Those persons who are unable to make this declaration will not be able to receive the requested information.
- Send the original signed and witnessed statutory declaration to Records for CTRing and forwarding to Rates Section for processing.
- If appropriate, provide the person with the requested information.

2. Telephone & Written Requests

- Advise person of the *Local Government (Administration) Regulations 1996* and establish the purpose in which the person is seeking the information.

POS	REQUEST FOR INFORMATION ABOUT OWNER OCCUPIERS, ELETORS AND RATEPAYERS	PSES16
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- Advise the person they are required to complete a statutory declaration which includes specific text stating that they will not copy and/or use the information for a commercial purpose and have the declaration witnessed by an authorised person<sup>1</sup> under the *Oaths, Affidavits and Statutory Declaration Act 2005*. Those persons who are unable to make this declaration will not be able to receive the requested information.
- Advise the person that they can locate the specific statutory declaration form on the City of Cockburn's website or offer to post the form directly to the person.
- Advise the customer that they can attend the City of Cockburn for witnessing the declaration and accessing the information immediately or they can post a witnessed declaration into:

City of Cockburn  
PO Box 1215  
Bibra Lake DC WA 6965

Received witnessed statutory declarations for requests for information about owner occupiers, electors and ratepayers should be scanned and registered in the City's document management system and assigned to the Rates Section for processing.

Persons posting a witnessed statutory declaration will be responded to as soon as possible to the address provided on the statutory declaration.

POL	OBTAINING LEGAL AND OTHER EXPERT ADVICE	SES1
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POLICY CODE:	SES1
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	9 April 2009
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SES1
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	9 April 2009

## BACKGROUND:

Council is now required to seek legal and other expert advice on an increasing basis, to ensure its best interests are protected at all times.

## PURPOSE:

To expedite and ensure a mechanism is in place in respect of the acquisition of legal and other expert advice, as required.

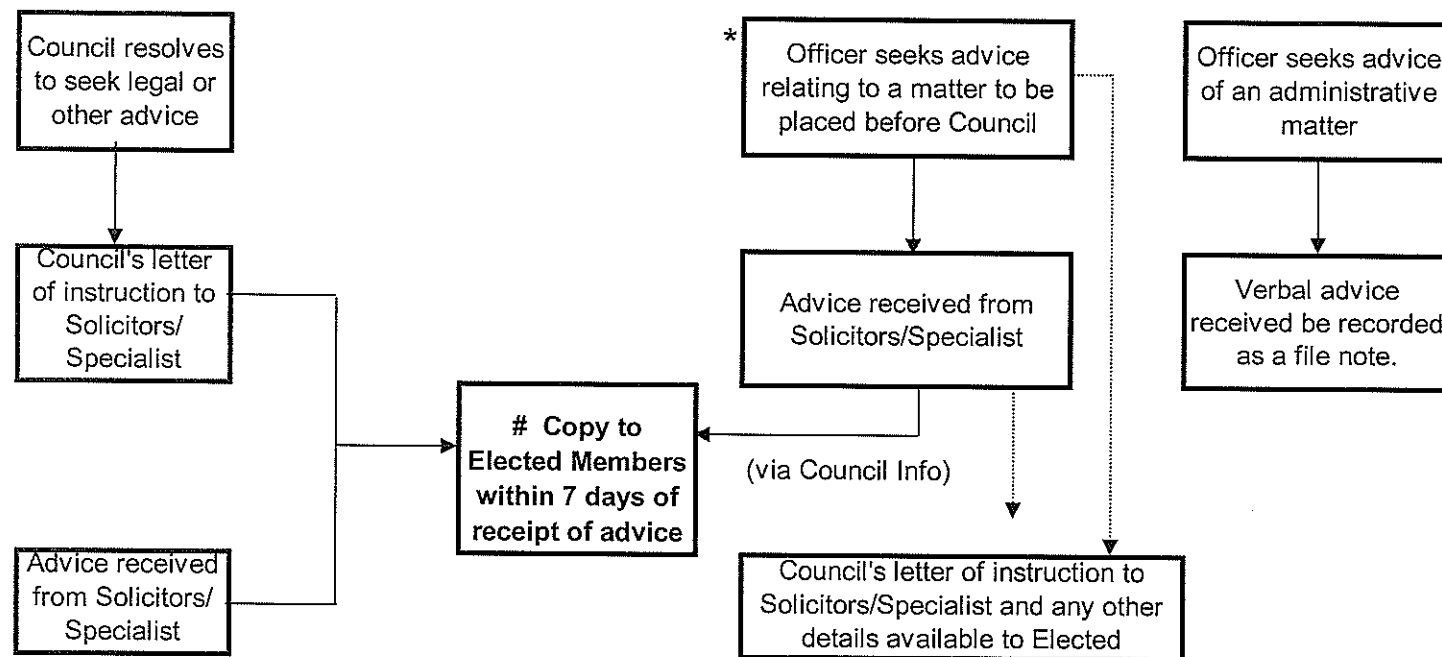
## POLICY:

- (1) In this Policy and the associated delegated authority, "legal advice" has the same meaning as in the Legal Practice Act 2003 (WA).
- (2) Other expert advice includes that obtained from practitioners qualified in areas of specific professional expertise or knowledge. Examples include advice sought from consulting firms or individuals and from employees of federal or state government agencies with whom Council has binding contractual or statutory obligations.
- (3) The Chief Executive Officer is authorised to obtain legal and other expert advice as is deemed necessary to maintain the proper administration of Council affairs, subject to the following conditions:-

1. in the instances where Council has resolved or requested to seek legal or other expert advice, a copy of that advice and Council's letter of instruction be provided to all Elected Members as soon as practicable within seven(7) days of receipt by the City unless otherwise resolved by Council;
2. where copies of legal or other expert advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by resolution of Council', following the opinion of the Solicitor or specialist who provided advice to the Council about the possible consequences of making that advice available to a third party;
3. Council maintain its retainer arrangement with its Solicitors for the purpose of ascertaining matters of an administrative nature where procedural verbal advice is obtained and that such advice sought be recorded as a file note on the appropriate file;
4. that where a legal or other expert opinion is sought in relation to an item placed before Council, a note that the item is subject to legal or other expert advice (as appropriate) be included in the relevant Agenda or Minutes.
5. before the Council considers an item on an agenda that includes or is based on expert advice (eg legal, environmental, financial) the Council shall have been provided with a copy of that advice (or summary if appropriate) prior to the meeting with adequate time to read and understand the advice before making its decision.
6. Legal advice sought by Council can only be obtained utilising the services of practitioners who form part of the Panel of Preferred Suppliers, as adopted by Council from time to time, unless, in the CEO's opinion, it is advantageous to utilise the services of a different provider who has specific expertise in a particular case.

[Attach to Policy SES01 - Legal opinions.xls](#)

## LEGAL OR OTHER EXPERT OPINIONS - Policy SES1 21st November, 2000



**# Note:** Legal/*Expert* opinion not to be disclosed to third parties unless: by resolution of Council, following opinion of the Solicitor/Specialist about the possible consequences of making that advice available to third parties.

**\* Note:** The relevant Agenda and Minutes to include a note that the item is subject to legal/*expert* opinion.

<b>POL</b>	<b>ACCESS TO TAPE RECORDINGS OF COUNCIL MEETINGS</b>	<b>SES2</b>
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<b>POLICY CODE:</b>	SES2
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	15 April 1997
<b>DATE LAST REVIEWED:</b>	14 July 2005
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	SES2
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	14 July 2005

## BACKGROUND:

Council has been approached in the past to release copies of Council meeting tape recordings.

## PURPOSE:

To emphasise the reason for tape recording of Council Meetings is to ensure the accuracy of Council Minutes.

## POLICY:

- (1) The Council meeting is recorded for the sole purpose of assisting with the accuracy of the Minutes and staff are only able to access the tape for this purpose, or, if required for other reasons, with the permission of the Chief Executive Officer.
- (2) Elected Members wishing to access the tape, are to apply under the provisions of Council Policy SC31 "Access to Information by Council and Committee Members".
- (3) Tape recordings or transcripts are not made available to members of the public, however, where such requests are made, they will be advised to pursue such requests through Freedom of Information legislation.



<b>POL</b>	<b>ACCESS TO TAPE RECORDINGS OF COUNCIL MEETINGS</b>	<b>SES2</b>
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Where such requests are granted Council will only provide an audio copy of that part of the meeting proceedings where discussion on the subject item occurs.

- (4) Recordings appertaining to the proceedings of Council Meetings shall be retained for thirty (30) years in accordance with the State Records Act (General Disposal Authority for Local Government Records) Provisions.

POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4
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POLICY CODE:	SES4
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	20 November 2001
DATE LAST REVIEWED:	13 December 2007
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SES4
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013
OCM:	13 December 2007

## BACKGROUND:

1. A member of the Council or an employee of the City of Cockburn may require legal advice and/or legal representation in connection with any matters touching on the conduct or duties of members or employees, which would necessarily incur legal expenses.
2. Questions may arise from time to time as to whether, and the extent to which the Council should arrange for provision of those legal services or should pay for or reimburse or provide indemnity for such expenses.

## PURPOSE:

1. This policy is designed to set out circumstances in which the Council will generally provide financial assistance to Council members and employees who require legal advice and/or representation because of their official functions.
2. In each case it will be necessary to determine whether assistance with legal expenses and other liabilities is justified for the good government of the district. This policy applies in that respect.

## POLICY:

- (1) Definitions

POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4
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In this Policy:

**“Act”** means the Local Government Act 1995;

**“Department Inquiry”** means an inquiry initiated under section 8.3 of the Local Government Act 1995;

**“employee”** means a past or present employee of the City;

**“Inquiry”** includes a Department Inquiry or a Panel Inquiry under Part 8 of the Act, an Inquiry by the Corruption and Crime Commission and any other Inquiry of a similar kind;

**“legal representation”** means the provision of legal services for advice or in connection with court proceedings, or any other investigation inquiry or hearing or adjudication, including but without limiting the generality of the foregoing under Part 8 of the Act;

**“member”** means a past or present member of the Council of the City;

**“Panel Inquiry”** means an inquiry instituted under section 8.16 of the Act.

(2) Eligible persons

A person is eligible to make application for financial assistance under this Policy if that person is a member or an employee.

(3) Form of application

An application under this Policy shall:

1. be in writing;
2. provide full details of the nature and extent of the legal services anticipated to be required and when they are required;
3. in the event that the application is not made in advance - provide details of the services previously provided and the explanation for there being no application in advance;
4. indicate if the applicant considers that the application is urgent and the applicant's reasons;
5. contain an assurance that the circumstances in respect of which the financial assistance is required do not involve actions of the applicant that are illegal, improper, dishonest, or against the interests of the City; and

POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4
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6. contain sufficient details to explain how the financial assistance is required in relation to the official functions of the applicant so as to be justified for the good government of the district of the City.

(4) Who determines an application

1. Subject to Clause 5, the CEO may determine an application seeking financial assistance not exceeding an amount of \$6,000.
2. Payment of financial assistance made in accordance with (1) above, may be made by either:
  - (a) a direct payment to the approved lawyer (or the relevant firm); or
  - (b) a reimbursement to the Council member or employee.
3. Notwithstanding subclause (1), the CEO may refer any application to the Council for determination.
4. All applications seeking financial assistance exceeding \$6,000 shall be determined by the Council.
5. Any decision by the CEO to provide financial assistance under this Policy is to be reported to the next Ordinary Meeting of the Council, for information.

(5) Formal agreement to be executed

1. A person to whom financial assistance is to be provided shall be required to execute a formal agreement with the City, prepared by the City's solicitors, setting out the terms and conditions upon which the assistance is offered.
2. The agreement shall be subject to the condition in cl.10 hereof and that clause shall be deemed to be included in any agreement if provisions to the same effect are not expressly included.
3. The person shall be required to execute the agreement prior to any financial assistance being provided.

(6) Preconditions to the provision of financial assistance

Legal assistance will only be provided:

1. in the case of a Department Inquiry, where, prior to the final report on the outcome of the inquiry, an adverse allegation is made against the

<b>POL</b>	<b>LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS</b>	<b>SES4</b>
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member or employee, or the inquiry or any officer assisting indicates that an adverse finding against the member or employee is possible;

2. in the case of a Panel Inquiry, where conduct of the member or employee is subject to inquiry and/or report or the member or employee receives a summons or subpoena from the Inquiry requiring him/her to give evidence and/or produce documents;
  3. in the case of either a Departmental Inquiry or a Panel Inquiry:
    - (a) to a member in connection with the performance by the member of his or her functions as a member;
    - (b) to an employee in connection with the performance by the employee of his or her functions as an employee of the City; or
    - (c) in respect of legal representation to be provided prior to the conclusion of the Inquiry;
  4. In the case of any other Inquiry, and where the subject matter of the application is connected with the performance by the member or employee of his or her function as such, if the member or employee has received a subpoena or summons to appear or is otherwise required to appear either to give evidence or to respond to or deal with an allegation against him or her.
  5. in the case of other legal proceedings, where legal action has been taken or threatened or seems likely to be taken against the member or employee to be assisted;
  6. in the case of legal proceedings taken or proposed to be taken by the member or employee, only where and to the extent the member or employee will not stand to gain financially from the actions; and
  7. in any case, where no indemnity for legal costs is provided for under a policy of insurance taken out by the member or employee or by the City, or to the extent that cover is not provided under a policy of insurance.
- (7) No pledging of the City's credit

Nothing in this policy is intended to represent that any person has authority to pledge the City's credit or otherwise commit the City to any liability to legal expenses whatsoever.

- (8) CEO may continue to seek legal advice

POL	LEGAL REPRESENTATION – INDEMNIFICATION OF COSTS	SES4
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Nothing in this Policy derogates from the ability of the CEO or other employees of the City to seek legal advice concerning the business and affairs of the City from the City's solicitors.

(9) Applications by the CEO

Where the employee seeking financial assistance is the CEO, then the matter is to be referred to Council for determination, in accordance with the provisions of this Policy.

(10) Repayment of financial assistance

It is a condition of the provision of financial assistance under this Policy, and it shall be a condition of the formal agreement referred to in clause 5, that:

- (a) the provision of financial assistance shall be at an end; and
- (b) any financial assistance already paid by the City shall be repaid by the member or employee,

in the event that:

- (i) a finding is made in the report of an Inquiry or in Court proceedings that the member or employee has acted illegally, improperly, dishonestly, against the interests of the City or in bad faith; or
- (ii) where information provided to the CEO in the application is materially false or misleading.

(11) Recovery

The City may take action to recover any financial assistance required to be repaid under clause 10 in a court of competent civil jurisdiction and the City is entitled to deduct the amount of such assistance from any allowance or salary payable by the City to the person.

POL	ANNUAL GENERAL MEETING OF ELECTORS	AES1
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<b>POLICY CODE:</b>	AES1
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	15 April 1997
<b>DATE LAST REVIEWED:</b>	21 January 2003
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES1
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	21 January 2003

## BACKGROUND:

Sec 5.27 of the Local Government Act, 1995, requires Council to conduct a general meeting of Electors each year.

## PURPOSE:

To standardise a time for the conducting of the general meeting of electors each year.

## POLICY:

The Annual Meeting of Electors is to be held on the first Tuesday in February of each year, subject to the receipt of the Auditors Report on the Annual Financial Statements.



POL	COMMON SEAL OF THE CITY OF COCKBURN	AES2
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POLICY CODE:	AES2
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Administration & Community Services
FILE NO.:	CC/P/004
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	9 August 2012
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES2
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	26 July 2012
OCM:	15 April 1997 13 December 2007

## BACKGROUND:

Under the provisions of the Local Government Act, 1995, (sec 9.71) - Transitional Provisions) ~~Council~~ Council is required to continue to keep registers which were required under the previous (1960) Act. A Common Seal Register was required to be maintained.

## PURPOSE:

To enable the execution of documents requiring the affixation of Council's Common Seal.

## POLICY:

### 1. General

- (a) The Mayor and Chief Executive Officer be authorised to affix the Common Seal to documents appertaining to all dealings initiated by a Council Resolution. In this regard the Council Resolution need not refer to the sealing of a document or documents and may express its wish for certain action which may ultimately require the affixing of the Common Seal to a document or documents to achieve the Council's intention;



POL	COMMON SEAL OF THE CITY OF COCKBURN	AES2
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- (b) In the absence of the Mayor and/or the Chief Executive Officer, as the case may be, the Deputy Mayor and the Acting Chief Executive Officer be authorised to affix the Common Seal;
- (c) In the absence of the Mayor or the Deputy Mayor the provisions of Section 5.35(2) of the Local Government Act, be invoked;
- (d) The Mayor and Chief Executive Officer are authorised to affix the Common Seal to new Funding or Contracts of Agreement between the Council and State or Commonwealth Governments for programs to which Council has previously adopted or additions to existing programs which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program.

## 2. Land Matters

The affixing of the Common Seal to documents relating to land matters including caveats, withdrawal of instruments, memorials, leases, transfers, deeds, licences and covenants and easements shall be undertaken by two (2) of the following persons:

- the Mayor or Deputy Mayor;
- Chief Executive Officer;
- Directors;
- Manager, Planning Services; and
- the City Surveyor/Land Officer.

## 3. Funding Agreements

The affixing of the Common Seal or the signing of funding agreements, on behalf of Council, including those provided by Federal and State Government Agencies, shall be undertaken by two(2) of the following persons:

- the Mayor or Deputy Mayor;
- Chief Executive Officer;
- Directors;
- Manager, Human Services; and
- Human Services Operations Manager

- 4. Details of all transactions where the Common Seal has been affixed shall be recorded in the Delegated Authority Portal System.

<b>POL</b>	<b>INDUSTRIAL RELATIONS</b>	<b>AES3</b>
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<b>POLICY CODE:</b>	AES3
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	15 April 1997
<b>DATE LAST REVIEWED:</b>	8 June 2006
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES3
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	8 June 2006

## **BACKGROUND:**

The City of Cockburn maintains its own Human Resource Service to manage its internal Human Resource and Industrial Relations functions. However, there are times when Council will require the services of an external Industrial Relations advisory service to assist the City of Cockburn in the management of those HR and/or IR functions that are outside the expertise of its own Human Resource Service.

Such services are offered by organisations such as the WA Local Government Association (W.A.L.G.A.) and the Chamber of Commerce and Industry (C.C.I.). Occasions do arise when more specialised legal assistance is required.

## **PURPOSE:**

To ensure that the City of Cockburn maintains good Industrial Relations policies and practices and that whenever such policies and practices are challenged by Unions, individuals or other outside agencies, that the City of Cockburn engages a competent professional to defend itself against such challenges.

## **POLICY:**

- (1) The Chief Executive Officer is authorised to appoint any of the following to represent the City in an industrial relations action or matter, if it is likely that action or matter will be heard in a Court or Tribunal of competent jurisdiction:

POL	INDUSTRIAL RELATIONS	AES3
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1. the City's Human Resource Manager;
  2. the WA Local Government Association industrial relations advisory service;
  3. the Chamber of Commerce and Industry industrial relations advisory service;
  4. any law firm with specialist expertise in industrial relations law, not limited to law firms on the City's panel of law firms.
- (2) The Chief Executive Officer shall keep Elected Members informed regarding the status of industrial relations actions commenced against the City.
- (3) In this policy, any "industrial relations actions or matters" includes any action or matter pertaining to the relationship between the City and an employee or employees of the City.

POL	ANNUAL ART COMPETITION	AES4
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POLICY CODE:	AES4
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	<a href="#">17 September 2002</a>
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES4
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	17 September 2002

## BACKGROUND:

Council was approached to ensure its acquisition of art works contained paintings synonymous with the Cockburn District.

## PURPOSE:

To ensure a pictorial history of the District is maintained through the acquisition of local artwork.

## POLICY:

Council will purchase the winning or other suitable entry(s) in a 'Cockburn Local Features' category of the Arts & Crafts Exhibition conducted by the Cockburn Community and Cultural Council, subject to money being made available in Council's Budget.

<b>POL</b>	<b>PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD</b>	<b>AES5</b>
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<b>POLICY CODE:</b>	AES5
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	15 April 1997i
<b>DATE LAST REVIEWED:</b>	<del>10 September 2009</del>
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES5
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	10 September 2009

## **BACKGROUND:**

The Local Government Act, 1995, (Sec. 5.50(1)) requires Council to prepare a Policy detailing any payments made to employees in addition to any contract or applicable award.

## **PURPOSE:**

To establish a position for the City of Cockburn in relation to severance pay to terminating employees, and to provide a monetary incentive for the long service of employees.

## **POLICY:**

- (1) The City of Cockburn will not make payments of gratuities to employees upon retirement or resignation;
- (2) The City of Cockburn will recognise long periods of service by its employees in the following manner:
  1. by the provision of \$1,000 upon completion of 10 years continuous service;
  2. by the provision of \$1,500 upon completion of 15 years continuous service; and

<b>POL</b>	<b>PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD</b>	<b>AES5</b>
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3. by the provision of \$2,000 upon the completion of 20 years continuous service.
- (3) Employees with twenty five (25) years or more continuous service with the City of Cockburn will be granted an additional one week of leave for each year of further service, increasing the annual leave accrual rate from 4 weeks to 5 weeks per annum upon reaching this length of service.
- (4) In addition, the City may recognise the retirement or resignation of long standing employees upon the achievement of more than twenty (20) years continuous service to the City, with a function and/or gift up to a combined value of \$1,000 on occasions as deemed appropriate by the Chief Executive Officer and following consultation with the Mayor.



POL	APPROVAL OF RESEARCH/STUDY VISITS	AES7
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POLICY CODE:	AES7
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	19 August 1997
DATE LAST REVIEWED:	15 April 2003
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES7
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	15 April 2003

## BACKGROUND:

Council often sends delegates to Conferences interstate and overseas on issues which are of interest to the community. On such occasions, the opportunity often arises for research visits to be undertaken on specific projects which may be occurring within a short distance of the Conference location.

In addition, there may be occasions when issues of direct interest to Council are made aware to Council at short notice.

## PURPOSE:

To allow the Chief Executive Officer to consider proposals from officers and/or Elected Members representing the City to extend their stay in order to undertake a visit or tour to another location to obtain further information relative to items of identified interest. Also, the Chief Executive Officer be given authority to approve such visits, even if the timing does not coincide with a Conference attendance, provided the issue can be identified as one vital to the interests of the City of Cockburn and that site visitation is essential to the purpose of gaining information

## POLICY:

That Council supports the principle of enabling representatives of the City of Cockburn to attend research or study visits to gather information which will enable Council in fulfilling its corporate goals.



<b>POL</b>	<b>APPROVAL OF RESEARCH/STUDY VISITS</b>	<b>AES7</b>
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Such visits will, wherever possible, coincide with the attendance of Council delegates at Conferences and the Chief Executive Officer (CEO) will have the authority to consider and, where appropriate, approve of an extension of time to delegates attending such Conferences for a period of time necessary to allow the gathering of information. However, this will not limit such visits to the locality, or State in which the conference is being held.

In cases where an item of interest is brought to the attention of the CEO and which does not coincide with a Conference being attended by Council representatives, the CEO is authorised to approve the attendance of Council representatives to undertake a research visit on Council's behalf, subject to the identification of available funding within the Budget framework.

POL	COUNCIL OWNED VEHICLE USAGE	AES8
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POLICY CODE:	AES8
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	CC/P/003
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	12 October 2006
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES8
VERSION NO.	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	12 October 2006

## BACKGROUND:

The City of Cockburn is required to provide a light vehicle fleet to ensure its functions can be performed in an efficient and effective manner.

## PURPOSE:

To provide for out of hours allocation and usage of Council's light vehicle fleet.

## POLICY:

- (1) The Chief Executive Officer and Directors have unrestricted use of a Council vehicle within the State of Western Australia of a suitable standard with all costs of purchasing or leasing and operating the vehicle being met by Council. These officers may also seek to have their contracts amended to allow for provision of a motor vehicle allowance, in lieu of a Council supplied vehicle. In such a circumstance, approval will require confirmation that this arrangement does not increase the City's costs, nor affect its operations.
- (2) Other officers of Council may be granted unrestricted private, restricted private or commuter use of a Council vehicle, such arrangements and standard of vehicle to be negotiated between the officer and the Chief Executive Officer. Occasional requests for usage outside these guidelines must be approved by the Divisional Director, and recorded on the relevant personal file of the employee prior to such extraordinary usage occurring.

<b>POL</b>	<b>COUNCIL OWNED VEHICLE USAGE</b>	<b>AES8</b>
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- (3) Where the Chief Executive Officer agrees to allow an officer who would normally only be allocated a vehicle with commuting use, access to restricted private use, then the Chief Executive Officer is to ensure a financial contribution is obtained from the officer that fully reimburses the City for any additional costs, eg FBT and ancillary operating expenses.
- (4) The vehicles allocated to the Chief Executive officer and Directors, or other officers granted unrestricted use, may be driven by:
  1. their partner;
  2. designated drivers approved by the Chief Executive Officer (or Mayor when applicable for the Chief Executive Officer) in writing; and
  3. other persons who have valid licences for the class of vehicle being driven and are accompanied by the officer when the vehicle is being driven.
- (5) Vehicles allocated to other officers who have restricted private use may be driven by:
  1. their partner if they are accompanied by the officer;
  2. their partner if they are picking up or dropping off the officer;
  3. their partner within 20 kilometres of their residence; and
  4. by designated drivers approved by the Chief Executive Officer in writing, who have a valid drivers licence for the class of vehicle being driven and are accompanied by the officer when the vehicle is being driven,
- (6) Vehicles allocated to officers for commuting purposes only are to be driven by that officer only, or other persons who have valid licenses for the class of vehicle being driven and accompanied by the officer, between the place of residence and Council work place only and / or return, unless occasional permission is granted in accordance with part (2) of the Policy.
- (7) Officers allocated Council-owned and leased vehicles for private or commuting use are responsible for regular internal and external cleaning of the vehicle, maintaining it in a clean and tidy state and ensuring it is serviced at the correct intervals.
- (8) Should the Chief Executive Officer or an Officer with private use of a vehicle resign, the provisions of Part a) and b) of the Policy are not to apply and the Council vehicle is not to be taken prior to the employment termination date of the officer, in the event that accrued leave is taken by the Officer prior to the termination date.
- (9) Any Officer of Council having any form of private usage or commuting rights of a Council vehicle may, when absent from duty, grant these rights to another Officer of Council, as nominated by the authorising Officer and approved by the relevant Director and provided to the delegated Officer in writing.

POL	COUNCIL OWNED VEHICLE USAGE	AES8
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- (10) Any officer who is required to carry Council owned property within the vehicle shall at all times secure that property in the boot of the vehicle, (or some other such secure space within the vehicle), so as to reduce the likelihood of such equipment being stolen. Similarly, all officers should take the same precaution with their own personal effects, as the City of Cockburn's insurance policies will not cover the loss of such goods.



<b>POL</b>	<b>APPROVAL TO PARTICIPATE IN REPRESENTATIVE DELEGATIONS</b>	<b>AES9</b>
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<b>POLICY CODE:</b>	AES9
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	21 August 2001
<b>DATE LAST REVIEWED:</b>	17 September 2002
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES9
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	17 September 2002

## BACKGROUND:

From time to time, it is appropriate for Council to be represented in a delegation, usually interstate, the aims of which are to maximise benefits to the City of Cockburn, or immediate surrounds. In most instances, such delegations will consist of a number of representatives from the member Councils of the South West Group. However, there may be occasions when an issue of critical importance only to the City of Cockburn, may warrant the attendance of delegates only from Cockburn.

## PURPOSE:

The purpose of this Policy is to ensure the capability of Council's interests being protected at all times through facilitating a process by which Council can be represented in a delegation(s), usually interstate, to promote a position favourable to the District, or the adjacent Region, to key stakeholders and/or decision makers who are in a position to influence, support and make commitments on behalf of the City or the Region and which may provide a benefit(s) to the area.

## POLICY:

Council supports the principle of enabling representatives of the City of Cockburn to attend delegations or visits to present information to key stakeholders with the objective of soliciting support which will assist Council in fulfilling its corporate goals.

POL	APPROVAL TO PARTICIPATE IN REPRESENTATIVE DELEGATIONS	AES9
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For this purpose, the Mayor and the Chief Executive Officer (CEO), or their specified representative(s), may nominate to attend any such delegation which may be arranged, either in conjunction with an associated organisation or independently, in order to promote the interests of the District, or adjacent Region, to persons or organisations which may be able to influence, support, and/or make commitments towards the achievement of a favourable outcome for the District or Region.

This Policy is not to be used for purposes associated with administering Policies AES6 "Attendance at Conferences" and AES7 "Approval of Research/Study Visits".

<b>POL</b>	<b>UNDERGROUND POWER</b>	<b>AES10</b>
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<b>POLICY CODE:</b>	AES10
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Infrastructure Services
<b>SERVICE UNIT:</b>	Project Management & Development
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	20 May 2003
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES10
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	20 May 2003

## **BACKGROUND:**

The State Government, through the Office of Energy, has committed funds for the undergrounding of power throughout the State. Approximately every two years, expressions of interest are called from local governments wishing to nominate areas within its District which would benefit from the program.

## **PURPOSE:**

To provide a mechanism and criteria to be able to assess the potential for areas within Cockburn to qualify for funding under future stages of the State Government's Underground Power Program.

## **POLICY:**

- (1) The City of Cockburn supports the undergrounding of overhead power lines in its District which are subject to the State Government's Underground Power Program, subject to:-
  1. benefitting property owner participation in the Program, where funded on a cost share basis with the State;
  2. indicative community support for the specific area(s) identified; and



POL	UNDERGROUND POWER	AES10
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3. any other criteria or required information specified by the Program being obtained and included in any Expressions of Interest or Applications for Funding by Council.
- (2) Council financial support for the Program will be limited to pre-funding the benefitting properties' share of contribution and collecting the funds from individual property owners by a method and amount to be determined at the time Council is successful in obtaining funds from the Program.

<b>POL</b>	<b>ATTENDANCE AT CONFERENCES AND SEMINARS</b>	<b>AES6</b>
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<b>POLICY CODE:</b>	AES6
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	15 April 1997
<b>DATE LAST REVIEWED:</b>	10 May 2007
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES6
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	10 May 2007

## BACKGROUND:

Council has traditionally supported the attendance of Councillors and nominated staff to attend Conferences and seminars on topics of interest and applicable to the City of Cockburn.

## PURPOSE:

To ensure a procedure is in place for the expeditious nomination of Council delegates to Conferences and seminars, and to ensure the prescription of allowable expenses as required under the provisions of the Local Government Act, 1995 (Sec. 5.98(2)).

## POLICY:

- (1) Elected Members will receive an Annual Conference allocation for the purpose of attending Conferences and Seminars relevant to their role as an Elected Member. This will be administratively equally allocated to each Elected Member as part of the overall budget allocation except for the Mayor's allocation which will allow for attendance at two interstate conferences and will operate from November to October, in line with local government elections. Residual funds for individual Elected Members from year one will carry over each year to a maximum of two years allowance, after which all unspent funds will be returned to the Municipal Fund at the completion of their four year term when a fresh allocation will be made to Elected Members following the elections. Should an Elected Member be returned to his or her position as a

POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6
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result of the elections, they will be eligible to carry forward unspent monies to a maximum of 2 years allocations.

- (2) Elected Members may attend several conferences or seminars per expense period (November to October), within the parameters established by this Policy.
- (3) Multiple Elected Members may attend a particular conference or seminar at the same time, provided that such attendance does not unduly interfere with the business of Council (i.e. conflicts with a Council or Committee Meeting which would potentially be affected by the lack of a quorum).
- (4) The cost of training that is specifically arranged for attendance by all Elected Members, (eg teambuilding) shall be paid from a separate allocation for the purpose and not considered as part of and debited to the individual Elected Members allocation referred to in this policy.
- (5)
  1. An Elected Member may agree to meet the costs and forfeit same from their own annual conference allocation, of sending another Elected Member to a conference, where that member has insufficient funds remaining in their allocation.
  2. In such cases, the Elected Member agreeing to meet those costs, shall provide the CEO with a written statement to that effect, signed by both Elected Members and authorising the CEO to initiate necessary arrangements and debit the authorising members allocation.
  3. Initiation of the necessary arrangements to allow the Elected Member to attend a conference under the above circumstances, will only proceed if there is sufficient funds remaining in the overall Council Budget for Elected Members conferences.
- (6) The Chief Executive Officer may endorse the recommendation of Directors in respect of staff attendance at Conferences, subject to associated expenditure being contained within the relevant year's Budget allowance.
- (7) A list of Conferences available for attendance by Elected Members and staff, be provided to Elected Members on a regular basis. Should any Elected Member wish to be considered for attendance at a Conference and the matter has not been the subject of the above process, the Elected Member is to advise the Chief Executive Officer, if possible in writing.
- (8) The Chief Executive Officer is authorised to register the Elected Members at the relevant Conference, subject to associated expenditure being contained within the relevant Member's Budget allowance.
- (9) An appropriate officer will be responsible for ensuring all delegates registered by that officer are supplied with a prescribed form for the purpose of claiming reimbursement of permissible expenses under this Policy. The form is to be completed and forwarded, together with the accompanying tax receipts, to the

POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6
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Chief Executive Officer for authorisation. Once the necessary documentation is received, the Chief Executive Officer will arrange for the approved reimbursement amount to be credited, by electronic means, to the delegate's nominated bank account at the earliest opportunity, or otherwise by cash or cheque, as appropriate.

(10) Expenses to be met by Council for Elected Members and staff are:-

1. Interstate and Overseas Conference

- Economy return air fare (allowing flexibility for delegates preferred travel arrangements)
- Business Class travel for flights longer than six hours duration leaving Australia.
- Registration Fees (including conference dinner and official delegate tours)
- Accommodation costs
- An Incidental Expenses allowance of \$13.65 per day will be paid to cover minor expenses.
- All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and all cab fares relative to the business of the Conference.

2. State Conference

- Registration Fees (including conference dinner and official delegate tours)
- Accommodation costs
- An Incidental Expenses Allowance of \$13.65 per day will be paid to cover minor expenses -.
- All reasonable expenses for example meals and refreshments, laundry and dry cleaning and all cab fares relative to the business of the Conference.

3. Conference expenses for accompanying Partner

- Conference or main function meal .
- No other associated expenses, unless by specific resolution of Council.

4. Payment of all reasonable permissible expenses as stipulated in this Policy can be made by personal debit or credit card and will be reimbursed to the delegate by Council, except where a corporate credit card has been issued.

(11) Once approval is given for an Elected / staff member to attend a conference in accordance with this Policy, an appointed Officer will co-ordinate all registration travel and/or accommodation arrangements, with these expenses being

POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6
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prepaid by a corporate credit card where possible. Elected Members may choose to make their own arrangements for accommodation paying for such expenses and making a claim for reimbursement on presentation of tax receipts.

- (12) The Officer will contact the Elected / staff member concerned to determine what arrangements need to be made regarding registration travel and accommodation, and make the necessary bookings and deliver tickets to the person travelling.

This Officer will also advise the Manager - Finance as to what arrangements are required regarding payment of the appropriate allowance. The primary method of payment of the allowance will be by electronic means to a bank account nominated by the delegate.

- (13) On any occasion when a Council delegate is unable to attend a Conference, the Chief Executive Officer be delegated the authority to substitute another Elected Member delegate, following consultation with the Mayor, and;
- (14) All airline tickets purchased to transport delegates to and from Interstate Conferences are required to be insured to enable the ticket purchase price to be refunded, in the event of a delegate being unable to use the ticket.

<b>POL</b>	<b>EVALUATION OF TENDERS</b>	<b>SES3</b>
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<b>POLICY CODE:</b>	SES3
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	24 August 1999
<b>DATE LAST REVIEWED:</b>	17 September 2002
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	SES3
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	17 September 2002

## BACKGROUND:

Council is required to award contracts for the provision of goods and services to the City in accordance with the requirements of the Local Government (Functions and General) Regulations 1996 and the City's Sustainable Procurement Policy (SC38), by either calling Public Tenders (RFT), Requests for Proposal (RFP) or Expressions of Interest (EOI – a two stage tendering process); or by formal Requests for Quotation (RFQ – a selective tendering process).

The City of Cockburn adopted a Sustainability Policy (SC37) in June 2006. A Purchasing Policy (SC38) was adopted in May 2007 and this was revised and retitled to Sustainable Procurement Policy in April 2008.

All values referred to in this Policy are exclusive of Goods and Services Tax (GST).

## PURPOSE:

To provide direction e to Council and its officers (or Consultants acting on behalf of Council) in evaluating Tender, Request for Proposal, Expression of Interest or Request for Quotation submissions in a methodical and consistent manner in order to demonstrate an accountable and equitable process of selecting the most advantageous outcome to Council, include sustainability principles as part of evaluations and ensure recommendations are prepared to a consistent standard and in sufficient detail that allows for considered decisions to be made by Council or the Delegate(s). It will also facilitate any debriefing process.

POL	EVALUATION OF TENDERS	SES3
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## POLICY:

### (1) Evaluation or Selection Criteria

The evaluation/selection process, including any reports and recommendations made to Council, or any decisions made under the Delegated Authority of Council shall be based on, and made in accordance with the following evaluation/selection criteria:

#### 1.1 Compliance Criteria

Non-weighted criteria that will result in the elimination of a submission or response and shall include:

- Compliance with the Specification
- Compliance with the Conditions of Tendering or Responding
- Financial Risk Report - Major Projects/Procurements over \$1,000,000

Other compliance criteria shall be selected to reflect the importance of other compliance requirements and may include compliance with insurance requirements, occupational safety and health requirements etc. and shall be in accordance with Tendering Procedures.

#### 1.2 Qualitative Criteria

Weighted criteria that shall include:

- Sustainability – Environmental and Social criteria such as supplier's environmental management policy or certification, certified product eco-labelling amongst others in accordance with Tendering Regulations.

Other qualitative criteria shall be selected to reflect the importance of other key requirements and may include demonstrated relevant experience, key personnel skills and experience, financial capability amongst others and shall be in accordance with Tendering Regulations.

#### 1.3 Price Criteria

Weighted criteria that is allocated to the value of the goods and/or services being considered.

### (2) Weightings

Weightings shall be allocated to all evaluation (qualitative) criteria including price and shall be included in all tender, request for proposal, expression of interest or request for quotation documentation. Price and Sustainability weightings shall be allocated for each RFT, RFP, EOI or RFQ with the reasons for the weightings selected stated in the tender, request for proposal,



<b>POL</b>	<b>EVALUATION OF TENDERS</b>	<b>SES3</b>
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expression of interest or request for quotation recommendation, otherwise weightings shall be allocated in accordance with following table:

<b>Weightings</b>	
<b>Evaluation Criteria</b>	<b>Weighting</b>
Price	Maximum of 50%
Sustainability	Maximum of 10%

The remaining evaluation criteria shall be allocated weightings to reflect their degree of importance in the evaluation/selection process and the allocated weightings together with price shall total 100%.

(3) Canvassing

Canvassing of City of Cockburn Elected Members, Staff, Contractors or their representatives; will result in the elimination of that submission from the selection process. Tenderers/Respondents may only contact those Council staff or Consultant(s) nominated in the documentation for the purposes of obtaining further information required to assist with the preparation of their submission /response.

(4) Evaluation Panel

Evaluations are to be carried out by a panel consisting of:

- a minimum of three (3) Council staff , Or
- a minimum of two (2) Council staff and one (1) Consultant
- All Panels shall include one (1) Strategic Business Management Group Member and shall not include more than (2) members from the same service or business unit.

Evaluation panel members shall be nominated by the Manager responsible for the business/service unit that has a requirement for the calling of tenders, requests for proposal, expressions of interest or formal requests for quotation; prior to the advertisement of the tender, RFP, EOI or the issue of the RFQ,

(5) Evaluation Process

Tenders, RFPs, EOIs and RFQs shall be evaluated using information provided in the submissions. The following evaluation methodology shall be used:

- (a) Submissions are checked for completeness and compliance.
- (b) Submissions are assessed against the Selection Criteria.
- (c) The most suitable Tenderers/Respondents may be short listed, have referees contacted and may also be required to clarify their Tender/Response, make a presentation, demonstrate the solution offered and/or open premises for inspection.

<b>POL</b>	<b>EVALUATION OF TENDERS</b>	<b>SES3</b>
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A contract may then be awarded to the Tenderer/Respondent whose Tender/Response is considered the most advantageous to the Principal or in the case of EOI's; a RFT is issued to those deemed acceptable Tenderers.

(6) Clarifications

All requests for clarification (s) shall be referred to the City's Procurement Services unit. Tenderers/Respondents are not to be contacted directly by any evaluation panel member. All clarifications shall be in writing and shall be sent to all submitters equally.

(7) Recommendations

Recommendations are to be approved by:

<b>Total Contract Value (GST Exclusive)</b>	<b>To be Approved By</b>
Sale of Impounded Vehicles etc.	Delegated Authority – Refer to
Less than \$325,000.00	Delegated Authority – One (1) Director
From \$325,001.00 to \$650,000.00	Delegated Authority – Two (2)
	Or One (1) Director and CEO
Greater than \$650,000.00	Council Meeting

And shall be in accordance with all requirements of the Delegated Authority for Evaluation of Tenders (SES3) or Awarding of Tenders – Ranger Services (LGACS6). Any Elected Member has the right to request that any tender or expression of interest be referred to Council for approval.

(8) Recommendation Format

A recommendation report to Council or a Delegated Authority shall be prepared in accordance with Position Statement PSES15 – Reports to Council or Delegated Authority - Tenders, Interest, Proposals and Quotation.

<b>POS</b>	<b>REPORTS TO COUNCIL OR DELEGATED AUTHORITY – TENDERS ETC.</b>	<b>PSES15</b>
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<b>POSITION STATEMENT CODE:</b>	PSES15
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	CC/P/003
<b>DATE FIRST ADOPTED:</b>	12 October 2006
<b>DATE LAST REVIEWED:</b>	
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	1

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013
OCM:	

## **BACKGROUND:**

It is critical that reports prepared by staff for Council or Delegated Authority in respect of Tenders, Expressions of Interest, Requests for Proposals and Request for Quotations contain adequate information on which the Council or Delegated Authority can make a considered decision.

## **PURPOSE:**

To make staff aware of the matters to be included when preparing reports to Council or Delegated Authority concerning the award of tenders, expressions of interest etc.

## **POSITION:**

### **(1) Introduction**

The general format of items regarding tenders, expressions of interest etc. is as set out in Position Statement PSES7 'Reports to Council'. However, specific information is required in each of the sections as set out below. Additional information can be supplied if considered relevant.

### **(2) Background**

Include any historical information relative to the tender which adequately describes its origin and purpose. Also include here whether an Elected Member has requested that the tender be brought to Council for decision and advertisement details

POS	REPORTS TO COUNCIL OR DELEGATED AUTHORITY – TENDERS ETC.	PSES15
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(2) Submission

Include when Tender closed, how many submissions received and details of who submitted tenders or responses (Company & Trading Names).

(3) Report

To contain:

- (a) Statement on number of compliant and non-compliant Tenderers or Respondents with brief details of reasons for non-compliance.
- (b) Criteria being assessed and weighting percentage for each, Eg.

Evaluation Criteria:	
Demonstrated Experience	%
Key Personnel & Resources	%
Methodology	%
Price	%
<b>Total</b>	<b>100%</b>

- (c) Short statement on the tender intent/requirements and any generic information relative to the submission overall.
- (d) Evaluation Panel (list by name and position).
- (e) Scoring Table, shown as follows:

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total Score
	00%	00%	100%
	%	%	%
	%	%	%
	%	%	%
	%	%	%

- (f) Evaluation Criteria Assessment – A short statement on each submission's non-cost criteria assessment under separate headings for each criteria and a summation on the reasons (i.e. Strengths of their submission) why the recommended Tenderer or Respondent is to be awarded the Contract.

(4) Strategic Plan/Policy Implications

Include the most appropriate i.e. Growing City, Infrastructure etc. – Refer to Recommendation/Agenda Item Template.

POS	REPORTS TO COUNCIL OR DELEGATED AUTHORITY – TENDERS ETC.	PSES15
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(5) Budget/Financial Implications

Details shall include:

- (a) Funds (GST Exclusive) allocated in the Budget and budget number (s).
- (b) Percentage cost increase over previous Contract (if any) for the same goods and/or services.
- (c) Increase in annual operating costs and how any increases are to be accommodated within the existing funds allocation.

(6) Legal Implications

Sec. 3.57 of the Local Government Act, 1995 and Part 4 of the Local Government (Functions and General) Regulations, 1996, refer.

(7) Community Consultation

N/A. Or Detail any community consultation.

(8) Attachments

The following Confidential Attachments are provided under a separate cover:

- Compliance Assessment
- Consolidated Evaluation Panel Score Sheet
- Tendered Prices

(Include other attachments as appropriate).

(9) Advice to Proponent(s)/Submissioners

Advice that Tenderers or Respondents have been informed of the date of the Council Meeting at which the Tender, Expression of Interest etc. will be considered. Or N/A.

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

Nil

## Summary

Murdoch Activity Centre with its existing collection of tertiary education institutions, hospitals, transport infrastructure and easily developable land presents an opportunity to become one of the largest centres of activity outside of the Perth central business district (CBD). As a specialised centre with considerable scope to grow, Murdoch has the opportunity to provide up to 35,000 jobs in the longer term with nearly 44,000 students.

There are significant opportunities for the centre based on its attributes relating to food, bio-technology and health research, to become a world leader in commercialisation of research and also a significant contributor to the Western Australian economy.

The availability of developable land and amenity provided by the natural environment presents one of Perth's best locations to create quality high-density residential living and lead the market to address some of the State's long-term population pressures. As an integrated centre, Murdoch will also contain all of the uses and activities of a city centre and achieve a high intensity of employees, students and residents, in turn driving the entertainment, transport and quality of place attributes required for a successful metropolitan centre.

There will be a dynamic shift in the approach to transport planning and the introduction of major public transport trunk infrastructure in an east-west direction will transform Murdoch from being an origin of public transport trips and a redirector of traffic, to a centre which is both an origin and destination.

The structural form of the centre will be generated by the creation of an intense core area which houses most of the urban functions. This is supported by a transit corridor adjacent to a high-frequency public transport route and a frame which houses existing communities and longer-term developable land within walking distance of the centre.

The character of the place and the spatial structure is informed by the significant landscape setting in which Murdoch sits. The Structure Plan adopts a landscaped response to the ecological grain of the wider Beeliar Regional Park. Within this framework, a precinct or centre-wide approach to conserving natural resources can be pursued to provide Murdoch with a more sustainable basis for growth.

The creation of eight precincts reflects the need for a particular range of activities to make the centre function effectively. Each precinct will require a precinct plan to address detailed planning and design issues.

A rezoning of the central area of Murdoch will need to occur to reflect its city centre potential and status. This will allow the flexibility for the centre to respond effectively to market conditions and establish a framework for delivery.

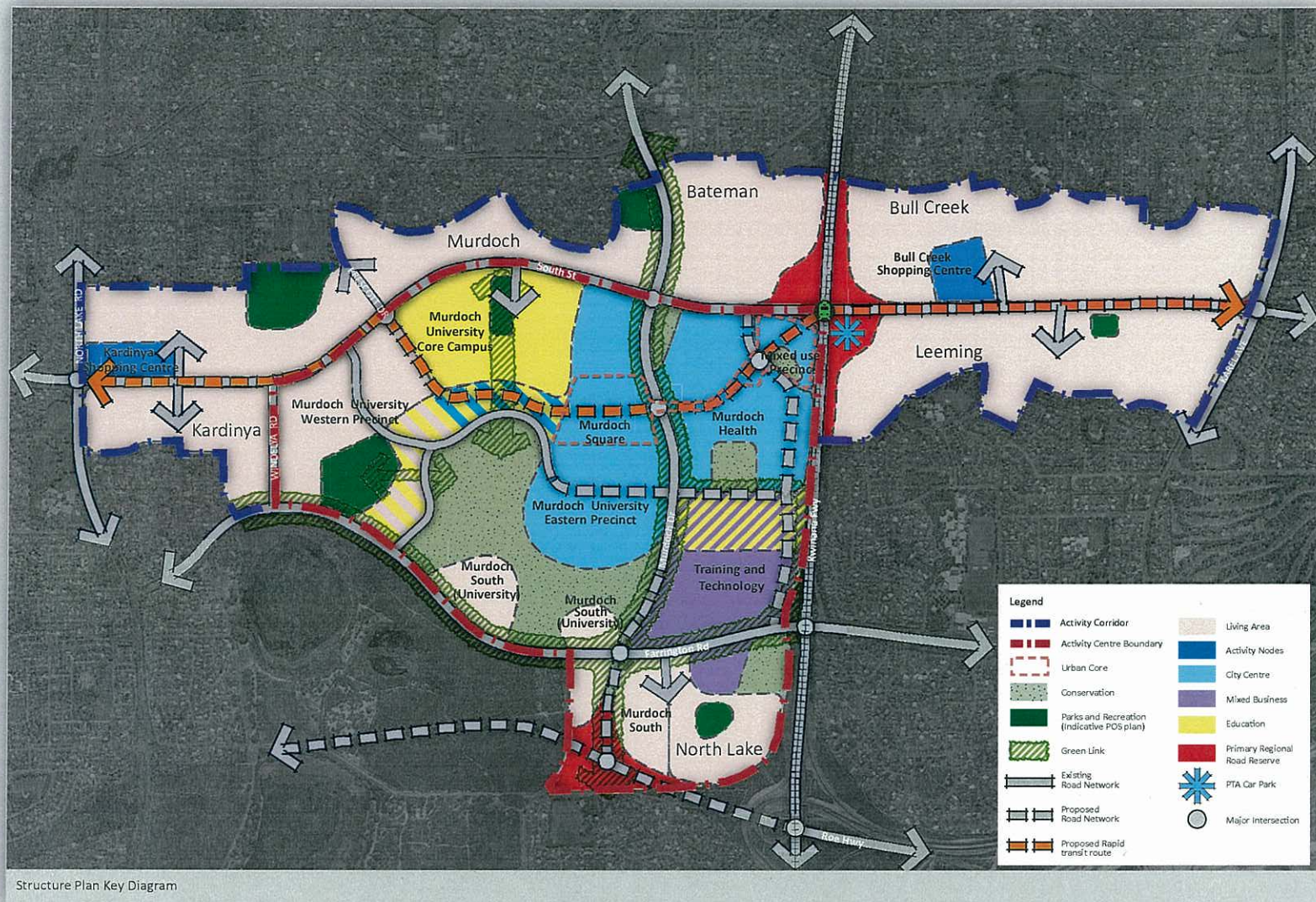
Minimum intensity standards will be set to avoid the typical spacious layout of business parks syndrome which inhibits interaction between people and activities. These will restrict the footprint of buildings to promote the urban environment necessary to justify the required investment in transport infrastructure.

A series of non-statutory planning studies are required to explore and stimulate market investment in the area and turn Murdoch into a project to be built. These will assist the economic development of the centre and help set new environmental standards for the development of a major urban centre.

The long-term expansion of Murdoch into a specialised centre of optimal scale should be led by a new type of partnership between government, industry, community and Murdoch's anchor institutions to promote the best interests of all parties and generate innovative outcomes.

A summary of the key elements of the structure plan are shown in the Structure Plan Key Diagram.







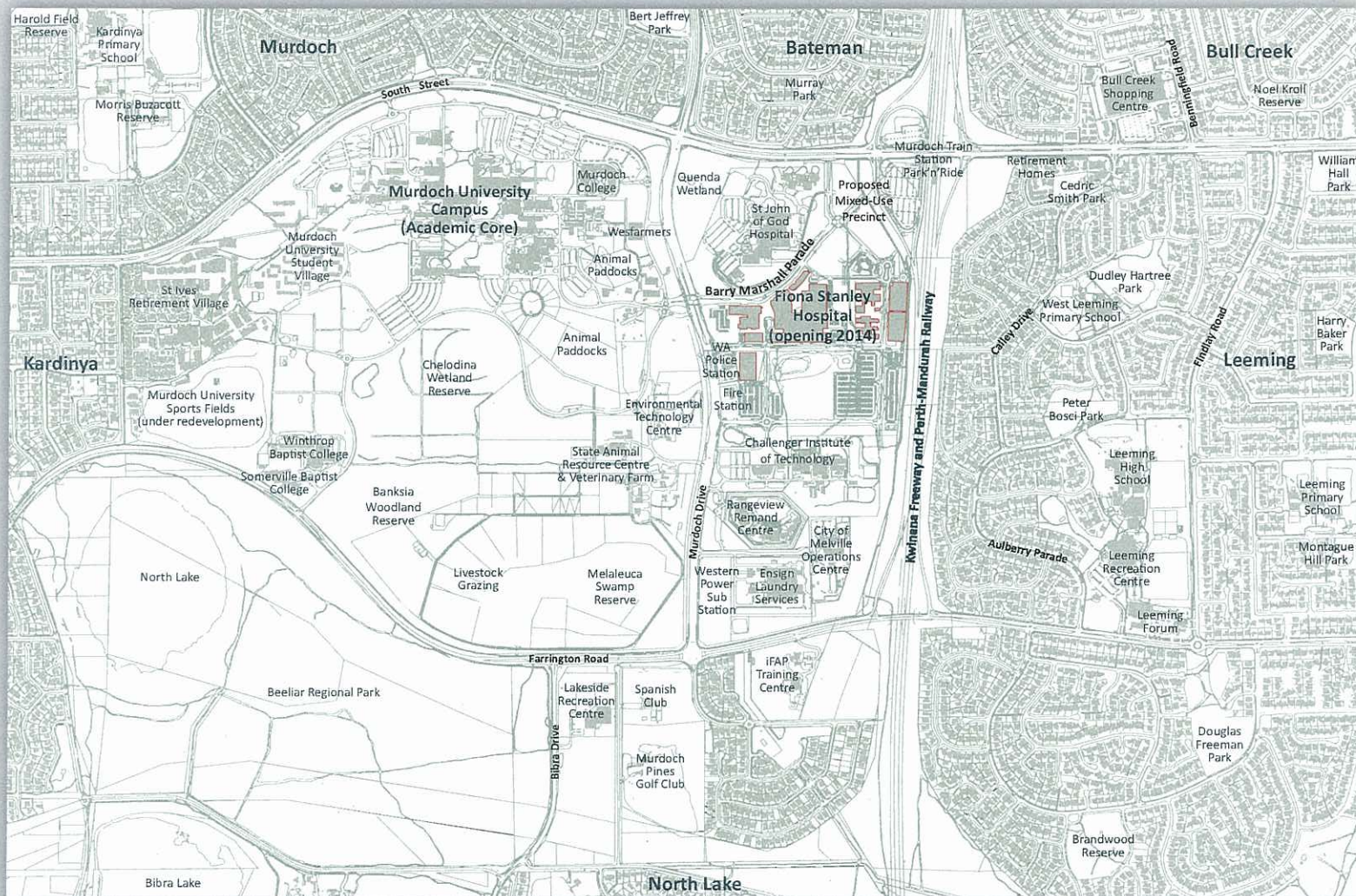


Figure 1.02: Murdoch Activity Centre - Site Plan



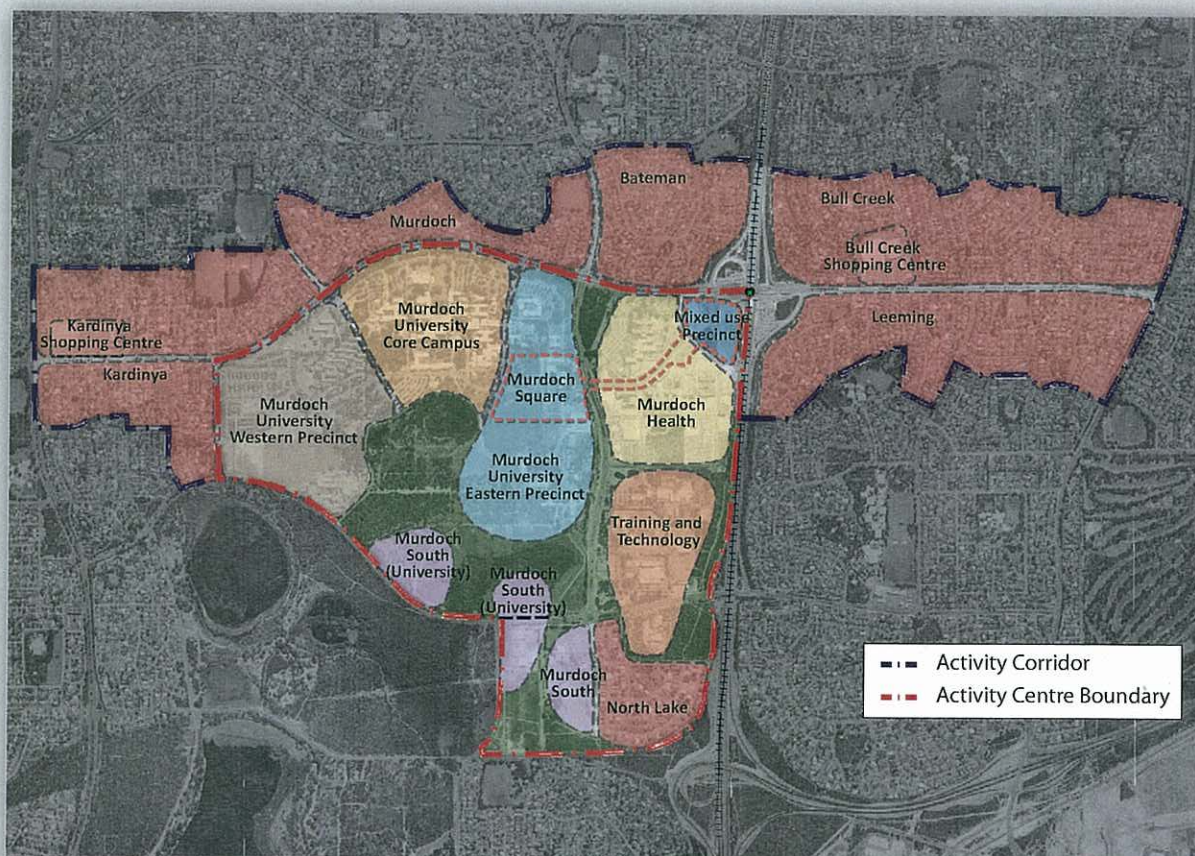


Figure 2.18: Activity centre precinct areas



### 3. Activity

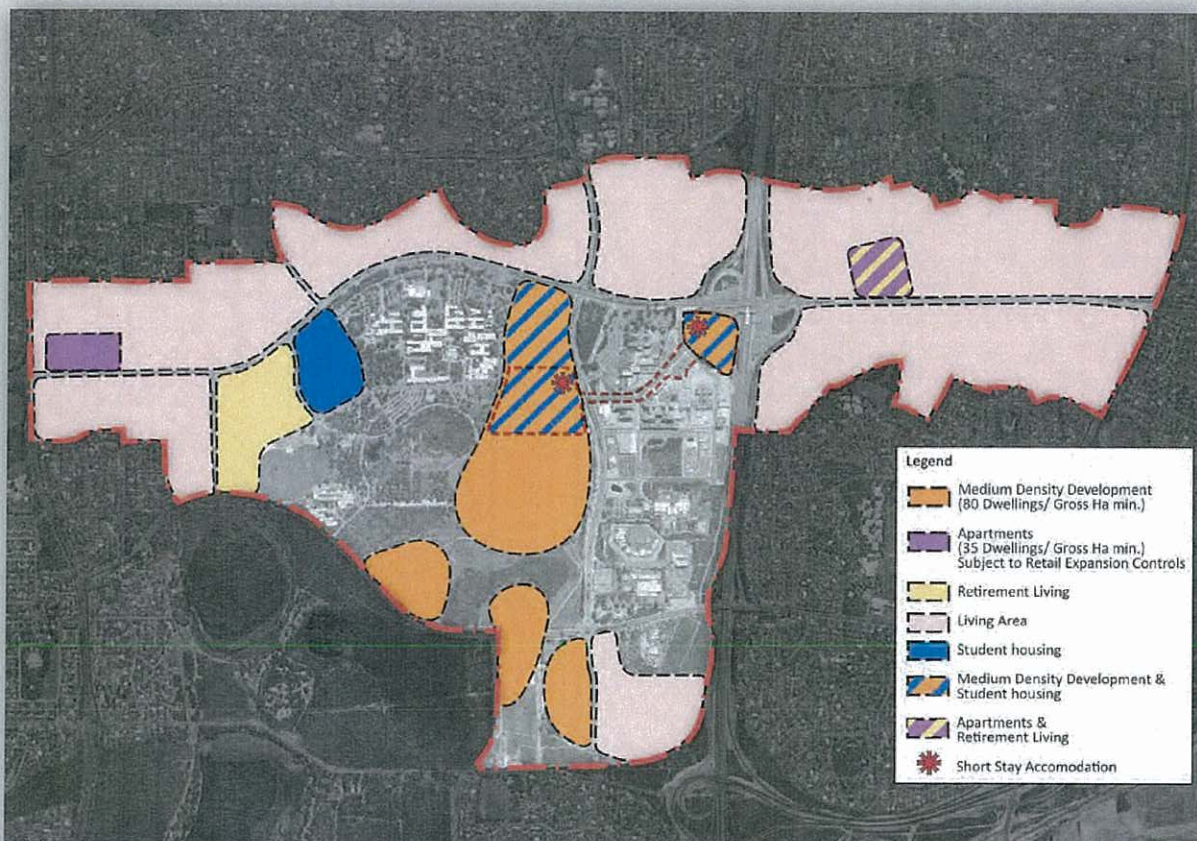


Figure 3.22: Range of dwelling zones



## 4. Movement

### 4.8 Vehicular access and mobility

#### Private vehicles

Despite the high frequency of heavy rail and bus services, the centre is currently dominated by private vehicles. The intersection of several key arterial routes leads to congestion during peak times which are expected to increase as Perth's population grows and new activity is added within the centre. While the arterial routes provide good access to the centre, their environment impacts can be significant.

High-volume roads, such as South Street, provide few opportunities to densify or improve the amenity abutting them. Therefore, it has been assumed that they will maintain a similar form and function for the foreseeable future. For the areas which are outside of the high-volume roads, the emphasis will be on creating thoroughfares with integrated environments in which cars move at safe speeds and where pedestrians and cyclists feel comfortable walking and cycling. Roads in these areas are to be designed to limit car speeds to 50 km/hr and 40 km/hr in the urban core.

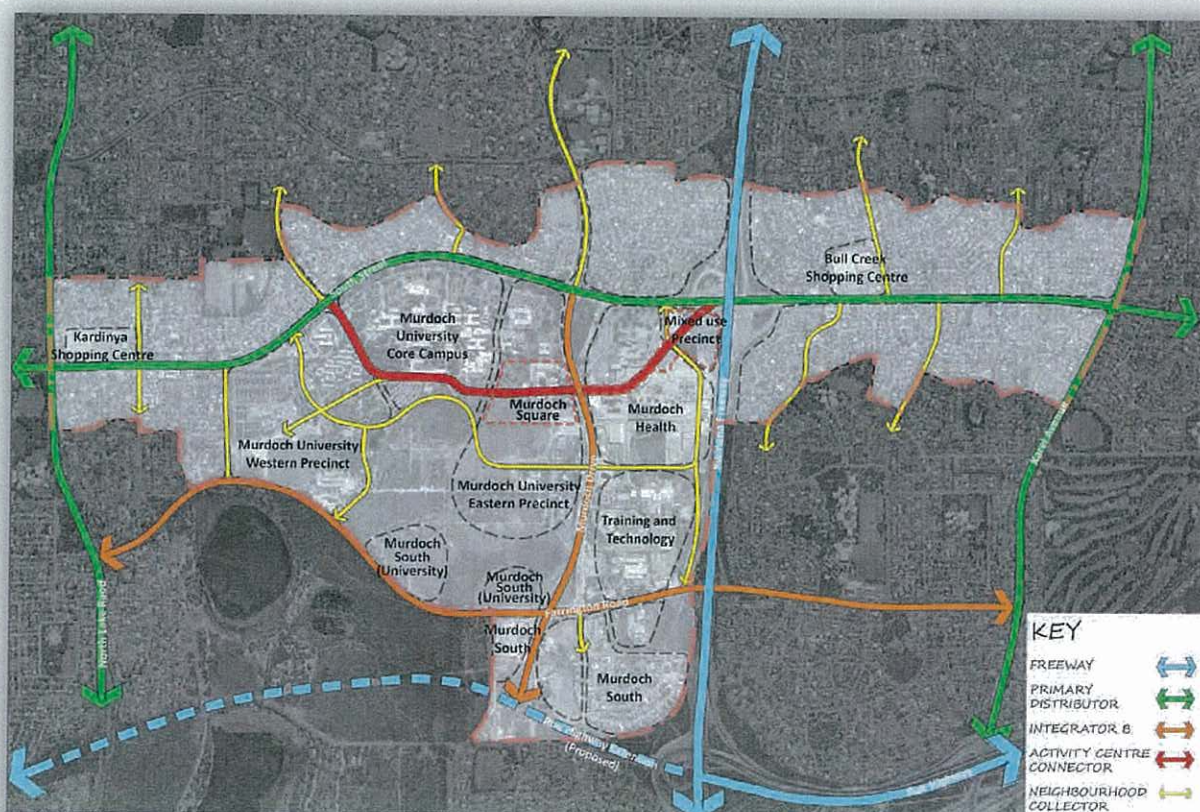


Figure 4.17: Proposed major road network



## 5. Urban form



Figure 5.14: New buildings at Fiona Stanley Hospital fronting Barry Marshall Parade

flightpath contours. Reference should be made to the main street and mixed use precinct design guidelines which were endorsed by the WAPC in 2011.

The structure plan precinct character guidelines should be used in conjunction with the urban form principles set out across Chapter 5, in particular the key townscape elements in Figure 5.11 in Section 5.3 and built form guidelines in Table 5-1. In addition, design guidelines for urban street typologies are contained in Table 5-2 (page 98).

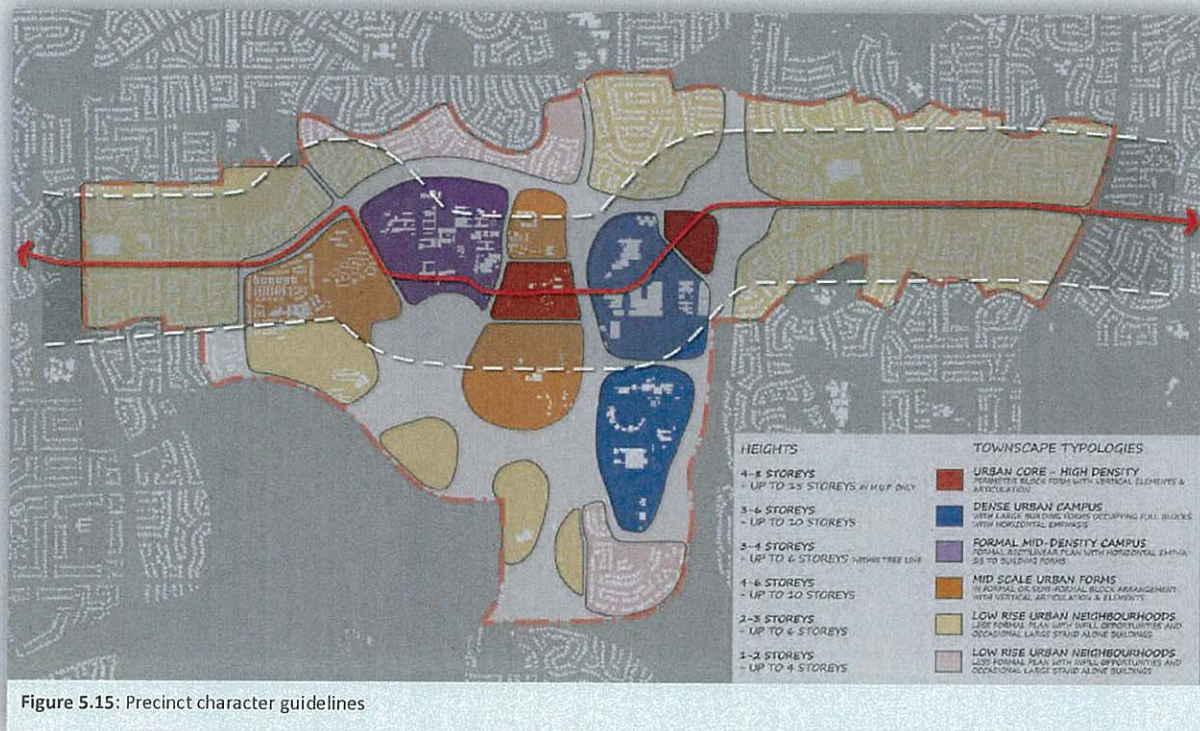


Figure 5.15: Precinct character guidelines



## 7. Implementation

### 7.7 Development staging

Indicative staging for the development of the activity centre is shown at Figure 7.05, based on planned, anticipated and predicted growth in the next 20-year period.

Construction activity at Murdoch is currently focused on Fiona Stanley Hospital and associated upgrades to the strategic road network, all programmed for completion in 2014. In the meantime, the mixed use precinct is in advanced stages of planning and, with approvals coming forward in the next few years, initial site development could commence in 2013. Completion of Fiona Stanley Hospital

is expected to create demand for a range of new facilities on the hospital doorstep and the mixed use precinct is well placed to accommodate this in the first instance. New building proposals by St John of God Hospital are also anticipated to commence in the next few years which will add to the viability of new related services in the adjacent area (Figure 7.06).

In this respect, Murdoch University's eastern precinct is also expected to prove attractive to development associated with the early momentum of the two hospitals. With the concept of the urban core for Murdoch, it is important that this is followed through in a commitment to establish the



Figure 7.05: Indicative development staging plan by precinct



## 7. Implementation

### Transport infrastructure recommended to be provided by 2021

The structure plan recommends the following transport infrastructure be provided by 2021 to accommodate expected increases in road traffic (Figure 7.08).

- Implementation of an east-west rapid transit system along South Street including route along Discovery Way and Barry Marshall Parade to Murdoch Station.
- Southern extension of Fiona Wood Road to Farrington Road (including a link to Kwinana Freeway northbound).

In addition to the above mid-term road proposals, there will be continual improvements to bus services between 2014 and 2021 in accordance with the Public Transport Masterplan and this will focus on the district feeder services centred on Murdoch Station via the activity centre.

The 2021 time frame for delivery of the additional transport infrastructure is indicative and is recommended from a planning viewpoint. Funding of any regional infrastructure priorities will be a decision of the State Government. It should be noted that DoP and Department of Transport will be investigating the potential to support public transport services and capital requirements by raising revenue from parking within the centre via a parking tax/levy, cash-in-lieu, or other mechanism, as proposed in *State Planning Policy 4.2 Activity Centres for Perth and Peel*.

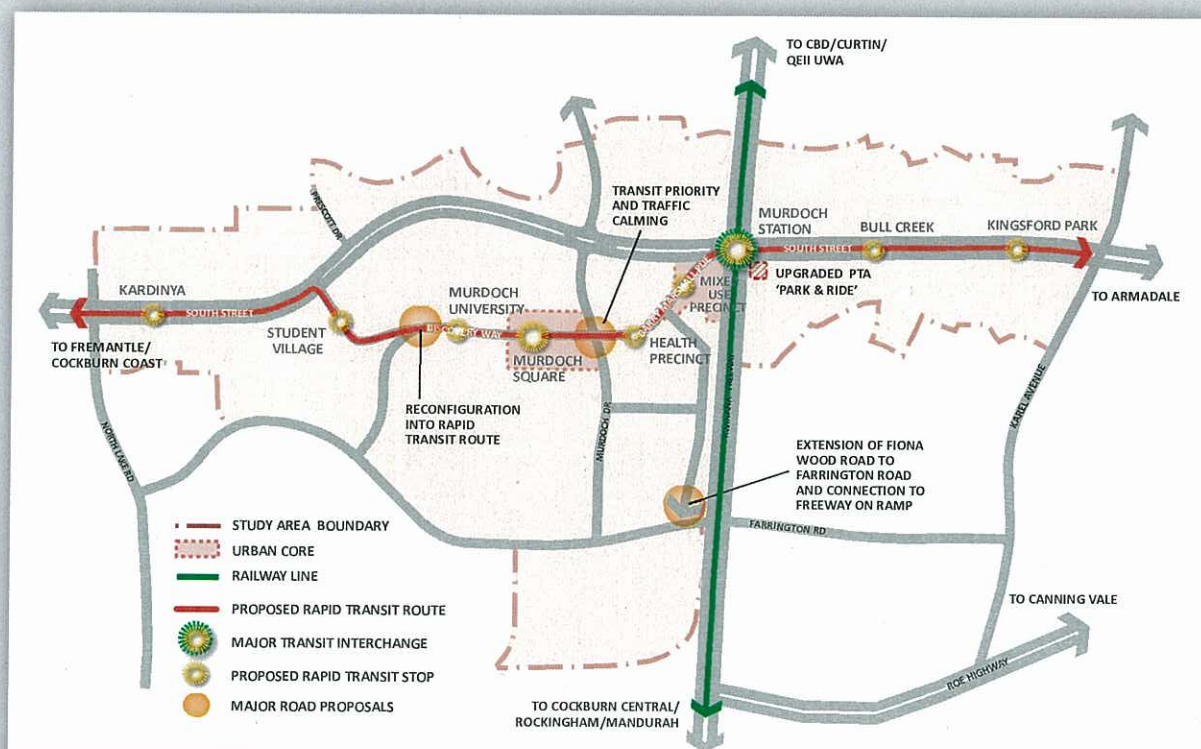


Figure 7.08: Proposed mid-term transport infrastructure (uncommitted)



## 7.13 Key interventions and actions

A summary of the key actions recommended in this structure plan are as follows. These relate to studies, proposals and interventions highlighted throughout the plan and are considered priority actions.

### RECOMMENDATION 1

#### – Establishment of a Governance Model

This is a representative body of public and private sector organisations at Murdoch, potentially with a board of trustees, funding and marketing responsibilities, control of land, delegated planning powers, design review advisory panel, and collaboration centre.

### RECOMMENDATION 2

#### – Pursue Amendment to the Murdoch University Act of Parliament

The Act is required to be changed to allow for new types of complementary development to occur across the campus, within the overall concept for the activity centre. Related to this, the tenure options for land within the campus should be examined to permit flexibility for alternative uses.

### RECOMMENDATION 3

#### – Amendments to the Planning Schemes

The MRS and relevant TPS(s) require to be changed to allow for new land use priorities across the activity centre and to consider the notion of a 'city centre' or 'strategic specialised centre' designation in its own right.

### RECOMMENDATION 4

#### – Commitment to Activity, Planning and Design Guidelines

Activity and design priorities for the Urban Core have to be supported and implemented to ensure that the concept of a two nodal centre is delivered and that specialisation and intensity of use is achieved within the central area without dilution caused by off centre development approvals.

### RECOMMENDATION 5

#### – Sub-Regional Rapid Transit route connecting Murdoch

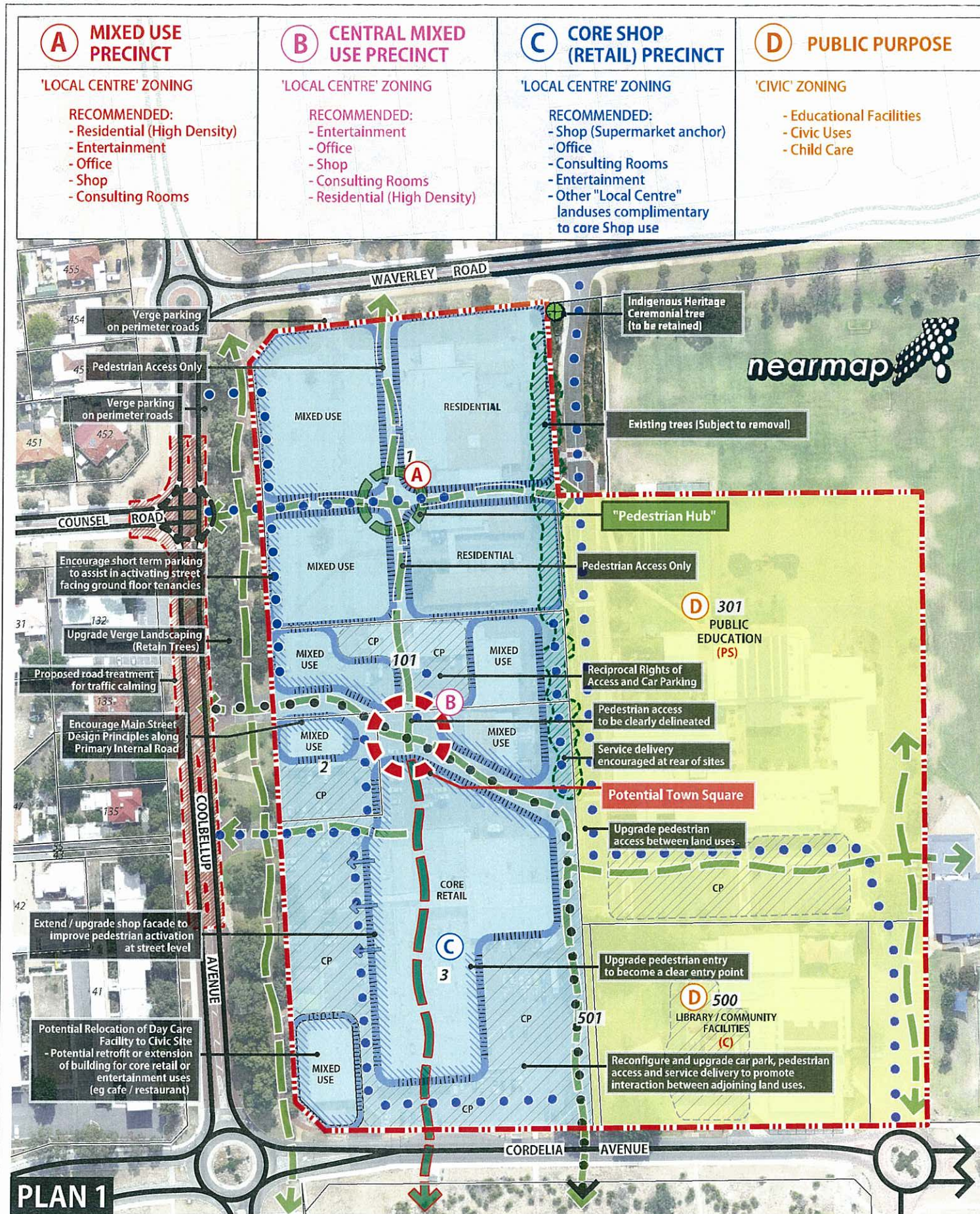
An east-west rapid transit corridor linking Fremantle to Murdoch (and onwards to the east) should be supported by Government and shown in the Final Public Transport Plan for Perth. Studies should be carried out to consider the optimum corridor(s) to the west and east as well as to confirm the route through the activity centre.

### RECOMMENDATION 6

#### – Restriction and management of further Car Parking

As part of an integrated transport regime for the centre and the proposed WAPC Metropolitan Activity Centres Parking Policy, there should be a presumption against further major surface car parks developed within the activity centre. Additional parking should predominantly be on-street or contained within the existing or reduced footprint of current car parks, using multiple level or underground forms if necessary.





## "Coolbellup Town Centre" Structure Plan

Lots 1, 2, 3 and 101 Coolbellup Avenue, Portion of Lot 300 Waverley Road, Portion of Lot 301 and Lots 500 and 501 Cordelia Avenue, COOLBELLUP  
for: Coolbellup Hotel Pty Ltd

### LEGEND:

- STRUCTURE PLAN BOUNDARY
- Indicative Building Envelope
- Local Centre Zoning (Residential R80)
- Public Purposes
- NOTED AS:  
PRIMARY SCHOOL  
CMC

- Indicative Car Parking
- "Buildings facades requiring ground-level street activation"
- Pedestrian Link
- Pedestrian Link (Business hours)

- Primary Internal Access Way (Main Street)
- Secondary Internal Access Way
- Traffic calming devices aligned with existing footpath network
- Existing trees



Not to Scale @ A3

COMPILED: DPS	DRAWN BY: MDH
DATE: 3/9/2012	REVISED: 5/11/2012
GRID: MGA 50	DATUM: AHD
DRAWING NUMBER: CHOCO009	JOB CODE: CHOCOCON
FILE ID: M:\CHOCO\BASE\CHOCO009.dgn	



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Objectives and Intent of the various Design Elements of Table 1 – Built Form and Development Standards and Table 2 – Residential Design Code Variations are rationalised in Part 2 of this Structure Plan.

Although the Structure Plan emphasises performance based development outcomes, the following minimum standards shall apply to built form and development within the Structure Plan area. The Provisions of the Residential Design Codes or the City of Cockburn Town Planning Scheme apply unless otherwise stated below.

**TABLE 1 BUILT FORM AND DEVELOPMENT STANDARDS**

#### 1. Dwelling Diversity

- Developments comprising more than 12 dwellings shall provide diversity in unit types and sizes as follows:
  - Single bedroom dwellings – minimum 20% and maximum 50% for any proposed development; and
  - Dwellings of 2 or more bedrooms – minimum 40% for any proposed development.
- The development shall not contain any dwellings smaller than 40sqm plot ratio area, excluding outdoor living areas and external storage.

#### 2. Frontage & Articulation (Residential Development)

- Elevations to public streets (excluding laneways) and Public Open Space (POS) shall be considered as a primary frontage and designed as such.
- Blank walls to corner frontages will not be permitted.
- Blank walls to internal side boundaries shall be limited and comply with LSP Provision 8 below.
- Residential units facing a street, pedestrian access way (Corsi) or area of Public Open Space (POS) shall provide a habitable room interface, preferably a living space. Upper floor residential units are encouraged to provide a balcony space on this frontage.
- Where residential buildings abut a public street, a nil setback may be provided subject to the design achieving streetscape objectives.

#### 3. Frontage & Articulation (Non-Residential Development)

- Non-residential uses shall generally provide building frontage to the majority of the lot boundary facing the street, except for:
  - entries, to allow for articulation of the facade provided that the majority of the building facade is maintained at the boundary; and
  - provision of one row (maximum) of short term visitor car parking bays; to assist in activating the relevant shop front.
- Clear glazing (minimum 75%) is required to retail and commercial tenancies at ground level. Exceptions may be considered to screen service areas, structural elements and the like.
- Glazing to retail and commercial tenancies along the ground level street frontage shall have a head height of 3m to 3.6m high and finish to the underside of the awning. Sills are permitted to a maximum height of 500mm.
- Retail shop fronts shall typically be in the 6m-10m range for the majority. Shop fronts may exceed the above dimensional requirements if they are expressed as a series of shop fronts with multiple entry points and/or window displays that allow visual transparency to the shop beyond.

#### 4. Robust Building Design

- For ground floor residential development facing a public street, flexible building design is encouraged that enables the ground floor to be used for non-residential use at some stage in the future, hence:
  - encouraging and allowing for adaptive re-use of buildings; and
  - encouraging longevity in the design of buildings.

#### 5. Awnings and Canopies

- Continuous pedestrian cover is required for all future street frontage and 'Main Street' building designs. The pedestrian cover shall:
  - provide shelter over building entries to define the entry; and
  - be articulated (varied) in height and integral to the design and finish of the building.
- Any canopy or awning shall be a maximum of 3m depth, measured from the setback line, or 0.5 m from the kerb edge.
- An awning shall be within a minimum of 2.7m and a maximum of 3.6 m in height, measured from the pavement.

#### 6. Laneways

- Development adjacent and over laneways shall have windows to commercial floor space, and habitable spaces to residential development, to encourage passive surveillance and engagement with the laneway.

#### 7. Daylight Access & Shadowing

- Daylight access is to be provided to all residential habitable rooms.
- Non-residential development shall be afforded as much natural ambient light to commercial and retail tenancies as possible, with the ability to manipulate the amount of daylight according to need.

#### 8. Staged Development

- Any nil setback to a side boundary, where adjoining development has not begun, shall be finished to match the main building or to provide visual interest (e.g. public art).
- Material changes, landscape and detail elements may be required where the overall height of the wall is considered excessive and detrimental to the overall development and/or the adjacent public realm.

#### 9. Visual & Acoustic Privacy

- The design of residential development shall provide a balance between visual privacy between dwellings without compromising outlook and views.
- The design of residential development shall provide appropriate building separation between and within sites to allow for adequate visual privacy to internal spaces.
- Noise generating uses should be in tenancies suitably designed and built, with the use managed to limit noise and disturbance to residential occupants in the same, or an adjoining development.

**TABLE 2 RESIDENTIAL DESIGN CODE VARIATIONS**

Design Element	Current R-Codes Provision (2010)	Proposed CTCSP Variation
Table 4 – 6.	Top of external wall: 12m	Top of external wall: 15m
Maximum Height	Top of external wall (concealed roof): 13m	Top of external wall (concealed roof): 16m
(R80 Density)	Top of pitched roof: 15m	Top of pitched roof: 18m

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## SCHEDULE OF SUBMISSIONS

**PROPOSED STRUCTURE PLAN - COOLBELLUP TOWN CENTRE - LOTS 1, 2, 3, 101, 301, 500 & 501 COOLBELLUP AVENUE,  
WAVERLEY ROAD & CORDELIA AVENUE COOLBELLUP**

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
1.	Department of Environment and Conservation	<b>Support</b>  DEC has no comments on this proposal	<b>Noted</b>
2.	Public Transport Authority PO Box 8125 Perth Business Centre WA 6849	<b>Support</b>  Thank you for your letter dated 19 November regarding the above. The PTA has no comment to make.	<b>Noted</b>
3.	State Heritage Office PO BOX 7479 Cloisters Square, PO WA 6850	<b>Support</b>  Thank you for your correspondence dated 20 November 2012 regarding "Proposed Coolbellup town centre local structure plan - Lots 1, 2, 3 & 101 Coolbellup Avenue and portion of lot 301 & lots 500 & 501 Cordelia Avenue, Coolbellup" (Reference Number: SM/M/071 & 12/49841).  If you wish to contact the State Heritage Office regarding this matter, please call us on (08) 6552 4000 and quote our <b>Correspondence Number: C/015/29798</b>	<b>Noted</b>
4.	Lynette Buss 36 Friar John Way COOLBELLUP WA 6163	<b>Objection</b>  I object to the removal of trees and verge parking.	<b>Not Supported</b>  A Vegetation Assessment Report was prepared as part of the Structure Plan in order to identify significant trees which are to be retained as part of any future redevelopment. This included vegetation within private property and within the verges. All vegetation within private property was deemed as not worth retaining due to poor tree health and structure issues. Most of the vegetation within the Waverly Road and Coolbellup Avenue were deemed worth retaining and required to be retained under the Structure Plan. Any

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>I agree to the plans in part. I think the Coolbellup Shopping Centre is desperately in need of refurbishment and new life. However I am not convinced that the centre will be used more just by simply updating its facade. There is a distinct lack of interest from retailers in this centre and I would like more information on why this is the case. I love living close to the local shops and believe we do indeed need a new vibrant centre but the question remains how this can be achieved.</p> <p>I would like more information on what particular "Mixed Use" the council envisages for those areas of the plan indicated. Do we really need two Liquor stores, surely not? Why do we not have a Petrol/Service Station? What about a swimming pool and gym for the locals &amp; what about the kids? Could council look at these options for the future growth of</p>	<p>future works within the road reserves will be required to demonstrate through an arboriculture report that the trees will be maintained in a health condition.</p> <p><b>Noted</b> In regard to verge parking the Structure Plan proposes on-street parking on the southern side of Waverly Road and eastern side of Coolbellup, however, the existing street trees will be required to be retained. This limited on-street parking will not affect the efficient movement of Waverly Road or Coolbellup Avenue. As outlined in the Structure Plan there are many examples of streets with on-street parking which carry significantly higher traffic volumes than these two roads. It is recommended that the Structure Plan be amended so as to limit on-street parking directly adjacent to Waverley Road and Coolbellup Avenue to parallel parking to ensure adequate sightlines.</p> <p><b>Noted</b> The Coolbellup Town Centre Structure Plan ("the Structure Plan") prescribes a zoning of Local Centre and annotates recommended land uses over four precincts. The recommended land use of mixed use includes residential, entertainment uses, office, shop and consulting rooms. The exact land use will be determined through Development Applications.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>Coolbellup? Perhaps such public facilities could be located in the "Mixed Use" areas of the plan?</p> <p>Also, the new housing proposed in the rest of Coolbellup is targeted at Singles and Couples or exceedingly small families. It would be nice to also welcome new, larger families to the community, especially if we are going to increase the numbers of children attending our local school. It appears however, that bigger families are not being accommodated and this concerns me.</p> <p>I am also very concerned and do sincerely object to the concept of verge parking indicated on the plan and strongly object to the removal of any of the existing vegetation. What attracted us to Coolbellup was the open spaces, the tree lined streets and the sense that it is not another one of those sprawling suburbs with little regard for the environment. We have enough Major shopping Centres around us with no vegetation and quite honestly I find them soulless and lacking inspiration.</p>	<p>The City's 2009 Sport &amp; Recreation Strategic Plan outlines the City's future infrastructure investment. The Plan is based on a detailed needs analysis and includes a state-of-the-art aquatic, recreation and community facility at Cockburn Central West. The Plan does not identify a need for an aquatic or facility in Coolbellup.</p> <p><b>Not Supported</b> As the Structure Plan provides for medium to high density residential development it is expected that the development will cater for single, couples and smaller families. However, it is not true that all new housing in Coolbellup is catering for these markets. The majority of the dwellings created through the redevelopment of the Coolbellup, Korilla and North Lake Primary Schools will be single detached housing suitable for families.</p> <p><b>Not Supported</b> A Vegetation Assessment Report was prepared as part of the Structure Plan in order to identify significant trees which are to be retained as part of any future redevelopment. This included vegetation within private property and within the verges. All vegetation within private property was deemed as not worth retaining due to poor tree health and structure issues. Most of the vegetation within the Waverly Road and Coolbellup Avenue were deemed worth retaining and required to be</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>Why don't we create something different and interesting in Coolbellup? Something that encourages people to use our shopping centre? We desperately need a cafe and maybe some beautiful uplifting art work (Please, no metal road sculptures and no concrete sandstone either) Coolbellup is unique and has a real sense of community. I would love to see the council work with that concept. So, while I do agree Coolbellup town centre desperately needs an upgrade, please do something 'non-commercial' give it some soul and people will come here just to enjoy and be part of something different. This is what will also encourage them to do their shopping here. That's what everyone loves about Fremantle and Subiaco. I don't go there just to shop, I go there because it's interesting and attracts interesting people and with that there is always something pleasing to experience. Get the local artists involved...you will find there are plenty of these in Coolbellup due to the increasing property costs in Fremantle. Find out about the people who really live in Coolbellup and what they would like. Don't just ask the Property Developers, they may have the money but they don't know how to create a community which in the end is why suburbs thrives and grows and is healthy for those that live there.</p> <p>Also, I'm a bit concerned that you have a road going through the proposed Town Square? Why not block it off to traffic and ask people to walk? Do we really need another road? Surely people can walk the small distance. You can't really have a town centre with traffic running through it can you? If there is going to be a town centre, what about planting some trees there and putting in some seating so people can meet each other and chat and enjoy what Coolbellup has to offer-a real life community-not just another shopping centre-please!!!!</p>	<p>retained under the Structure Plan. Any future works within the road reserves will be required to demonstrate, through an arboriculture report, that the trees will be maintained in a healthy condition.</p> <p><b>Supported</b> Café uses will be permissible under the Structure Plan. In regard to public art, the Structure Plan identifies the Town Square as a possible site for a key landscape or art feature. However, the City of Cockburn does not currently have a mechanism for mandating public art at the development application stage. It is increasingly common for metropolitan local governments to require public art contributions as part of large-scale developments and it is matter which requires further consideration by the City at a municipality wide scale.</p> <p><b>Supported</b> The proposed Main Street and Town Square are show only indicatively on the Structure Plan. The exact configuration of the Main Street and Town Square will be determined at the development application stage. Vehicle access and parking in proximity to commercial land uses is an important factor for the financial viability of local shopping areas and therefore efficient vehicle access through the Structure Plan has been provided for. The Structure Plan requires that the Town Square provide a safe and attractive landscape with comfortable seating and adequate</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
			shade.  However, to ensure that pedestrians are prioritised in these spaces it is recommended that Structure Plan be annotated to require the design of the Main Street and Town Square to priorities pedestrian movement over the private vehicle.
5.	Resident Details to be kept confidential	<b>Support</b>  The centre of Coolbellup has been neglected over the years and is in need of a big makeover so the many young families that have moved into the suburb can enjoy it. The shops are revolting and the carpark area surrounding the pub is a derelict wasteland. I think the proposal by the Council incorporates something for everyone to enjoy.	<b>Noted</b>
6.	Resident Details to be kept confidential	<b>Objection</b>  You cannot be serious about keeping the current shopping centre. It is the first thing that should be done i.e. knock it down and build a modern new shopping centre that the people of Coolbellup deserve. It's already been done up twice before but its old and trashy. Let me list the reasons it must be demolished.  When will Coolbellup get a modern Tavern like the Gate or similar?  <i>This submission made additional comments that were unrelated to this planning proposal.</i>	<b>Not Supported</b> The Structure Plan does not specify that the current shopping centre should be demolished or retained. The City does not have the ability to require the demolition of the shopping centre. However, the Structure Plan does provide guidance on how future redevelopment should be undertaken in order to create an improved centre.  <b>Noted</b> The Structure Plan's proposed Local Centre zoning allows for the development of a new Tavern subject to development approval from the City of Cockburn. This development application must be advertised to the affected community.
7.	Department of Indigenous Affairs PO Box 3153 EAST PERTH WA 6892	<b>Support</b>  Thank you for your letter of 19 November 2012 seeking comment from the Department of Indigenous Affairs (DIA) with respect to the Proposed Coolbellup Town Centre Local Structure Plan - Lots 1, 2, 3 & 101 Coolbellup Avenue and portion of Lot 301 & Lots 500 & 501 Cordelia Avenue, Coolbellup (the Plan). I have read the Plan which was located at the City of Cockburn website and provide the following comment.	<b>Noted</b>



NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>The Plan makes note of DIA 21787 (Coolbellup Wardang [Crow] Tree) and commits to protecting this tree following the redevelopment of the Coolbellup Hotel site. DIA supports initiatives designed to protect this place from inadvertent impact. DIA would also draw the attention of prospective developers to the existence of the Cultural Heritage Due Diligence Guidelines. This document is intended to assist prospective developers to assess the risk that a proposed development may have on Aboriginal heritage sites and offer advice on the potential need to obtain relevant approval prior to conducting a development. The guidelines can be found at:</p> <p><a href="http://www.dia.wa.gov.au/Documents/HeritageCulture/Heritage%20management/AHA%20Due%20Diligence%20Guidelines.pdf">http://www.dia.wa.gov.au/Documents/HeritageCulture/Heritage%20management/AHA Due Diligence Guidelines.pdf</a>.</p> <p>Please contact Simon Keenan on 6551 8118 or at <a href="mailto:simon.keenan@dia.wa.gov.au">simon.keenan@dia.wa.gov.au</a> should you wish to discuss this letter further.</p>	
8.	Department of Water PO Box 332 MANDURAH WA 6210	<p><b>Support</b></p> <p>Thank you for the referral of the above Local Structure Plan (LSP) received with correspondence dated 19 November 2012. The Department of Water (DoW) has reviewed the proposal and wishes to provide the following advice:</p> <p>Better Urban Water Management</p> <p>Consistent with the Western Australian Planning Commission's <i>Better Urban Water Management (BUWM)</i> document and the policy measures outlines in <i>State Planning Policy 2.9</i> the proposed LSP should be supported by a Local Water Management Strategy (LWMS) prior to the approval of the proposed LSP.</p> <p>However, due to the size of the site and being an infill development, a full LWMS would not be required to support the LSP. It is therefore recommended that all drainage systems should be designed and constructed consistent with the <i>Stormwater Management Manual for Western Australia</i>. (DoW, 2004- 2007).</p> <p>If you wish to discuss the above further please contact Jane Sturgess at the DoW's Mandurah Office on (08) 9550 4222.</p>	<b>Noted</b>
9.	Department of Education 151 Royal Street EAST PERTH WA 6004	<p>Thank you for your letter dated 19 November 2012 regarding the Proposed Coolbellup Town Centre Local Structure Plan.</p> <p>The Department of Education has reviewed the document and wishes to make the following comments;</p>	<p><b>Supported</b></p> <p>It is recommended that the Structure Plan be modified so as to remove the annotation 'Service delivery encouraged at the rear of sites' which points to the land adjacent to the</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li>• From the proposed high density residential development the anticipated student yield can be accommodated at the Coolbellup Community School.</li> <li>• The Department prefers that the mixed use precinct faces the primary school site along Cordelia Avenue rather than having the area used as a service delivery point.</li> </ul> <p>Other than the above comments therefore the Department has no objection to the proposed structure plans.</p>	Primary School.
10.	Jennifer Creighton/ Wen-le Chi /Bruce Creighton 16 Waverley Road COOLBELLUP WA 6163	<p>We are writing to you in regards to the proposed Coolbellup Town Centre redevelopment. Please see below our submission points and our thoughts and recommendations:</p> <ul style="list-style-type: none"> <li>• Land uses that immediately surround the plan site to the North and West are low density large lot single residential development -R20.</li> <li>• We recommend that the Coolbellup Town Centre provides lower building heights located at the perimeter of the site adjacent Waverley Road (i.e. two storey's above ground level at street front), so that new development in this location does not conflict with the form of surrounding residential development, minimizes overlooking of ground-level properties, and is contextually a part of the overall Coolbellup area.</li> </ul>	<p><b>Noted</b></p> <p><b>Not Supported</b></p> <p>In regard to the proposed building heights, Neighbourhood Centres, like Coolbellup are identified as suitable locations for higher density residential development under the State and Metropolitan planning policy framework. The four to five storey maximum build height will allow for significantly larger scale development than the predominately single storey development within Coolbellup. However, there are a number of three storey apartment developments throughout Coolbellup and one adjacent to the Town Centre. It is not considered that this break from the existing built form will be detrimental to the broader character of Coolbellup. Rather, such is considered to reflect the natural evolution of urban areas throughout Perth, and particularly look to focus opportunities for higher density development in areas which comprises a mix of activities and which</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li data-bbox="633 743 1630 1015">• We recommend that the Structure Plan be annotated to indicate future increases in residential density codes of existing residential properties fronting Waverley Road opposite the Coolbellup Town Centre. This is recommended in order to provide a suitable transition of residential densities into the established residential areas surrounding the site, consistent with the Livable Neighborhoods framework objective " To ensure a site responsive approach to urban development that supports and enhances the context within which it is located, strengthens local character and identity, integrates with its context and promotes a sense of community".</li> <li data-bbox="633 1145 1630 1326">• Further to the preceding point, it is recommended that the City of Cockburn immediately initiates an amendment to its scheme to increase the residential density codes of existing residential lots fronting Waverley Road opposite the Coolbellup Town Centre. This will stimulate redevelopment of the lots to provide a built form that responds to any adverse impacts on amenity resulting from the development of the Coolbellup Town Centre.</li> </ul>	<p data-bbox="1653 217 2119 304">would benefit from higher concentrations of people to help generate activity.</p> <p data-bbox="1653 341 2119 703">The four to five storey maximum build height will not increase the area of the adjacent residential development which are overlooked. These existing dwellings are set back from any future residential dwellings by a minimum of 30m along Waverley Road, 40m along Coolbellup Avenue and 35m along Cordelia Avenue. These setbacks will be adequate to prevent overlooking of adjoining dwellings beyond the front setback area.</p> <p data-bbox="1653 740 1839 767"><b>Not Supported</b></p> <p data-bbox="1653 772 2119 1078">The Structure Plan is not able to control development beyond the Development Zone which does not extend beyond the Waverley Road to the north, Coolbellup Avenue to the west, Cordelia Avenue to the south and the primary school to the east. Therefore, the Structure Plan is not able to identify adjacent properties for higher densities.</p> <p data-bbox="1653 1139 1727 1166"><b>Noted</b></p> <p data-bbox="1653 1171 2119 1445">Coolbellup as a well serviced middle ring suburb with large lots is well suited to urban infill development. However, preceding any Amendment to Town Planning Scheme No.3 a study must be undertaken to examine the constraints and opportunities for urban infill and consult with the community.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li>We further recommend and feel strongly that street parking be prohibited on both sides of Waverley Road to maintain passive surveillance of existing residential properties on that street.</li> </ul> <p>Thank you for the opportunity to voice our views.</p>	<p><b>Not Supported</b></p> <p>The Structure Plan identifies on-street parking on the southern side of Waverly Road adjacent to the Structure Plan area. It does not propose parking on the northern side of Waverly Road. It is not believed that on-street parking will reduce the passive surveillance of the adjoining residential dwellings, but rather increase the opportunity for surveillance from people coming and going from their parked cars. Parked cars are not likely to obstruct the visibility of dwellings from passing pedestrians due to gaps in parked cars and the height of cars generally being lower than eye level.</p>
11.	Margaret Rudkin 6 Waverley Road COOLBELLUP WA 6163	<ul style="list-style-type: none"> <li>Access for residents of Hale house.</li> <li>Underground power junction box and council bore. Would need to be moved to allow verge parking.</li> <li>Traffic/ increased traffic due to verge parking. Narrowing of already narrow roads.</li> <li>Laneway access from Waverly road to shopping complex, potential for increase graffiti and attacks on people using the laneway.</li> </ul>	<p><b>Not Supported</b></p> <p>Hale House is 180m from the Structure Plan area. It is not believed that the Structure Plan will have any effect on access to Hale House.</p> <p><b>Noted</b></p> <p><b>Not Supported</b></p> <p>Verge parking will not increase the number of vehicle using the road. Verge parking will not involve the narrowing of the carriageway.</p> <p><b>Noted</b></p> <p>The Structure Plan requires that north-south pedestrian link be designed inviting and adjoining development designed to provide surveillance over the space. It is also recommended that the Structure Plan (Part Two - Explanatory Section) be amended to include the requirement of adequate</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li data-bbox="629 403 1335 432">• A concern about removal of tree's to meet parking area.</li> <li data-bbox="629 620 1413 649">• Council will need to alter zoning rules to facilitate this proposal.</li> <li data-bbox="629 807 1581 836">• Height restriction will need to be adjusted to allow building to be 5+ levels hig</li> <li data-bbox="629 871 1626 928">• Council have no concerns about residents facing this proposed complex overlooking houses (privacy laws).</li> </ul>	<p data-bbox="1653 220 2119 309">lighting. It is expected that these design elements will mitigate against the risk of graffiti and attacks.</p> <p data-bbox="1653 344 2119 552"><b>Noted</b> The Structure Plan proposes on-street parking on the southern side of Waverly Road and east side of Coolbellup Avenue, however, the existing street trees will be required to be retained.</p> <p data-bbox="1653 587 2119 740"><b>Noted</b> This is the purpose of the Structure Plan. The City will not need to amend the Town Planning Scheme Zonings after the Structure Plan is approved.</p> <p data-bbox="1653 775 2119 1501"><b>Noted</b> In regard to the proposed building heights, Neighbourhood Centres, like Coolbellup are identified as suitable locations for higher density residential development under the State and Metropolitan planning policy framework. The four to five storey maximum build height will allow for significantly larger scale development than the predominately single storey development within Coolbellup. However, there are a number of three storey apartment developments throughout Coolbellup and one adjacent to the Town Centre. It is not considered that this break from the existing built form will be detrimental to the broader character of Coolbellup. Rather, such is considered to reflect the natural evolution of urban areas throughout Perth, and particularly look to focus opportunities for higher density development in areas which</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li>Rumours that tavern will be built on corner of Coolbellup Avenue and Waverly Road. Council rep denied knowledge of a tavern when asked (5.12.12) stated 'it would be food and beverage but declined to explain what food and beverage means'.</li> <li>What role, if any will, the W.A. Planning commission have in this proposal.</li> <li>Will the Main Roads Department be involved with the restructure of Coolbellup Avenue</li> </ul>	<p>comprises a mix of activities and which would benefit from higher concentrations of people to help generate activity.</p> <p><b>Not Supported</b> The Structure Plan does not give approval to any particular land use. The Structure Plan's proposed Local Centre zoning will allow the development of a new Tavern subject to development approval from the City of Cockburn. This development application must be advertised to the affected community. Any development application for a tavern will need to ensure sufficient on-site parking for visitor and staff is provided. The Officer who met with the submissioner does not support the submissioner's recollections of their conversation.</p> <p><b>Noted</b> Approval of the Structure Plan by the WA Planning Commission will be necessary. As part of their assessment process will have a significant opportunity for input in to the Structure Plan.</p> <p><b>Noted</b> Main Roads WA has provided comment on the Structure Plan and has no objections to the proposal. As the proposed traffic calming measures affect roads under the control of the City of Cockburn further consultation with Main Roads WA is not required.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p><b>Considerations of submissions on the Coolbellup Town centre structure plan</b></p> <p>This letter is to voice our concerns about the effects of pulling down the Coolbellup Hotel and replacing it with 5 storey apartments. Can this building go higher than 5 stories?</p> <p>We are very concerned about the increase in traffic on Waverley Rd, Coolbellup avenue and Cordelia avenue.</p> <p>Where will the people from this apartment park their cars?</p> <p>Does the Council have to alter zoning rules to facilitate this proposal?</p> <p>Does the Council have concerns about residents facing this proposed complex being overlooked.</p>	<p><b>Not Supported</b> All development applications must be assessed based on their merit and the City does have the discretion to approve development applications which vary a structure plan provision. However, it is unlikely that the City would support an increase in building height above the five storey height limit as this is already a variation to the Residential Design Codes building heights for R80.</p> <p><b>Not Supported</b> The Structure Plan includes a Traffic Report which demonstrates that the proposal will not increase the traffic volumes along Coolbellup Avenue, Waverley Road and Cordelia Avenue beyond its existing design capacity.</p> <p><b>Noted</b> Location of parking for residential dwellings in Precinct A will be determined at the development application stage. The development application will be advertised to surrounding residents for their comment.</p> <p><b>Noted</b> The Structure Plan in effect creates the zoning for the Town Centre. This is the purpose of the Structure Plan.</p> <p><b>Not Supported</b> Concerns regarding overlooking are not supported. The four to five storey maximum build height will not increase the area of the adjacent residential</p>



NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p data-bbox="577 576 1518 608">We are very concerned about the huge problem of parking all these extra cars?</p> <p data-bbox="577 855 1637 978">There are rumours that a tavern will be built on the corner of Coolbellup Avenue and Waverley Rd. The council rep. denied knowledge of a tavern but said it would be food and beverage -What time will this close and will there be a noise problem and again where will people park?</p> <p data-bbox="577 1286 1637 1377">There is a bus stop right outside the proposed complex, How will this affect the traffic on Waverley Rd? There is also a speed limit on Waverley Rd. due to the school next to the proposed complex. This will affect the flow of traffic.</p>	<p data-bbox="1655 204 2128 512">development which are overlooked. These existing dwellings are set back from any future residential dwellings by a minimum of 30m along Waverly Road, 40m along Coolbellup Avenue and 35m along Cordelia Avenue. These setbacks will be adequate to prevent overlooking of adjoining dwellings beyond the front setback area.</p> <p data-bbox="1655 576 2128 818"><b>Not Supported</b> Any residential or commercial development proposal will be required provide adequate onsite parking at the development application stage. These parking requirements are set out in the TPS3 and the Residential Design Codes of Western Australia.</p> <p data-bbox="1655 855 2128 1249"><b>Not Supported</b> The Structure Plan does not give approval to any particular land use. The Structure Plan's proposed Local Centre zoning will allow the development of a new Tavern subject to development approval from the City of Cockburn. This development application must be advertised to the affected community. Any development application for a tavern will need to ensure sufficient on-site parking for visitor and staff is provided.</p> <p data-bbox="1655 1286 2128 1497"><b>Not Supported</b> The Structure Plan or works related to development under the Structure Plan will not affect the location of the bus stop. The Structure Plan includes a Traffic Report which demonstrates that the proposal will not increase the traffic</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>They have just put in underground power junction boxes and council bore and these will have to be moved.</p> <p>We were told that the footpath in front of the proposed units will be removed. The elderly residents from Hale House who drive gophers up to the shops will be disadvantaged.</p> <p>In a Nutshell, we are concerned about noise lack of privacy, Terrible trouble with increased traffic, loss of trees, verge parking, and the thought of a 5 storey high building looming over us, just outside our front fence and constant traffic problems.</p>	<p>volumes along Coolbellup Avenue, Waverley Road and Cordelia Avenue beyond its existing design capacity and speed limits.</p> <p><b>Noted</b></p> <p><b>Not Supported</b> The Structure Plan will not result in the removal of the footpath along Coolbellup Avenue, Waverley Road or Cordelia Avenue. Footpath alignment may be moved slightly to allow for the introduction of on-street parking.</p>
12.	<p>Petition (3)</p> <p>Arthur C. Fishwick 8 Waverley Road Coolbellup</p> <p>Margaret Rudkin 6 Waverley Road COOLBELLUP WA 6163</p> <p>Dawn L. Fishwick 8 Waverley Road Coolbellup 93145265</p>	<p>Concerns of residents with the submissions on the Coolbellup Town centre structure plan as submitted to the Cockburn City Council by the Coolbellup Hotel Pty. Ltd.</p> <p>This letter is to voice our concerns about the effects of pulling down the Coolbellup Hotel and replacing it with the proposed plans as submitted to the Council by the COOLBELLUP HOTEL PTY LTD.</p> <p>There are several areas of concern which we would like to bring to the attention of the Council: 1. The lack of a detailed plan showing just what the proposed new structures will look like. Will it complement the existing buildings within Coolbellup?</p>	<p><b>Not Supported</b> The Structure Plan does not propose new buildings, but rather sets land use permissibility through zoning the sit and general built form guidelines. A detailed development application will be need to be submitted before any development can commence. The development application will be advertised to all residents in proximity to the Coolbellup Town Centre.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>2. The plan states that the Verge along Waverly Road and Coolbellup Avenue will be removed along with the existing trees to make way for parking. If there is parking along these already busy streets then how will the existing traffic in those areas is effected?</p> <p>Many years ago when the Hotel was first built there was Angle parking on Waverley Road but due to concerns about the possibility of accidents accruing with vehicles reversing out of this parking area and vehicles coming over the crest of the hill going in the direction of Coolbellup Avenue the angle parking was removed and lawn planted there instead.</p> <p>Since 1996 the traffic along Waverley road has increased 1000 fold as it has along Coolbellup Avenue so the concerns with angle parking on Waverley Road and Coolbellup Avenue will be greater than it was before.</p> <p>Also now that the Primary school has been relocated there is a greater flow of traffic along Waverley Road with parents dropping off and picking up children and it must be noted that there is NO School Traffic Warden on Waverley Road! How will the Public Transport along both Streets be affected?</p> <p>The proposal states that Traffic calming devices will be put in place but do these really work as the "Speed Bumps" that are in place around the Hotel only seem to act as a starting point for the hoons to do their "Bum outs".</p> <p>3. The proposal states that there will be a Pedestrian only lane way from Waverley road to the Shopping complex yet the Lady from the council (strategic planning) advised that local traffic would enter the Residential area from this lane way. (Council Road extension end) yet everything on the Proposal points to this laneway being "Pedestrian only" so how do the residents get their vehicles into their area?</p> <p>Has any consideration been given to the residents of Hale House or any other people using "Gophers" or similar modes of transport required for their disabilities to gain access to the shopping complex as the proposal shows no footpath or other access for these people?</p>	<p><b>Not Supported</b> The proposed on-street parking in the Structure Plan is conceptual and will be subject to detailed design. It is recommended that the Structure Plan be amended so as to limit on-street parking directly adjacent to Waverley Road and Coolbellup Avenue to parallel parking to ensure adequate sightlines. The utilisation of the proposed on-street parking is not anticipated to result in any greater impact on the efficient movement of traffic on Waverly Road or Coolbellup Avenue than is already occasionally caused by existing bus services. As outlined in the Structure Plan there are many examples of streets with on-street parking which carry significantly higher traffic volumes than these two roads and the provision of parallel on-street parking in activity centres is consistent with the design principles of the Liveable Neighbourhoods policy.</p> <p><b>Not Supported</b> The north-south Pedestrian Link shown on the Structure Plan will not accommodate vehicles. Access to the Residential dwellings in Precinct A will be via the east west Secondary Internal Access Way shown on the Structure Plan.</p> <p><b>Not Supported</b> The Structure Plan identifies various pedestrian footpaths throughout the Town Centre. These are titled Pedestrian Links and include two north-south links and three east-west</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>4. Can the Council change zoning rules in regard to Height restrictions without advising the Rate payers?</p> <p>Is there any likely hood of the height restrictions being lifted above the proposed 18 m peaked roof. IE will the building be greater than 5 storeys high?</p> <p>Will these buildings be built in such a manner that will allow the occupants to have a view into the houses on Waverly Road or will they be made to have some form of frosted glass on windows facing Waverley Road.</p> <p>5. The proposal has no mention of a Tavern being built on the corner of Waverley Road and Coolbellup Avenue yet we are told by employees of the hotel and other businesses in the area effected that this will be case. If this is the case WHY is this not noted on the proposal that has been sent out to Coolbellup residents? Again we come back to the matter of parking if a Tavern is to be part of the planned changes.</p> <p>6. Will the relocation of the Underground Power junction box cause further delays with the connection of the underground power to the local area? Also will the council water bore (On Waverley Road) have to be moved to allow for the parking area?</p>	<p>links. These footpaths will support the existing footpaths along Waverly, Cordelia and the perimeter road to the east of the Town Centre.</p> <p><b>Not Supported</b> The Structure Plan which in effect creates a zoning for the Town Centre has been advertised to the affected residents via an advertisement in the Cockburn Gazette and a letter.</p> <p>All development applications must be assessed based on their merit and the City does have the discretion to approve development applications which vary a structure plan provision. However, it is unlikely that the City would support an increase in building height above the five storey height limit as this is already a variation to the Residential Design Codes building heights for R80.</p> <p><b>Not Supported</b> The Structure Plan does not give approval to any particular land use. The Structure Plan's proposed Local Centre zoning will allow the development of a new Tavern subject to development approval from the City of Cockburn. This development application must be advertised to the affected community. Any development application for a tavern will need to ensure sufficient on-site parking for visitor and staff is provided.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>7. Will photographs of the internal and external of the houses surrounding the proposed building sites be taken before construction begins and after completion in case any damage is caused by the construction work?</p> <p>8. The Laneway leading from Waverley Road to the shopping centre is of concern as it appears a readymade haven for Graffiti vandals and muggers. What sort of lighting if any will this laneway have?</p> <p>9. How much input will the Planning Commission have in this Proposal?</p> <p>10. Will the Main Roads department have any input into the traffic control measures?</p> <p>Yes, we have concerns about what is proposed to happen in our area and are frustrated at the lack of information coming from the Coolbellup Hotel Pty Ltd and the Cockburn City Council.</p>	<p><b>Not Supported</b> Damaged caused by construction work is not covered by planning legislation in Western Australia. Disputes regarding property damage caused by construction on a neighbouring property are a common law matter.</p> <p><b>Supported</b> The Structure Plan requires that north-south pedestrian link to be designed inviting and adjoining development designed to provide surveillance over the space. It is also recommended that the Structure Plan (Part Two - Explanatory Section) be amended to include the requirement of adequate lighting.</p> <p><b>Noted</b> Approval of the Structure Plan by the WA Planning Commission will be necessary. As part of their assessment process will have a significant opportunity for input in to the Structure Plan.</p> <p><b>Noted</b> Main Roads WA has provided comment on the Structure Plan and has no objections to the proposal. As the proposed traffic calming measures affect roads under the control of the City of Cockburn further consultation with Main Roads WA is not required.</p>
13.		<p>I am writing to you in regards to the proposed Coolbellup Town Centre redevelopment. Please see below my submission;</p> <ul style="list-style-type: none"> <li>Land uses that immediately surround the structure plan site to the North and West are low density large lot single residential development (R20).</li> </ul>	

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li>I recommend that the Coolbellup Town Centre provides lower building heights located at the perimeter of the site adjacent Waverley Road (i.e. two storeys above ground level at street front), so that new development in this location does not conflict with the form of surrounding residential development, minimises overlooking of ground-level properties, and is contextually a part of the overall Coolbellup area.</li> </ul>	<p><b>Not Supported</b></p> <p>In regard to the proposed building heights, Neighbourhood Centres, like Coolbellup are identified as suitable locations for higher density residential development under the State and Metropolitan planning policy framework. The four to five storey maximum build height will allow for significantly larger scale development than the predominately single storey development within Coolbellup. However, there are a number of three storey apartment developments throughout Coolbellup and one adjacent to the Town Centre. It is not considered that this break from the existing built form will be detrimental to the broader character of Coolbellup. Rather, such is considered to reflect the natural evolution of urban areas throughout Perth, and particularly look to focus opportunities for higher density development in areas which comprises a mix of activities and which would benefit from higher concentrations of people to help generate activity.</p> <p>The four to five storey maximum build height will not increase the area of the adjacent residential development which are overlooked. These existing dwellings are set back from any future residential dwellings by a minimum of 30m along Waverly Road, 40m along Coolbellup Avenue and 35m along Cordelia Avenue. These setbacks will be adequate to prevent overlooking of adjoining dwellings beyond the front setback area.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<ul style="list-style-type: none"> <li data-bbox="629 220 1644 491">• I recommend that the structure plan be annotated to indicate future increase in residential density codes of existing residential properties fronting Waverley Road opposite the Coolbellup Town Centre. This is recommended in order to provide a suitable transition of residential densities into the established residential areas surrounding the site, consistent with the Liveable Neighbourhoods framework objective <i>"To ensure a site responsive approach to urban development that supports and enhances the context within which it is located, strengthens local character and identity, integrates with its context and promotes a sense of community."</i></li> <li data-bbox="629 587 1644 770">• Further to the preceding point, it is recommended that the City of Cockburn immediately initiates an amendment to its scheme to increase the residential density codes of existing residential lots fronting Waverley Road opposite the Coolbellup Town Centre. This will stimulate redevelopment of those lots to provide a built form that responds to any adverse impacts on amenity resulting from the development of the Coolbellup town centre.</li> <li data-bbox="629 930 1644 1018">• I recommend and feel strongly that street parking be prohibited on both sides of Waverley Road to maintain passive surveillance of existing residential properties on that street.</li> </ul>	<p data-bbox="1659 244 1845 276"><b>Not Supported</b></p> <p data-bbox="1659 276 2136 587">The Structure Plan is not able to control development beyond the Development Zone which does not extend beyond the Waverly Road to the north, Coolbellup Avenue to the west, Cordelia Avenue to the south and the primary school to the east. Therefore, the Structure Plan is not able to identify adjacent properties for higher densities.</p> <p data-bbox="1659 619 1733 643"><b>Noted</b></p> <p data-bbox="1659 643 2136 922">Coolbellup as a well serviced middle ring suburb with large lots is well suited to urban infill development. However, preceding any Amendment to Town Planning Scheme No.3 a study must be undertaken to examine the constraints and opportunities for urban infill and consult with the community.</p> <p data-bbox="1659 954 1845 986"><b>Not Supported</b></p> <p data-bbox="1659 986 2136 1505">The Structure Plan identifies on-street parking on the southern side of Waverly Road adjacent to the Structure Plan area. It does not propose parking on the northern side of Waverly Road. It is not believed that on-street parking will reduce the passive surveillance of the adjoining residential dwellings, but rather increase the opportunity for surveillance from people coming and going from their parked cars. Parked cars are not likely to obstruct the visibility of dwellings from passing pedestrians due to gaps in parked cars and the height of cars generally being lower than eye level.</p>



NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
14.	Water Corporation PO Box 100 Leederville WA 6902	<p>Thank you for your letter of 19 November 2012 inviting comments on the LSP.</p> <p>Water and wastewater services will be able to be extended to the proposed town centre. However, the developer may be required to upgrade the surrounding reticulation mains to support the scale and density of proposed development.</p> <p>The Corporation has long-term water and wastewater planning in place to guide servicing of this land. This planning will need to be revised when more detailed information becomes available on water demands and wastewater flows from the town centre as the plan is developed further and implemented.</p> <p>Should you have any queries, please do not hesitate to contact me on the number indicated above.</p>	<b>Noted</b>
15.	Resident Details to be kept confidential	<p><b>Objection</b></p> <p>I attended a meeting at Coolbellup Community Centre regarding the development and although overall I think the plans are OK, I think to have so many single room apartments and to go as high as 5 storeys is really just to maximise profit with little regard to the effect on the local area.</p> <p>I'm sure the developers will still make a healthy profit if the buildings go to 3 storeys with more two bedroomed apartments. There are already apartments in Coolbellup Avenue and it doesn't need a lot more. There is also the question of single bedroomed apartments being more attractive to investors than owner occupiers. People in Coolbellup feel that the ratio of owner occupiers in the area is rather low (not to disparage people renting of course), and would rather attract families and long term residents who have a vested interest in the suburb.</p>	<p><b>Not Supported</b></p> <p>In regard to concern over the number of single dwellings proposed by the Structure Plan, the Plan applies the WA Residential Design Codes dwelling diversity requirements for multiple dwellings. These requirements are a minimum of 20% and maximum of 50% of dwellings are to be single bedroom and minimum of 40% of all dwellings are two bedroom.</p> <p>These provisions are designed to force the residential development industry to produce housing stock that matches the changing demographics and needs of the WA community. Average household sizes are decreasing due to life choices and our aging populations. The average household size in Coolbellup is 2.18 people (ABS Census 2011). However, 75.6% of housing stock is single detached dwellings and 73.9% has 3 or more bedrooms. Therefore, there is a mismatch between housing stock and housing needs. This is a metropolitan wide issue and considered a major</p>

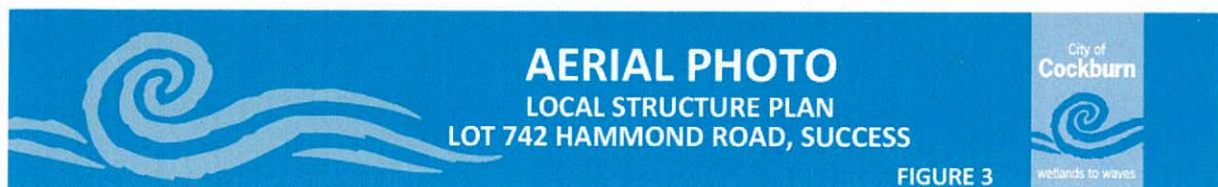
NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
			<p>issue for accommodating future population growth in Perth.</p> <p>In regard to the proposed building heights, Neighbourhood Centres, like Coolbellup are identified as suitable locations for higher density residential development under the State and Metropolitan planning policy framework. The four to five storey maximum build height will allow for significantly larger scale development than the predominately single storey development within Coolbellup. However, there are a number of three storey apartment developments throughout Coolbellup and one adjacent to the Town Centre. It is not considered that this break from the existing built form will be detrimental to the broader character of Coolbellup. Rather, such is considered to reflect the natural evolution of urban areas throughout Perth, and particularly look to focus opportunities for higher density development in areas which comprises a mix of activities and which would benefit from higher concentrations of people to help generate activity.</p>
16	Main Roads WA PO Box 6202 EAST PERTH WA 6892	<p><b>Support</b></p> <p>Thank you for your letter dated 8 November 2012, requesting Main Roads comments on the above proposal.</p> <p>Main Roads has no objections to the proposal. If you require any further information please contact Mr Ron Tolliday on (08) 9323 4536, quoting reference file no 04/11588-08 (D12#404455).</p>	<b>Noted</b>
17	Department of Planning 140 William Street (Gordon Stephenson House), Perth WA 6000	<p>I refer to the City's letter dated 19 November 2012 regarding the above (your ref SM/M/071 &amp; 12/49841) inviting comment (and further, to our telephone conversation regarding the above at the end of last year).</p> <p>A preliminary assessment of the proposed SP has been undertaken. In this regard,</p>	

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
		<p>please be advised that the WAPC is not prepared to endorse the proposed SP with or without modifications (at this time) for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Section 1.4 of the structure plan (SP) report needs to be corrected to include that the SP comes into effect when the City issues final approval and the WAPC endorses it;</li> <li>2. Section 3.2 of Table A is not supported as the proposed densities depicted on the SP map in Part One should guide the desired density outcome on the ground. It is recommended that density ranges be considered in the event there is potential for higher densities to be considered in the future;</li> <li>3. Detailed Area Plan (DAP) requirements should be based on planning merit such as the need to address interface issues e.g. with land adjacent to fire risk, public open space, etc. The requirement for a DAP to be prepared where development is proposed by a third party (Section 4.1 of Table A) is not supported accordingly;</li> <li>4. The WAPC does not support section 4.3(b) of Table A. Significant departure(s) from the endorsed SP should require a modification to the SP as detailed in section 4.2 of Table A, and not via the preparation of a DAP;</li> <li>5. Table 1 and Table 2 of Plan 1 of the SP report should be incorporated into Part One of the SP report, and should be removed from Plan 1 to provide clarity in the reading and interpretation of the Plan;</li> <li>6. Only critical annotations should be retained on Plan 1 (such as identification of routes that are pedestrian access only, and of the Pedestrian Hub and the potential Town Square). The remainder of the annotations are more appropriate in the text of the SP report;</li> <li>7. Public Open Space (POS) provision is not addressed in the SP report, and should be, in the context of the WAPC's Liveable Neighbourhoods requirements in respect of proposed residential development; and</li> </ol> <p>The WAPC will wish to consider the advice of government agencies.</p>	<p><b>Supported</b> It is recommended that the Structure Plan be amended as per submission.</p> <p><b>Supported</b> It is recommended that the Structure Plan be amended to require development conform to designated R80 density.</p> <p><b>Supported</b> It is recommended that the Structure Plan be amended as per submission.</p> <p><b>Supported</b> It is recommended that the Structure Plan be amended as per submission.</p> <p><b>Supported</b> It is recommended that the Structure Plan be amended as per submission.</p> <p><b>Supported</b> It is recommended that the Structure Plan be amended as per submission.</p> <p><b>Not Supported</b> The Structure Plan proposes urban infill development in an established area with sufficient public open space provision. Liveable Neighbourhoods applies to greenfield and large urban infill structure planning and does not apply to small scale urban infill. Therefore, Liveable Neighbourhood is not referenced in the Structure Plan.</p>

NO	NAME/ADDRESS	C	COUNCIL'S RECOMMENDATION
			The Structure Plan does not create additional public open space, but does create new privately owned and managed public realm areas. The design and location of which is outlined in the Structure Plan.

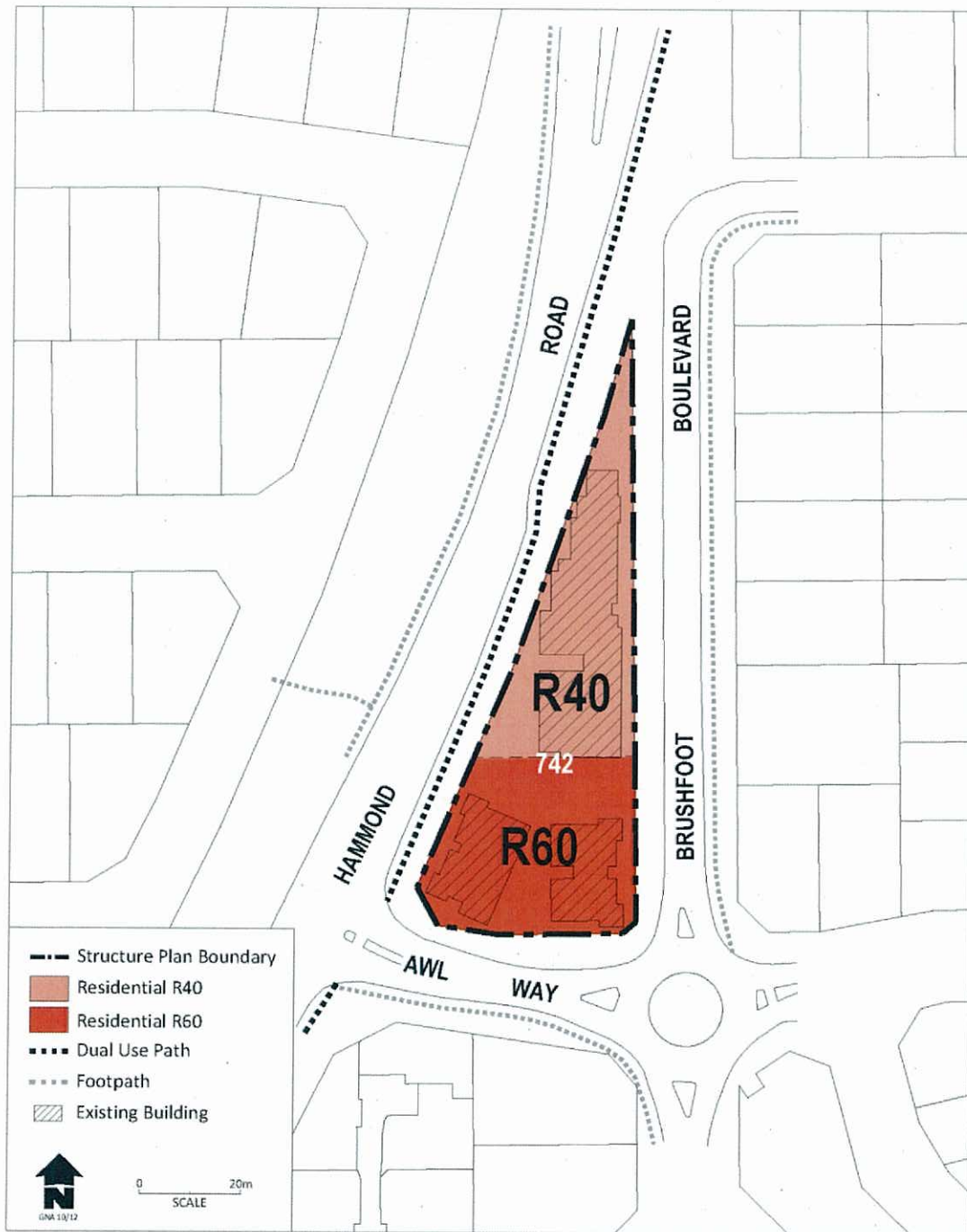


## Attachment 1





Attachment 2





## LOCAL STRUCTURE PLAN

LOT 742 HAMMOND ROAD, SUCCESS



City of  
Cockburn  
wetlands to waves

**SCHEDULE OF SUBMISSIONS**  
**RETROSPECTIVE STRUCTURE PLAN – LOT 742 HAMMOND ROAD, MUNSTER**

NO.	NAME/ADDRESS	SUBMISSION	COUNCIL'S RECOMMENDATION
1	Western Power Locked Bag 2520 Perth WA 6000  (Brendan Smith, Customer Service Officer)	<p><b>Support</b></p> <p>There are no objections; however, there are overhead power lines and underground cables, adjacent to or traversing across the proposed area of works. Therefore, the following should be considered, prior to any proposed works commencing.</p> <p><b>Working in proximity to Western Power Distribution Lines</b>  All work must comply with Worksafe Regulation 3.64 - Guidelines for Work in the Vicinity of Overhead Power Lines. If any work is to breach the minimum safe working distances a Request to Work in Vicinity of Powerlines form must be submitted.</p> <p>For more information on this please visit the Western Power Website links below:</p> <p><a href="http://www.westernpower.com.au/safety/Electrical_Safety_at_Work.html">http://www.westernpower.com.au/safety/Electrical_Safety_at_Work.html</a>  <a href="http://www.westernpower.com.au/safety/DialBeforeYouDig.html">http://www.westernpower.com.au/safety/DialBeforeYouDig.html</a> or <a href="http://www.1100.com.au">www.1100.com.au</a>  <a href="http://www.commerce.wa.gov.au/WorkSafe/">http://www.commerce.wa.gov.au/WorkSafe/</a></p> <p><b>Please note:</b>  <b>Western Power must be contacted on 13 10 87, if your proposed works involve:</b>  A) Any changes to existing ground levels around poles and structures.  B) Working under overhead powerlines and/or over underground cables.</p> <p>Western Power is obliged to point out that any change to the existing (power) system; if required, is the responsibility of the individual developer.</p>	N/A
2	State Heritage Office PO Box 7479 Cloisters Square PO WA 6850	<p><b>Support</b></p> <p>Thank you for your correspondence received on 5 December 2012 regarding retrospective local structure plan - Lot 742 Hammond Road, Success. The following advice is provided in response to the referral of a scheme amendment as set out under Section 79 of the <i>Planning and Development Act, 2005</i>.</p> <p>The proposed Scheme Amendment has been considered for its potential impact on heritage places within the Scheme area. There is no objection to the proposal.</p>	N/A

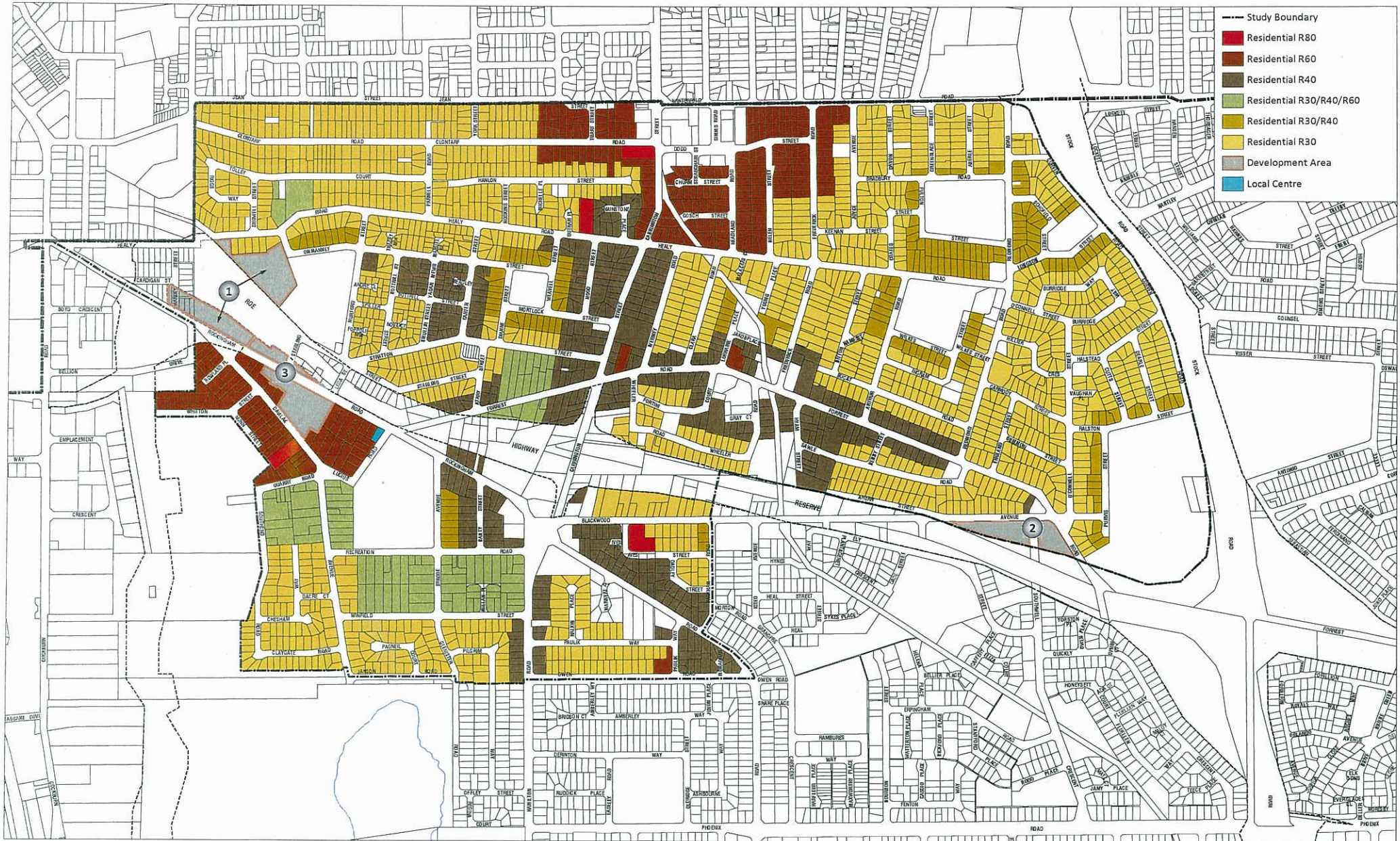


NO.	NAME/ADDRESS	SUBMISSION	COUNCIL'S RECOMMENDATION
		Should you have any queries regarding this advice please contact Ryan Chu at <a href="mailto:ryan.chu@stateheritage.wa.gov.au">ryan.chu@stateheritage.wa.gov.au</a> or on 6552 4049.	
3	Brett Coombes, Water Corporation PO Box 100 LEEDERVILLE WA 6007	<p><b>Support</b></p> <p>Thank you for your letter of 30 November 2012 inviting comments on this LSP. The Water Corporation has no objections to the proposal. The servicing of the development is currently being arranged through the survey strata approval over the site.</p> <p>Should you have any queries, please do not hesitate to contact me on the number indicated above.</p>	N/A
4	Christine Lewis, Department of Indigenous Affairs PO Box 3153 EAST PERTH WA 6892	<p><b>Support</b></p> <p>I refer to your letter of 30 November 2012 about the proposed retrospective Local Structure Plan (LSP) proposal for Lot 742 Hammond Road, Success.</p> <p>I have had an opportunity to review the proposed LSP for providing the framework for the zoning and subsequent land use and development control of Lot 7 42 Hammond Road, Success.</p> <p>I note that in section 2.5 in the document provided for the proposed there is mention of the topic of Aboriginal heritage .however this section does not address it in detail or discuss how to deal with any discovered values in the area. It is noted that this area has not been surveyed for Aboriginal Heritage values in the past. All Aboriginal sites (whether known to the DIA or not) are protected under the <i>Aboriginal Heritage Act 1972</i> (AHA). Where proposals for development of land are occurring we would like to reinforce that under the AHA it is the responsibility of the developer to inform themselves of the heritage values in the areas in question and assess the risks of potential impacts to Aboriginal heritage sites prior to commencing work. Please find below a link to our Cultural Heritage Due Diligence Guidelines for assistance that will help in identifying the risk that proposed activities may have on adversely impacting Aboriginal heritage values:</p> <p><a href="http://www.dia.wa.au/Documents/HeritageCulture/Heritage%20management/AHA_Due_Diligence_Guidelines.pdf">http://www.dia.wa.au/Documents/HeritageCulture/Heritage%20management/AHA Due Diligence Guidelines.pdf</a></p> <p>Should cultural material or a new site be discovered, there is an obligation under section 15 of the AHA to report the information to the Register of Aboriginal Sites.</p> <p>Please contact me on 6551 8061 or at <a href="mailto:christine.lewis@dia.wa.gov.au">christine.lewis@dia.wa.gov.au</a> if you wish to discuss the content of this letter.</p>	N/A

NO.	NAME/ADDRESS	SUBMISSION	COUNCIL'S RECOMMENDATION
5	Main Roads WA PO Box 6202 EAST PERTH WA 6892	<p><b>Support</b></p> <p>Thank you for your correspondence received on 6/12/2012 Your ref: SM/M/078 Retrospective Local Structure Plan Proposal - Lot 742 Hammond Road - Success - City of Cockburn</p> <p>We will endeavour to respond within ten working days. Should you wish to contact Main Roads regarding your correspondence, please quote customer reference number: 012#407363.</p>	N/A
6	Department of Education 151 Royal Street EAST PERTH WA 6004	<p><b>Support</b></p> <p>Thank you for your letter dated 30 November 2012 regarding the retrospective Local Structure Plan.</p> <p>The Department of Education has reviewed the document and wishes to advise it has no objection to the proposal.</p>	N/A
7.	Department of Water PO Box 332 MANDURAH WA 6210	<p>Thank you for the abovementioned referral, received with correspondence dated 30 November 2012, regarding a retrospective Local Structure Plan (LSP). The Department of Water (DoW) has reviewed the proposal and wishes to provide the following advice.</p> <p><b>Better Urban Water Management</b></p> <p>In accordance with <i>Better Urban Water Management (BUWM) (WAPC, 2008)</i> and the policy measures outlines in <i>State Planning Policy 2. 9</i>, a LSP should be supported by an approved Local Water Management Strategy (LWMS).</p> <p>However, due to the small, infill nature of the development, and minimal risk to water resources, a LWMS to support the LSP is considered unnecessary. Stormwater management to be implemented on the site should be best practice, consistent with the <i>Stormwater Management Manual for Western Australia (DoW, 2004-2007)</i>, and should be designed to operate within constraints of existing drainage infrastructure.</p> <p><b>Groundwater</b></p> <p>The subject area is located within the Jandakot Groundwater Area as proclaimed under the <i>Rights in Water and Irrigation Act 1914</i>. Any groundwater abstraction in this proclaimed area for purposes other than domestic and/or stock watering taken from the superficial aquifer is subject to licensing by the DoW. The issuing of a groundwater license is not guaranteed but if issued will contain a number of conditions that are binding upon the licensee.</p>	Included all recommended text under titles <b>Better Urban Water Management</b> and <b>Groundwater</b>

NO.	NAME/ADDRESS	SUBMISSION	COUNCIL'S RECOMMENDATION
		If you wish to discuss the above further please contact the undersigned at the DoW's Mandurah Office on (08) 9550 4202.	
8.	Department of Environment and Conservation, Land Use Planning <a href="mailto:Hilary.Smith@dec.wa.gov.au">Hilary.Smith@dec.wa.gov.au</a>	<b>Support</b> DEC has no comments on this proposal  Regards	N/A









### Parcel

NearMap [View the latest aerial photography in NearMap](#)

PIN 283738

Area sq m 282

### Property

property no 2211305

address Arthur Road HAMILTON HILL  
WA 6163

Lot

Plan No DIAGRAM DRAINAGE

Reserve No

Reserve  
Name

Vol Fol

Area 0.028200 HA

Prop Type Commercial Single Property

Ward West

Zone TPS3

Zone SP

Zone DAP

### Owners

name City of Cockburn-Reserves

serv address PO Box 1215 BIBRA LAKE DC  
WA 6965



**City of Cockburn**  
GLS Services Department

Lot 133 Arthur Street, Hamilton Hill

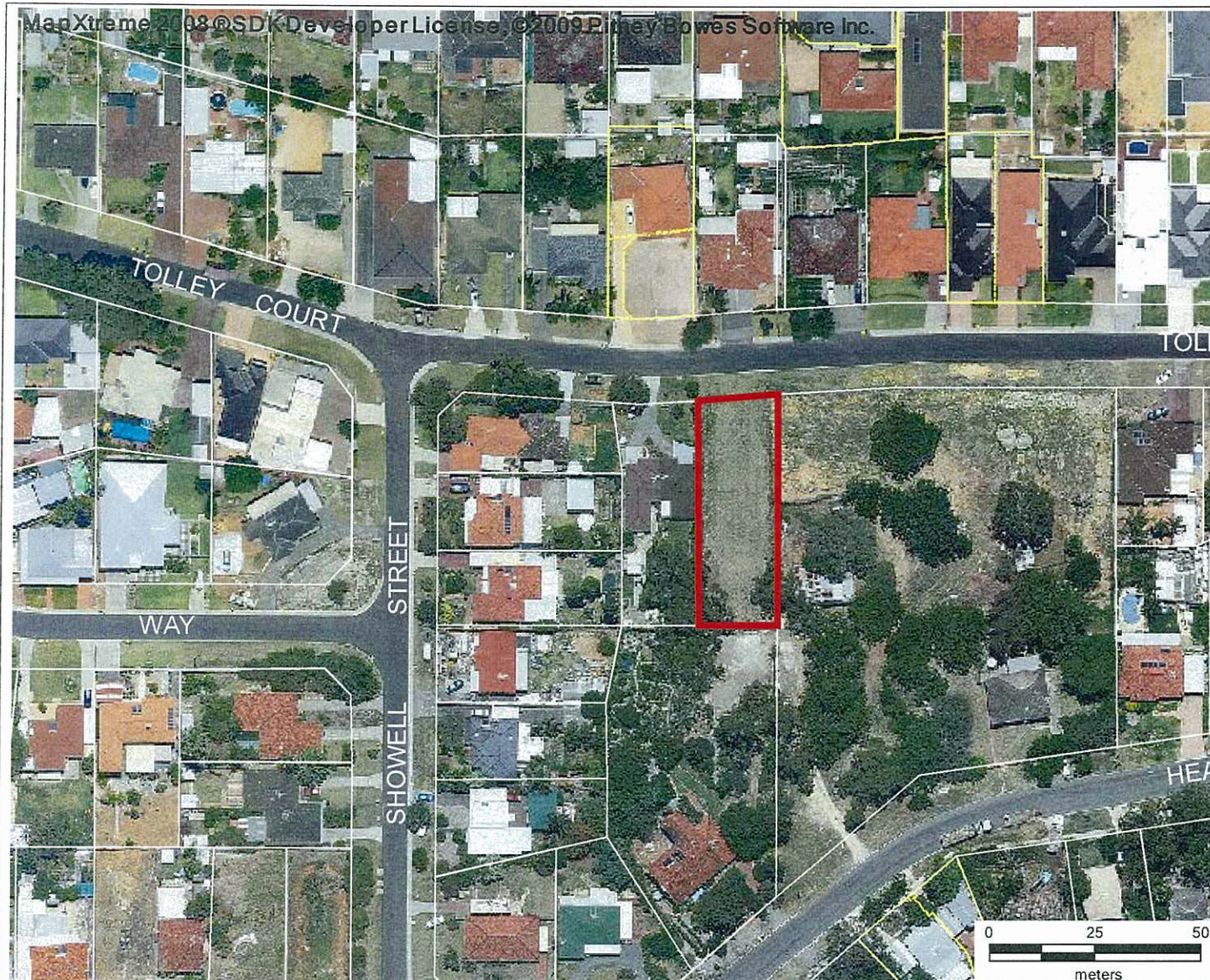
PRINTED ON:  
Thursday, 17 January 2013

SCALE = 1:1000

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### Parcel

NearMap [View the latest aerial photography in NearMap](#)  
 PIN 267820  
 Area sq m 1009

### Property

property no 2200815  
 address 37398R Tolley Court HAMILTON HILL WA 6163

Lot  
 Plan No  
 Reserve No 37398  
 Reserve Name  
 Vol Fol  
 Area 0.100900 HA  
 Prop Type Commercial Single Property  
 Ward West  
 Zone TPS3  
 Zone SP  
 Zone DAP

### Owners

name City of Cockburn-Reserves  
 serv address PO Box 1215 BIBRA LAKE DC WA 6965





March 2011



## Planning Bulletin 106/2011

### - New legislative provisions for development assessment panels

#### 1. Introduction

As part of the Government's commitment to streamlining and improving the planning approvals process in Western Australia, the WA Parliament passed the *Approvals and Related Reforms (No. 4) (Planning) Act 2010* (the '2010 Amendment Act'). The provisions of the 2010 Amendment Act, except part three, commenced on 22 November 2010.

The 2010 Amendment Act contains a number of amendments to the *Planning and Development Act 2005* (the 'PD Act') that are designed to improve the planning system. Part 3 of the 2010 Amendment Act contains the heads of powers required to introduce development assessment panels ('DAPs') in this State, through the making of regulations by the Governor. The details on how these panels will be established, administered and operated are set out in the new *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations').

#### 2. What are DAPs?

DAPs are panels comprising a mix of technical experts and local government representatives with the power to determine applications for development approvals in place of the relevant decision-making authority. The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's ('DAF') leading practice model for development assessment. This model also promotes limiting referrals to agencies with a relevant role for advice only, avoiding the need for separate approval processes. South Australia and New South Wales have already introduced development assessment panels into their planning systems in accordance with the DAF model. Victoria has also recently passed legislation to implement development assessment commissions to perform the role of development assessment panels.

The introduction of DAPs in Western Australia will have significant benefits for local governments, the development industry, landowners, the general community and other stakeholders. They aim to help to improve the planning system by providing more transparency, consistency and reliability in decision-making on complex development applications. As regulations prepared under this part will clearly identify what classes of development applications are to be determined by development assessment panels, applicants will be well aware of who will be determining their application, regardless of the location of the development. The determination of complex applications will also be improved by the involvement of experts with technical knowledge on the panel.

The involvement of independent experts will also help to strike an appropriate balance between local representation and professional advice in decision-making by ensuring that decisions made by the panel are based on the planning merits of an application. Finally, the use of development assessment panels will help to address issues with dual approvals by making the relevant panel the single decision-making authority under both local and region planning schemes.

Following the gazetting of the DAP regulations the Minister will establish fifteen different DAPs on 2 May 2011, however, these will not start to consider new applications until 60 days after their establishment. Therefore, DAPs will commence operation on 1 July 2011.

#### 3. Purpose

The purpose of this planning bulletin is to provide an overview of new provisions that take effect under part 11A of the *Planning and Development Act 2005* and the DAP regulations. Where appropriate, the relevant section or regulation is quoted in brackets. Please note this document is only a guide and not intended otherwise to have any legal effect.

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website at [www.daps.planning.wa.gov.au](http://www.daps.planning.wa.gov.au)

#### 4. Glossary

In this planning bulletin:

**Administrative officers** means members of the DAP Secretariat.

**2010 Amendment Act** means the *Approvals and Related Reforms (No. 4) (Planning) Act 2010*, which amended the PD Act.

**DAP** means a Development Assessment Panel.

**DAP regulations** means the *Planning and Development (Development Assessment Panels) Regulations 2011*.

**DAP secretariat** means officers of the Department assisting DAPs, defined in the DAP regulations as administrative officers.

**CEO** means the Director General of the Department of Planning.

**The Department** means the Department of Planning.

**JDAP** means a Joint Development Assessment Panel.

**LDAP** means a Local Development Assessment Panel.

**Minister** means the Minister for Planning.

**PD Act** means the *Planning and Development Act 2005*.

**PDR** means the *Planning and Development Regulations 2009*.

**TPR** means the *Town Planning Regulations 1967*, including the *Model Scheme Text*, and its equivalent as amended from time-to-time.

**WAPC** means the Western Australian Planning Commission.

The above definitions are for guidance purposes only. Readers are otherwise



directed to the various definitions found in the PD Act and DAP regulations. To the extent of any inconsistency, the definitions in the PD Act and DAP regulations prevail.

## 5. Summary of new sections in the PD Act

Part 3 of the 2010 Amendment Act introduces a new Part 11A - Development Assessment Panels into the PD Act. In summary, the new sections contain the following:

- The Governor may prescribe mandatory classes or kinds of development applications that must be determined by a DAP, as if the DAP was the responsible authority (either the relevant local government and/or WAPC), under the relevant local or region scheme, or interim development order (s.171A(2)(a)). A determination of (or failure to determine) a prescribed development application by a DAP is to be regarded, and take effect, as if was made by the relevant local government or the Western Australian Planning Commission.
- The Governor may also prescribe opt-in classes or kinds of development applications that must be determined by a DAP, where an applicant has elected such an application to be determined by the DAP (s.171A(2)(b)).
- The Governor may also prescribe regulations allowing additional functions to be delegated to the relevant DAP by the responsible authority (s.171B). It is intended that small local governments, and the WAPC if relevant, will use this section to delegate to the relevant DAP the power to determine development applications that are not of a class prescribed under section 171A.
- The Minister will establish a development assessment panel for each local government area, by the publication of an Order in the *Gazette* (s.171C). Two different types of development assessment panels will be established by the Minister:
  - *Local development assessment panels*, which will be established to service a single local government, where that local government is deemed to be a high-growth local government with enough development to support its

own panel, by determining applications made under the local planning scheme (and if applicable, the relevant region planning scheme); and

- *Joint development assessment panels*, which will be established to service two or more local governments that are not high-growth local governments, by determining applications made under each local planning scheme (and if applicable, the relevant region planning scheme).

- The Governor may prescribe regulations concerning the constitution, procedures and conduct of DAPs (s.171D).
- The Governor may prescribe regulations concerning the administration and costs of DAPs (s.171E).
- The DAP regulations are to be reviewed as soon as practicable after the expiry of 2 years from the day on which regulations made under this Part first come into operation (s.171F).

## 6. Summary of the new DAP regulations

To give effect to these new provisions in the PD Act, the *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations') have been introduced. The DAP regulations contain six Parts, with three additional schedules.

This planning bulletin will now summarise the contents of each part and schedule. For details of the provisions summarised in this Planning Bulletin, please refer to the full regulations, which are available from the State Law Publisher.

### 6.1 Part 1 - Preliminary

This part states that regulations one and two come into operation on the day of gazettal and that the rest of the DAP regulations come into operation on the day on which section 43 of the 2010 Amendment Act comes into operation.

This part also contains the terms used in the DAP regulations (r.3). Readers should note that many terms used in the DAP regulations, such as the 'Development Assessment Panel' itself, are defined in section 4 of the PD Act rather than the DAP regulations.

The following definitions in the DAP regulations are of particular note:

- "DAP application", which includes mandatory applications (r.5) and opt-in applications (r.7). Importantly, delegated applications (r.19) are not technically "DAP applications", however, for the most part are practically treated as if they were DAP applications (r.21(2)(b));
- "DAP member" means both a specialist member and a local government member, and also includes an alternate member;
- "excluded development application", which makes it clear that even where a development application falls within the financial thresholds of a DAP application, certain types of applications, such as the construction of a single house, cannot be determined by DAPs. Furthermore, subsection (d) makes it clear that even when the DAP regulations commence operation, DAPs will not begin considering development applications until 60 days after they are established by the Minister.

### 6.2 Part 2 - Development applications and determinations

This part sets out what types of development applications will be determined by DAPs, and the process to be followed in the lodgement, assessment and determination of such applications.

The DAP regulations reflect the policy direction set out in the Policy Statement regarding mandatory DAP applications and applications that will be subject to the "opt-in" process. These applications are defined as follows:

- *Mandatory DAP Applications* (r.5): An application for development where the estimated cost of development is \$7 million or more (and \$15 or more in the City of Perth), and which is not an excluded development application. Such an application must be determined by a DAP (s.171A(2)(a) of the PD Act).
- *Optional DAP Applications* (r.6 & r.7): An application for development of a total value of more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) which is not an excluded development application and has not been delegated to the DAP by the relevant local government. Such

an application must be determined by a DAP when the applicant has elected to have the DAP determine the application (s.171A(2)(ba) of the PD Act).

This part also sets out the processes to be followed in relation to the making and assessment of DAP applications, including the role of local governments and the WAPC, as well as the role of the Department of Planning and the DAP. In summary, the process is as follows:

- The applicant lodges a DAP application (r.7(2)(a)) with the relevant local government (Form 1, sch.3, r.10(1)(a)), together with the new DAP determination fee (r.10(1)(b), sch.1). It should be noted that the DAP application and DAP fee is an addition, not a replacement, to the ordinary development application form prescribed under any planning scheme(s) (r.10(2)) and fee prescribed under the PDR (r.10(3)). Thus, an applicant will in many cases submit two forms and pay two fees, one for the DAP and one for the local government.
- The local government notifies the Department of the receipt of the DAP application and confirmation that the applicant has paid the DAP fee, within seven days of receipt (r.11). The local government also remits the DAP fee to the Department within 30 days (r.10(5)).
- The responsible authority (the local government or the Western Australian Planning Commission (WAPC)) assesses the application in the usual way, in accordance with the relevant local or region planning scheme. Local governments and/or the WAPC will undertake the same advertising and referrals for DAP applications as currently apply under their schemes (r.9(b)).
- The responsible authority prepares a report containing its recommendations on how the DAP application should be determined (r.12).
- The DAP Secretariat, comprising officers of the Department (r.49), organises the DAP meeting where that application will be determined. This may involve administrative tasks not included in the regulations, such as notifying DAP members, organising deputy members to attend if required, and liaising with the local government in organising the venue for the DAP meeting. Local governments will

also usually assist in providing a venue, electronic equipment and catering for DAP members as required (r.50).

- At least 5 days before a DAP meeting the Department puts the agenda for the meeting on the DAP website, along with details of the time, date and location of the meeting (r.39(1)). It also provides this information to the applicant (r.15) and relevant local government (r.39(2)).
- The DAP conducts a public meeting (r.40) to determine the application(s) (r.16). The meeting procedures under Division two of part four of the DAP regulations are to be followed, as well as the procedures set out in any Practice Notes (i.e. Standing Orders) issued by the CEO. The DAP is otherwise required to determine a DAP application in accordance with the provisions of the relevant planning instrument (r.16(1)). Any determination made by a DAP will be taken to be a determination made by the responsible authority (r.8(1)(a)).
- The Department sends notification of the decision made by the DAP to the applicant in accordance with the relevant planning instrument (r.16(1)) and also gives a copy to the responsible authority (r.16(2)).
- Where a decision has been granted, an applicant may also make a minor application seeking to amend or cancel the approval or any conditions imposed (r.17). A minor amendment application is made by submitting the prescribed form (Form 2, sch.3) to the relevant local government with the prescribed minor fee.
- By contrast to other applications, the DAP will usually meet to determine any r.17 minor amendment application through means of instantaneous communication r.40(4)(a).
- If an applicant is dissatisfied with a decision of either a DAP application or r.17 minor amendment application, he or she can seek a review from the State Administrative Tribunal (r.18(2)). In any such review, the application will be defended by the DAP (r.18(3)).

### 6.3 Part 3 – Delegation to DAPs

This Part allows local governments and the WAPC to delegate the power to determine development applications that (s.171B & r.19):

- fall within the optional DAP application thresholds, being more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) and where the application is not an excluded development application; but
- where an applicant has decided not to opt-in to have the matter determined by a DAP; and
- where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.

It is intended that local governments (and the Western Australian Planning Commission if relevant) will more likely use this section to delegate to the relevant DAP the power to determine development applications that are not of a mandatory class prescribed under section 171A.

All delegations made under this part will be published in the *Government Gazette* (r.20). In providing clarity about what types of applications have been delegated to a DAP, the Department will ensure that all delegation instruments relating to DAPs are listed on the DAP website (r.20(3)).

The fact that a local government has decided to delegate certain matters to a DAP does not preclude that local government from nonetheless making a determination on a delegated development application (r.21(1)). Furthermore, although delegated applications do not technically fall within the definition of a 'DAP application', the procedures mostly otherwise apply as if they were DAP applications (r.21(2)(b)).

Finally, it is important to note that an applicant is not required to pay a DAP fee for a delegated application, although the relevant local government fee under the Planning and Development Regulations 2009 will still be payable in the usual manner. Subject to any agreement with the CEO, if a local government chooses to delegate any matter to a DAP, the local government must pay the DAP fee (r.22). This is to ensure applicants are not imposed with an additional fee for an application they

did not choose to have determined by a DAP, whilst ensuring DAPs are still provided with the prescribed fee necessary to resource a DAP decision. It will remain wholly a matter for local governments whether they exercise their discretions in delegating any classes of applications to DAPs (r.23).

#### **6.4 Part 4 – Development assessment panels**

This part comprises of four divisions:

- Division one – DAP members
- Division two – Specialist members
- Division three – Meetings
- Division four – Conduct of DAP members.

##### **Division one – DAP members**

This Division concerns DAP members more generally, and sets out:

- the composition of DAPs (r.23 & r.25);
- the process by which local government members are nominated and appointed (r.23 & r.25);
- how alternate members will be appointed and used (r.28);
- the term of office for DAP members (r.29);
- the requirement for all DAP members to attend training before sitting on a DAP (r.30);
- fees and allowances that DAP members will be paid (sch.2, r.31); and
- the circumstances in which a DAP member's office becomes vacant or a member may be removed from office (r.32);
- leaves of absence for DAP members (r.33); and
- extension of terms of office during vacancy in membership (r.34).

All DAPs will comprise of the following membership (r.23(1) and r.25(1)):

- Two local government representatives; and
- Three specialist members – one of whom is the presiding member (with a planning qualification and experience), one of whom is the deputy presiding member

(also with a planning qualification and experience), and one who will otherwise possess relevant qualifications and/or expertise.

This division also sets out the process by which local government members are nominated and appointed to a DAP. Local government representatives are nominated by the relevant local government, and appointed by the Minister (r.24 and r.25).

All DAP members, with some exceptions, are paid sitting fees under Schedule two (r.31). DAP members who are already considered on the 'public payroll' will not ordinarily be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.31(6)). However, there is scope for the Minister to give written consent on a case-by-case basis to allow such persons to be paid.

Alternate members will be appointed in the same way, and will sit on the DAP when a DAP member is unable to perform the functions of the member by reason of illness, absence or other cause. Obviously, only a local government alternate can sit in for a local government member (r.28(4)), as can a specialist alternate for a specialist member (r.28(5)).

The Minister is required to appoint one of the three specialist members as the presiding member of the DAP. The presiding member must be a planning expert. At all DAP meetings that the presiding member attends, that person will preside over the meeting. The Minister is also required to appoint a Deputy Presiding Member, to preside when the presiding member is absent. The Deputy Presiding Member must also be a planning expert (r.27).

All DAP members are appointed for two years (r.29(2)). The regulations allow for DAP members to continue sitting on a DAP for up to three months once their term has expired, or until the vacancy is filled (r.34). DAP members can be reappointed to the same DAP following the expiry of their term, or may be replaced by another person (r.29(3)).

This division also sets out the circumstances in which the Minister can remove a DAP member from office (r.32(3)). This includes:

- neglect of duty
- misconduct or incompetence

- mental or physical incapacity to carry out duties in a satisfactory manner; or
- absence from 3 DAP meetings without leave first being obtained.

Finally, this division states that a DAP member's office becomes vacant if the DAP member's situation changes in any of the following ways (r.32(1)):

- the DAP member dies, resigns or is removed from office by the Minister;
- the DAP member becomes a bankrupt or a person whose affairs are under insolvency laws;
- the DAP member is convicted of an offence punishable by imprisonment for more than 12 months; or
- the DAP member is convicted of an offence under section 266 of the PD Act which deals with failing to act honestly, failing to declare a conflict of interest, disclosing information or making improper use of information.

##### **Division two – Specialist members**

This Division set outs how specialist members and alternate special members are appointed. Specialist members with the required qualifications and experience are listed on a register (r.35). The register is then reviewed by a special short-list working group, which compiles a list of nominees for the Minister to consider (r.36 & r.38). Specialist members are then appointed by the Minister (r.37).

##### **Division three – Meetings**

This Division sets out the meeting procedures to be followed by all DAPs, including the taking of minutes. Meetings are to be conducted in accordance with this Division, as well as the Standing Orders published by the Department (referred to in the DAP regulations as practice notes, r.40(5)).

All DAP meetings will be open to the public (r.30(2)). The presiding member has the power to invite a person to make a presentation to the DAP on a DAP application (r.40(3)). The presiding member also has the power to allow a person to attend a DAP meeting by telephone or other means of instantaneous communication (r.43). The circumstances in which these powers will be exercised will be set out in the Standing Orders.

The quorum for a DAP is the presiding member (or deputy presiding member), one other specialist member and one local government member. Each DAP member has one vote. In the event of a deadlocked vote, the Presiding Member has the deciding vote (r.42).

Finally, this division also requires minutes of the DAP meeting to be kept by an officer of the local government hosting the DAP meeting, or another person approved by the CEO of the Department. Minutes will be provided to the Department within 5 days of the meeting, and put on the DAP website within 10 days after the meeting, after they have been confirmed by the DAP (r.44).

#### **Division four – Conduct of DAP members**

This division requires all DAP members to abide by certain rules of conduct (r.45). These requirements are in addition to the requirements regarding conflict of interest and use of information that are set out in section 266 of the PD Act.

This division requires the CEO of the Department to prepare a Code of Conduct (r.45(1)), which must be complied with by all DAP members (r.45(2)). The Minister can remove a member from a DAP for breaching the Code of Conduct (r.32(4)).

This division also sets out what rules apply regarding the acceptance of gifts (r.46). These requirements are similar to those currently in place under the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*. There are two types of gifts addressed in this Division:

- **Prohibited gifts** which are gifts worth \$300 or more, or two or more gifts that are in total worth \$300 or more; and
- **Notifiable gifts** which are gifts worth between \$50 and \$300, or two or more gifts that are in total worth between \$50 and \$300.

DAP members are not permitted to accept a prohibited gift from a known applicant, or a person "who it is reasonable to believe" may be intending to undertake development that the DAP will be required to determine (r.46(2)). However, DAP members are permitted to accept notifiable gifts as long as they notify the CEO of the Department that they have accepted such a gift (r.46(3)). Failure to notify the Department may result in the Minister removing that DAP member from the DAP (r.32(4)).

Finally, this Division also emphasises the professional behaviour expected of DAP members. DAP members are not to make statements about the competency or honesty of local government officers or public sector officers, or use offensive or objectionable expressions regarding those officers (r.47). Only the presiding member is permitted to publicly comment on determinations made by the DAP (r.48).

#### **6.5 Part 5 – Administration**

This part will set out how administrative support will be provided to each DAP. Most support will be provided by the DAP Secretariat, such as organising agendas, organising meetings, booking travel for DAP members and paying the sitting fees of DAP members (r.49). However, each local government will also be required to undertake some administrative tasks on behalf of the DAP, including taking minutes at DAP meetings, provide a venue for DAP meetings, organise catering and provide electronic equipment if required (r.50). The DAP Secretariat is also required to establish and maintain a DAP website, which will have information about each DAP created (r.51).

This part also contains the primary enforcement provisions for the successful operation of the DAP system (r.52). Where necessary, the Minister can order a DAP, a local government, the WAPC, or the Department to provide any necessary information or document to him or her (r.52(3) and s.18 PD Act). The Minister can also order that such information be provided to the DAP (r.52(2)(d)), or make use of the Western Australian Planning Commission's and local government's staff to obtain such information (r.52(3)(d)).

Finally, this division requires the CEO of the Department to prepare an annual report on the performance of DAPs (r.53).

#### **6.6 Part 6 – Miscellaneous**

This Part contains transitional provisions dealing with what happens to a DAP application if the Order establishing the DAP is amended or revoked before the application is determined (r.54). For example, if a DAP application has been forwarded to the DAP but not determined when the Order creating the DAP is revoked, then that application is to be forwarded to the new Local Development

Assessment Panel (LDAP) or Joint Development Assessment Panel (JDAP) created to serve that local government. The new LDAP or JDAP will determine the application. The provisions support section 171I of the PD Act.

In addition, this Part requires the Department to conduct an annual review of the new DAP fee (r.55). The Department will provide the information collected during each annual review to the Standing Committee of the Legislative Council that will review the DAP regulations after two years of operation, under new section 171F of the PD Act.

#### **6.7 Schedule 1 – Fees for applications**

Schedule 1 contains the item of fees payable by an applicant when submitting a DAP application (r.10 & r.17). The relevant fee is calculated on estimated cost of development. It is important to note the following:

- The DAP fee is in addition to any local government development application fee payable under the Planning and Development Regulations 2009 (PDR) (r.10(3)). Therefore, DAP applications may in effect require two fees be paid – one for the DAP under this schedule and one for the local government under the PDR.
- The fee for an r.17 minor amendment application is prescribed under item 2 (currently only \$150), as distinct from other ordinary DAP applications under item 1 (currently ranging from \$3,376 to \$6,320).

A delegated application (r.19) is not technically a DAP application, although in many other respects the application is treated the same way. Thus, an application is not required to pay the DAP fee under schedule one is required. The DAP fee will instead be paid by local government (r.22).

#### **6.8 Schedule 2 – Fees for DAP members**

Schedule two sets out the relevant sitting fees for DAP members (r.31). It is important to distinguish the relevant fees for:

- presiding members, compared with other members, where presiding members are entitled to a slightly higher fee to reflect additional responsibilities imposed under the regulations;

- ordinary DAP applications, compared with r.17 minor amendment applications, to reflect the scale and complexity of ordinary DAP applications, as well as to reflect that ordinary applications are open to the public whilst r.17 applications are determined through instantaneous means;
- fees for determining an applications, compared to attending a proceeding before the State Administrative Tribunal, where the fees are otherwise the same; and
- training fees, where both prospective presiding members and all other members are entitled to the same fee, and only at the satisfactory completion of the training.
- most DAP members, compared with those considered on the 'public payroll', who without the written consent of the Minister will not be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.30(6) & r.31(6)).

#### 6.9 Schedule 3 – Forms

Finally, Schedule 3 contains the relevant DAP forms. Again, it is important to distinguish between:

- DAP application forms compared with local government development application forms. As noted above, DAP application forms are submitted in addition to, not a replacement of, local government development application forms prescribed under each relevant local planning schemes (r.10(2)).
- An ordinary DAP application form, which is intended to cover mandatory (r.5), opt-in (r.6 & r.7) and delegated (r.19) applications, compared with minor amendment applications (r.17).

#### 7. Further information

Legislation, including copies of the DAP regulations, the 2010 Amendment Act and amended PD Act can be obtained from the State Law Publisher at:

10 William Street  
Perth WA 6000  
Phone: (08) 6552 6000  
Fax: (08) 9321 7536  
Email: [sales@dpc.wa.gov.au](mailto:sales@dpc.wa.gov.au)  
Website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

Copies can also be obtained from the DAP website at  
[www.daps.planning.wa.gov.au](http://www.daps.planning.wa.gov.au)

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website.

For further information, please refer to the DAP website or contact the Department of Planning at:

Albert Facey House  
469 Wellington Street  
Perth 6000  
Western Australia  
Tel: (08) 9264 7777  
Fax: (08) 9264 7566

#### Disclaimer

This planning bulletin is intended as a guide only. It is not intended to be comprehensive or to cover particular circumstances.

Readers are advised to refer to the legislation, which is available from the State Law Publisher, and to seek professional legal advice should they have specific legal questions in relation to their particular circumstances.

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469 Wellington Street  
Perth WA 6000

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website: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)  
email: [corporate@planning.wa.gov.au](mailto:corporate@planning.wa.gov.au)

tel: 08 9264 7777  
fax: 08 9264 7566  
TTY: 08 9264 7535  
infoline: 1800 626 477

This document is available in alternative formats on application to Communication Services.









Government of **Western Australia**  
Development Assessment Panels

## DEVELOPMENT ASSESSMENT PANEL NOMINATION FORM

<b>Local Government:</b>	<b>DAP Name:</b>
<b>Nominated Local DAP Members</b>	<b>Nominated Alternate Local Members</b>
Name: Address:  Ph: Mobile: Email: Date of Birth: Employer name(s):  <b>Occupation:</b>	Name: Address:  Ph: Mobile: Email: Date of Birth: Employer name(s):  <b>Occupation:</b>
Name: Address:  Ph: Mobile: Email: Date of Birth: Employer name(s):  <b>Occupation:</b>	Name: Address:  Ph: Mobile: Email: Date of Birth: Employer name(s):  <b>Occupation:</b>

**Note:** Employer name and position details are required for Cabinet submission and to determine if the nominee is entitled to be paid fees in accordance with the Premiers Circular 2010/02.

Name and contact details of local government minute taker and/or DAP meeting contact (if known):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DAP Secretariat Use

Date received: \_\_\_\_\_ Officer Name: \_\_\_\_\_ Date Registered: \_\_\_\_\_

Albert Facey House, 469 Wellington Street, Perth, Western Australia 6000  
 Tel: (08) 9264 7777 Fax: (08) 9264 7566 [www.planning.wa.gov.au](http://www.planning.wa.gov.au) ABN 79 051 750 680  
 wa.gov.au

## Location Plan:

**No. 22 (Lot 20) Beach Road, Coogee**



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Properties Consulted

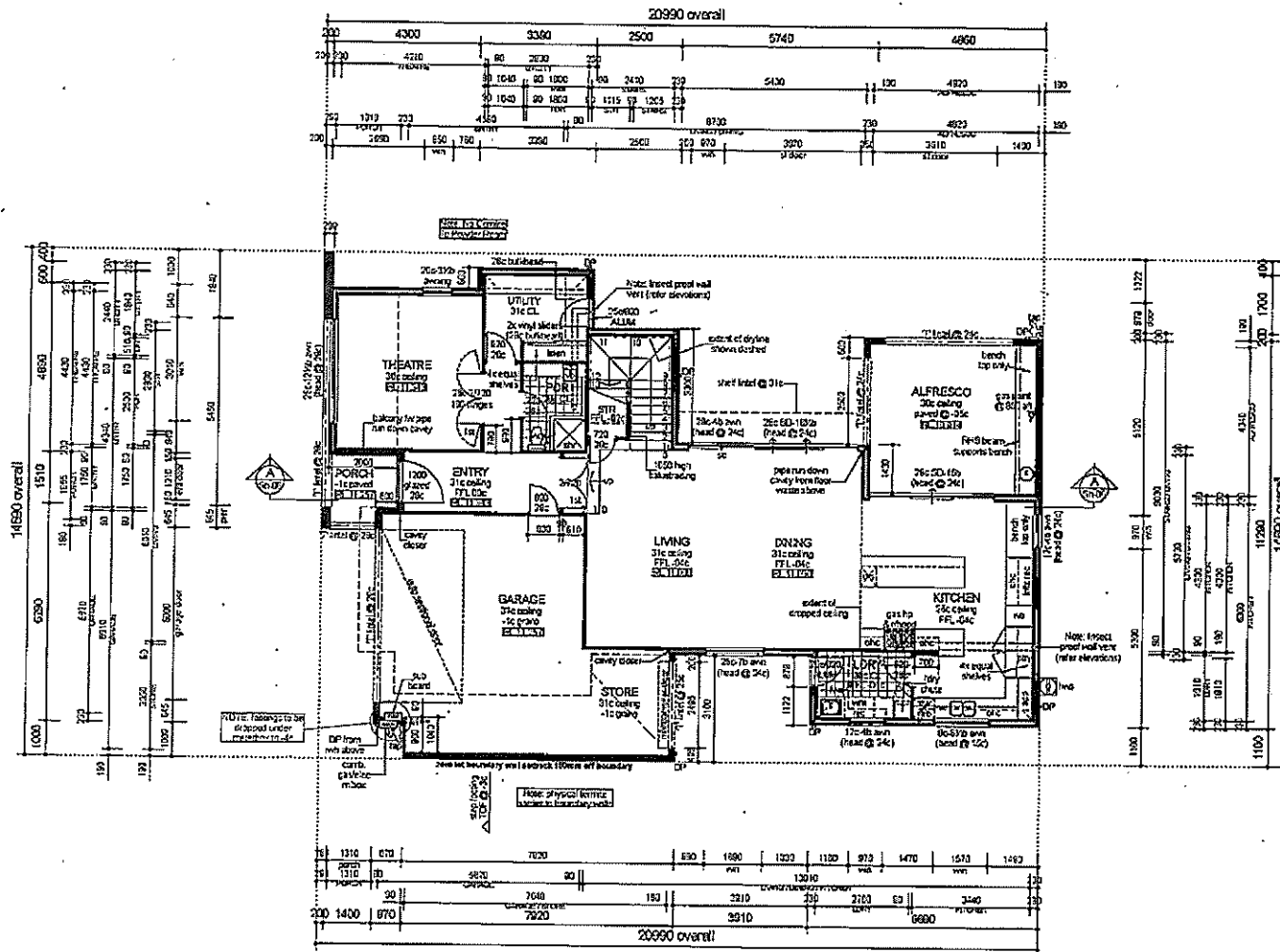


# GENERAL NOTES

1. CHECK ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION.
2. REFER TO ENGINEER'S DETAILS FOR ALL CONCRETE FOOTING, SLAB AND STAIR DETAILS.
3. ROOF TO GARAGE ATTACHED PERS TO BE CAST INTO FOOTINGS.
4. 2:1 CLAY BLOCK UNLESS OTHERWISE NOTED.
5. WALL THICKNESS SHALL BE:
  - INTERNAL WALLS: 200mm
  - EXTERNAL WALLS: 230mm (D 13.80)
6. PARAPET WALL TO BE SET BACK 100mm FROM BOUNDARY.
7. ROOF HOLDING DOWN STRAPS TO BE BUILT INTO BRICKWORK AT 1500mm CENTRES AND FIXED OVER ROOF PURGINGS/PIPELINES.
8. LONG REACH BRICKS OVER INTERNAL DOUBLE DOORS AND WINDOWS LONGER THAN 1.0m.
9. HANDRAIL PLASTER INTERNALLY.
10. PLASTER READS TO TRAFFIC AREAS.
11. SHELF & WALL TO ROOF AT TYPICAL ROSE BELIEVES TO BE 400 DEEP UNLESS OTHERWISE NOTED.
12. FINAL POSITION OF CEILING EXHAUST FANS DETERMINED ON SITE TO SUIT ROOF FRAME HOLDERS.
13. CEILING HANDLES TO BE 1200mm (NOEGED OUT).
14. ALUMINIUM V GROOVES TO BE SET INTO BRICKWORK AT SUB LEVEL WHEREAN EXTERNAL WALL RUNS OVER 2 OR MORE LEVELS. REFER TO ELEVATIONS.
15. LIFT-OFF HINGES TO ALL VAC DOORS.
16. IF LOCATIONS ARE CLASHING WITH PLUMBING DISCRETION, MAY BE MOVED AT ROOF PLUMBING DISCRETION.
17. ALL SOLID OR CLAZED DOORS TO HAVE 3 HINGES.

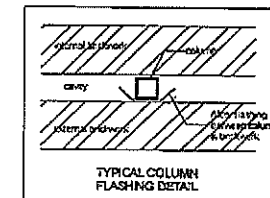
NOTE: exhaust turned vents not to be visible from street

COASTAL CONDITIONS APPLY  
- Provide all trays to all windows  
- Structural steel coating to comply with NCC ver 2 Table 3.4.4.2



## AREAS

- ground floor: 142.65m<sup>2</sup>
- garage: 51.07m<sup>2</sup>
- porch: 5.83m<sup>2</sup>
- alfresco: 76.65m<sup>2</sup>
- total ground: 276.20m<sup>2</sup>
- upper floor: 192.41m<sup>2</sup>
- balcony: 15.10m<sup>2</sup>
- total upper floor: 207.51m<sup>2</sup>
- TOTAL DWELLING: 483.71m<sup>2</sup>



PRELIMINARY PLANS ONLY  
NOT FOR CONSTRUCTION

© Copyright Domination Homes Reproduction of this plan is illegal without the written permission of DOMINATION HOMES		Client: <b>Tomasich</b> Address: <b>LOT 20 (#22)</b> <b>Beach Road</b> <b>Coogee</b>		Date: <b>GROUND FLOOR</b> Scale: 1:100 Date: 18 Dec 12 Page: 02 Size: A2		domination homes
---	--	---	--	---	--	---------------------

Attach 3

# GENERAL NOTES

CHECK ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION.  
REFER TO ENGINEER'S DETAILS FOR ALL CONCRETE FOOTING,  
SLAB AND STAIR DETAILS.

\* ROOFS TO GARAGE ATTACHED HERE TO BE CAST INTO FOOTINGS.

2x CLAY BLOCK UNLESS OTHERWISE NOTED  
WALL THICKNESS SHALL BE  
INTERNAL WALLS 90mm  
EXTERNAL WALLS 230mm (20 50 60)

PERIMETER WALL TO BE SET BACK 100mm FROM BOUNDARY

ROOF HOLDING DOWN STRAPS TO BE BUILT INTO BRICKWORK  
AT 1200/1800 CENTRES AND FIXED OVER ROOF PLUMBING RATHER THAN  
LOOKING OVER BRICKS OVER INTERNAL DOUBLE DOORS AND  
WINDOWS LARGER THAN 1.5m

HARDWALL PLASTER INTERNALLY

PLASTER BEADS TO TRAPIC AREAS

SHELF & RAIL TO ROSES AT 1700 AFF. (ROSE SHELVES TO BE  
450 DEEP UNLESS OTHERWISE NOTED)

FINAL POSITION OF CEILING & SANITARYS DETERMINED ON  
SITE TO SUIT ROOF FRAME & SHEDS

CEILING & SANITARYS TO BE 500mm (NOGGED OUT)

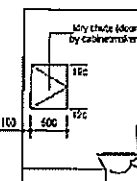
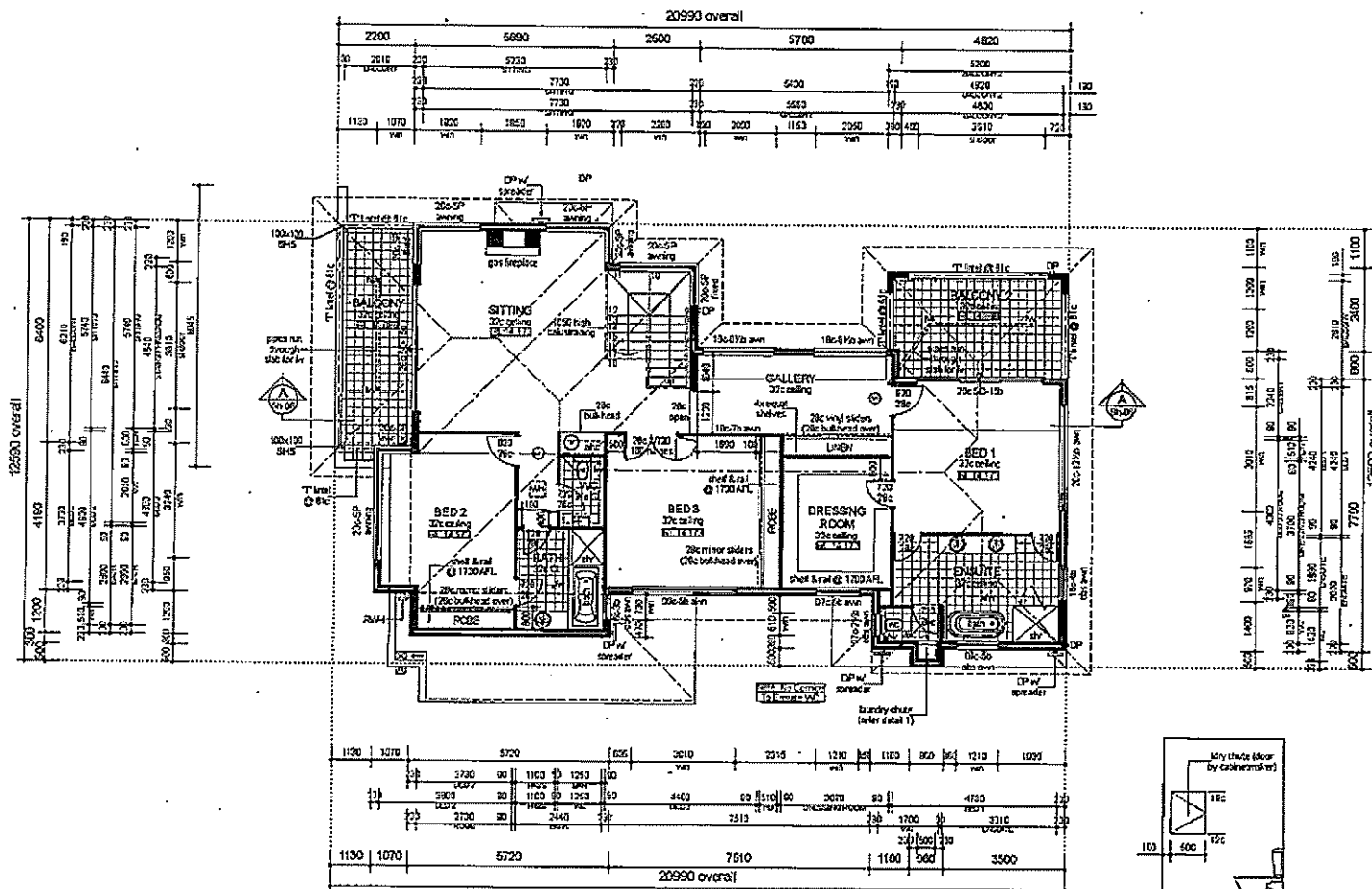
ALUMINIUM V GROOVES TO BE SET INTO BRICKWORK AT  
SLAB LEVEL WHEREAN EXTERNAL WALL RUNS OVER 2 OR  
MORE LEVELS. REFER TO ELEVATIONS.

LIFT-OFF HINDS TO ALL WC DOORS

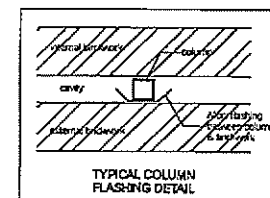
DP LOCATIONS ARE DIAGRAMATIC ONLY AND  
MAY BE MOVED AT ROOF PLUMBERS DISCRETION.

ALL SOLID OR GLAZED DOORS TO HAVE 3 HINGES.

NOTE: exhaust fumed vents  
not to be visible from street



DETAIL 1  
SCALE 1:50



TYPICAL COLUMN  
FLASHING DETAIL

## AREAS:

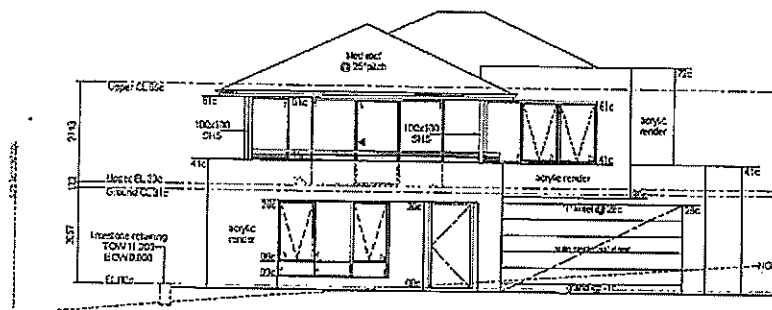
ground floor 145.631m<sup>2</sup>  
garage 51.372m<sup>2</sup>  
porch 5.530m<sup>2</sup>  
staircase 22.662m<sup>2</sup>  
total ground 225.211m<sup>2</sup>

upper floor 110.613m<sup>2</sup>  
staircase 15.130m<sup>2</sup>  
total upper floor 125.743m<sup>2</sup>

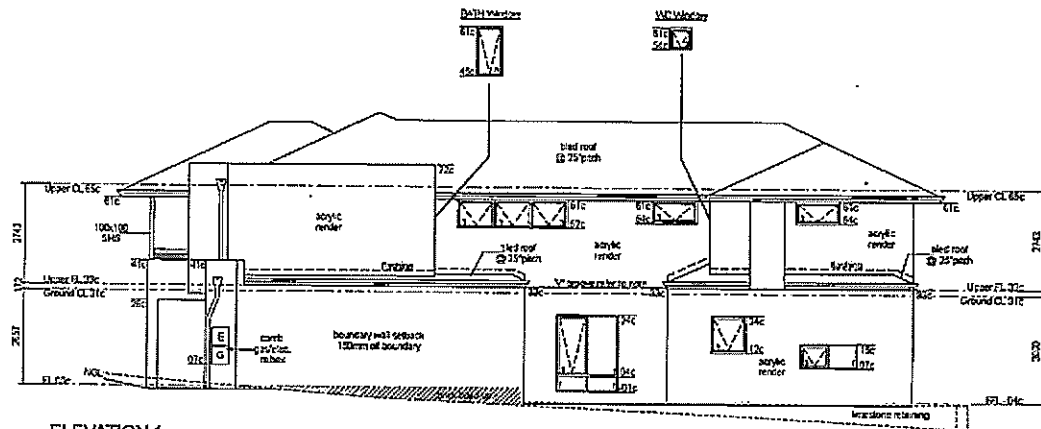
TOTAL SHEDS: 400.954m<sup>2</sup>

<p>PRELIMINARY PLANS ONLY NOT FOR CONSTRUCTION</p>		<p>© Copyright Domination Homes. Reproduction of this plan is illegal without the written permission of DOMINATION HOMES.</p>		<p>Client: Tomasich LOT 20 (#22) Beach Road Coogee</p>		<p>Scale: UPPER FLOOR 1:100 DATE: 10/01/12 PAGE: 03 REV: A</p>		<p>domination HOMES</p>	
--	--	---	--	--	--	--	--	-----------------------------	--

ATTACH 4

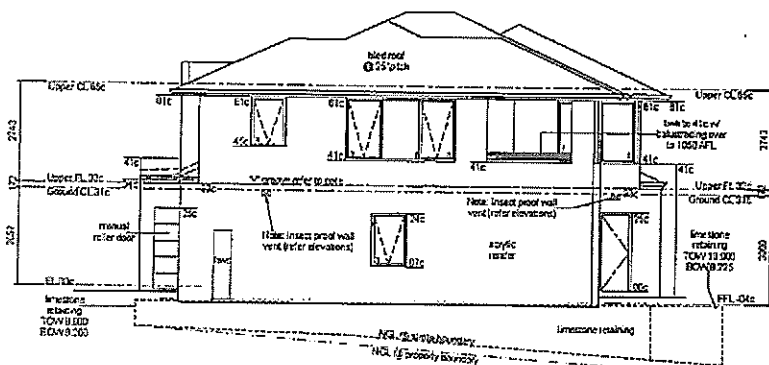


**ELEVATION 4**  
SCALE 1:100

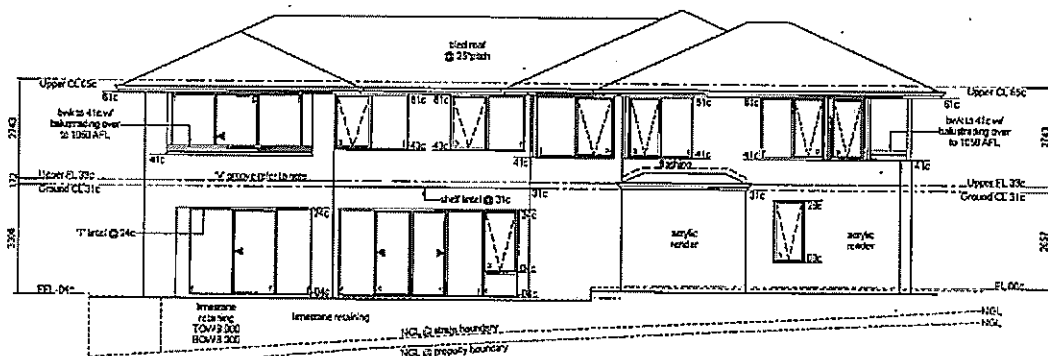


**ELEVATION 1**  
SCALE 1:100

ALL ALUMINIUM V GROOVES ARE TO BE SET INTO DEPRESSION AT TOP OF SLAB TO ALL EXTERNAL WALLS RUNNING EAST SUSPENDED SLAB WITH ALL V GROOVES ARE TO BE AT THE DISCRETION OF THE BUILDER



**ELEVATION 2**  
SCALE 1:100



**ELEVATION 3**  
SCALE 1:100

ATTACH 5

Rev No Date Item  
PRELIMINARY PLANS ONLY  
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DOMINATION HOMES.  
Suite 1403 Vaseyway Rd  
MALAKA WA 6200  
Ph: 90527400 Fax: 92484488

Client:  
Tomasich  
Address:  
LOT 20 (H22)  
Beach Road  
Conceps

ELEVATIONS  
Scale: 1:100  
Date: 18-Dec-12  
Page: 04  
Rev: A

domination  
HOMES







**ELEVATION 2**



ATTACH 7

<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>PRELIMINARY PLANS ONLY NOT FOR CONSTRUCTION</b> </div>				Site 142 Westchester Rd MALDEN, MA 02148 Ph: 617-254-7400 Fax: 617-254-4400	Owner Tomasich Address <b>LOT 20 (#22)</b> Beach Road Coogee	Title <b>ELEVATIONS</b> Date 11/1/11 Scale 1/8" = 1'-0" Date 04/11/13 Scale 1/8" = 1'-0" Date 04/11/13 Scale 1/8" = 1'-0"	domination Tomasich
--	--	--	--	--	---	--	------------------------

## SCHEDULE OF SUBMISSIONS

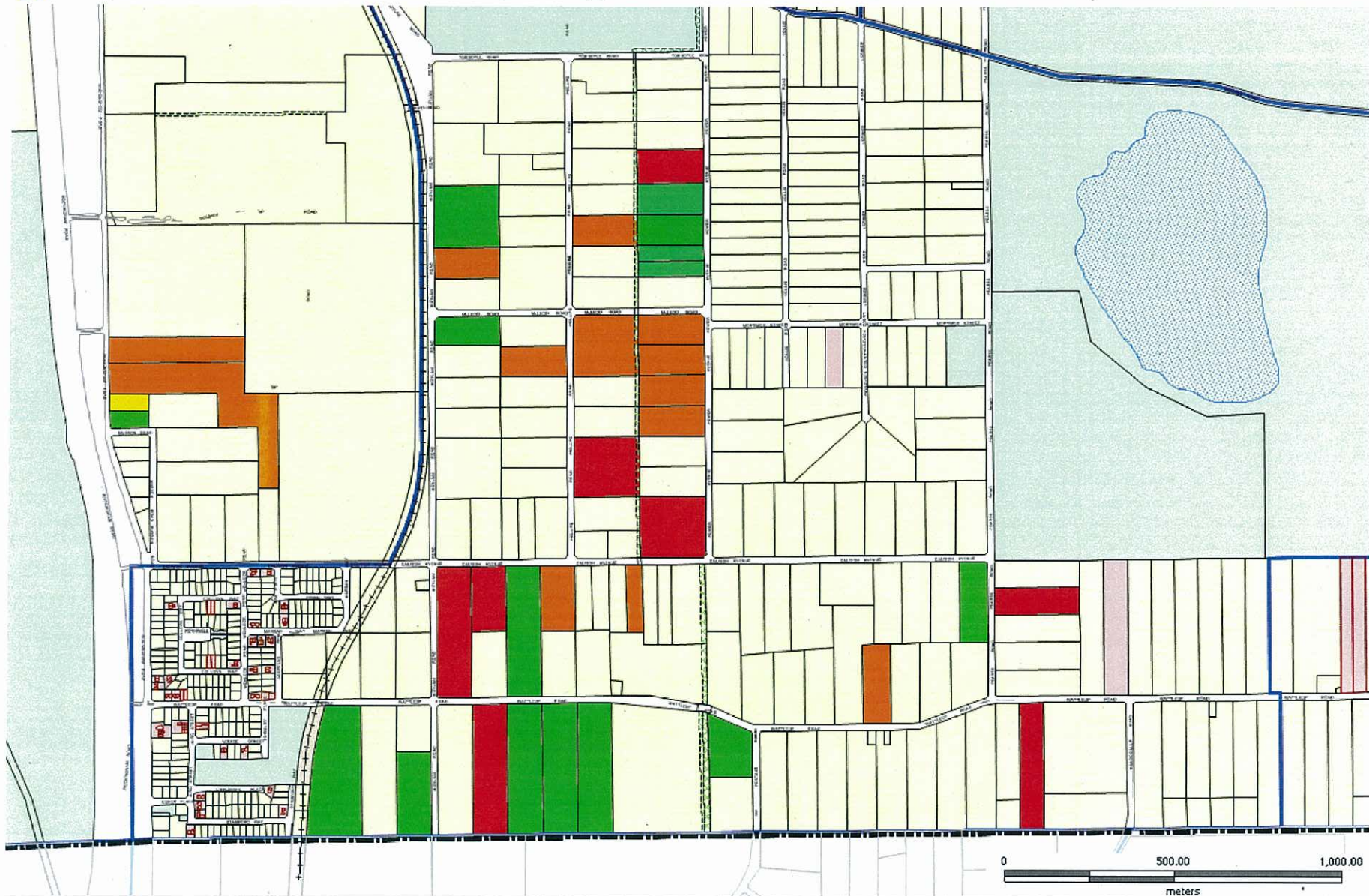
### PROPOSED FRONT GROUPED DWELLING (TWO STOREY) – NO. 22 BEACH ROAD, COOGEE

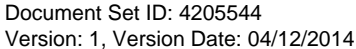
NO.	NAME/ADDRESS	SUBMISSION	COUNCIL'S RECOMMENDATION
1	K Newton 20A Beach Road Coogee WA 6164	<b>OBJECTION</b>  Plans exceed the heights allowed by Coogee Residential Requirement Policy.	<p>As identified in the submission, the proposed two-storey dwelling is within the maximum top of roof pitch height allowed under the Coogee Residential Height Requirements Policy APD 53 of 10 metres, however exceeds the maximum top of wall (roof over) height allowed of 7 metres, with a maximum proposed of 7.5 metres on the western elevation.</p> <p>The development is not setting a precedent for future similar developments as every new development is assessed on a case by case basis. With the proposed application, it demonstrates a development which proposes a minor variation to one of the Coogee height requirements regarding top of wall (roof above) heights. However, given the sloping gradient and cross fall of the site, the portion of building with over height walls will not cause an unreasonable impact on the amenity of adjoining properties.</p> <p>While the majority of the adjoining properties at present are single storey, they have the potential to redevelop in a similar manner. This proposed development, which is well within the maximum height allowed of 10 metres, is considered to not unduly impact on adjoining properties and is consistent with the scale and form of development in the surrounding areas.</p> <p>In addition, the impact on the adjoining properties is considered minimal as the proposed development is compliant with overshadowing and visual privacy requirements of the R-Codes.</p>
2	D & J Rule & S Waugh 20B Beach Road Coogee WA 6164	<b>OBJECTION</b>  Proposal exceeds maximum height allowed according to Coogee Residential Height requirements.	Response as per submission 1 above.

NO.	NAME/ADDRESS	SUBMISSION	COUNCIL'S RECOMMENDATION
3	JL Fowler 26 Beach Road Coogee WA 6164	<b>OBJECTION</b>  Too far forward (close to Beach Road) and too high.	The proposed development complies with the front setbacks required for an R20 site. As per the City's APD49 'Alternative Acceptable Development Provisions', the minimum primary street setback required for an R20 site is 5 metres.  The subject dwelling complies with this requirement on the ground and upper floors facing Beach Road as both floors have an average front setback exceeding the required 5 metres.
4	R & V Newman 21 Beach Road Coogee WA 6164	<b>NEITHER SUPPORT OR OBJECT</b>  Why break the rules?	As above, under comments provided for submission No. 1.

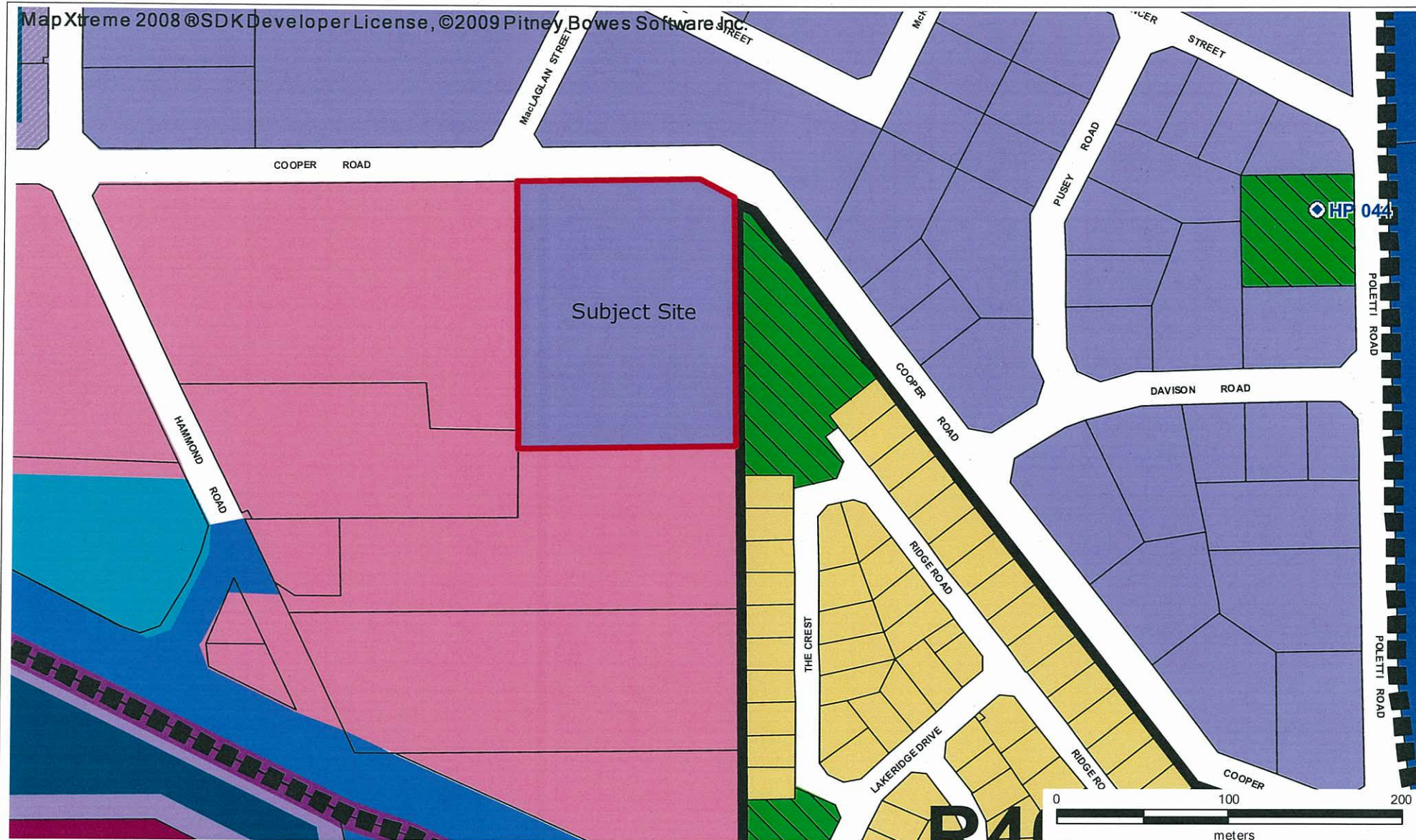
**Item 14.7 Attachment 1: Plan showing Location of Proposed and existing Hard Stand sites in Hope Valley Wattleup**

- Green indicates sites that have current approvals
- Red indicates sites that either have no approval or are non compliant with the terms of an approval
- Orange indicates sites with current Development Applications that are undetermined









**City of Cockburn**  
G.I.S Services Department

35 Cooper Road Jandakot

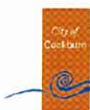
PRINTED ON:  
Friday, 25 January 2013

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**City of Cockburn**  
G.I.S Services Department

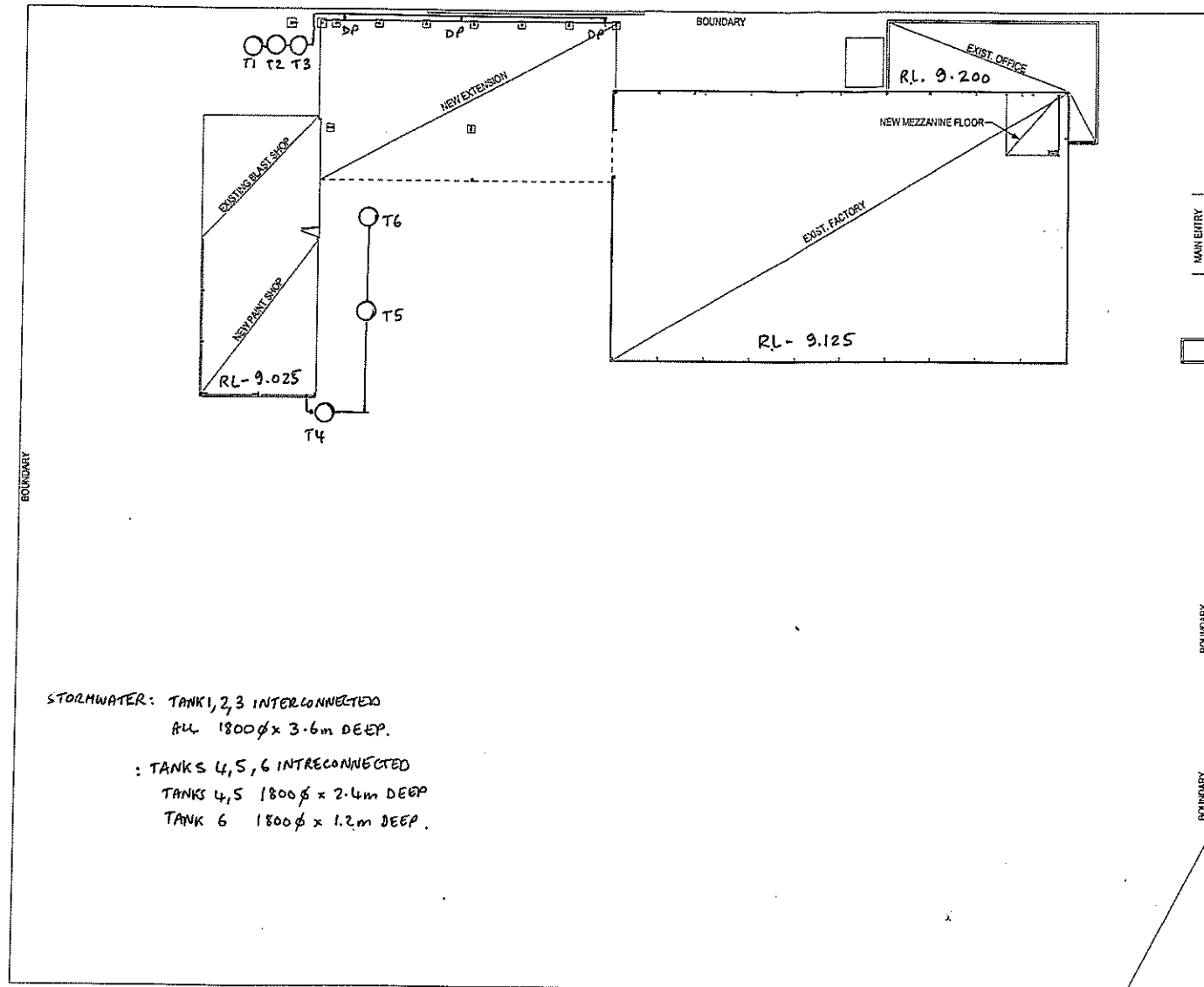
PRINTED ON:  
Friday, 25 January 2013

SCALE = 1:2000

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STORMWATER: TANK 1, 2, 3 INTERCONNECTED  
ALL 1800 $\phi$  x 3.6m DEEP.

: TANKS 4, 5, 6 INTERCONNECTED  
TANKS 4, 5 1800 $\phi$  x 2.4m DEEP  
TANK 6 1800 $\phi$  x 1.2m DEEP.

14 MAY 2012

DRAWINGS DETAIL USING



#### ERECTION NOTES

1. LOCATES MARKED END OF MEMBERS TO BE ERECTED WITH ASSEMBLY MARK AT THIS LOCATION.
2. COLUMN HAVE ASSEMBLY MARK STAMPED ON SOUTH OR WEST FACING FLANGE NEAR BASE OF SHAFT UNLESS OTHERWISE SHOWN.
3. VERTICAL BRACINGS, STAIRS, HANDGELS AND OTHER RECLINED MEMBERS HAVE ASSEMBLY MARK STAMPED ON TOP END MARKS WITH ASTERISK ARE STAMPED ON BOTTOM END.
4. FIN PLATES FOR CHANNELS ARE ON REEL UNLESS SHOWN OTHERWISE.
5. FIN PLATES FOR BEAMS WILL BE ON NORTH OR WEST SIDE OF BEAM WEB UNLESS SHOWN OTHERWISE BY 'A' IN DIRECT BEAMS TO SOUTH OR EAST SIDE OF BEAM.



ERECTION PLAN REFERENCE

No.	DATE	DETAILS
A	05/12	FOR CONSTRUCTION APPROVAL
REVISIONS		

#### XSDRAFTING PTY LTD

5 JOYCE ST. BEVILKONDA HEATH, VICTORIA 3105 AUSTRALIA  
PH: (03) 9557 1042, (03) 9465 4540 (VOIP) (03) 9157 2800 (VOIP)  
EMAIL: xsd@xsdrafting.com.au WEBSITE: www.xsdrafting.com.au

#### COMPLETE STEEL PROJECTS

31 Cooper Rd JANDAKOT, WA 6164  
PH (08) 9414 8379 FAX (08) 9414 8623

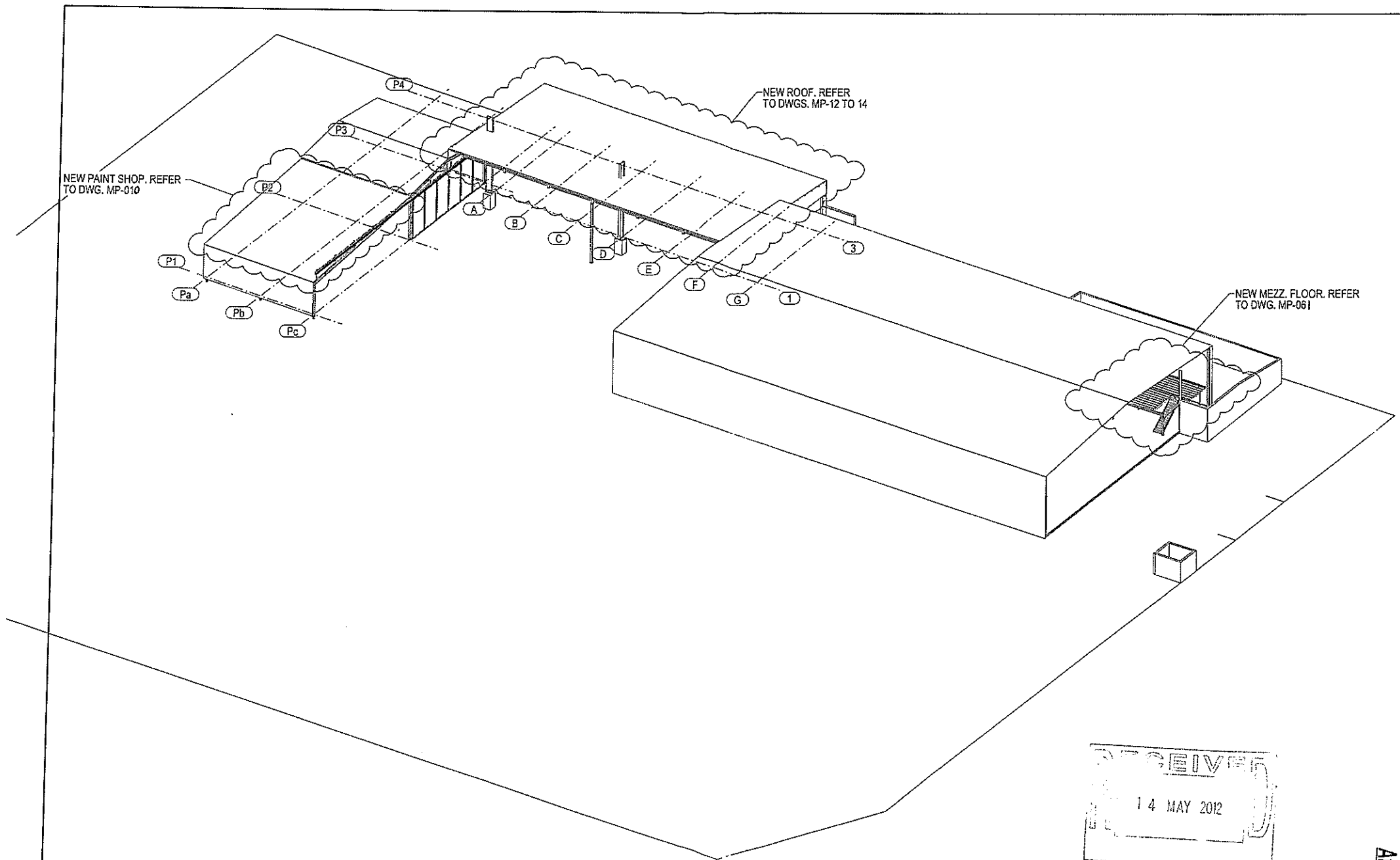
#### COMPLETE STEEL PROJECTS



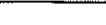
31 COOPER RD., JANDAKOT  
FACTORY EXTENSION

#### SITE PLAN

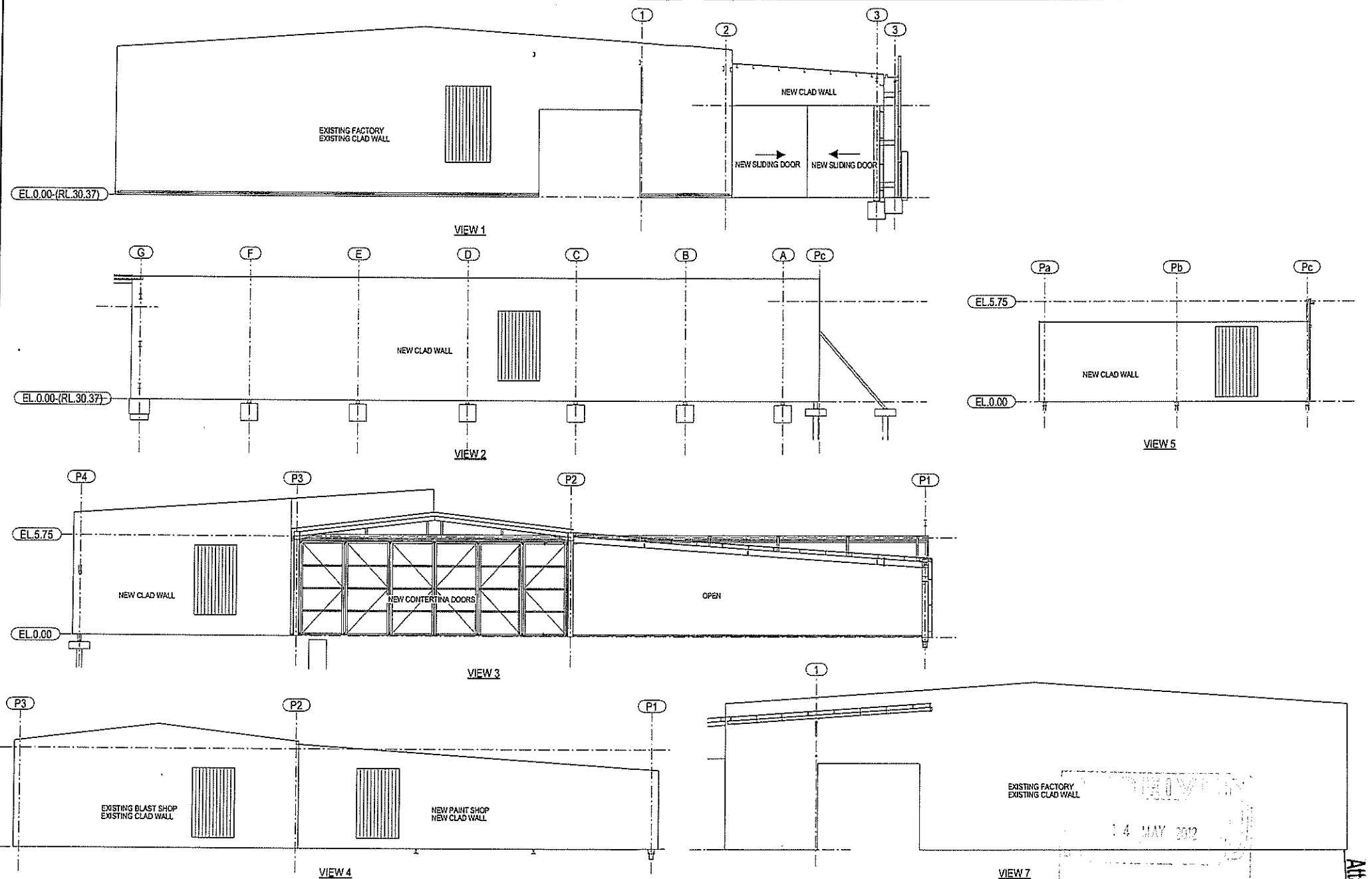
DRAWN: AJH	CHD / DESIGN	DRAWING No
DATE: 06.05.2012	SCALE: 1:300	0636MP-01

ATTACH 14



<div>DRAWING DETAILING WORKS</div> <div></div>	<div>SECTION NOTES</div> <div>1.  INDICATES MARKED END OF MEMBERS TO BE ERECTED WITH ASSEMBLY MARK AT THE LOCATION.</div> <div>2. COLUMNS HAVE ASSEMBLY MARK STAMPED ON SOUTH OR WEST FACING FLANGE NEAR BASE OF COLUMN U.L.D.</div> <div>3. VERTICAL BRACING, STAIRS, WINDERS, AND OTHERS ARE MARKED WITH ASSEMBLY MARK STAMPED ON TOP END. MARKS WITH ASTERISK ARE STAMPED ON BOTTOM END.</div> <div>4. FR PLATES FOR CHANNELS ARE ON OTHER UNLESS SHOWN OTHERWISE.</div> <div>5. FR PLATES FOR BEAMS WILL BE ON NORTH OR WEST SIDE OF BEAM WEB, UNLESS SHOWN OTHERWISE (FR'S W. ERECT BEAMS TO SOUTH OR EAST SIDE OF CLEAT).</div>	<div></div> <div>ERECTION PLAN REFERENCE</div> <div>0636MP-01, 10 TO 17</div>	<div><table><tr><td>2</td><td>10/11/12</td><td>RECEIVED FOR COUNCIL APPROVAL</td></tr><tr><td>1</td><td>02/12/12</td><td>ISSUED FOR COUNCIL APPROVAL</td></tr><tr><td>0</td><td>21/12/12</td><td>ISSUED FOR FABRICATION</td></tr><tr><td>No.</td><td>DATE</td><td>DETAILS</td></tr><tr><td colspan="3">REVISIONS</td></tr></table></div>	2	10/11/12	RECEIVED FOR COUNCIL APPROVAL	1	02/12/12	ISSUED FOR COUNCIL APPROVAL	0	21/12/12	ISSUED FOR FABRICATION	No.	DATE	DETAILS	REVISIONS			<div>XSDRAFTING PTY LTD</div> <div>ACN: 125 858 411</div> <div>5 JENNY ST. BENTLEY OR EAST, VICTORIA 3115 AUSTRALIA</div> <div>PH: (03) 8527 1042, 455 8485 8485 (03) 452 121 5000 (03) 452 121 5000</div> <div>EMAIL: info@xsdrafting.com.au WEB: www.xsdrafting.com.au</div>	<div>COMPLETE STEEL PROJECTS</div> <div>31 COOPER RD., JANDAKOT</div>
				2	10/11/12	RECEIVED FOR COUNCIL APPROVAL														
				1	02/12/12	ISSUED FOR COUNCIL APPROVAL														
				0	21/12/12	ISSUED FOR FABRICATION														
No.	DATE	DETAILS																		
REVISIONS																				
	<div>COMPLETE STEEL PROJECTS</div>	<div>3D VIEW</div>	<div>31 Cooper Rd, JANDAKOT, WA, 6164</div> <div>PH: (08) 9414 8579 FAX: (08) 9414 8523</div>	<div>COMPLETE STEEL PROJECTS</div> <div>31 COOPER RD., JANDAKOT</div>																
		<div>0636MP-01, 10 TO 17</div>		<div>3D VIEW</div>	<div>COMPLETE STEEL PROJECTS</div> <div>31 COOPER RD., JANDAKOT</div>															
			<div>REVISIONS</div>	<div>COMPLETE STEEL PROJECTS</div>	<div>3D VIEW</div>															
				<div>31 Cooper Rd, JANDAKOT, WA, 6164</div> <div>PH: (08) 9414 8579 FAX: (08) 9414 8523</div>	<div>COMPLETE STEEL PROJECTS</div> <div>31 COOPER RD., JANDAKOT</div>															
					<div>3D VIEW</div>															
					<div>COMPLETE STEEL PROJECTS</div> <div>31 COOPER RD., JANDAKOT</div>															
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Attach 5



DRAWINGS DETAILING USING



# ERECTION NOTES

1. INDICATES MARKED END OF MEMBERS TO BE ERECTED WITH ASSEMBLY MARK AT THIS LOCATION.
2. COLLARS HAVE ASSEMBLY MARK STAMPED ON SOUTH OR WEST FACING FLANGE NEAR BASE OF GIRT BEAM.
3. VERTICAL BRACING, STAYS, HANDRAILS AND OTHER INCLINED MEMBERS HAVE ASSEMBLY MARK STAMPED ON TOP END. MARKS WITH ASTERISK ARE STAMPED ON BOTTOM END.
4. END PLATES FOR CHANNELS ARE SHOWN UNLESS SHOWN OTHERWISE.
5. END PLATES FOR BEAMS WILL BE ON NORTH OR WEST SIDE OF BEAM WEB, UNLESS SHOWN OTHERWISE (BY 'N' OR 'W' DIRECT BEAMS TO SOUTH OR EAST SIDE OF BEAM).

ERECTION PLAN REFERENCE

NO.	DATE	REVISIONS
A	04/12/2014	ISSUED FOR COUNCIL APPROVAL
B	04/12/2014	DETAILS

XSDRAFTING PTY LTD

ACN: 125 629 411  
9 JOY ST, BENTLEY VIC 3207, AUSTRALIA  
PH: (03) 9442 1042, FX: (03) 9442 4444 (VOIP) EC: 9117 2000 (VOIP)  
EMAIL: xsd@xsdrafting.com.au WEB: www.xsdrafting.com.au

COMPLETE STEEL PROJECTS

31 Cooper Rd. JANDAKOT, WA 6164  
PH: (08) 9414 8579 FAX: (08) 9414 8023

COMPLETE STEEL PROJECTS  
31 COOPER RD., JANDAKOT  
FACTORY EXTENSION  
ELEVATIONS

DRAWN	CHKD / DESIGNED	DRAWING NO.	REV
AM		0636MP-15	A
DATE	SCALE		
04.05.2012	1:100		

Attach 6

14 MAY 2012



12/46600

City of  
Cockburn

City of Cockburn  
**SUBMISSION RESPONSE**

RECEIVED at: CITY OF COCKBURN	
File #:	5513438
x-ref:	DA12/0395
Action Officer	CC
A-LEF	23 OCT 2012
DAYBOX	Manual File
Archive FILE	
LOOSE / ATTACHED	
File please: <input type="checkbox"/>	

**Submitter's Details**

Name: Ms JILLIAN WHITEWAM  
Address: 9 THE CREST COCKBURN CENTRAL WA 6164  
Phone: 9414 8453 Mobile: 041 601 0495

**Development Proposal**

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

**Submitter's Comments**

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

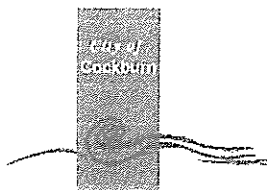
I strongly object to the retrospective planning for the above mentioned application because in the past six (6) years I have had major issues with Complete Steel regarding NOISE and DUST pollution.

The noise in particular has been incessant during working hours and sometimes unrelenting after hours. I have enclosed copies of letters and emails dating back to November 2006 which will explain the overall irritation this Company has caused me and my late husband.

Signed: John Wain Dated: 14-10-2012

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

pls see  
attachment



## City of Cockburn

### SUBMISSION RESPONSE

#### Submitter's Details

Name: Janice Dianne Stott  
Address: 19 The Crest Cockburn Central.  
Phone: 9414 8552. Mobile: 0418 906 381

#### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

#### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

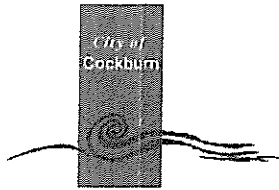
and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

The already constructed lean to has resulted in the noise emitted by the sandblasting shed being magnified like an echo chamber, as well as the screeching noise made when shifting steel in the yard and main factory, dropping onto the ground also. This is most disturbing to my right to a peaceful home environment particular as it occurs regularly in the evenings and Saturdays and Sundays. Sunday to me is a day of peace and rest. I do not mow my lawn or use any machinery out of respect to my fellow neighbours so we can all enjoy this day. Unfortunately Complete Steel, do not have respect for me.

Signed: J Stott Dated: 23.10.2012.

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn SUBMISSION RESPONSE

### Submitter's Details

Name: Kerry + Clive Mayers  
Address: 7 The Crest, Cockburn Central, WA, 6164  
Phone: 9414 1024 Mobile: 0412 191 933

### Development Proposal

Description of Proposal: PLANNING APPLICATION – RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

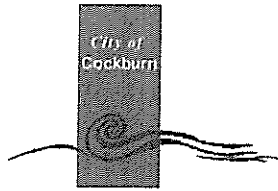
- the noise levels caused by steel fabrication and abrasive blasting are excessive, and often at night - this is not acceptable.
- the changes made should have been approved before they were done, and appropriate consultations conducted; instead they have gone about it "by stealth", removing trust from the local community. If this was retrospectively approved - how much more would they do in the future?
- the sand blasting creates a fine layer of silt/dust - this is

Signed: a constant annoyance Dated: ann over the past few years that appears to be worsening over time.

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

CAMyers

Dated: 22-10-2012



## City of Cockburn SUBMISSION RESPONSE

### Submitter's Details

Name: PETER AND CATHERINE FOWLES  
Address: 12 RIDGIE RD, COCKBURN CENTRAL 6164  
Phone: 08 9414 8014 Mobile: 0417 955239

### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

NOISE LEVEL FROM THIS ESTABLISHMENT IS  
VERY HIGH AND WE OBJECT TO THE PLANNING  
PERMISSION BEING RETROSPECTIVE IF THIS MEANS  
THAT THIS COMPANY STARTED THIS WITHOUT PERMISSION,  
THIS NOT GIVING US RESIDENTS A SAY AT THAT  
TIME, THEN WE DO NOT FEEL THAT THIS SHOULD  
BE GRANTED. AND FURTHERMORE A STRicter  
NOISE CONTROL SHOULD BE ENFORCED

Signed:

Peter Fowles C. Fowles  
PETER FOWLES CATHERINE FOWLES

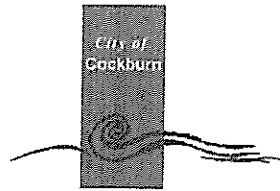
Dated:

17/10/12

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965





## City of Cockburn

### SUBMISSION RESPONSE

#### Submitter's Details

Name: Daniel Rivera  
Address: 5 The Crest, Cockburn Central, WA 6164  
Phone: \_\_\_\_\_ Mobile: 0419 091 854

#### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

#### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

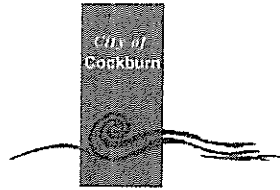
and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

The business, already expanded, is too noisy and just  
at the back of my house.

Signed: [Signature] Dated: 13/10/2012

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn

### SUBMISSION RESPONSE

#### Submitter's Details

Name: YVONNE THORNTON  
Address: 15 THE CREST, COCKBURN.  
Phone: 9417 3352 Mobile: \_\_\_\_\_

#### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

#### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

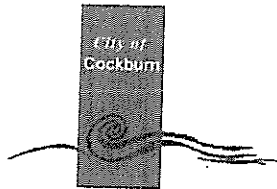
and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

Too Noisy

Signed: [Signature] Dated: 13/10/12

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn SUBMISSION RESPONSE

### Submitter's Details

Name: Swee Y Chow + Siew K Tan  
Address: 10 The Crest, Cockburn Central. WA 6164  
Phone: 9414 9098 Mobile: 0410 966 603

### Development Proposal

Description of Proposal: PLANNING APPLICATION – RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

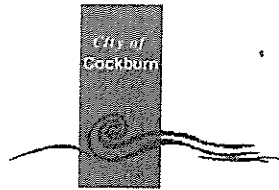
Major Dust + Pollution Problems Leading To Health Issues.  
Like respiratory problem with my husband who is very  
ill with "Lung CANCER". I too there are alot of dust  
at my backyard.

Signed: 

Dated: 14/10/2012

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn SUBMISSION RESPONSE

### Submitter's Details

Name: Michael Tubby & Gillian Tubby  
Address: 3 THE CREST COCKBURN CENTRAL 6162  
Phone: 08 944 8242 Mobile: 0402 407157

### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

Too much noise all hours of the day and night.

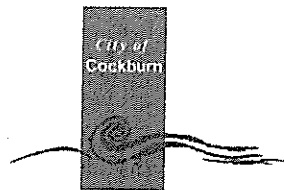
Constant crashing & banging of metal objects, also being scraped along the ground, noise starts before 7am and often goes well into the night.

Signed: [Signature]

Dated: 13/10/2012

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn

### SUBMISSION RESPONSE

#### Submitter's Details

Name:

MARIL THOMAS

Address:

17 THE CROST, COCKBURN CENTRAL, 6164

Phone:

0819 950 096

Mobile:

#### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES

Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

#### Submitter's Comments

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I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

MAJOR DUST (POLLUTION) PROBLEM.

EXCESSIVE NOISE.

DEVALUATION OF PROPERTIES AROUND THE  
SUBURB PARTICULARLY, AROUND THE  
CROST!

DETRIMENTAL TO HEALTH & THOSE WITH ASTHMA  
& RESPIRATORY PROBLEMS ESPECIALLY WITH  
THE SAND BLASTING IN PARTICULAR.

Signed:

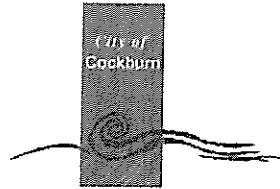
Dated:

13/10/12

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

See attachment



## City of Cockburn

### SUBMISSION RESPONSE

#### Submitter's Details

Name: PETER MEYER  
Address: 11 THE CREST, COCKBURN CENTRAL, WA 6164  
Phone: 94148290 Mobile: 0407074020

#### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

#### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

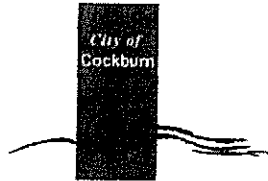
☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

I WOULD STRONGLY OBJECT TO THE RETROSPECTIVE CHANGE OF USE BECAUSE WE HAVE LIVED WITH THE NOISE, DUST AND POLLUTION FOR THE PAST SIX YEARS. I WOULD NOT HAVE PURCHASED THIS PROPERTY IF I HAD KNOWN ABOUT THIS DEVELOPMENT. OUR VEHICLES ARE CONTINUALLY COATED WITH DUST AND THE LOUD BAWLING AND SCREECHING NOISES ARE IRRITATING.

Signed: 

Dated: 22-10-2012

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn SUBMISSION RESPONSE

RECEIVED at: CITY OF COCKBURN	
File #:	5573438
X-REF:	DA12/0395
Action Officer	18 OCT 2012
Retention	DAYBOX Normal File Archive FILE
LOOSE / ATTACHED	File please:

### Submitter's Details

Name: John and Doreen Ruth Dring.

Address: 33 Ridge Rd, Cockburn Central 6164.

Phone: 9414-9319

Mobile: \_\_\_\_\_

### Development Proposal

Description of Proposal: PLANNING APPLICATION – RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES

Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

Past experience with development licenses along Cooper Rd have shown little comfort to  
exposed residential properties when in 2002 - 2008 we had Austheat and H'var Steel keeping us  
awake all night with their steel manufacturing and furnace operation.

Appeals to the Council Health and EPA resulted in endless petitions that went nowhere.

We therefore do not agree to any upgrade in the license for this application.

Signed: J. Dring & R. Dring

Dated: 15/10/2012

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965





12/46806



## City of Cockburn SUBMISSION RESPONSE

RECEIVED at: CITY OF COCKBURN	
File #:	5513438
Ref:	DA12/0395
Action Officer	A. LEF 24 OCT 2012
Retention DAYS:	Manual File
Archive FILE	
LOOSE / ATTACHED [File please: <input type="checkbox"/>	

### Submitter's Details

Name: MR & MRS JEM GREAT BATCH.  
Address: 5 ABBEY COURT, COCK-BURN CENTRAL.  
Phone: 94148689 Mobile: 047 853 9250

### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☐ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

WE AS A FAMILY STRONGLY OPPOSE TO ADDITIONS TO  
BUSINESS. "COMPLETE-STEEL."  
ALSO EMISSIONS SUCH AS SILICA, AND WE KNOW THE DANGERS  
OF THIS, LEADS TO LUNG-DISEASE, CANCERS.  
ALSO I WILL STRONGLY & MY FAMILY, ENOUGH WITH EMISSIONS  
FROM JANDAKOT - AIR-PORT - i.e. POLLUTION-FUMES.  
COCK-BURN CEMENT. - i.e. DUST ON MY WINDOW-LEDGE.  
NOW WE ARE GETTING A SERVICE STATION ON  
OUR DOOR-STOP. BY THE WAY WE (US RESIDENTS)  
DIDN'T HAVE A SAY CONCERNING OUR-VIEWS, ON THIS WHICH  
WE BELIEVE IS WRONG. AS A FEW RESIDENTS, HAVE SPOKEN TO YOU

Signed: MRF [Signature] Dated: 22/10/2012

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



## City of Cockburn SUBMISSION RESPONSE

RECEIVED at: <b>CITY OF COCKBURN</b>	
File #:	5513438
x-ref:	DA12/0395
Action Officer	CC
A-LEF	24 OCT 2012
Retention DAYBOX	Manual File
Archive FILE	
LOOSE / ATTACHED	
File please: <input type="checkbox"/>	

### Submitter's Details

Name: Dan + Denise Phillips

Address: PO Box 3334, Success 6164

Phone: \_\_\_\_\_ Mobile: 0418 924 580

### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES

Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☐ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

See attached letter.

Signed: \_\_\_\_\_

Dated: 23/10/12

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

Dan & Denise Phillips  
PO Box 3334  
SUCCESS WA 6964

22 October 2012

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

Dear Mr Lefort

**PLANNING APPLICATION – RETROSPECTIVE CHANGE OF USE (INDUSTRY  
GENERAL TO INDUSTRY GENERAL – LICENSED) & ADDITIONS TO PREMISES 35  
(LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)**

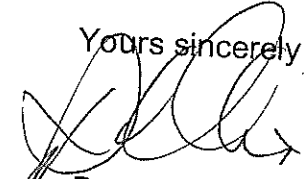
I write in response to your correspondence dated 10 October 2012 concerning the above application and to object to the above zoning amendment.

By allowing this amendment, we are of the firm belief that noise pollution, dust pollution, hazardous chemicals and risks associated with plant and equipment, will increase ten-fold; the amount of noise in particular that will be generated will be unbearable for area residents. The abrasive blasting will severely decrease the air quality, and the surrounding area will be inundated with dust; this is of great concern as my wife is an Asthma sufferer.

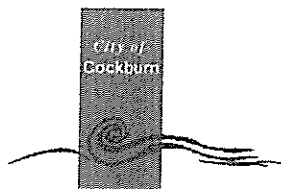
Overall, I feel the amendment that would allow this to take place is absolutely not in the best interest of the rate paying citizens of the City of Cockburn or in particular, the residents of the surrounding streets.

I therefore **strongly** disagree with any decision that would allow this amendment to be approved.

Yours sincerely



Dan Phillips



## City of Cockburn SUBMISSION RESPONSE



12/46506

RECEIVED at: <b>CITY OF COCKBURN</b>	
File #:	<u>5513438</u>
x-ref: <u>DA12/0395</u>	
Action Officer	<u>A. LEF</u> CC
23 OCT 2012	
Attention	DAYBOX _____ Manual File _____
Archive FILE _____	
LOOSE / ATTACHED File please: <input type="checkbox"/>	

### Submitter's Details

Name: SHAMIL + SULEILA PARKER  
Address: 9 RIDGE ROAD COCKBURN CENTRAL WA 6164  
Phone: 94449140 Mobile: \_\_\_\_\_

### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☐ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

→ NOISE LEVEL

→ POSSIBLE FUME SMELLS FROM METAL COATING - WE  
ALREADY HAVE TO CONTEND WITH EXCESSIVE FUMES  
IN IMMEDIATE SURROUNDINGS.

Signed: *SParker*

Dated: 20/10/12

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



12/46495

City of  
Cockburn

City of Cockburn  
**SUBMISSION RESPONSE**

RECEIVED at: <b>CITY OF COCKBURN</b>	
File #:	5513438
x-ref:	DA12/0395
Action Officer	CC
A. Lefort	23 OCT 2012
Submission	DAYBOX Manual File
Archive FILE	
LOOSE / ATTACHED	File please: <input type="checkbox"/>

**Submitter's Details**

Name: MR & MRS MARTINS

Address: 13 ABBEY COURT COCKBURN CENTRAL 6164

Phone: \_\_\_\_\_ Mobile: 0439694368

**Development Proposal**

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES

Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

**Submitter's Comments**

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☐ Yes ☒ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

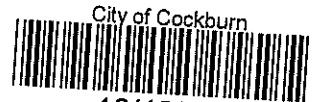
I DO NOT WANT ABRASIVE BLASTING & PAINTING  
NEXT TO MY HOME.

Signed: \_\_\_\_\_

Dated: 22/10/2012

Please send your response to:

Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



12/46310

City of  
Cockburn

City of Cockburn  
**SUBMISSION RESPONSE**

RECEIVED at: <b>CITY OF COCKBURN</b>	
File #:	<u>5513438</u>
x-ref:	
Action Officer	<u>A. LEF</u> <b>22 OCT 2012</b> <span style="float: right;">CC</span>
Retention	<u>DAYBOX</u> <span style="float: right;">Manual File</span>
	<u>Archive FILE</u>
<u>LOOSE / ATTACHED</u> File please: <input type="checkbox"/>	

**Submitter's Details**

Name: K. & H. Bruce  
Address: 7 ABBOT COURT COCKBURN CENTRAL  
Phone: 08 9444 7428 Mobile: —

**Development Proposal**

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

**Submitter's Comments**

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☐ Yes ☐ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

Too Near To Houses

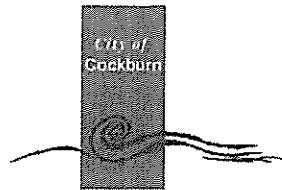
Signed: [Signature]

Dated: 12/10/12

Please send your response to:  
Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965



12/46183



City of Cockburn

## SUBMISSION RESPONSE

RECEIVED at: <b>CITY OF COCKBURN</b>	
File #:	5513438
x-ref: DA12/0395	
Action Officer	CC
A. LEF 19 OCT 2012	
Retention DAYBOX	Manual File
Archive FILE	
LOOSE / ATTACHED	
File please: <input type="checkbox"/>	

### Submitter's Details

Name: Peter Cumy  
Address: 12 The Crest Cockburn Central 6164  
Phone: 9416 8449 Mobile: \_\_\_\_\_

### Development Proposal

Description of Proposal: PLANNING APPLICATION - RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☐ Yes ☒ No

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

Increase in Noise Pollution with in the residential area.

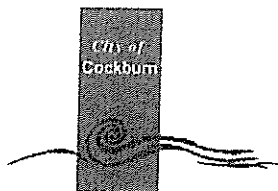
Increase in airborne Pollution, grey dust, from the abrasive blasting. Which would leave the residential are covered in grey dust/fibres upon which the Men Women and children would be inhaling everyday. 24-7.

Move to the industrial area by Yangebup Lake. It is what it is built for. ??? Industry.

Signed: Plum Dated: 16-10-12

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965





## City of Cockburn SUBMISSION RESPONSE

### Submitter's Details

Name: EVE KUEH  
Address: 6 THE CREST, COCKBURN CENTRAL 6164  
Phone: — Mobile: 0417 987577

### Development Proposal

Description of Proposal: PLANNING APPLICATION – RETROSPECTIVE CHANGE OF USE (INDUSTRY GENERAL TO INDUSTRY GENERAL - LICENSED) & ADDITIONS TO PREMISES  
Address of Proposal: 35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)

### Submitter's Comments

Note: In the interest of public transparency any comments you make regarding the application are available to the applicant or other interested persons on request and if objections are received these are summarised in the Council Report or Agenda Attachments which are public documents. This will include names and addresses.

I have inspected the development application plans. ☒ Yes ☒ NO ~~UN~~ AVAIL. AT TIME  
NOW VIEWED.

and upon consideration of the likely impact upon my property and / or amenity I

☐ do not object to the above proposal OR ☒ object to the above proposal for the following reasons:

WE HAVE BEEN SUBJECTED TO NOISE POLLUTION PRE 2006 (FORMAL COMPLAINT FROM 2006). ALL COMMUNICATIONS ABOUT STAFF TRAINING & ANY STEPS TO STOP THE SUREECHING HAVE NOT BEEN FORMALLY ADDRESSED BACK TO US, THE RESIDENTS OF THE CREST. COMPLETE STEEL DOES WHAT IT WANTS TO DO, AND COUNCIL APPEARS TO HAVE NO CONTROL OVER THIS BUSINESS. THE FIRST TIME I REALISED SOMETHING WAS VERY WRONG YEARS AGO WALKING MY DOGS AT 7.30 AM OUT OF THE HOUSE – A MASSIVE BLAST WARPED THE HOUSE WINDOWS AND MY DOGS WERE PETRIFIED. NOW ONE DOG IS DEAF. HARD TO PROVE CAUSATION BUT I WILL ALWAYS

Signed: Eckueh Dated: 12.10.12

Please send your response to: Chief Executive Officer  
City of Cockburn  
PO Box 1215  
BIBRA LAKE WA 6965

P.7.0

... WONDER WHY ?

WHY WEREN'T THE RESIDENTS OF THE CREST  
TOLD ABOUT SAND BLASTING ACTIVITIES BEFORE  
THEY BEGAN?

WHY WEREN'T PRECAUTIONS TAKEN BY  
CONCRETE STEEL TO MINIMISE ALL NOISE -  
SANDBLASTING / STAMPING / DROPPING OF STEEL  
RIGHT FROM THE BEGINNING ?

MY DEAF DOG COULD WELL HAVE BEEN A  
SMALL CHILD. WE WERE WALKING DOWN OUR  
DRIVEWAY AT THE TIME OF THIS EXPLOSIVE  
NOISE.

I DO NOT GIVE RETROSPECTIVE APPROVAL.  
COUNCIL SHOULD CONDEMN ALL ACTIONS THAT  
FLAUNT ITS AUTHORITY, NOT MEELY ACCEPT  
ANYTHING CONCRETE STEEL DOES.

THANK YOU.

# Philip Watson (Sandblaster Spraypainter)

I Philip Watson am writing this statement to make the Public aware of the Dangers of Sandblasting

Being a Sandblaster for 20 years  
The Dangers are

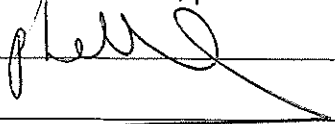
- ① Dust
- ② Noise
- ③ Air borne Contaminants
- ④ Solvents

① Dust can get into airways dusting water supply

② Noise in a built up area can affect hearing and sleep

③ Air borne Contaminants Such as old paint lead based Rust Oxides if not know previous coatings

④ Solvents ie - Paint, thinners, Catalyst can be harmful if air borne or dropped onto surface ground.

yours Philip Watson  


# RENTED PROPERTIES IN THE CREST COCKBURN CENTRAL

REF: 5513438 DA12/0395

**PETITION AGAINST  
PLANNING APPLICATION – RETROPECTIVE CHANGE OF USE (INDUSTRY  
GENERAL TO INDUSTRY GENERAL – LICENSED) & ADDITIONS TO PREMISES  
35 (LOT 10) COOPER ROAD COCKBURN CENTRAL (COMPLETE STEEL)**

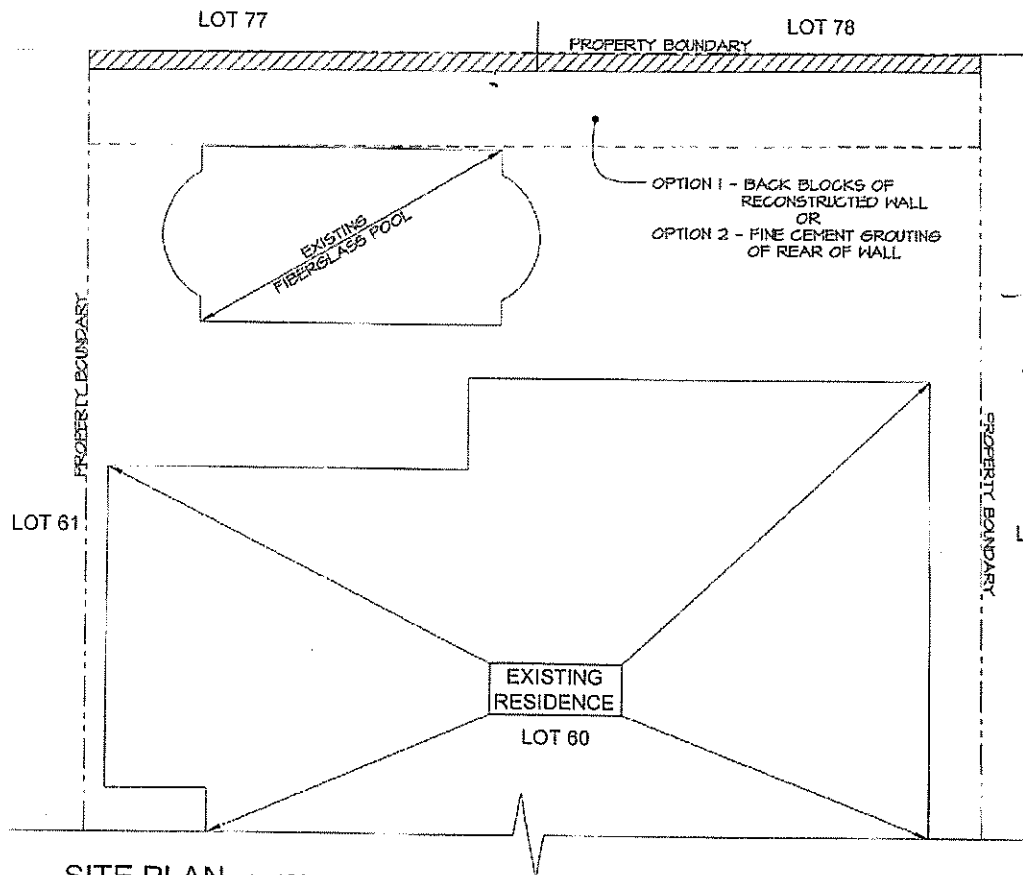
[illegible]



13/01751



OPTION 2A - REFER TO S3  
OPTION 2B - REFER TO S4  
OPTION 1 - REFER TO S2

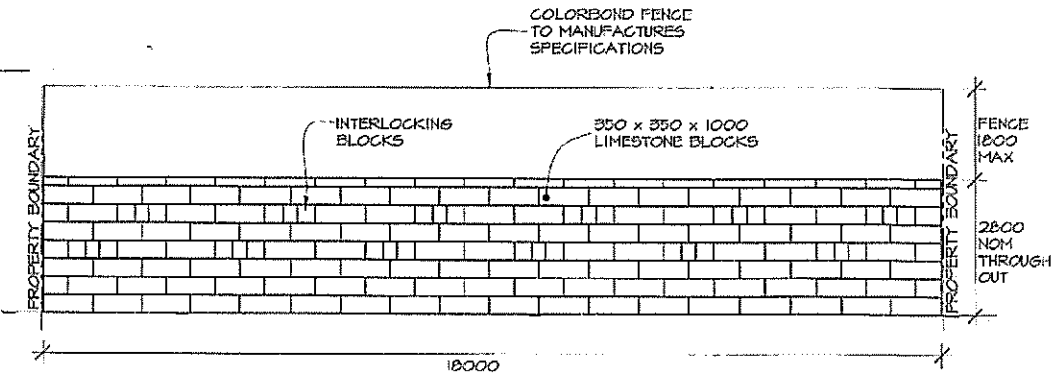


SITE PLAN 1:100

BUILDER TO CONFIRM ON SITE ALL DIMENSIONS AND FFL IN ACCORDANCE WITH ARCHITECTURAL PLAN PRIOR TO CONSTRUCTION

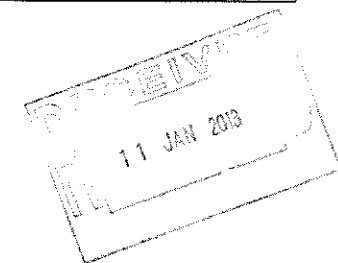
THESE FOOTINGS HAVE BEEN DESIGNED FOR A 'CLASS A' SITE SOIL CLASSIFICATION. BUILDER TO ADVISE IF OTHERWISE.

ENSURE NO EXISTING STRUCTURES OR SERVICES ON THIS OR ADJACENT PROPERTIES WILL BE SURCHARGED OR UNDERMINED BY THESE WORKS. IF UNSURE, CONTACT THE STRUCTURAL ENGINEER FOR PROPER ADVICE PRIOR TO PROCEEDING




ELEVATION A 1:100

NOTE:  
• WALL FACE BLOCKS WILL BE NEW RECONSTITUTED LIMESTONE BLOCKS.  
• WALL BACKING BLOCKS WILL BE RE USED NATURAL LIMESTONE FROM THE DEMOLISHED WALL.



FOR COUNCIL

**Phillip W. Scott**  
MIEAust CPEng  
Chartered Professional Engineer  
Membership No. 6349  
The Institution of Engineers, Australia

 <p><b>SCOTT &amp; ASSOCIATES</b> CONSULTING ENGINEERS, STRUCTURAL &amp; CIVIL PROJECT MANAGERS 237 WILCOCK STREET, ALEXANDRIA WA 6150 TELEPHONE (08) 9316 5531 FACSIMILE (08) 9361 6926 EMAIL admin@scotteng.com.au</p>	rev c				project	
	rev b					
	rev a	ELEVATION A	NT	JAN-13		
	original	CONSTRUCTION	NT	JAN-13		
	issue	description	by	date		
					PROPOSED RETAINING WALL 44 FAIRBAIRN ROAD, COOGEE	Job No. 4048.1
						date JAN-13
						eng PWS
						drt NT
					MR TONY MARTELLO	sheet S1



## NOTES :

### 1) DESIGN LOADING :

- a) THIS WALL DESIGNED FOR USE IN WELL DRAINED SANDY SOILS ONLY, REFER TO ENGINEER FOR OTHER SOIL TYPES OR A WATER TABLE HIGHER THAN 600mm BELOW FOUNDING LEVEL.
- b) SURCHARGE LOADING (VEHICLE PARKING, BUILDINGS, FILL BUILDUP, ETC.) BE PLACED BEHIND THE WALL FACE WITHIN A DISTANCE EQUAL TO THE WALL HEIGHT - IS NOT TO EXCEED 2 kPa, 0.2 ton/sq m.

- 2) ALL GROUND BENEATH THE WALL AND IN FRONT OF THE WALL TO BE COMPACTED TO ACHIEVE A MINIMUM OF 6 BLOWS PER 300mm WHEN TESTED WITH A STANDARD PERCH PENETROMETER.

- 3) BLOCKS - 350 x 350 x 1000 (H.W.L.) - CROSSBONDED EVERY THIRD COURSE. LIMESTONE BLOCKS MAY BE NATURAL LIMESTONE WITH A MINIMUM DENSITY OF 1400 kg/cum, OR RECONSTITUTED LIMESTONE WITH AN EQUAL OR GREATER DENSITY.

- 4) LIMESTONE TO BE LAID IN 1:1.6 OR 1:0.5 CLASS M3 MORTAR (CEMENT, LIME, SAND), FILL ALL VOIDS, DO NOT USE RUBBLE. 20mm MORTAR JOINTS THROUGHOUT. ALL LIMESTONE BLOCK SURFACES ARE TO BE WASHED CLEAN AND THOROUGHLY KEPT PRIOR TO MORTAR APPLICATION.

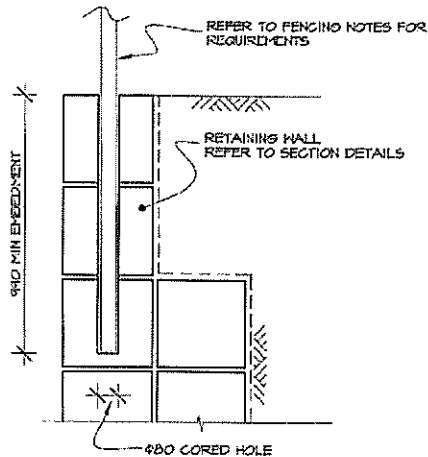
- 5) BACKFILL MATERIAL TO BE CLEAN SAND COMPACTED WITH LIGHTWEIGHT EQUIPMENT IN LAYERS NOT EXCEEDING 150mm. DO NOT BACKFILL RETAINING WALLS LESS THAN 5 DAYS OLD.

- 6) LATERAL LOAD APPLIED TO THE WALL BY WIND LOAD ON A STANDARD 1.8M HIGH PRC SHEET FENCE HAS BEEN ALLOWED FOR IN THE WALL DESIGN.

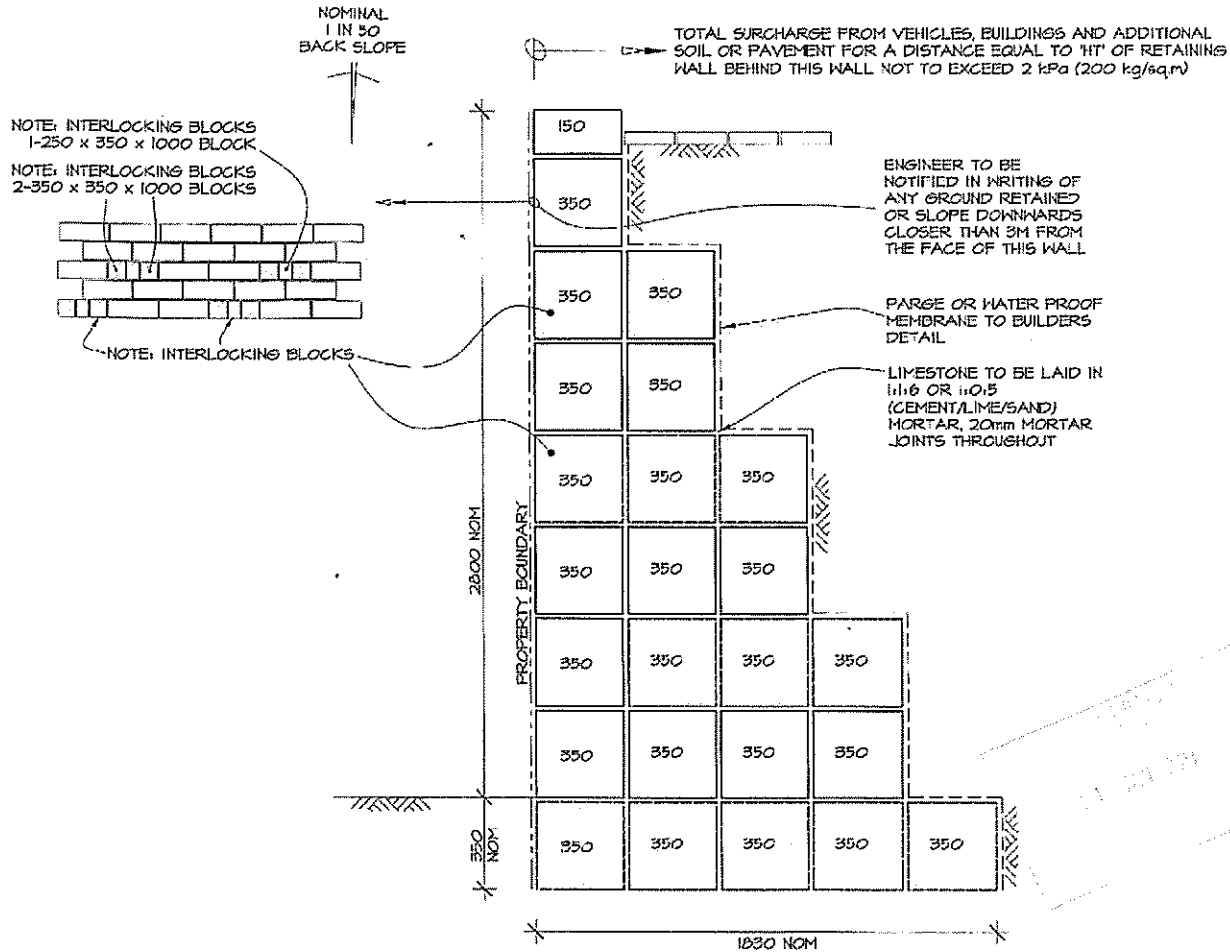
- 7) THIS DESIGN DRAWING IS VOID UNLESS TWO ORIGINAL SIGNED AND STAMPED COPIES HAVE BEEN INCLUDED IN THE SUBMISSION TO COUNCIL FOR BUILDING APPROVAL.

### FENCING NOTES

- A) THE FENCE POSTS ARE TO BE PLACED IN 80 MM CORE HOLES AND DRILLED 250 MM INTO THE THIRD COURSE (TOTAL EMBEDMENT OF 490 MM FROM THE TOP OF THE WALL). POSTS AT 2250 MM CENTRES MAX. MAXIMUM FENCE HEIGHT OF 1800 MM ABOVE GROUND LEVEL.
- B) THE FENCE POSTS ARE TO BE PLACED CENTRAL TO THE TOP ROW OF BLOCKS IN PLAN AND ANCHORED INTO CORE HOLES WITH A NON SHRINK, FLOWABLE CONSTRUCTION GROUT.




FENCE DETAIL 1 : 20



BUILDER TO COMPACT SUBGRADE AND PROVIDE A COMPACTION TEST CERTIFICATE REFER NOTE 2

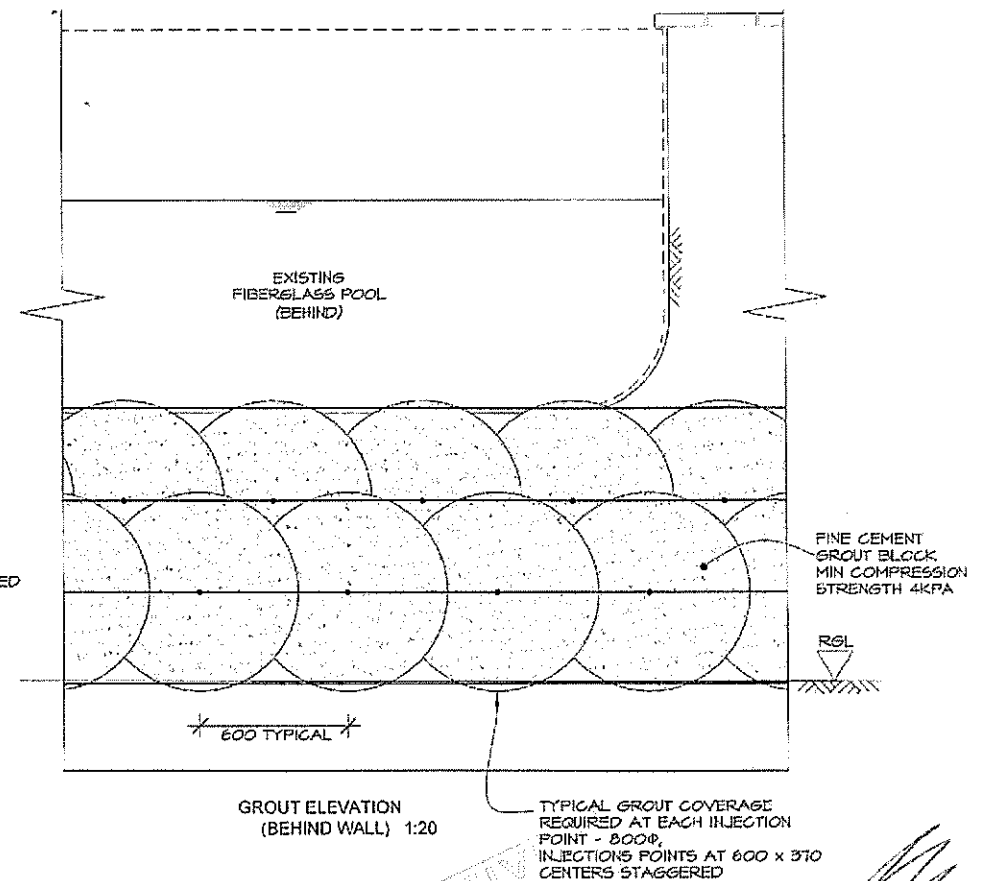
WALL SECTION  
(CROSS BONDED)  
**LIMESTONE RETAINING WALL 1:20**  
BLOCKS 350 x 350 x 1000

## OPTION 1 - RECONSTRUCTION OF COMPLETE WALL


 <p><b>SCOTT &amp; ASSOCIATES</b> CONSULTING ENGINEERS, STRUCTURAL &amp; CIVIL PROJECT MANAGERS 2/97 WILCOCK STREET, ANDROSS WA 6153 TELEPHONE (08) 9315 5531 FACSIMILE (08) 9384 8228 EMAIL: admin@scotteng.com.au</p>	rev c				project	Job No.	4049 1
	rev b					date	JAN-13
	rev a	ELEVATION A	NT	JAN-13	PROPOSED RETAINING WALL 44 FAIRBAIRN ROAD, COOGEE	eng	PWS
	original	CONSTRUCTION	NT	JAN-13		drt	NT
	issue	description	by	date	MR TONY MARELLO	sheet	S2

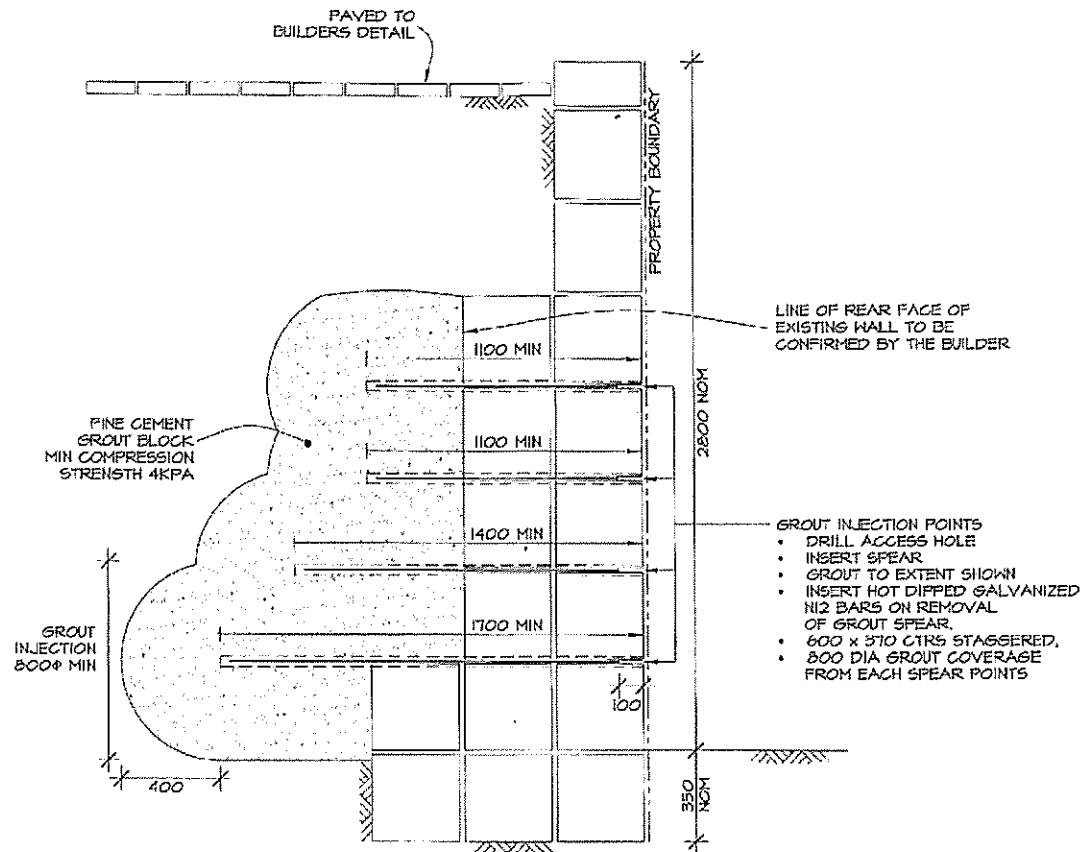
  
**Phillip W. Scott**  
MIEAust CPEng  
Chartered Professional Engineer  
Membership No. 6349  
The Institution of Engineers, Australia





### OPTION 2A - STRENGTHENING - RECONSTRUCTION OF DAMAGED LENGTH OF WALL

 <p><b>SCOTT &amp; ASSOCIATES</b> CONSULTING ENGINEERS, STRUCTURAL &amp; CIVIL PROJECT MANAGERS</p> <p>237 WILLCOCK STREET, ANDROSS W.A. 6123 TELEPHONE (08) 9315 0251 FAX (08) 9394 8226 EMAIL: admin@scotteng.com.au</p>	rev c				<p>project</p> <p><b>PROPOSED RETAINING WALL</b> 44 FAIRBAIRN ROAD, COOGEE</p> <p>MR TONY MARELLO</p>	job No.	4048 1
	rev b					date	JAN-13
	rev a	ELEVATION A	NT	JAN-13		eng	PWS
	original	CONSTRUCTION	NT	JAN-13		dft	NT
	issue	description	by	date		sheet	S3



BUILDER TO COMPACT SUBGRADE AND PROVIDE A COMPACTION TEST CERTIFICATE REFER NOTE 2

WALL SECTION  
LIMESTONE RETAINING WALL 1:20  
BLOCKS 350 x 350 x 1000

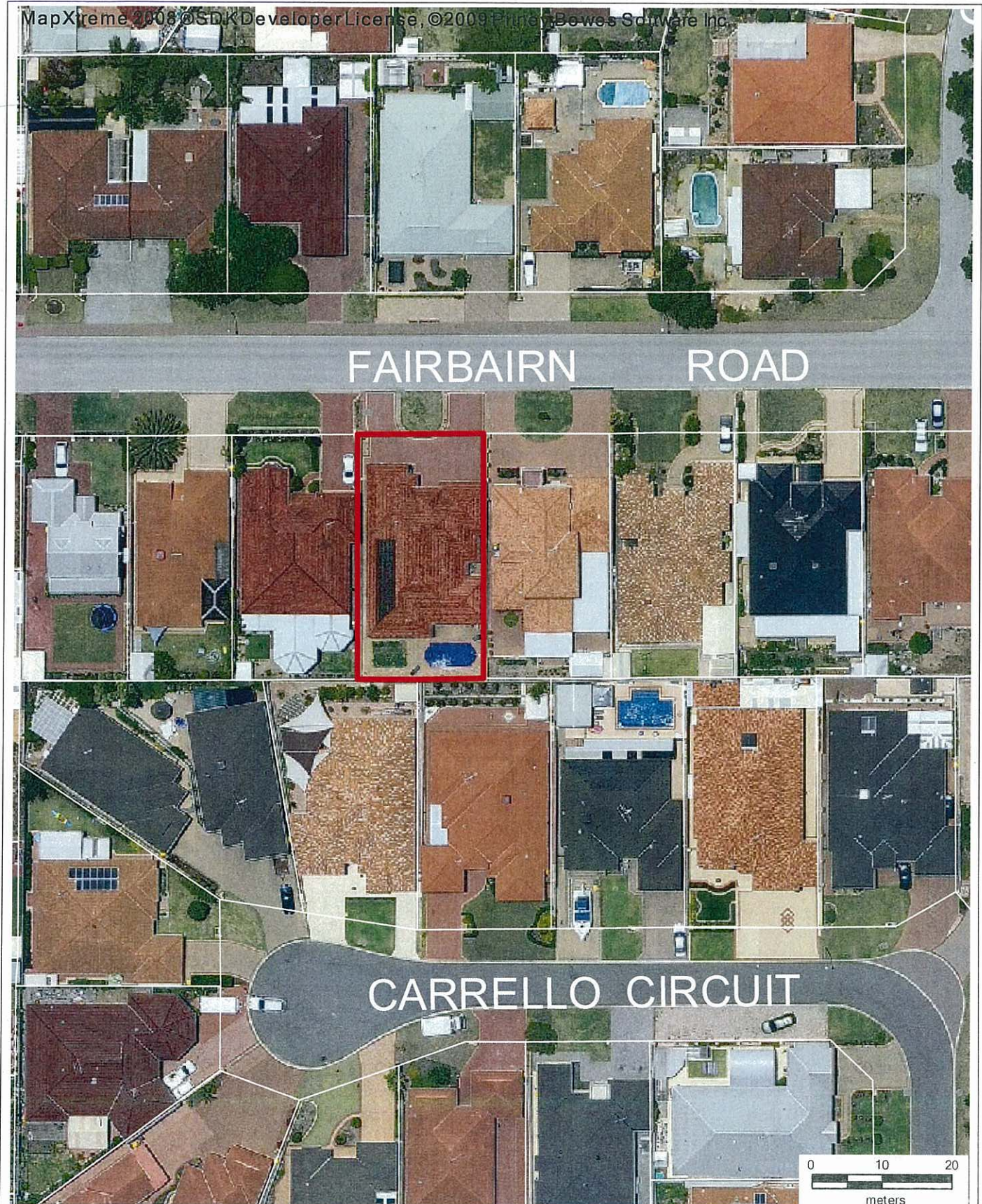
OPTION 2B - STRENGTHENING OF UNDAMAGED LENGTH OF WALL

Phillip W. Scott  
MIEAust CPEng  
Chartered Professional Engineer  
Membership No. 6349  
The Institution of Engineers, Australia

<p><b>SCOTT &amp; ASSOCIATES</b> CONSULTING ENGINEERS, STRUCTURAL &amp; CIVIL PROJECT MANAGERS 2/87 WALLCOCK STREET, ARDROSS WA 6153 TEL: 08 9315 5531 FAX: 08 9304 3920 EMAIL: admin@scotteng.com.au</p>	rev c				<p>project</p> <p>PROPOSED RETAINING WALL 44 FAIRBAIRN ROAD, COOGEE</p> <p>MR TONY MARELLO</p>	job No.	4048.1
	rev b					date	JAN-13
	rev a	ELEVATION A	NT	JAN-13		eng	PWS
	original	CONSTRUCTION	NT	JAN-13		drft	NT
	Issue	description	by	date		sheet	S4



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**City of Cockburn**  
GIS Services Department

**44 Fairbairn Rd Marked in  
Red outline**

PRINTED ON:  
Wednesday, 30 January  
2013

SCALE = 1:755

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.





**Greg Bowering**

---

**From:** Yanqiu Lou [Yanqiu.Lou@verveenergy.com.au]  
**Sent:** Monday, 28 January 2013 10:55 AM  
**To:** Greg Bowering  
**Subject:** Re: 44&46 retaining wall application comments

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Hi Greg,

After considerable deliberations, and examining the new wall designs for 44&46 Fairbairn Road, we would like to make the following comments:

1. We understand via talking to the owner of 44, the Option 2 (2A & 2B) Design will not be technically possible although we would strongly object this option due to the remaining section of the wall is leaning significantly to our back garden.

2. The wall height for 46 is 3.1 meters according to the design drawings, but the drawing does not give a datum. We are unsure the relative height from my ground level. So we would like the owner to ensure the top of their wall will not to exceed the top of the wall of 44 Fairbairn Road. From our research, the new design of the wall for 46 increased approximately 1.3 meters from original subdivision walls. We understand the owner is arranging a datum survey. If the survey results reveal that the wall increase from the original is greater than 1.3 meters, we need to be notified as it would pose the overshadowing issue to an unacceptable level.

3. We request the two owners of the wall to coordinate and ensure that the limestone blocks appearance at our side of the wall to match and achieve nice visual effect.

Regards,  
 Yanqiu Lou  
 Sent from my iPhone

On 24/01/2013, at 8:39 AM, "Greg Bowering" <[gbowering@cockburn.wa.gov.au](mailto:gbowering@cockburn.wa.gov.au)> wrote:

> That's OK Yanqui  
 >  
 > Thanks for keeping me informed.  
 >  
 > Greg Bowering Manager, Statutory Planning City of Cockburn, PO BOX  
 > 1215 BIBRA LAKE DC WA 6956  
 > P: 08 9411 3692 F:9411 3333 M:0417752637 City of Cockburn  
 >  
 > -----Original Message-----  
 > From: Yanqiu Lou [mailto:Yanqiu.Lou@verveenergy.com.au]  
 > Sent: Wednesday, 23 January 2013 10:20 PM  
 > To: Greg Bowering  
 > Subject: 44&46 retaining wall application comments

>  
 >

## Greg Bowering

---

**From:** Annita Ricciardi [annita.ricciardi@bigpond.com]  
**Sent:** Tuesday, 22 January 2013 7:02 PM  
**To:** Greg Bowering  
**Subject:** retaining wall Fairbarn St / Carrello Circ

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Greg,

Subsequent to our meeting last Thursday 17<sup>th</sup> January, we advise that we have no issues with the intended plans for the new retaining wall to be 2.8m subject to it being built to correct council engineering standards.

Our only concern at this stage is that our section of the retaining wall (behind 18 Carrello Circ) has slightly moved due to the collapse. We would expect that our section of the wall which is above the council approved height be re-enforced or re-built to prevent an additional collapse as has occurred.

We would appreciate being kept informed of further developments.

Best Regards

Robert & Annita Ricciardi  
18 Carrello Circuit  
Coogee 6166





View of rear of No. 44 Fairbairn Road looking toward No. 46 Fairbairn. Shed at No. 18 Corrello in foreground with collapsed section of wall in rear of No. 16 Corrello.





View from rear of No. 16 Corrello with No 44 Fairbairn at top left and No. 46 Fairbairn at top right.





View of collapsed section of wall from No. 44 Fairbairn looking down into No. 16 Corrello.





REBUILT EXTENT OF RETAINING WALL  
REFER TO SECTION DETAIL (S2)

PROPERTY BOUNDARY

PROPERTY BOUNDARY

EXISTING  
RESIDENCE

PROPERTY BOUNDARY

COLORBOND FENCE  
TO MANUFACTURES  
SPECIFICATIONS

INTERLOCKING  
BLOCKS

350 x 350 x 1000  
LIMESTONE BLOCKS

FENCE  
1800  
MAX

3100  
NOM  
THROUGH  
OUT

18000

ELEVATION A 1 : 100

NOTE:

- WALL FACE BLOCKS WILL BE NEW RECONSTITUTED LIMESTONE BLOCKS.
- WALL BACKING BLOCKS WILL BE RE USED NATURAL LIMESTONE FROM THE DEMOLISHED WALL



SITE PLAN 1 : 100

BUILDER TO CONFIRM ON SITE  
ALL DIMENSIONS AND FFL IN  
ACCORDANCE WITH ARCHITECTURAL  
PLAN PRIOR TO CONSTRUCTION

THESE FOOTINGS HAVE BEEN  
DESIGNED FOR A 'CLASS A'  
SITE SOIL CLASSIFICATION.  
BUILDER TO ADVISE IF OTHERWISE.

ENSURE NO EXISTING STRUCTURES OR SERVICES ON THIS OR  
ADJACENT PROPERTIES WILL BE SURCHARGED OR UNDERMINED  
BY THESE WORKS. IF UNSURE, CONTACT THE STRUCTURAL  
ENGINEER FOR PROPER ADVICE PRIOR TO PROCEEDING

**FOR COUNCIL**



**Phillip W. Scott**  
MIEAust CPEng  
Chartered Professional Engineer  
Membership No. 6349  
The Institution of Engineers, Australia



**SCOTT & ASSOCIATES**

CONSULTING ENGINEERS, STRUCTURAL & CIVIL  
PROJECT MANAGERS

2/37 WILLCOCK STREET, ARODROSS W.A. 6153  
TELEPHONE (08) 9315 5531 FACSIMILE (08) 9354 8926  
EMAIL admin@scotteng.com.au

rev c				project	job No.
rev b					4048
rev a	ELEVATION A	NT	JAN-13	PROPOSED RETAINING WALL 46 FAIRBAIRN ROAD, COOGEE	date JAN-13
original	CONSTRUCTION	NT	JAN-13	MR & MRS BAVCEVIC C/- MR FRANK TELENTA	eng PWS
issue	description	by	date		drt NT
					sheet S1

## NOTES :

### 1) DESIGN LOADING :

- a) THIS WALL DESIGNED FOR USE IN WELL DRAINED SANDY SOILS ONLY. REFER TO ENGINEER FOR OTHER SOIL TYPES OR A WATER TABLE HIGHER THAN 600mm BELOW FOUNDING LEVEL.
- b) SURCHARGE LOADING (VEHICLE PARKING, BUILDING, FILL BUILDUP, ETC.) BE PLACED BEHIND THE WALL FACE WITHIN A DISTANCE EQUAL TO THE WALL HEIGHT - IS NOT TO EXCEED 2 kPa, 0.2 ton/sq m.

- 2) ALL GROUND BENEATH THE WALL AND IN FRONT OF THE WALL TO BE COMPACTED TO ACHIEVE A MINIMUM OF 6 BLOWS PER 300mm WHEN TESTED WITH A STANDARD PERTH PENETROMETER.

- 3) BLOCKS - 350 x 350 x 1000 (HxW) - CROSSBONDED EVERY THIRD COURSE. LIMESTONE BLOCKS MAY BE NATURAL LIMESTONE WITH A MINIMUM DENSITY OF 1400 kg/cu.m, OR RECONSTITUTED LIMESTONE WITH AN EQUAL OR GREATER DENSITY.

- 4) LIMESTONE TO BE LAID IN 1:1.6 OR 1:0.5 CLASS 'M3' MORTAR (CEMENT, LIME, SAND). FILL ALL VOIDS, DO NOT USE RUBBLE. 20mm MORTAR JOINTS THROUGHOUT. ALL LIMESTONE BLOCK SURFACES ARE TO BE WASHED CLEAN AND THOROUGHLY WETTED PRIOR TO MORTAR APPLICATION.

- 5) BACKFILL MATERIAL TO BE CLEAN SAND COMPACTED WITH LIGHTWEIGHT EQUIPMENT IN LAYERS NOT EXCEEDING 150mm. DO NOT BACKFILL RETAINING WALLS LESS THAN 3 DAYS OLD.

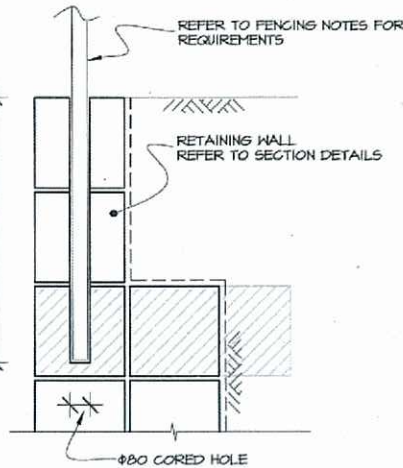
- 6) LATERAL LOAD APPLIED TO THE WALL BY WIND LOAD ON A STANDARD 1.8M HIGH FRG SHEET FENCE HAS BEEN ALLOWED FOR IN THE WALL DESIGN.

- 7) THIS DESIGN DRAWING IS VOID UNLESS TWO ORIGINAL SIGNED AND STAMPED COPIES HAVE BEEN INCLUDED IN THE SUBMISSION TO COUNCIL FOR BUILDING APPROVAL.

### FENCING NOTES

- A) THE FENCE POSTS ARE TO BE PLACED IN 80 MM CORE HOLES AND DRILLED 250 MM INTO THE THIRD COURSE (TOTAL EMBEDMENT OF 490 MM FROM THE TOP OF THE WALL). POSTS AT 2250 MM CENTRES MAX. MAXIMUM FENCE HEIGHT OF 1800 MM ABOVE GROUND LEVEL.
- B) THE FENCE POSTS ARE TO BE PLACED CENTRAL TO THE TOP ROW OF BLOCKS IN PLAN AND ANCHORED INTO CORE HOLES WITH A NON SHRINK, FLOWABLE CONSTRUCTION GROUT.

No. BLOCK COURSES	NET HEIGHT 'H'	OVERALL HEIGHT 'HT'	BASE WIDTH 'W'	MIN DEPTH 'D'
10	3100	3680	1830	580



FENCE DETAIL 1:20

ALL CORNERS TO BE REINFORCED WITH 2 - R6 GALVANISED RODS TO EACH BED JOINT.

MINIMUM LENGTH OF RODS EQUAL TO HEIGHT OF WALL.

CORNER PLAN



### SCOTT & ASSOCIATES

CONSULTING ENGINEERS, STRUCTURAL & CIVIL PROJECT MANAGERS

2/37 WILLCOCK STREET, ADELAIDE S.A. 5153  
TELEPHONE (08) 9315 5531 FACSIMILE (08) 9354 8929  
EMAIL admin@scotteng.com.au

rev c			
rev b			
rev a	ELEVATION A	NT	JAN-13
original	CONSTRUCTION	NT	JAN-13
issue	description	by	date

### project

PROPOSED RETAINING WALL  
46 FAIRBAIRN ROAD,  
COOGEE

MR & MRS BAVCEVIC C/- MR FRANK TELENIA

### Job No.

4048

date JAN-13

eng PWS

drft NT

sheet S2

NOMINAL 1 IN 50 BACK SLOPE

NOTE: INTERLOCKING BLOCKS  
1-250 x 350 x 1000 BLOCK

NOTE: INTERLOCKING BLOCKS  
2-350 x 350 x 1000 BLOCKS

NOTE: INTERLOCKING BLOCKS

TOTAL SURCHARGE FROM VEHICLES, BUILDINGS AND ADDITIONAL SOIL OR PAVEMENT FOR A DISTANCE EQUAL TO 'HT' OF RETAINING WALL BEHIND THIS WALL NOT TO EXCEED 2 kPa (200 kg/sq.m)

ENGINEER TO BE NOTIFIED IN WRITING OF ANY GROUND RETAINED OR SLOPE DOWNWARDS CLOSER THAN 3M FROM THE FACE OF THIS WALL

PARGE OR WATER PROOF MEMBRANE TO BUILDERS DETAIL

LIMESTONE TO BE LAID IN 1:1.6 OR 1:0.5 (CEMENT/LIME/SAND) MORTAR, 20mm MORTAR JOINTS THROUGHOUT



BUILDER TO COMPACT SUBGRADE AND PROVIDE A COMPACTION TEST CERTIFICATE REFER NOTE 2

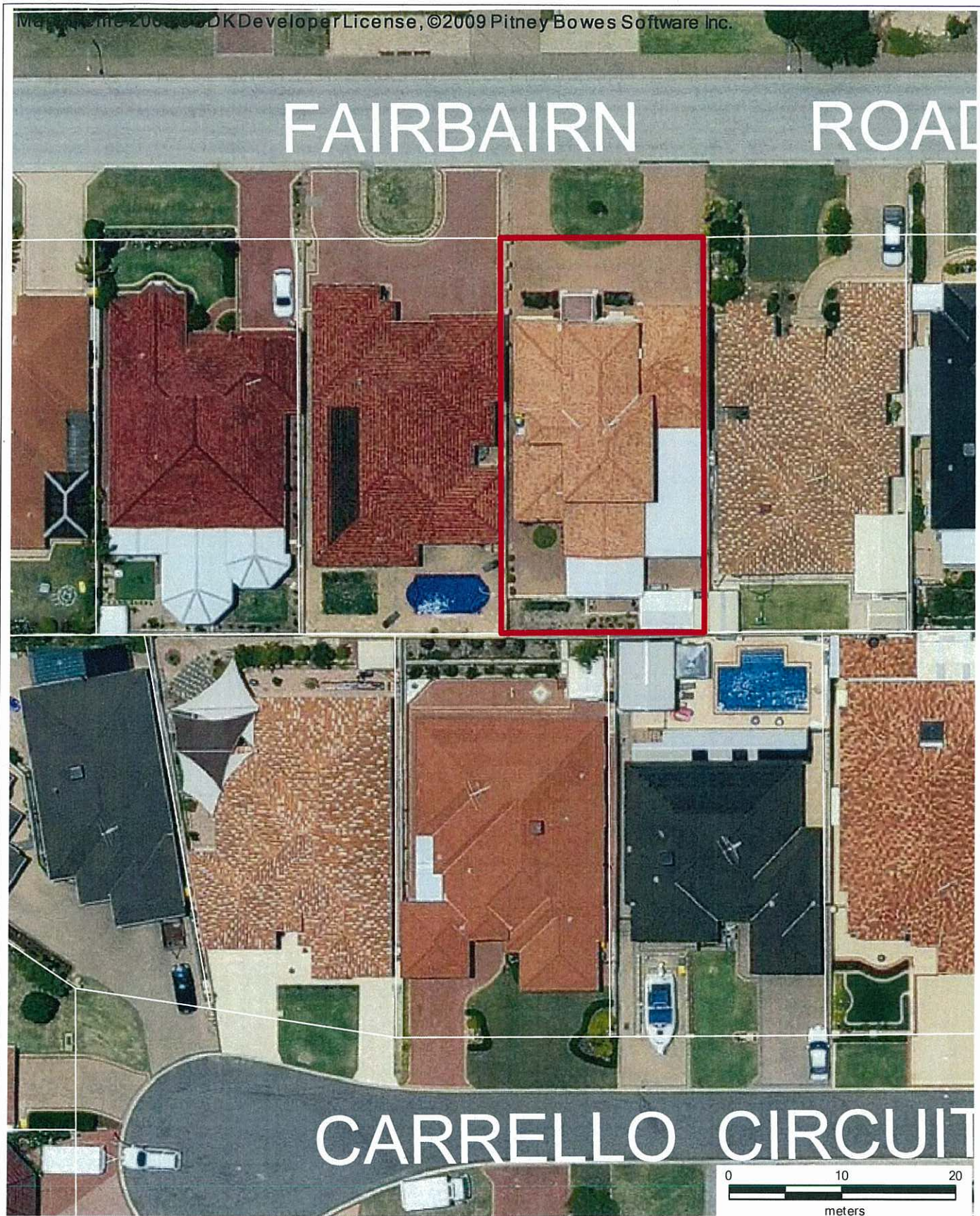
## WALL SECTION (CROSS BONDED) LIMESTONE RETAINING WALL 1:20 BLOCKS 350 x 350 x 1000



Phillip W. Scott  
MIEAust CPEng  
Chartered Professional Engineer  
Membership No. 6349  
The Institution of Engineers, Australia



MapInfo 2009 © DK Developer License, ©2009 Pitney Bowes Software Inc.



 <p><b>City of Cockburn</b> GLS Services Department</p>	<p><b>46 Fairbairn Road Coogee – outlined in Red</b></p>	<p>PRINTED ON: Thursday, 31 January 2013</p> <p>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.</p>	<p>SCALE = 1:472</p>	<p><b>NORTH</b></p>
--	--	---	----------------------	---------------------



**Greg Bowering**

---

**From:** Freda Congleton [fcongleton@heartswest.com.au]  
**Sent:** Friday, 25 January 2013 1:54 PM  
**To:** Greg Bowering  
**Subject:** Retaining wall at 46 Fairbairn Rd

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Dear Greg

Thank you for visiting us to inform us of the plan to rebuild the wall at the rear of 46 Fairbairn road to its pre collapse height.  
We would like to object to this proposal for the following reasons.  
The shadow, which a wall that height topped with a standard boundary fence of a further 1.8 metres casts over the area which surrounds our pool on the northern aspect can be significant.

Furthermore given the questionable history of the wall we wish to lodge an objection to the wall exceeding its original height at development. This would then ensure it would be restored back to what we have been informed by council is its original height at development. The inability for anyone to definitively inform us how the wall came to be over 3 metres is perplexing and frustrating.

For our peace of mind it would be preferable to have a 1.8m limestone wall so that if there were another catastrophic event it would have less impact on our property in the case of another collapse. It also concerns us that a wall exceeding 1.8 m would be linked to the wall that didn't fall and may put pressure on the entire height of the remaining wall.

The difficulty we are having in gaining an assurance to have our damaged property fixed leads us to this course of action to mitigate further damage which we may then have to remedy through further expense to ourselves.

Kind Regards  
Freda Congleton

Sent from my iPhone

## Greg Bowering

---

**From:** Yanqiu Lou [Yanqiu.Lou@verveenergy.com.au]  
**Sent:** Monday, 28 January 2013 10:55 AM  
**To:** Greg Bowering  
**Subject:** Re: 44&46 retaining wall application comments

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Hi Greg,

After considerable deliberations, and examining the new wall designs for 44&46 Fairbairn Road, we would like to make the following comments:

1. We understand via talking to the owner of 44, the Option 2 (2A & 2B) Design will not be technically possible although we would strongly object this option due to the remaining section of the wall is leaning significantly to our back garden.
2. The wall height for 46 is 3.1 meters according to the design drawings, but the drawing does not give a datum. We are unsure the relative height from my ground level. So we would like the owner to ensure the top of their wall will not to exceed the top of the wall of 44 Fairbairn Road. From our research, the new design of the wall for 46 increased approximately 1.3 meters from original sub-division walls. We understand the owner is arranging a datum survey. If the survey results reveal that the wall increase from the original is greater than 1.3 meters, we need to be notified as it would pose the overshadowing issue to an unacceptable level.
3. We request the two owners of the wall to coordinate and ensure that the limestone blocks appearance at our side of the wall to match and achieve nice visual effect.

Regards,  
Yanqiu Lou  
Sent from my iPhone

On 24/01/2013, at 8:39 AM, "Greg Bowering" <[gbowering@cockburn.wa.gov.au](mailto:gbowering@cockburn.wa.gov.au)> wrote:

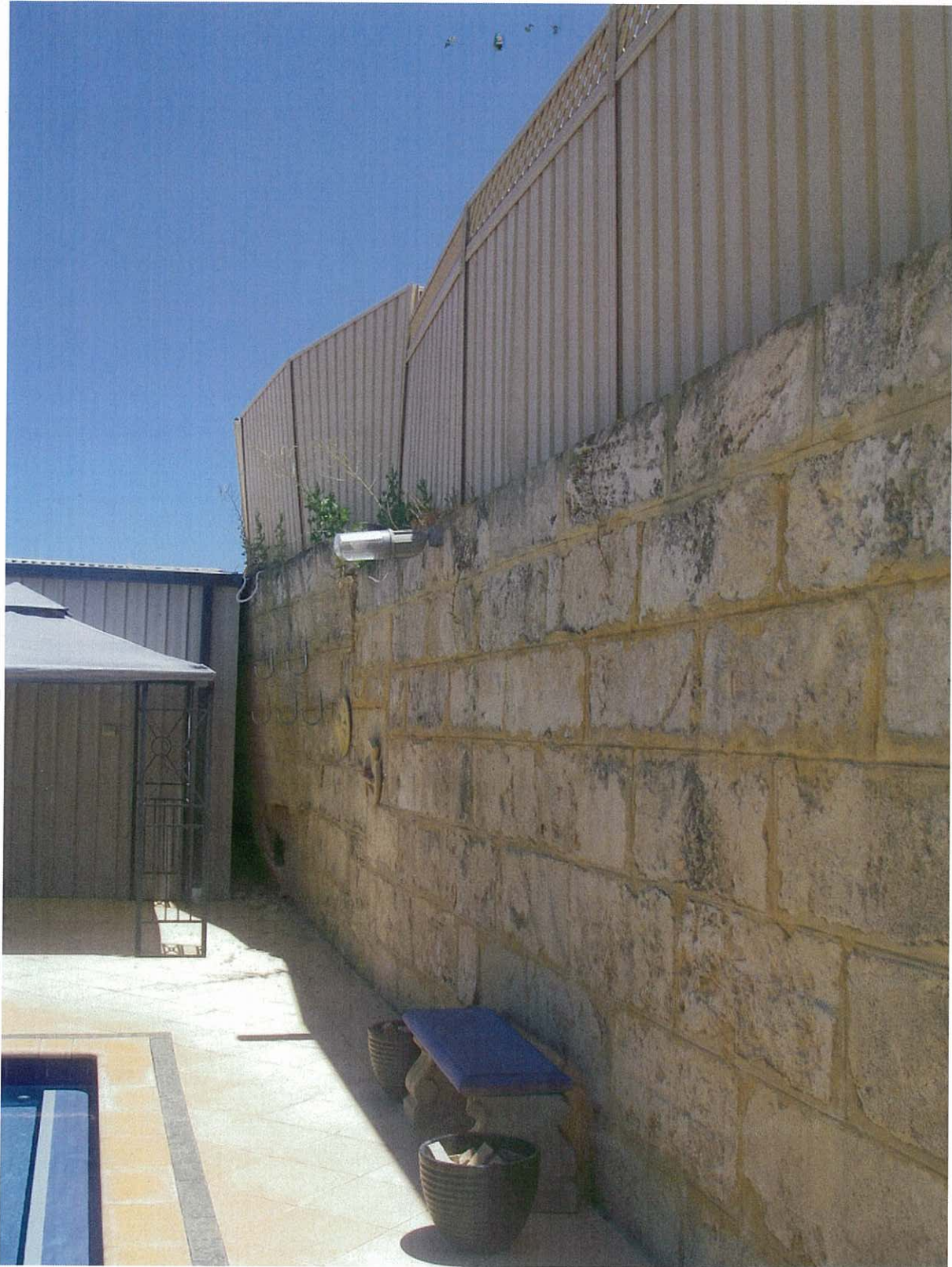
> That's OK Yanqui  
>  
> Thanks for keeping me informed.  
>  
> Greg Bowering Manager, Statutory Planning City of Cockburn, PO BOX  
> 1215 BIBRA LAKE DC WA 6956  
> P: 08 9411 3692 F:9411 3333 M:0417752637 City of Cockburn  
>  
> -----Original Message-----  
> From: Yanqiu Lou [mailto:Yanqiu.Lou@verveenergy.com.au]  
> Sent: Wednesday, 23 January 2013 10:20 PM  
> To: Greg Bowering  
> Subject: 44&46 retaining wall application comments  
>  
>



> Hi Greg,  
>  
> Thanks for coming around the house to talk to us regarding titled. I  
> am unable to make a decision today as discussed. But I am working on  
> it, and hope to get some more professional advice next couple of days,  
> I will ensure to get my comments to you by this Friday. Please let me  
> know if  
this  
> creates any problems for you.  
>  
> Regards,  
> Yanqiu  
> Sent from my iPhone  
>  
> P Please consider the environment before printing this email. Verve  
Energy , ABN 58 673 830 106, Perth, Western Australia.  
> Telephone: +61 8 9424 1888 TO THE ADDRESSEE: Unencrypted E-mail is  
> not

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P Please consider the environment before printing this email. Verve Energy , ABN 58 673 830 106, Perth, Western Australia.  
Telephone: +61 8 9424 1888 TO THE ADDRESSEE: Unencrypted E-mail is not secure and may not be authentic. We cannot guarantee the accuracy, reliability, completeness or confidentiality of this E-mail and any attachments ("E-Mail"). IF YOU ARE NOT THE INTENDED ADDRESSEE: This E-Mail is intended solely for the intended addressee and may be subject to legal or other professional privilege, or may contain information that is confidential or exempt from disclosure by law. Copying or distributing this E-Mail or any information it may contain, by anyone other than the intended addressee, is prohibited. If you have received this E-Mail in error please notify us immediately by return e-mail or by telephone; and destroy this E-Mail and any electronic or hard copies of it. Any claim to privilege or confidentiality is not waived or lost by reason of mistaken transmission of this E-Mail. VIRUSES: Although we scan all outgoing e-mail and attachments for viruses, we cannot guarantee that viruses will not be transmitted with this E-mail. It is the recipient's responsibility to check this E-Mail for viruses.



View of rear of No. 46 Fairbairn Road from 14 Carello, looking toward No. 44 Fairbairn. Shed at No. 16 Corrello to left with collapsed section of wall leaning.





View from rear of No. 16 Corrello facing toward No. 14 Carrello with No 46 Fairbairn at top. Cream Shed at top has been removed by owner.





View of collapsed section of partially collapsed wall from No. 46 Fairbairn looking down into No. 14 Carrello.

## CITY OF COCKBURN

## MUNICIPAL BANK ACCOUNT

Attach 1

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF068097	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	3/12/2012	58,305.00
EF068098	10354	COCKBURN COMMUNITY AND CULTURAL COUNCIL DONATION / YOUTH ART SCHOLARSHIP	3/12/2012	9,000.00
EF068099	10386	COMMUNITY NEWSPAPER GROUP ADVERTISING SERVICES	3/12/2012	1,094.60
EF068100	10621	FREMANTLE HOSPITAL MEDICAL RESEARCH FOUNDATION DONATION	3/12/2012	15,000.00
EF068101	10944	MCLEODS LEGAL SERVICES	3/12/2012	3,459.28
EF068102	11030	NEWTON PRIMARY SCHOOL SUSTAINABILITY GRANT	3/12/2012	473.50
EF068103	11789	WALGA ADVERTISING/TRAINING SERVICES	3/12/2012	3,596.00
EF068104	11841	YANGEBUP FAMILY CENTRE INC DONATION	3/12/2012	7,000.00
EF068105	12574	COCKBURN TOY LIBRARY DONATION	3/12/2012	4,000.00
EF068106	12656	COOGEE BEACH SURF LIFESAVING CLUB INC POOR GROVE SLSC DEVELOPMENT COSTS	3/12/2012	18,511.80
EF068107	13690	PORT COMMUNITY HIGH SCHOOL DONATION	3/12/2012	15,000.00
EF068108	14419	RETURNED SERVICES LEAGUE OF AUSTRALIA DONATION	3/12/2012	9,000.00
EF068109	18434	HALO LEADERSHIP DEVELOPMENT AGENCY DONATION	3/12/2012	8,000.00
EF068110	18683	JADRANKA KIURSKI REIMBURSEMENT OF TAFE FEES	3/12/2012	2,391.00
EF068111	18941	ALLSTAMPS STATIONERY	3/12/2012	208.65
EF068112	24509	DANIELLA PALAZZO SPONSORSHIP	3/12/2012	2,000.00
EF068113	24511	CARISSA SOARES SCHOLARSHIP	3/12/2012	500.00
EF068114	24512	ADRIAN SOARES SHOLARSHIP	3/12/2012	500.00
EF068115	24513	FREMANTLE MEDICARE LOCAL LTD REIMBURSEMENT	3/12/2012	1,100.00
EF068116	24281	ECO LOGICAL AUSTRALIA PTY LTD MAPPING SERVICES	5/12/2012	21,209.05
EF068117	11865	VALMA LUCY OLIVER MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068118	11867	KEVIN JOHN ALLEN MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	1,833.33
EF068119	12740	MAYOR LOGAN HOWLETT MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	6,166.67
EF068120	15883	TONY ROMANO - COUNCILLOR MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068121	19059	CAROL REEVE-FOWKES MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068122	20634	LEE-ANNE SMITH MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068123	21185	BART HOUWEN MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068124	23338	STEVE PORTELLI MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF068125	23339	STEPHEN PRATT MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068126	23340	SHAHYAZ MUBARAKAI MONTHLY COUNCILLOR ALLOWANCE	7/12/2012	583.33
EF068127	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	10/12/2012	3,265.86
EF068128	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	10/12/2012	4,325.88
EF068129	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	10/12/2012	2,068.81
EF068130	11001	MUNICIPAL EMPLOYEES UNION PAYROLL DEDUCTIONS	10/12/2012	931.20
EF068131	11856	WA LOCAL GOVERNMENT SUPER PLAN PAYROLL DEDUCTIONS	10/12/2012	308,033.29
EF068132	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	10/12/2012	1,164.80
EF068133	11859	STAFF SOCIAL CLUB PAYROLL DEDUCTIONS	10/12/2012	60.50
EF068134	11860	45S CLUB PAYROLL DEDUCTIONS	10/12/2012	52.00
EF068135	18005	COLONIAL FIRST STATE PAYROLL DEDUCTIONS	10/12/2012	356.09
EF068136	18247	ELLIOTT SUPERANNUATION FUND PAYROLL DEDUCTIONS	10/12/2012	241.09
EF068137	18432	HESTA SUPER FUND PAYROLL DEDUCTIONS	10/12/2012	2,390.31
EF068138	18718	HEALTH SUPER FUND PAYROLL DEDUCTIONS	10/12/2012	1,063.30
EF068139	18719	COLONIAL FIRST STATE - DAVID GIBSON PAYROLL DEDUCTIONS	10/12/2012	194.17
EF068140	18795	SUPERWRAP PAYROLL DEDUCTIONS	10/12/2012	272.01
EF068141	19010	SUMMIT PERSONAL SUPER PLAN PAYROLL DEDUCTIONS	10/12/2012	369.01
EF068142	19193	REST SUPERANNUATION PAYROLL DEDUCTIONS	10/12/2012	43.02
EF068143	19706	ING MASTERFUND PAYROLL DEDUCTIONS	10/12/2012	4.32
EF068144	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	10/12/2012	2,915.94
EF068145	19727	MTAA SUPER FUND PAYROLL DEDUCTIONS	10/12/2012	176.08
EF068146	19744	VISION SUPER PAYROLL DEDUCTIONS	10/12/2012	392.00
EF068147	19997	AUSTRALIANSUPER PAYROLL DEDUCTIONS	10/12/2012	11,245.67
EF068148	20056	CBUS PAYROLL DEDUCTIONS	10/12/2012	819.49
EF068149	20217	DOWNING SUPERANNUATION FUND PAYROLL DEDUCTIONS	10/12/2012	3,009.77
EF068150	20300	CATHOLIC SUPER & RETIREMENT FUND PAYROLL DEDUCTIONS	10/12/2012	623.24
EF068151	20337	THE LLOYDS SUPERANNUATION FUND PAYROLL DEDUCTIONS	10/12/2012	3,764.57
EF068152	20755	COLONIAL FIRST STATE - ROBERT GRAEME WATSON PAYROLL DEDUCTIONS	10/12/2012	114.90



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EF068153	21365	ING LIFE - ONEANSWER PERSONAL SUPER PAYROLL DEDUCTIONS	10/12/2012	99.55
EF068154	21526	TASPLAN SUPER PAYROLL DEDUCTIONS	10/12/2012	111.42
EF068155	21921	MAURICIO FAMILY SELF MANAGED SUPER FUND PAYROLL DEDUCTIONS	10/12/2012	1,747.38
EF068156	21996	ANZ ONEANSWER PERSONAL SUPER PAYROLL DEDUCTIONS	10/12/2012	361.64
EF068157	22067	STEPHENS SUPERANNUATION FUND PAYROLL DEDUCTIONS	10/12/2012	722.83
EF068158	22901	FONTANA SUPER PLAN PAYROLL DEDUCTIONS	10/12/2012	1,178.48
EF068159	23552	AGEST SUPER PAYROLL DEDUCTIONS	10/12/2012	227.30
EF068160	23695	NETWEALTH INVESTMENT & SUPERANNUATION PAYROLL DEDUCTIONS	10/12/2012	1,023.91
EF068161	23993	ONEPATH LIFE LIMITED PAYROLL DEDUCTIONS	10/12/2012	433.70
EF068162	24379	AUSTSAFE SUPER PAYROLL DEDUCTIONS	10/12/2012	38.06
EF068163	10091	ASLAB PTY LTD ASPHALTING SERVICES/SUPPLIES	10/12/2012	3,079.58
EF068164	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	10/12/2012	196,738.00
EF068165	10160	DORMA AUTOMATICS AUTOMATIC DOOR SERVICES	10/12/2012	379.50
EF068166	10177	BEEILIAR RESIDENTS ADVANCEMENT GROUP COMMUNITY GRANT	10/12/2012	600.00
EF068167	10244	BUILDING & CONST INDUSTRY TRAINING FUND LEVY PAYMENT	10/12/2012	129,111.49
EF068168	10788	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE EXPENSE REIMBURSEMENTS	10/12/2012	317.52
EF068169	10794	JASON SIGNMAKERS SIGNS	10/12/2012	751.96
EF068170	10939	LINFOX ARMAGUARD BANKING SECURITY SERVICES	10/12/2012	482.67
EF068171	10944	MCLEODS LEGAL SERVICES	10/12/2012	966.86
EF068172	11455	SPEARWOOD PRIMARY P & C ANNUAL CHRISTMAS RAFFLE CONTRIBUTION	10/12/2012	200.00
EF068173	11530	SUNDAY TIMES ADVERTISING SERVICES	10/12/2012	600.00
EF068174	11794	SYNERGY ELECTRICITY USAGE/SUPPLIES	10/12/2012	192,838.19
EF068175	12656	COOGEE BEACH SURF LIFESAVING CLUB INC POOR GROVE SLSC DEVELOPMENT COSTS	10/12/2012	1,500.00
EF068176	15273	KEWDALE CAD & DRAFTING SUPPLIES P/L PAPER & DRAWING SUPPLIES	10/12/2012	2,196.70
EF068177	15653	COOGEE BEACH PROGRESS ASSOCIATION NEWSLETTER PRINTING CONTRIBUTION	10/12/2012	180.00
EF068178	16704	ACCIDENTAL FIRST AID SUPPLIES MEDICAL SUPPLIES	10/12/2012	1,093.49
EF068179	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	10/12/2012	10,722.38
EF068180	20304	SOCIETY GENERALE AUSTRALIA BRANCH LEASE FINANCING SERVICES	10/12/2012	2,717.63

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EF068181	20408	JESSICA LOW WORKSHOP - CIRCUS	10/12/2012	480.00
EF068182	21403	ROBERTA BUNCE COMMUNITY CARE VOLUNTEER REIMBURSEMENTS	10/12/2012	37.35
EF068183	22005	BEN TANOA EXPENSES REIMBURSEMENT	10/12/2012	461.60
EF068184	22564	GAIL TAYLOR SALARY PACKAGED LAPTOP REIMBURSEMENT	10/12/2012	648.99
EF068185	23748	DEPT OF EDUCATION, EMPLOYMENT & W/PLACE RELATIO GRANT REFUND	10/12/2012	36.83
EF068186	23948	TOBIAS WOLINSKI YOUTH ART SCHOLARSHIP	10/12/2012	500.00
EF068187	24183	WELLARD GLASS GLASS REPAIR SERVICES	10/12/2012	448.66
EF068188	24518	AUSTRALIAN MARINE COMPLEX BUSINESS OWNERS ASSO DONATION	10/12/2012	22,000.00
EF068189	24519	TAHNEE KAHUKARE YOUTH ART SCHOLARSHIP	10/12/2012	500.00
EF068190	24520	JAROD GRIFFITHS SALARY PACKAGED LAPTOP REIMBURSEMENT	10/12/2012	648.99
EF068191	24522	JAMES NGOROYEMOTO SALARY PACKAGED LAPTOP REIMBURSEMENT	10/12/2012	710.00
EF068192	24523	TIMOTHY CRANE STUDY FEES REIMBURSEMENT	10/12/2012	551.29
EF068193	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	17/12/2012	58,107.00
EF068194	10176	BEELIAR PRIMARY SCHOOL COMMUNITY/SUSTAINABILITY GRANT	17/12/2012	269.50
EF068195	10195	BIBRA LAKE PRIMARY SCHOOL COMMUNITY GRANT	17/12/2012	220.00
EF068196	10402	COOGEE PRIMARY SCHOOL COMMUNITY GRANT	17/12/2012	143.00
EF068197	10888	LJ CATERERS CATERING SERVICES	17/12/2012	3,061.50
EF068198	10944	MCLEODS LEGAL SERVICES	17/12/2012	23,954.88
EF068199	11144	PHOENIX PRIMARY SCHOOL SCHOOL GRADUATION AWARDS 2011	17/12/2012	154.00
EF068200	11396	SOUTH COOGEE PRIMARY SCHOOL COMMUNITY GRANT	17/12/2012	269.50
EF068201	11399	SOUTH COOGEE VOLUNTEER BUSHFIRE BRIGADE EXPENSE REIMBURSEMENTS	17/12/2012	450.00
EF068202	11408	SOUTH LAKE PRIMARY SCHOOL COMMUNITY/SUSTAINABILITY GRANT	17/12/2012	275.00
EF068203	11436	SOUTHWELL PRIMARY SCHOOL DONATION	17/12/2012	275.00
EF068204	11456	SPEARWOOD PRIMARY SCHOOL SCHOOL GRADUATION AWARDS 2011	17/12/2012	209.00
EF068205	11847	YANGEBUP PRIMARY SCHOOL SCHOOL GRADUATION AWARDS 2011	17/12/2012	209.00
EF068206	12740	MAYOR LOGAN HOWLETT CONFERENCE & TRAVEL EXPENSES REIMBURSEMENT	17/12/2012	407.30
EF068207	15363	JONES LANG LASALLE (WA) PTY LTD SHOP RENT - GATEWAY SHOPPING CENTRE	17/12/2012	21,216.00
EF068208	18092	MARILYN MCLEAN EXPENSES REIMBURSEMENT	17/12/2012	271.45

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EF068209	19416	<b>BILJANA GASPAR</b> SALARY PACKAGED LAPTOP REIMBURSEMENT	17/12/2012	1,737.25
EF068210	21231	<b>ANDREW TROSIC</b> SALARY PACKAGED LAPTOP REIMBURSEMENT	17/12/2012	6,950.00
EF068211	22487	<b>AMANDA SYMONS</b> EXPENSES REIMBURSEMENT	17/12/2012	179.31
EF068212	23250	<b>DEPARTMENT OF PLANNING</b> DAP APPLICATIONS & DAP FEES	17/12/2012	5,672.00
EF068213	24528	<b>NISHA BURTHEM</b> UNI FEES CONTRIBUTION	17/12/2012	589.00
EF068214	24529	<b>SHARON ENDERSBY</b> SALARY PACKAGED IPAD REIMBURSEMENT	17/12/2012	958.00
EF068215	24530	<b>STEVEN MILLIOS</b> SALARY PACKAGED IPAD REIMBURSEMENT	17/12/2012	899.00
EF068216	24531	<b>JOSHUA TENG HWEE NG</b> DRUMMING LESSONS REFUND	17/12/2012	75.00
EF068217	23351	<b>COCKBURN GP SUPER CLINIC PTY LTD</b> OPERATING FUNDS	18/12/2012	50,000.00
EF068218	18389	<b>GAVIN CONSTRUCTION</b> CONSTRUCTION SERVICES - GP SUPER CLINIC	20/12/2012	2,604,222.78
EF068219	10032	<b>ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD</b> CONTROLLERS AND SIGNS	21/12/2012	3,285.70
EF068220	10040	<b>AIBS WA CHAPTER</b> CONFERENCE REGISTRATION	21/12/2012	890.00
EF068221	10051	<b>ALL LINES</b> LINE MARKING SERVICES	21/12/2012	1,120.00
EF068222	10058	<b>ALSCO PTY LTD</b> HYGIENE SERVICES/SUPPLIES	21/12/2012	375.75
EF068223	10086	<b>ARTEIL WA PTY LTD</b> ERGONOMIC CHAIRS	21/12/2012	423.50
EF068224	10160	<b>DORMA AUTOMATICS</b> AUTOMATIC DOOR SERVICES	21/12/2012	8,343.50
EF068225	10170	<b>MACRI PARTNERS</b> PROFESSIONAL SERVICES	21/12/2012	21,516.00
EF068226	10207	<b>BOC GASES</b> GAS SUPPLIES	21/12/2012	716.61
EF068227	10219	<b>BOUSFIELDS MENSWEAR</b> CLOTHING SUPPLIES	21/12/2012	545.00
EF068228	10221	<b>BP AUSTRALIA LIMITED</b> DIESEL/PETROL SUPPLIES	21/12/2012	10,890.92
EF068229	10226	<b>BRIDGESTONE AUSTRALIA LTD</b> TYRE SERVICES	21/12/2012	42,304.69
EF068230	10246	<b>BUNNINGS BUILDING SUPPLIES PTY LTD</b> HARDWARE SUPPLIES	21/12/2012	1,242.15
EF068231	10247	<b>BUNZL AUSTRALIA LTD</b> PAPER/PLASTIC/CLEANING SUPPLIES	21/12/2012	1,418.04
EF068232	10256	<b>CABLE LOCATES &amp; CONSULTING</b> LOCATING SERVICES	21/12/2012	1,878.80
EF068233	10279	<b>CASTROL AUSTRALIA PTY LTD</b> GREASE/LUBRICANTS	21/12/2012	2,675.00
EF068234	10295	<b>CHALLENGER INSTITUTE OF TECHNOLOGY - BEACONSFIE</b> TRAINING SERVICES	21/12/2012	548.76
EF068235	10296	<b>CHALLENGER TAFE - FREMANTLE</b> TRAINING SERVICES - BUSINESS	21/12/2012	22,440.00
EF068236	10333	<b>CJD EQUIPMENT PTY LTD</b> HARDWARE SUPPLIES	21/12/2012	2,550.69

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EF068237	10335	<b>CLASSIC HIRE</b> EQUIPMENT HIRING SERVICES	21/12/2012	242.00
EF068238	10338	<b>TRANSPACIFIC CLEANAWAY</b> WASTE DISPOSAL SERVICES	21/12/2012	1,204.50
EF068239	10346	<b>COATES HIRE OPERATIONS PTY LTD</b> EQUIPMENT HIRING SERVICES	21/12/2012	1,650.64
EF068240	10348	<b>COCA COLA AMATIL</b> SOFT DRINK SUPPLIES	21/12/2012	3,494.30
EF068241	10353	<b>COCKBURN CEMENT LTD</b> RATES REFUND	21/12/2012	1,515.89
EF068242	10359	<b>COCKBURN PAINTING SERVICE</b> PAINTING SUPPLIES/SERVICES	21/12/2012	4,730.00
EF068243	10360	<b>COCKBURN PARTY HIRE</b> HIRE OF PARTY EQUIPMENT	21/12/2012	6,075.75
EF068244	10384	<b>COMMUNICATIONS AUSTRALIA PTY LTD</b> COMMUNICATION SERVICES	21/12/2012	12,143.79
EF068245	10386	<b>COMMUNITY NEWSPAPER GROUP</b> ADVERTISING SERVICES	21/12/2012	12,409.18
EF068246	10408	<b>COOLBELLUP NEWSAGENCY</b> NEWSPAPER SUPPLIES	21/12/2012	275.75
EF068247	10422	<b>REITSEMA PACKAGING</b> ROAD LITTER BAGS	21/12/2012	724.90
EF068248	10446	<b>CY O'CONNOR COLLEGE</b> TRAINING SERVICES	21/12/2012	529.20
EF068249	10483	<b>LANDGATE</b> MAPPING/LAND TITLE SEARCHES	21/12/2012	2,631.28
EF068250	10498	<b>DIGITAL MAPPING SOLUTIONS</b> COMPUTER SOFTWARE	21/12/2012	19,549.20
EF068251	10522	<b>DYMOCKS HAY ST</b> BOOKS	21/12/2012	860.30
EF068252	10526	<b>E &amp; MJ ROSHER PTY LTD</b> MOWER PARTS	21/12/2012	28,309.35
EF068253	10535	<b>ECOSYSTEM MANAGEMENT SERVICES</b> PLANTS	21/12/2012	11,287.10
EF068254	10537	<b>EDUCATIONAL ART SUPPLIES CO</b> ART/CRAFT SUPPLIES	21/12/2012	499.91
EF068255	10550	<b>EMERALD PEST CONTROL</b> PEST CONTROL SERVICES	21/12/2012	1,000.00
EF068256	10557	<b>ENVAR SERVICE PTY LTD</b> PREVENTATIVE MAINTENANCE SERVICES	21/12/2012	1,666.90
EF068257	10580	<b>FC COURIERS</b> COURIER SERVICES	21/12/2012	1,016.13
EF068258	10590	<b>FIRE &amp; EMERGENCY SERVICES AUTH OF WA</b> COST SHARING - COMMUNITY FIRE MANAGER	21/12/2012	3,091,958.37
EF068259	10597	<b>FLEXI STAFF PTY LTD</b> EMPLOYMENT SERVICES	21/12/2012	99,716.82
EF068260	10609	<b>FORESTVALE TREES P/L</b> PLANTS - TREES/SHRUBS	21/12/2012	9,817.50
EF068261	10611	<b>FORPARK AUSTRALIA</b> PLAYGROUND EQUIPMENT	21/12/2012	156,479.40
EF068262	10636	<b>FUJI XEROX AUSTRALIA PTY LTD</b> PHOTOCOPY CHARGES	21/12/2012	29,258.34
EF068263	10641	<b>GALVINS PLUMBING PLUS</b> PLUMBING SERVICES	21/12/2012	5,760.26
EF068264	10655	<b>GHD PTY LTD</b> CONSULTANCY SERVICES	21/12/2012	3,707.00

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EF068265	10683	<b>GRONBEK SECURITY</b> LOCKSMITH SERVICES	21/12/2012	946.16
EF068266	10697	<b>HARDWARE DISTRIBUTORS WA</b> HARDWARE SUPPLIES	21/12/2012	565.70
EF068267	10709	<b>HECS FIRE</b> FIRE SYSTEM MAINTENANCE	21/12/2012	7,584.50
EF068268	10711	<b>HERALD PUBLISHING COMPANY PTY LTD</b> ADVERTISING SERVICES	21/12/2012	1,846.90
EF068269	10726	<b>HOLTON CONNOR ARCHITECTS &amp; PLANNERS</b> ARCHITECTURAL SERVICES	21/12/2012	22,000.00
EF068270	10737	<b>RAIN SCAPE WATERWISE SOLUTIONS</b> RETICULATION/IRRIGATION SUPPLIES	21/12/2012	1,415.45
EF068271	10743	<b>ICON-SEPTECH PTY LTD</b> DRAINAGE PRODUCTS	21/12/2012	7,753.97
EF068272	10779	<b>J F COVICH &amp; CO PTY LTD</b> ELECTRICAL SERVICES	21/12/2012	31,763.33
EF068273	10787	<b>JANDAKOT ACCIDENT REPAIR CENTRE</b> PANEL BEATING SERVICES	21/12/2012	1,000.00
EF068274	10794	<b>JASON SIGNMAKERS</b> SIGNS	21/12/2012	239.14
EF068275	10799	<b>JGB CRANES PTY LTD</b> HIRING SERVICES	21/12/2012	1,969.00
EF068276	10803	<b>GECKO CONTRACTING TURF &amp; LANDSCAPE MTNCE</b> MOWING/LANDSCAPING SERVICES	21/12/2012	25,231.80
EF068277	10814	<b>JR &amp; A HERSEY PTY LTD</b> SAFETY CLOTHING SUPPLIES	21/12/2012	2,034.12
EF068278	10859	<b>LAKELAND SENIOR HIGH SCHOOL</b> ELECTRICAL CONSUMPTION REIMBURSEMENT	21/12/2012	5,397.50
EF068279	10864	<b>LAMP REPLACEMENTS</b> LIGHTING SUPPLIES	21/12/2012	350.00
EF068280	10879	<b>LES MILLS AEROBICS</b> INSTRUCTION/TRAINING SERVICES	21/12/2012	93.21
EF068281	10897	<b>LOCK JOINT AUSTRALIA</b> ROAD CONSTRUCTION MATERIALS	21/12/2012	852.50
EF068282	10903	<b>LOVEGROVE TURF SERVICES PTY LTD</b> TURF MAINTENANCE SERVICES	21/12/2012	576.00
EF068283	10913	<b>MACDONALD JOHNSTON ENGINEERING CORP</b> REPAIR SERVICES	21/12/2012	2,878.73
EF068284	10923	<b>MAJOR MOTORS PTY LTD</b> REPAIRS/MAINTENANCE SERVICES	21/12/2012	10,528.53
EF068285	10931	<b>MARLBROH BINGO ENTERPRISES</b> BINGO EQUIPMENT	21/12/2012	58.65
EF068286	10938	<b>MAXWELL ROBINSON &amp; PHELPS</b> PEST & WEED MANAGEMENT	21/12/2012	1,522.00
EF068287	10939	<b>LINFOX ARMAGUARD</b> BANKING SECURITY SERVICES	21/12/2012	1,703.04
EF068288	10942	<b>MCGEES PROPERTY</b> PROPERTY CONSULTANCY SERVICES	21/12/2012	2,475.00
EF068289	10944	<b>MCLEODS</b> LEGAL SERVICES	21/12/2012	21,158.98
EF068290	10960	<b>METRO FILTERS</b> FILTER SUPPLIES	21/12/2012	62.10
EF068291	10972	<b>MIRACLE RECREATION EQUIPMENT</b> PLAYGROUND/PARK EQUIPMENT	21/12/2012	7,540.50
EF068292	10981	<b>MOBILE MASTERS</b> COMMUNICATIONS EQUIPMENT/SERVICES	21/12/2012	895.40

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EF068293	10997	<b>WILSON PARKING AUSTRALIA</b> SECURITY SERVICES	21/12/2012	297,905.61
EF068294	11002	<b>LGIS LIABILITY</b> INSURANCE PREMIUMS	21/12/2012	2,891.00
EF068295	11028	<b>NEVERFAIL SPRINGWATER LIMITED</b> BOTTLED WATER SUPPLIES	21/12/2012	1,681.60
EF068296	11036	<b>NORTH LAKE ELECTRICAL</b> ELECTRICAL SERVICES	21/12/2012	25,724.92
EF068297	11039	<b>NOVUS AUTO GLASS</b> WINDSCREEN REPAIR SERVICES	21/12/2012	810.00
EF068298	11068	<b>VODAFONE HUTCHISON AUSTRALIA PTY LTD</b> PAGING SERVICES	21/12/2012	566.14
EF068299	11070	<b>OTIS ELEVATOR COMPANY</b> ELEVATOR REPAIRS/MAINTENANCE	21/12/2012	1,796.28
EF068300	11077	<b>P &amp; G BODY BUILDERS PTY LTD</b> PLANT BODY BUILDING SERVICES	21/12/2012	616.00
EF068301	11082	<b>PACIFIC BRANDS APPAREL</b> CLOTHING SUPPLIES	21/12/2012	190.70
EF068302	11152	<b>FULTON HOGAN INDUSTRIES PTY LTD</b> ROAD MAINTENANCE	21/12/2012	4,053.50
EF068303	11164	<b>PMP PRINT PTY LTD</b> PRINTING SERVICES	21/12/2012	275.00
EF068304	11182	<b>PREMIUM BRAKE &amp; CLUTCH SERVICE</b> BRAKE SERVICES	21/12/2012	585.20
EF068305	11208	<b>QUICK CORPORATE AUSTRALIA PTY LTD</b> STATIONERY/CONSUMABLES	21/12/2012	5,964.58
EF068306	11231	<b>REDOX CHEMICALS PTY LTD</b> CHEMICALS	21/12/2012	269.50
EF068307	11240	<b>PINK HYGIENE SOLUTIONS</b> SANITARY SERVICES	21/12/2012	457.39
EF068308	11243	<b>REPCO AUTO PARTS</b> AUTO SUPPLIES	21/12/2012	250.61
EF068309	11244	<b>RESEARCH SOLUTIONS PTY LTD</b> RESEARCH SERVICES	21/12/2012	5,500.00
EF068310	11248	<b>RICOH AUSTRALIA</b> OFFICE EQUIPMENT	21/12/2012	165.00
EF068311	11257	<b>RNR CONTRACTING PTY LTD</b> SUPPLY & DELIVER EMULSION	21/12/2012	888.25
EF068312	11274	<b>ROTTNEST EXPRESS</b> ENTERTAINMENT SERVICES	21/12/2012	1,400.00
EF068313	11284	<b>ROYAL LIFE SAVING SOCIETY AUSTRALIA</b> TRAINING SERVICES	21/12/2012	944.60
EF068314	11294	<b>SAFEMAN (WA) PTY LTD</b> PROTECTIVE CLOTHING/EQUIPMENT	21/12/2012	2,483.77
EF068315	11304	<b>SANAX MEDICAL &amp; FIRST AID SUPPLIES</b> MEDICAL SUPPLIES	21/12/2012	196.81
EF068316	11307	<b>SATELLITE SECURITY SERVICES PTY LTD</b> SECURITY SERVICES	21/12/2012	5,677.76
EF068317	11308	<b>SBA SUPPLIES</b> HARDWARE SUPPLIES	21/12/2012	2,423.57
EF068318	11318	<b>SELECT SECURITY WA PTY LTD</b> SECURITY SERVICES	21/12/2012	293.70
EF068319	11331	<b>SHAWMAC PTY LTD</b> CONSULTANCY SERVICES - CIVIL	21/12/2012	5,616.60
EF068320	11337	<b>SHERIDANS FOR BADGES</b> NAME BADGES & ENGRAVING	21/12/2012	437.80



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EF068321	11361	<b>SIGMA CHEMICALS PTY LTD</b> CHEMICAL SUPPLIES	21/12/2012	724.90
EF068322	11368	<b>SIRENCO</b> SIREN REPAIRS/PRODUCTS	21/12/2012	5,275.50
EF068323	11376	<b>SLICKER STICKERS</b> STICKER SUPPLIES	21/12/2012	708.46
EF068324	11380	<b>SNAP PRINTING FREMANTLE</b> PRINTING SERVICES	21/12/2012	764.13
EF068325	11382	<b>SNAP PRINTING SUBIACO</b> PRINTING SERVICES	21/12/2012	124.15
EF068326	11392	<b>SOLVER PAINTS WA</b> PAINT SUPPLIES	21/12/2012	1,379.95
EF068327	11404	<b>SOUTH LAKE DOLPHINS SWIMMING CLUB</b> SWIMMING REGISTRATION	21/12/2012	195.00
EF068328	11406	<b>SOUTH LAKE OTTEY FAMILY &amp; NEIGHBOURHOOD CENTRE</b> CO-HEALTH INNOVATION / SUSTAINABILITY	21/12/2012	1,892.00
EF068329	11425	<b>SOUTHERN METROPOLITAN REGIONAL COUNCIL</b> WASTE DISPOSAL GATE FEES	21/12/2012	538,870.36
EF068330	11453	<b>SPEARWOOD NEWSROUND</b> NEWSPAPER SUPPLIES	21/12/2012	140.56
EF068331	11459	<b>SPEARWOOD VETERINARY HOSPITAL</b> VETERINARY SERVICES	21/12/2012	150.00
EF068332	11463	<b>SPECTRUM CABINETS</b> CABINET SUPPLIES	21/12/2012	176.00
EF068333	11468	<b>SPORTS MEDICINE AUSTRALIA</b> SPORTS MEDICINE SERVICES	21/12/2012	480.00
EF068334	11469	<b>SPORTS TURF TECHNOLOGY</b> TURF CONSULTANCY SERVICES	21/12/2012	5,225.00
EF068335	11483	<b>ST JOHN AMBULANCE AUST WA OPERATIONS</b> FIRST AID COURSES	21/12/2012	312.00
EF068336	11505	<b>STATE LIBRARY OF WESTERN AUSTRALIA</b> BOOK SUPPLIES	21/12/2012	657.80
EF068337	11511	<b>STATEWIDE BEARINGS</b> BEARING SUPPLIES	21/12/2012	65.32
EF068338	11525	<b>STRACHAN RA &amp; TD</b> PLUMBING SERVICES	21/12/2012	2,095.50
EF068339	11531	<b>SUNNY INDUSTRIAL BRUSHWARE PTY LTD</b> BRUSH/ROAD BROOM SUPPLIES	21/12/2012	1,512.50
EF068340	11541	<b>SWEET PEA MUSICAL PROMOTIONS</b> ENTERTAINMENT SERVICES	21/12/2012	500.00
EF068341	11546	<b>T FAULKNER &amp; CO</b> INSTALLATIONS/SUPPLY OF HAND RAILS	21/12/2012	25,388.00
EF068342	11557	<b>TECHNOLOGY ONE LTD</b> IT CONSULTANCY SERVICES	21/12/2012	40,596.52
EF068343	11613	<b>TIMEZONE FREMANTLE</b> ENTERTAINMENT SERVICES	21/12/2012	310.00
EF068344	11619	<b>TITAN FORD</b> AUTOMOTIVE SERVICES	21/12/2012	100.00
EF068345	11625	<b>TOTAL EDEN PTY LTD</b> RETICULATION SUPPLIES	21/12/2012	60,596.95
EF068346	11642	<b>TRAILER PARTS PTY LTD</b> TRAILER PARTS	21/12/2012	484.43
EF068347	11651	<b>TREE WATERING SERVICES</b> TREE WATERING SERVICES	21/12/2012	18,569.00
EF068348	11652	<b>TRENCHBUSTERS</b> HIRING SERVICES	21/12/2012	321.20

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EF068349	11657	TRUCKLINE PARTS CENTRES AUTOMOTIVE SPARE PARTS	21/12/2012	4,204.36
EF068350	11665	TUNNEL VISION PLUMBING SERVICES	21/12/2012	264.00
EF068351	11669	TYCO SERVICES FIRE ALARM SYSTEM REPAIRS	21/12/2012	985.88
EF068352	11689	URBAN BUSHLAND COUNCIL WA TRAINING SERVICES	21/12/2012	145.00
EF068353	11697	VAT MAN-FAT FILTERING SYSTEMS FILTER CLEANING SERVICES	21/12/2012	245.50
EF068354	11701	VIBRA INDUSTRIAL FILTRATION A/ASIA FILTER SUPPLIES	21/12/2012	683.28
EF068355	11722	WA HINO SALES & SERVICE REPAIRS/MAINTENANCE SERVICES	21/12/2012	412,644.95
EF068356	11726	WA LIMESTONE LIMESTONE SUPPLIES	21/12/2012	52,422.53
EF068357	11739	WA SPIT ROAST COMPANY CATERING SERVICES	21/12/2012	3,736.00
EF068358	11749	WARRENS EARTHMOVING CONTRACTORS EARTHMOVING SERVICES	21/12/2012	9,350.00
EF068359	11773	WESFARMERS LANDMARK LIMITED CHEMICAL SUPPLIES	21/12/2012	3,111.55
EF068360	11789	WALGA ADVERTISING/TRAINING SERVICES	21/12/2012	1,017.50
EF068361	11793	WESTERN IRRIGATION PTY LTD IRRIGATION SERVICES/SUPPLIES	21/12/2012	46,489.10
EF068362	11810	ABAXA PREVIOUSLY WH LOCATIONS LOCATING SERVICES	21/12/2012	4,851.55
EF068363	11824	WORK CLOBBER SAFETY CLOTHING	21/12/2012	3,715.74
EF068364	11828	WORLDWIDE ONLINE PRINTING - O'CONNOR PRINTING SERVICES	21/12/2012	602.80
EF068365	11835	WURTH AUSTRALIA PTY LTD HARDWARE SUPPLIES	21/12/2012	1,459.36
EF068366	11841	YANGEBUP FAMILY CENTRE INC DONATION	21/12/2012	1,637.00
EF068367	11972	COBEY MAINTENANCE SERVICES TURF MANAGEMENT	21/12/2012	26,229.03
EF068368	11985	IVO GRUBELICH BUS HIRE	21/12/2012	385.00
EF068369	11987	SAFETY ZONE AUSTRALIA PTY LTD SAFETY EQUIPMENT	21/12/2012	1,200.17
EF068370	11990	EARTHCARE (AUSTRALIA) P/L LANDSCAPING SERVICES	21/12/2012	1,742.40
EF068371	12007	SHANE MCMASTER SURVEYS SURVEYING SERVICES	21/12/2012	6,160.00
EF068372	12014	TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS EXCAVATING/EARTHMOVING EQUIPMENT	21/12/2012	4,400.90
EF068373	12018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE MOWING EQUIPMENT/PARTS/SERVICES	21/12/2012	797.00
EF068374	12066	SAVCOR FINN PTY LTD ANODE SUPPLIES	21/12/2012	9,094.80
EF068375	12153	HAYS PERSONNEL SERVICES PTY LTD EMPLOYMENT SERVICES	21/12/2012	22,817.04
EF068376	12193	SAGE CONSULTING ENGINEERS P/L CONSULTANCY SERVICES - LIGHTING	21/12/2012	4,730.00

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EF068377	12194	MOMAR AUSTRALIA PTY LTD HARDWARE SUPPLIES	21/12/2012	2,689.50
EF068378	12320	MUNDARING GARDEN CENTRE PLANT SUPPLIES	21/12/2012	6,266.00
EF068379	12379	CONCEPT MEDIA ADVERTISING SERVICES	21/12/2012	413.60
EF068380	12394	MP ROGERS & ASSOCIATES PTY LTD CONSULTANCY SERVICES - MARINE	21/12/2012	5,523.87
EF068381	12458	KITE KINETICS ENTERTAINMENT SERVICES	21/12/2012	400.00
EF068382	12542	SEALIN GARLETT CEREMONIAL SERVICES	21/12/2012	1,200.00
EF068383	12551	ROSCOS BODY ENGINEERING MOTOR BODY BUILDING SERVICES	21/12/2012	742.50
EF068384	12565	SOUTHERN METRO REGIONAL COUNCIL -LOANS LOAN REPAYMENT	21/12/2012	360,954.25
EF068385	12578	PINEVIEW COMMUNITY KINDERGARTEN PINEVIEW COMMUNITY KINDERGARTEN	21/12/2012	6,942.74
EF068386	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT TRAINING SERVICES	21/12/2012	480.00
EF068387	12656	COOGEE BEACH SURF LIFESAVING CLUB INC POOR GROVE SLSC DEVELOPMENT COSTS	21/12/2012	1,115,675.00
EF068388	12712	MISS MAUD CATERING SERVICES	21/12/2012	398.09
EF068389	12779	WESTERN RESOURCE RECOVERY PTY LTD WASTE DISPOSAL SERVICES	21/12/2012	1,114.30
EF068390	12796	MEDIA MONITORS AUSTRALIA PTY LTD MEDIA MONITORING SERVICES	21/12/2012	3,212.78
EF068391	12797	MPA SKILLS TRAINING COURSES	21/12/2012	1,170.00
EF068392	12811	SPORTS CIRCUIT LINEMARKING SPORTS LINE MARKING SERVICES	21/12/2012	10,466.50
EF068393	12820	MONTELEONE FENCING FENCING SERVICES/MAINTENANCE	21/12/2012	1,947.00
EF068394	12821	GUARDIAN PHARMACY HAMILTON HILL MEDICAL SUPPLIES	21/12/2012	139.34
EF068395	12849	GIUDICE SURVEYS SURVEYING SERVICES	21/12/2012	1,650.00
EF068396	12883	CONSERVATION VOLUNTEERS AUSTRALIA ENVIRONMENTAL SERVICES	21/12/2012	1,320.00
EF068397	13000	BORAL ASPHALT WA SUPPLY OF ASPHALT	21/12/2012	56,836.00
EF068398	13073	CUSTOM BUILT SAUNAS SAUNA EQUIPMENT/SERVICES	21/12/2012	220.00
EF068399	13111	OCE-AUSTRALIA LIMITED COPIERS/PRINTERS	21/12/2012	573.33
EF068400	13165	SEBEL FURNITURE LTD FURNITURE SUPPLIES	21/12/2012	9,228.45
EF068401	13344	INCREDIBLE CREATURES MOBILE ANIMAL FARM ENTERTAINMENT SERVICES	21/12/2012	1,310.00
EF068402	13409	KLEENIT CLEANING SERVICES	21/12/2012	385.00
EF068403	13462	ATI-MIRAGE PTY LTD TRAINING SERVICES	21/12/2012	7,961.84
EF068404	13563	ECOJOBS ENVIRONMENTAL PERSONNEL EMPLOYMENT SERVICES	21/12/2012	13,242.63

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EF068405	13582	<b>DBS FENCING</b> FENCING SERVICES	21/12/2012	1,463.00
EF068406	13613	<b>GRINNERS BUFFET CATERING</b> CATERING SERVICES	21/12/2012	12,571.00
EF068407	13670	<b>HISCO PTY LTD</b> HOSPITALITY SUPPLIES	21/12/2012	537.22
EF068408	13671	<b>STAPLES AUSTRALIA PTY LTD</b> OFFICE/STATIONERY SUPPLIES	21/12/2012	856.39
EF068409	13767	<b>ELLIOTTS IRRIGATION PTY LTD</b> IRRIGATION SERVICES	21/12/2012	2,103.20
EF068410	13825	<b>JACKSON MCDONALD</b> LEGAL SERVICES	21/12/2012	6,842.66
EF068411	13832	<b>INSIGHT CALL CENTRE SERVICES</b> COMMUNICATION SERVICES	21/12/2012	5,819.70
EF068412	13835	<b>KEWDALE HIRE</b> HIRING SERVICES	21/12/2012	4,732.20
EF068413	13991	<b>CAESARS PLUMBING &amp; GAS</b> PLUMBING & GAS SERVICES/INSTALLATIONS	21/12/2012	19,222.00
EF068414	14350	<b>BAILEYS FERTILISERS</b> FERTILISER SUPPLIES	21/12/2012	4,130.50
EF068415	14447	<b>ANDOVER DETAILERS</b> DETAILING SERVICES	21/12/2012	892.00
EF068416	14459	<b>BIDVEST (WA) PTY LTD</b> FOOD/CATERING SUPPLIES	21/12/2012	371.77
EF068417	14476	<b>COCKBURN PLEASURE BOAT STORAGE</b> STORAGE SERVICES	21/12/2012	1,782.00
EF068418	14667	<b>APPEALING SIGNS</b> SIGNS	21/12/2012	568.78
EF068419	14791	<b>ALBERTS ALL SUBURBS CATERING</b> CATERING SERVICES	21/12/2012	1,935.00
EF068420	14834	<b>GILDEN TREE FARM</b> PLANT/TREE SUPPLIES	21/12/2012	4,466.00
EF068421	14871	<b>HEY PRESTO</b> ENTERTAINMENT - MAGIC SHOW	21/12/2012	200.00
EF068422	14908	<b>OAKVALE CAPITAL LIMITED</b> CONSULTANCY SERVICES	21/12/2012	4,274.14
EF068423	15072	<b>DRUM PRINT &amp; PUBLICATIONS</b> PRINTING SERVICES	21/12/2012	5,545.00
EF068424	15079	<b>COCKBURN SHEET METAL PTY LTD</b> FABRICATION SERVICES	21/12/2012	3,300.00
EF068425	15267	<b>CHEMSEARCH</b> CHEMICAL SUPPLIES	21/12/2012	6,589.92
EF068426	15283	<b>LASER CORPS WA</b> AMUSEMENT PARK/CENTRE	21/12/2012	900.00
EF068427	15337	<b>CHUBB SECURITY SERVICES LTD</b> SECURITY SERVICES	21/12/2012	1,759.50
EF068428	15393	<b>GREENWAY ENTERPRISES</b> HARDWARE SUPPLIES	21/12/2012	708.25
EF068429	15462	<b>GREENSLADES &amp; CO P/L</b> PET FOOD SUPPLIES	21/12/2012	89.85
EF068430	15515	<b>ANYBODY'S FITNESS</b> WATER AEROBICS	21/12/2012	301.00
EF068431	15541	<b>JANDAKOT NEWS</b> NEWSPAPER SUPPLIERS	21/12/2012	191.00
EF068432	15550	<b>APACE AID</b> PLANTS & LANDSCAPING SERVICES	21/12/2012	863.50

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EF068433	15574	<b>BEARDS SECURITY DOORS &amp; AWNINGS</b> DOORS/DOOR EQUIPMENT	21/12/2012	300.00
EF068434	15588	<b>NATURAL AREA MANAGEMENT &amp; SERVICES</b> WEED SPRAYING	21/12/2012	2,640.00
EF068435	15625	<b>OPUS INTERNATIONAL CONSULTANTS (PCA) LTD</b> CONSULTANCY SERVICES	21/12/2012	17,671.50
EF068436	15678	<b>A2Z PEST CONTROL</b> PEST CONTROL	21/12/2012	3,694.00
EF068437	15746	<b>WESTERN AUSTRALIA POLICE SERVICE</b> POLICE CLEARANCES	21/12/2012	26.00
EF068438	15759	<b>JANDAKOT LITTLE ATHLETICS CLUB</b> SPORTS SERVICES	21/12/2012	2,000.00
EF068439	15786	<b>AD ENGINEERING INTERNATIONAL PTY LTD</b> SIGNS - ELECTRONIC	21/12/2012	132.00
EF068440	15850	<b>ECOSCAPE</b> ENVIRONMENTAL CONSULTANCY	21/12/2012	1,815.00
EF068441	15862	<b>FREMANTLE MILK DISTRIBUTORS</b> MILK DELIVERY	21/12/2012	1,004.05
EF068442	15914	<b>T-QUIP</b> MOWING EQUIPMENT	21/12/2012	2,883.25
EF068443	16107	<b>WREN OIL</b> WASTE DISPOSAL	21/12/2012	18.15
EF068444	16291	<b>WA PROFILING</b> ROAD PROFILING SERVICES	21/12/2012	1,249.60
EF068445	16396	<b>MAYDAY EARTHMOVING</b> GRADER HIRE	21/12/2012	26,557.85
EF068446	16403	<b>ROBINSON BUILDTECH</b> BUILDING SERVICES - ALTERATIONS	21/12/2012	30,440.80
EF068447	16507	<b>YANGEBUP KNIGHTS JUNIOR BALL CLUB INC</b> DSR CLUBS CONFERENCE REIMBURSEMENT	21/12/2012	1,000.00
EF068448	16533	<b>TOTAL PACKAGING</b> PACKAGING	21/12/2012	617.32
EF068449	16568	<b>BIOWISE</b> SOIL SUPPLIES	21/12/2012	1,650.00
EF068450	16698	<b>TIDY UP RUBBISH BAG SERVICE</b> RUBBISH BAG SERVICE	21/12/2012	154.00
EF068451	16704	<b>ACCIDENTAL FIRST AID SUPPLIES</b> MEDICAL SUPPLIES	21/12/2012	286.00
EF068452	16959	<b>PERTH HOMEGUARD PTY LTD</b> SECURITY PRODUCTS	21/12/2012	670.00
EF068453	16985	<b>WA PREMIX</b> CONCRETE SUPPLIES	21/12/2012	22,835.56
EF068454	16997	<b>AUS SECURE</b> SECURITY SERVICES/PRODUCTS	21/12/2012	400.00
EF068455	17092	<b>CENTRAL SCREENS</b> SECURITY SYSTEMS/PRODUCTS	21/12/2012	100.00
EF068456	17147	<b>DJ PALMER (WA) PTY LTD</b> FENCING MATERIALS	21/12/2012	72.74
EF068457	17178	<b>THE CLEAN UP COMPANY</b> WASTE DISPOSAL SERVICES	21/12/2012	3,250.50
EF068458	17362	<b>JOHN EARLEY</b> TRAINING	21/12/2012	240.00
EF068459	17399	<b>BALLOONATIKS</b> BALLOONS	21/12/2012	1,990.00
EF068460	17423	<b>DIRECT OFFICE FURNITURE</b> OFFICE FURNITURE	21/12/2012	4,950.00

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EF068461	17471	<b>PIRTEK (FREMANTLE) PTY LTD</b> HOSES & FITTINGS	21/12/2012	4,773.05
EF068462	17481	<b>ADS AUTOMATION PTY LTD</b> DOOR/GATE REPAIRS	21/12/2012	258.50
EF068463	17555	<b>ALLEASING PTY LTD</b> LEASE REPAYMENTS	21/12/2012	40,004.41
EF068464	17608	<b>NU-TRAC RURAL CONTRACTING</b> BEACH CLEANING/FIREBREAK CONSTRUCTION	21/12/2012	7,155.00
EF068465	17912	<b>AEC GROUP LTD</b> CONSULTANT	21/12/2012	7,136.80
EF068466	17942	<b>MRS MAC'S</b> FOOD SUPPLIES	21/12/2012	210.96
EF068467	18073	<b>PARAMOUNT SECURITY SERVICES</b> SECURITY SERVICES	21/12/2012	277.20
EF068468	18086	<b>DONALD CANT WATTS CORKE (WA) P/L</b> PROJECT MANAGEMENT SERVICES	21/12/2012	3,850.00
EF068469	18100	<b>DAVIS LANGDON AUSTRALIA</b> COST MANAGEMENT SERVICES	21/12/2012	4,769.05
EF068470	18114	<b>BOLLIG DESIGN GROUP P/L</b> ARCHITECTURAL SERVICES	21/12/2012	31,941.80
EF068471	18168	<b>AGELINK THEATRE</b> ENTERTAINMENT SERVICES	21/12/2012	600.00
EF068472	18203	<b>NATSYNC ENVIRONMENTAL</b> PEST CONTROL	21/12/2012	745.00
EF068473	18217	<b>METROPOLITAN OMNIBUS COMPANY</b> BUS HIRE	21/12/2012	363.00
EF068474	18249	<b>LASSO MEDIA</b> ADVERTISING	21/12/2012	876.00
EF068475	18272	<b>AUSTRACLEAR LIMITED</b> INVESTMENT SERVICES	21/12/2012	870.98
EF068476	18436	<b>J.C.S PLUMBING SERVICES</b> PLUMBING SERVICES	21/12/2012	264.00
EF068477	18508	<b>JOHN TURNER</b> BRICK LAYING SERVICES	21/12/2012	4,667.00
EF068478	18565	<b>RHYTHM FIX</b> ENTERTAINMENT SERVICES	21/12/2012	385.00
EF068479	18611	<b>PERTH REGION NRM INC</b> NATURAL RESOURCE MGT SERVICES	21/12/2012	5,500.00
EF068480	18613	<b>ECO-HIRE</b> EQUIPMENT HIRE	21/12/2012	19,106.50
EF068481	18628	<b>UNILEVER AUSTRALIA LTD</b> BEVERAGES	21/12/2012	230.90
EF068482	18721	<b>LINC INTEGRATED MARKETING</b> MARKETING CONSULTANCY SERVICES	21/12/2012	8,936.90
EF068483	18734	<b>P &amp; R EDWARDS</b> ENTERTAINMENT SERVICES	21/12/2012	450.00
EF068484	18764	<b>AFFIRMATIVE PAVING</b> BRICK PAVING SERVICES	21/12/2012	589.60
EF068485	18799	<b>DOWN TO EARTH TRAINING &amp; ASSESSING</b> TRAINING SERVICES	21/12/2012	1,980.00
EF068486	18884	<b>SILICH ENTERPRISES PTY LTD</b> BOLLARDS	21/12/2012	6,105.00
EF068487	18941	<b>ALLSTAMPS</b> STATIONERY	21/12/2012	190.47
EF068488	18962	<b>SEALANES (1985) P/L</b> CATERING SUPPLIES	21/12/2012	1,717.36



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EF068489	19038	<b>DOWSING CONCRETE</b> CONCRETING SERVICES	21/12/2012	8,797.80
EF068490	19211	<b>RAC DRIVING CENTRE</b> DRIVER TRAINING	21/12/2012	1,890.00
EF068491	19225	<b>ENGINE SKATE</b> SKATEBOARDS & ACCESSORIES	21/12/2012	880.00
EF068492	19306	<b>ZIP HEATERS (AUST) PTY LTD</b> HEATERS	21/12/2012	801.35
EF068493	19395	<b>PICTON PRESS</b> PRINTING SERVICES	21/12/2012	29,416.20
EF068494	19418	<b>BRIGHTBLUE C</b> GRAPHIC DESIGN SERVICES	21/12/2012	2,530.00
EF068495	19533	<b>WOOLWORTHS LTD</b> GROCERIES	21/12/2012	1,313.87
EF068496	19619	<b>SKIPPER TRUCKS</b> TRUCKS	21/12/2012	425.74
EF068497	19623	<b>ERGOLINK</b> OFFICE FURNITURE	21/12/2012	1,693.50
EF068498	19657	<b>BIGMATE MONITORING SERVICES PTY LTD</b> COMPUTER HARDWARE/SOFTWARE	21/12/2012	68.20
EF068499	19718	<b>SIFTING SANDS</b> CLEANING SERVICES - SAND	21/12/2012	423.00
EF068500	19830	<b>AUTO MASTERS - SPEARWOOD</b> MECHANICAL SERVICES	21/12/2012	9,857.97
EF068501	19847	<b>PFD FOOD SERVICES PTY LTD</b> CATERING SERVICES	21/12/2012	3,464.80
EF068502	19856	<b>WESTERN TREE RECYCLERS</b> SHREDDING SERVICES	21/12/2012	43,777.55
EF068503	19885	<b>SAFEGUARD INDUSTRIES</b> SECURITY SCREENS/DOORS	21/12/2012	1,200.00
EF068504	20000	<b>AUST WEST AUTO ELECTRICAL P/L</b> AUTO ELECTRICAL SERVICES	21/12/2012	22,828.01
EF068505	20145	<b>IAN ATKINS PLUMBER</b> PLUMBING SERVICES	21/12/2012	108,889.00
EF068506	20322	<b>PLANTRITE</b> PLANT SUPPLIES	21/12/2012	14,384.16
EF068507	20341	<b>WILHELMINA MARIA HOUWEN</b> GARDENING SERVICES	21/12/2012	960.00
EF068508	20347	<b>THE ORGANIC COLLECTIVE</b> ORGANIC FOODS	21/12/2012	300.00
EF068509	20420	<b>TRUE BLUE</b> TROPHY SUPPLIES	21/12/2012	185.00
EF068510	20464	<b>THE SALVATION ARMY</b> COMMUNITY GRANT	21/12/2012	1,903.00
EF068511	20473	<b>RACKMART</b> SHELVING SUPPLIES	21/12/2012	1,290.99
EF068512	20479	<b>L 'N' C HYDRAULIC SERVICES</b> CONSULTANCY SERVICES - HYDRAULIC	21/12/2012	8,525.00
EF068513	20535	<b>HOME-GROWN THEATRE</b> DRAMA CLASSES	21/12/2012	1,350.00
EF068514	20549	<b>A1 CARPET, TILE &amp; GROUT CLEANING</b> CLEANING SERVICES - TILES/CARPET	21/12/2012	2,530.00
EF068515	20619	<b>UNLTD ENERGY GROUP LTD</b> PV POWER SYSTEMS	21/12/2012	4,737.50
EF068516	20631	<b>ID CONSULTING PTY LTD</b> CONSULTANCY SERVICES	21/12/2012	20,130.00

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EF068517	20748	<b>CRANEWORKS AUSTRALASIA</b> HYDRAULIC REPAIR SERVICES	21/12/2012	1,977.53
EF068518	20880	<b>SOLACE FLAT GLASS</b> WINDOW TINTING SERVICES	21/12/2012	425.00
EF068519	20881	<b>HEALTH ON THE MOVE</b> MEDICAL SERVICES	21/12/2012	1,138.50
EF068520	20882	<b>BELL-VISTA FRUIT &amp; VEGETABLE</b> FRUIT & VEGETABLE	21/12/2012	389.53
EF068521	20885	<b>TACTILE INDICATORS (PERTH) PTY LTD</b> TACTILES	21/12/2012	6,480.00
EF068522	20934	<b>GREENLINE AG P/L</b> AGRICULTURAL EQUIPMENT	21/12/2012	807.13
EF068523	20940	<b>ROBERT HALF AUSTRALIA PTY LTD</b> EMPLOYMENT SERVICES	21/12/2012	6,522.27
EF068524	20951	<b>ELECTROFEN PTY LTD</b> FENCING SERVICES	21/12/2012	200.20
EF068525	21127	<b>JOANNA AYCKBOURN</b> INSTRUCTION - SINGING	21/12/2012	600.00
EF068526	21198	<b>STUDIO KRAZE</b> VIDEO PRODUCTIONS	21/12/2012	125.00
EF068527	21287	<b>T.J.DEPIAZZI &amp; SONS</b> SOIL & MULCH SUPPLIES	21/12/2012	1,910.70
EF068528	21290	<b>ONSITE RENTALS</b> EQUIPMENT HIRE /TOILETS ETCE	21/12/2012	759.00
EF068529	21291	<b>CHITTERING VALLEY WORM FARM</b> ENVIRONMENTAL EDUCATION	21/12/2012	2,850.00
EF068530	21363	<b>TENDERLINK.COM PTY LTD</b> COMPUTER SOFTWARE	21/12/2012	550.00
EF068531	21364	<b>OFFICINO OFFICE FURNITURE</b> OFFICE FURNITURE	21/12/2012	720.50
EF068532	21371	<b>SANPOINT PTY LTD</b> KERBING SERVICES	21/12/2012	15,677.19
EF068533	21529	<b>BRAND SUCCESS</b> PROMOTIONAL PRODUCTS	21/12/2012	1,067.00
EF068534	21581	<b>COASTAL ZONE MANAGEMENT PTY LTD</b> CONSULTANCY SERVICES	21/12/2012	37,026.00
EF068535	21594	<b>GREENSENSE PTY LTD</b> CONSULTANCY - CLIMATE	21/12/2012	4,026.12
EF068536	21664	<b>ACT INDUSTRIAL PTY LTD</b> SKIP BINS - MANUFACTURE	21/12/2012	440.00
EF068537	21674	<b>MCLERNONS SUPPLY AND DEMAND</b> OFFICE FURNITURE	21/12/2012	543.60
EF068538	21678	<b>IANNELLO DESIGNS</b> GRAPHIC DESIGN	21/12/2012	1,056.00
EF068539	21739	<b>EXCEL TRAFFIC DATA</b> TRAFFIC SURVEYING SERVICES	21/12/2012	2,466.20
EF068540	21853	<b>NEARMAP PTY LTD</b> COMPUTER SOFTWARE - PHOTOMAPS	21/12/2012	27,500.00
EF068541	21879	<b>SPOTLESS SERVICES AUSTRALIA LTD</b> CLEANING SERVICES	21/12/2012	51,239.84
EF068542	21915	<b>ECOWATER SERVICES PTY LTD</b> MAINTENANCE SERVICES - WASTE SYSTEMS	21/12/2012	324.90
EF068543	21916	<b>DAVIES FIRST NATIONAL REAL ESTATE</b> CONSULTANCY SERVICES - REAL ESTATE	21/12/2012	10,587.50
EF068544	21946	<b>RYAN'S QUALITY MEATS</b> MEAT SUPPLIES	21/12/2012	1,378.93

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF068545	21990	MEDIBANK HEALTH SOLUTIONS PTY LTD MEDICAL SERVICES	21/12/2012	3,384.70
EF068546	21995	SMARTGRASS INSTALLATION OF CRICKET PITCH	21/12/2012	12,581.27
EF068547	22122	PLATTERS 'R' US CATERING SERVICES	21/12/2012	485.00
EF068548	22125	JOSEPHINE JOLLY REFLEXOLOGIST	21/12/2012	720.00
EF068549	22126	HAPPY VALLEY RESOURCES P/L MOLTONI WASTE DISPOSAL	21/12/2012	8,800.00
EF068550	22169	GREENSTAR GROUP WA PTY LTD GREENSTAR GROUP WA AIR CONDITIONING SERVICES	21/12/2012	709.50
EF068551	22173	DVD WAREHOUSE DVD'S ETC	21/12/2012	430.00
EF068552	22182	KALAMUNDA FENCING & GATEMAKERS FENCING SERVICES	21/12/2012	3,501.30
EF068553	22213	SANDTASTIC PTY LTD SAND CREATIONS	21/12/2012	239.50
EF068554	22242	ASPHALT SURFACES PTY LTD ASPHALTING SERVICES	21/12/2012	52,526.22
EF068555	22260	SOUTHERN STAR TRAMPOLINE ACADEMY SPORT & RECREATION	21/12/2012	550.00
EF068556	22262	HAPPY HOOPZ ENTERTAINMENT SERVICES	21/12/2012	500.00
EF068557	22376	NAZZARI BUS SALES PTY LTD BUS SALES, REPAIRS, MAINTENANCE	21/12/2012	4,926.52
EF068558	22388	CARRINGTON'S TRAFFIC SERVICES TRAFFIC MANAGEMENT SERVICES	21/12/2012	9,109.38
EF068559	22414	AUSTRALIAN PLASTIC CARD COMPANY PTY LTD PLASTIC MEMBERSHIP CARDS	21/12/2012	3,637.92
EF068560	22448	CAKES WEST PTY LTD CATERING	21/12/2012	46.20
EF068561	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	21/12/2012	979.57
EF068562	22569	KINETIC HEALTH GROUP PTY LTD MEDICAL SERVICES	21/12/2012	621.50
EF068563	22653	PCYC FREMANTLE SPONSORSHIP	21/12/2012	800.00
EF068564	22681	ABBAY BLINDS PTY LTD BLINDS	21/12/2012	1,179.20
EF068565	22682	BEAVER TREE SERVICES PTY LTD TREE PRUNING SERVICES	21/12/2012	2,860.00
EF068566	22716	PHOENIX LACROSSE CLUB SPONSORSHIP / SPORTS EQUIPMENT GRANT	21/12/2012	240.00
EF068567	22751	WORKFORCE CLOTHING PTY LTD CLOTHING - INDUSTRIAL	21/12/2012	148.50
EF068568	22805	COVS PARTS PTY LTD MOTOR PARTS	21/12/2012	1,023.17
EF068569	22806	AUSTRALIAN FUEL DISTRIBUTORS PTY LTD FUEL SUPPLIES	21/12/2012	98,639.43
EF068570	22879	REMIDA PERTH INC ARTISTIC SERVICES	21/12/2012	404.60
EF068571	22911	OILFIELD TRADERS AUSTRALIA WATER TRUCK HIRE	21/12/2012	6,468.00
EF068572	22963	WEST BIOFUEL TECHNOLOGIES PTY LTD EARTHMOVING / EXCAVATION SERVICES	21/12/2012	61,831.00

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EF068573	22968	<b>BAND &amp; ENTERTAINMENT BOOKING OFFICE</b> ENTERTAINMENT SERVICES	21/12/2012	1,500.00
EF068574	23213	<b>SPOTLESS FACILITY SERVICES PTY LTD</b> LAUNDRY SERVICES	21/12/2012	466.09
EF068575	23253	<b>KOTT GUNNING</b> LEGAL SERVICES	21/12/2012	6,343.30
EF068576	23258	<b>CARLISLE EVENT HIRE PTY LTD</b> HIRE-PARTY/FUNCTION EQUIPMENT	21/12/2012	1,421.20
EF068577	23309	<b>FUN IN TRAINING AUSTRALIA PTY LTD</b> FITNESS CLASSES-INSTRUCTIONS	21/12/2012	836.00
EF068578	23332	<b>WRIGHTS HEAVY RECOVERY</b> TOWING SERVICES	21/12/2012	880.00
EF068579	23334	<b>WAVESOUND PTY LTD</b> AUDIO VISUAL, DIGITAL & ELECTRICAL	21/12/2012	214.50
EF068580	23348	<b>ZUMBA WITH HONEY</b> FITNESS CLASSES	21/12/2012	478.50
EF068581	23442	<b>PRICEWATERHOUSECOOPERS LEGAL</b> PROFESSIONAL/LEGAL SERVICES	21/12/2012	18,370.00
EF068582	23570	<b>A PROUD LANDMARK PTY LTD</b> LANDSCAPE CONTRUCTION SERVICES	21/12/2012	522.50
EF068583	23579	<b>DAIMLER TRUCKS PERTH</b> PURCHASE OF NEW TRUCK	21/12/2012	92,953.20
EF068584	23601	<b>STARR STRUCTURES PTY LTD</b> STRUCTURES - SOLAR LIGHTING	21/12/2012	8,954.00
EF068585	23603	<b>AUSTRALIAN CIVIL HAULAGE</b> SOIL/SAND SUPPLIES	21/12/2012	6,476.80
EF068586	23750	<b>ALLIED PUMPS PTY LTD</b> PUMP SUPPLIES/SERVICES	21/12/2012	17,325.00
EF068587	23806	<b>PAVY RESOURCES (AUST) PTY LTD</b> CONSULTANCY - COMPUTER	21/12/2012	8,378.68
EF068588	23807	<b>WESTERN WIND POWER PTY LTD</b> HYBRID STREET LIGHTS	21/12/2012	11,715.00
EF068589	23817	<b>ARUP PTY LTD</b> CONSULTANCY-ENG,PLANNING,DESIGN	21/12/2012	9,058.50
EF068590	23818	<b>AM &amp; IE MUTCH ENGINEERING CONSULTANTS</b> CONSULTANCY SERVICES	21/12/2012	10,395.00
EF068591	23821	<b>TOM HASTE</b> MUSICAL SERVICES	21/12/2012	750.00
EF068592	23859	<b>SCIENCE ALIVE TRAVELLING SHOW</b> EDUCATION - KIDS	21/12/2012	180.00
EF068593	23936	<b>JODY LANGE</b> SUSTAINABILITY GRANT	21/12/2012	840.00
EF068594	23970	<b>DISSOLVED ROCK PTY LTD</b> TRAINING SERVICES	21/12/2012	590.00
EF068595	23989	<b>AWM</b> FUNITURE - OFFICE	21/12/2012	685.60
EF068596	24038	<b>ASHLEY GROUP PTY LTD</b> CCTV	21/12/2012	1,087.90
EF068597	24040	<b>SKYTUNE INVESTMENTS PTY LTD</b> ROCK BREAKING	21/12/2012	14,850.00
EF068598	24056	<b>KATHERINE DONEGAN</b> EXERCISE PHYSIOLOGY	21/12/2012	1,275.00
EF068599	24089	<b>JUNIOR PETANQUE</b> AFTER SCHOOL CARE	21/12/2012	90.00
EF068600	24151	<b>WARRENS ULTRA FAST KARTS</b> ENTRY FEES	21/12/2012	1,400.00

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EF068601	24154	UTS SOILTEC PTY LTD GROUND TESTING SERVICES	21/12/2012	132.00
EF068602	24160	WILDTHINGS ANIMAL CONTROL SOLUTIONS FERAL ANIMAL CONTROL SERVICES	21/12/2012	346.50
EF068603	24161	THE HIDDEN PANTRY CATERING SERVICES	21/12/2012	195.80
EF068604	24183	WELLARD GLASS GLASS REPAIR SERVICES	21/12/2012	4,373.32
EF068605	24185	HIPPY BELLY DANCE TRAINING SERVICES - DANCE CLASSES	21/12/2012	260.00
EF068606	24187	TOTAL GREEN RECYCLING E-WASTE RECYCLING SERVICES	21/12/2012	7,452.99
EF068607	24272	AFLEX AQUATIC SUPPLIES	21/12/2012	14,803.80
EF068608	24281	ECO LOGICAL AUSTRALIA PTY LTD MAPPING SERVICES	21/12/2012	951.50
EF068609	24293	BRAVES BASEBALL CLUB OF MELVILLE CITY INC REGISTRAION FEES	21/12/2012	200.00
EF068610	24299	SWANEE MAY DREAMING CONSULTANCY SERVICES	21/12/2012	1,340.00
EF068611	24300	KEMISTRY SOUNDS ENTERTAINMENT	21/12/2012	2,000.00
EF068612	24383	PALMYRA-BICTON LITTLE ATHLETIC CLUB SPORTS SERVICES	21/12/2012	170.00
EF068613	24386	BLUE PRINT SCREEN ART PRINTING SERVICES	21/12/2012	599.50
EF068614	24429	AQUATIC ECOSYSTEMS RESEARCH GROUP CONSULTANCY SERVICES	21/12/2012	1,500.00
EF068615	24431	MEDICAR AUTOMOTIVE SOLUTIONS MOTOR CAR PARTS	21/12/2012	1,350.00
EF068616	24433	KINETICA CIRCUS ARTS LTD ENTERTAINMENT	21/12/2012	1,617.00
EF068617	24435	TIME DELEGATES ENTERTAINMENT SERVICES	21/12/2012	1,000.00
EF068618	24437	LOCAL SKATES JUDGING SERVICES	21/12/2012	300.00
EF068619	24438	MICHAEL BOASE ENTERTAINMENT SERVICES	21/12/2012	1,200.00
EF068620	24442	LAURENCE GRANSDEN ENTERTAINMENT SERVICES	21/12/2012	750.00
EF068621	24455	THE DUKE OF EDINBURGH'S AWARD SILVER AWARD	21/12/2012	130.00
EF068622	24506	AMARANTI'S PERSONAL TRAINING PERSONAL TRAINING SERVICES	21/12/2012	180.00
EF068623	24507	KEEP AUSTRALIA BEAUTIFUL NATIONAL ASSOCIATION AWARDS DINNER TICKETS	21/12/2012	143.00
EF068624	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	24/12/2012	203,121.00
EF068625	10177	BEEELIAR RESIDENTS ADVANCEMENT GROUP COMMUNITY GRANT	24/12/2012	2,000.00
EF068626	10325	CITY OF FREMANTLE SPONSORSHIP - INDIAN OCEAN SKY SHOW	24/12/2012	27,500.00
EF068627	10363	COCKBURN SENIOR CITIZENS ASSOCIATION COMMUNITY GRANT	24/12/2012	8,684.00
EF068628	10405	COOLBELLUP COMMUNITY ASSOCIATION COUNCIL CONTRIBUTION - NEWSLETTER	24/12/2012	6,000.00

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EF068629	10838	KERRY STREET COMMUNITY SCHOOL COMMUNITY GRANT	24/12/2012	50.00
EF068630	11060	OLD JANDAKOT PRIMARY SCHOOL COMM COUNCIL DONATION	24/12/2012	3,000.00
EF068631	12575	ST JEROMES SENIORS CLUB BUS HIRE SUBSIDY	24/12/2012	115.00
EF068632	13476	THE HISTORICAL SOCIETY OF COCKBURN EXPENSES REIMBURSEMENT	24/12/2012	13,550.00
EF068633	16608	HARVEST LAKES RESIDENTS ASSOCIATION COMMUNITY GRANT	24/12/2012	2,000.00
EF068634	17387	PAUL DE BRUIN TRAVEL REIMBURSEMENT	24/12/2012	2,365.72
EF068635	18173	COOGEE BEACH CARAVAN RESORT SOCIAL CLUB BUS HIRE SUBSIDY	24/12/2012	120.00
EF068636	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	24/12/2012	11,500.94
EF068637	19059	CAROL REEVE-FOWKES DRY CLEANING EXPENSES REIMBURSEMENT	24/12/2012	487.03
EF068638	19245	CHRIS BEATON EXPENSES REIMBURSEMENT	24/12/2012	734.87
EF068639	20035	MATTHEW BIRD JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068640	20066	ROBERT JENKINSON SALARY PACKAGED IPAD REIMBURSEMENT	24/12/2012	1,826.10
EF068641	20149	BUS & COACH INTERNATIONAL PTY LTD BUSES	24/12/2012	113.45
EF068642	20616	KP SHORTO JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068643	20719	NATASHA DAKIN YOUTH ART STUDY SCHOLARSHIP	24/12/2012	300.00
EF068644	20754	MARGARET WILSON SALARY PACKAGED LAPTOP REIMBURSEMENT	24/12/2012	679.00
EF068645	21244	RED HAT SOCIETY BUS HIRE SUBSIDY	24/12/2012	100.00
EF068646	22179	HOWARD PARK WINES PTY LTD WINE SUPPLIES	24/12/2012	13,440.00
EF068647	22774	GABRIEL CIPRIANO JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068648	23225	S & S STIKIC JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068649	23233	AMY FITZGERALD JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068650	23527	SAM SEYMOUR-EYLES STUDY FEES REIMBURSEMENT	24/12/2012	2,000.00
EF068651	23542	MEDELINE WILLIS JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068652	23943	JETT WRIGHT JUNIOR TRAVEL ALLOWANCE	24/12/2012	400.00
EF068653	23945	JOSIAH LALOH JUNIOR TRAVEL ALLOWANCE	24/12/2012	400.00
EF068654	24081	PHOEBE WILCOX SPONSORSHIP	24/12/2012	2,000.00
EF068655	24173	ELVIRA BLAKE TAFE FEES REIMBURSEMENT	24/12/2012	125.35
EF068656	24432	TERRA WINES PTY LTD LIQUOR SUPPLIES	24/12/2012	1,255.80



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EF068657	24540	TIFFANY CAASTLEDINE JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068658	24541	ANTONIO CURCIONE JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068659	24542	JADRYN DICK JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068660	24543	BRODY EASTWOOD JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068661	24544	KAYLA HARBURN JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068662	24545	TODD HATCHER JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068663	24546	JAYMEE JOHNSON JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068664	24547	CARYS MILBY JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068665	24548	RHEANNA QUAN JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068666	24549	ASHLEY RANFORD JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068667	24550	WALTER SCOTT JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068668	24551	OLIVIA STRANDLY JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068669	24552	JOSIAH WIDGER-HARTEE JUNIOR TRAVEL ASSISTANCE	24/12/2012	400.00
EF068670	24553	ANGLICAN CHURCH DIOCESES OF PERTH COMMUNITY GRANT	24/12/2012	5,720.00
EF068671	24554	LIONS CLUB OF ATWELL COUNCIL DONATION	24/12/2012	1,000.00
EF068672	24555	ROBERT TAYLOR SALARY PACKAGED IPAD REIMBURSEMENT	24/12/2012	779.95
EF068673	24556	CHRISTOPHER HOSSEN STUDY FEES CONTRIBUTION	24/12/2012	2,150.00
EF068674	10118	AUSTRALIA POST POSTAGE CHARGES	31/12/2012	26,709.79
EF068675	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	31/12/2012	62,276.00
EF068676	11399	SOUTH COOGEE VOLUNTEER BUSHFIRE BRIGADE EXPENSE REIMBURSEMENTS	31/12/2012	4,200.00
EF068677	12820	MONTELEONE FENCING FENCING SERVICES/MAINTENANCE	31/12/2012	46,292.40
EF068678	18203	NATSYNC ENVIRONMENTAL PEST CONTROL	31/12/2012	2,900.00
EF068679	20889	MACQUARIE EQUIPMENT FINANCE P/L LEASE FINANCING SERVICES	31/12/2012	41,749.34
EF068680	22110	BRUCE MENTZ EXPENSES REIMBURSEMENT	31/12/2012	228.00
EF068681	22332	MACQUARIE EQUIPMENT RENTALS PTY LTD LEASE RENTAL	31/12/2012	1,659.68
EF068682	13074	DEPT OF AGRICULTURE, FISHERIES & FORESTRY QUARANTINE/AUDITING SERVICES	31/12/2012	430.00
EF068683	13233	A & R FONTI BONESE CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068684	18456	NATALIE SHELDRAKE DOG REGISTRATION REFUND	31/12/2012	6.00

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EF068685	19480	JOANIE MILLER CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068686	22597	RAY BROOKER DOG REGISTRATION REFUND	31/12/2012	12.00
EF068687	24559	MAREE BARNES CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068688	24560	REBECCA BROWN CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068689	24561	GREGORY FLYNN CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068690	24562	FAYE O'BRIEN CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068691	24563	ANNALIE PEPLER CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068692	24564	SANDRA SCHAEFER CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068693	24565	JILL WELFORD CAT STERILISATION CONTRIBUTION	31/12/2012	50.00
EF068694	24566	DAVID REID CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068695	24567	RAYMOND BAMKIN CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068696	24568	MELANIE BOOTH CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068697	24569	VINCE FABIO CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068698	24570	AMIT JAISWAL CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068699	24571	MANOJ JAYSWAL CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068700	24572	CAROLYN SILINZIEDS CROSSOVER CONTRIBUTION	31/12/2012	300.00
EF068701	24583	GIUSEPPE STUCCIO DOG REGISTRATION REFUND	31/12/2012	10.00
EF068702	24584	REENE SCOTT DOG REGISTRATION REFUND	31/12/2012	6.00
EF068703	24585	MARK CHARLESWORTH DOG REGISTRATION REFUND	31/12/2012	6.00
025179	15402	ZURICH AUSTRALIA MOTOR VEHICLE INSURANCE CLAIM	3/12/2012	1,000.00
025180	13620	WESTERN AUSTRALIAN LAND AUTHORITY RATES REFUND	3/12/2012	801.45
025181	20679	OFFICE OF STATE REVENUE RATES REFUND	3/12/2012	313.50
025182	23051	DC & BA O'CONNOR RATES REFUND	3/12/2012	503.28
025183	24330	MONIQUE CARRIE-LEE SCOURSE RATES REFUND	3/12/2012	1,545.95
025184	24468	BERTHA & NOEL SWEETMAN RATES REFUND	3/12/2012	471.82
025185	24469	RALPH & JULIE ABBOTT RATES REFUND	3/12/2012	200.69
025186	24470	SUSAN BACKSHELL RATES REFUND	3/12/2012	700.00
025187	24471	LC & V SUMICH RATES REFUND	3/12/2012	404.27

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025188	24472	JOCELYNE ANDREWS RATES REFUND	3/12/2012	398.92
025189	24473	MARTIN WHITE RATES REFUND	3/12/2012	328.47
025190	24474	MARJORIE POUND RATES REFUND	3/12/2012	471.82
025191	24475	MICHAEL APPLETON RATES REFUND	3/12/2012	103.28
025192	24476	ELSIE AGNES SNOOK RATES REFUND	3/12/2012	456.09
025193	24477	BETTY BONDINI RATES REFUND	3/12/2012	416.78
025194	24478	MARGARET DAVEY & CHRISTIAN TITTEL RATES REFUND	3/12/2012	313.50
025195	24479	JOYCE DOBRA RATES REFUND	3/12/2012	387.75
025196	24480	TS & SW WARNER RATES REFUND	3/12/2012	1,912.75
025197	24481	CONCETTA & PLACIDO ROSA RATES REFUND	3/12/2012	393.18
025198	24482	MICHAEL ADAMS RATES REFUND	3/12/2012	313.50
025199	24483	YVONNE FLAVEL RATES REFUND	3/12/2012	424.64
025200	24484	KLAUS KOENIG RATES REFUND	3/12/2012	331.17
025201	24485	MARIA BASILIO RATES REFUND	3/12/2012	416.78
025202	24486	JUDITH BROOKES RATES REFUND	3/12/2012	341.10
025203	24487	JOJI & ASAKO MATSUMOTO RATES REFUND	3/12/2012	255.57
025204	24488	JEAN ELEANOR ALLEN RATES REFUND	3/12/2012	379.00
025205	24489	ALISON RUTH HUNTER RATES REFUND	3/12/2012	471.82
025206	24490	KEVIN & PATRICIA HAY RATES REFUND	3/12/2012	558.32
025207	24491	EVERLEVEL PTY LTD RATES REFUND	3/12/2012	3,064.26
025208	24492	PEARSON PROPERTIES RATES REFUND	3/12/2012	643.48
025209	24493	DIANA DAVIDSON RATES REFUND	3/12/2012	100.00
025210	24494	ROSS GRIFFIN HOMES RATES REFUND	3/12/2012	1,486.55
025211	24495	ADAM ZEN RATES REFUND	3/12/2012	397.63
025212	24496	A & A PEARSON RATES REFUND	3/12/2012	557.63
025213	13932	ARMAGUARD BANKING SERVICES	5/12/2012	4,559.75
025214	24517	UNITSHELFCO.NO.104 PTY LTD PURCHASE OF PORTION OF LAND - LOT 50 HAMMOND RD	10/12/2012	128,700.00
025215	13932	ARMAGUARD BANKING SERVICES	12/12/2012	3,571.10

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025216	11790	<b>WESTERN AUSTRALIAN PLANNING COMMISSION</b> PLANNING APPLICATION	17/12/2012	280.00
025217	13932	<b>ARMAGUARD</b> BANKING SERVICES	19/12/2012	3,514.00
025218	10321	<b>CITY OF CANNING</b> LOST/DAMAGED BOOK FEES	20/12/2012	5,227.58
025219	10350	<b>COCKBURN BMX CLUB</b> REGISTRATION FEES	20/12/2012	200.00
025220	18259	<b>DAYNITE TOWING</b> TOWING SERVICES	20/12/2012	165.00
025221	22680	<b>LEONARD THORN</b> CULTURAL PRESENTATION SERVICES ADD RETENTION HELD NIL LESS PRIOR PERIOD CANCELLED CHEQUES/EFTS NIL	20/12/2012	900.00
<b>TOTAL</b>				<b>13,070,238.74</b>
<b>TOTAL AS PER AP SOURCE 13GLACT9991000</b>				13,070,238.74
<b>TOTAL AS PER TR SOURCE 13GLACT9991000</b>				<b>13,070,238.74</b>
<b>ADDITIONAL DIRECT PAYMENTS</b>				
<b>BANK FEES</b>				
MERCHANT FEES COC				4,999.49
MERCHANT FEES SLLC				1,588.46
MERCHANT FEES VARIOUS OUT CENTRES				370.95
NATIONAL BPAY CHARGE				2,916.76
RTGS/ACLR FEE				14.00
NAB TRANSACT FEE				1,776.79
				<b>11,666.45</b>
<b>FAMILY DAY CARE AND IN HOME CARE PAYMENTS</b>				
FDC PAYMENTS				47,154.68
IHC PAYMENTS				89,545.49
				<b>136,700.17</b>
<b>PAYROLL TRANSACTIONS</b>				
COC 27/11/12 CITY OF COCKBURN 042958				936.90
COC 28/11/12 CITY OF COCKBURN 042958				1,059.21
COC 30/11/12 CITY OF COCKBURN 042958				638.47
COC 04/12/12 CITY OF COCKBURN 042958				1,121.32
COC 04/12/12 CITY OF COCKBURN 042958				713,617.58
COC 06/12/12 CITY OF COCKBURN 042958				198.87
COC 11/12/12 CITY OF COCKBURN 042958				240,116.77
COC 14/12/12 CITY OF COCKBURN 042958				5,117.08
COC 18/12/12 CITY OF COCKBURN 042958				720,827.31
COC 21/12/12 CITY OF COCKBURN 042958				4,114.88
COC 25/12/12 CITY OF COCKBURN 042958				243,503.31
				<b>1,931,251.70</b>
<b>CREDIT CARD PAYMENTS</b>				
CBA CREDIT CARD PAYMENT				67,495.13
				<b>67,495.13</b>
<b>TOTAL PAYMENTS FOR DECEMBER</b>				<b>15,217,352.19</b>

## **PAYMENT SUMMARY**

### **CHEQUE PAYMENTS**

025179 - 025221

### **CANCELLED PAYMENTS**

Nil.

### **ELECTRONIC FUNDS TRANSFER PAYMENT**

EF068097 – EF068703

## MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067484	11865	VALMA LUCY OLIVER MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067485	11867	KEVIN JOHN ALLEN MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	5,555.33
EF067486	12740	MAYOR LOGAN HOWLETT MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	9,566.67
EF067487	15883	TONY ROMANO - COUNCILLOR MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067488	19059	CAROL REEVE-FOWKES MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067489	20634	LEE-ANNE SMITH MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	4,319.16
EF067490	21185	BART HOUWEN MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067491	23338	STEVE PORTELLI MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067492	23339	STEPHEN PRATT MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067493	23340	SHAHYAZ MUBARAKAI MONTHLY COUNCILLOR ALLOW. INC IT & COM ALLOW.	2/11/2012	3,983.33
EF067494	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	2/11/2012	56,986.00
EF067495	10365	COC VOLUNTARY SES EXPENSE REIMBURSEMENTS	2/11/2012	5,105.13
EF067496	11447	SPEARWOOD DALMATINAC CLUB INC COMMUNITY GRANT	2/11/2012	200.00
EF067497	11847	YANGEBUP PRIMARY SCHOOL SCHOOL GRADUATION AWARDS 2011	2/11/2012	420.00
EF067498	12656	COOGEE BEACH SURF LIFESAVING CLUB INC POOR GROVE SLSC DEVELOPMENT COSTS	2/11/2012	8,424.78
EF067499	15363	JONES LANG LASALLE (WA) PTY LTD SHOP RENT - GATEWAY SHOPPING CENTRE	2/11/2012	21,216.00
EF067500	18389	GAVIN CONSTRUCTION CONSTRUCTION SERVICES - GP SUPER CLINIC	2/11/2012	583,789.46
EF067501	21463	CAPITAL FINANCE AUSTRALIA LTD FINANCIAL SERVICES - LEASE FINANCES	2/11/2012	31,751.14
EF067502	22332	MACQUARIE EQUIPMENT RENTALS PTY LTD LEASE RENTAL	2/11/2012	14,514.57
EF067503	22572	IRONBARK ENVIRONMENTAL & SUSTAINABLE DEVELOPMENT CONSULTING SERVICES - ENVIRONMENTAL	2/11/2012	15,532.00
EF067504	22689	SPEARWOOD ALTERNATIVE SCHOOL SCHOOL GRADUATION AWARDS 2011	2/11/2012	50.00
EF067505	23250	DEPARTMENT OF PLANNING DAP APPLICATIONS & DAP FEES	2/11/2012	5,213.00
EF067506	23309	FUN IN TRAINING AUSTRALIA PTY LTD FITNESS CLASSES-INSTRUCTIONS	2/11/2012	418.00
EF067507	23557	OLD BRIDGE CELLARS LIQUOR SUPPLIES	2/11/2012	1,006.20
EF067508	23745	MICKEY DANILOV LAPTOP REIMBURSEMENT	2/11/2012	799.00
EF067509	23767	PUBLIC TRANSPORT AUTHORITY WESTERN AUSTRALIA CONSULTANCY SERVICES - PLANNING	2/11/2012	18,168.50
EF067510	23806	PAVY RESOURCES (AUST) PTY LTD CONSULTANCY - COMPUTER	2/11/2012	16,757.40
EF067511	24186	ELAN ENERGY MANAGEMENT PTY LTD RECYCLING SERVICES - TYRES	2/11/2012	520.27



CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067512	24376	BRIANNA HUMPHRIES COUNCIL CONTRIBUTION	2/11/2012	200.00
EF067513	24377	SERENA HYLAND COUNCIL DONATION	2/11/2012	200.00
EF067514	24380	KARIS PEPPRELL FLETCHER EXPENSES REIMBURSEMENT	2/11/2012	235.65
EF067515	10100	ATWELL COMMUNITY ASSOCIATION COMMUNITY GRANT	9/11/2012	96.06
EF067516	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	9/11/2012	203,840.00
EF067517	10888	LJ CATERERS CATERING SERVICES	9/11/2012	4,932.50
EF067518	10944	MCLEODS LEGAL SERVICES	9/11/2012	582.90
EF067519	13609	COOLBELLUP COMMUNITY SCHOOL COMMUNITY GRANT	9/11/2012	264.00
EF067520	15653	COOGEE BEACH PROGRESS ASSOCIATION NEWSLETTER PRINTING CONTRIBUTION	9/11/2012	68.00
EF067521	16608	HARVEST LAKES RESIDENTS ASSOCIATION COMMUNITY GRANT	9/11/2012	522.50
EF067522	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	9/11/2012	10,385.35
EF067523	19540	THE CANCER COUNCIL WA PINK RIBBON DAY	9/11/2012	1,556.30
EF067524	20801	DOMINIQUE ZAPPIA JUNIOR TRAVEL ASSISTANCE PROGRAM	9/11/2012	400.00
EF067525	20802	SASKIA ZAPPIA JUNIOR TRAVEL ASSISTANCE PROGRAM	9/11/2012	400.00
EF067526	21063	KOBE TUHAKARAINA JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067527	21403	ROBERTA BUNCE COMMUNITY CARE VOLUNTEER REIMBURSEMENTS	9/11/2012	69.85
EF067528	21683	PHILLIP WALLEY-STACK ENTERTAINMENT SERVICES	9/11/2012	2,200.00
EF067529	22487	AMANDA SYMONS EXPENSES REIMBURSEMENT	9/11/2012	254.87
EF067530	23533	SHANE GILLHAM JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067531	24388	SAMANTHA ZAPPIA DONATION	9/11/2012	200.00
EF067532	24389	KARLA HART PASSAPORT	9/11/2012	307.95
EF067533	24390	JOHN FARAC REIMBURSEMENT	9/11/2012	250.00
EF067534	24391	STEPHEN ROY REIMBURSEMENT	9/11/2012	250.00
EF067535	24392	MICHELLE AVENT JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067536	24393	JAKE BLOOMFIELD JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067537	24394	ALEXANDER CARMICHAEL JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067538	24395	GEORGIA CONGLETOM JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067539	24396	JESSICA CONGLETOM JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067540	24397	JACOB DRAGOVICH JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067541	24398	BRADLEY ENGELBRECHT JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067542	24399	ASTRID GROV JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067543	24400	KJERSTI GROV JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067544	24401	ALLIE ELSEMAN JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067545	24402	LI XIN ULANI HO JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067546	24403	KUDA JOE JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067547	24404	ZANA-LEE KOHUNUI JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067548	24405	JESSE LAWTON JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067549	24406	JESSE LAZZARO JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067550	24407	DYLAN L'HERPINIERE JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067551	24408	YING XIANG LIN JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067552	24409	KIRA MAUNTON JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067553	24410	JESSIE MCLARNON JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067554	24411	ASHLEIGH MCNESS JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067555	24412	DANIEL MCSHANE JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067556	24413	ELIZA MITCHELL JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067557	24414	KAHLIA MORGAN JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067558	24415	LOGAN ROBINSON JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067559	24416	SHANNON ROBINSON JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067560	24417	DANIELLA SIMATOS JUNIOR TRAVE ASSISTANCE	9/11/2012	400.00
EF067561	24418	EMILY SMITH JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067562	24419	MEG STEWART JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067563	24420	TIA STONEHILL JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067564	24421	KAMAU TOHERIRI JUNIOR TRAVEL ASSISTANCE	9/11/2012	400.00
EF067565	24422	DISAN PTY LTD COMPENSATION - DRAINAGE EASEMENT	9/11/2012	3,000.00
EF067566	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	16/11/2012	63,873.00
EF067567	10888	LJ CATERERS CATERING SERVICES	16/11/2012	4,266.00

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067568	10944	<b>MCLEODS</b> LEGAL SERVICES	16/11/2012	40,761.87
EF067569	11867	<b>KEVIN JOHN ALLEN</b> PRINTER CARTRIDGE REIMBURSEMENT	16/11/2012	137.01
EF067570	13860	<b>KRS CONTRACTING</b> VERGE COLLECTION SERVICES	16/11/2012	919.88
EF067571	14426	<b>HARMONY PRIMARY SCHOOL</b> REIMBURSEMENT	16/11/2012	341.40
EF067572	16124	<b>CRIMSON WOLF FINE ART</b> ART SERVICES	16/11/2012	500.00
EF067573	16326	<b>CASSANDRA COOPER</b> SALARY PACKAGED LAPTOP REIMBURSEMENT	16/11/2012	586.00
EF067574	16858	<b>PHOENIX THEATRE GROUP</b> CULTURAL GRANT	16/11/2012	4,000.00
EF067575	18092	<b>MARILYN MCLEAN</b> EXPENSES REIMBURSEMENT	16/11/2012	336.56
EF067576	20878	<b>JANDAKOT EAGLES SOFTBALL CLUB</b> DONATION	16/11/2012	200.00
EF067577	21696	<b>TRANSPACIFIC SUPERIOR PAK PTY LTD</b> SIGNAGE SERVICES	16/11/2012	110.55
EF067578	22492	<b>NICK KNIGHT</b> REIMBURSEMENT TRAVEL COSTS	16/11/2012	349.00
EF067579	24044	<b>SARAH HYDE</b> TAFE FEES CONTRIBUTION	16/11/2012	158.81
EF067580	24274	<b>LEMON ZEST DESIGN</b> DESIGN SERVICES	16/11/2012	450.00
EF067581	24283	<b>AUSTRALIA-ISRAEL CHAMBER OF COMMERCE (WA) INC.</b> SISTER CITIES CONFERENCE EXPENSES	16/11/2012	11,455.00
EF067582	24330	<b>MONIQUE CARRIE-LEE SCOURSE</b> RATES REFUND	16/11/2012	255.57
EF067583	24342	<b>CORREE CASHEN</b> PENSION REBATE	16/11/2012	228.05
EF067584	24426	<b>KATY BOSCHETTI</b> REIMBURSEMENT	16/11/2012	325.00
EF067585	24427	<b>BEN TANO A PLEASE SEE CREDITOR NO 22005</b> REIMBURSEMENT LANDSCAPING	16/11/2012	336.12
EF067586	10152	<b>AUST SERVICES UNION</b> PAYROLL DEDUCTIONS	16/11/2012	3,540.66
EF067587	10305	<b>CHILD SUPPORT AGENCY</b> PAYROLL DEDUCTIONS	16/11/2012	5,118.67
EF067588	10733	<b>HOSPITAL BENEFIT FUND</b> PAYROLL DEDUCTIONS	16/11/2012	2,547.05
EF067589	11001	<b>MUNICIPAL EMPLOYEES UNION</b> PAYROLL DEDUCTIONS	16/11/2012	1,358.00
EF067590	11856	<b>WA LOCAL GOVERNMENT SUPER PLAN</b> PAYROLL DEDUCTIONS	16/11/2012	344,861.75
EF067591	11857	<b>CHAMPAGNE SOCIAL CLUB</b> PAYROLL DEDUCTIONS	16/11/2012	1,241.20
EF067592	11859	<b>STAFF SOCIAL CLUB</b> PAYROLL DEDUCTIONS	16/11/2012	56.10
EF067593	11860	<b>45S CLUB</b> PAYROLL DEDUCTIONS	16/11/2012	52.00
EF067594	18005	<b>COLONIAL FIRST STATE</b> PAYROLL DEDUCTIONS	16/11/2012	524.56
EF067595	18247	<b>ELLIOTT SUPERANNUATION FUND</b> PAYROLL DEDUCTIONS	16/11/2012	406.84

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067596	18432	HESTA SUPER FUND PAYROLL DEDUCTIONS	16/11/2012	2,526.95
EF067597	18718	HEALTH SUPER FUND PAYROLL DEDUCTIONS	16/11/2012	971.99
EF067598	18719	COLONIAL FIRST STATE - DAVID GIBSON PAYROLL DEDUCTIONS	16/11/2012	194.17
EF067599	18795	SUPERWRAP PAYROLL DEDUCTIONS	16/11/2012	263.81
EF067600	19010	SUMMIT PERSONAL SUPER PLAN PAYROLL DEDUCTIONS	16/11/2012	586.83
EF067601	19193	REST SUPERANNUATION PAYROLL DEDUCTIONS	16/11/2012	58.76
EF067602	19343	WATSON SUPERANNUATION FUND PAYROLL DEDUCTIONS	16/11/2012	188.65
EF067603	19706	ING MASTERFUND PAYROLL DEDUCTIONS	16/11/2012	4.32
EF067604	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	16/11/2012	2,907.74
EF067605	19727	MTAA SUPER FUND PAYROLL DEDUCTIONS	16/11/2012	175.29
EF067606	19744	VISION SUPER PAYROLL DEDUCTIONS	16/11/2012	196.00
EF067607	19997	AUSTRALIANSUPER PAYROLL DEDUCTIONS	16/11/2012	11,557.27
EF067608	20056	CBUS PAYROLL DEDUCTIONS	16/11/2012	999.41
EF067609	20217	DOWNING SUPERANNUATION FUND PAYROLL DEDUCTIONS	16/11/2012	4,094.64
EF067610	20300	CATHOLIC SUPER & RETIREMENT FUND PAYROLL DEDUCTIONS	16/11/2012	627.52
EF067611	20337	THE LLOYDS SUPERANNUATION FUND PAYROLL DEDUCTIONS	16/11/2012	1,505.82
EF067612	20755	COLONIAL FIRST STATE - ROBERT GRAEME WATSON PAYROLL DEDUCTIONS	16/11/2012	128.06
EF067613	21365	ING LIFE - ONEANSWER PERSONAL SUPER PAYROLL DEDUCTIONS	16/11/2012	102.69
EF067614	21526	TASPLAN SUPER PAYROLL DEDUCTIONS	16/11/2012	102.56
EF067615	21921	MAURICIO FAMILY SELF MANAGED SUPER FUND PAYROLL DEDUCTIONS	16/11/2012	1,805.62
EF067616	21996	ANZ ONEANSWER PERSONAL SUPER PAYROLL DEDUCTIONS	16/11/2012	361.64
EF067617	22067	STEPHENS SUPERANNUATION FUND PAYROLL DEDUCTIONS	16/11/2012	722.83
EF067618	22901	FONTANA SUPER PLAN PAYROLL DEDUCTIONS	16/11/2012	1,178.48
EF067619	23552	AGEST SUPER PAYROLL DEDUCTIONS	16/11/2012	239.86
EF067620	23695	NETWEALTH INVESTMENT & SUPERANNUATION PAYROLL DEDUCTIONS	16/11/2012	1,023.91
EF067621	23993	ONEPATH LIFE LIMITED PAYROLL DEDUCTIONS	16/11/2012	433.70
EF067622	10118	AUSTRALIA POST POSTAGE CHARGES	23/11/2012	18,150.19
EF067623	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	23/11/2012	189,352.00

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067624	10788	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE EXPENSE REIMBURSEMENTS	23/11/2012	1,000.00
EF067625	10944	MCLEODS LEGAL SERVICES	23/11/2012	695.24
EF067626	11436	SOUTHWELL PRIMARY SCHOOL DONATION	23/11/2012	200.00
EF067627	11789	WALGA ADVERTISING/TRAINING SERVICES	23/11/2012	4,980.05
EF067628	13860	KRS CONTRACTING VERGE COLLECTION SERVICES	23/11/2012	13,882.01
EF067629	17387	PAUL DE BRUIN TRAVEL REIMBURSEMENT	23/11/2012	2,634.28
EF067630	18404	EAST HAMILTON HILL PRIMARY SCHOOL SCHOOL GRADUATION AWARDS 2011	23/11/2012	50.00
EF067631	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	23/11/2012	10,815.85
EF067632	20154	SANDRA EDGAR EXPENSES REIMBURSEMENT	23/11/2012	464.59
EF067633	24441	KAREN CHESTER REFUND FOR LIBRARY MATERIALS	23/11/2012	149.59
EF067634	10020	NATIONAL DISABILITY SERVICES PARKING PERMIT FEES	30/11/2012	151.00
EF067635	10032	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD CONTROLLERS AND SIGNS	30/11/2012	1,076.90
EF067636	10035	ADVENTURE WORLD WA PTY LTD ENTERTAINMENT SERVICES	30/11/2012	783.00
EF067637	10041	AIR LIQUIDE WA PTY LTD GAS SUPPLIES	30/11/2012	41.58
EF067638	10051	ALL LINES LINE MARKING SERVICES	30/11/2012	3,850.00
EF067639	10058	ALSCO PTY LTD HYGIENE SERVICES/SUPPLIES	30/11/2012	691.97
EF067640	10091	ASLAB PTY LTD ASPHALTING SERVICES/SUPPLIES	30/11/2012	6,614.59
EF067641	10110	AUSRECORD STATIONERY SUPPLIES	30/11/2012	751.63
EF067642	10160	DORMA AUTOMATICS AUTOMATIC DOOR SERVICES	30/11/2012	885.50
EF067643	10184	BENARA NURSERIES PLANTS	30/11/2012	1,850.94
EF067644	10190	BETTA TURF TURFING SERVICES	30/11/2012	405.00
EF067645	10207	BOC GASES GAS SUPPLIES	30/11/2012	1,473.32
EF067646	10212	BOSS BOLLARDS SECURITY PRODUCTS	30/11/2012	253.00
EF067647	10219	BOUSFIELDS MENSWEAR CLOTHING SUPPLIES	30/11/2012	85.00
EF067648	10220	BOYA EQUIPMENT EQUIPMENT SUPPLIES	30/11/2012	525.50
EF067649	10221	BP AUSTRALIA LIMITED DIESEL/PETROL SUPPLIES	30/11/2012	11,601.68
EF067650	10226	BRIDGESTONE AUSTRALIA LTD TYRE SERVICES	30/11/2012	37,534.62
EF067651	10235	BRUCE SHANNAHANS MELVILLE TOYOTA MOTOR VEHICLES/PARTS/SERVICES	30/11/2012	116.18

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF067652	10239	BUDGET RENT A CAR - PERTH MOTOR VEHICLE HIRE	30/11/2012	623.55
EF067653	10246	BUNNINGS BUILDING SUPPLIES PTY LTD HARDWARE SUPPLIES	30/11/2012	2,622.31
EF067654	10247	BUNZL AUSTRALIA LTD PAPER/PLASTIC/CLEANING SUPPLIES	30/11/2012	1,819.88
EF067655	10255	CABCHARGE AUSTRALIA PTY LTD CABCHARGES	30/11/2012	161.58
EF067656	10256	CABLE LOCATES & CONSULTING LOCATING SERVICES	30/11/2012	1,047.75
EF067657	10283	CENTRAL INSTITUTE OF TECHNOLOGY TRAINING SERVICES	30/11/2012	802.00
EF067658	10307	CHILDRENS BOOK COUNCIL WA CHILDRENS BOOKS	30/11/2012	96.50
EF067659	10326	CITY OF GOSNELLS REPLACEMENT OF LIBRARY SUPPLIES	30/11/2012	500.00
EF067660	10333	CJD EQUIPMENT PTY LTD HARDWARE SUPPLIES	30/11/2012	1,575.01
EF067661	10335	CLASSIC HIRE EQUIPMENT HIRING SERVICES	30/11/2012	4,358.20
EF067662	10338	TRANSPACIFIC CLEANAWAY WASTE DISPOSAL SERVICES	30/11/2012	203.50
EF067663	10346	COATES HIRE OPERATIONS PTY LTD EQUIPMENT HIRING SERVICES	30/11/2012	3,799.40
EF067664	10348	COCA COLA AMATIL SOFT DRINK SUPPLIES	30/11/2012	1,432.54
EF067665	10358	COCKBURN LIQUOR CENTRE LIQUOR SUPPLIES	30/11/2012	1,831.93
EF067666	10359	COCKBURN PAINTING SERVICE PAINTING SUPPLIES/SERVICES	30/11/2012	4,455.00
EF067667	10360	COCKBURN PARTY HIRE HIRE OF PARTY EQUIPMENT	30/11/2012	3,930.70
EF067668	10371	COLIN LOCKLEY TRANSPORT SERVICES	30/11/2012	11,495.00
EF067669	10375	VEOLIA ENVIRONMENTAL SERVICES WASTE SERVICES	30/11/2012	9,214.58
EF067670	10384	COMMUNICATIONS AUSTRALIA PTY LTD COMMUNICATION SERVICES	30/11/2012	7,211.89
EF067671	10394	CD'S CONFECTIONERY WHOLESALERS CONFECTIONERY	30/11/2012	1,946.86
EF067672	10418	COUPLERS O'CONNOR HARDWARE SUPPLIES	30/11/2012	14.96
EF067673	10431	CRYSTAL CLEAN COMPUTER SERVICES COMPUTER CLEANING SERVICES	30/11/2012	4,500.04
EF067674	10446	CY O'CONNOR COLLEGE TRAINING SERVICES	30/11/2012	1,100.00
EF067675	10483	LANDGATE MAPPING/LAND TITLE SEARCHES	30/11/2012	8,580.35
EF067676	10485	DEPARTMENT OF SPORT AND RECREATION ACCOMMODATION DEPOSIT	30/11/2012	41.00
EF067677	10486	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE SEARCH FEES & LICENCES	30/11/2012	34.95
EF067678	10498	DIGITAL MAPPING SOLUTIONS COMPUTER SOFTWARE	30/11/2012	2,249.50
EF067679	10501	DIRECT NATIONAL BUSINESS MACHINES OFFICE EQUIPMENT/MACHINES	30/11/2012	195.00



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EF067680	10512	<b>DOMUS NURSERY</b> VARIOUS PLANTS	30/11/2012	210.73
EF067681	10526	<b>E &amp; MJ ROSHER PTY LTD</b> MOWER PARTS	30/11/2012	20,777.45
EF067682	10535	<b>ECOSYSTEM MANAGEMENT SERVICES</b> PLANTS	30/11/2012	3,469.40
EF067683	10557	<b>ENVAR SERVICE PTY LTD</b> PREVENTATIVE MAINTENANCE SERVICES	30/11/2012	3,267.96
EF067684	10566	<b>ESPLANADE HOTEL FREMANTLE</b> CATERING SERVICES	30/11/2012	19,595.50
EF067685	10580	<b>FC COURIERS</b> COURIER SERVICES	30/11/2012	2,595.95
EF067686	10597	<b>FLEXI STAFF PTY LTD</b> EMPLOYMENT SERVICES	30/11/2012	160,014.80
EF067687	10603	<b>FLOORING SOLUTIONS</b> FLOOR COVERINGS	30/11/2012	1,067.00
EF067688	10641	<b>GALVINS PLUMBING PLUS</b> PLUMBING SERVICES	30/11/2012	5,792.02
EF067689	10666	<b>GOLDNET SECURITY</b> SECURITY SERVICES/PRODUCTS	30/11/2012	1,200.00
EF067690	10683	<b>GRONBEK SECURITY</b> LOCKSMITH SERVICES	30/11/2012	6,338.03
EF067691	10697	<b>HARDWARE DISTRIBUTORS WA</b> HARDWARE SUPPLIES	30/11/2012	1,095.19
EF067692	10709	<b>HECS FIRE</b> FIRE SYSTEM MAINTENANCE	30/11/2012	1,218.80
EF067693	10715	<b>HERTZ AUSTRALIA PTY LTD CAR RENTALS</b> MOTOR VEHICLE HIRE	30/11/2012	4,189.57
EF067694	10726	<b>HOLTON CONNOR ARCHITECTS &amp; PLANNERS</b> ARCHITECTURAL SERVICES	30/11/2012	25,630.00
EF067695	10737	<b>RAIN SCAPE WATERWISE SOLUTIONS</b> RETICULATION/IRRIGATION SUPPLIES	30/11/2012	372.63
EF067696	10741	<b>HYDROJET</b> GRAFFITI REMOVAL SERVICES/PRODUCTS	30/11/2012	2,975.50
EF067697	10743	<b>ICON-SEPTECH PTY LTD</b> DRAINAGE PRODUCTS	30/11/2012	21,010.25
EF067698	10779	<b>J F COVICH &amp; CO PTY LTD</b> ELECTRICAL SERVICES	30/11/2012	55,416.09
EF067699	10783	<b>JANDAKOT METAL INDUSTRIES</b> METAL SUPPLIES	30/11/2012	342.10
EF067700	10792	<b>JASOL AUSTRALIA</b> CLEANING PRODUCTS	30/11/2012	112.75
EF067701	10794	<b>JASON SIGNMAKERS</b> SIGNS	30/11/2012	5,826.92
EF067702	10803	<b>GECKO CONTRACTING TURF &amp; LANDSCAPE MTNCE</b> MOWING/LANDSCAPING SERVICES	30/11/2012	20,872.50
EF067703	10814	<b>JR &amp; A HERSEY PTY LTD</b> SAFETY CLOTHING SUPPLIES	30/11/2012	1,011.75
EF067704	10817	<b>JUST A BUNCH</b> FLOWER DELIVERIES	30/11/2012	880.00
EF067705	10897	<b>LOCK JOINT AUSTRALIA</b> ROAD CONSTRUCTION MATERIALS	30/11/2012	4,840.00
EF067706	10913	<b>MACDONALD JOHNSTON ENGINEERING CORP</b> REPAIR SERVICES	30/11/2012	11,708.09
EF067707	10923	<b>MAJOR MOTORS PTY LTD</b> REPAIRS/MAINTENANCE SERVICES	30/11/2012	3,349.31

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EF067708	10938	MAXWELL ROBINSON & PHELPS PEST & WEED MANAGEMENT	30/11/2012	59,110.83
EF067709	10939	LINFOX ARMAGUARD BANKING SECURITY SERVICES	30/11/2012	1,274.00
EF067710	10942	MCGEES PROPERTY PROPERTY CONSULTANCY SERVICES	30/11/2012	825.00
EF067711	10944	MCLEODS LEGAL SERVICES	30/11/2012	8,004.01
EF067712	10946	MEDIA ON MARS GRAPHIC DESIGN SERVICES	30/11/2012	2,612.50
EF067713	10951	MELVILLE MOTORS PTY LTD REPAIRS/MAINTENANCE SERVICES	30/11/2012	15,087.06
EF067714	10953	MELVILLE-COCKBURN CHAMBER OF COMMERCE SPONSORSHIP	30/11/2012	293.77
EF067715	10959	AUSTRAL BRICK BRICK PALLETS	30/11/2012	334.25
EF067716	10960	METRO FILTERS FILTER SUPPLIES	30/11/2012	22.50
EF067717	10990	MOWER CITY SALES & SERVICES PTY LTD LAWN MOWING EQUIPMENT	30/11/2012	1,822.00
EF067718	10991	BEACON EQUIPMENT MOWING EQUIPMENT	30/11/2012	21,349.50
EF067719	11028	NEVERFAIL SPRINGWATER LIMITED BOTTLED WATER SUPPLIES	30/11/2012	703.90
EF067720	11031	NGALA CHILDRENS HEALTH	30/11/2012	264.00
EF067721	11036	NORTH LAKE ELECTRICAL ELECTRICAL SERVICES	30/11/2012	53,665.27
EF067722	11076	P & D AMARANTI ENGINEERING ENGINEERING SERVICES	30/11/2012	12,650.00
EF067723	11077	P & G BODY BUILDERS PTY LTD PLANT BODY BUILDING SERVICES	30/11/2012	30,580.00
EF067724	11082	PACIFIC BRANDS APPAREL CLOTHING SUPPLIES	30/11/2012	111.76
EF067725	11182	PREMIUM BRAKE & CLUTCH SERVICE BRAKE SERVICES	30/11/2012	5,272.96
EF067726	11208	QUICK CORPORATE AUSTRALIA PTY LTD STATIONERY/CONSUMABLES	30/11/2012	5,793.28
EF067727	11240	PINK HYGIENE SOLUTIONS SANITARY SERVICES	30/11/2012	457.39
EF067728	11243	REPCO AUTO PARTS AUTO SUPPLIES	30/11/2012	204.26
EF067729	11244	RESEARCH SOLUTIONS PTY LTD RESEARCH SERVICES	30/11/2012	880.00
EF067730	11257	RNR CONTRACTING PTY LTD SUPPLY & DELIVER EMULSION	30/11/2012	14,721.85
EF067731	11284	ROYAL LIFE SAVING SOCIETY AUSTRALIA TRAINING SERVICES	30/11/2012	250.00
EF067732	11294	SAFEMAN (WA) PTY LTD PROTECTIVE CLOTHING/EQUIPMENT	30/11/2012	1,831.46
EF067733	11304	SANAX MEDICAL & FIRST AID SUPPLIES MEDICAL SUPPLIES	30/11/2012	206.14
EF067734	11307	SATELLITE SECURITY SERVICES PTY LTD SECURITY SERVICES	30/11/2012	15,076.80
EF067735	11308	SBA SUPPLIES HARDWARE SUPPLIES	30/11/2012	12,485.72

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EF067736	11309	SCARBORO MOTORS PTY LTD MOTOR VEHICLES	30/11/2012	12,729.20
EF067737	11331	SHAWMAC PTY LTD CONSULTANCY SERVICES - CIVIL	30/11/2012	2,376.00
EF067738	11337	SHERIDANS FOR BADGES NAME BADGES & ENGRAVING	30/11/2012	315.55
EF067739	11361	SIGMA CHEMICALS PTY LTD CHEMICAL SUPPLIES	30/11/2012	1,657.20
EF067740	11380	SNAP PRINTING FREMANTLE PRINTING SERVICES	30/11/2012	1,507.44
EF067741	11387	BIBRA LAKE SOILS SOIL & LIMESTONE SUPPLIES	30/11/2012	1,040.00
EF067742	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL WASTE DISPOSAL GATE FEES	30/11/2012	438,953.26
EF067743	11434	SOUTHSIDE MITSUBISHI MOTOR VEHICLE PURCHASE	30/11/2012	35,848.42
EF067744	11453	SPEARWOOD NEWSROUND NEWSPAPER SUPPLIES	30/11/2012	1,780.10
EF067745	11459	SPEARWOOD VETERINARY HOSPITAL VETERINARY SERVICES	30/11/2012	1,087.80
EF067746	11463	SPECTRUM CABINETS CABINET SUPPLIES	30/11/2012	572.00
EF067747	11469	SPORTS TURF TECHNOLOGY TURF CONSULTANCY SERVICES	30/11/2012	2,772.00
EF067748	11470	SPORTSWORLD OF WA SPORT SUPPLIES	30/11/2012	772.75
EF067749	11483	ST JOHN AMBULANCE AUST WA OPERATIONS FIRST AID COURSES	30/11/2012	681.50
EF067750	11493	SAI GLOBAL LTD PUBLICATIONS - STANDARDS	30/11/2012	5,633.88
EF067751	11505	STATE LIBRARY OF WESTERN AUSTRALIA BOOK SUPPLIES	30/11/2012	24,211.00
EF067752	11511	STATEWIDE BEARINGS BEARING SUPPLIES	30/11/2012	516.75
EF067753	11520	STOP & COPY PRINT CENTRE PTY LTD COPYING SERVICES	30/11/2012	369.00
EF067754	11525	STRACHAN RA & TD PLUMBING SERVICES	30/11/2012	8,508.50
EF067755	11531	SUNNY INDUSTRIAL BRUSHWARE PTY LTD BRUSH/ROAD BROOM SUPPLIES	30/11/2012	3,429.80
EF067756	11533	SUPERBOWL MELVILLE ENTERTAINMENT SERVICES	30/11/2012	309.60
EF067757	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	30/11/2012	6,039.00
EF067758	11563	TELSTRA PLANT DAMAGES REFUND FOR DAMAGED PLANT	30/11/2012	2,940.95
EF067759	11625	TOTAL EDEN PTY LTD RETICULATION SUPPLIES	30/11/2012	15,550.15
EF067760	11642	TRAILER PARTS PTY LTD TRAILER PARTS	30/11/2012	793.89
EF067761	11651	TREE WATERING SERVICES TREE WATERING SERVICES	30/11/2012	10,485.00
EF067762	11652	TRENCHBUSTERS HIRING SERVICES	30/11/2012	1,681.35
EF067763	11657	TRUCKLINE PARTS CENTRES AUTOMOTIVE SPARE PARTS	30/11/2012	1,678.31

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EF067764	11659	TRUGRADE MEDICAL SUPPLIES MEDICAL SUPPLIES	30/11/2012	146.00
EF067765	11663	TUDOR HOUSE BANNERS/FLAGS	30/11/2012	307.00
EF067766	11667	TURFMASTER FACILITY MANAGEMENT TURFING SERVICES	30/11/2012	115,618.92
EF067767	11669	TYCO SERVICES FIRE ALARM SYSTEM REPAIRS	30/11/2012	1,184.84
EF067768	11697	VAT MAN-FAT FILTERING SYSTEMS FILTER CLEANING SERVICES	30/11/2012	587.50
EF067769	11701	VIBRA INDUSTRIAL FILTRATION A/ASIA FILTER SUPPLIES	30/11/2012	364.76
EF067770	11715	WA BLUEMETAL ROADBASE SUPPLIES	30/11/2012	54,165.88
EF067771	11722	WA HINO SALES & SERVICE REPAIRS/MAINTENANCE SERVICES	30/11/2012	99,178.92
EF067772	11726	WA LIMESTONE LIMESTONE SUPPLIES	30/11/2012	6,217.75
EF067773	11773	WESFARMERS LANDMARK LIMITED CHEMICAL SUPPLIES	30/11/2012	1,794.06
EF067774	11787	DEPT OF TRANSPORT (WA GOVT) WA GOVT DEPARTMENT	30/11/2012	24.80
EF067775	11793	WESTERN IRRIGATION PTY LTD IRRIGATION SERVICES/SUPPLIES	30/11/2012	17,535.99
EF067776	11806	WESTRAC PTY LTD REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	30/11/2012	1,258.87
EF067777	11810	ABAXA PREVIOUSLY WH LOCATIONS LOCATING SERVICES	30/11/2012	1,882.65
EF067778	11824	WORK CLOBBER SAFETY CLOTHING	30/11/2012	564.00
EF067779	11828	WORLDWIDE ONLINE PRINTING - O'CONNOR PRINTING SERVICES	30/11/2012	2,694.58
EF067780	11854	ZIPFORM PRINTING SERVICES	30/11/2012	4,871.36
EF067781	11972	COBEY MAINTENANCE SERVICES TURF MANAGEMENT	30/11/2012	32,128.43
EF067782	11974	GREENWASTE SERVICES MULCHING/SHREDDING SERVICES	30/11/2012	9,298.85
EF067783	11987	SAFETY ZONE AUSTRALIA PTY LTD SAFETY EQUIPMENT	30/11/2012	266.79
EF067784	11990	EARTHCARE (AUSTRALIA) P/L LANDSCAPING SERVICES	30/11/2012	1,016.40
EF067785	12007	SHANE MCMASTER SURVEYS SURVEYING SERVICES	30/11/2012	13,090.00
EF067786	12014	TUTT BRYANT EQUIPMENT EXCAVATING/EARTHMOVING EQUIPMENT	30/11/2012	46,537.85
EF067787	12018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE MOWING EQUIPMENT/PARTS/SERVICES	30/11/2012	115.20
EF067788	12028	CITY OF ARMADALE ANIMAL DISPOSAL SERVICES	30/11/2012	1,833.34
EF067789	12101	THE GREAT ESCAPE ENTRY FEES	30/11/2012	999.50
EF067790	12146	BUSWEST TRANSPORT SERVICES - BUS HIRE	30/11/2012	1,221.00
EF067791	12173	CHALLENGE CHEMICALS AUSTRALIA CHEMICAL SUPPLIES	30/11/2012	194.04

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EF067792	12207	<b>CIVICA PTY LTD</b> SOFTWARE SUPPORT/LICENCE FEES	30/11/2012	355.30
EF067793	12361	<b>DANIEL BRUYN PHOTOGRAPHICS</b> PHOTOGRAPHY SERVICES	30/11/2012	946.00
EF067794	12379	<b>CONCEPT MEDIA</b> ADVERTISING SERVICES	30/11/2012	413.60
EF067795	12394	<b>MP ROGERS &amp; ASSOCIATES PTY LTD</b> CONSULTANCY SERVICES - MARINE	30/11/2012	1,486.39
EF067796	12458	<b>KITE KINETICS</b> ENTERTAINMENT SERVICES	30/11/2012	400.00
EF067797	12495	<b>POSTER FAKTORY AUSTRALIA PTY LTD</b> ADVERTISING SERVICES - POSTERS	30/11/2012	3,300.00
EF067798	12542	<b>SEALIN GARLETT</b> CEREMONIAL SERVICES	30/11/2012	800.00
EF067799	12589	<b>AUSTRALIAN INSTITUTE OF MANAGEMENT</b> TRAINING SERVICES	30/11/2012	1,220.00
EF067800	12656	<b>COOGEE BEACH SURF LIFESAVING CLUB INC</b> POOR GROVE SLSC DEVELOPMENT COSTS	30/11/2012	524,504.91
EF067801	12779	<b>WESTERN RESOURCE RECOVERY PTY LTD</b> WASTE DISPOSAL SERVICES	30/11/2012	1,861.64
EF067802	12797	<b>MPA SKILLS</b> TRAINING COURSES	30/11/2012	285.00
EF067803	12820	<b>MONTELEONE FENCING</b> FENCING SERVICES/MAINTENANCE	30/11/2012	25,306.60
EF067804	12821	<b>GUARDIAN PHARMACY HAMILTON HILL</b> MEDICAL SUPPLIES	30/11/2012	84.91
EF067805	12863	<b>ANSTAT PTY LTD</b> SUBSCRIPTION RENEWAL	30/11/2012	396.00
EF067806	12883	<b>CONSERVATION VOLUNTEERS AUSTRALIA</b> ENVIRONMENTAL SERVICES	30/11/2012	2,640.00
EF067807	12998	<b>PLAYRIGHT AUSTRALIA PTY LTD</b> INSPECTION SERVICES - PLAYGROUNDS	30/11/2012	9,680.00
EF067808	13000	<b>BORAL ASPHALT WA</b> SUPPLY OF ASPHALT	30/11/2012	122,166.41
EF067809	13111	<b>OCE-AUSTRALIA LIMITED</b> COPIERS/PRINTERS	30/11/2012	359.12
EF067810	13344	<b>INCREDIBLE CREATURES MOBILE ANIMAL FARM</b> ENTERTAINMENT SERVICES	30/11/2012	655.00
EF067811	13373	<b>THE HIRE GUYS</b> HIRING SERVICES	30/11/2012	2,155.00
EF067812	13409	<b>KLEENIT</b> CLEANING SERVICES	30/11/2012	29,840.80
EF067813	13462	<b>ATI-MIRAGE PTY LTD</b> TRAINING SERVICES	30/11/2012	2,646.75
EF067814	13563	<b>ECOJOBS ENVIRONMENTAL PERSONNEL</b> EMPLOYMENT SERVICES	30/11/2012	5,935.88
EF067815	13671	<b>STAPLES AUSTRALIA PTY LTD</b> OFFICE/STATIONERY SUPPLIES	30/11/2012	5,546.40
EF067816	13679	<b>MAD COW ENTERTAINMENT COMPANY OF WA</b> ENTERTAINMENT SERVICES	30/11/2012	550.00
EF067817	13767	<b>ELLIOTTS IRRIGATION PTY LTD</b> IRRIGATION SERVICES	30/11/2012	12,749.00
EF067818	13825	<b>JACKSON MCDONALD</b> LEGAL SERVICES	30/11/2012	19,247.90
EF067819	13832	<b>INSIGHT CALL CENTRE SERVICES</b> COMMUNICATION SERVICES	30/11/2012	6,332.43

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EF067820	14111	POLYTECHNIC WEST EDUCATIONAL SERVICES	30/11/2012	262.37
EF067821	14195	PIONEER CREDIT MANAGEMENT SERVICES DEBT COLLECTION SERVICES	30/11/2012	977.24
EF067822	14300	A & G CARPET CLEANING CARPET CLEANING SERVICES	30/11/2012	539.00
EF067823	14447	ANDOVER DETAILERS DETAILING SERVICES	30/11/2012	1,338.00
EF067824	14459	BIDVEST (WA) PTY LTD FOOD/CATERING SUPPLIES	30/11/2012	591.38
EF067825	14593	AUSTREND INTERNATIONAL PTY LTD ALUMINIUM SUPPLIES	30/11/2012	3,856.60
EF067826	14791	ALBERTS ALL SUBURBS CATERING CATERING SERVICES	30/11/2012	2,180.50
EF067827	14908	OAKVALE CAPITAL LIMITED CONSULTANCY SERVICES	30/11/2012	4,274.14
EF067828	14981	CARDILE INTERNATIONAL FIREWORKS FIREWORKS SERVICES	30/11/2012	5,500.00
EF067829	15072	DRUM PRINT & PUBLICATIONS PRINTING SERVICES	30/11/2012	584.00
EF067830	15283	LASER CORPS WA AMUSEMENT PARK/CENTRE	30/11/2012	1,800.00
EF067831	15327	LKL CONTRACTING BOBCAT HIRE / LANDSCAPING SERVICES	30/11/2012	21,753.20
EF067832	15337	CHUBB SECURITY SERVICES LTD SECURITY SERVICES	30/11/2012	1,173.00
EF067833	15416	FIRE ENGINE FUN - INGLEWOOD ENTERTAINMENT SERVICES	30/11/2012	600.00
EF067834	15446	MATT HENSHAW ENTERTAINMENT SERVICES	30/11/2012	800.00
EF067835	15455	PHOENIX PARK LITTLE ATHLETICS CLUB SPORTS FEES	30/11/2012	195.00
EF067836	15462	GREENSLADES & CO P/L PET FOOD SUPPLIES	30/11/2012	89.85
EF067837	15528	MELLEN EVENTS ENTERTAINMENT SERVICES	30/11/2012	1,980.00
EF067838	15541	JANDAKOT NEWS NEWSPAPER SUPPLIERS	30/11/2012	191.00
EF067839	15588	NATURAL AREA MANAGEMENT & SERVICES WEED SPRAYING	30/11/2012	1,686.30
EF067840	15610	KLYNE CONSULTANTS CONSULTANCY - ROAD SAFETY	30/11/2012	3,520.00
EF067841	15678	A2Z PEST CONTROL PEST CONTROL	30/11/2012	5,031.00
EF067842	15850	ECOSCAPE ENVIRONMENTAL CONSULTANCY	30/11/2012	4,950.00
EF067843	15862	FREMANTLE MILK DISTRIBUTORS MILK DELIVERY	30/11/2012	2,027.15
EF067844	15916	1SPATIAL AUSTRALIA ANNUAL SOFTWARE SUBSCRIPTION	30/11/2012	2,420.00
EF067845	16064	CMS ENGINEERING PTY LTD AIRCONDITIONING SERVICES	30/11/2012	1,476.20
EF067846	16107	WREN OIL WASTE DISPOSAL	30/11/2012	54.45
EF067847	16158	A.G QUINN & CO PTY LTD CONSULTING SURVEYORS	30/11/2012	2,530.00



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EF067848	16291	WA PROFILING ROAD PROFILING SERVICES	30/11/2012	41,242.58
EF067849	16363	ATCO GAS AUSTRALIA GAS SUPPLIES/SERVICES	30/11/2012	11,352.00
EF067850	16396	MAYDAY EARTHMOVING GRADER HIRE	30/11/2012	29,172.00
EF067851	16497	ACCESS UNLIMITED INTERNATIONAL PTY LTD FABRICATION SERVICES	30/11/2012	5,456.00
EF067852	16568	BIOWISE SOIL SUPPLIES	30/11/2012	2,178.00
EF067853	16609	MEERILINGA YOUNG CHILDRENS SERVICES INC YOUTH SERVICES	30/11/2012	200.00
EF067854	16675	FREMANTLE PLUMBING SERVICE PTY LTD PLUMBING SERVICES	30/11/2012	2,000.00
EF067855	16698	TIDY UP RUBBISH BAG SERVICE RUBBISH BAG SERVICE	30/11/2012	260.00
EF067856	16704	ACCIDENTAL FIRST AID SUPPLIES MEDICAL SUPPLIES	30/11/2012	114.31
EF067857	16894	TREBLEX INDUSTRIAL PTY LTD CHEMICALS - AUTOMOTIVE	30/11/2012	1,614.80
EF067858	16959	PERTH HOMEGUARD PTY LTD SECURITY PRODUCTS	30/11/2012	3,949.00
EF067859	16985	WA PREMIX CONCRETE SUPPLIES	30/11/2012	41,776.68
EF067860	16997	AUS SECURE SECURITY SERVICES/PRODUCTS	30/11/2012	800.00
EF067861	17092	CENTRAL SCREENS SECURITY SYSTEMS/PRODUCTS	30/11/2012	200.00
EF067862	17097	VALUE TISSUE PAPER PRODUCTS	30/11/2012	684.31
EF067863	17121	UNDERGROUND POWER DEVELOPMENT PTY LTD ELECTRICAL SERVICES	30/11/2012	5,650.00
EF067864	17178	THE CLEAN UP COMPANY WASTE DISPOSAL SERVICES	30/11/2012	2,370.50
EF067865	17309	THE ENVIRONMENTAL PRINTING COMPANY PRINTING SERVICES	30/11/2012	396.00
EF067866	17399	BALLOONATIKS BALLOONS	30/11/2012	1,000.00
EF067867	17471	PIRTEK (FREMANTLE) PTY LTD HOSES & FITTINGS	30/11/2012	230.10
EF067868	17481	ADS AUTOMATION PTY LTD DOOR/GATE REPAIRS	30/11/2012	258.50
EF067869	17600	ERLECTIONS (WA) GUARD RAILS	30/11/2012	5,166.70
EF067870	17608	NU-TRAC RURAL CONTRACTING BEACH CLEANING/FIREBREAK CONSTRUCTION	30/11/2012	962.50
EF067871	17798	WESTERN DIAGNOSTIC PATHOLOGY ANALYTICAL SERVICES	30/11/2012	105.11
EF067872	17925	COCKBURN CITY TEEBALL & BASEBALL CLUB REGISTRATIONS	30/11/2012	566.00
EF067873	17942	MRS MAC'S FOOD SUPPLIES	30/11/2012	402.75
EF067874	17992	JANELLE MUNRO DISABILITY CONSULTANCY SERVICES	30/11/2012	6,864.00
EF067875	18017	INSTANT PRODUCTS GROUP HIRE OF PORTABLE TOILETS	30/11/2012	4,448.21

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EF067876	18031	MERCURY FIRESAFETY PTY LTD FIRE PROTECTION EQUIPMENT	30/11/2012	583.00
EF067877	18073	PARAMOUNT SECURITY SERVICES SECURITY SERVICES	30/11/2012	6,523.55
EF067878	18100	DAVIS LANGDON AUSTRALIA COST MANAGEMENT SERVICES	30/11/2012	4,769.05
EF067879	18114	BOLLIG DESIGN GROUP P/L ARCHITECTURAL SERVICES - GP SUPER CLINIC	30/11/2012	90,358.40
EF067880	18126	DELL AUSTRALIA PTY LTD COMPUTER HARDWARE	30/11/2012	297.00
EF067881	18147	AURECON AUSTRALIA PTY LTD CONSULTANCY - CIVIL ENGINEERING	30/11/2012	3,294.50
EF067882	18217	METROPOLITAN OMNIBUS COMPANY BUS HIRE	30/11/2012	451.00
EF067883	18248	SCOTT IAN THOMAS ENTERTAINMENT	30/11/2012	1,595.00
EF067884	18272	AUSTRACLEAR LIMITED INVESTMENT SERVICES	30/11/2012	51.48
EF067885	18297	OLYMPIC FUN AND FITNESS SPORTS CLUB	30/11/2012	200.00
EF067886	18389	GAVIN CONSTRUCTION CONSTRUCTION SERVICES - GP SPER CLINIC	30/11/2012	1,933,019.12
EF067887	18436	J.C.S PLUMBING SERVICES PLUMBING SERVICES	30/11/2012	552.20
EF067888	18493	MILMAR DISTRIBUTORS COMPUTER/STATIONERY SUPPLIES	30/11/2012	68.75
EF067889	18508	JOHN TURNER BRICK LAYING SERVICES	30/11/2012	3,432.00
EF067890	18533	FRIENDS OF THE COMMUNITY INC. COMMUNITY GRANT	30/11/2012	2,089.85
EF067891	18613	ECO-HIRE EQUIPMENT HIRE	30/11/2012	17,634.60
EF067892	18625	PEDERSENS HIRE & STRUCTURES PTY LTD FUNCTION EQUIPMENT HIRE	30/11/2012	200.99
EF067893	18628	UNILEVER AUSTRALIA LTD BEVERAGES	30/11/2012	400.15
EF067894	18678	DOWNER EDI ENGINEERING ELECTRICAL PTY LTD ELECTRICAL SERVICES	30/11/2012	275,000.00
EF067895	18725	CLARE STACE STORYTELLING/ENTERTAINMENT SERVICES	30/11/2012	3,025.00
EF067896	18734	P & R EDWARDS ENTERTAINMENT SERVICES	30/11/2012	650.00
EF067897	18764	AFFIRMATIVE PAVING BRICK PAVING SERVICES	30/11/2012	2,045.00
EF067898	18799	DOWN TO EARTH TRAINING & ASSESSING TRAINING SERVICES	30/11/2012	900.00
EF067899	18884	SILICH ENTERPRISES PTY LTD BOLLARDS	30/11/2012	14,609.60
EF067900	18962	SEALANES (1985) P/L CATERING SUPPLIES	30/11/2012	1,382.72
EF067901	19017	AIRBRUSH TATTOOS WA TATTOOING SERVICES	30/11/2012	1,240.00
EF067902	19044	BIZIRCUS ENTERTAINMENT SERVICES	30/11/2012	1,200.00
EF067903	19107	FOREVER SHINING MONUMENT	30/11/2012	312.65

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EF067904	19155	WE LIKE TO PARTY BALLOONS & PARTY SUPPLIES	30/11/2012	81.00
EF067905	19211	RAC DRIVING CENTRE DRIVER TRAINING	30/11/2012	1,260.05
EF067906	19334	TAYLORS BIKESHOP BIKE SUPPLIES	30/11/2012	1,400.00
EF067907	19396	ACP EVENTS PARTY EQUIPMENT HIRE	30/11/2012	7,100.00
EF067908	19436	WHITCHURCH REFRIGERATION & AIRCONDITIONING AIR CONDITIONING SERVICES	30/11/2012	12,487.31
EF067909	19533	WOOLWORTHS LTD GROCERIES	30/11/2012	1,766.07
EF067910	19545	GRASSWEST BUILDING & GARDEN MAINTENANCE	30/11/2012	3,640.00
EF067911	19619	SKIPPER TRUCKS TRUCKS	30/11/2012	1,219.42
EF067912	19628	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	30/11/2012	660.00
EF067913	19649	TELSTRA NETWORK INTEGRITY SERVICES COMMUNICATION SERVICES	30/11/2012	5,714.86
EF067914	19652	TMS SERVICES SECURITY SERVICES	30/11/2012	4,583.06
EF067915	19657	BIGMATE MONITORING SERVICES PTY LTD COMPUTER HARDWARE/SOFTWARE	30/11/2012	2,024.00
EF067916	19708	KD INSTRUMENTS INSPECTION/TESTING SERVICES	30/11/2012	242.00
EF067917	19830	AUTO MASTERS - SPEARWOOD MECHANICAL SERVICES	30/11/2012	3,276.00
EF067918	19847	PFD FOOD SERVICES PTY LTD CATERING SERVICES	30/11/2012	1,389.40
EF067919	19856	WESTERN TREE RECYCLERS SHREDDING SERVICES	30/11/2012	31,341.75
EF067920	19885	SAFEGUARD INDUSTRIES SECURITY SCREENS/DOORS	30/11/2012	700.00
EF067921	19916	THE FUNK FACTORY ENTERTAINMENT SERVICES	30/11/2012	200.00
EF067922	20000	AUST WEST AUTO ELECTRICAL P/L AUTO ELECTRICAL SERVICES	30/11/2012	9,617.04
EF067923	20112	PENNANT HOUSE FLAGS AND BANNERS	30/11/2012	1,892.00
EF067924	20122	ZEE TAGS P/L DOG TAGS	30/11/2012	2,878.81
EF067925	20135	SCP CONSERVATION MAINTENANCE SERVICES - BUSHLAND	30/11/2012	220.00
EF067926	20146	DATA#3 LIMITED COMPUTER SOFTWARE	30/11/2012	132,186.84
EF067927	20149	BUS & COACH INTERNATIONAL PTY LTD TRANSPORT SERVICES	30/11/2012	347.49
EF067928	20230	BUTT OUT AUSTRALIA CLEANING SUPPLIES	30/11/2012	324.50
EF067929	20247	CHRISTIE PARKSAFE PARKS & RECREATIONAL PRODUCTS	30/11/2012	22,524.70
EF067930	20341	WILHELMINA MARIA HOUWEN GARDENING SERVICES	30/11/2012	1,440.00
EF067931	20347	THE ORGANIC COLLECTIVE ORGANIC FOODS	30/11/2012	240.00

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EF067932	20457	IAN PERCY NARRATIVE THERAPY	30/11/2012	170.00
EF067933	20539	THE COX GROUP PTY LTD CONCEPT DESIGNING	30/11/2012	22,110.00
EF067934	20549	A1 CARPET, TILE & GROUT CLEANING CLEANING SERVICES - TILES/CARPET	30/11/2012	330.00
EF067935	20586	H S SALES LIFTING EQUIPMENT	30/11/2012	1,628.00
EF067936	20618	AGPARTS WAREHOUSE PTY LTD SPRAY EQUIPMENT	30/11/2012	1,376.17
EF067937	20619	UNLTD ENERGY GROUP LTD PV POWER SYSTEMS	30/11/2012	2,062.50
EF067938	20631	ID CONSULTING PTY LTD CONSULTANCY SERVICES	30/11/2012	1,567.50
EF067939	20635	SCRD ENVIRONMENTAL PTY LTD RECYCLING SERVICES - COMPUTER	30/11/2012	2,656.50
EF067940	20810	JUSTIN SLATER ARTISTIC	30/11/2012	650.00
EF067941	20833	BOOMERS PLUMBING & GAS PLUMBING SERVICES	30/11/2012	273.42
EF067942	20882	BELL-VISTA FRUIT & VEGETABLE FRUIT & VEGETABLE	30/11/2012	764.25
EF067943	20924	INDIGO PERSONAL TRAINING PERSONAL TRAINING	30/11/2012	1,410.00
EF067944	21120	SHOREWATER MARINE PTY LTD MARINE CONSTRUCTION SERVICES	30/11/2012	200.00
EF067945	21126	ULVERSCROFT LARGE PRINT (AUST.) P/L BOOKS	30/11/2012	72.60
EF067946	21127	JOANNA AYCKBOURN INSTRUCTION - SINGING	30/11/2012	750.00
EF067947	21177	DESERT SHADOW ARTISTIC SERVICES	30/11/2012	715.00
EF067948	21193	SPM CONSULTANTS PTY LTD CONSULTANCY SERVICES	30/11/2012	1,874.40
EF067949	21198	STUDIO KRAZE VIDEO PRODUCTIONS	30/11/2012	1,382.00
EF067950	21236	SANDCARDS ENTERTAINMENT SERVICES	30/11/2012	500.00
EF067951	21287	T.J.DEPIAZZI & SONS SOIL & MULCH SUPPLIES	30/11/2012	8,105.35
EF067952	21298	UDLA ARCHITECTURAL DESIGN	30/11/2012	3,366.00
EF067953	21363	TENDERLINK.COM PTY LTD COMPUTER SOFTWARE	30/11/2012	550.00
EF067954	21371	SANPOINT PTY LTD KERBING SERVICES	30/11/2012	17,997.98
EF067955	21401	MILKY MONSTER CATERING SERVICES	30/11/2012	600.00
EF067956	21581	COASTAL ZONE MANAGEMENT PTY LTD CONSULTANCY SERVICES	30/11/2012	16,830.00
EF067957	21594	GREENSENSE PTY LTD CONSULTANCY - CLIMATE	30/11/2012	12,853.89
EF067958	21627	MANHEIM PTY LTD IMPOUNDED VEHICLES	30/11/2012	5,869.60
EF067959	21659	CHURRO CENTRAL SPANISH CATERING SERVICES	30/11/2012	82.00

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EF067960	21678	IANNELLO DESIGNS GRAPHIC DESIGN	30/11/2012	1,716.00
EF067961	21747	REHAB RENTAL WHEELCHAIR HIRE	30/11/2012	237.00
EF067962	21778	HILTON SQUASH AND FITNESS SPORTING SERVICES	30/11/2012	200.00
EF067963	21796	GREEN LEAF GARDENS LANDSCAPING SERVICES	30/11/2012	2,050.00
EF067964	21879	SPOTLESS SERVICES AUSTRALIA LTD CLEANING SERVICES	30/11/2012	296,345.75
EF067965	21916	DAVIES FIRST NATIONAL REAL ESTATE CONSULTANCY SERVICES - REAL ESTATE	30/11/2012	23,061.50
EF067966	21946	RYAN'S QUALITY MEATS MEAT SUPPLIES	30/11/2012	1,443.14
EF067967	21990	MEDIBANK HEALTH SOLUTIONS PTY LTD MEDICAL SERVICES	30/11/2012	1,944.80
EF067968	21995	SMARTGRASS INSTALLATION OF CRICKET PITCH	30/11/2012	600.00
EF067969	22114	WARNER BOOKS PTY LTD BOOK SUPPLIER	30/11/2012	683.53
EF067970	22122	PLATTERS 'R' US CATERING SERVICES	30/11/2012	1,595.00
EF067971	22126	HAPPY VALLEY RESOURCES P/L MOLTONI WASTE DISPOSAL	30/11/2012	17,160.00
EF067972	22133	AIR-BORN AMUSEMENTS AMUSEMENT SERVICES	30/11/2012	3,498.00
EF067973	22169	GREENSTAR GROUP WA PTY LTD GREENSTAR GROUP WA AIR CONDITIONING SERVICES	30/11/2012	6,123.65
EF067974	22177	ADVERTISING DESIGN SERVICES (WA) PTY LTD ADVERTISING DESIGN SERVICES	30/11/2012	2,904.00
EF067975	22192	VANESSA PAGET - BUSH WISDOM SURVIVAL EDUCATION/ENTERTAINMENT	30/11/2012	1,140.00
EF067976	22242	ASPHALT SURFACES PTY LTD ASPHALTING SERVICES	30/11/2012	84,882.95
EF067977	22289	WINDPODS INTERNATIONAL POWER GENERATING SYSTEMS - WIND	30/11/2012	396.00
EF067978	22342	MIDWAY DRYCLEANERS DRYCLEANING SERVICES	30/11/2012	175.00
EF067979	22348	MAL ATWELL LEISURE GROUP AMUSEMENT, ENTERTAINMENT	30/11/2012	100.00
EF067980	22388	CARRINGTON'S TRAFFIC SERVICES TRAFFIC MANAGEMENT SERVICES	30/11/2012	26,835.05
EF067981	22541	SURFING WESTERN AUSTRALIA INC. TRAINING SERVICES - SURFING	30/11/2012	400.00
EF067982	22552	TWINSIDE PRECAST PTY LTD FENCING	30/11/2012	250.00
EF067983	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	30/11/2012	2,300.70
EF067984	22569	KINETIC HEALTH GROUP PTY LTD MEDICAL SERVICES	30/11/2012	639.10
EF067985	22572	IRONBARK ENVIRONMENTAL & SUSTAINABLE DEVELOPMENT CONSULTING SERVICES - ENVIRONMENTAL	30/11/2012	10,700.65
EF067986	22600	CUBIC PROMOTIONS PTY LTD PROMOTIONAL PRODUCTS	30/11/2012	6,449.30
EF067987	22639	SHATISH CHAUHAN TRAINING SERVICES - YOGA	30/11/2012	260.00

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EF067988	22681	ABBEY BLINDS PTY LTD BLINDS	30/11/2012	2,116.40
EF067989	22682	BEAVER TREE SERVICES PTY LTD TREE PRUNING SERVICES	30/11/2012	15,807.00
EF067990	22737	CJS LIMESTONE CONTRACTORS PTY LTD LIMESTONE WORKS	30/11/2012	2,200.00
EF067991	22805	COVS PARTS PTY LTD MOTOR PARTS	30/11/2012	1,983.32
EF067992	22806	AUSTRALIAN FUEL DISTRIBUTORS PTY LTD FUEL SUPPLIES	30/11/2012	179,304.37
EF067993	22856	COMMUNITY VOICE CONSULTANCY CONSULTANCY SERVICES	30/11/2012	2,500.00
EF067994	22866	TERRACE PHOTOGRAPHERS PTY LTD PHOTOGRAPHY SERVICES	30/11/2012	4,400.00
EF067995	22879	REMIDA PERTH INC ARTISTIC SERVICES	30/11/2012	1,445.10
EF067996	22911	OILFIELD TRADERS AUSTRALIA WATER TRUCK HIRE	30/11/2012	5,082.00
EF067997	22913	AUSTRALIAN OFFICE LEADING BRANDS.COM.AU ENVELOPES	30/11/2012	1,121.18
EF067998	22914	LADY LATTE CATERING SERVICES	30/11/2012	100.00
EF067999	22963	WEST BIOFUEL TECHNOLOGIES PTY LTD EARTHMOVING / EXCAVATION SERVICES	30/11/2012	26,576.00
EF068000	22969	NATIONAL LOCAL GOVT CUSTOMER SERVICE NETWORK INC PROFESSIONAL ASSOCIATION MEMBERSHIP	30/11/2012	275.00
EF068001	23213	SPOTLESS FACILITY SERVICES PTY LTD LAUNDRY SERVICES	30/11/2012	360.54
EF068002	23288	ARIANE ROEMMELE AMUSEMENT - CHILDREN'S ACTIVITIES	30/11/2012	1,570.00
EF068003	23306	KEVIN & FIONA ETHERTON ENTERTAINMENT SERVICES	30/11/2012	180.00
EF068004	23309	FUN IN TRAINING AUSTRALIA PTY LTD FITNESS CLASSES-INSTRUCTIONS	30/11/2012	1,149.50
EF068005	23348	ZUMBA WITH HONEY FITNESS CLASSES	30/11/2012	572.00
EF068006	23375	HEIRISSON ISLAND TOURNAMENT WATER SKI CLUB INC HIRE SERVICES - SKIING EQUIPMENT	30/11/2012	750.00
EF068007	23379	CAMBRON PTY LTD SOFTWARE	30/11/2012	5,500.00
EF068008	23409	GLOBAL SYNTHETICS PTY LTD DRAINAGE, GEOTEXTILES	30/11/2012	2,006.51
EF068009	23549	WEST OZ WILDLIFE AMUSEMENT PARK ENTRY FEES	30/11/2012	450.00
EF068010	23550	HENRICKS CONSULTING PTY LTD CONSULTANCY SERVICES - HUMAN RESOURCES	30/11/2012	220.00
EF068011	23570	A PROUD LANDMARK PTY LTD LANDSCAPE CONTRUCTION SERVICES	30/11/2012	42,306.66
EF068012	23591	THE KALEIDOSCOPE ENSEMBLE INC. MUSICAL ENTERTAINMENT SERVICES	30/11/2012	300.00
EF068013	23628	DISMANTLE RECONDITIONED BICYCLES & BIKE EDUCATION	30/11/2012	700.00
EF068014	23666	ENGINEERED WATER SYSTEMS MARINE CONSTRUCTION SERVICES	30/11/2012	67,365.10
EF068015	23669	WA IVECO PURCHASE OF NEW TRUCKS	30/11/2012	136.15



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EF068016	23694	TIGER FITNESS (WA) PTY LTD GYM EQUIPMENT/SERVICE	30/11/2012	93.50
EF068017	23736	THE COCOA CONNECTIONS SUSTAINABILITY GRANT	30/11/2012	325.60
EF068018	23750	ALLIED PUMPS PTY LTD PUMP SUPPLIES/SERVICES	30/11/2012	385.00
EF068019	23780	VANGUARD PRESS PRINTING SERVICES	30/11/2012	18,518.50
EF068020	23783	LANDCARE SJ INC LANDSCAPING SERVICES	30/11/2012	7,580.00
EF068021	23806	PAVY RESOURCES (AUST) PTY LTD CONSULTANCY - COMPUTER	30/11/2012	16,757.40
EF068022	23858	SPECIALISED SECURITY SHREDDING DOCUMENT DESTRUCTION SERVICES	30/11/2012	21.67
EF068023	23859	SCIENCE ALIVE TRAVELLING SHOW EDUCATION - KIDS	30/11/2012	180.00
EF068024	23866	TENNANT AUSTRALIA PTY LTD PLANT & MACHINERY	30/11/2012	86,375.30
EF068025	23971	FIND WISE LOCATION SERVICES LOCATING SERVICES - UNDERGROUND	30/11/2012	2,536.05
EF068026	23972	CMW GEOSCIENCES PTY LTD GEOTECHNICAL INVESTIGATION REPORT	30/11/2012	3,880.25
EF068027	24035	NEXT POWER RENEWABLE ENERGY	30/11/2012	462.00
EF068028	24036	MULTI SWEEP PTY LTD (WA) SWEEPING SERVICES	30/11/2012	7,258.36
EF068029	24058	ACADEMY SERVICES (WA) PTY LTD CLEANING SERVICES	30/11/2012	2,247.32
EF068030	24126	WA TEMPORARY FENCING SUPPLIES FENCING SERVICES	30/11/2012	907.50
EF068031	24127	MAD SLUSH PTY LTD SOFT DRINK SUPPLIES	30/11/2012	460.00
EF068032	24141	PERRY DEGENNARO PHOTOGRAPHY PHOTOGRAPHIC SERVICES	30/11/2012	200.00
EF068033	24152	FUSION COMMUNICATION SERVICES PTY LTD REPAIR SERVICES	30/11/2012	19,158.70
EF068034	24154	UTS SOILTEC PTY LTD GROUND TESTING SERVICES	30/11/2012	770.00
EF068035	24157	PERTH FACE PAINTING COMPANY FACE PAINTING SERVICES	30/11/2012	1,056.00
EF068036	24161	THE HIDDEN PANTRY CATERING SERVICES	30/11/2012	4,576.48
EF068037	24183	WELLARD GLASS GLASS REPAIR SERVICES	30/11/2012	2,406.09
EF068038	24185	HIPPY BELLY DANCE TRAINING SERVICES - DANCE CLASSES	30/11/2012	260.00
EF068039	24186	ELAN ENERGY MANAGEMENT PTY LTD RECYCLING SERVICES - TYRES	30/11/2012	223.45
EF068040	24187	TOTAL GREEN RECYCLING E-WASTE RECYCLING SERVICES	30/11/2012	3,276.26
EF068041	24191	ALEX FORD GRAPHIC DESIGN	30/11/2012	3,300.00
EF068042	24193	AVANTGARDE TECHNOLOGIES PTY LTD CONSULTANCY SERVICES	30/11/2012	8,800.00
EF068043	24195	PAYNE'S WINDOW CLEANING AND SERVICES WINDOW CLEANING SERVICES	30/11/2012	2,980.51

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EF068044	24198	SCOOBY CIRCUS ENTERTAINMENT SERVICES	30/11/2012	1,075.00
EF068045	24199	COFFEY GEOTECHNICS P/L CONSULTANCY SERVICES - GEO TECHNICAL	30/11/2012	2,200.00
EF068046	24270	ABV LEISURE CONSULTANCY SERVICES CONSULTANCY SERVICES	30/11/2012	3,520.00
EF068047	24291	WESTERN AUSTRALIAN YOUTH THEATRE COMPANY THEATRE PERFORMANCES	30/11/2012	1,045.00
EF068048	24295	HOCKING HERITAGE STUDIO CONSULTANCY SERVICES	30/11/2012	825.00
EF068049	24298	TANKS FOR HIRE EQUIPMENT HIRE	30/11/2012	482.90
EF068050	24382	CALICO GLOBAL PTY LTD FITNESS SYSTEMS	30/11/2012	568.00
EF068051	24385	MINERAL TRANSPORT PTY LTD TRANSPORT SERVICES	30/11/2012	798.60
EF068052	24423	BURDETT AND ASSOCIATES ENGINEERING SERVICES	30/11/2012	660.00
EF068053	11794	SYNERGY ELECTRICITY USAGE/SUPPLIES	30/11/2012	469,420.51
EF068054	12025	TELSTRA CORPORATION COMMUNICATIONS SERVICES	30/11/2012	24,724.71
EF068055	14390	ADVENTURE WORLD RATES REFUND	30/11/2012	150.24
EF068056	17615	YVONNE DA SILVA CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068057	17643	SAWMAC PTY LTD RATES REFUND	30/11/2012	13,737.28
EF068058	19798	BANYAN CREATIVE TRAINING SERVICES	30/11/2012	1,006.50
EF068059	22050	CITI COMMERCIAL MAINTENANCE MAINTENANCE SERVICES	30/11/2012	2,182.40
EF068060	22313	FOCAS CAT STERILISATION CONTRIBUTION	30/11/2012	300.00
EF068061	22580	H & H SAERAN RATES REFUND	30/11/2012	700.00
EF068062	23987	TANYA COLLIER DESIGN DESIGN SERVICES - GRAPHIC	30/11/2012	720.00
EF068063	24197	INDI ENTERTAINMENT ENTERTAINMENT SERVICES	30/11/2012	450.00
EF068064	24223	MIRCALLA KOLINAC DOG REGISTRATION REFUND	30/11/2012	57.00
EF068065	24285	MICROCHIPS AUSTRALIA PTY LTD MICROSHIP SUPPLIES	30/11/2012	1,351.05
EF068066	24289	JIMS GARAGE DOORS SECURITY	30/11/2012	770.00
EF068067	24334	FORCE TOWERS PTY LIMITED HIRE SERVICES	30/11/2012	220.00
EF068068	24445	JESSICA ALLEGRETTA CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068069	24446	KERRY COMPOSTO CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068070	24447	LORRAINE COLE CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068071	24448	GAIL DEL BIANCO CAT STERILISATION CONTRIBUTION	30/11/2012	50.00

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EF068072	24449	ARNELLE GIUPPA CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068073	24450	ALISON JASKULA CAT STERILISATION CONTRIBUTION	30/11/2012	100.00
EF068074	24451	GREG JONES CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068075	24452	ROBYN HUTCHINGS CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068076	24453	KAYLA POWELL CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068077	24456	SIMONE TYMCHISHYN & DAVID TAYLOR CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068078	24457	CHARLANE WEBSTER CAT STERILISATION CONTRIBUTION	30/11/2012	50.00
EF068079	24458	MELISSA MARSDEN DOG REGISTRATION REFUND	30/11/2012	57.00
EF068080	24459	TATJANA SEE DOG REGISTRATION REFUND	30/11/2012	12.00
EF068081	24460	SM & LG ARMSTRONG DOG REGISTRATION REFUND	30/11/2012	12.00
EF068082	24461	JASON & ALESSANDRA CONNOR DOG REGISTRATION REFUND	30/11/2012	12.00
EF068083	24462	AMY SOUTHGATE DOG REGISTRATION REFUND	30/11/2012	20.00
EF068084	24463	LAUREN & CHRISTIAN VOST DOG REGISTRATION REFUND	30/11/2012	47.00
EF068085	24464	SUZANNE MONAGHAN DOG REGISTRATION REFUND	30/11/2012	57.00
EF068086	24465	ANNE-LOUISE SCIASCIA DOG REGISTRATION REFUND	30/11/2012	12.00
EF068087	24466	ROSINA HARVEY DOG REGISTRATION REFUND	30/11/2012	25.00
EF068088	24467	ANNIE KENNERLY DOG REGISTRATION REFUND	30/11/2012	57.00
EF068089	24498	SHEREE MELLOR RATES REFUND	30/11/2012	500.00
EF068090	24499	PHYLLIS STARR RATES REFUND	30/11/2012	409.94
EF068091	24500	BM & EF PINTO RATES REFUND	30/11/2012	159.53
EF068092	24501	NATALIE REILLY RATES REFUND	30/11/2012	1,366.97
EF068093	24502	CFMEU CONSTRUCTION & GENERAL DIVISION RATES REFUND	30/11/2012	2,435.51
EF068094	24503	NC & LM WYATT RATES REFUND	30/11/2012	269.97
EF068095	24504	MJ SHEEHY RATES REFUND	30/11/2012	3,376.53
EF068096	24505	KANWAL SINGH CROSSOVER CONTRIBUTION	30/11/2012	300.00
025131	11760	WATER CORPORATION SEWER EASEMENT	2/11/2012	17,142.00
025132	99999	LEND LEASE PLANNING APPLICATION REFUND	2/11/2012	352.00
025133	99999	BEN DOYLE PLANNING APPLICATION REFUND - 126 POWER AVE	2/11/2012	800.00

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
025134	99999	MS MELITA KIDD PLANNING APPLICATION REFUND	2/11/2012	209.00
025135	99999	LANDCORP MAINTENANCE BOND REFUND - HARVEST LAKES STAGE 10A/6C	2/11/2012	27,356.58
025136	99999	ROSS NORTH HOMES PLANNING APPLICATION REFUND	2/11/2012	1,122.97
025137	99999	CRAIG PARSONS PLANNING APPLICATION REFUND	2/11/2012	2,885.00
025138	99999	ATWELL NETBALL CLUB HALL BOND REFUND - BEELIAR	2/11/2012	1,000.00
025139	99999	JULIE BYRNE HALL BOND REFUND - ATWELL	2/11/2012	150.00
025140	99999	YARAN PROPERTY GROUP WORKS BIND REFUND - 1 POSITANO CRESCENT	2/11/2012	34,753.58
025141	99999	ALAN & MARLENE DAVID PLANNING APPLICATION REFUND	2/11/2012	278.00
025142	99999	J & S MCLELLAN PLANNING APPLICATION REFUND	2/11/2012	480.00
025143	99999	NEW GENERATION PLANNING APPLICATION REFUND	2/11/2012	533.91
025144	99999	CLEM HORTA PLANNING APPLICATION REFUND	2/11/2012	139.00
025145	99999	YARAN PROPERTY GROUP WORKS BOND REFUND - 25 SOUTHWELL CRESCENT	2/11/2012	81,172.15
025146	99999	APOLLO PATIOS WA PLANNING APPLICATION REFUND	2/11/2012	139.00
025147	99999	MARTYN & KERRY A RAWLINGS PLANNING APPLICATION REFUND	2/11/2012	640.00
025148	99999	JAMES LEWIS PLANNING APPLICATION REFUND	2/11/2012	720.00
025149	99999	OASIS PATIOS PLANNING APPLICATION REFUND	2/11/2012	139.00
025150	99999	COOGEE CAFÉ BOND REFUND	2/11/2012	4,000.00
025151	99999	BEC GUIDERA HALL BOND REFUND	2/11/2012	50.00
025152	99999	JULIET COURT BODY CORPORATION HALL BOND REFUND - LEN PACKHAM	2/11/2012	66.00
025153	13932	ARMAGUARD BANKING SERVICES	7/11/2012	3,410.80
025154	10196	BIBRA LAKE RESIDENTS ASSOCIATION HALL HIRE SUBSIDY	9/11/2012	48.00
025155	11760	WATER CORPORATION SEWER EASEMENT	9/11/2012	6,958.20
025156	12575	ST JEROMES SENIORS CLUB BUS HIRE SUBSIDY	9/11/2012	55.00
025157	18173	COOGEE BEACH CARAVAN RESORT SOCIAL CLUB BUS HIRE SUBSIDY	9/11/2012	60.00
025158	19115	COCKBURN PROBUS CLUB BUS HIRE SUBSIDY	9/11/2012	100.00
025159	23836	BANJUP RESIDENTS ACCOCIATION HALL HIRE SUBSIDY	9/11/2012	39.00
025160	13932	ARMAGUARD BANKING SERVICES	14/11/2012	2,244.10
025161	24366	ROSEMARY LILY BERTHA NELSON PENSION REFUND	16/11/2012	381.57

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
025162	13932	ARMAGUARD BANKING SERVICES	21/11/2012	4,770.25
025163	13981	SOUTH LAKE LEISURE CENTRE PETTY CASH REIMBURSEMENT	21/11/2012	808.15
025164	11760	WATER CORPORATION SEWER EASEMENT	23/11/2012	5,005.15
025165	11795	WESTERN POWER ELECTRICAL SERVICES	23/11/2012	681.00
025166	15402	ZURICH AUSTRALIA MOTOR VEHICLE INSURANCE CLAIM	23/11/2012	4,000.00
025167	24439	NARROGIN REGIONAL LIBRARY LIBRARY	23/11/2012	23.10
025168	13932	ARMAGUARD BANKING SERVICES	28/11/2012	5,700.55
025169	10321	CITY OF CANNING LOST/DAMAGED BOOK FEES	30/11/2012	2,634.85
025170	10747	IINET LIMITED INTERNET SERVICES	30/11/2012	629.45
025171	10963	MIDLAND BRICK CO PTY LTD BRICK/PAVING SUPPLIES	30/11/2012	1,983.42
025172	11760	WATER CORPORATION SEWER EASEMENT	30/11/2012	1,657.50
025173	11795	WESTERN POWER ELECTRICAL SERVICES	30/11/2012	521,637.28
025174	20238	MY DELICIOUS CAKE DECORATING SERVICES	30/11/2012	250.00
025175	21471	WA MACHINERY GLASS GLAZING	30/11/2012	462.00
025176	22903	UNIQUE INTERNATIONAL RECOVERIES LLC DEBT COLLECTORS	30/11/2012	384.00
025177	10047	ALINTA ENERGY GAS SUPPLIES	29/11/2012	1,492.75
025178	11758	WATER CORP WATER USAGE SUPPLIES ADD RETENTION HELD NIL LESS PRIOR PERIOD CANCELLED CHEQUES/EFTS	29/11/2012	4,685.75
024573	99999	JANICE M OLSEN	29/11/2012	-500.00
025006	20878	JANDAKOT EAGLES SOFTBALL CLUB	15/11/2012	-200.00
025014	99999	LANDCORP - LEND LEASE	2/11/2012	-352.00
025016	99999	PLANNING SOLUTIONS PTY LTD	2/11/2012	-800.00
025088	24274	LEMON ZEST DESIGNS	15/11/2012	-450.00
025092	24330	BRETT SCOURSE & MONIQUE SCOURSE	15/11/2012	-255.57
025102	24342	CA & SJ CASHEN	15/11/2012	-228.05
025126	24366	LILY BERTHA ROSEMARY NELSON	15/11/2012	-381.57
025133	99999	BEN DOYLE	29/11/2012	-800.00
EF066783	23214	OLD BRIDGE CELLARS	1/11/2012	-1,006.20
		<b>TOTAL</b>		<b>9,709,405.13</b>
		<b>TOTAL AS PER AP SOURCE 13GLACT9991000</b>		<b>9,709,405.13</b>
		<b>TOTAL AS PER TR SOURCE 13GLACT9991000</b>		<b>9,709,405.13</b>

CITY OF COCKBURN  
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
		<b>ADDITIONAL DIRECT PAYMENTS</b>		
		<b>BANK FEES</b>		
		MERCHANT FEES COC		8,602.05
		MERCHANT FEES SLLC		2,001.36
		MERCHANT FEES VARIOUS OUT CENTRES		256.14
		FLEXIPHONE FEE NATIONAL BPAY CHARGE		2,373.24
		RTGS/ACLR FEE		5.00
		NAB TRANSACT FEE		6,249.55
				<b>19,487.34</b>
		<b>FAMILY DAY CARE AND IN HOME CARE PAYMENTS</b>		
		FDC PAYMENTS		46,525.41
		IHC PAYMENTS		83,212.50
				<b>129,737.91</b>
		<b>PAYROLL TRANSACTIONS</b>		
		COC 06/11/12 CITY OF COCKBURN 042958		725929.38
		COC 07/11/12 CITY OF COCKBURN 042958 REBANK		89.77
		COC 07/11/12 CITY OF COCKBURN 042958		9240.34
		COC 07/11/12 CITY OF COCKBURN 042958		43.22
		COC 12/11/12 CITY OF COCKBURN 042958		375.73
		COC 12/11/12 CITY OF COCKBURN 042958		6556.45
		COC 13/11/12 CITY OF COCKBURN 042958		239379.93
		COC 14/11/12 CITY OF COCKBURN 042958		131.12
		COC 20/11/12 CITY OF COCKBURN 042958		693464.67
		COC 22/11/12 CITY OF COCKBURN 042958		1376.47
		COC 27/11/12 CITY OF COCKBURN 042958		909.28
		COC 27/11/12 CITY OF COCKBURN 042958		235300.81
		COC 31/10/12 CITY OF COCKBURN 042958		2779.57
				<b>1,915,576.74</b>
		<b>CREDIT CARD PAYMENTS</b>		
		CBA CREDIT CARD PAYMENT		60,765.30
				<b>60,765.30</b>
		<b>TOTAL PAYMENTS FOR NOVEMBER</b>		<b>11,834,972.42</b>





## **PAYMENT SUMMARY**

### **CHEQUE PAYMENTS**

025131 - 025178

### **CANCELLED PAYMENTS**

024573; 025006; 025014; 025016  
025088; 025092; 025102; 025126  
025133; EF066783

### **ELECTRONIC FUNDS TRANSFER PAYMENT**

EF067484 – EF068096



# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 November 2012

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Operating Revenue</b>						
Governance	60,174,830	59,383,628	1%	791,203 ✓	64,039,340	64,033,597
Financial Services	461,442	290,457	59%	170,985 ✓	581,100	581,100
Information Services	210	1,515	-86%	(1,305)	3,627	3,627
Human Resource Management	62,864	70,926	-11%	(8,063)	159,768	130,340
Library Services	29,438	22,040	34%	7,398	47,601	44,791
Community Services	4,175,731	4,194,166	0%	(18,436)	6,618,593	6,303,706
Human Services	3,292,740	2,890,214	14%	402,526 ✓	6,516,380	6,221,506
Development Services	1,768,396	1,696,176	4%	72,220	3,271,092	3,126,770
Planning Services	738,454	812,872	-9%	(74,417)	1,236,715	1,236,715
Waste Services	23,409,219	20,415,013	15%	2,994,207 ✓	32,023,492	31,994,738
Parks & Environmental Services	244,519	180,077	36%	64,442	184,022	6,760
Engineering Services	260,497	183,548	42%	76,949	286,545	176,560
Infrastructure Services	256,693	255,524	0%	1,169	263,319	8,150
	94,875,033	90,396,155	5%	4,478,877	115,231,595	113,868,360
Less: Restricted Grants & Contributions b/fwd	(2,911,520)	(2,739,963)	6%	(171,557)	(2,739,963)	-
<b>Total Operating Revenue</b>	<b>91,963,513</b>	<b>87,656,192</b>	<b>5%</b>	<b>4,307,320</b>	<b>112,491,632</b>	<b>113,868,360</b>
<b>Operating Expenditure</b>						
Governance	(1,416,685)	(1,473,765)	-4%	57,081	(3,663,209)	(3,456,151)
Financial Services	(2,784,872)	(2,879,415)	-3%	94,543	(4,462,879)	(4,471,879)
Information Services	(1,746,727)	(1,615,335)	8%	(131,391) X	(3,881,598)	(3,881,598)
Human Resource Management	(855,534)	(941,361)	-9%	85,826	(2,219,167)	(2,189,739)
Library Services	(1,050,738)	(1,163,025)	-10%	112,288 ✓	(2,831,632)	(2,783,692)
Community Services	(3,650,791)	(4,415,015)	-17%	764,224 ✓	(11,178,221)	(10,746,769)
Human Services	(2,934,610)	(3,207,188)	-8%	272,577 ✓	(7,617,607)	(7,350,808)
Development Services	(1,680,979)	(1,775,879)	-5%	94,901	(4,373,626)	(4,232,525)
Planning Services	(535,264)	(741,026)	-28%	205,761 ✓	(1,852,816)	(1,774,180)
Waste Services	(8,633,766)	(7,392,074)	17%	(1,241,692) X	(17,932,926)	(17,902,061)
Parks & Environmental Services	(3,842,485)	(4,606,312)	-17%	763,827 ✓	(10,659,031)	(10,406,522)
Engineering Services	(4,296,466)	(4,624,982)	-7%	328,516 ✓	(9,159,256)	(7,553,872)
Infrastructure Services	(3,183,348)	(3,309,717)	-4%	126,369 ✓	(7,722,661)	(7,448,857)
	(36,612,265)	(38,145,095)	-4%	1,532,829	(87,554,629)	(84,198,652)

OCM 14/2/2013 - Item 15.2 Attach 1

# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 November 2012

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Less: Net Internal Recharging	1,615,091	1,298,975	24%	316,115 ✓	3,117,425	3,115,859
Add: Reverse Impairment Charge - Investments	-	-	0%	-	-	-
Add: Depreciation on Non-Current Assets						
Computer & Electronic Equip	(108,710)	(86,160)	26%	(22,550)	(206,784)	(206,784)
Furniture & Equipment	(77,951)	(75,490)	3%	(2,461)	(181,143)	(181,143)
Plant & Machinery	(1,251,503)	(1,356,705)	-8%	105,202 ✓	(3,256,091)	(3,256,091)
Buildings	(1,318,025)	(1,410,845)	-7%	92,820	(3,386,022)	(3,386,022)
Roads	(3,693,899)	(4,375,000)	-16%	681,102 ✓	(10,500,000)	(10,500,000)
Drainage	(895,058)	(950,000)	-6%	54,942	(2,280,000)	(2,280,000)
Footpaths	(445,645)	(365,530)	22%	(80,115)	(877,274)	(877,274)
Parks Equipment	(794,092)	(616,670)	29%	(177,422) ✗	(1,480,000)	(1,480,000)
	<b>(8,584,882)</b>	<b>(9,236,400)</b>	<b>-7%</b>	<b>651,518</b>	<b>(22,167,314)</b>	<b>(22,167,314)</b>
<b>Total Operating Expenditure</b>	<b>(43,582,057)</b>	<b>(46,082,519)</b>	<b>-5%</b>	<b>2,500,462</b>	<b>(106,604,519)</b>	<b>(103,250,107)</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>48,381,455</b>	<b>41,573,673</b>	<b>16%</b>	<b>6,807,782</b>	<b>5,887,113</b>	<b>10,618,253</b>
<b>Non-Operating Activities</b>						
Profit/(Loss) on Assets Disposal						
Plant & Machinery	88,951	207,283	-57%	(118,332) ✗	(121,364)	(315,364)
Freehold Land	4,878,276	14,046,407	-65%	(9,168,131) ✗	15,240,909	1,175,000
Furniture & Office Equipment	(431)	-	0%	(431)	-	-
Buildings	-	-	0%	-	15,000	15,000
	<b>4,966,797</b>	<b>14,253,690</b>	<b>-65%</b>	<b>(9,286,893)</b>	<b>15,134,545</b>	<b>874,636</b>
Less: Underground Power Infrastructure Contribution	<b>(1,720,034)</b>	<b>(1,745,000)</b>	<b>-1%</b>	<b>24,966</b>	<b>(5,025,000)</b>	<b>(5,025,000)</b>
Asset Acquisitions						
Land and Buildings	(7,759,177)	(16,754,858)	-54%	8,995,681 ✓	(43,953,483)	(35,818,923)
Infrastructure Assets	(8,913,535)	(8,703,973)	2%	(209,562) ✗	(24,072,034)	(17,259,411)
Plant and Machinery	(1,266,872)	(2,147,021)	-41%	880,149 ✓	(5,646,561)	(3,627,000)
Furniture and Equipment	-	(20,000)	-100%	20,000	(41,736)	(40,000)
Computer Equipment	(1,065,732)	(2,032,813)	-48%	967,080 ✓	(3,014,150)	(1,167,500)
Note 1.	<b>(19,005,317)</b>	<b>(29,658,665)</b>	<b>-36%</b>	<b>10,653,349</b>	<b>(76,727,964)</b>	<b>(57,912,834)</b>
Add: Transfer to Reserves	<b>(8,526,968)</b>	<b>(20,832,695)</b>	<b>-59%</b>	<b>12,305,727</b> ✓	<b>(45,518,280)</b>	<b>(31,392,984)</b>
	<b>24,095,933</b>	<b>3,591,002</b>	<b>571%</b>	<b>20,504,931</b>	<b>(106,249,586)</b>	<b>(82,837,928)</b>



# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 November 2012

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
<b>Add Funding from</b>							
Grants & Contributions - Asset Development	4,422,223	5,564,018	-21%	(1,141,795) X		12,685,654	10,936,929
Less: held in restricted funds from prior years	(236,916)	(379,655)	-38%	142,739 ✓		(439,655)	(219,500)
Proceeds on Sale of Assets	6,534,920	19,604,407	-67%	(13,069,487) X		21,365,909	7,106,000
Reserves	14,491,613	27,748,524	-48%	(13,256,911) X		55,174,922	38,638,204
Loan Funds Raised	-	1,000,000	-100%	(1,000,000) X		4,865,000	4,865,000
Contributed Developer Assets	-	-	0%	-		-	-
	<b>49,307,773</b>	<b>57,128,296</b>	<b>-14%</b>	<b>(7,820,523)</b>		<b>(12,597,756)</b>	<b>(21,511,296)</b>
 Less: Transfer from Reserves - Impaired Investments	-	-	0%	-		-	-
 <b>Non-Cash/Non-Current Item Adjustments</b>							
Depreciation on Assets	8,584,882	9,236,400	-7%	(651,518) X		22,167,314	22,167,314
Profit/(Loss) on Assets Disposal	(4,966,797)	(14,253,690)	-65%	9,286,893 ✓		(15,134,545)	(874,636)
Non-Current Accrued Debtors	-	-	0%	-		-	-
Non-Current Leave Provisions	318,927	-	0%	318,927 ✓		-	-
Net Change in Restricted/Committed Cash	3,148,436	3,119,618	1%	28,818		3,179,618	219,500
Deferred Pensioners Adjustment	-	-	0%	-		-	-
	<b>56,393,221</b>	<b>55,230,624</b>	<b>2%</b>	<b>1,162,597</b>		<b>(2,385,369)</b>	<b>882</b>
 Opening Funds	6,355,407	2,520,044	152%	3,835,363		2,520,044	-
<b>Closing Funds</b>	<b>Note 2, 3.</b>	<b>62,748,628</b>	<b>9%</b>	<b>4,997,960</b>		<b>134,675</b>	<b>882</b>
	-	-		-		-	-



## Notes to Statement of Financial Activity

### Note 1.

Additional information on the capital works program including committed orders at end of month:

	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	\$	\$			\$	\$
<b>Assets Classification</b>						
Land and Buildings	(7,759,177)	(24,589,745)	(32,348,922)	(16,754,858)	(43,953,483)	11,604,561
Infrastructure Assets	(8,913,535)	(1,760,705)	(10,674,240)	(8,703,973)	(24,072,034)	13,397,794
Plant and Machinery	(1,266,872)	(1,233,299)	(2,500,171)	(2,147,021)	(5,646,561)	3,146,390
Furniture and Equipment	-	-	-	(20,000)	(41,736)	41,736
Computer Equipment	(1,065,732)	(193,909)	(1,259,641)	(2,032,813)	(3,014,150)	1,754,509
	(19,005,317)	(27,777,657)	(46,782,974)	(29,658,665)	(76,727,964)	29,944,990

### 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	101,789,889	86,817,633	41,694,037	56,957,676
Rates Outstanding	19,785,959	17,974,885	1	-
Rubbish Charges Outstanding	3,060,638	3,983,505	(1)	-
Sundry Debtors	10,859,363	37,956	1	-
GST Receivable	1,475,397	-	-	-
Prepayments	(131)	-	-	-
Accrued Debtors	411,206	-	-	-
Stock on Hand	8,987	-	-	-
	137,391,309	108,813,979	41,694,038	56,957,676
<b>Current Liabilities</b>				
Creditors	(15,700,704)	(6,897,426)	0	-
Income Received in Advance	(784,545)	-	-	-
GST Payable	(792,379)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(2,619,257)	-	-	-
Provision for Long Service Leave	(1,940,955)	-	-	-
	(21,837,839)	(6,897,426)	0	-
<b>Net Current Assets</b>	115,553,470	101,916,553	41,694,038	56,957,676
<b>Add: Non Current Investments</b>	6,992,863	-	-	-
	122,546,333	101,916,553	41,694,038	56,957,676
<b>Less: Restricted/Committed Assets</b>				
Cash Backed Reserves #	(54,828,334)	(41,785,503)	(39,238,981)	(51,676,294)
Deposits & Bonds Liability *	(2,537,424)	-	-	-
Grants & Contributions Unspent *	(2,431,947)	(2,380,382)	(2,320,382)	(5,280,500)
	62,748,628	57,750,669	134,675	882
<b>Closing Funds (as per Financial Activity Statement)</b>	62,748,628	57,750,669	134,675	882

# 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>882</b>
OP	9144	Lease recovery from 13 Kent St property		Operating Income		3,000		<b>3,882</b>
		Community Youth Bus is no longer required, majority of fund was sent						
OP	9165	to various Disability & Inclusion OP's		Operating Expenditure		1,481		<b>5,363</b>
OP	8138	Environmental OP project was loaded incorrectly		Operating Expenditure		10,000		<b>15,363</b>
GL	725	Reduction in Reserve transfer for Naval Base lease revenue		Operating Income		192,765		<b>208,128</b>
OP	9101	Transferring Coogee Caravan Park lease revenue to Reserve		Operating Income			179,013	<b>29,115</b>
GL	202	Rounding adjustments		Operating Income			37	<b>29,079</b>
GL	202	Increase in insurance recoveries due to grant adjustment		Operating Income		4,823		<b>33,902</b>
	161,							
GL	162, 175	Rounding adjustments to FESA budget		Operating Income		53		<b>33,955</b>
OP	8579	Income from developer for private work at Beeliar Drive		Operating Income		100,000		<b>133,955</b>
OP	9193	Sale of Bokashi Bins		Operating Income		720		<b>134,675</b>
				<b>Closing Funds Surplus (Deficit)</b>	<b>0</b>	<b>312,844</b>	<b>179,050</b>	<b>134,675</b>

# Statement of Comprehensive Income *by Nature and Type*

for the period ended 30 November 2012

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
<b>OPERATING REVENUE</b>						
01 Rates	54,165,249	53,888,332	276,917	54,505,917	54,229,000	54,229,000
05 Fees and Charges	31,752,096	28,446,027	3,306,069	48,582,704	45,276,634	45,176,634
10 Grants and Subsidies	3,542,873	2,622,695	920,178	7,697,722	6,777,545	8,456,698
15 Contributions, Donations and Reimbursements	373,155	378,216	(5,061)	626,073	631,135	431,710
20 Interest Earnings	2,123,086	2,314,269	(191,183)	5,370,159	5,561,342	5,561,342
25 Other revenue and Income	7,054	6,653	401	16,377	15,976	12,976
<b>Total Operating Revenue</b>	<b>91,963,513</b>	<b>87,656,192</b>	<b>4,307,320</b>	<b>116,798,952</b>	<b>112,491,632</b>	<b>113,868,360</b>
<b>OPERATING EXPENDITURE</b>						
50 Employee Costs - Salaries & Direct Oncosts	(15,257,551)	(15,679,410)	421,859	(37,504,436)	(37,926,295)	(37,798,025)
51 Employee Costs - Indirect Oncosts	(316,496)	(277,559)	(38,937)	(960,773)	(921,837)	(898,818)
55 Materials and Contracts	(13,569,265)	(14,995,976)	1,426,710	(32,884,503)	(34,311,213)	(31,355,338)
65 Utilities	(1,303,290)	(1,885,803)	582,513	(3,906,406)	(4,488,919)	(4,484,950)
70 Interest Expenses	-	-	-	-	-	-
75 Insurances	(1,812,447)	(1,852,699)	40,252	(1,826,448)	(1,866,700)	(1,866,700)
80 Other Expenses	(4,353,722)	(3,453,648)	(900,073)	(8,939,739)	(8,039,666)	(7,794,821)
85 Depreciation on Non Current Assets	(8,584,882)	(9,236,400)	651,518	(21,515,796)	(22,167,314)	(22,167,314)
Add Back: Indirect Costs Allocated to Capital Works	1,615,091	1,298,975	316,115	3,433,540	3,117,425	3,115,859
<b>Total Operating Expenditure</b>	<b>(43,582,563)</b>	<b>(46,082,519)</b>	<b>2,499,957</b>	<b>(104,104,562)</b>	<b>(106,604,519)</b>	<b>(103,250,107)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES</b>	<b>48,380,950</b>	<b>41,573,673</b>	<b>6,807,277</b>	<b>12,694,390</b>	<b>5,887,113</b>	<b>10,618,253</b>
<b>NON-OPERATING ACTIVITIES</b>						
11 Capital Grants & Subsidies	3,446,950	4,304,164	(857,214)	7,722,703	8,579,918	6,939,454
16 Contributions - Asset Development	975,273	1,259,854	(284,581)	3,821,156	4,105,736	3,997,475
95 Profit/(Loss) on Sale of Assets	4,966,797	14,253,690	(9,286,893)	5,847,652	15,134,545	874,636
57 Acquisition of Crown Land for Roads	-	-	-	-	-	-
58 Underground Power Scheme	(1,720,034)	(1,745,000)	24,966	(1,720,034)	(5,025,000)	(5,025,000)
<b>Total Non-Operating Activities</b>	<b>7,668,985</b>	<b>18,072,708</b>	<b>(10,403,723)</b>	<b>15,671,477</b>	<b>22,795,199</b>	<b>6,786,565</b>
<b>NET RESULT</b>	<b>56,049,935</b>	<b>59,646,381</b>	<b>(3,596,446)</b>	<b>28,365,867</b>	<b>28,682,312</b>	<b>17,404,818</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>Community Services:</u></b>				
Recreational Services	217,668	243,300	532,245	532,245
South Lake Leisure Centre	1,093,007	1,021,383	2,765,549	2,765,549
Law and Public Safety	2,386,742	2,401,162	2,570,500	2,570,500
	3,697,417	3,665,845	5,868,294	5,868,294
<b><u>Waste Services:</u></b>				
Waste Collection Services	15,694,444	15,288,000	15,288,000	15,288,000
Waste Disposal Services	7,700,125	5,098,708	16,668,909	16,668,909
	23,394,569	20,386,708	31,956,909	31,956,909
	27,091,986	24,052,553	37,825,203	37,825,203

### Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(724,128)	(696,953)	(1,715,193)	(1,715,193)
Finance & Corporate Services Division	(2,198,195)	(2,390,947)	(5,734,260)	(5,729,205)
Community Services Division	(4,602,596)	(4,797,057)	(11,638,133)	(11,553,496)
Planning & Development Division	(1,851,516)	(1,774,534)	(4,354,178)	(4,315,600)
Engineering & Works Division	(5,881,116)	(6,019,919)	(14,484,530)	(14,484,530)
	(15,257,551)	(15,679,410)	(37,926,295)	(37,798,025)

### Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(616,917)	(563,154)	(1,278,405)	(1,316,192)
Finance & Corporate Services Division	(1,116,019)	(1,010,189)	(2,579,541)	(2,588,541)
Community Services Division	(2,386,968)	(3,107,152)	(7,761,735)	(7,103,674)
Planning & Development Division	(348,943)	(720,299)	(1,760,294)	(1,578,255)
Engineering & Works Division	(9,100,420)	(9,595,183)	(20,931,239)	(18,768,676)
Not Applicable	0	0	0	0
	(13,569,265)	(14,995,976)	(34,311,213)	(31,355,338)

*City of Cockburn*  
***Restricted Funds - Infrastructure Contributions & Carry Forwards***  
***Financial Statement for the Period Ended 30 November 2012***

Particulars		Balance July 1st 2012	Add: Receipts/Jnls	Less: Payments/Jnls	Closing Balance
<b>INFRASTRUCTURE CONTRIBUTIONS</b>					
Prog 12	ROAD CONSTRUCTION	1,264,557.16			1,264,557.16
Prog 12	FOOTPATH CONSTRUCTION	665,383.90			665,383.90
Prog 12	DRAINAGE DEVELOPMENT	645,419.01			645,419.01
		<b>2,575,360.07</b>	<b>-</b>	<b>-</b>	<b>2,575,360.07</b>
<b>CARRIED FORWARDS</b>					
Prog 8	FUNDED SERVICES SURPLUSES C/FWD	494,601.52	17,600.08	514,641.27 -	2,439.67
	UNSPENT PROJECT FUNDING C/FWD	2,363,853.79		2,436,309.37 -	72,455.58
Prog 12	UNSPENT ROAD FUNDING	146,567.14		215,085.40 -	68,518.26
		<b>3,005,022.45</b>	<b>17,600.08</b>	<b>3,166,036.04 -</b>	<b>143,413.51</b>
<b>TOTAL</b>		<b>5,580,382.52</b>	<b>17,600.08</b>	<b>3,166,036.04</b>	<b>2,431,946.56</b>

*NB. Total Receipts and Payments of Contributions/CF Grants is the balance of Restricted Funds Activities (883-890):*

Receipts: -	17,600.08
Payments: -	3,166,036.04
Balance of Restricted Funds:	3,148,435.96



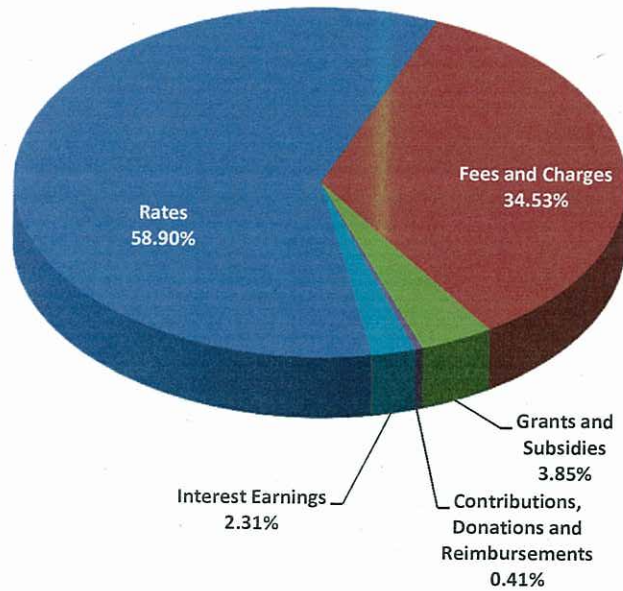
# City of Cockburn - Reserve Funds

## Financial Statement for Period Ending 30 November 2012

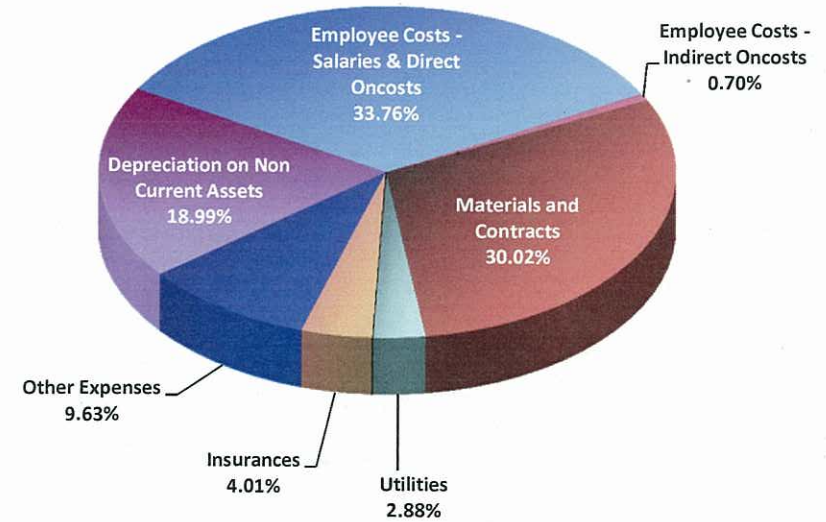
Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Council Funded</b>										
Bibra Lake Management Plan Reserve	1,596,772	1,596,772	-	21,863	-	-	(650,000)	(266,301)	946,772	1,352,334
Bibra Lake Nutrient Management	295,924	295,924	11,000	4,316	-	-	-	-	306,924	300,239
Carbon Pollution Reduct Scheme Res CPRS	-	-	-	2,532	1,120,000	498,553	-	-	1,120,000	501,086
Community Infrastructure	15,814,383	11,978,516	220,000	436,338	6,714,880	-	(10,222,608)	(2,881,140)	12,526,656	9,533,714
Community Surveillance Levy Reserve	676,052	676,052	25,000	8,528	-	-	(599,600)	(299,600)	101,452	384,980
Contaminated Sites	1,413,335	1,413,335	51,000	64,381	500,000	-	(200,000)	(11,900)	1,764,335	1,465,817
DCD Redundancies Reserve	2,824	2,824	-	147	-	-	-	-	2,824	2,971
Environmental Offset Reserve	636,487	636,487	-	8,845	-	-	(388,300)	(89,122)	248,187	556,210
Green House Emissions Reductions	495,895	495,895	14,000	7,168	200,000	-	(450,000)	(19,746)	259,895	483,317
Information Technology	826,906	826,906	30,000	4,989	-	-	(786,700)	(416,000)	70,206	415,895
Land Development & Investment Fund Reserve	8,121,999	8,121,999	300,000	322,884	21,290,909	6,279,091	(21,958,103)	(4,078,430)	7,754,805	10,645,544
Major Buildings Refurbishment	877,121	877,121	35,000	111,624	1,500,000	-	-	-	2,412,121	988,746
Mobile Rubbish Bins	346,472	346,472	19,000	(25,394)	-	-	(170,000)	(60,111)	195,472	260,966
Municipal Elections	399,988	399,988	13,000	5,833	80,000	-	-	-	492,988	405,821
Naval Base Shacks	632,636	632,636	16,000	(502,918)	201,035	-	(248,621)	(46,103)	601,050	83,615
Plant & Vehicle Replacement	2,497,100	2,497,100	80,000	(18,276)	3,260,000	-	(2,509,070)	(298,781)	3,328,030	2,180,042
Port Coogee Special Maintenance Reserve	703,174	703,174	22,000	23,652	195,000	-	(146,250)	(75,907)	773,924	650,919
Roads & Drainage Infrastructure	2,945,141	2,945,141	85,000	7,837	1,000,000	-	(3,874,701)	(763,107)	155,440	2,189,871
Staff Payments & Entitlements	2,206,817	2,206,817	130,000	70,422	100,000	-	(160,000)	(90,900)	2,276,817	2,186,339
Waste & Recycling	9,927,820	9,927,820	550,000	(5,993)	6,355,000	-	(5,033,181)	(3,201,063)	11,799,640	6,720,764
Waste Collection Levy	-	(0)	2,000	(0)	-	-	-	-	2,000	(0)
Workers Compensation	386,820	386,820	14,000	5,641	-	-	-	-	400,820	392,461
POS Cash in Lieu (Restricted Funds)	3,903,626	3,903,624	123,000	56,928	-	-	(480,000)	-	3,546,626	3,960,552
	<b>54,707,293</b>	<b>50,871,424</b>	<b>1,740,000</b>	<b>611,347</b>	<b>42,516,824</b>	<b>6,777,644</b>	<b>(47,877,134)</b>	<b>(12,598,211)</b>	<b>51,086,983</b>	<b>45,662,203</b>
<b>Grant Funded</b>										
Aged & Disabled Vehicle Expenses	355,554	355,554	-	5,099	8,139	-	(10,000)	(10,000)	353,693	350,653
Cockburn Super Clinic Reserve	3,821,598	3,821,599	150,000	50,698	-	-	(4,040,761)	(686,630)	(69,162)	3,185,666
Family Day Care Accumulation Fund	39,432	39,432	5,000	742	30,000	30,000	-	-	74,432	70,174
Naval Base Shack Removal Reserve	219,532	219,532	5,000	3,202	53,700	-	(15,000)	(8,000)	263,232	214,733
UNDERGROUND POWER (Coolbellup East) SAR	156,959	156,959	-	156,544	1,160,000	-	(1,160,000)	(1,160,000)	156,959	(846,497)
Welfare Projects Employee Entitlements	394,144	394,144	26,519	(38,200)	35,000	39,341	(39,672)	(28,772)	415,991	366,513
	<b>4,987,220</b>	<b>4,987,219</b>	<b>186,519</b>	<b>178,085</b>	<b>1,286,839</b>	<b>69,341</b>	<b>(5,265,433)</b>	<b>(1,893,402)</b>	<b>1,195,145</b>	<b>3,341,242</b>
<b>Development Cont. Plans</b>										
Aubin Grove DCA	105,487	105,487	20,975	1,538	26,754	-	(5,871)	-	147,345	107,024
Community Infrastructure DCA 13	1,248,487	1,248,487	5,000	30,084	1,800,000	796,333	(83,173)	-	2,970,314	2,074,903
Gaebler Rd Development Cont. Plans	76,591	76,591	4,800	1,117	334,544	-	(5,871)	-	410,064	77,708
Hammond Park DCA	(4,548)	(4,548)	-	(45)	379,129	-	-	-	374,581	(4,593)
Munster Development	668,771	668,771	8,250	9,753	8,498	-	(8,292)	-	677,227	678,524
Muriel Court Development Contribution	(20,734)	(20,734)	-	(302)	200,000	-	(23,330)	-	155,936	(21,037)
Packham North - DCA 12	-	-	-	-	278,088	-	-	-	278,088	-
Solomon Road DCA	-	-	-	883	244,129	102,337	-	-	244,129	103,220
Success Lakes Development	1,974,288	1,974,289	64,000	21,260	65,920	-	(1,887,123)	-	217,085	1,995,549
Success Nth Development Cont. Plans	593,406	593,406	10,350	8,654	10,661	-	(6,644)	-	607,773	602,060
Thomas St Development Cont. Plans	11,404	11,404	-	166	-	-	-	-	11,404	11,570
Yangebup East Development Cont. Plans	21,371	21,371	3,870	(99,598)	55,486	7,766	(6,026)	-	74,701	(70,461)
Yangebup West Development Cont. Plans	259,813	259,813	10,400	3,826	93,112	6,780	(6,026)	-	357,299	270,420
	<b>4,934,336</b>	<b>4,934,337</b>	<b>127,645</b>	<b>(22,664)</b>	<b>3,496,320</b>	<b>913,216</b>	<b>(2,032,356)</b>	<b>-</b>	<b>6,525,945</b>	<b>5,824,888</b>
<b>Total Reserves</b>	<b>64,628,849</b>	<b>60,792,979</b>	<b>2,054,164</b>	<b>766,767</b>	<b>47,299,983</b>	<b>7,760,201</b>	<b>(55,174,922)</b>	<b>(14,491,613)</b>	<b>58,808,074</b>	<b>54,828,334</b>



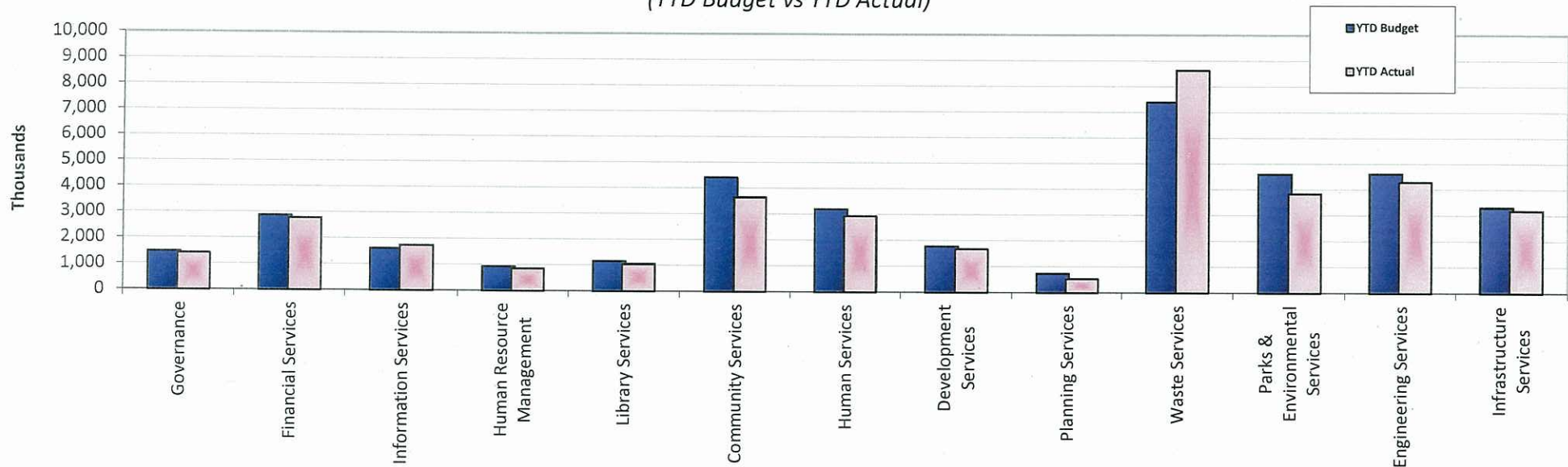
**Operating Income by Nature and Type**  
(YTD Actual)



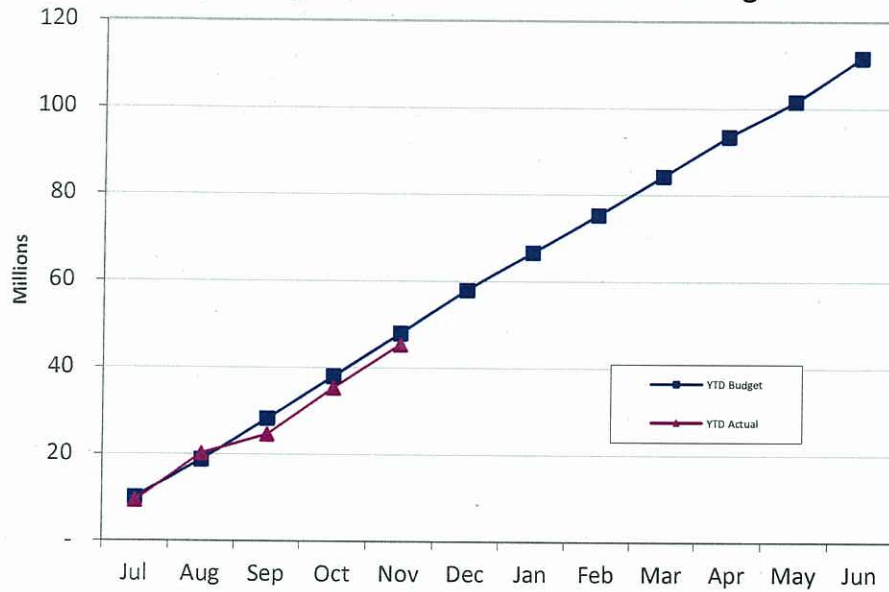
**Operating Expenditure by Nature and Type**  
(YTD Actual)



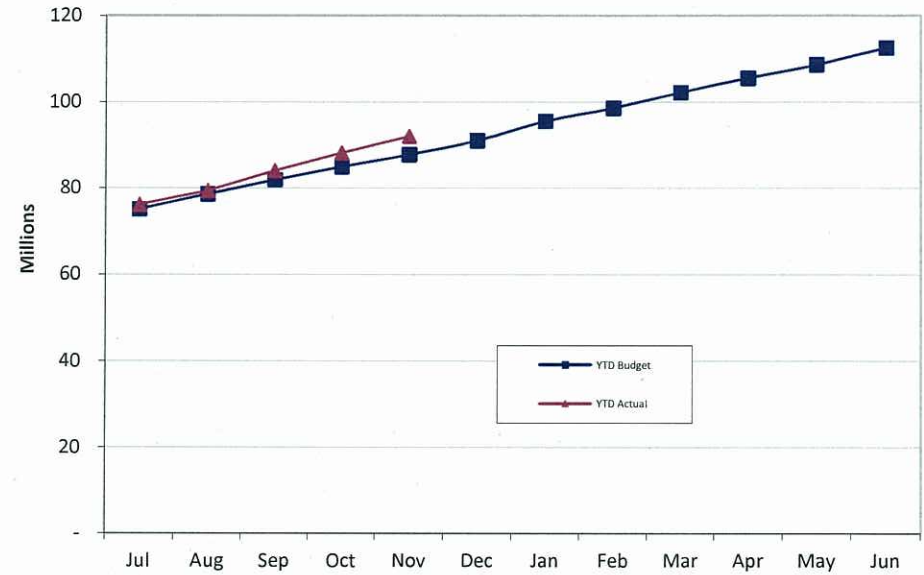
**Operating Expenditure by Business Unit**  
(YTD Budget vs YTD Actual)



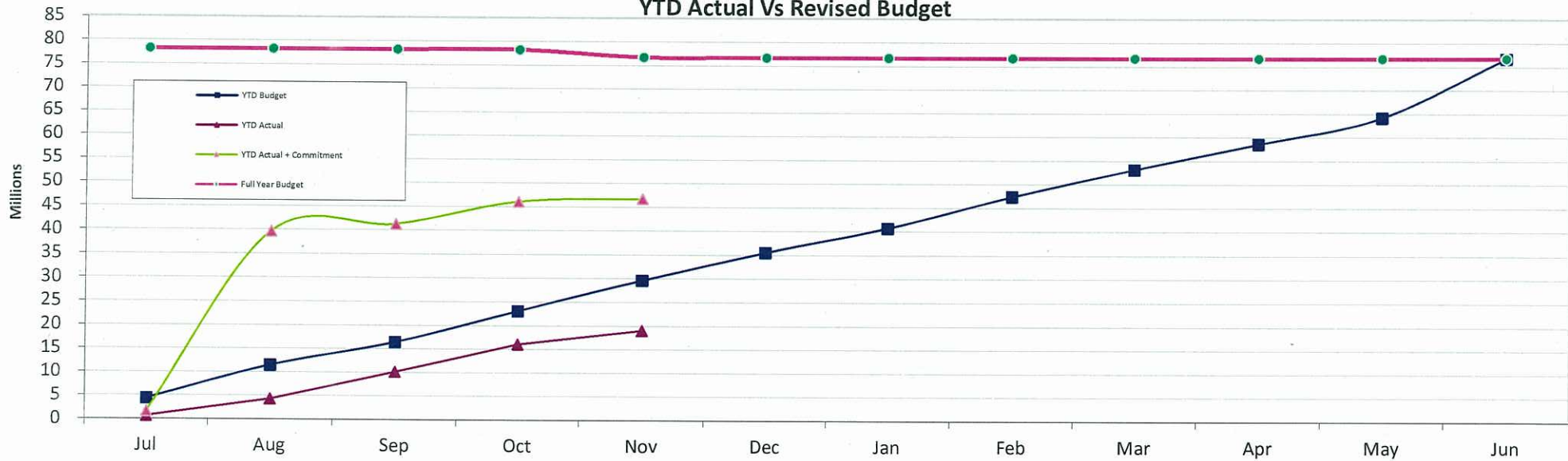
### YTD Operating Expenditure Vs YTD Revised Budget



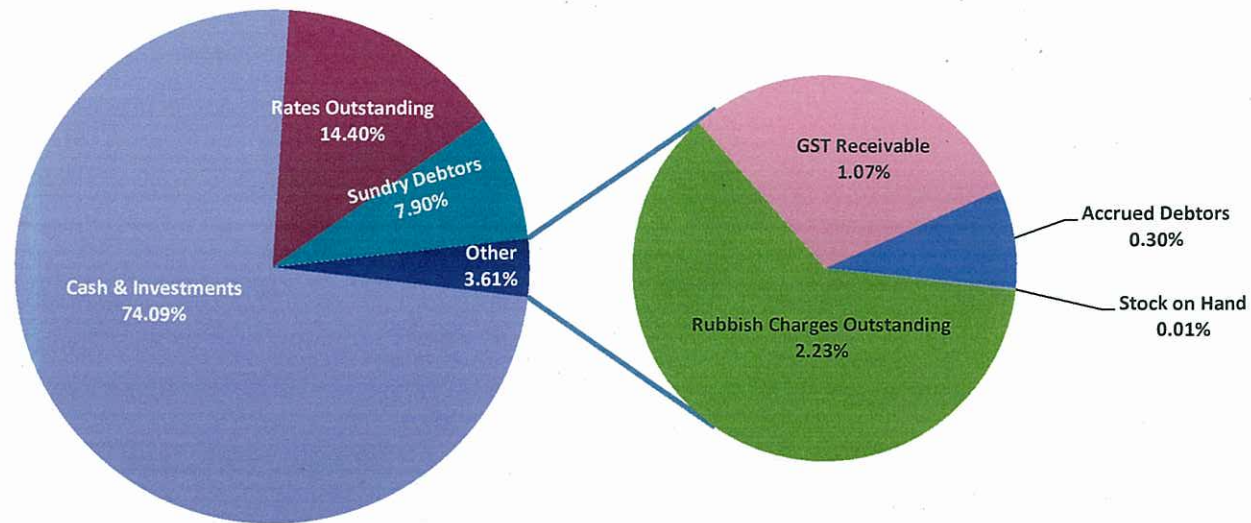
### YTD Operating Income Vs YTD Revised Budget



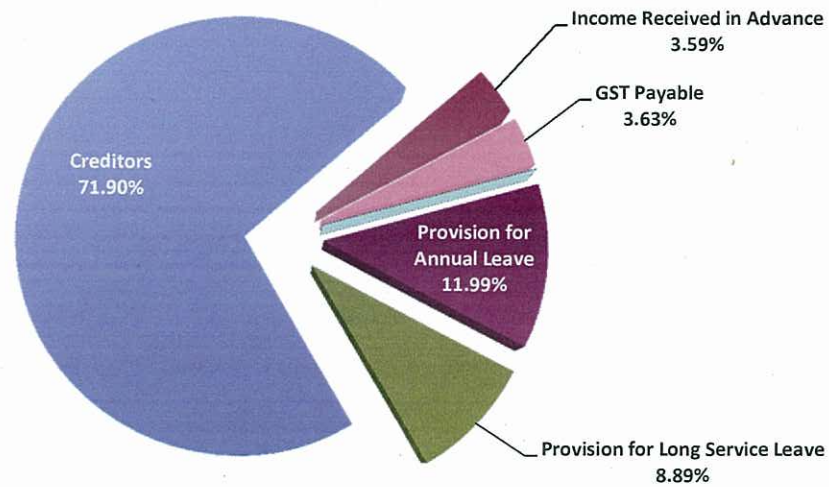
### Capital Expenditure YTD Actual Vs Revised Budget



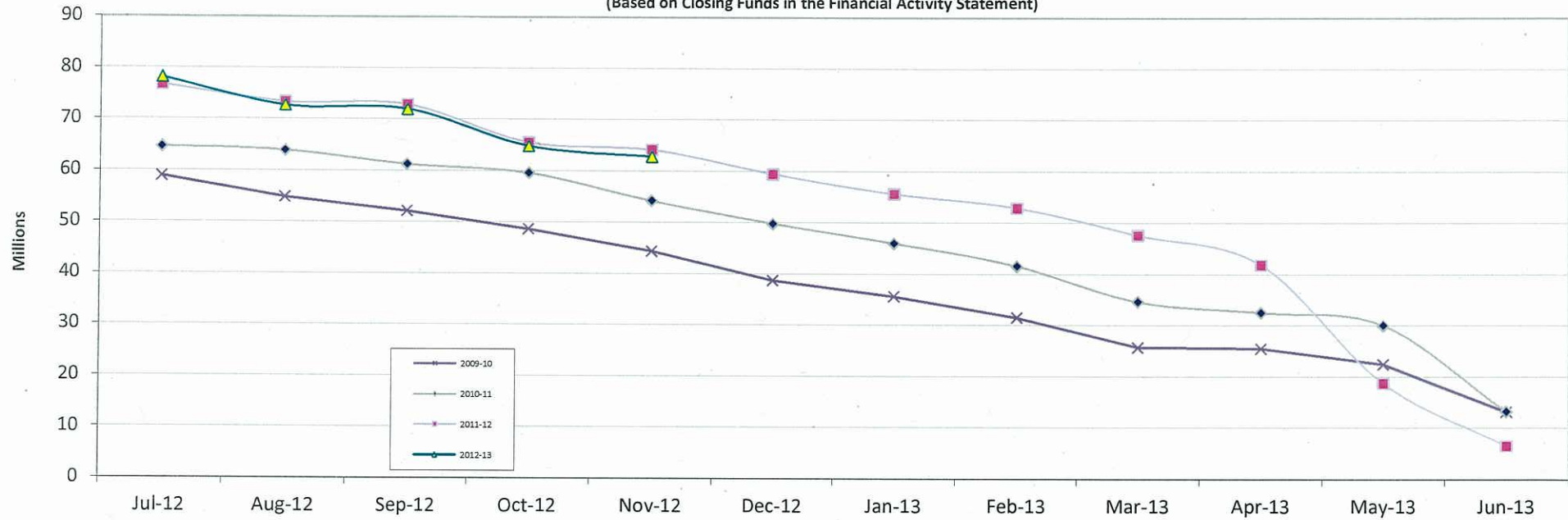
### Current Assets (YTD Actual)



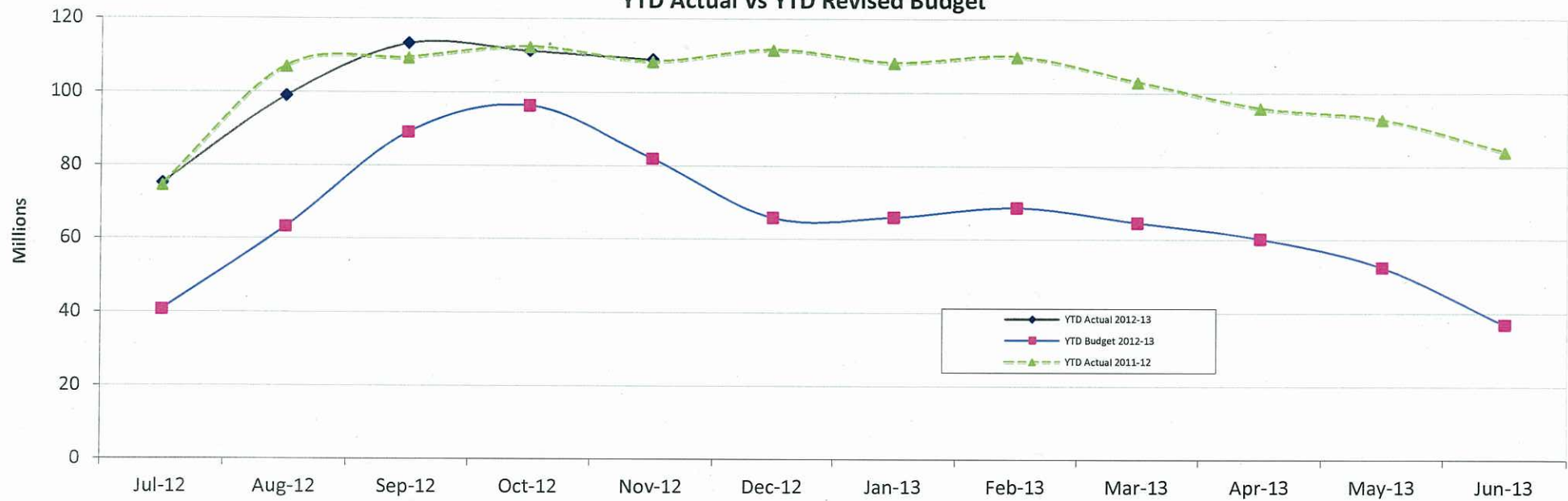
### Current Liabilities (YTD Actual)



**Municipal Liquidity Over the Year**  
(Based on Closing Funds in the Financial Activity Statement)



**Cash & Investments Positions**  
YTD Actual Vs YTD Revised Budget





Variance Analysis						
Municipal Financial Activity Statement for the period ended 30 November 2012						
	YTD Actuals	YTD Revised Budget	Full Year Revised Budget	YTD Variance	✓ = Favourable ✗ = Unfavourable	Nov-12
	\$	\$	\$	\$		
OPERATING REVENUE						
Governance	60,174,830	59,383,628	64,039,340	791,203	✓	Rate Revenue is \$277k over ytd budget. Underground power service charges received and General & Roads Grant received are over ytd budget by \$177k, \$246k and \$143k respectively. However, interest earnings municipal are \$116k under ytd budget.
Financial Services	461,442	290,457	581,100	170,985	✓	Administration Fees received from Rates are \$145k over ytd budget.
Human Services	3,292,740	2,890,214	6,516,380	402,526	✓	Hacc grant received is \$224k over ytd budget. In-Home Care Subsidies received are \$133k over ytd budget.
Waste Services	23,409,219	20,415,013	32,023,492	2,994,207	✓	Landfill fees received are \$2.7m over ytd budget. MSW & Recycling Removal Levy received is \$406k more than ytd budget. However, the income on sale of salvaged recyclable materials is \$116k under ytd budget.
OPERATING EXPENDITURE						
Information Services	1,746,727	1,615,335	3,881,598	(131,391)	✗	Expenditure in Software Support is overspent by \$277k.
Library Services	1,050,738	1,163,025	2,831,632	112,288	✓	Employee Costs - Salaries & Direct On costs are underspent by \$103k.
Community Services	3,650,791	4,415,015	11,178,221	764,224	✓	Expenditure in Cosafe, SLLC and Community Development are underspent by \$231k, \$176k and \$118k respectively. Contract Expenditure of Customer Services are underspent by \$117k.
Human Services	2,934,610	3,207,188	7,617,607	272,577	✓	Expenditures in Youth Services and Family Services are underspent by \$103k and \$114k respectively.
Planning Services	535,264	741,026	1,852,816	205,761	✓	Development contribution plans expenditure has not come in yet, resulting in \$135k favourable variance.
Waste Services	8,633,766	7,392,074	17,932,926	(1,241,692)	✗	Landfill levy has been accrued \$1.1m ahead of ytd budget.
Parks & Environmental Services	3,842,485	4,606,312	10,659,031	763,827	✓	Material & Contracts Expenditures for Spearwood Ave offsets operational projects, Environmental works operational projects and Parks Construction Management are underspent by \$203k, \$220k and \$192k respectively.
Engineering Services	4,296,466	4,624,982	9,159,256	328,516	✓	Street Lightning power expenses in roads maintenance operational projects are underspent by \$366k.
Infrastructure Services	3,183,348	3,309,717	7,722,661	126,369	✓	Expenditure in asset services is underspent by \$102k.
ADDITIONAL FUNDING RECEIVED						
Grants & Contributions - Asset Development	4,422,223	5,564,018	12,685,654	(1,141,795)	✗	Grants for MRWA, Civic Bldg Energy Reduction Initiative and Naval base waterman upgrades received are \$2.6m, \$300k and \$100k under ytd budget. Grants received for DCA, Fawcett road reconstruction resurfacing and lotteries commission are ahead of ytd budget by \$2.0m, \$160k and \$292k respectively. Capital grant for Coogee Beach CCTV Pilot Program has not come in yet for \$119k.
Proceeds on Sale of Assets	6,534,920	19,604,407	21,365,909	(13,069,487)	✗	Lot9001 Ivankovich Avenue and L18Grandpre are not yet sold for \$11.9m and \$1m respectively. Sub div Lot702 Bellier Pl& Lot65 Erpingham Rd, Lot237 Dacre Court, Sub div Lots485 and 459 Bourbon Street, Lot61 Gumina Place are not yet sold for \$1.8m. Lot14&22 Progress Drive, Bibra Lake and L331/1 B are sold ahead its budget by \$1.8m

# Capital Expenditure

for the period ended 30 November 2012

	Actuals	YTD Revised Budget	Full Year Revised Budget	\$ Variance to YTD Budget	✓ = Favourable ✗ = Unfavourable	Explanation
\$	\$	\$	\$	\$		
<b>SUMMARY</b>						
Purchase of Land and Buildings	7,759,177	16,754,858	43,953,483	8,995,681	✓	
Acquisition & Development of Infrastructure Assets	8,913,535	8,703,973	24,072,034	(209,562)	✗	
Purchase of Plant and Machinery	1,266,872	2,147,021	5,646,561	880,149	✓	
Purchase of Furniture and Equipment	0	20,000	41,736	20,000	✓	
Purchase of Computer Equipment	1,065,732	2,032,813	3,014,150	967,080	✓	
	19,005,317	29,658,665	76,727,964	10,653,349		
<b>Material Variances Identified:</b>						
<b><u>Works in Progress - Roads Infrastructure</u></b>						
003 - Phoenix Rise Public Domain Works	298,357	79,777	79,777	(218,580)	✗	Removal of footpaths and creation of improved footpaths not in original scope of project. Current expenditure linked to CW2718-Southwell crescent resurfacing account. Additional funding is required & will be sourced at Mid year budget review.
2365 - HAMMOND RD [Russell/Barttram] - Construct 2nd cwy/ upgrade ve	1,095,314	609,268	1,799,761	(486,046)	✗	Project divided into Stage 1 and Stage 2. Stage 1 works commenced Sep-12 and completed Nov-12. Mar- 13 probable completion for entire project. Currently \$917k in committed orders. Project has additional costs due to drainage issues and damaged pipes. Project is linked to CW2447.
2718 - Southwell Crescent - Resurfacing	147,322	0	161,920	(147,322)	✗	Resurfacing completed. Line marking work pending. Budget adjusted incorrectly during cashflow review. To be re-adjusted in Jan-13 reports.
3523 - WELLARD ST (Quarimor Rd to 260m south of Quarimor Rd	0	132,720	132,720	132,720	✓	Project completed in advance in the 11-12 resurfacing program
3521 - BARRINGTON ST ( Stock Rd to Miguel ) - Mill/Resurface	0	331,421	331,421	331,421	✓	Project completed, current expenditure has been charged to budget numbers CW 3476, CW3477, CW3478. Total spend YTD is approx \$323k.
2356 - BEELIAR DR [Hammond/Dunraven] - Construct 2nd cwy Stage 1	749,041	1,261,469	2,136,988	512,428	✓	Project complete with the exception of a sliplane to be constructed, currently \$40k in committed orders. Savings in project to be transferred to CW2291 as per MYBR submission & remainder to be transferred back to road reserve.
Sub Total	2,290,034	2,414,656	4,642,586	124,622		
<b><u>Works in Progress - Landfill Site Infrs</u></b>						
1941 - Cell 7 Construction	2,590,644	2,359,076	2,359,076	(231,568)	✗	Project fully complete. Budget is over spent due to variations in the contract. Major variations include unanticipated clay lense of soil to be removed, 2 leachate pits caused additional engineering complications, leachate levels in cells 1,2 & 3 were high thus additional costs were incurred to keep leachate at an appropriate level. Project to be submitted at Mid-year budget review.
Sub Total	2,590,644	2,359,076	2,359,076	(231,568)		
<b><u>Freehold Land</u></b>						
1551 - Sale Part of Lot 9001 Ivankovich Avenue, Beeliar	124,804	0	0	(124,804)	✗	Sale to Coles. Part of the contract requires plumbing, gas and water expenses not budgeted but agreed upon by the council. \$350k submitted to MYBR.
1554 - Purchase of portion of Koorilla School Site aged persons lan	0	150,000	150,000	150,000	✓	Still awaiting completion of crown survey. Funds to be used when land is purchased. Acquisition anticipated Mar-12
1539 - Subdivision Lot 702 Bellier Pl & Lot 65 Erpingham Rd	4,972	177,350	604,700	172,378	✓	Works expected to begin June-13. Tender to be raised May-13. Currently \$36k in committed orders.
1556 - Purchase of LOT 341 LAKEFRONT AVENUE, BEELIAR	0	240,000	480,000	240,000	✓	Approval granted. Appointing surveyors to complete survey document. Works to commence February -13 and finish March13.
Sub Total	129,776	567,350	1,234,700	437,574		
<b><u>Works in Progress - Buildings</u></b>						
006 - Coogee Surf Life Saving Club	2,190,455	2,083,237	4,999,765	(107,218)	✗	Project progressing faster than expected. Additional funds (\$70k) requested in the MYBR for rectification works. Practical completion expected May-13.
005 - Cockburn Integrated Health Facilities	3,830,298	12,195,609	29,269,466	8,365,311	✓	Project approximately 40% complete. Delay of 5 months due to change of construction methodology.
Sub Total	6,020,753	14,278,846	34,269,231	8,258,093		



## Capital Expenditure

for the period ended 30 November 2012

	Actuals	YTD Revised Budget	Full Year Revised Budget	\$ Variance to YTD Budget	✓ = Favourable ✗ = Unfavourable	Explanation
	\$	\$	\$	\$		
<b>Computers</b>						
010 - CCTV	518,488	627,403	917,166	108,915	✓	CW1374 - Coogee Beach CCTV Pilot Program complete, initial 3 month delay was due to accessing the sustainability of LED lighting. CW1386 - CCTV Expansion Program set to begin Jan-13.
1366 - EDMS	421,052	540,367	773,700	119,314	✓	Currently \$99k in committed orders. Project ongoing and works continuing as planned.
1359 - Fibre Infrastructure	0	166,500	333,000	166,500	✓	Recommendation for the project to cease, with the funds to be moved into a DR project. Project manager believes the project is not needed with continuous change in technology. To be reviewed at Mid-year budget review.
Sub Total	939,540	1,334,270	2,023,866	394,729		
<b>Plant &amp; Machinery</b>						
7750 - Inter2350E Compactor Waste Collection	0	370,000	370,000	370,000	✓	Outstanding committed order \$372k. To be delivered December-12
7769 - Heavy Fleet Waste Truck Side Loader PL NEW	0	370,000	370,000	370,000	✓	Outstanding committed order of \$340k. To be delivered December -12.
Sub Total	0	740,000	740,000	740,000		

# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 December 2012

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
<b>Operating Revenue</b>						
Governance	60,729,080	60,263,622	1%	465,458 ✓	64,039,340	64,033,597
Financial Services	495,489	331,548	49%	163,941 ✓	581,100	581,100
Information Services	240	1,818	-87%	(1,578)	3,627	3,627
Human Resource Management	105,706	79,226	33%	26,480	159,768	130,340
Library Services	31,838	26,077	22%	5,760	47,601	44,791
Community Services	4,424,118	4,558,923	-3%	(134,805) X	6,605,586	6,295,066
Human Services	3,946,248	3,504,262	13%	441,987 ✓	6,653,399	6,221,506
Corporate Communications	13,677	11,687	17%	1,990	13,007	8,640
Development Services	2,213,493	2,002,613	11%	210,879 ✓	3,275,407	3,126,770
Planning Services	766,740	879,788	-13%	(113,048) X	1,236,715	1,236,715
Waste Services	25,192,458	21,540,665	17%	3,651,793 ✓	32,023,492	31,994,738
Parks & Environmental Services	249,165	180,640	38%	68,524	202,163	6,760
Engineering Services	286,491	198,261	45%	88,231	286,545	176,560
Infrastructure Services	258,588	259,230	0%	(642)	263,319	8,150
	98,713,329	93,838,360	5%	4,874,969	115,391,070	113,868,360
Less: Restricted Grants & Contributions b/fwd	(2,609,270)	(2,739,963)	-5%	130,693	(2,739,963)	-
<b>Total Operating Revenue</b>	<b>96,104,059</b>	<b>91,098,397</b>	<b>5%</b>	<b>5,005,662</b>	<b>112,651,107</b>	<b>113,868,360</b>
<b>Operating Expenditure</b>						
Governance	(1,730,301)	(1,782,876)	-3%	52,575	(3,663,209)	(3,456,151)
Financial Services	(3,027,063)	(3,109,165)	-3%	82,102	(4,462,879)	(4,471,879)
Information Services	(1,967,154)	(1,948,686)	1%	(18,469)	(3,881,598)	(3,881,598)
Human Resource Management	(1,017,163)	(1,128,953)	-10%	111,790 ✓	(2,219,167)	(2,189,739)
Library Services	(1,173,354)	(1,389,551)	-16%	216,197 ✓	(2,831,632)	(2,783,692)
Community Services	(3,767,493)	(4,286,554)	-12%	519,061 ✓	(8,735,173)	(8,317,725)
Human Services	(3,676,391)	(3,828,430)	-4%	152,040 ✓	(7,754,626)	(7,350,808)
Corporate Communications	(896,980)	(1,141,298)	-21%	244,317 ✓	(2,443,049)	(2,429,044)
Development Services	(2,021,366)	(2,108,490)	-4%	87,123	(4,377,941)	(4,232,525)
Planning Services	(662,417)	(865,758)	-23%	203,341 ✓	(1,852,816)	(1,774,180)
Waste Services	(10,249,599)	(9,102,634)	13%	(1,146,965) X	(17,932,926)	(17,902,061)
Parks & Environmental Services	(4,530,771)	(5,465,913)	-17%	935,142 ✓	(10,677,172)	(10,406,522)
Engineering Services	(5,043,776)	(5,253,608)	-4%	209,832 ✓	(9,159,256)	(7,553,872)

Attach 2

# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 December 2012

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Infrastructure Services	(3,777,641)	(3,936,176)	-4%	158,536 ✓	(7,722,661)	(7,448,857)
	(43,541,469)	(45,348,092)	-4%	1,806,624	(87,714,104)	(84,198,652)
Less: Net Internal Recharging	1,792,407	1,558,770	15%	233,637 ✓	3,117,425	3,115,859
Add: Reverse Impairment Charge - Investments	-	-	0%	-	-	-
Add: Depreciation on Non-Current Assets						
Computer & Electronic Equip	(145,686)	(103,392)	41%	(42,294)	(206,784)	(206,784)
Furniture & Equipment	(92,907)	(90,588)	3%	(2,319)	(181,143)	(181,143)
Plant & Machinery	(1,477,741)	(1,628,046)	-9%	150,306 ✓	(3,256,091)	(3,256,091)
Buildings	(1,585,025)	(1,693,014)	-6%	107,989 ✓	(3,386,022)	(3,386,022)
Roads	(4,444,854)	(5,250,000)	-15%	805,146 ✓	(10,500,000)	(10,500,000)
Drainage	(1,077,317)	(1,140,000)	-5%	62,683	(2,280,000)	(2,280,000)
Footpaths	(536,119)	(438,636)	22%	(97,483)	(877,274)	(877,274)
	(10,316,264)	(11,083,680)	-7%	767,416	(22,167,314)	(22,167,314)
<b>Total Operating Expenditure</b>	<b>(52,065,326)</b>	<b>(54,873,002)</b>	<b>-5%</b>	<b>2,807,676</b>	<b>(106,763,994)</b>	<b>(103,250,107)</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>44,038,733</b>	<b>36,225,395</b>	<b>22%</b>	<b>7,813,338</b>	<b>5,887,113</b>	<b>10,618,253</b>
<b>Non-Operating Activities</b>						
<b>Profit/(Loss) on Assets Disposal</b>						
Plant & Machinery	(24,826)	105,816	-123%	(130,642) X	(121,364)	(315,364)
Freehold Land	4,880,276	14,217,052	-66%	(9,336,776) X	15,240,909	1,175,000
Furniture & Office Equipment	(431)	-	0%	(431)	-	-
Buildings	-	-	0%	-	15,000	15,000
	4,855,019	14,322,868	-66%	(9,467,849)	15,134,545	874,636
Less: Underground Power Infrastructure Contribution	(1,720,034)	(2,881,000)	-40%	1,160,966	(5,025,000)	(5,025,000)
<b>Asset Acquisitions</b>						
Land and Buildings	(11,377,901)	(20,267,666)	-44%	8,889,765 ✓	(43,953,483)	(35,818,923)
Infrastructure Assets	(9,565,904)	(10,538,322)	-9%	972,417 ✓	(24,072,034)	(17,259,411)
Plant and Machinery	(1,749,099)	(2,538,561)	-31%	789,462 ✓	(5,646,561)	(3,627,000)
Furniture and Equipment	-	(41,736)	-100%	41,736	(41,736)	(40,000)
Computer Equipment	(1,096,963)	(2,153,267)	-49%	1,056,305 ✓	(2,980,567)	(1,167,500)
<b>Note 1.</b>	<b>(23,789,867)</b>	<b>(35,539,552)</b>	<b>-33%</b>	<b>11,749,685</b>	<b>(76,694,381)</b>	<b>(57,912,834)</b>



# STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 December 2012

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
Add: Transfer to Reserves	(8,836,970)	(21,912,434)	-60%	13,075,464	✓	(49,354,147)	(31,392,984)
	14,546,881	(9,784,724)	-249%	24,331,605		(110,051,870)	(82,837,928)
Add Funding from							
Grants & Contributions - Asset Development	4,341,510	7,210,620	-40%	(2,869,111)	✗	12,652,071	10,936,929
Less: held in restricted funds from prior years	(236,916)	(398,655)	-41%	161,739	✓	(439,655)	(219,500)
Proceeds on Sale of Assets	6,597,556	20,005,552	-67%	(13,407,996)	✗	21,365,909	7,106,000
Reserves	18,665,936	31,897,634	-41%	(13,231,698)	✗	55,174,922	38,638,204
Loan Funds Raised	-	1,000,000	-100%	(1,000,000)	✗	4,865,000	4,865,000
Contributed Developer Assets	-	-	0%	-		-	-
	43,914,966	49,930,427	-12%	(6,015,461)		(16,433,623)	(21,511,296)
Less: Transfer from Reserves - Impaired Investments	-	-	0%	-		-	-
Non-Cash/Non-Current Item Adjustments							
Depreciation on Assets	10,316,264	11,083,680	-7%	(767,416)	✗	22,167,314	22,167,314
Profit/(Loss) on Assets Disposal	(4,855,019)	(14,322,868)	-66%	9,467,849	✓	(15,134,545)	(874,636)
Non-Current Accrued Debtors	-	-	0%	-		-	-
Non-Current Leave Provisions	338,741	-	0%	338,741	✓	-	-
Net Change in Restricted/Committed Cash	2,846,186	3,138,618	-9%	(292,432)	✗	3,179,618	219,500
Deferred Pensioners Adjustment	-	-	0%	-		-	-
	52,561,138	49,829,857	5%	2,731,281		(6,221,236)	882
Opening Funds	6,355,407	6,355,912	0%	(504)		6,355,912	-

## Notes to Statement of Financial Activity

### Note 1.

Additional information on the capital works program including committed orders at end of month:

	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	\$	\$			\$	\$
<b>Assets Classification</b>						
Land and Buildings	(11,377,901)	(22,013,070)	(33,390,971)	(20,267,666)	(43,953,483)	10,562,512
Infrastructure Assets	(9,565,904)	(1,802,202)	(11,368,106)	(10,538,322)	(24,072,034)	12,703,928
Plant and Machinery	(1,749,099)	(891,447)	(2,640,546)	(2,538,561)	(5,646,561)	3,006,015
Furniture and Equipment	-	-	-	(41,736)	(41,736)	41,736
Computer Equipment	(1,096,963)	(135,392)	(1,232,355)	(2,153,267)	(2,980,567)	1,748,213
	(23,789,867)	(24,842,110)	(48,631,978)	(35,539,552)	(76,694,381)	28,062,404

### 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	97,304,899	74,700,015	45,529,905	56,957,676
Rates Outstanding	16,023,934	25,570,241	1	-
Rubbish Charges Outstanding	2,613,849	225,820	(1)	-
Sundry Debtors	7,232,316	4,838,087	1	-
GST Receivable	1,409,536	-	-	-
Prepayments	(133)	-	-	-
Accrued Debtors	411,206	-	-	-
Stock on Hand	(14,332)	-	-	-
	124,981,275	105,334,164	45,529,905	56,957,676
<b>Current Liabilities</b>				
Creditors	(9,952,756)	(8,115,739)	0	-
Income Received in Advance	(784,545)	-	-	-
GST Payable	(591,967)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(2,638,634)	-	-	-
Provision for Long Service Leave	(1,940,955)	-	-	-
	(15,908,856)	(8,115,739)	0	-
<b>Net Current Assets</b>	109,072,419	97,218,424	45,529,905	56,957,676
<b>Add: Non Current Investments</b>	5,992,863	-	-	-
	115,065,282	97,218,424	45,529,905	56,957,676
<b>Less: Restricted/Committed Assets</b>				
Cash Backed Reserves #	(50,964,013)	(38,671,274)	(43,074,848)	(51,676,294)
Deposits & Bonds Liability *	(2,450,527)	-	-	-
Grants & Contributions Unspent *	(2,734,197)	(2,361,382)	(2,320,382)	(5,280,500)
	58,916,545	56,185,769	134,675	882
<b>Closing Funds (as per Financial Activity Statement)</b>	58,916,545	56,185,769	134,675	882

# 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>882</b>
OP	9144	Lease recovery from 13 Kent St property		Operating Income		3,000		<b>3,882</b>
OP	9165	Community Youth Bus is no longer required, majority of fund was sent to various Disability & Inclusion OP's		Operating Expenditure		1,481		<b>5,363</b>
OP	8138	Environmental OP project was loaded incorrectly		Operating Expenditure		10,000		<b>15,363</b>
GL	725	Reduction in Reserve transfer for Naval Base lease revenue		Operating Income		192,765		<b>208,128</b>
OP	9101	Transferring Coogee Caravan Park lease revenue to Reserve		Operating Income			179,013	<b>29,115</b>
GL	202	Rounding adjustments		Operating Income			37	<b>29,079</b>
GL	202	Increase in insurance recoveries due to grant adjustment		Operating Income		4,823		<b>33,902</b>
	161, 162,							
GL	175	Rounding adjustments to FESA budget		Operating Income		53		<b>33,955</b>
OP	8579	Income from developer for private work at Beeliar Drive		Operating Income		100,000		<b>133,955</b>
OP	9193	Sale of Bokashi Bins		Operating Income		720		<b>134,675</b>
				<b>Closing Funds Surplus (Deficit)</b>	<b>0</b>	<b>312,844</b>	<b>179,050</b>	<b>134,675</b>



# Statement of Comprehensive Income *by Nature and Type*

for the period ended 31 December 2012

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
<b>OPERATING REVENUE</b>						
01 Rates	54,307,362	53,936,998	370,364	54,599,364	54,229,000	54,229,000
05 Fees and Charges	34,334,792	30,409,421	3,925,371	49,202,005	45,276,634	45,176,634
10 Grants and Subsidies	4,130,534	3,555,515	575,019	7,512,038	6,937,020	8,456,698
15 Contributions, Donations and Reimbursements	776,098	409,816	366,282	997,417	631,135	431,710
20 Interest Earnings	2,546,435	2,778,663	(232,228)	5,329,114	5,561,342	5,561,342
25 Other revenue and Income	8,838	7,984	855	16,831	15,976	12,976
<b>Total Operating Revenue</b>	<b>96,104,059</b>	<b>91,098,397</b>	<b>5,005,662</b>	<b>117,656,769</b>	<b>112,651,107</b>	<b>113,868,360</b>
<b>OPERATING EXPENDITURE</b>						
50 Employee Costs - Salaries & Direct Oncosts	(18,230,782)	(18,826,784)	596,002	(37,427,782)	(38,023,784)	(37,798,025)
51 Employee Costs - Indirect Oncosts	(380,496)	(327,395)	(53,101)	(974,938)	(921,837)	(898,818)
55 Materials and Contracts	(16,214,764)	(17,920,054)	1,705,290	(32,667,909)	(34,373,199)	(31,355,338)
65 Utilities	(1,680,921)	(2,273,641)	592,720	(3,896,199)	(4,488,919)	(4,484,950)
70 Interest Expenses	-	-	-	-	-	-
75 Insurances	(1,812,447)	(1,854,699)	42,252	(1,824,448)	(1,866,700)	(1,866,700)
80 Other Expenses	(5,222,564)	(4,145,520)	(1,077,044)	(9,116,710)	(8,039,666)	(7,794,821)
85 Depreciation on Non Current Assets	(10,316,264)	(11,083,680)	767,416	(21,399,898)	(22,167,314)	(22,167,314)
Add Back: Indirect Costs Allocated to Capital Works	1,792,407	1,558,770	233,637	3,351,061	3,117,425	3,115,859
<b>Total Operating Expenditure</b>	<b>(52,065,831)</b>	<b>(54,873,002)</b>	<b>2,807,171</b>	<b>(103,956,823)</b>	<b>(106,763,994)</b>	<b>(103,250,107)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES</b>	<b>44,038,228</b>	<b>36,225,395</b>	<b>7,812,833</b>	<b>13,699,946</b>	<b>5,887,113</b>	<b>10,618,253</b>
<b>NON-OPERATING ACTIVITIES</b>						
11 Capital Grants & Subsidies	3,532,350	5,142,766	(1,610,416)	6,935,918	8,546,335	6,939,454
16 Contributions - Asset Development	809,160	2,067,854	(1,258,694)	2,847,042	4,105,736	3,997,475
95 Profit/(Loss) on Sale of Assets	4,855,019	14,322,868	(9,467,849)	5,666,697	15,134,545	874,636
57 Acquisition of Crown Land for Roads	-	-	-	-	-	-
58 Underground Power Scheme	(1,720,034)	(2,881,000)	1,160,966	(1,720,034)	(5,025,000)	(5,025,000)
<b>Total Non-Operating Activities</b>	<b>7,476,494</b>	<b>18,652,488</b>	<b>(11,175,994)</b>	<b>13,729,623</b>	<b>22,761,616</b>	<b>6,786,565</b>
<b>NET RESULT</b>	<b>51,514,723</b>	<b>54,877,883</b>	<b>(3,363,161)</b>	<b>27,429,569</b>	<b>28,648,729</b>	<b>17,404,818</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>Community Services:</u></b>				
Recreational Services	260,993	284,592	532,245	532,245
South Lake Leisure Centre	1,249,739	1,322,847	2,765,549	2,765,549
Law and Public Safety	2,417,663	2,415,402	2,570,500	2,570,500
	3,928,394	4,022,840	5,868,294	5,868,294
<b><u>Waste Services:</u></b>				
Waste Collection Services	15,792,982	15,288,000	15,288,000	15,288,000
Waste Disposal Services	9,384,182	6,216,585	16,668,909	16,668,909
	25,177,164	21,504,585	31,956,909	31,956,909
	29,105,558	25,527,425	37,825,203	37,825,203

### Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(870,980)	(836,343)	(1,715,193)	(1,715,193)
Finance & Corporate Services Division	(2,632,298)	(2,882,125)	(5,734,260)	(5,729,205)
Community Services Division	(5,508,983)	(5,754,972)	(11,735,622)	(11,553,496)
Planning & Development Division	(2,223,220)	(2,129,441)	(4,354,178)	(4,315,600)
Engineering & Works Division	(6,995,301)	(7,223,903)	(14,484,530)	(14,484,530)
	(18,230,782)	(18,826,784)	(38,023,784)	(37,798,025)

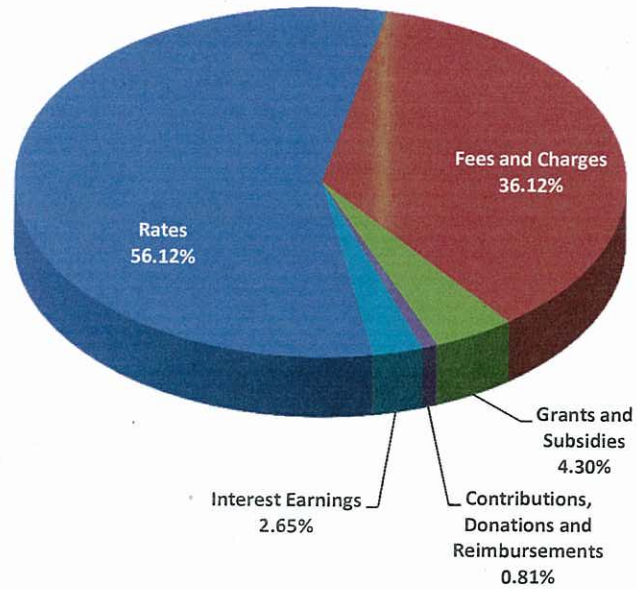
### Note 3

Additional information on Materials and Contracts by each Division.

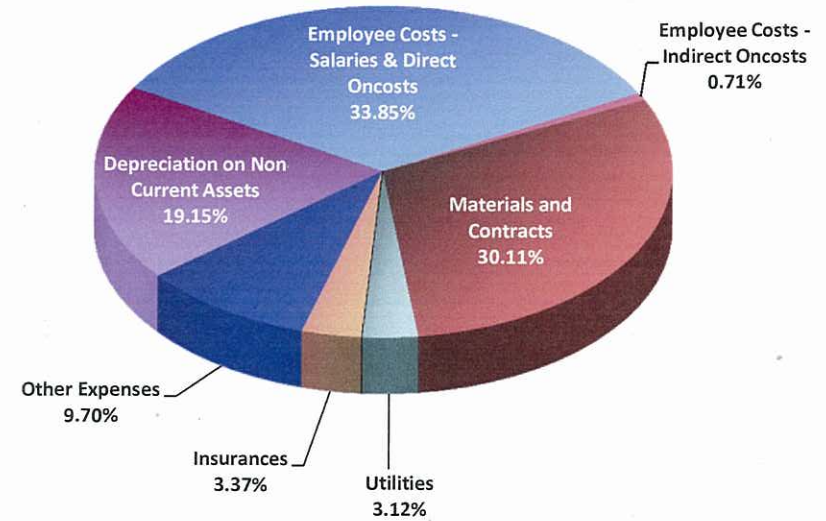
	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(751,308)	(685,839)	(1,278,405)	(1,316,192)
Finance & Corporate Services Division	(1,263,464)	(1,243,431)	(2,579,541)	(2,588,541)
Community Services Division	(3,158,496)	(3,759,411)	(7,801,265)	(7,103,674)
Planning & Development Division	(442,993)	(819,509)	(1,764,609)	(1,578,255)
Engineering & Works Division	(10,598,502)	(11,411,865)	(20,949,380)	(18,768,676)
Not Applicable	0	0	0	0
	(16,214,764)	(17,920,054)	(34,373,199)	(31,355,338)



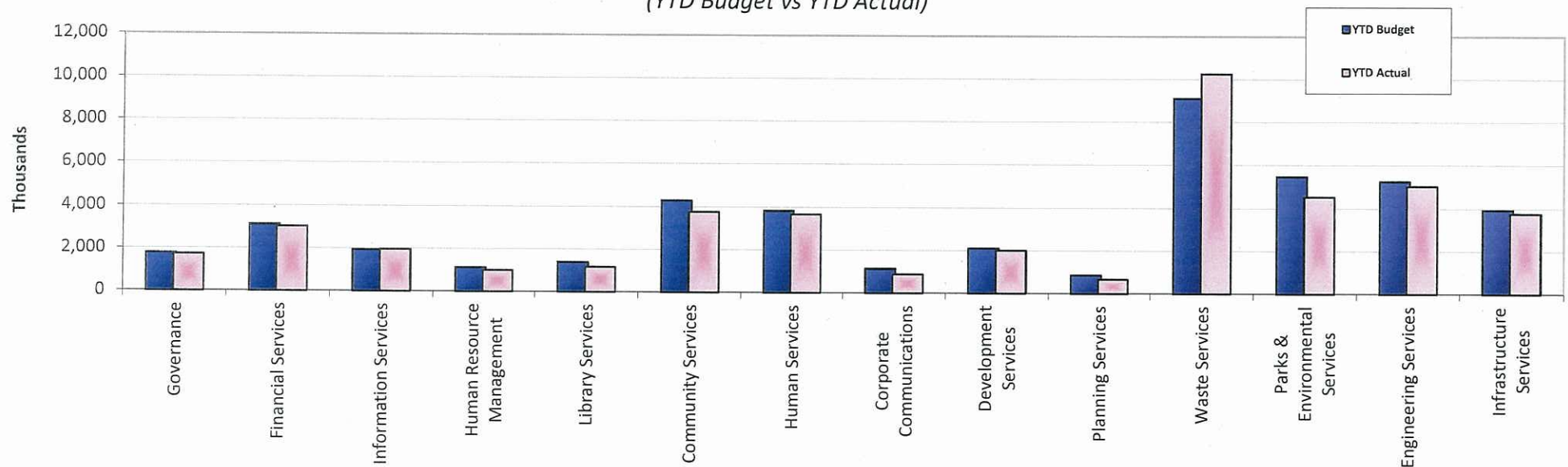
**Operating Income by Nature and Type**  
(YTD Actual)



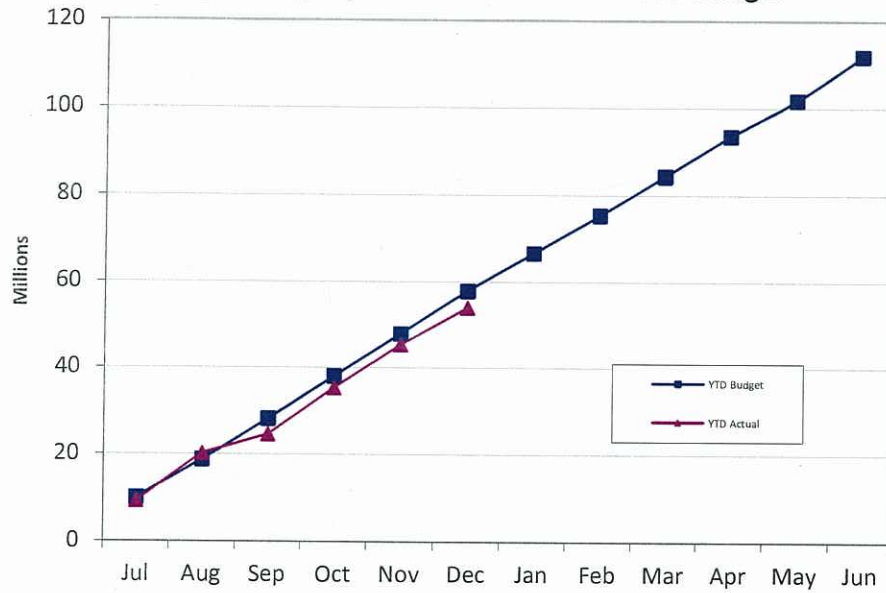
**Operating Expenditure by Nature and Type**  
(YTD Actual)



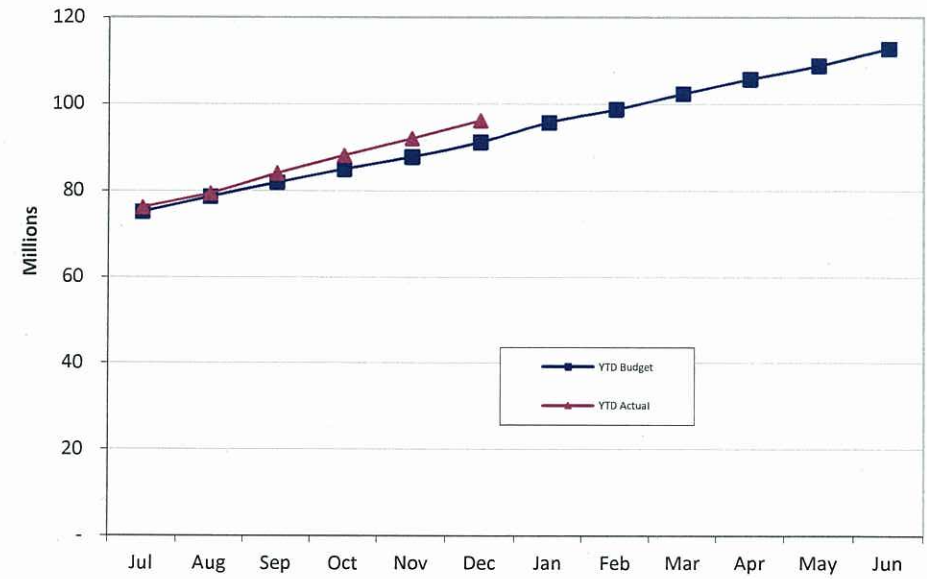
**Operating Expenditure by Business Unit**  
(YTD Budget vs YTD Actual)



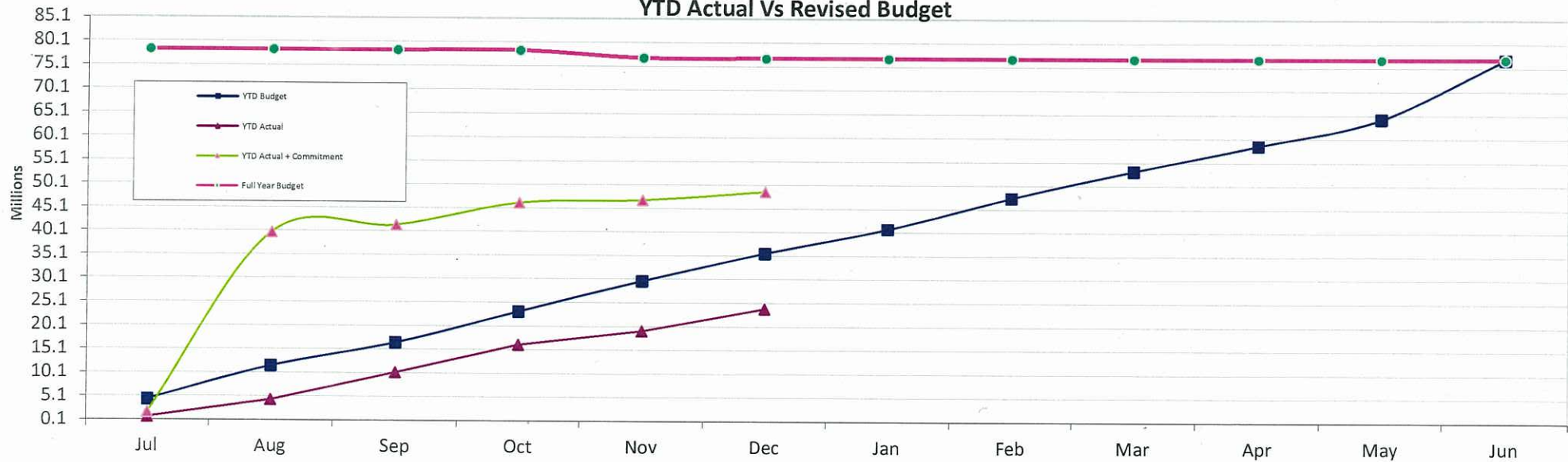
### YTD Operating Expenditure Vs YTD Revised Budget



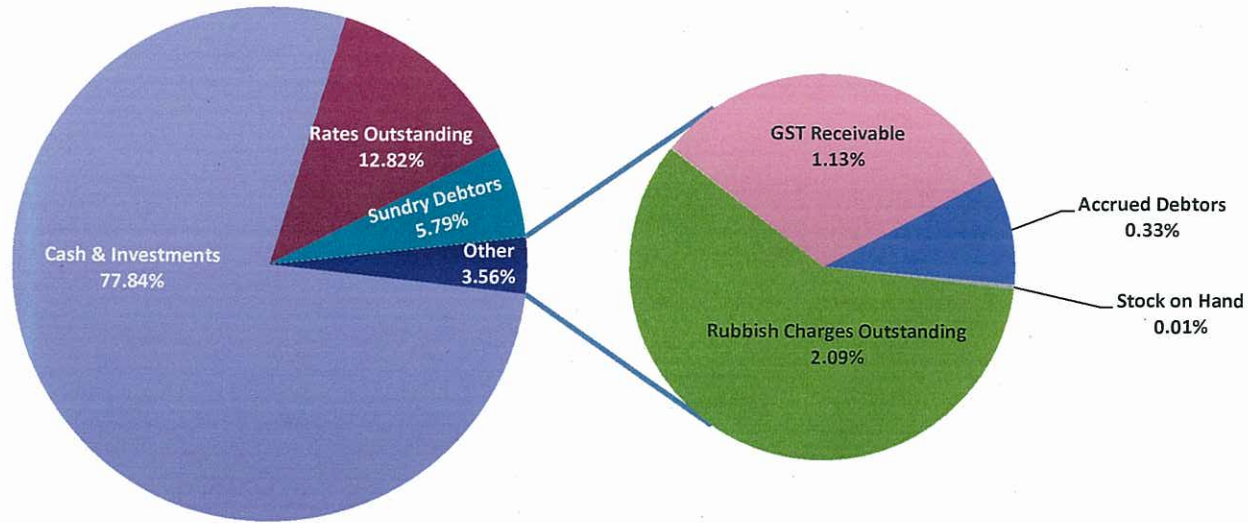
### YTD Operating Income Vs YTD Revised Budget



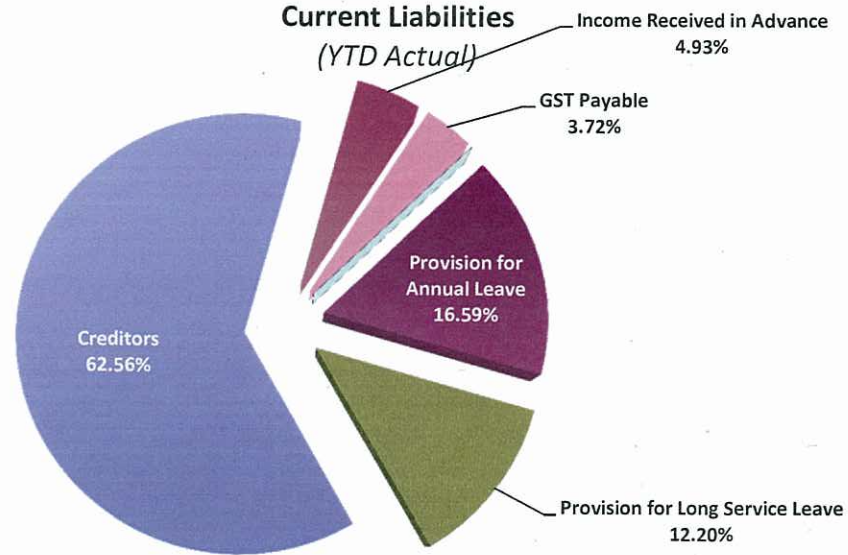
### Capital Expenditure YTD Actual Vs Revised Budget



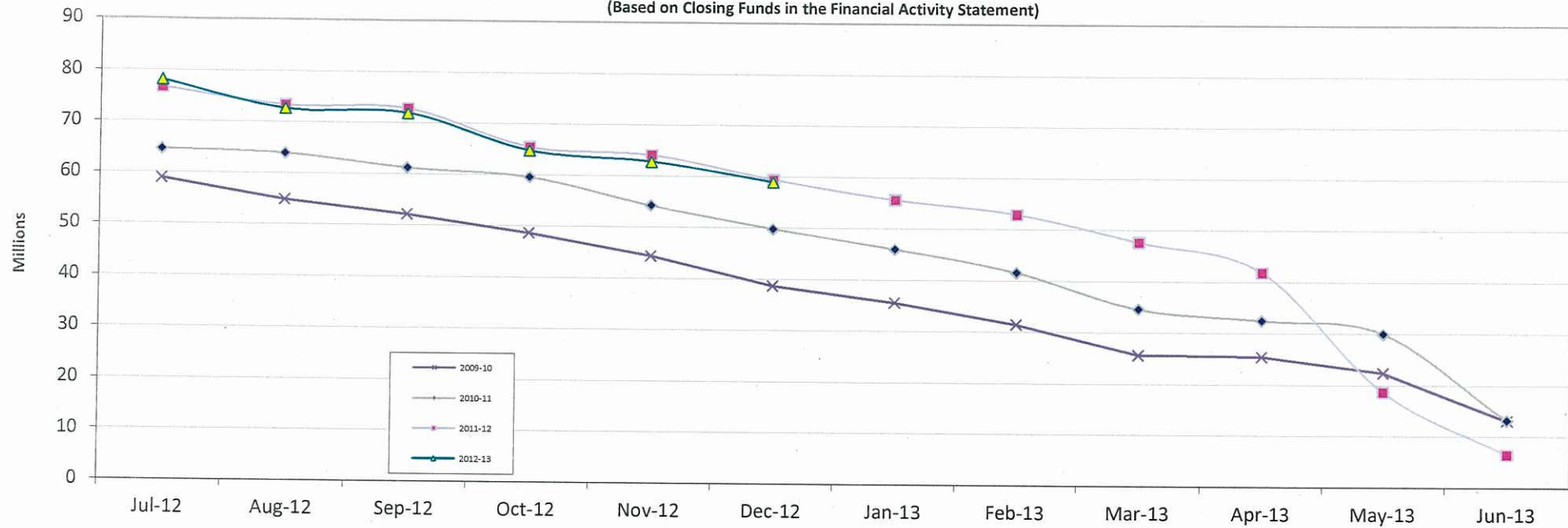
### Current Assets (YTD Actual)



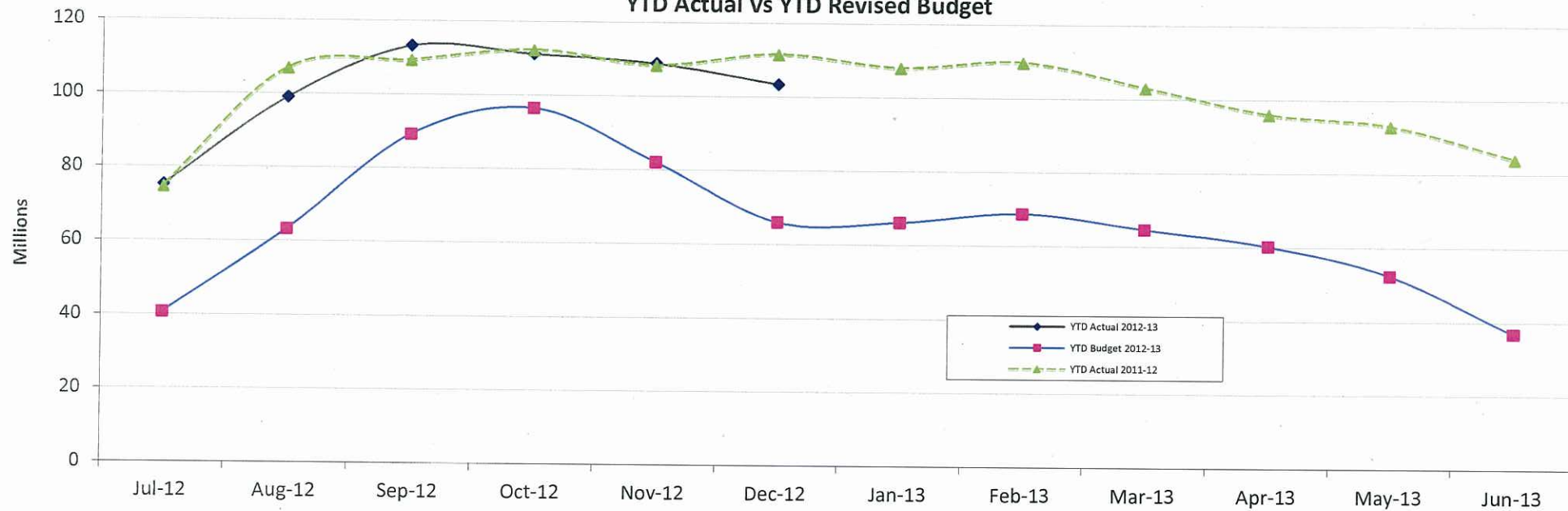
### Current Liabilities (YTD Actual)



**Municipal Liquidity Over the Year**  
(Based on Closing Funds in the Financial Activity Statement)



**Cash & Investments Positions**  
YTD Actual Vs YTD Revised Budget





# City of Cockburn - Reserve Funds

## Financial Statement for Period Ending 31 December 2012

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 Reserve	1,596,772	1,596,772	-	25,785	-	-	(650,000)	(276,473)	946,772	1,346,084
Bibra Lake Nutrient Managment	295,924	295,924	11,000	5,186	-	-	-	-	306,924	301,110
Carbon Pollution Reduct Scheme Res CPRS	-	-	-	3,986	1,120,000	614,873	-	-	1,120,000	618,859
Community Infrastructure	15,814,383	11,978,516	220,000	463,985	6,714,880	-	(10,222,608)	(4,412,114)	12,526,656	8,030,388
Community Surveillance Levy Reserve	676,052	676,052	25,000	9,645	-	-	(599,600)	(299,600)	101,452	386,097
Contaminated Sites	1,413,335	1,413,335	51,000	68,505	500,000	-	(200,000)	(15,474)	1,764,335	1,466,366
DCD Redundancies Reserve	2,824	2,824	-	177	-	-	-	-	2,824	3,000
Environmental Offset Reserve	636,487	636,487	-	10,458	-	-	(388,300)	(95,002)	248,187	551,943
Green House Emissions Reductions	495,895	495,895	14,000	8,570	200,000	-	(450,000)	(28,866)	259,895	475,599
Information Technology	826,906	826,906	30,000	6,195	-	-	(786,700)	(416,000)	70,206	417,101
Land Development & Investment Fund Reserve	8,121,999	8,121,999	300,000	353,818	21,290,909	6,281,091	(21,958,103)	(5,960,261)	7,754,805	8,796,647
Major Buildings Refurbishment	877,121	877,121	35,000	114,491	1,500,000	-	-	-	2,412,121	991,613
Mobile Rubbish Bins	346,472	346,472	19,000	(24,637)	-	-	(170,000)	(60,111)	195,472	261,723
Municipal Elections	399,988	399,988	13,000	7,010	80,000	-	-	-	492,988	406,998
Naval Base Shacks	632,636	632,636	16,000	(502,563)	201,035	-	(248,621)	(65,639)	601,050	64,434
Plant & Vehicle Replacement	2,497,100	2,497,100	80,000	(11,577)	3,260,000	-	(2,509,070)	(694,141)	3,328,030	1,791,381
Port Coogee Special Maintenance Reserve	703,174	703,174	22,000	25,500	195,000	-	(146,250)	(80,900)	773,924	647,773
Roads & Drainage Infrastructure	2,945,141	2,945,141	85,000	14,188	1,000,000	-	(3,874,701)	(775,393)	155,440	2,183,936
Staff Payments & Entitlements	2,206,817	2,206,817	130,000	79,476	100,000	-	(160,000)	(112,900)	2,276,817	2,173,394
Waste & Recycling	9,927,820	9,927,820	550,000	13,497	6,355,000	-	(5,033,181)	(3,232,504)	11,799,640	6,708,813
Waste Collection Levy	-	(0)	2,000	(0)	-	-	-	-	2,000	(0)
Workers Compensation	386,820	386,820	14,000	6,779	-	-	-	-	400,820	393,599
POS Cash in Lieu (Restricted Funds)	3,903,626	3,903,624	123,000	68,414	-	-	(480,000)	-	3,546,626	3,972,038
	<b>54,707,293</b>	<b>50,871,424</b>	<b>1,740,000</b>	<b>746,887</b>	<b>42,516,824</b>	<b>6,895,964</b>	<b>(47,877,134)</b>	<b>(16,525,378)</b>	<b>51,086,983</b>	<b>41,988,897</b>
<b>Grant Funded</b>										
Aged & Disabled Vehicle Expenses	355,554	355,554	-	6,116	8,139	-	(10,000)	(10,000)	353,693	351,670
Cockburn Super Clinic Reserve	3,821,598	3,821,599	150,000	59,936	-	-	(4,040,761)	(740,966)	(69,162)	3,140,569
Family Day Care Accumulation Fund	39,432	39,432	5,000	945	30,000	30,000	-	-	74,432	70,377
Naval Base Shack Removal Reserve	219,532	219,532	5,000	3,824	53,700	-	(15,000)	(8,000)	263,232	215,356
UNDERGROUND POWER (Coolbellup East) SAR	156,959	156,959	-	153,634	1,160,000	-	(1,160,000)	(1,160,000)	156,959	(849,408)
Welfare Projects Employee Entitlements	394,144	394,144	26,519	(37,031)	35,000	39,341	(39,672)	(28,772)	415,991	367,682
	<b>4,987,220</b>	<b>4,987,219</b>	<b>186,519</b>	<b>187,424</b>	<b>1,286,839</b>	<b>69,341</b>	<b>(5,265,433)</b>	<b>(1,947,738)</b>	<b>1,195,145</b>	<b>3,296,246</b>
<b>Development Cont. Plans</b>										
Aubin Grove DCA	105,487	105,487	20,975	1,848	26,754	-	(5,871)	-	147,345	107,335
Community Infrastructure DCA 13	1,248,487	1,248,487	5,000	36,086	1,800,000	796,333	(83,173)	(192,820)	2,970,314	1,888,085
Gaebler Rd Development Cont. Plans	76,591	76,591	4,800	1,342	334,544	-	(5,871)	-	410,064	77,934
Hammond Park DCA	(4,548)	(4,548)	-	(58)	379,129	-	-	-	374,581	(4,606)
Munster Development	668,771	668,771	8,250	11,721	8,498	-	(8,292)	-	677,227	680,492
Muriel Court Development Contribution	(20,734)	(20,734)	-	(363)	200,000	-	(23,330)	-	155,936	(21,098)
Packham North - DCA 12	-	-	-	-	278,088	29,613	-	-	278,088	29,613
Solomon Road DCA	-	-	-	1,182	244,129	102,337	-	-	244,129	103,519
Success Lakes Development	1,974,288	1,974,289	64,000	27,069	65,920	-	(1,887,123)	-	217,085	2,001,358
Success Nth Development Cont. Plans	593,406	593,406	10,350	10,400	10,661	-	(6,644)	-	607,773	603,806
Thomas St Development Cont. Plans	11,404	11,404	-	200	-	-	-	-	11,404	11,604
Yangebup East Development Cont. Plans	21,371	21,371	3,870	(99,512)	55,486	7,766	(6,026)	-	74,701	(70,375)
Yangebup West Development Cont. Plans	259,813	259,813	10,400	4,611	93,112	6,780	(6,026)	-	357,299	271,204
	<b>4,934,336</b>	<b>4,934,337</b>	<b>127,645</b>	<b>(5,476)</b>	<b>3,496,320</b>	<b>942,829</b>	<b>(2,032,356)</b>	<b>(192,820)</b>	<b>6,525,945</b>	<b>5,678,870</b>
<b>Total Reserves</b>										
	<b>64,628,849</b>	<b>60,792,979</b>	<b>2,054,164</b>	<b>928,836</b>	<b>47,299,983</b>	<b>7,908,134</b>	<b>(55,174,922)</b>	<b>(18,665,936)</b>	<b>58,808,074</b>	<b>50,964,013</b>

*City of Cockburn*  
*Restricted Funds - Infrastructure Contributions & Carry Forwards*  
*Financial Statement for the Period Ended 31 December 2012*

Particulars		Balance July 1st 2012	Add: Receipts/Jnls	Less: Payments/Jnls	Closing Balance
<b>INFRASTRUCTURE CONTRIBUTIONS</b>					
Prog 12	ROAD CONSTRUCTION	1,264,557.16			1,264,557.16
Prog 12	FOOTPATH CONSTRUCTION	665,383.90			665,383.90
Prog 12	DRAINAGE DEVELOPMENT	645,419.01			645,419.01
		<b>2,575,360.07</b>	<b>-</b>	<b>-</b>	<b>2,575,360.07</b>
<b>CARRIED FORWARDS</b>					
Prog 8	FUNDED SERVICES SURPLUSES C/FWD	494,601.52	17,600.08	514,641.27 -	2,439.67
	UNSPENT PROJECT FUNDING C/FWD	2,363,853.79	302,250.00	2,436,309.37	229,794.42
Prog 12	UNSPENT ROAD FUNDING	146,567.14		215,085.40 -	68,518.26
		<b>3,005,022.45</b>	<b>319,850.08</b>	<b>3,166,036.04</b>	<b>158,836.49</b>
<b>TOTAL</b>		<b>5,580,382.52</b>	<b>319,850.08</b>	<b>3,166,036.04</b>	<b>2,734,196.56</b>

*NB. Total Receipts and Payments of Contributions/CF Grants is the balance of Restricted Funds Activities (883-890):*

Receipts: -	319,850.08
Payments:	3,166,036.04
<b>Balance of Restricted Funds:</b>	<b>2,846,185.96</b>



Variance Analysis						
Municipal Financial Activity Statement for the period ended 31 December 2012						
	YTD Actuals	YTD Revised Budget	Full Year Revised Budget	YTD Variance	✓ = Favourable ✗ = Unfavourable	Dec-12
	\$	\$	\$	\$		
<b>OPERATING REVENUE</b>						
Governance	60,729,080	60,263,622	64,039,340	465,458	✓	Underground power service charges received, Rates Interest received and GRV-Part Year Rates received are \$161k, \$185k and \$153k over ytd budget respectively. However, Interest Earnings municipal are \$145k under ytd budget.
Financial Services	495,489	331,548	581,100	163,941	✓	Administration Fees received from Rates are \$131k over ytd budget.
Community Services	4,424,118	4,558,923	6,605,586	(134,805)	✗	No material variances within this business unit.
Human Services	3,946,248	3,504,262	6,653,399	441,987	✓	Child Care Services Subsidies and In-Home Care Subsidies received are \$137k and \$160k over ytd budget respectively. However, the client fees received for Child Care Services are \$115k under ytd budget.
Development Services	2,213,493	2,002,613	3,275,407	210,879	✓	Fees & Charges received for Health Services are \$101k over ytd budget. Building License fees received are \$153k over ytd budget.
Planning Services	766,740	879,788	1,236,715	(113,048)	✗	Strategic Planning Administration Fees not received yet, resulting in \$184k unfavourable variance.
Waste Services	25,192,458	21,540,665	32,023,492	3,651,793	✓	Landfill fees received are \$3.3m over ytd budget. MSW & Recycling Removal Levy received is \$505k more than ytd budget.
<b>OPERATING EXPENDITURE</b>						
Human Resource Management	1,017,163	1,128,953	2,219,167	111,790	✓	Expenditure in Human Resource operational projects is underspent by \$140k.
Library Services	1,173,354	1,389,551	2,831,632	216,197	✓	Employee Costs - Salaries & Direct On costs are underspent by \$148k.
Community Services	3,767,493	4,286,554	8,735,173	519,061	✓	Power Expenditure in SLLC and Council Donations are \$101k and \$123k under ytd budget. Contract & Service Expenditure of Cosafe is \$106k under ytd budget.
Human Services	3,676,391	3,828,430	7,754,626	152,040	✓	Materials & Contract Expenditures in Family Services are \$110k under ytd budget.
Planning Services	662,417	865,758	1,852,816	203,341	✓	Development contribution plans expenditure has not come in yet, resulting in \$142k favourable variance.
Waste Services	10,249,599	9,102,634	17,932,926	(1,146,965)	✗	Expenditure in Entry Fees for recyclables and Expenditure in Annual Junk Collection are underspent by \$101k, \$171k and \$175k respectively. Expenditure in Trailer passes and internal tipping charges are overspent by \$151k and \$306k respectively.
Parks & Environmental Services	4,530,771	5,465,913	10,677,172	935,142	✓	Material & Contracts Expenditures for Spearwood Ave offsets operational projects, Environmental works operational projects and Street Maintenance in Parks are underspent by \$203k, \$219k and \$146k respectively. Salaries expenditures in Parks are \$110k under ytd budget.
Engineering Services	5,043,776	5,253,608	9,159,256	209,832	✓	Street Lighting power expenses in roads maintenance operational projects are underspent by \$289k. Footpath maintenance expenses in roads maintenance operational projects are overspent by \$124k.
Infrastructure Services	3,777,641	3,936,176	7,722,661	158,536	✓	Direct Employee Costs and Power Expenditures in Facilities Maintenance are underspent by \$148k and \$121k respectively.
<b>ADDITIONAL FUNDING RECEIVED</b>						
Grants & Contributions - Asset Development	4,341,510	7,210,620	12,652,071	(2,869,111)	✗	Grants for MRWA, Civic Bldg Energy Reduction Initiative and Naval base waterman upgrades received are \$2.9m, \$740k and \$100k under ytd budget. Grants received for DCA, Fawcett road reconstruction resurfacing and lotteries commission are ahead of ytd budget by \$1.0m, \$179k and \$250k respectively.
Proceeds on Sale of Assets	6,597,556	20,005,552	21,365,909	(13,407,996)	✗	Lot9001 Ivankovich Avenue and L18Grandpre are not yet sold for \$11.9m and \$1m respectively. Sub div Lot702 Bellier Pl& Lot65 Erpingham Rd, Lot237 Dacre Court, Sub div Lots485 and 459 Bourbon Street, Lot61 Gumina Place are not yet sold for \$1.9m. Lot14&22 Progress Drive, Bibra Lake and L331/1 B are sold ahead its budget by \$1.8m

# Capital Expenditure

for the period ended 31 December 2012

	Actuals \$	YTD Revised Budget \$	Full Year Revised Budget \$	\$ Variance to YTD Budget \$	v = Favourable x = Unfavourable	Explanation
<b>SUMMARY</b>						
Purchase of Land and Buildings	11,377,901	20,267,666	43,953,483	8,889,765	✓	
Acquisition & Development of Infrastructure Assets	9,565,904	10,538,322	24,072,034	972,417	✓	
Purchase of Plant and Machinery	1,749,099	2,538,561	5,646,561	789,462	✓	
Purchase of Furniture and Equipment	0	41,736	41,736	41,736	✓	
Purchase of Computer Equipment	1,096,963	2,153,267	2,980,567	1,056,305	✓	
	23,789,867	35,539,552	76,694,381	11,749,685		
<b>Material Variances Identified:</b>						
<b><u>Works in Progress - Roads Infrastructure</u></b>						
003 - Phoenix Rise Public Domain Works	305,461	79,777	79,777	(225,684)	x	Removal of footpaths and creation of improved footpaths not in original scope of project. Current expenditure linked to CW2718-Southwell crescent resurfacing account. Additional funding is required & will be sourced at Mid year budget review.
2365 - HAMMOND RD [Russell/Bartram] - Construct 2nd cwy/ upgrade ve	1,287,918	809,268	1,799,761	(478,650)	x	Project divided into Stage 1 and Stage 2. Stage 1 works commenced Sep-12 and completed Nov-12. May-13 probable completion for entire project with external contractors to be used. Currently \$1.258 million in committed orders. Project has additional costs due to drainage issues and damaged pipes. Project is linked to CW2447.
2718 - Southwell Crescent - Resurfacing	147,322	0	161,920	(147,322)	x	Resurfacing completed. Line marking work pending. Budget adjusted incorrectly during cashflow review, will be re-adjusted for next month. To be re-adjusted in Jan-13 reports.
3523 - WELLARD ST (Quarimor Rd to 260m south of Quarimor Rd	0	132,720	132,720	132,720	✓	Project completed in advance in the 11-12 resurfacing program
3521 - BARRINGTON ST ( Stock Rd to Miguel ) - Mill/Resurface	0	331,421	331,421	331,421	✓	Project completed, current expenditure has been charged to budget numbers CW 3476, CW3477, CW3478. Total spend YTD is approx \$323k.
2356 - BEELIAR DR [Hammond/Dunraven] - Construct 2nd cwy Stage 1	753,331	1,561,469	2,136,988	808,138	✓	Project complete with the exception of a slipplane to be constructed, currently \$40k in committed orders. Savings in project to be transferred to CW2291 as per MYBR submission & remainder to be transferred back to road reserve.
Sub Total	2,494,033	2,914,656	4,642,586	420,623		
<b><u>Works in Progress - Landfill Site Infras</u></b>						
1941 - Cell 7 Construction	2,590,644	2,359,076	2,359,076	(231,568)	x	Project fully complete. Budget is over spent due to variations in the contract. Major variations include unanticipated clay lense of soil to be removed, 2 leachate pits caused additional engineering complications, leachate levels in cells 1,2 & 3 were high thus additional costs were incurred to keep leachate at an appropriate level. Project to be submitted at Mid-year budget review.
Sub Total	2,590,644	2,359,076	2,359,076	(231,568)		
<b><u>Freehold Land</u></b>						
1551 - Sale Part of Lot 9001 Ivankovich Avenue, Beeliar	133,864	0	0	(133,864)	x	Sale to Coles. Part of the contract requires plumbing, gas and water expenses not budgeted but agreed upon by the council. \$350k submitted to MYBR.
1554 - Purchase of portion of Koorilla School Site aged persons lan	0	150,000	150,000	150,000	✓	Still awaiting completion of crown survey. Funds to be used when land is purchased. Acquisition anticipated Mar-12
1553 - Subdivision and development of Lot 915 and Reserve 38537	600	200,000	400,000	199,400	✓	Currently accessing viability of land acquisition in conjunction with exploring other land options. Expected to go ahead with the project as it seems the best option at this stage.
1556 - Purchase of LOT 341 LAKEFRONT AVENUE, BEELIAR	0	240,000	480,000	240,000	✓	Approval granted. Appointing surveyors to complete survey document. Works to commence February -13 and finish March13.
1539 - Subdivision Lot 702 Bellier Pl & Lot 65 Erpingham Rd	5,252	302,350	604,700	297,098	✓	Works expected to begin June-13. Tender to be raised May-13. Currently \$36k in committed orders.
Sub Total	139,716	892,350	1,634,700	752,634		
<b><u>Works in Progress - Buildings</u></b>						
006 - Coogee Surf Life Saving Club	3,227,409	2,499,884	4,999,765	(727,525)	x	Project progressing faster than expected. Additional funds (\$70k) requested in the MYBR for rectification works. Practical completion expected May-13.
005 - Cockburn Integrated Health Facilities	6,218,722	14,634,731	29,269,466	8,416,009	✓	Project approximately 40% complete. Delay of 5 months due to change of construction methodology.
Sub Total	9,446,131	17,134,615	34,269,231	7,688,484		



# Capital Expenditure

for the period ended 31 December 2012

	Actuals	YTD Revised Budget	Full Year Revised Budget	\$ Variance to YTD Budget	√ = Favourable X = Unfavourable	Explanation
	\$	\$	\$	\$		
<b>Computers</b>						
010 - CCTV	520,018	683,583	883,583	163,565	√	CW1374 - Coogee Beach CCTV Pilot Program complete, initial 3 month delay was due to accessing the sustainability of LED lighting. CW1386 - CCTV Expansion Program set to begin Jan-13.
1366 - EDMS	446,753	573,700	773,700	126,947	√	Currently \$148k in committed orders. Project ongoing and works continuing as planned.
1359 - Fibre Infrastructure	0	166,500	333,000	166,500	√	Recommendation for the project to cease, with the funds to be moved into a DR project. Project manager believes the project is not needed with continuous change in technology. Assessment of project to be decided in new year.
Sub Total	966,770	1,423,783	1,990,283	457,012		
<b>Plant &amp; Machinery</b>						
7769 - Heavy Fleet Waste Truck Side Loader PL NEW	0	370,000	370,000	370,000	√	Outstanding committed order of \$372k. Truck delivered December -12. Awaiting invoice from supplier.
Sub Total	0	370,000	370,000	370,000		



## **BUSINESS PLAN**

# **REGIONAL AQUATIC & RECREATION COMMUNITY FACILITY (RARCF)**

**AT**

**COCKBURN CENTRAL WEST**

**INCLUDING  
AN ELITE TRAINING AND ADMINISTRATION FACILITY  
FOR THE FREMANTLE FOOTBALL CLUB LIMITED**



**January 2013**



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## **Glossary of Terms used in the Business Plan**

*AFL* – The Australian Football League, the issuer of the licence to allow the Fremantle Football Club to participate in the League via the licence owner, the WA Football Commission.

*Benchmark Entrance Fee* – The key entrance fee at SLLC or RARCF on which a substantial number of other subsidiary fees are based. It is used in the Business Plan financial assumptions.

*Business Plan* – A document prepared under the direction of the Local Government Act outlining the reasons for proceeding on a course of action, in this case the RARCF.

*Cabinet Submissions* – An application made in writing to the State Government of WA for funding.

*RARCF at Cockburn Central West* - This is the area where the RARCF facility containing the regional aquatic and recreation community facility for the City of Cockburn and the Fremantle Football Club's Elite Training and Administration Facility.

*CERM - CERM or CERM PI* (performance indicators) is simply the business name used by the University of South Australia - Centre for Tourism & Leisure Management, who helps conduct and collate the results for SLLC's annual customer service performance questionnaires.

*City* – refers to the City of Cockburn

*Coffey* – Coffey Sport and Leisure, a consulting firm providing advice on sporting facilities such as RARCF.

*Community Infrastructure Reserve* – A reserve fund of the City of Cockburn put in place to assist by way of saving monies over multiple years to fund specific community facilities such as RARCF.

*Council* – The official body of the City of Cockburn charged with making decisions unless delegated to Officers of the City.

*CSRFF* – The State Governments Community Sport and Recreation Facilities Fund put in place to part fund certain approved facilities.

*Developer Contribution Plan* – A funding tool adopted by the City of Cockburn and approved by the State Government to enable funds to be collected from land developers for the construction of community infrastructure such as the RARCF.

*Education Dept.* – This refers to the State Government's Education Department

*ESD* – Ecological Sustainable Development. Enables council facilities to reduce their ecological footprint by consuming lower amounts of natural resources through the design process.

*ETAF* – This is the Fremantle Football Club's Elite Training and Administration Facility at CCW.

*FFC* – Fremantle Football Club Limited, a company registered under the Corporations Act and limited by guarantee.

*FFE, AV and IT* – FFE is Furniture, Fittings and Equipment, AV is audio visual equipment, IT is information technology equipment and software

*Financially Sustainable* – A concept whereby the City of Cockburn can fund all activities in its long term financial plan without having to resort to abnormally high rate increases.

*Fremantle Oval* – The home ground of the Fremantle Football Club and located in Fremantle.

*Grants (RDAF & CSRFF)* – Funds provided for specific facilities by the Federal and State respectively.

*Heads of Agreement* – An agreement containing specific actions to be undertaken by each party that may lead to a contract for development of the RARCF facility.

*Landcorp* – A State Government agency charged with development of crown land on behalf of the State Government

*Local Government Act* – The 1995 Act of Parliament, which is the underlying power under which all local governments operate.

*Local Government Regulations* – Specific regulations issue to accompany the Local Government Act which provides specific direction for City to operate.

*Long term financial plan* – The new mandated (by the Minister for Local Government) financial plan each council in Western Australia must prepare for the next ten financial years and update each two years.

*Management Order* – An order issued by the Minister for Lands in the WA Government to use and lease crown land by the Council.

*Memorandum of Understanding* – A document stating a series of intentions by two or more parties which may lead to a Head of Agreement and finally to a contract.

*Municipal Fund* – A council's general financing fund which is used by Council to fund all activities of Council other than funded by a specific levy, charge or grant.

*OCM* – Ordinary Council Meeting of the City of Cockburn. Meetings are held once a month – February to December of each calendar year.

*Patrons* – All persons paying to attend the current facility (SLLC) or the new facility (RARCF)

*Plan for the District* – The current ten year planning document adopted by council each two years outlining all major activities including capital expenditure. This has now been replaced with the Integrated Planning Framework at the direction of the Minister for Local Government.

*RARCF* – Regional Aquatic and Recreation Community Facility located at CCW.

*RDAF* – Regional Development Australia Fund, a fund set up by the Federal Government to distribute grants to councils and other bodies throughout Australia.

*SCM* – Special Council Meeting of the City of Cockburn. Meetings are organised to deal with special and specific issues by the Council.

*SLLC* – South Lakes Leisure Centre, the City's current aquatic facility located in South Lake.

*WAPC* – The Western Australian Planning Commission. Owner of the RARCF land and the State Government's lead agency for major planning approvals.

## EXECUTIVE SUMMARY

- Business Plan prepared as per Local Government Act/Regulations due to size of undertaking.
- The plan is to replace the ageing SLLC with a regional aquatic and recreational facility in partnership with Fremantle Football Club and potentially a tertiary education institution. SLLC is situated on a very small site for a regional aquatic facility.
- Heads of Agreement signed by City with FFC to proceed to a contract subject to Business Plan. An MOU has been signed with Curtin University.
- Timetable to build and open RARCF facility by February 2016.
- Land to be leased for regional facility from State and in part sub-lease to FFC (as a contract strata building).
- Broad scope for requirements to include three pools, six highcourt sports areas, hydrotherapy pool and recovery area, gym and group fitness, retail and café, ovals, crèche, allied health and receptions plus FFC facilities.
- Cost is \$107m – City \$82m/FFC \$25m. Educational facility still to be determined.
- Investment of \$1.7m in environmental initiatives to minimise power and water consumption.
- The City to seek tenders for all aspects of the facility apart from internal fit-out of FFC components.
- City to seek State Government support of \$2m and Federal Government support of \$15m. FFC to seek State support of \$15m. (Applications for City have been lodged). All similar facilities in Australia (including WA) have received similar support.
- Federal grant through RDAF will be shared on 77%/23% split after land developments costs. Contingency plan in place to cover grant shortfalls in terms of removing components of the combined facility.
- City has capacity to fund the construction cost in the timeframe but will be required to borrow. Repayments have been planned to be funded by the developer contributions for community infrastructure.
- SLLC is a successful facility but RARCF will offer more services and functions. Patron numbers expected to increase as per sports consultant Coffey Report indicates. RARCF nearest competitors are 12-18km away.
- Slightly higher fees expected because of bigger offer but not in excess of neighbours.
- Aim is to not increase subsidy from municipal fund for RARCF already offered to SLLC. Staffing, marketing and other costs will be driven to achieve this outcome.
- FFC to pay full cost for operating costs, common area outgoings, depreciation and long term capital maintenance. Usage fees offered are appropriately discounted due to volume but signage income will offset small shortfall.
- Impact on long term financial plan and the ability to deliver other projects appears minimal with the strong financial position of the City being retained. Debt servicing will be from developer contributions and not the municipal fund.
- A number of risk management issues exist but a plan is in place to address these risk issues.
- A residual issue of what to do with SLLC is also discussed with a number of options being proposed and canvassed including closure and disposal to Education Department in full or part.
- The Business Plan concludes that the RARCF Facility can be constructed and funded by the City. The operation of the Facility is dependent on the number of patrons and average dollars spent by each patron. Having the FFC pay its own way makes the operations of the facility more economic for the City



## INTRODUCTION

This Business Plan has been prepared for Council as directed by a Resolution of the Special Council Meeting held on the 5<sup>th</sup> December 2012:

- (1) *accept the Heads of Agreement between the City of Cockburn and the Fremantle Football Club subject to amendments as agreed by Council behind closed doors; and*
- (2) *utilise the information contained in the Agreement as the basis for the preparation of a Business Plan, pursuant to Section 3.59 of the Local Government Act, 1995 to be presented to Council for consideration in February 2013.*

Pursuant to the Local Government Act, the City is required to prepare a Business Plan to ensure that Council has taken a long term planned approach to the proposed development of the Regional Aquatic and Recreation Community Facility in terms of the capital and recurrent costs of the proposed facility and having regard to the intrinsic value of the asset to the community.

The proposed development of the Facility at Cockburn Central West is a partnership between the City of Cockburn, Fremantle Football Club and Curtin University. The project once completed would deliver state-of-the-art aquatic, recreation, education and elite training facilities to the region, servicing a catchment population area of over 200,000 people. The broad scope of the project will deliver three pools, a six court stadium, hydrotherapy pool and recovery area, gym and group fitness, retail and café, ovals, crèche, allied health and receptions plus FFC elite training and administration facilities and education facilities for Curtin University.

The overall capital cost of the facility has been estimated at \$107M excluding any capital requirements from Curtin University. A principle of the integrated development is that each party will be responsible to fund its own facilities and not subsidise the other party. Notwithstanding this, an integrated approach means the project has much stronger funding opportunities through State and Federal grants. The partners will be seeking to source 30% of funding from State and Federal grants with applications already being presented and reviewed by government.

The Business Plan for the proposed integrated facility examines and tests a number of income and expenditure scenarios and provides realistic assumptions on the performance of the facility from a whole of a life cycle perspective. The business plan will outline the proposed project management model and facility management structure required to deliver the project along with a risk assessment. One of the key aims financially is to ensure the subsidy for the proposed facility is similar to that already applied to the South Lakes Leisure Centre and therefore a number of strategies have been explored to achieve this.

Section 3.59 of the Local Government Act (a copy of the section is included in Appendix 1) refers to the preparation of Business Plan for a Major Trading Undertaking or Major Land Transaction. As the trading undertaking associated with the construction of the RARCF facility will exceed the prescribed limits imposed by Regulation 7 and 9 of the Local Government (Functions and General) Regulations 1996, (a copy of the regulations is included in Appendix 1) it is required of Council to prepare a Business Plan.



## *Business Plan Objectives*

- Provide the Community and Stakeholders with an overview of the proposed project being undertaken by the City of Cockburn
- Demonstrate Council's ability to deliver the project and maintain a financially sustainable capital and recurrent fiscal account
- Demonstrate Council's compliance with Section 3.59(3) of the Local Government Act 1995.
- Provide the opportunity for public comment on the proposed project and Business Plan

Once the Council has considered the Business Plan, the Council is required to advertise the Business Plan, calling for submissions. If any submissions are received, the local government is to consider any submissions made and may or may not decide to proceed with the undertaking or transaction as proposed. For the proposal to proceed in accordance with the Business Plan, an absolute majority vote of Council is required.

## Project Objectives for the Integrated Regional Aquatic and Recreation Community Facility

1. To deliver a state of the art aquatic and recreation facility to meet the current and future needs of the City of Cockburn community and the broader region
2. To work in partnership with the Fremantle Football Club and Curtin University to develop an integrated facility
3. To work in partnership with the Fremantle Football Club to strengthen the opportunity in seeking State and Federal Government funding and;
4. To provide a facility that is a long term financially sustainable one for the City to manage.

This Business Plan is split into a number of sections as follows:

- Background
- Building the RARCF – Land and building issues around the construction of RARCF
- Funding the RARCF – How the City will fund the construction of the RARCF
- Operating the RARCF – How the City will operate the RARCF with assumptions
- Impact on City of Cockburn and other Capital Projects
- Risk Management Issues – How the City will manage the identified risk issues
- Residual Issues – What to do with the current facility at South Lakes
- Conclusions
- Public Comments on the Business Plan

## **BACKGROUND**

Council's adopted *Plan for the District 2006 - 2016* identified the requirement for a new aquatic and recreation facility to replace South Lake Leisure Centre. The location of the new facility has been planned to be within the RARCF precinct as this would assist in the creation of a major development hub centrally located within the City.

The Fremantle Football Club (FFC), as part of a due diligence process to investigate alternatives to a Fremantle Oval redevelopment, identified the RARCF site as an option. The Club entered discussions with the City to investigate the opportunity to integrate the Club's future facilities into the City's proposed aquatic and recreation facility at RARCF. A Memorandum of Understanding (MoU) was signed between the City, the FFC and the University of Notre Dame (UND) to explore the option of developing an integrated recreation, elite sport and education precinct on the site. The UND has since withdrawn its interest in proceeding with a joint development on the site. Since the withdrawal of the UND, the City has subsequently signed an MoU with Curtin University to have a presence on the site.

The City has prepared a concept design for the aquatic and recreation component of the facility based on extensive community and stakeholder consultation with this concept being endorsed by the Council as the 'base build' design at the Special Council Meeting held on 20 September 2012.

In addition to the adoption of the 'base build' as part of the City's requirements, Council resolved to;

"continue discussions and planning for the project under the Integrated Concept; combining the new Regional Aquatic and Recreation Community Facility, the Fremantle Football Club's Elite Athlete and Administration Centre and a component for a Tertiary Education Institute on the basis that each party will be responsible for its capital and operating costs for inclusion in a Heads of Agreement for consideration by Council."

In accordance with this resolution, the City and the FFC have worked together to develop concept plans and a cost estimate for an integrated facility proposed at the RARCF site. Cox Howlett and Bailey Woodland were commissioned by both parties to prepare a master plan report and concept designs for an integrated facility. The concept includes the City's 'base build' requirements for an aquatic and recreation facility as option 1 and the inclusion of the FFC's training and administration facilities, space for a tertiary education institute and a potential function centre as option 2. The concept designs and report acknowledges the characteristics of the Regional Aquatic and Recreation Community Facility (RARCF) site, draft structure plan and background studies that have been completed to date. The report outlines the key relationships between the major components of the proposed site development and how they will meet current and future community needs.

Development of an integrated facility of this nature would allow the City to submit a much stronger case for Federal and State Government funding that otherwise may not be substantiated if presented as a stand-alone facility. The innovation of a combination of community, elite sports and education requirements coming together places any submission for funding in a strong position, when compared to other stand-alone facilities seeking funding from the same pool.

To cement this position, the City and FFC formalised their partnership, signing a Heads of Agreement on 21 December 2012. A copy of the HOA is not publicly available as it is commercial-in-confidence.

The existing recreation and aquatic facility at South Lake is now twenty years old, having opened in 1992. The facility was constructed on land owned by the Education Department and is now at the end of its economic life without substantial funds being expended to refurbish and re-build the entire complex. Although the possibility that the facility could be

re-built, the significant hurdle facing the City is the site is too small to expand the facility to include more pools, sports stadiums and other facilities identified in the public consultation process. On that basis a different site was located during the planning phase that is more centrally located.

The City has undertaken a number of public consultation programs to seek comment from the community and in particular comment and input from local and state sporting organisations. Their support for this project has been overwhelming. The City has received a number of letters of support to date from clubs, state sporting associations and politicians as identified below

- Hon Gary Grey AO MP – Federal Member for Brand
- Hon Melissa Park MP – Federal Member for Fremantle
- Hon Joe Francis MLA – Member for Jandakot
- Hon Nick Goiran MLC – South West Region
- Hon Phil Edman MLC – South West Region
- Hon Lynn McLaren MLC - Member for the South Metropolitan Region
- South West Regional Group
- City of Mandurah
- Australian Football League
- West Australian Football Commission
- West Australian Institute of Sport
- Basketball WA
- Volleyball WA
- Swimming WA
- Masters Swimming WA
- Water Polo WA
- The Peel WAFL Club
- Netball WA
- Leeming Master Swimming Club
- Cockburn Master Swimming Club
- South Lakes Dolphin Swimming Club
- Cockburn Melville Chamber of Commerce
- FIFO Families

## **BUILDING THE RARCF**

This section concentrates on the land issues around the RARCF Facility and the design and construction of the actual facility.

### **Timetable**

The timetable as approved by Council at the Special Council meeting held on the 5 December 2012 highlights the various milestone dates surrounding the actual building of the facility.

*Table 1 – Timetable for the RARCF Facility*

<b>Milestone</b>	<b>Estimated Completion</b>
HOA presented to Council	5 December 2012
Commonwealth RDAF – EOI submission	6 December 2012
CSRFF funding notification	January 2013
Architectural and Design Services Tender Called	February 2013
Business Plan Completed to LGA requirements	February 2013
Commonwealth RDAF - EOI Notification	13 February 2013
Development Agreement Signed	April 2013
Lease Arrangements Finalised	April 2013
RDAF – Full Application due	13 April 2013
Council Final Design and funding approval	October 2013
Council decision on Construction Tender	December 2013
Building Construction Commenced	March 2014
Building Construction Completed	December 2015
Official Opening	February 2016

### **Land issues WAPC to Landcorp to COC and sub leased to FFC**

RARCF is a 28.66 ha site owned by the WA Planning Commission and on behalf of the State Government, Landcorp, will develop the land and prepare a structure plan for the precinct. The City will receive a land lease for 50 years, on which the City will construct the RARCF with FFC. The City will then contractually sub-lease that portion of the facility to FFC, similar to a strata plan arrangement. Two separate reserves will be created which will be provided to the City by the State Government under a management order. One of these reserves will be leased to the Fremantle Football Club for its and the broader community's use. The other reserve will be for active and passive community use. The balance of the site will be developed by Landcorp with the aim of building medium density apartments similar to Cockburn Central. Initial planning is for 1,200 to 1,500 apartments.

### **Current Scope of the RARCF**

The current facility as approved by Council which has been designed, costed and put out to community consultation will contain the following components, subject to funding;



*Table 2 – RARCF Components - Cockburn, FFC and University*

<b>Cockburn</b>	<b>Football Club</b>	<b>Education</b>
Indoor Courts (6 court playing area) Storage Area Retractable seating Change rooms Public Toilets Officials area Plant Room	Gym and Change rooms Sports science & conditioning Medical Yoga and Pilates	One Floor dedicated
Reception and Foyer (& Admin) Community Spaces Allied Health Entrance Canopy	Foyer Service facilities Toilets	
Crèche – Indoor and Outdoor areas	Media/Communications/admin Staff Toilets Entrance facility	
Retail Centre Café Kid's Party & Activity Area Terrace	Interactive Facility	
Aquatic Centre and Hall 8 lane 25m Pool 10 lane 52m Pool & Cover& pool deck Leisure pool & Water Slide	Office and administration	
Aquatic Sport Recovery Hydrotherapy Pool Spa, Sauna and Steam room	AFL quality Oval	
First aid facility School change rooms Club room Aquatic change rooms & toilets Utilities areas/rooms		
Gym and Group Fitness Personal Fitness Spin area Mechanical plant rooms		
Parking Lighting to ovals Grassed areas		

A separate function centre was considered subject to an economic and cost benefit analysis in order to support any business case for its construction. A report has now been completed with the conclusion that the construction and operation of a function centre is a marginal business proposition. Rather than a function centre it is proposed to develop a smaller multi-purpose area provided funds are available.

### **Cost of RARCF**

This section covers the RARCF development with individual components for Cockburn, FFC and indicatively with Curtin University for a combined facility at the RARCF.

Based on current indicative costs provided by the Council's Quantity Surveyor commissioned to price the current design as noted above, the following is the cost to construct the facility;

*Table 3 – Cost of Construction including non-building fees*

<b>City of Cockburn</b>	<b>Fremantle Football Club</b>	<b>Sub-Total – Cockburn/FFC</b>
\$82.00m	\$25.00m	\$107.00m

The final component for the Education Facility is still being finalised but it would appear unlikely that the extent of the initial design will be required to satisfy the Education services provider.

A detailed costing for Cockburn's component is as follows:

*Table 4 – Cost for Cockburn including non-building costs allocated*

<b>Cost allocation per part for COC only (Allocation of non-building costs on direct costs)</b>	<b>\$M</b>
<b>(All numbers are \$millions)</b>	<b>Direct</b>
Land Development	\$3.95
Lower Ground Floor - Circulation	\$0.09
Ground Floor - loading & Storage	\$0.23
High Courts - 4 Court Playing Area	\$7.58
High Courts - 2 Court Playing Area	\$2.52
Seating	\$1.00
Leisure Centre Building	\$5.35
Crèche	\$0.94
Aquatic Centre Retail & Café	\$1.72
Aquatic Centre	
Hall	\$8.96
25m pool	\$2.00
Splash pool and water slide	\$3.00
52m Pool	\$4.95
Cover to 52m Pool	\$2.13
Pool Deck	\$0.38
Hydrotherapy pool & Recovery Area	\$2.03
Spa, Sauna and Steam room	\$0.46
Change, club & officials rooms	\$2.73
Utilities Room/Plant	\$0.94
First Floor Foyer/Circulation	\$1.10
Change rooms	\$0.41
Gym	\$5.44
Parking & External Areas	\$2.70
<b>Construction Cost Total</b>	<b>\$60.58</b>
<b>Non- Building Costs</b>	
ESD Initiatives	\$1.70
Artwork	\$0.30
Planning	\$2.95
Construction Contingency	\$4.66
Escalation Contingency	\$2.12
FF& Equip, Gym AV & IT (including \$1.2m for Gym equipment)	\$3.35
Consultants	\$6.34
Total Fees	\$19.85
<b>Total Construction and Fees</b>	<b>\$82.00</b>



### *Development costs of land*

It is noted in Table 4 that the land development cost is provided for, however at this stage negotiations are being held with Landcorp to pay all or part of these costs

### *Services to the site*

The current estimate is \$0.5m to provide water, power, sewerage and telecoms but a cost allocation is still to be finalised as it is part of the development of the whole of the RARCF precinct.

### *Professional fees*

This cost estimate provides for a range of professional services including architect, quantity surveyor, engineers to cover fire services, air-conditioning, electrical, water, structural, mechanical services and project management. These services will be tendered out by Council so as to obtain the most competitive pricing.

## **ESD Initiatives (Ecological Sustainable Development)**

The development of this facility will have a strong focus on providing an opportunity to deliver a range of sustainable environmental initiatives to the precinct. The City will seek to engage a design consultant as part of the Architectural Tender to ensure the City maximises the opportunities to include the latest ESD initiatives with the objective to reduce overall operating costs for the facility.

An amount of \$1.7m has been set aside to undertake an investment in a range of initiatives to reduce future operating costs in such areas, as power and water consumption. Some of these initiatives that are currently being considered include:

- Stormwater harvesting for reuse in toilet amenities
- Solar panels and Geothermal energy for heating hot water
- Solar panels for power consumption
- High efficiency pool water filtration system, which will significantly reduce total water consumption
- Building orientation to reduce the requirement for air conditioning
- Building Management System (BMS) with direct digital controllers (DDC) to control air conditioning and ventilation equipment

A whole of life costing and business case analysis is currently underway looking at these investments to ensure that any funds expended reduce the operating costs of the RARCF. The City would target to reduce the base load electricity consumption from the State grid by at least 50-70%.

## **Tenders Requirements**

Section 3.57 of the Local Government Act and Local Government (Functions and General) Regulations (refer Appendix 1) requires any spending over \$100,000 to be competitively tendered as noted below:

Section 3.57 - Tenders for providing goods or services:

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Regulation 11 - Tenders to be invited for certain contracts:

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless sub-regulation (2) states otherwise.

This overall RARCF project will require multiple tenders to ensure each part is effectively and competitively priced, indicatively these are as follows:

- Tender 1 – Architectural Services (maybe a separate Professional Services tender given quantum of the fees involved)
- Tender 2 – Quantity Surveying (Cost Management)
- Tender 3 – Project Management (Independent of Council)
- Tender 4 – Construction of Facility
- Tender 5 – Fit out of City of Cockburn Facilities
- Tender 6 – Equipment for Fitness Facilities
- Tender 7 – Lease/management of retail space and café

Any tender will always be subject to final funding and design.

The Fit out of the Fremantle Football Club and Curtin University internal facilities will be at the discretion of the FFC and Curtin.

## **FUNDING OF THE RARCF**

### **Indicative Funding for the RARCF**

This report has been prepared on the basis that the Council and FFC will receive a substantial portion if not all of the grant funds sought from the State and Federal Government as noted in Table 6. On this basis the combined construction cost of the RARCF will be \$107m made up as follows:

*Table 5 – Funding for RARCF*

Partner	Source	Funding Target
Cockburn	Internal Cockburn Funds	\$65M
	CSRFF Grant	\$2M
Cockburn/FFC	RDAF Grant	\$15M
FFC	Internal FFC funds	\$10M
	State Cabinet Submission	\$15M
Total		\$107M

### **Grant Funding (CSRFF and RDAF)**

The City of Cockburn and the FFC have applied for the following grants and Table 6 highlights the due date for determination as to the likelihood of Cockburn and FFC receiving the grant funds:

Table 6 – Grant Applications

Grant and Source	Amount	Application Date	Determination Date
WA State Government – Community Sport and Recreation Facilities Fund (CSRFF)	\$2.0m	October 2012	January 2013
Federal Government – Regional Development Australia Fund (RDAF)	\$15m	December 2012	February 2013
WA Government – Fremantle Football Club Ltd (State Cabinet Submission)	\$15m	Unknown	May 2013

The proposed funding mix of own source and external grants is shown in Table 7. The City will rely on about 22% of its funds from external sources for its designated areas.

Table 7 – Own Source Funds and Grant Funds

Project	City of Cockburn	Fremantle Football Club	Total
Cost	\$82m	\$25m	\$107m
Grant Fund	\$17m	\$15m	\$32m
Own Source	\$65m	\$10m	\$75m
% of Grant Funds	20.73%	60.00%	29.90%

### RDAF Funding

This is funding provided by the Federal Government to Councils through Regional Development Australia, an independent body set up to assess the merits of applications such as the RARCF project. As this project is being developed on a joint basis, the funding from RDAF is to be shared between the City and the FFC. It has been agreed between the parties that the first \$3.5m of the grant provided will go to the development of the land with the balance being split between City and FFC on a 77%/23% basis respectively.

The expectation of grants funds for this project are not unrealistic given the grant funding provided to similar size projects in WA and around Australia as the following table demonstrates:

Table 8 – Funding sources for Other Aquatic and Recreation centres in Australia

Facility	Opening Date	Council Contribution	State Contribution	Federal Contribution
RARCF – City of Cockburn only \$82m	February 16	\$64.5m-78.6%	\$2.5m-3.0%	\$15m-18.4%
Glen Eira Sports & Recreation Centre City of Glen Eira Victoria - \$46m <sup>^</sup>	May 2012	\$31.5m-68.5%	\$4.5m-9.8%	\$10m-21.7%
Frankston Regional Aquatic Health and Wellbeing Centre Victoria - \$46m <sup>^</sup>	Under Construction	\$20.0m-43.4%	\$12.5m-27.2%	\$13.5m-29.4%
Melbourne Sports and Aquatic Centre – \$65m <sup>^</sup>	Opened 1997/Expanded 2006	\$4.5m-6.9%	\$60.5m-93.1%	Nil
Arena Joondalup (State managed through Venue West) - \$11m <sup>^</sup>	Opened 1994/Expanded 2000	\$3.8m-34.5 %	\$2.7m-24.5 %	\$4.5m-41.0%*
Cannington Leisureplex - City of Canning - \$35m <sup>^</sup>	June 2012	\$24.5m-70.0%	\$3.5m-10.0%	\$7.0m-20.0%
Beatty Park - City of Vincent (refurbishment only) - \$17m <sup>^</sup>	November 2012	\$11.5m-67.6%	\$2.5m-14.7%	\$3.0m-17.7%**

\*-These funds are not identified as to source, but they are not Federal.

\*\*These funds are from the State Government via the lease of NIB Stadium

^ - A summary of these is attached in Appendix 2

There is a contingency plan if the City and the FFC are not as successful in the various applications for grant funds from the State Government (CSRFF/State cabinet) and Federal Government (RDAF).

The following table (Tables 9) highlights what may have to be trimmed from the project (for the City) if grant fund applications are not successful, either in full or part. FFC will have to undertake a similar review if they are only partially successful.

*Table 9 – Potential facilities to be removed for the City*

Cockburn Priority	Area	Sq.m. Saving	Proposed Savings (including fees)
1	Cover to external 50m pool	212	\$2,741,250
2	Community Office Space	1,600	\$577,920
3	Allied Health	150	\$541,800
4	Indoor Courts (2 Courts - Playing Area)	1,481	\$3,247,833
5	10lane 52m Outdoor Pool Including boom	4,950,000	\$6,385,500
	<b>Total</b>	<b>4,953,443</b>	<b>\$13,494,303</b>

## City's own source funding

How the City will fund its base contribution of \$82m is detailed in Table 10.

*Table 10 - Detailed funding for COC and sources over the period of construction*

Source of Funds (\$m)	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Community Infrastructure Reserve	6.15	5.70	6.25	5.36	0.98	-	24.45
Developer Contribution Plan (DCA 13)	1.25	2.00	2.00	-	-	-	5.25
Municipal Fund Capital Allocation	-	-	2.00	4.43	5.00	-	11.43
<b>Total Municipal Fund (own source)</b>	<b>7.40</b>	<b>7.70</b>	<b>10.25</b>	<b>9.79</b>	<b>5.95</b>	<b>-</b>	<b>41.10</b>
Grants (State and Federal)	-	-	6.00	6.00	3.92	-	15.92
Debt				25.00	-	-	25.00
<b>Total Funds Per Annum</b>	<b>7.40</b>	<b>7.70</b>	<b>16.25</b>	<b>40.79</b>	<b>9.87</b>	<b>-</b>	<b>82.00</b>

## Construction Budget and Timetable

Based on the timetable published in line with the Special Council meeting held on the 5 December 2012 (in Table 1), the construction will commence April 2014 and conclude in February 2016, a construction period of twenty two months spanning three financial years – 2013/14, 2014/15 and 2015/16. Based on this timetable, the funds raised in Table 10 above are expected to be spent first for the City and then in Table 12 the spending as for the whole of the facility.



*Table 11 – Construction Spending for Cockburn Facility only*

<b>Construction Spending (\$m)</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Total</b>
Total Cumulative Funds Available	31.36	58.81	28.67	2.00	-
Projected Construction Cost and Spend	-13.33	-40.00	-26.67	-2.00	-82.00
Net Remaining Funds	18.02	18.81	2.00	-	-

*Table 12 – Construction Spending for RARCF as a whole*

<b>Construction Spending (\$m)</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Total</b>
Total Cumulative Funds Available	41.36	64.81	37.68	2.00	-
Projected Construction Cost and Spend	-17.82	-53.50	-35.68	-2.00	-107.00
Net Remaining Funds	23.54	11.31	2.00	-	-

## **OPERATING THE RARCF**

As part of the City's due diligence, the City engaged the sports facilities consultancy firm, Coffey to prepare cost estimates based on aquatic and recreation centres throughout Australia. This section will review the current patronage and financials (including entrance fees) for the South Lakes Leisure Centre, review the Coffey Report into RARCF and the potential patronage, entrance fees and financial operations of the RARCF.

### **South Lake Leisure Centre (Patrons, Fees and Financials)**

A review of financial data from South Lake Leisure Centre over the last five years 2008/09 to 2012/13 indicates both growth in revenue and patrons and a relative stable subsidy to users of the SLLC at Table 13 indicates.

Table 13 – Financial and Patronage Data for South Lakes Leisure Centre

	2008/09	2009/10	2010/11	2011/12	2012/13
Revenue Streams	Actual	Actual	Actual	Actual	Budget
Kiosk	275,685	278,753	330,785	303,958	371,398
Gym	714,607	750,190	881,951	890,539	922,786
Courts/Stadium	256,137	277,605	303,778	321,918	359,009
Swim School	360,815	412,972	466,554	536,180	564,980
Pool	457,062	462,851	577,703	539,580	638,353
FFC					
Crèche & Ministry	54,583	42,977	64,725	87,417	87,126
<b>Total Revenue</b>	<b>2,118,889</b>	<b>2,225,349</b>	<b>2,625,498</b>	<b>2,679,592</b>	<b>2,943,651</b>
Expenditure + Depreciation)	2,597,158	2,809,652	3,116,353	3,173,784	3,544,607
Deficit	-478,269	-584,303	-490,855	-494,192	-600,956
Depreciation	267,475	263,337	234,972	337,500	369,563
Cash Deficit	-210,794	-320,966	-255,883	-156,692	-231,393
Patrons to SLLC	392,654	394,378	421,471	382,967	420,000
Subsidy to Users	-\$1.22	-\$1.48	-\$1.16	-\$1.29	-\$1.43
Cash (only) Subsidy to Users	-\$0.54	-\$0.81	-\$0.61	-\$0.41	-\$0.55

Operating subsidies from municipal fund to users of SLLC have varied over the last five years from \$1.16 to \$1.48 per patron. That is every patron that uses the SLLC is cross subsidised by the ratepayers of the City to this level of subsidy for each visit each year. So the entrance fees adopted by Council each year represent a subsidised entrance fee. The subsidies cover depreciation, which is why the cash subsidy is around half of the total subsidy. The Council has viewed the subsidy as acceptable as the health benefits outweigh the "loss" from running the SLLC.

Table 14 has been prepared to demonstrate the capacity for price increases in the various benchmark entrance fees for the SLLC facility. When you compare the increases with the patronage numbers in Table 14, it can be seen that the market can absorb fee increases without any loss of patrons. Please note the fall in patronage numbers in 2011/12 coincided with redevelopment work undertaken in the pool and associated facilities.

Benchmark entrance fees are used in this Business Plan as these entrance fees form the basis for a range of subsequent entrance fees, most notably the discounted entrance fees used for seniors, pensioners, children, students, concession card holders amongst other fees. A review of the SLLC fees over the last five years is shown in Table 15. This table demonstrates an consistent range of entrance fee increases and when compared with patronage numbers in Table 13 highlight that the market can take fee increases without loss of patrons.



Table 14 – Benchmark Fees for SLLC from 2008/09 to 2012/13

Benchmark Fees	2008/09	2009/10	2010/11	2011/12	2012/13
Pool entrance (casual)	\$4.40	\$4.60	\$4.80	\$5.00	\$5.20
Increase %		4.5%	4.3%	4.2%	4.0%
Sports Stadium Day rate per hour	\$29.00	\$30.00	\$33.00	\$35.00	\$37.00
Increase %		3.4%	10.0%	6.1%	5.7%
Sports Stadium Night rate per hour	\$35.00	\$35.00	\$35.00	\$38.00	\$40.00
Increase %		0.0%	0.0%	8.6%	5.3%
Gym - 2 options 12 months	\$559	\$589	\$619	\$656	\$683
Increase %		5.4%	5.1%	6.0%	4.1%
Casual Gym/Pool entrance	\$15.00	\$16.00	\$18.00	\$18.00	\$19.00
Increase %		6.7%	12.5%	0.0%	5.6%

## RARCF Patron Projections

Patronage estimates from the Coffey Report provide a range based on three scenarios (realistic, conservative and optimistic) and those patronage numbers for the next ten years are highlighted in Table 15 below. The impact of these estimated patronage numbers is important in determining the key benchmark of revenue per patron, which in turn drives the extent of any deficit pre and post depreciation and the quantum of any subsidy from the municipal fund for operating the RARCF.

In projecting indicative attendance levels for the proposed RARCF the following considerations are made:

- The current 2012, 5km primary catchment population for the proposed Cockburn Central facility development is 51K persons, projected to increase to 65K persons in 2031. A 10km primary catchment is 207K persons rising to 264k persons in 2031.
- There is a relatively low level of competition with the closest major facilities being: Armadale Aquatic Centre - 16km east, Fremantle Leisure Centre - 16km northwest and Kwinana Requatic Centre - 18km southwest and Melville Aquatic Centre – 11km north, Cannington Leisureplex - 15km northeast and Riverton Leisure Centre - 12km northeast.
- The Cockburn Central precinct is to be developed as significant regional hub attracting a broader catchment population including Cockburn Central, Cockburn Central West, Banjup North, Harvest Lakes, Wandi and areas south of Success.
- The proposed facility development is unique to Perth and hence should encourage a high level of participation including the impact of the FFC presence at the RARCF.
- The proposed development is located close to the Kwinana Freeway providing excellent access for north and south commuters on the train line plus east and west on the bus network.
- It is projected that the annual attendances for the proposed facility development will be 20% higher per head of catchment population than the existing attendances at South Lakes Leisure Centre.
- It is projected that the base level attendances per head of population will be approximately 11.3.

Coffey Sport and Leisure (CSL) were engaged by the City to look at the feasibility and forecasted performance of a standalone facility aquatic and recreation facility. The report outlines the projected attendances based on a number of benchmarks researched by CERM for Group 6 type facilities. These facilities generally are large recreation facilities with indoor and outdoor pools and service a regional catchment area. Anecdotal evidence suggests that swimming pools operating with an exclusive 5 km catchment generally obtain 80% of pool patrons from within that 5km radius. The balance (20%) is generated from outside that radius but generally within a 10 km radius of the pool. In terms of a pool 'Catchment Multiplier' when forecasting attendances for local and district swimming pools notionally attendances are estimated based on the population contained within a 5km radius of the pool. However larger regional pools will draw on 10km+ catchment radius.

Planning for the Regional Aquatic and Recreation Facility shows it will play the role as the major regional aquatic facility and the 10 km regional catchment of 207,000 has been assumed. The CSL report estimates that in 2016 the attendance would be around 622,000 visits per year however the City strongly believes that given the profile, location, distance to other pools, the annual attendance is more likely to be closer to 750,000 visits per year. This is based on a catchment multiplier of 3.6 visits per population within the 10km catchment area. The benchmark multiplier is 2.9 for the 10km catchment area however the City has strong evidence to show that a large portion of users at the existing SLLC are located within the 5-10km catchment.

- It is noted that 70% of the SLLC membership is drawn from a radius of 5km to 10km from the SLLC.

*Table 15 – Forecast attendance at RARCF (Coffey Report) Based on 5km radius*

	<b>Realistic Scenario (in '000s)</b>	<b>Conservative Scenario (in 000s)</b>	<b>Optimistic Scenario (000s)</b>
2016/17	622	559	684
2017/18	633	570	696
2018/19	645	580	709
2019/20	565	590	722
2020/21	668	601	734
2021/22	679	611	747
2022/23	673	600	741
2023/24	667	60	734
2024/25	688	610	746
2025/26	689	620	758

*Note: subsequent "realistic" and "optimistic" patronage numbers include FFC attendances whereas the above table does not have FFC attendances.*

## **Forecast Entrance Fees and Subsidies**

A new regional facility at Cockburn Central West will attract a wider demographic and from a wider reach than the current SLLC. As such, the following table has been prepared to ascertain what other Councils charge their patrons for the relevant benchmark entrance fees.

*Table 16 – Benchmark 2012/13 Entrance Fees for Councils within 20km of the RARCF*

Benchmark Fees	Cockburn	Cannington (Canning)	Riverton (Canning)	Kwinana	Melville (Melville)	Fremantle	Beatty Park (Vincent)	Joondalup Arena
Pool entrance (casual)	\$5.20	\$5.20	\$5.60	\$4.85	\$5.60	\$5.20	\$5.70	\$5.30
Sports Stadium Day per Hour	\$37.00	\$54.00	\$0.00	\$50.00	\$51.00	\$44.00	\$45.00	\$37.00
Sports Stadium Night per Hour	\$40.00	\$54.00	\$0.00	\$56.00	\$51.00	\$44.00	\$45.00	\$47.55
Gym - 2 options 12 months	\$683	\$590	\$545	\$617	\$849	\$660	\$850	\$710
Casual Gym/Pool	\$19.00	\$16.00	\$14.00	\$13.40	\$15.00	\$16.00	\$16.00	\$14.75

When compare the entrance fees in Table 17 with proposed entrance fees in Table 17 and 18, the City is at or near the bottom of each benchmark category. The regional facilities of Beatty Park and Joondalup Arena have been included as RARCF will be on par with the facilities provided by these two venues. What this means is that there is capacity to price what is potentially offered by RARCF at a higher benchmark rate. Table 18 compares a higher rate for RARCF, in the order of 8%, so as to match Melville's aquatic centre current entrance fees.

Table 17 below highlights the various options for Year 1 of the RARCF inclusive of patrons, overall revenue and expenditures, depreciation expense, estimated operating deficits and potential subsidies per patron of the RARCF. A detailed 10 year scenario is included in Appendix 3

### *Depreciation*

The current rate of depreciation for Council buildings is 2.5% per annum. The capital value of the RARCF project for Cockburn is \$82m which translates to \$2m per annum. However the value of the planning, development and professional fees equates to \$15m, when this is removed the capital value reduces to \$67m or \$1.679m per annum. The other non-building costs can be budgeted and expended as an operating cost similar to land acquired for road construction from a private owner then expended as it is gifted to the Crown.

The "Realistic/Optimistic" Options are based on the Coffey Report of attendance plus the FFC patronage. The 8% increase in entrance fees in 2016/17 adjusts the base benchmark entrance fees into the current SLLC to the equivalent Melville Aquatic Centre entrance fee (in 2012/13 dollars).

Lowering the cost of depreciation reduces the overall deficit for RARCF but still allowing for cash backing the depreciation for replacement of the actual building and pool facilities. The impact of the increase entrance fees, patrons and depreciation changes on the RARCF operating deficits and any subsidy is highlighted in Table 17 below.

Table 17 – Subsidy per Patron from municipal fund for RARCF

Option	Year	Patrons	Revenue (\$m)	Revenue per Patron	Op Costs (\$m) Exc Depn	Depreciation (\$m)	Op Deficit (\$m)	Subsidy per patron
<b>Higher Depreciation</b>								
Realistic Patrons	2016/17	638,500	\$4.83	\$7.57	\$4.57	\$2.00	-\$1.74	-\$2.73
Realistic+8%		638,500	\$5.22	\$8.17	\$4.57	\$2.00	-\$1.36	-\$2.13
Optimistic Patrons	2016/17	700,500	\$5.30	\$7.57	\$4.57	\$2.00	-\$1.27	-\$1.82
Optimistic+8%		700,500	\$5.72	\$8.17	\$4.57	\$2.00	-\$0.85	-\$1.21
<b>Lower Depreciation</b>								
Realistic Patrons	2016/17	638,500	\$4.83	\$7.57	\$4.57	\$1.68	-\$1.42	-2.23
Realistic+8%		638,500	\$5.22	\$8.17	\$4.57	\$1.68	-\$1.04	-1.62
Optimistic Patrons	2016/17	700,500	\$5.30	\$7.57	\$4.57	\$1.68	-\$0.95	-1.36
Optimistic+8%		700,500	\$5.72	\$8.17	\$4.57	\$1.68	-\$0.53	-0.76

To obtain a similar subsidy per patron as currently paid (in 2012/13), the RARCF would have to achieve the Optimistic Patrons/Lower Depreciation (without the 8% increase in the base benchmark casual pool entrance rate). That is a subsidy of \$1.36 for every patron.

To obtain a similar operating deficit for the overall facility similar to SLLC, the RARCF would have to achieve the Optimistic Patrons/Lower Depreciation (with the 8% increase in the base benchmark casual pool entrance fee, that is the casual pool entrance fee would have to increase by 8% from \$5.20 to \$5.60, similar to the City of Melville as noted in Table 16 above).

Instead of having an 8% increase (raising the fee from \$5.20 to \$5.60 in 2012/13 dollars) at the time of opening of the RARCF in 2016/17, an alternative proposal would be to have slightly higher increases over the 2013/14 to 2016/17 period as the following table demonstrates:

Table 18 – Alternative to a one off 8% increase in Entrance Fees

Benchmark Fee	2012/13	2013/14	2014/15	2015/16	2016/17
Current Fees SLLC	\$5.20	\$5.40	\$5.60	\$5.80	\$6.10
% Increase	4%	4%	4%	4%	4%
8% Increase at time of opening	\$5.20	\$5.40	\$5.60	\$5.80	\$6.30
% Increase	4%	4%	4%	4%	8%
Alternative Steady State Increase	\$5.20	\$5.50	\$5.80	\$6.20	\$6.50
Target (based on Melville)	\$5.60	\$5.80	\$6.00	\$6.30	\$6.50
% Increase	4%	6%	6%	6%	6%

## Staffing Requirements

RARCF will be a bigger facility in both size and services offered than the SLLC. This means the requirement for more full time, part time and casual staff to run and manage the facility. Table 20 demonstrates the current staffing levels at SLLC and the proposed levels at RARCF. Overall there is an expected 47% increase in hours of staff time to run the facility. The bulk of the time is for casuals.

Table 19 – SLLC Staffing migrating to RARCF Requirements in 2016/17

	2009/10		2010/11		2011/12		2012/13		2016/17		
	FTE	Annual Hours	FTE	Annual Hours	FTE	Annual Hours	FTE	Annual Hours	FTE	Annual Hours	Increase for 2016/17
Casual	16.17	31,954	16.22	32,058	16.44	32,058	17.18	33,501	25.72	50,820	52%
Part Time	2.57	5,075	2.56	5,070	2.56	5,070	3.56	7,176	5.08	10,046	40%
Full Time	9.00	17,784	9.00	17,784	9.00	17,784	8.00	15,808	11.20	22,131	40%
<b>Total</b>	<b>27.74</b>	<b>54,813</b>	<b>27.78</b>	<b>54,912</b>	<b>28</b>	<b>54,912</b>	<b>28.74</b>	<b>56,485</b>	<b>42.00</b>	<b>82,998</b>	<b>47%</b>

It is anticipated that the staffing requirement especially the casuals will be required to increase substantially as noted in the above table. Based on the above hours, the payroll bill will increase from \$1.82m to \$2.9m (indexed by 3% in the financial years 2013/14 and 2014/15).

A copy of the staff structure for the RARCF SLLC is attached in Appendix 4.

## Marketing Plan

A plan has been prepared on the following principles with the aim to attract maximum patrons from day one of the facility opening:

- Internal marketing
- External marketing
- Advertising – what period of time for pre and post opening and the intensity required
- Cost and budget

The detailed plan and a summary of the plan is attached at Appendix 5

## Fee Structure for Fremantle Football Club

The fee structure for the various components has been designed to demonstrate that the City is not subsidising a professional sporting organisation. The areas to be covered are depreciation, operating costs on their building, common area costs, long-term capital maintenance costs and facility usage fees.

### Depreciation

The FFC will be required by the Heads of Agreement to place onto their balance sheet the capital contribution and subsequent portion of the building at RARCF. This is similar to a strata arrangement. This would mean that the FFC would depreciate their capital contribution rather than Cockburn depreciate it. The impact would be an annual charge (non-cash) of \$625,000 given the same accounting depreciation rate used by Council.

### Operating Costs of the FFC Facility

The FFC is responsible for the recurrent operating costs of the FFC Facility. The indicative cost provided by the Quantity Surveyor (QS) is \$40 per square metre per annum.

### *Common area costs for the RARCF*

There are a number of common areas in the RARCF such as receptions, lifts, grounds, car parks. The FFC will pay 23% of the recurrent operating costs of these areas. The operating costs are services such as power, cleaning, lift maintenance amongst other common area costs. This is no different to a commercial lease with respective tenants paying variable outgoings as required to a set (annual) budget.

### *Long Term Capital Maintenance*

As with any major building, there will be a schedule of capital maintenance required to ensure the RARCF is maintained at the agreed level. Long term capital maintenance covers air conditioning systems, fire protection, lifts, carpet, roof plumbing, painting, floor coverings amongst other items. A full list is provided with a calculation of the cost. Initial estimates are that the FFC should reserve approximately \$0.335m per annum (from the free cash generated by the depreciation charge) to meet the capital demands as and when required. The Council will set aside the relevant amount into a reserve to meet its commitment. See Appendix 6 for a sample long term capital maintenance plan.

### *Usage Fees for COC Aquatic and recreation Facilities*

The FFC is to deliver to Council a model usage table so Council can provide figures for actual usage of the aquatic and recreation facilities of the RARCF. The FFC will not use the COC fitness facilities as they will have their own for the playing group. It is Council's understanding that the Elite Training Facility will not be available to FFC staff.

This fee will allow following access to those community facilities:

1. Up to 50 players to have access for up to three lanes of the lap pools (with additional lanes available subject to availability); hydrotherapy pool and recovery area.
2. Access for up to 25 coaches, trainers and other specialist staff associated with the performance of the players for the performance of their duties. But not actual usage.
3. Use of the high ball area by the players and support staff.

The Fee proposed in the Heads of Agreement is \$40,000, which represents a discounted rate off the full cost rate (non-subsidised) entrance fee normally charged to casual users. It has been discounted for a number of financial reasons:

1. The FFC is a bulk user of the facility. This would attract a 35% discount because of the recurrent nature of the FFC's use of the facilities
2. A discount has been provided due to the capital contribution proposed to be made by the FFC to the construction cost of the Hydrotherapy pool and recovery area. The proposed capital contribution of \$0.64m has been amortised over a 25 year period discounted by the same percentage provided to the FFC off the full (non-subsidised) cost of usage.
3. A naming rights fee to be negotiated to be paid by the FFC to the COC which will attract an additional \$60,000 per annum to Council



A full calculation of the usage fees is attached in Appendix 7 with relevant notations for each level

#### *Football Oval*

FFC will be provided access to the community playing fields as per the standard bookings process and charged in accordance with Councils adopted fees for seasonal use of reserves. Current seasonal fee for active reserve training is \$27 per player per annum. The City accepts that these charges may be used to offset the use of the primary AFL oval (managed by FFC) for City of Cockburn approved activities.

The FFC will be required, at its own cost, to upgrade the football oval from a community standard to an AFL standard oval.

#### *Fees paid by COC for use of FFC Facilities*

In line with the principals of shared usage, the City would have access to some of the facilities being provided by the Fremantle Football Club, at no cost to the City. Access to these areas which is under the direct management of FFC is subject to availability and at the discretion of the FFC, for which permission will not be unreasonably withheld. These areas include;

1. primary AFL oval for approved City of Cockburn activities
2. media centre
3. front of house meeting rooms
4. high performance areas for local elite athletes

Where there are direct costs for use of the above facilities by the City, the City or the approved user will be responsible to cover those costs.

## **IMPACT OF THE RARCF AND OTHER PROJECTS**

### **Review of the Long Term Financial Plan**

Impact on the Plan for the District and soon to be updated Ten Year Long Term Financial Plan (LTFP) from the construction of the RARCF

The LTFP 2012-2021 is due to replace the PFTD 2010 – 2020 and the LTFP is attached (in part) at Appendix 8. The LTFP contains all the updated costings for Road, Community, Civic and Sundry Capital Expenditure over the next ten financial years. A full briefing on the LTFP will be provided to Council in February 2013.

Table 20 below highlights the macro level numbers for the proposed LTFP.

*Table 20 – Macro numbers for the LTFP*

	2012/13-2021/22
(All amounts in \$m's)	LTFP
Rates	\$749.12
Total Operating Revenue	\$1,471.93
Payroll	\$498.48

	2012/13-2021/22
(All amounts in \$m's)	LTFP
Depreciation	\$278.82
Total Operating Expenditure	\$1,319.87
Capital Income	\$379.27
Capital Expenditure	\$790.93

*Capital Expenditure* – The item is similar to the current PFTD in terms of items to be constructed. What has changed is the cost of constructing the items especially roads and the associated cost of the land when acquiring it from private land owners. The municipal or council fund contribution to the majority of the capital projects is secure but the grant/developer contributions remains unconfirmed but will be updated as these amounts are confirmed.

The LTFP provides for the cost of constructing the RARCF at \$82m based on \$65m of own source funding including the loan (noted below) and \$17m of grants from the State and Federal Government. The LTFP also provides for the collection of funds from the developer contribution levy. The attached LTFP demonstrates that given certain assumptions, the City will remain able to provide services across the term of the LTFP.

*Capital Income* – This item includes a substantial increase in developer contributions for Road asset infrastructure in addition to quantifying the contributions from developers for community infrastructure such as the RARCF. A note of concern is the level of road asset contribution is currently being reviewed. This item also includes transfers from Council's cash backed reserves to fund capital expenditure such as the RARCF.

### *Impact on rates*

The LTFP has been constructed to maintain the underlying rate increases first proposed in the PFTD, that is 4% per annum. The City remains a growing municipality with demand for both, new services and facilities as well as renewing existing assets in the established parts of the municipality.

The Ten Year LTFP highlights only one capital project may be delayed as a result of proceeding with this Business Plan and because the need for the land on which it is located is still to go through structure planning. A capital contingency plan will be put in place to upgrade the existing facility for several years.

## **Debt Program**

As part of the funding of the RARCF, the City will be required to undertake to borrow \$25m. The purpose is to pre-fund the developer contribution portion of the overall capital expenditure associated with the RARCF. This is required as the developer contributions are planned to be raised over twenty years but the spending is primarily over the next ten years.

The loan package will be obtained from WATC (Western Australian Treasury Corporation). The current interest rates for a 10/15/20 year loan are 3.82%/4.16%/4.39% respectively.



Table 21 – Sample Loan Program (Principal and Interest) for \$25m over 10/ 15/ 20 years.

(all amounts \$m's)	10 Year	15 Year	20 Year
Loan	25.00	25.00	25.00
Annual Payment	3.33	2.39	1.97
Total Interest	5.01	8.49	12.37
Interest Rate	3.82%	4.16%	4.39%

For the purposes of this Business Plan, the 15 year loan has been factored into the LTFP. The loan will be borrowed in 2014/15 as per the cashflow noted in Table 10 above. The annual repayments are covered by the funds collected by the DCP (DCA13), with the interest being factored into the total operating cost of Council over the 15 years.

### Development Contribution Plan Funds

The projection is to collect between \$2m to \$3m in DCP contributions annually. With no ability to fund the interest component from the DCP funding, the principal repayment component will be averaged at \$1.67m annually. This will leave \$0.33m to \$1.33m post 2016/17 to fund other capital projects requiring DCP funding in part to complete.

In summary, the key impact of constructing and operating the RARCF on the LTFP is as follows:

1. Pre-funding the developer contribution plan totalling \$25m by borrowing this amount from WATC.
2. Bringing forward an estimated \$37m in capital expenditure over 2013/14 to 2015/16 as compared with the PFTD 2014/15 – 2018/19
3. Delaying the construction of the Visko Park Bowling Facility from 2013/14 to 2016/17 as a result of the current bowling club having three years remaining on its lease, the need for rezoning of the land is still pending a masterplan for the site being finalised and approved.
4. Impact of interest on loan is \$6.25m over the LTFP.
5. Deferring a portion of funds for asset management to 2015/16 of \$9.00m
6. FFC paying full cost of their facility but a low cost of usage of the City pools offset by a \$0.64m contribution to the hydrotherapy pool and recovery area plus signage income of \$60,000 annually.

### ECONOMIC IMPACT SUMMARY

The project will deliver ongoing substantial economic impact to the region from an employment and social perspective and more importantly will act as a catalyst to activate development of the precinct. As outlined the total project cost is \$116.5M that is a substantial capital injection into the region. The Table below summaries the economic impact the project will deliver during a after construction.

Table 22 – Economic Impact of Constructing the RARCF

Construction Impact	Ongoing Impact
\$118M direct construction cost expected to indirectly generate an increase in output of \$220M.	The development will provide 526 jobs for operational staff once the centre is completed,



Construction Impact	Ongoing Impact
Total economic output of \$338M.	of which 276 are likely to be full-time jobs, Expenditure in the Cockburn Central Activity Centre by facility user group will result in an economic impact of \$12M per annum.
The direct employment from construction of the facility is estimated to be 397 full time equivalent jobs and a further 740 indirect jobs	The facility will increase the numbers of visitors to Cockburn Central precinct.
Total employment creation derived from construction of 1137 jobs	FFC operations contribute around \$48.9M in economic impact to the regional economy per annum.
The project will act as a catalyst, potentially inducing new investment and bringing forward currently planned investment into the area, particularly in relation to key road infrastructure and building of medium to high density dwellings and commercial infrastructure on the adjacent land	The facility is estimated to generate \$44M in revenue over a 10 year period
At the completion of the Cockburn Central Town Centre there will be an estimated 1,100 dwellings adjacent to the RARCF site. In addition, hundreds of new dwellings can be expected to be accommodated within the broader RARCF area.	FFC makes a significant contribution to the region's competitive advantages, lifestyle and liveability offering substantial leverage to the broader regional economic development goals.
	FFC employs in excess of 130 people; by 2015 the employment levels are expected to increase to 186 persons and by 2025 to 244 persons.

## IMPACT OF OTHERS PROVIDING SIMILAR SERVICES AND FACILITIES

The City is required under the Business Plan to review the impact on others in the municipality providing similar facilities and services. Of the services and facilities noted as proposed to be provided by the City in Table 2 above, the City may be competing with the private sector for the provision of a café and retail space, gym, crèche and hydrotherapy pool. As for the remaining facilities only local governments generally provide recreation and aquatic facilities to the general public.

As to the other facilities:

- Café and Retail space – Cockburn Central and the Cockburn Gateway shopping centre will provide substantial competition. It is not visaged that this facility will be of sufficient size to cause issues to similar providers.
- Gym and fitness – There are a number of other facilities in the general area, but as the City is relocating an existing successful gym and fitness facility from SLLC to RARCF, no new competition is being created.
- Crèche – This is not a general provider of child services but is provided for general patrons to the RARCF. There will be no impact on other providers
- Hydrotherapy Pool – This is a new facility at RARCF as there is no such facility at SLLC. There are a number of private providers of smaller facilities mostly associated with private health type establishments. As this is a public facility it should not impact on private facilities as the private facilities are generally associated with medical or health operations.

## **RISK MANAGEMENT ISSUES**

A number of risk management issues have been raised with an appropriate response. The City has also prepared a risk management matrix, a copy of which is in Appendix 11.

### **Building Costs - Contingencies and escalations**

The City has provided a sum of money in the budget to cover design and building contingencies plus another sum of money to cover cost escalations for the building contract if it's delayed. The current building market remains very competitive especially for the size of this project.

### **Cost over-runs**

The City will enter into a fixed price contract only.

### **Varying Patronage Numbers**

An extensive marketing plan will be completed to capture the patrons from SLLC to RARCF and to increase this number substantially. The impact of FFC at the RARCF will be of assistance to this end.

### **Offsetting rating income for RARCF development**

The 28.66 hectares site is currently not rated by the City. The development of the land, aside from the RARCF, will see 1,200 to 1,500 apartments constructed. This will add \$1m to \$1.3m in rates currently not in the LTFP. Although rates from the additional apartments are not directly attributable in accounting terms to the RARCF operating income statement, it will none the less add to the overall financial position of the City from the fact that the land surrounding the RARCF will be developed and become rateable.

### **Review of Business Plan**

The financial arrangements and the estimates of the construction costs have been vetted by independent third party accountants and quantity surveyors respectively.

### **Loan Program Management**

The City will enter into a fixed interest loan for fifteen years assuring the repayment structure as highlighted in this Business Plan.

### **Review of Taxation Implications**

Both the City of Cockburn and FFC are exempt of federal income tax but are liable for GST and other transactional taxes. A review of potential income tax benefits by the City's legal advisers, Jackson McDonald is underway, which may lower the overall cost of the construction of the RARCF including FFC's component.



## **Due Diligence on FFC as a Partner**

As the City is entering into a long term arrangement with the FFC, a due diligence exercise has been undertaken on the latest financial information lodged by FFC with ASIC and duly audited by their Auditors, Ernst and Young. The review which in Appendix 9 includes a summary of:

- FFC (as long term partner in RARCF) using 2010, 2011 and 2012 published financials
- Comparison with West Coast Eagles (Indian Pacific Limited) and North Melbourne Football Club
- Fee payments to WAFC for ground use and licence payments for AFL
- What assets do they own and depreciation?

In conclusion the FFC appears from public information to be on a sound financial footing.

## **RESIDUAL ISSUES**

### **Options on what to do with SLLC**

The SLLC at the opening of the RARCF will need to be dealt with. The options for the Council are as follows:

1. Close and demolish the SLLC – The City has a written down value of \$6m on the SLLC at February 2016. This will have to be written off against the revaluation reserve. The demolition costs on the site would be in order of \$1m plus disposals costs.
2. Sell the SLLC to the Education Department in total – Given the Lakelands High School is remaining at their current site, this could be an option. The maintenance of the 20 year old indoor pool is a negative consequence to this option. To upgrade the facility to a standard pool would take at least \$1m.
3. Sell the SLLC to the Education Department in part – What is attractive is the sports stadium, open areas and parking. The pool area would potentially have to be filled in. We do not wish to sell the gym as this may detract from patrons going to the new gym at the RARCF.
4. Convert the pool into an indoor hockey arena – Cost would be substantial and would involve potential leakage of patrons from RARCF, if they offered this program at RARCF.



## CONCLUSIONS

The question proposed by the Business Plan has been one of - Can the City afford to construct and operate the RARCF in conjunction with undertaking the remaining services and facilities as highlighted in the RARCF.

1. Build and fund the RARCF– The Business Plan demonstrates the ability to fund the construction of either the RARCF at the \$82m level or at the lower figure of \$65m. The impact on the financial position of Council is within the capacity of the new Long Term Financial Plan. While the cost of the facility is large, no other project in the LTFP will be delayed other than the re-location and rebuilding the Bowling Club being delayed by several years. Although it has been noted, there is now no urgency as the redevelopment of the City administration site is still a number of years away from proceeding.
2. Operating the RARCF– This facility is significantly bigger than the current SLLC but more in line with regional facilities such as Beatty Park and Arena Joondalup. The two key numbers that determine the success are the potential patronage numbers and the uplift in benchmark entrance fees. In the former case, all indications would point to achieving the patronage numbers, in that the area is a strong growth region, a successful current facility already achieving 70% of the “realistic” targets and 60% of the “optimistic” targets, it is located in the middle of a region where other facilities are 12km to 18 km away and finally the relocation of an AFL Team, namely the FFC. The latter factor is the benchmark entrance fees. The uplift by 8% either as one increase or over a number of years to achieve parity pricing with a number of similar facility is achievable and not unrealistic.
3. To lower the operating cost, the City will implement a range of ESD initiatives as well as expense a portion of the land development and design costs.
4. There is no cross subsidy to the FFC from the City for the FFC to relocate to Cockburn Central with the FFC paying capital and operating costs (including variable outgoings for common areas). The usage fee negotiated with the FFC is generous but is offset with signage income and a capital contribution to the Hydrotherapy Pool and Recovery Area.

### Public comments on the Business Plan

This business plan is being advertised for a period of six (6) weeks from the date of notification in The West Australian on Saturday 23 February 2013. Advertising will also occur in the Cockburn Gazette Newspaper on Tuesday 26 February 2013 and the Cockburn Herald on 23 February 2013.

The Business Plan can be inspected:

1. At the City's Administration between the hours of 8:30am and 4:30pm Monday to Friday;
2. At the three City of Cockburn Libraries in Spearwood, Coolbellup and Cockburn Gateway Shopping Centre;

3. On the City's website at [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au)

Copies of the Business Plan can be obtained by:

1. Downloading the document from the City's website at [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au)

Submissions on the Business Plan are to be made in writing and to be received no later than 12 noon, Monday, 8 April 2013.

Submissions in writing can be addressed to:

Chief Executive Officer  
City of Cockburn  
9 Coleville Cres  
SPEARWOOD WA 6163

Or submissions can be lodged electronically by email using the following email address:

[RARCF.BusinessPlan@cockburn.wa.gov.au](mailto:RARCF.BusinessPlan@cockburn.wa.gov.au)

## APPENDIX 1 – SECTION 3.59 OF THE LOCAL GOVERNMENT ACT AND REGULATIONS

### 3.59. Commercial enterprises by local governments

- (3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —
- (a) its expected effect on the provision of facilities and services by the local government;
  - (b) its expected effect on other persons providing facilities and services in the district;
  - (c) its expected financial effect on the local government;
  - (d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56;
  - (e) the ability of the local government to manage the undertaking or the performance of the transaction; and
  - (f) any other matter prescribed for the purposes of this subsection.
- (4) The local government is to —
- (a) give State wide public notice stating that —
    - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction;
    - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- and
- (b) make a copy of the business plan available for public inspection in accordance with the notice.
- (5) After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.
- \* Absolute majority required.*

### Functions and General Regulations 1996

#### Part 3 — Commercial enterprises by local governments (s. 3.59)

##### 7. Minimum value of major land transaction

For a land transaction to be a major land transaction the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction,

has to be more, or worth more, than either \$1 000 000 or 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year

##### 9. Minimum expenditure involved in a major trading undertaking

- (1) For a trading undertaking to be a major trading undertaking the expenditure by the local government that —
- (a) the undertaking involved in the last completed financial year; or
  - (b) the undertaking is likely to involve in the current financial year or the financial year after the current financial year,

Has to be more than either \$500,000 or 10% of the lowest operating expenditure described in sub regulation (2).

## **APPENDIX 2 – OTHER AQUATIC AND RECREATION FACILITIES**

Four Facilities visited in the Eastern States:

1. Glen Eira Aquatic and Recreation Centre
2. Frankston Regional Aquatic and Health and Wellbeing Centre
3. Casey Aquatic and Regional Centre
4. Melbourne Sports and Aquatic Centre

Facilities reviewed and visited in Western Australia

1. Arena Joondalup
2. Beatty Park (refurbishment)
3. Cannington Leisureplex and
4. Riverton Aquatic Centre.

These documents are available on-line at [www.cockburn.wa.gov.au/RARCFfacility](http://www.cockburn.wa.gov.au/RARCFfacility)



## APPENDIX 3- REVIEW OF OPTIONS, PATRONS, REVENUES, EXPENDITURE, OPERATING DEFICITS – TEN YEAR PLAN

### With Standard Depreciation

	Realistic Scenario	Revenue	Revenue per Patron	Op Costs	Depn	Op Deficit	Subsidy per patron			Realistic Scenario	Revenue	Revenue per Patron+ 8% uplift	Op Costs	Depn	Op Deficit	Subsidy per patron
2016/17	638,500	4,830,568	7.57	4,574,207	2,000,000	-1,743,639	-2.73		2016/17	638,500	5,217,013	8.17	4,574,207	2,000,000	-1,357,194	-2.13
2017/18	649,500	5,009,582	7.71	4,757,175	2,000,000	-1,747,593	-2.69		2017/18	649,500	5,410,349	8.33	4,757,175	2,000,000	-1,346,827	-2.07
2018/19	661,500	5,195,341	7.85	4,947,462	2,000,000	-1,752,122	-2.65		2018/19	661,500	5,610,968	8.48	4,947,462	2,000,000	-1,336,495	-2.02
2019/20	671,500	5,388,101	8.02	5,145,361	2,000,000	-1,757,260	-2.62		2019/20	671,500	5,819,149	8.67	5,145,361	2,000,000	-1,326,212	-1.97
2020/21	684,500	5,588,131	8.16	5,351,175	2,000,000	-1,763,045	-2.58		2020/21	684,500	6,035,181	8.82	5,351,175	2,000,000	-1,315,994	-1.92
2021/22	695,500	5,795,708	8.33	5,565,222	2,000,000	-1,769,514	-2.54		2021/22	695,500	6,259,365	9.00	5,565,222	2,000,000	-1,305,857	-1.88
2022/23	689,500	6,011,123	8.72	5,787,831	2,000,000	-1,776,708	-2.58		2022/23	689,500	6,492,013	9.42	5,787,831	2,000,000	-1,295,818	-1.88
2023/24	683,500	6,234,675	9.12	6,019,344	2,000,000	-1,784,669	-2.61		2023/24	683,500	6,733,449	9.85	6,019,344	2,000,000	-1,285,895	-1.88
2024/25	704,500	6,466,677	9.18	6,260,118	2,000,000	-1,793,442	-2.55		2024/25	704,500	6,984,011	9.91	6,260,118	2,000,000	-1,276,107	-1.81
2025/26	705,500	6,707,451	9.51	6,510,523	2,000,000	-1,803,072	-2.56		2025/26	705,500	7,244,047	10.27	6,510,523	2,000,000	-1,266,476	-1.80
	Optimistic Scenario	Revenue	Revenue per Patron	Op Costs	Depn	Op Deficit	Subsidy per patron			Optimistic Scenario	Revenue	Revenue per Patron+ 8% uplift	Op Costs	Depn	Op Deficit	Subsidy per patron
2016/17	700,500	5,299,628	7.57	4,574,207	2,000,000	-1,274,579	-1.82		2016/17	700,500	5,723,598	8.17	4,574,207	2,000,000	-850,609	-1.21
2017/18	712,500	5,495,500	7.71	4,757,175	2,000,000	-1,261,675	-1.77		2017/18	712,500	5,935,140	8.33	4,757,175	2,000,000	-822,035	-1.15
2018/19	25,500	5,697,989	7.85	4,947,462	2,000,000	-1,249,474	-1.72		2018/19	725,500	6,153,828	8.48	4,947,462	2,000,000	-793,635	-1.09
2019/20	738,500	5,925,707	8.02	5,145,361	2,000,000	-1,219,654	-1.65		2019/20	738,500	6,399,764	8.67	5,145,361	2,000,000	-745,597	-1.01
2020/21	750,500	6,126,942	8.16	5,351,175	2,000,000	-1,224,233	-1.63		2020/21	750,500	6,617,098	8.82	5,351,175	2,000,000	-734,078	-0.98
2021/22	763,500	6,362,363	8.33	5,565,222	2,000,000	-1,202,860	-1.58		2021/22	763,500	6,871,352	9.00	5,565,222	2,000,000	-693,870	-0.91
2022/23	757,500	6,603,953	8.72	5,787,831	2,000,000	-1,183,878	-1.56		2022/23	757,500	7,132,270	9.42	5,787,831	2,000,000	-655,562	-0.87
2023/24	750,500	6,845,829	9.12	6,019,344	2,000,000	-1,173,516	-1.56		2023/24	750,500	7,393,495	9.85	6,019,344	2,000,000	-625,850	-0.83
2024/25	762,500	6,999,065	9.18	6,260,118	2,000,000	-1,261,054	-1.65		2024/25	762,500	7,558,990	9.91	6,260,118	2,000,000	-701,129	-0.92
2025/26	774,500	7,363,460	9.51	6,510,523	2,000,000	-1,147,063	-1.48		2025/26	774,500	7,952,537	10.27	6,510,523	2,000,000	-557,986	-0.72

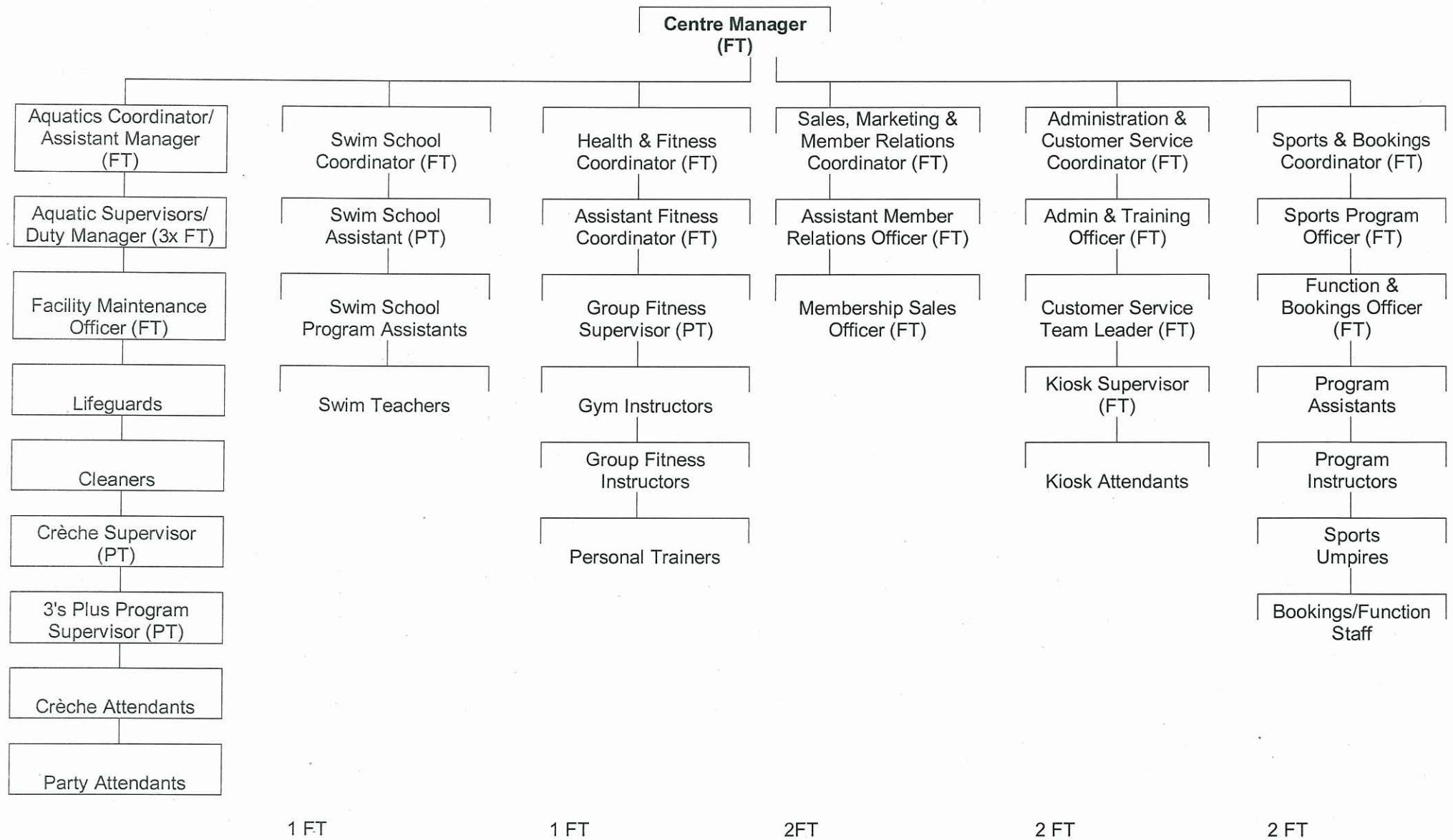


# With Non-Standard Depreciation

	Realistic Scenario	Revenue	Revenue per Patron	Op Costs	Depn	Op Deficit	Subsidy per patron			Realistic Scenario	Revenue	Revenue per Patron+ 8% uplift	Op Costs	Depn	Op Deficit	Subsidy per patron
2016/17	638,500	4,830,568	7.57	4,574,207	1,679,750	-1,423,389	-2.23		2016/17	638,500	5,217,013	8.17	4,574,207	1,679,750	-1,036,944	-1.62
2017/18	649,500	5,009,582	7.71	4,757,175	1,679,750	-1,427,343	-2.20		2017/18	649,500	5,410,349	8.33	4,757,175	1,679,750	-1,026,577	-1.58
2018/19	661,500	5,195,341	7.85	4,947,462	1,679,750	-1,431,872	-2.16		2018/19	661,500	5,610,968	8.48	4,947,462	1,679,750	-1,016,245	-1.54
2019/20	671,500	5,388,101	8.02	5,145,361	1,679,750	-1,437,010	-2.14		2019/20	671,500	5,819,149	8.67	5,145,361	1,679,750	-1,005,962	-1.50
2020/21	684,500	5,588,131	8.16	5,351,175	1,679,750	-1,442,795	-2.11		2020/21	684,500	6,035,181	8.82	5,351,175	1,679,750	-995,744	-1.45
2021/22	695,500	5,795,708	8.33	5,565,222	1,679,750	-1,449,264	-2.08		2021/22	695,500	6,259,365	9.00	5,565,222	1,679,750	-985,607	-1.42
2022/23	689,500	6,011,123	8.72	5,787,831	1,679,750	-1,456,458	-2.11		2022/23	689,500	6,492,013	9.42	5,787,831	1,679,750	-975,568	-1.41
2023/24	683,500	6,234,675	9.12	6,019,344	1,679,750	-1,464,419	-2.14		2023/24	683,500	6,733,449	9.85	6,019,344	1,679,750	-965,645	-1.41
2024/25	704,500	6,466,677	9.18	6,260,118	1,679,750	-1,473,192	-2.09		2024/25	704,500	6,984,011	9.91	6,260,118	1,679,750	-955,857	-1.36
2025/26	705,500	6,707,451	9.51	6,510,523	1,679,750	-1,482,822	-2.10		2025/26	705,500	7,244,047	10.27	6,510,523	1,679,750	-946,226	-1.34
	Optimistic Scenario	Revenue	Revenue per Patron	Op Costs	Depn	Op Deficit	Subsidy per patron			Optimistic Scenario	Revenue	Revenue per Patron+ 8% uplift	Op Costs	Depn	Op Deficit	Subsidy per patron
2016/17	700,500	5,299,628	7.57	4,574,207	1,679,750	-954,329	-1.36		2016/17	700,500	5,723,598	8.17	4,574,207	1,679,750	-530,359	-0.76
2017/18	712,500	5,495,500	7.71	4,757,175	1,679,750	-941,425	-1.32		2017/18	712,500	5,935,140	8.33	4,757,175	1,679,750	-501,785	-0.70
2018/19	725,500	5,697,989	7.85	4,947,462	1,679,750	-929,224	-1.28		2018/19	725,500	6,153,828	8.48	4,947,462	1,679,750	-473,385	-0.65
2019/20	738,500	5,925,707	8.02	5,145,361	1,679,750	-899,404	-1.22		2019/20	738,500	6,399,764	8.67	5,145,361	1,679,750	-425,347	-0.58
2020/21	750,500	6,126,942	8.16	5,351,175	1,679,750	-903,983	-1.20		2020/21	750,500	6,617,098	8.82	5,351,175	1,679,750	-413,828	-0.55
2021/22	763,500	6,362,363	8.33	5,565,222	1,679,750	-882,610	-1.16		2021/22	763,500	6,871,352	9.00	5,565,222	1,679,750	-373,620	-0.49
2022/23	757,500	6,603,953	8.72	5,787,831	1,679,750	-863,628	-1.14		2022/23	757,500	7,132,270	9.42	5,787,831	1,679,750	-335,312	-0.44
2023/24	750,500	6,845,829	9.12	6,019,344	1,679,750	-853,266	-1.14		2023/24	750,500	7,393,495	9.85	6,019,344	1,679,750	-305,600	-0.41
2024/25	762,500	6,999,065	9.18	6,260,118	1,679,750	-940,804	-1.23		2024/25	762,500	7,558,990	9.91	6,260,118	1,679,750	-380,879	-0.50
2025/26	774,500	7,363,460	9.51	6,510,523	1,679,750	-826,813	-1.07		2025/26	774,500	7,952,537	10.27	6,510,523	1,679,750	-237,736	-0.31



## APPENDIX 4 - PROPOSED STAFFING STRUCTURE FOR THE RARCF



4 FT					
2 PT	1 PT	1 PT			
* Casual	* Casual	* Casual		*	*
	Total:			Casual	Casual
Total: FTE	FTE	Total: FTE	Total: FTE	Total: FTE	Total: FTE

**Totals (including RARCF  
Manager)**

11 FT	
PT	(5FTE)
Casuals	(26FTE)
<b>Total</b>	
<b>FTE: *</b>	42

## APPENDIX 5 – MARKETING PLAN AND COST SUMMARY

Summary of Marketing costs – Regional Aquatic & Recreation Community Facility  
(12 months pre & post opening including launch)

Marketing contractor	\$31,200
Internal Communications	\$1000
Develop key marketing messages; straplines; look	\$10,000
Roving display at events, City facilities	\$6,000
Advertising print (local) and radio – pre and post	\$42,500
Value added offers (internal cost)	\$10,000
2-3 months before completion – media tour	\$250
Photography – construction photos for the record (four photo shoots)	\$2000
Soundings extra 4 pages 1 edition	\$7,000
Billboards x 4 pre and post	\$16,000
2 project billboards on site	
New brochures - posters	\$15,000
Launch	\$25,000
Project updates via Staff magazine, Ems newsletter, intranet, email; media releases; e-newsletter; Facebook	\$500
Video for website & photo shoot	\$30,000
Advertise on trains (tactical); train station(s);	\$15,000
Total Budget	\$201,450

Marketing Plan - Regional Aquatic & Recreation Community Facility  
(12 months pre & post opening including launch)

6 months pre-opening; 6 months post - <i>contractor 6 hours per week</i> to work exclusively on marketing of new aquatic facility with support from SLLC marketing/Corporate Communications	\$100 x 6 hours per week x 52 weeks = 600 hours x 52 = <b>\$31,200</b>
Develop key marketing messages; straplines; look	<b>\$10,000</b>
Bimonthly project updates on progress of building to staff via Splash, intranet, email; to media via media releases; e-newsletter; Facebook TVs in outstations; Cockburn Soundings; messages on hold; screens at admin building; other outlets	Staff cost + <b>\$1000</b>
Web cam to watch progress	Project management costs
Moving display for libraries, Youth Centre, Cockburn Gateways Shopping City	<b>\$6,000</b> – plus staff member to man it at CGSC
Promotion of the facility at major Cockburn events	SLLC existing staff
<b><u>Six months before completion</u></b>	
Start paid advertising in Gazette with monthly updates – teasers	3 months x once a month half page updates <b>\$2500</b> –
<b>3 months before</b> start tactical advertising offering – each time offering an excellent added value offer – one per month first two months and then one per week for last month = six ads	3 months x six half page updates <b>\$5000</b> <b>Plus \$10,000</b> from facility income budget to fund 200 value added offers @ \$50 each for the tactical advertising
<b>2-3 months before completion</b> – invite selected journalists to come and view the project / the facility itself (and FFC facility)	<b>\$250 (only to produce some media packs / small refreshments) otherwise staff time</b>
Photography – construction photos for the record (four photo shoots)	<b>\$2000</b>
Start Leisure Centre own Facebook page and e-newsletter with progress, news, links to website page (internal)	<b>Staff + \$500</b> possible design costs; constant contact subscription –
1 month before completion - Produce larger 20 page edition of Cockburn Soundings instead of direct mail or insert in paper to promote the new facility	<b>\$7,000</b> For an extra four pages for design, print and distribution
Billboards around City 4 months prior x 4 =	<b>\$8,000</b>
2 project billboards on site	Funded from project budget?
3 week radio campaign – Perth radio stations – times depending on target audience – allow \$15,000-\$20,000	<b>\$20,000</b>
New Brochures – posters (including limited period brochure pre-opening and pre professional photos post completion)	<b>\$15,000</b>
Website pages	Budget – will be on corporate website
Completion – facility Launch (closed and public) includes t shirts, giveaways. FFC involvement? Staff encouraged to come to launch	<b>\$25,000</b>

<b><u>12 months following completion</u></b>	
Bimonthly (higher frequency closer to the time) project updates on progress of building to staff via Splash, intranet, email; to media via media releases; e-newsletter; Facebook TVs in outstations; Cockburn Soundings; messages on hold; screens at admin building; other outlets	Existing staff
Professional video for website – take a virtual tour plus photo shoot of all facilities and activities for future marketing promotion – (tour done by a FFC footy player)	<b>\$30,000</b>
Billboards 4 months x 4	<b>\$8,000</b>
Advertise on trains (tactical); train station(s);	<b>\$15,000</b>
Radio campaign approx. 1 month after opening – 3 weeks	<b>\$15,000</b>
<b>Total Budget \$211,450</b>	

## APPENDIX 6 – LONG TERM CAPITAL MAINTENANCE REQUIREMENTS FOR FFC

Indicative and Proposed Capital Maintenance over 25 years FFC's ETAF			
Capital Item	Replacement at year	Current \$	Future \$ (inflated by 3.75%)
Roofing and Roof plumbing	12	\$338,750	\$1,362,915
Painting	7	\$232,500	\$1,205,261
Window treatments	10	\$38,125	\$136,056
Toilets	15	\$18,750	\$32,878
Carpet	7	\$268,750	\$1,393,178
Vinyl flooring	10	\$29,375	\$104,829
Whitegoods	7	\$17,500	\$90,719
Hot water systems	12	\$11,719	\$47,149
Air-conditioning/Mechanical services	15	\$552,156	\$1,936,428
Lighting and power	16	\$728,125	\$1,326,059
Lifts	20	\$253,750	\$536,561
Fire protection	15	\$39,375	\$69,045
Security systems	7	\$56,875	\$294,836
Fencing	12	\$11,250	\$45,263
Paving	15	\$43,750	\$76,716
Sundry	7	\$406,250	\$2,105,966
<b>Total</b>		<b>\$3,046,999</b>	<b>\$10,763,858</b>

Source: Davis Langdon



## APPENDIX 7 – FFC USAGE FEE FOR REGIONAL AQUATIC AND RECREATION COMMUNITY FACILITY

### Fee Structure with Sample Usage

Facility	Full Cost inc Depn	Full Cost less Depn	Current Subsidised cost	Discount cost (bulk entry) for FFC	Persons/courts used	days pool / Hours (hp&hc)	Weeks per year	Full Cost inc Depn	Full Cost less Depn	Current Subsidised cost	Discount cost (bulk entry)
Pool (per person)	\$8.56	\$6.20	\$5.20	\$5.56	50	3	46	\$59,031	\$42,780	\$35,880	\$38,370
HP&RCA (Per hour	\$85.52	\$60.00	\$55.00	\$55.59		4	46	\$15,736	\$11,040	\$10,120	\$10,229
H/courts (per hour)	\$67.52	\$45.00	\$42.00	\$43.89	6	5.5	46	\$102,501	\$68,310	\$63,756	\$66,626
					Full Cost prior to contribution			\$177,268	\$122,130	\$109,756	\$115,224
					less cap contribution rate			\$25,600	\$19,118	\$17,540	\$15,931
					<b>Fees</b>			<b>\$151,668</b>	<b>\$103,012</b>	<b>\$92,216</b>	<b>\$99,293</b>
					2016/17			\$167,623	\$114,004	\$102,094	\$109,664

## APPENDIX 8 – TEN YEAR LONG TERM FINANCIAL PLAN

### Comments on the variances

*Rates* – As per the PFTD rates increases have been forecast to increase by 4% annually and this have been imposed on the new LTFP. Property growth over the next ten years is estimated at 3% across the residential, commercial and industrial sector. There is no increase expected in the rural sector as parts of this inevitably are developed into urban/commercial precincts.

*Total Operating Revenue* – This increase arises from rates in addition to fees and charges from a number of services provided by the Council including waste collection and disposal, leisure facilities, rents, interest income and operating grants.

*Payroll* – This expenditure items remains at 37% to 38% of the operating revenue in both the PFTD and LTFP. At this percentage it is one of the lowest in the metropolitan local government sector. What has driven this is a number of in-sourcing arrangements and the enterprise agreement process. As inflation continues to fall in line with overall national economic activity future increases have been reduced to around 3%, which is still 40% above CPI Perth. The LTFP has also increased the SG Superannuation component of the payroll in line with Federal Government requirements moving it from 9% to 12% over the period July 2013 to July 2019. A budget has also been factored into the LTFP as it was for the PFTD for new staff including for new facilities such as RARCF and the Success Library.

*Depreciation* – The increase in this non-cash item is due to new assets being constructed as higher costs and a revaluation accounting standard mandating fair value. This provides for up to date values in the balance sheet, but also impacts on the bottom line of the Council's operating costs.

*Total Operating Expenditure* – The cost increases are reflected in the above two items but also in power increases and other state charges. The new costs from the State Government have added approximately \$50m over the ten to the costs of Council. There will also be some interest expenses in line with loans for RARCF and the provision of other facilities (Emergency Services Building at Cockburn Central) and Underground Power for Coolbellup and Hamilton Hill.

*Capital Income* – This item includes a substantial increase in developer contributions for Road asset infrastructure in addition to quantifying the contributions from developers for community infrastructure such as the RARCF. A note of concern is the level of road asset contribution is currently being reviewed. This item also includes transfers from Council's cash backed reserves to fund capital expenditure such as the RARCF.

*Capital Expenditure* – The item is similar to the current PFTD in terms of items to be constructed. What has changed is the cost of constructing the items especially roads. The largest cost is land acquisition from private land owners. Experience with land acquisition of Spearwood Ave indicates that the cost rises significantly once the fact becomes publically known. The municipal or council fund contribution to the majority of the capital projects is secure but the grant/developer contributions remains unconfirmed but will be

updated as these amounts are confirmed. The Ten Year LTFP highlights only one capital project that may have to be delayed as a result of proceeding with this business plan.

## **APPENDIX 9 – DUE DILIGENCE ON FFC AND COMPARISON WITH WCE AND NMFC**

Will be attached when FFC, WCE and NMFC lodge their 2012 Financials with ASIC in late January 2013  
At the time of writing, only FFC results had been released through ASIC and as such, the due diligence review has not been completed.

## **APPENDIX 10 – ADDITIONAL SUPPORT DOCUMENTS ON-LINE**

1. Coffey Sport and Leisure Report;
2. Cox Howlett Architects - site drawings.

These documents are available on-line at [www.cockburn.wa.gov.au/RARCFfacility](http://www.cockburn.wa.gov.au/RARCFfacility)



## APPENDIX 11 – RISK MANAGEMENT MATRIX

The following table represents a high level risk assessment and mitigation strategies for the City of Cockburn with regards to the project. The risk profile of this Project has been classified as **MODERATE**. A full risk assessment will be completed as part of the Project Manager contract.

CATASTROPHIC	5	ALMOST CERTAIN	5	EXTREME:	20-25
MAJOR	4	LIKELY	4	HIGH:	13-19
MODERATE	3	POSSIBLE	3	MODERATE:	7-12
MINOR	2	UNLIKELY	2	LOW:	0-6
INSIGNIFICANT	1	RARE	1		

RISK CLASSIFICATION	RISK DESCRIPTION	CAUSE OF RISK	CONSEQUENCES	LIKELIHOOD OF OCCURANCE	RISK RATING COMBINED IMPACT	RISK MITIGATION STRATEGY
ENVIRONMENT	Environmental impact natural bush area	Clearing an existing greenfield site	MINOR 2	ALMOST CERTAIN 5	MODERATE	Appropriate approvals sought and development is undertaken by Landcorp Consultation through structure plan
	Construction impact on surrounding residents/business	Noise, track and dust pollution caused by construction	MODERATE 3	POSSIBLE 3	MODERATE	No existing residential to impact on close to site Traffic management study to be developed and plan to be implemented Regular inspections by Environmental Health for compliance with dust control
FINANCIAL	Capital availability	Insufficient reserve funds to deliver project	MODERATE 3	UNLIKELY 2	LOW	City is financially well positioned to deliver the planning and construction of the project. Financial modelling has been completed Project Cash flows to be reviewed regularly
	External funding	Insufficient funding from Federal Government – RDAF	MAJOR 4	LIKELEY 4	HIGH	Identify staged components of facility once funding amounts have been confirmed - Project scaled back
	External funding	Insufficient funding from State Government - Cabinet Submission	MAJOR 4	POSSIBLE 3	MODERATE	Staged components of facility FFC unlikely to partner – project continues as standalone
	Debt Borrowing – Market Risk	High Level borrowing Impact on future borrowing costs	MODERATE 3	UNLIKELY 2	LOW	Loan facility via WA government over 15years to cap future interest rates
	Developer fees	Land Cost higher than predicted	MODERATE 3	POSSIBLE 3	MODERATE	Project has considered cost escalation and has allowed for contingencies for budget increases at various stages
	Taxation Implications	Liability for GST	MAJOR 4	UNLIKELY 2	MODERATE	City to seek advice from legal advisers – may have a positive effect on project budget



RISK CLASSIFICATION	RISK DESCRIPTION	CAUSE OF RISK	CONSEQUENCES	LIKELIHOOD OF OCCURANCE	RISK RATING COMBINED IMPACT	RISK MITIGATION STRATEGY
	Project Cost Estimate	Cost estimate for project well below Tendered price	MAJOR 4	POSSIBLE 3	MODERATE	Independent QS to be appointed to the project Competitive tendering process & Fixed Price Contracts Establish strong budget guidelines for project
	Budget Increase	Cost overruns due to variations	MODERATE 3	POSSIBLE 3	MODERATE	City to enter into a fixed price contracts Regular financial reporting on budget v actual spend
LEGAL	Public Liability Civil Liability	Injury or Death to public, staff or workers	MAJOR 4	POSSIBLE 3	MODERATE	All works and contractors comply with OH&S plan – Builder Project Manager to control risk Provide appropriate insurance cover
	Policy Compliance	Compliance with Councils internal policy and LG requirements	MODERATE 3	POSSIBLE 3	MODERATE	Project team fully aware of Council requirements Stakeholders adhere to agreements
	Disputes	Partnership disputes	MAJOR 4	POSSIBLE 3	MODERATE	Appoint legal adviser over the course of project Project manager to manage contractor disputes
ORAGNISATIONAL	Internal project management	Lack of internal resources / changing personnel	MAJOR 4	POSSIBLE 3	MODERATE	Provide dedicated FTE to manage the project internally Steering committees and working groups developed Reporting on project to Project Control Group and Council
	Organisation change	Local government reform	MINOR 2	UNLIKELY 2	LOW	Project structure would remain given the expected time reform could take place
	Meeting the requirements of funding agreements	Project Delays	MODERATE 3	POSSIBLE 3	MODERATE	Provide regular reports to state and federal and maintain close communication
	Complexity and ability to deliver	Experience to in delivering large Capital projects	MAJOR 4	POSSIBLE 3	MODERATE	Relevant staff and resources are committed Regular reporting on project
PLANNING	Design	Design inadequacies at time of tender	MAJOR 4	POSSIBLE 3	MODERATE	Project Manager and Project Control Group to monitor
	Planning Delays	Delays in planning and design process	MODERATE 3	POSSIBLE 3	MODERATE	Regular review of project timeline and allow for contingencies
POLITICAL	Other City Projects delayed	Impact on other infrastructure projects	MINOR 2	POSSIBLE 3	LOW	Review capital works program and factor in project cost Extend delivery time of current projects if required
	Public Image, Reputation	Poor public image of Project scope	MODERATE 3	UNLIKELY 2	LOW	Develop and maintain a positive marketing campaign on project with regular progress updates
PROJECT DELIVERY	Project Management	Inexperienced or under resourced project manager reducing delivery capacity	MAJOR 4	POSSIBLE 3	MODERATE	Independent Project Manager appointed Tendering consultants to provide a brief/presentation as part of tender with detailed experiences and personnel
	Construction – Market Risk	Loss or delays in contractual disputes	MAJOR 4	POSSIBLE 3	MODERATE	Independent Project Manager to manage and resolve contractual issues Independent QS appointed fro period of project to



RISK CLASSIFICATION	RISK DESCRIPTION	CAUSE OF RISK	CONSEQUENCES	LIKELIHOOD OF OCCURRENCE	RISK RATING COMBINED IMPACT	RISK MITIGATION STRATEGY
						provide advice on cost
	Construction Delays	Project delayed due to Builder	MAJOR 4	POSSIBLE 3	MODERATE	Project Manager to control construction schedule and EOTs Appropriate penalties in place for delays Develop an conservative project timeline Develop contingency plans and ensure contractors provide contingencies
	Builder	Builder going broke	MAJOR 4	POSSIBLE 3	MODERATE	Ensure during tender process that detailed reference checks are carried out, credit checks, cash flow ability, sub-contractor checks and appropriate retentions and bank guarantees are in place
SERVICE DELIVERY	Facility subsidy	Operating subsidy higher than expected	MODERATE 3	POSSIBLE 3	MODERATE	Review of entry fees to reduce ongoing subsidy Attendance targets set per month
	Annual facility attendances	Lower than expected facility attendances	MAJOR 4	POSSIBLE 3	MODERATE	Develop strong marketing plan 12 months from opening Engage marketing firm to develop and implement strategies Working group to be formed to address
STAKEHOLDER	FFC financial status	FFC's financial sustainability long term	MINOR 3	UNLIKELY 2	LOW	Review of FFC financial position to date shows the club is in a financial healthy position
	FFC partnership	FFC pulling out of the Joint Development	MAJOR 4	POSSIBLE 3	MODERATE	Timing of project delivery is reviewed and scale is reduced

# Business Plan Review 2012 – 2013

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## PLAN UPDATE

The first half of FY12/13 has produced a solid outcome for the City, with revenue and expenditure in line with initial estimates. Economic activity in the City demonstrates the financial strength of the WA economy; with strong construction in commercial building and recovering levels of activity in residential construction. Notably, activity in the Australian Marine Complex and Jandakot City developments reflects the flow of work into the local economy coming from construction activity in the mining sector.

Medium density residential development in Cockburn Central and Success has continued to transform this area and create a CBD for the City. The opening of the Department of Fire and Emergency Services building in November 2012 added to this, with over 400 now working in this facility.

The City's new **Strategic Community Plan 2012 – 2022** was completed and adopted by Council in October 2012. The next stage in delivery of this strategic framework is the completion of the City's **Corporate Business Plan 2012/13 – 2016/17**, which will be presented to Council in March 2013. The new Strategic Community Plan identified similar themes to the previous strategic plan. Some of the highlights in implementation of these initiatives are indicated below:

- *Growing the City* – the Hamilton Hill revitalisation plans have been adopted by Council; TPS amendments for the Cockburn Coast are being advertised; a new MRS scheme amendment for Banjup north was adopted by the WAPC.
- *Community and Lifestyles* – major parkland improvements around Bibra Lake and South Lake were completed; the Summer of Fun events program is in progress.

- *A Prosperous City* – expansion of the Cockburn Gateway shopping centre commences in March 2013; infill development in industrial estates has continued; planning for expansion of the AMC has commenced.
- *Environment and Sustainability* – recycling rates have improved; new energy management initiatives were being implemented; the City won the 2012 National Sustainable Cities Award.
- *Infrastructure* – the new Surf Life Saving Club is nearing completion (Apr 13), the Local Emergency Services Headquarters was completed; the Success Integrated Health Facility and Library is 50% completed; the Coolbellup underground power project is underway and the City's first CCTV project at Coogee Beach was commissioned.
- *Moving Around* – construction of new local roads is on track; additional park-n-ride bays were opened at Cockburn Central and a new train station for Atwell was announced.
- *Leading and Listening* - new community consultation measures were successful used for the Community Plan and Cockburn Central West project.

The second half of the year will see completion of the City's new electronic document management system. This initiative will provide a more robust and technologically superior system, integrating all forms of document management used to administer the City.

At the end of 2012 the City had won a number of major awards and was a finalist in the 2012 Premiers Awards. As the winner of the National Sustainability Award, the City will be showcased at the 2013 award judging to be held in Perth. This will allow us to highlight why the City of Cockburn remains *the most attractive place to live, work, visit and invest in, within the metropolitan area*.

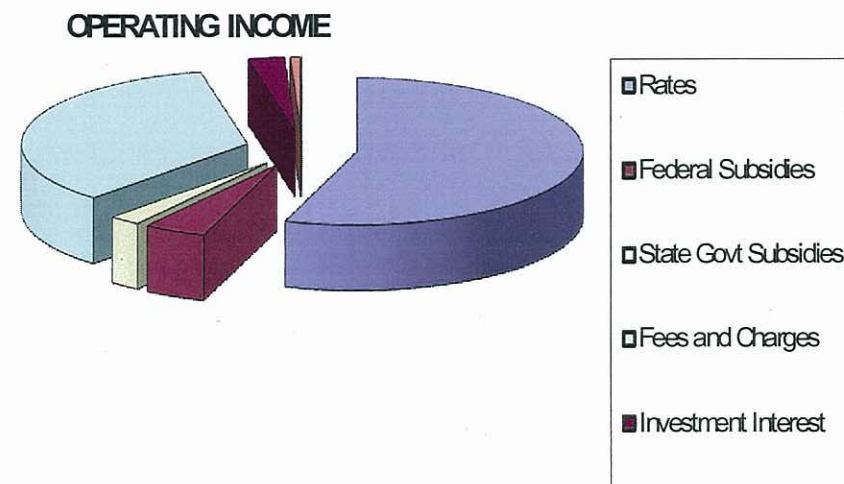


## INCOME

The City's projected income for the year is well ahead of plan. As at the end of December 2012, income (excluding restricted income from the prior year) was \$4.54M head of the YTD budget. Several sources of income are making the major contribution to this variation as follows:

- Rates – income is around 0.6% (\$349K) ahead of the full year target, due to higher interim rates being raised.
- Federal and State Government Subsidies – these are up marginally (\$556K), mostly resulting from an additional \$355K in funding payments from the State Government for aged and family services.
- Fees and Charges – income is \$3.86M over budget, mostly due to increased income from Henderson landfill (\$3.1M). Expenditure at the Landfill is up by \$1.4M due to the additional costs associated with the higher activity levels.
- Investment Interest – income is \$236K behind budget as a result of falling interest rates. This position is likely to deteriorate further with more rate cuts forecast. Increased cash holdings will have a slight offsetting impact.
- Variances to other sources of income have not had a material impact on the operating result.

Source	YTD Budget \$M	YTD Actual \$M
Rates	53.94	54.29
Federal Subsidies	4.18	4.36
State Govt Subsidies	1.83	2.21
Fees and Charges	30.41	34.27
Investment Interest	2.78	2.54
Contributions/ Reimbursements	0.52	0.66
Other Income	0.05	0.05
Total	93.71	98.38
Less Loans & Restricted Income	3.74	2.61
<b>Adjusted Operating Income</b>	<b>89.97</b>	<b>95.77</b>





## Capital Income

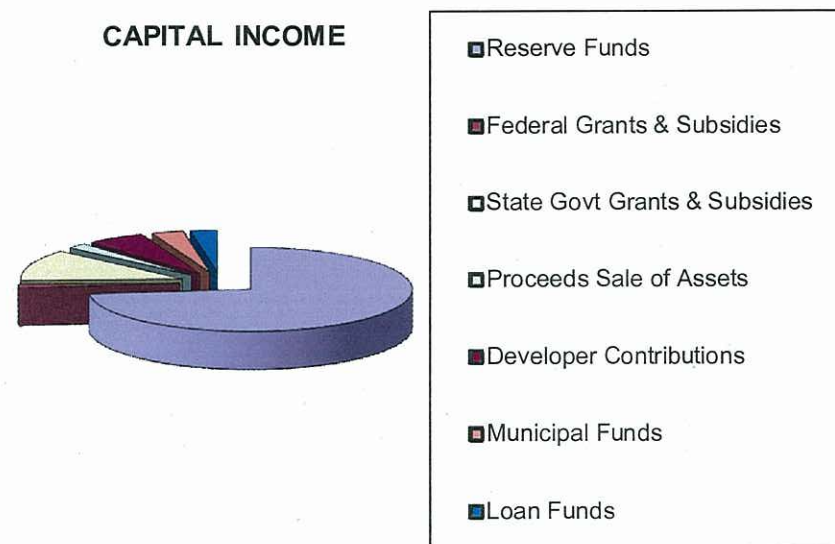
The table opposite indicates the primary source of funding for capital works and the level of draw down YTD. While many of the capital project are progressing well, the draw down on cash to fund these works has not been as high as forecast. A revised cash flow is being presented at the budget review.

The major variations are with:

- Reserve Funds – transfers are made quarterly (or as required with funds left in the bank to maximise interest) to fund major projects. While cash has been committed to many projects, the actual draw down on this source is used only after other sources of income are utilised.
- Federal and State Grants – the funding received is in lower than forecast as some projects have not yet had financial acquittal back to the funding agencies.
- Asset Sales – the asset replacement program is behind schedule due to slow delivery rates from equipment suppliers
- Developer Contributions – the number of developer funded road projects is relatively small this FY, with priority currently being given to other municipal funded projects.
- Municipal Funds – draw on municipal funds is higher than the year to date budget as the overall capital spend is primarily coming from municipal funds as against a much lower draw on reserve funds. This allows the reserve funds to accumulate higher interest income, reducing (to a small extent) future transfers from the municipal fund.

Capital Income	YTD Budget \$M	YTD Actual \$M
Reserve Funds	27.81	15.28
Federal Grants & Subsidies	0.49	0.01
State Govt Grants & Subsidies	4.52	3.50
Proceeds Sale of Assets	0.74	0.30
Developer Contributions	2.20	0.04
Municipal Funds	-1.19	4.65
Loan Funds	1.00	0.00
Total	35.57	23.78

**CAPITAL INCOME**



## EXPENDITURE

The City has four primary Service Divisions, excluding Executive Services) with these then further subdivided into Service Units. Detailed below is the operating and capital expenditure YTD (cash and commitments) for each of these.

	YTD Budget	Actual
<b>Executive Services</b>		
• Operating Expenditure	\$3.44M	\$3.33M
• Capital Expenditure	\$17.13M	\$9.41M
<b>Finance and Corporate Services</b>		
• Operating Expenditure	\$1.35M	\$2.09M
• Capital Expenditure	\$1.37M	\$0.55M
<b>Administration and Community Services</b>		
• Operating Expenditure	\$14.13M	\$12.74M
• Capital Expenditure	\$1.05M	\$0.62M
<b>Planning and Development</b>		
• Operating Expenditure	\$4.12M	\$3.81M
• Capital Expenditure	\$1.23M	\$0.26M
<b>Engineering and Works</b>		
• Operating Expenditure	\$31.83M	\$30.09M
• Capital Expenditure	\$14.79M	\$12.94M
<b>Total Expenditure</b>		
• Operating Expenditure	\$54.873M	\$52.065M
• Capital Expenditure	\$35.573M	\$23.789M

Generally operating expenditures have been below budget, although activity in the second half of the FY is always traditionally higher with projects coming to completion. Wages and salaries expenditure is collectively \$0.6M lower than budget, with under expenditure most pronounced in the Engineering and Community Services Divisions. For Community Services this mostly relates to State grant funded operations, while Engineering has continued to experience higher labour turnover in the outside workforce.

Materials and contracts expenditure is below budget in each Division with the collective underspend at this time being \$1.7M. This also reflects issues with labour shortages with Engineering and Community Services having higher shortfalls in expenditure. Expenditure is traditionally higher in the second half of the FY, which should see this gap narrow. Waste Services is the only exception on expenditure with this over budget (by \$1.4M). This cost relates to the additional activity at Henderson, which is more than offset by the additional \$3m in income.

The data on the YTD expenditure on capital works shows only the cash expenses, not the committed expenditure. There is \$24.84M of capital works that has been authorised YTD that has not been fully completed and billed to the City. A breakdown of total capital expenditure categories is shown at the end of the report (p27)

The figures opposite are exclusive of all internal recharges and overhead charges to capital works and DCA expenditure commitments, which are traditionally adjusted at the end of the FY. However, these costs are included in the Business Unit summaries provided in the remainder of this document.



## PLANNING AND DEVELOPMENT DIVISION

Provides strategic planning, statutory planning, building services, health services, land administration and environmental administration.

### Achievements YTD

- Further refinement of electronic application lodgement and processing systems in planning and building – *in progress*
- Implementation of actions listed in the **Mosquito Management Plan** – *in progress*
- Development of a new **Public Health Plan** – *in development*
- Implementation of projects in the **Land Management Strategy** to realise the City around \$2.5M in land sales - *achieved*
- Preparation of a Management Plan for the Naval Base Holiday Park – *in progress*
- Expansion of 'Fast Tracking' assessment process that streamlines simple planning applications - *completed*
- A 7.5% growth in development application being received – *not being realised*
- Preparation of the City's new Local Planning Strategy – *in progress*
- Progression of urban precinct rezoning and structure planning proposals for Banjup - *completed*
- Finalisation of the Hamilton Hill Revitalisation project - *completed*

### Building Services

"Processes building licence applications and undertakes compliance monitoring."

Activity	Building Permits Issued	Value of Works Approved \$m	All applications avg Processing Days
Annual Target	2,650	450	24
YTD	1,511	294	21
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	687,175	748,432	9%
Net Internal Recharging	268,904	262,010	-3%
<b>Net Operating Expenditure</b>	<b>956,078</b>	<b>1,010,442</b>	<b>6%</b>
<b>Operating Income</b>	<b>(940,816)</b>	<b>(1,083,132)</b>	<b>15%</b>

- The 457 single residences approved for the first six months are at the lower end of the annualised range (900 – 1100). The major drop occurred due to issues surrounding the new Building Act's implementation in April 2012.
- The new *Councils Online* system went live in April 2012. Builders using the old ELS system have now transitioned across to this platform.
- Work on the scanning of all building licences issued between 1996 and 1999 (8,900 licences) was postponed to assist in the transition to the new Building Act.
- A business process review will commence in early 2013 to ensure all practices and procedures are meeting best practice.

## Health Services

“Monitors and advises on public health; conducts compliance assessment, investigates complaints and manages contaminated sites.”

Activity	Premises Inspected	Fines \$k	Satisfaction with Pollution Management
Annual Target	800	20	70%
YTD	398	23	64%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	901,853	701,745	-22%
Net Internal Recharging	238,150	222,517	-7%
<b>Net Operating Expenditure</b>	<b>1,140,003</b>	<b>924,262</b>	<b>-19%</b>
<b>Operating Income</b>	<b>(436,663)</b>	<b>(538,221)</b>	<b>23%</b>

- The **Mosquito Management Plan** is being implemented with monitoring and treatment regimens across known hot spots in place.
- The ‘Co-Health Program’, which is supported by \$700,000 in Federal funding, is progressing successfully and will be extended for a third year.
- A draft **Public Health Plan** has been prepared for internal review by management in February 2013.
- The City has been offered a funding package from the State Government to support a whole of district *Travelsmart* campaign.

## Land Administration

“Administers leases and licences, purchases and develops land for Council works, manages public requests for pedestrian accessways, including closures.”

Activity	PAW Closure Investigations	Land Purchases	Land Sales
Annual Target	3	\$1.65M	\$2.6M
YTD	2	\$1.48M	\$6.95M
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
	\$	\$	%
Gross Operating Expenditure	162,133	187,482	16%
Net Internal Recharging	163,844	188,978	15%
<b>Net Operating Expenditure</b>	<b>325,978</b>	<b>376,459</b>	<b>15%</b>
<b>Operating Income</b>	<b>(602,159)</b>	<b>(640,642)</b>	<b>6%</b>

- The projects approved under the **Land Management Strategy 2011-2016**, are all tracking in accordance with their timeframes. Land sales have exceeded the benchmark, though some of these sales are not yet settled.
- A draft Management Plan for the Naval Base Holiday Park has been prepared. The City has also sought shack owner representatives to participate in the review. The majority of the new five year leases have also been settled.
- Procurement of land for the Hammond Road deviation project has been completed.



## Strategic Planning

“Prepares and processes structure plans and Scheme Amendments, and administers Development Contribution Plans.”

Activity		Structure Plans	Scheme Amendments
Annual Target		10	5
YTD		5	4
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	561,495	474,935	-15%
Net Internal Recharging	144,798	130,304	-10%
<b>Net Operating Expenditure</b>	<b>706,293</b>	<b>605,239</b>	<b>-14%</b>
<b>Operating Income</b>	<b>(204,319)</b>	<b>(131,323)</b>	<b>-36%</b>

- The scheme amendment for the Banjup (north) project has been initiated. Public advertising commences in January 2013.
- The first two structure plans for the Cockburn Coast have been advertised. These will be reviewed and presented to Council in February 2013.
- The Hamilton Hill revitalisation strategy has been finalised. Implementation is underway with zoning amendments now commenced.
- The City has finalised two of the supporting strategies for the new Local Planning Strategy (LPS); Hamilton Hill and the Local Commercial Centres strategy. Formal drafting of the LPS will commence in early 2013.

## Statutory Planning Services

“Processes development and subdivision applications, issues subdivision clearances and enforces development compliance.”

Activity	Planning Applications Received	Approvals Issues	Avg Processing Days
Annual Target	1,150	1,050	50
YTD	547	520	52
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	547,818	599,329	9%
Net Internal Recharging	302,813	294,459	-3%
<b>Net Operating Expenditure</b>	<b>850,631</b>	<b>893,788</b>	<b>5%</b>
<b>Operating Income</b>	<b>(625,134)</b>	<b>(592,140)</b>	<b>-5%</b>

- The City has expanded an internal ‘Fast Tracking’ assessment process to streamline turnaround of simple applications. Further improvements are dependent on vendor software upgrades, which will be considered in mid-2013.
- Applications for a Subdivision Development Officer are being assessed, with appointment due in early 2013.
- The number of Development Applications has not increased as was expected, but there has been an increase in the financial value of applications. There has also been a shift to more mid-fee level applications, with fewer high and low value applications being received.

## FINANCE AND CORPORATE SERVICES DIVISION

Provides financial and corporate services, including accounting and financial management, information systems management, human resource management, records management and rates services.

### Achievements YTD

- Continuing integration of a 10 year financial planning model within the City's corporate budgeting system – *in progress*
- Further development of the on-line payment Gateway project – *in commissioning*
- Build and Commission the City's Information Services Disaster Recovery Centre. – *in progress*
- Rollout of a new Telephony and Unified Communication System – *being trialled*
- Implementation of a new Electronic Document Management System – *being commissioned*
- New initiatives in GIS to improve its functionality and availability of data for the public – *in testing*
- Digitisation of the City's historical Non-Property files – *temporarily deferred*
- Finalise development of a new **Workforce Plan** – *in progress*

### Budgeting & Financial Reporting

"Provision of financial costing, management reporting and financial analysis services; compliance with statutory financial reporting and audit requirements; and financial planning and budgeting services."

Activity	% of Capital Exp Items within Budget	Financial Statements after Month End	Financial Systems End-User Training
Annual Target	85%	3 days	100
YTD	75%	3 days	10
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	304,886	282,661	-7%
Net Internal Recharging	(310,483)	(311,376)	0%
<b>Net Operating Expenditure</b>	<b>(5,597)</b>	<b>(28,715)</b>	<b>413%</b>
<b>Operating Income</b>	<b>0</b>	<b>0</b>	<b>0%</b>

- The development and integration of a 10 year financial planning model within the City's corporate budgeting system (Enterprise Budgeting) is in progressing, with a go live due in March 2013.
- An automated costing process using the Technology One ETL module and Works & Assets system was successfully commissioned in August 2012. This system is being progressively rolled out across Engineering Services.
- Selection of a supplier to conduct the Fair Value asset revaluations for all plant and equipment as prescribed in the amended Local Govt Financial Management regulations is in progress.



## Accounting & Financial Control

"Provision of financial control & insurable risk mitigation services; tax compliance obligations; payments; efficient deployment and operation of financial management information systems."

Activity	% Accounts Paid on Time	No. of Users Trained on Fin System	EFT Payments
Annual Target	90%	100	92%
YTD	83%	65	93%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	2,125,046	2,075,603	-2%
Net Internal Recharging	(1,152,642)	(261,726)	-77%
<b>Net Operating Expenditure</b>	<b>972,404</b>	<b>1,813,877</b>	<b>87%</b>
<b>Operating Income</b>	<b>(65,000)</b>	<b>(56,409)</b>	<b>-13%</b>

- A series of modularised monthly financial training workshops are due to commence in March 2013.
- Implementation of outcomes from the business process review into the Procurement & AP service delivery models is continuing.
- The 'NAB Transact' Payment Gateway has been implemented for animal charges. Health and Planning & Building charges are in development.
- The recoup of Internal Charges is lower as Insurance expenditure has not yet been processed. This has no impact on the City's total expenditure, just the internal balancing of this account.

## Property, Rating & Revenue Services

"Delivery of rating charges; debtor's services; maintenance of the property database; compliance with statutory obligations; and provision of the electors Electoral Roll."

Activity	Rate Notices Issued	Received Electronically	Rates Collected
Annual Target	41,500	85%	97%
YTD	40,607	87%	81%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	508,894	546,486	7%
Net Internal Recharging	(303,870)	(311,906)	3%
<b>Net Operating Expenditure</b>	<b>205,024</b>	<b>234,580</b>	<b>14%</b>
<b>Operating Income</b>	<b>(266,548)</b>	<b>(439,079)</b>	<b>65%</b>

- Advertising for an officer to manage infringements has commenced.
- The underground power rating schemes for East Coolbellup and Hamilton Hill were implemented.
- Implementation of the Property CI system configuration for the raising, receipting and reporting of developer contributions for the Community Infrastructure Contribution Scheme has been completed.
- A review of current revenue collection methodologies was completed and this resulted in the NAB Transact payment gateway project referred to opposite.

## Procurement, Tendering & Contracts

Facilitates sustainable procurement of the City's goods and services, administers tendering and contracting of services.

Activity	No. Tenders Issued	Purchase Requisition Issue Time	No. Purchase Order Raised
Annual Target	26	2 days	6,100
YTD	18	2 days	4,526
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	170,339	122,313	7%
Net Internal Recharging	(170,345)	(177,239)	7%
<b>Net Operating Expenditure</b>	<b>(6)</b>	<b>(54,927)</b>	<b>943661%</b>
<b>Operating Income</b>	<b>0</b>	<b>0</b>	<b>0%</b>

- A web based tender evaluation system to complement the existing TenderLink web based tender submission system is in development.
- Scoping of requirements for development and implementation of the Technology One Contract Management System has commenced.
- There is an ongoing review of the supplier database within the Customer Relationship Management system.

## Information Technology

"Provision of information technology support and applications maintenance and development"

Activity		No. of PCs managed	Leasing Expenditure
Annual Target		500	\$370K
YTD		465	\$197K
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,088,018	1,276,590	17%
Net Internal Recharging	(1,081,600)	(1,055,081)	-2%
Net Operating Expenditure	6,418	221,509	3351%
Operating Income	0	0	0%

- Infrastructure and networking requirement for the City's IS Disaster Recovery Centre have been defined and costed. Reconfiguration of the current system is in progress, with the scheduled to be complete by June 2013.
- A new Telephony and Unified Communication System is in testing. If the trial is successful procurement and installation will complete by December 2013.
- Migration of the user desktop environment from Microsoft XP & Office 2007 to Microsoft Windows 7 and Office 2010 has commenced, with 80% of users migrated to the new platform.
- Expenditure is over budget due to one off annual licence fee payments made earlier than forecast.



### Business Systems Services

“Provision of Business Systems to enhance the effectiveness and efficiency of Council’s operations”

Activity		Rollout of CRS Modules	System Upgrades
Annual Target		11	15
YTD		5	5
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
	\$	\$	%
Gross Operating Expenditure	361,494	281,729	-22%
Net Internal Recharging	(372,086)	(379,310)	2%
<b>Net Operating Expenditure</b>	<b>(10,592)</b>	<b>(97,581)</b>	<b>821%</b>
<b>Operating Income</b>	<b>0</b>	<b>0</b>	<b>0%</b>

- Implementation of a new *Electronic Document Management System* (EDMS) is well underway, with stages 1 & 2 to go live in March 2013 and stage 3 by April 2013. System training commenced in January 2013.
- Implementation of the Technology One Online Services System is progressing, with the Elected Member portal complete and the eProperty in progress.
- A project team has been selected for review of a new Content Management System and design of a new Public Web Site. Tenders for external contractor support will be released in April 2013.

### GIS Services

“Provision of geographical information to internal and external customers and maintenance of an asset management database”

Activity		GIS Layer Enhancements	No. of Website Hits
Annual Target		11	27,000
YTD		17	15,197
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	251,699	268,049	6%
Net Internal Recharging	(248,749)	(252,066)	1%
<b>Net Operating Expenditure</b>	<b>2,950</b>	<b>15,984</b>	<b>442%</b>
<b>Operating Income</b>	<b>(1,290)</b>	<b>0</b>	<b>-100%</b>

- Linking the GIS System with property system forms part of the EMDS upgrade. This project is stage 4 and will be completed by June 2013.
- The linking of the GIS System with live data from the property system is in the test environment. An upgrade of the Intramaps GIS module will be completed as a precursor to going live with the linkage.
- The upgrade to the City’s private and public GIS interfaces is also in testing. Migration of 60 layers of data in progress, with this due to be completed by June 2013.

## Records Management Services

“Provision of records management and response to public information requests.”

Activity	% Files Held Electronically	No of Physical Files Digitised	Redundant Files Destroyed
Annual Target	85%	45,113	5,000
YTD	85%	47,225	200
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	315,905	250,849	-21%
Net Internal Recharging	(316,451)	(320,998)	1%
<b>Net Operating Expenditure</b>	<b>(546)</b>	<b>(70,150)</b>	<b>12757%</b>
<b>Operating Income</b>	<b>(528)</b>	<b>(240)</b>	<b>-55%</b>

- Configuration of the new EDMS System is in progress. Stage 1, which will allow user to commence training, is to be completed by mid-January 2013. Stage 2 will be completed by the end of February to allow for commissioning in March.
- The ongoing Digitisation of the City's historical Non-Property files has been put on hold to allow staff to concentrate their efforts on the EMDS transition.

## Human Resources

“Provision of payroll and human resource management services.”

Activity	Total Employees (FTE)	Casual Employees	Staff Turnover
Annual Target	453	230	21%
YTD	439	299	18%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,128,953	1,017,163	-10%
Net Internal Recharging	(949,993)	(954,361)	0%
<b>Net Operating Expenditure</b>	<b>178,960</b>	<b>62,802</b>	<b>-65%</b>
<b>Operating Income</b>	<b>(79,226)</b>	<b>(105,706)</b>	<b>33%</b>

- New FTE recruitment is in line with the budget forecast. Casual employment is at its peak, mostly related to activity at the SLLC.
- Implementation of the BigRedSky E-recruitment tool has improved productivity outcomes. Further training on this system will occur in 2013.
- The payroll processing system has been reviewed and a business case has been prepared to initiate improvements.
- The Workforce Plan has been prepared in draft and will be ready for Council consideration in March 2013.
- Delays to the implementation of the new State Health and Safety Act mean that this will not be implemented this financial year.



## ENGINEERING AND WORKS DIVISION

Provides Engineering, Design and Construction services, Parks & Environmental management, comprehensive Waste Services (collection, disposal and recycling) and the effective management of the City's infrastructure assets.

### Achievements YTD

- Capital Road program of \$7.7m to be spent on new regional and local road construction – *40% completed*
- Management of an additional 6 hectares of public open space – *3 ha transferred*
- A review of the District Traffic Model - *completed*
- Reductions in water consumption achieved through the City's **Irrigation Operating Strategy 2011-2015** - *achieved*
- Implementation of **Greenhouse Gas Emissions Reduction Strategy** resulting in reduced CO2 emissions - *achieved*
- Development of a revised **Strategic Waste Management Strategy** for reissue in 2013 – *in draft*
- A Waste Education Strategy being developed to complement the weekly recycling service – *not yet commenced*
- Adoption of **Natural Areas Management Strategy** – *in progress*
- Implementation of the Works & Assets system across Parks & Environment, buildings and drainage – *in progress*
- Delivery of the major new civic and community infrastructure projects – *in progress*

### Road Construction and Maintenance

"Construction and maintenance of the City's roads, drainage, footpaths, crossovers, bus shelters, verges and streetlights."

Activity	Km of Road Resurfacing	New Paths & Cycleways (m2)	Community Satisfaction with Roads
Annual Target	7	12,000	81%
YTD	4.7	4,000	77%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	10,222,537	9,247,082	-10%
Net Internal Recharging	(78,189)	(271,012)	247%
<b>Net Operating Expenditure</b>	<b>10,144,349</b>	<b>8,976,070</b>	<b>-12%</b>
<b>Operating Income</b>	<b>(112,283)</b>	<b>(113,859)</b>	<b>1%</b>

- The capital works program includes the following:
  - \$7.7M on new road projects - *40% completed*
  - \$912K on general road improvement - *59% completed*
  - \$875K on road resurfacing - *50% completed*
  - \$595K on blackspot projects - *5% completed*
  - \$1.3M on drainage projects – *38% completed*
  - \$1.3m on footpaths - *32% completed*
  - \$160K on the bicycle network - *38% completed*
  - \$140K on bus stops - *60% completed*
  - \$180K on traffic management projects - *80% completed*

## Road Design

“Provision of design services for the City’s roads, drainage and footpath network and traffic investigation to improve road safety.”

Activity		Projects Designed In-House	Design Cost as % of Road Program
Annual Target		95%	10%
YTD		60%	10%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	237,485	154,289	-35%
Net Internal Recharging	(228,824)	(232,367)	2%
<b>Net Operating Expenditure</b>	<b>8,661</b>	<b>(78,078)</b>	<b>-1001%</b>
<b>Operating Income</b>	<b>(10,600)</b>	<b>(125,528)</b>	<b>1084%</b>

- The regional road network and road classifications within the City had been reviewed updated.
- The Integrated Transport Strategy project plan and project brief have been developed, with a contractor now engaged for further development.
- A Regional and Major Road works program has been developed. Work on the business case for projects proposed for the next five years is continuing.
- Underground power projects are being provided under contract for the City and Western Power. The Coolbellup Underground Power project is due to finish by May 2013. Hamilton Hill Underground Power project is scheduled for FY 13/14.

## Road Planning and Development

“Manages engineering development compliance.”

Activity		Design Turnaround (days)	Development Infrastructure Approved
Annual Target		20	\$12M
YTD		20	\$5.5M
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,623,932	1,702,419	5%
Net Internal Recharging	53,501	54,842	3%
<b>Net Operating Expenditure</b>	<b>1,677,433</b>	<b>1,757,261</b>	<b>5%</b>
<b>Operating Income</b>	<b>(75,378)</b>	<b>(47,104)</b>	<b>-38%</b>

- Officers continue to manage the engineering aspects of planning and completion of infrastructure projects in subdivision developments.
- Relevant officers are continuing in assisting the Strategic Planning business unit in the development of the Hamilton Hill revitalisation project.
- Participation in detailed planning for the Latitude 32 Industrial Area will continue over the next 12 months.
- A review of Subdivision Development Guidelines has been completed and is being implemented currently. This will ensure design standards are current and consistent with best practice.



## Parks Construction and Maintenance

"Maintains and develops 'green' spaces to enhance recreation, attractiveness and the amenity of the City."

Activity	Hectares of POS Managed	kLG Water Used	Community Satisfaction with Parks
Annual Target	685	1,701,373	88%
YTD	682	714,542	89%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	4,664,315	4,402,044	-6%
Net Internal Recharging	882,356	786,801	-11%
<b>Net Operating Expenditure</b>	<b>5,546,671</b>	<b>5,188,845</b>	<b>-6%</b>
<b>Operating Income</b>	<b>(13,150)</b>	<b>(81,565)</b>	<b>520%</b>

- Implementation of the City's **Irrigation Operating Strategy 2011-2015**, has resulted in water savings for the first half of the 12/13 FY of 186,657kL. Irrigation renewal projects were completed at Luken and Alamanda Reserves.
- Management Plan implementation has continued with:
  - Bibra Lake - Western Foreshore landscaping, opening of the boardwalk and bird hide on the North Eastern side of the lake;
  - South Lake POS Precinct Redevelopment – Completion of stage 4;
- Planting of 900 street trees to residential verges and completion of landscaping to Beeliar Dr, Southwell Cres and Healy Rd;

## Environment & Sustainability

"Maintains bushland sites, undertakes environmental conservation and sustainability programs."

Activity	Hectares of Bushland in City	Hectares of Bushland Managed	Community Satisfaction with Conservation
Annual Target	1,091	896	77%
YTD	1,091	896	80%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,489,504	1,018,970	-32%
Net Internal Recharging	270,809	260,737	-4%
<b>Net Operating Expenditure</b>	<b>1,760,313</b>	<b>1,279,708</b>	<b>-27%</b>
<b>Operating Income</b>	<b>(148,228)</b>	<b>(147,958)</b>	<b>0%</b>

The City is continuing to promote sustainability, biodiversity, and climate change adaption and mitigation strategies through:

- Ongoing review and continued implementation of **Greenhouse Gas Emissions Reduction Strategy**; Climate Change Adaptation Plan and Sustainability Action Plan
- Implementation of the **Renewable Energy Implementation Plan**;
- Completion of the annual State of the *Sustainability Report 2012*
- Funding allocated to Sustainability Grants; Landowner Biodiversity Grants and Residential Plant Subsidy Schemes.
- Implementation of the **Natural Areas Management Strategy**;
- Annual vegetation condition and weed mapping programs completed; and
- 8 hectares of degraded bushland have been revegetated



## Waste Collection

“Manages waste and recycling collection, develops recycling strategies for domestic and commercial waste streams.”

Activity	No. of Waste Collections	Increase in Recycling	Satisfaction with Waste Collection
Annual Target	39,200	30%	97%
YTD	38,600	22%	96%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	5,296,333	5,052,251	-5%
Net Internal Recharging	2,578,228	2,836,040	10%
<b>Net Operating Expenditure</b>	<b>7,874,562</b>	<b>7,888,292</b>	<b>0%</b>
<b>Operating Income</b>	<b>(15,296,484)</b>	<b>(15,802,680)</b>	<b>3%</b>

- The reopening of the SMRC's Materials Recovery Facility (MRF) saw the City return all recyclables to this facility on 30 July 2012.
- A new Waste Management Strategy (2013-17) has been drafted and will be considered by management in early 2013. This aims to increase the recyclable recovery to 40% (currently 22%) and reduce the MSW tonne by 15% (currently 6%).
- The City's verge collection service has completed 2 junk and 2 greenwaste collections since being in-sourced. The service will now focus on improving recovery rates for product deposited on the verge.

## Waste Management & Disposal

“Manages waste disposal and recycling activities at the Henderson Resource Recovery Park (HRRP) and monitors the City's involvement in the SMRC.”

Activity	Tonnes of Waste into HRRP	% of Waste Recovery at HRRP	% of MSW Processed at RRRC
Annual Target	163,000	4%	100%
YTD	89,629	3%	83%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	3,746,736	5,138,084	37%
Net Internal Recharging	(506,264)	(1,131,666)	124%
<b>Net Operating Expenditure</b>	<b>3,240,472</b>	<b>4,006,418</b>	<b>24%</b>
<b>Operating Income</b>	<b>(6,234,641)</b>	<b>(9,389,378)</b>	<b>51%</b>

- Redevelopment work at the Henderson Resource Recovery Park is continuing with:
  - Cell 7, new leachate ponds and a wash down facility were completed in July 2012.
  - A Leachate Management and Cell Capping Strategy were developed in December 2012.
  - Design and documentation for the development of a Commercial Materials Recovery Facility is still being undertaken
  - Woodwaste recovery to be improved as a result of the completed 40 x 40m concrete woodwaste hardstand.
  - A hook lift truck and traxcavator were sourced, with tenders in progress for a 20t loader.
- Waste disposal tonnages are ahead of forecast, but recovery has been lower with heavy gauge steel being stockpiled on site.





## Project Management

“To provide a consistent framework and methodology for the development and implementation of all major projects within the City.”

largely complete and the risk assessment tender document are being prepared.

Activity		Major Building Projects to Commence	Value New Building Being Commenced
Annual Target		2	\$39M
YTD		1	\$26M
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	143,982	115,940	-19%
Net Internal Recharging	67,526	58,825	-13%
<b>Net Operating Expenditure</b>	<b>211,508</b>	<b>174,766</b>	<b>-17%</b>
<b>Operating Income</b>	<b>0</b>	<b>0</b>	<b>0%</b>

- Ongoing management and assistance in the development and delivery including:
  - The Emergency Services Building, Cockburn Central – completed and opened for use in September 2012;
  - The new Operations Centre and depot upgrade – Development Application lodged and detailed design well advanced; and
  - The Integrated Health Facility, Super Clinic & Library, Success – construction proceeding, now approximately 50% complete.
- The City is also playing a leading role in the assessment of the vulnerability of Cockburn Sound coastal features and infrastructure to climate change. The draft vulnerability study



## ADMINISTRATION AND COMMUNITY SERVICES DIVISION

Provides human services (children's services, youth services, family services, and aged care), infrastructure planning, safety and security services, library services, sport and recreation services and organisation governance.

### Achievements YTD

- Implementation of new initiatives from the **Age Friendly Strategic Plan** – *in progress*
- Feasibility study for an Aboriginal Cultural and Visitors Centre in the Cockburn District – *presented to Council December 2012*
- Investigation of the viability of using the Coolbellup Hub as a venue to deliver youth services – *completed*
- Construction of the pilot project Closed Circuit Television (CCTV) at Coogee beach reserve - *completed*
- Opening of the new Success Public Library – *in construction*
- Completion of a Feasibility Study and development of Concept Plans for the new Cockburn Central Regional Aquatic Facility - *completed*
- Implementation of the updated **Communications Strategy** – *in progress*
- The Cockburn Volunteer Resource Centre will develop a strategic plan to complement the **Cockburn Community Development Strategic Plan 2011-2014** – *in progress*

### Child Care Services

“Provision of Family Day Care, In Home Care and Out of School Care and Vacation Care programs”

Activity		Out of School Places Occupied	Family Day Care Providers
Annual Target		75%	65
YTD		60%	57
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,392,861	1,474,143	6%
Net Internal Recharging	70,367	39,169	-44%
<b>Net Operating Expenditure</b>	<b>1,463,228</b>	<b>1,513,312</b>	<b>3%</b>
<b>Operating Income</b>	<b>(1,509,506)</b>	<b>(1,627,178)</b>	<b>8%</b>

- All operational and administrative requirements have been implemented in support of legislated changes to Family Day Care and Outside School Hours Care Services, which came into effect in August 2012.
- Compliance training was completed for Childcare Services staff, and Family Day Care Educators, to implement the Early Years Learning Framework training and the school aged learning framework ‘My Time Our Place’.

## Aged and Disabled Services

“Provision of services for the frail, aged and disabled at the Cockburn Community Care Centre”

Activity		Disability Prog Delivered vs Target	HACC & Other Prog Delivered vs Target
Annual Target		91%	91%
YTD		100%	85%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	824,040	828,877	1%
Net Internal Recharging	138,903	128,818	-7%
<b>Net Operating Expenditure</b>	<b>962,943</b>	<b>957,695</b>	<b>-1%</b>
<b>Operating Income</b>	<b>(1,110,879)</b>	<b>(1,176,159)</b>	<b>6%</b>

- Applications or Growth Funding for HACC and CACP services to improve financial sustainability were made, with:
  - An additional \$160K in HACC funding achieved,
  - No additional funding for CACP funding for Local Govt's in the southern metro area.
- An application for Growth Funding to improve office infrastructure and employee working conditions was also successful.
- A number of innovative programs for HACC services were implemented;
  - a food program run in conjunction with the Seniors Centre, and
  - a research program with the Dept of Health and Curtin University.

## Seniors Services

“Provision of social, recreational and educational activities and programs for seniors”

Activity		Senior Centre Memberships	Satisfaction with Seniors Services
Annual Target		850	80%
YTD		698	74%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	258,060	263,571	2%
Net Internal Recharging	106,751	114,871	8%
<b>Net Operating Expenditure</b>	<b>364,811</b>	<b>378,442</b>	<b>4%</b>
<b>Operating Income</b>	<b>(93,316)</b>	<b>(125,352)</b>	<b>34%</b>

- The **Age Friendly Strategic Plan (2008)** is continuing to be implemented. Following tendering, the Bethanie Group was selected as preferred tenderer for the Coolbellup 100 bed Residential Aged Care and affordable Seniors Accommodation project.
- A needs study was presented to the December 2012 Council meeting on development of a 'Men's Shed'.
- A new event to foster reconciliation was held at the Cockburn Seniors Centre between Aboriginal and Non-Aboriginal seniors.
- Stage two of the 'Tales of Times Past' project based at Cockburn Seniors Centre, has been completed.
- Membership of the Seniors Centre continues to grow as does participation in the Centre's programs.



## Family Services

“Provision of support services to families”

Activity		No. of Family Support Contacts	Staff Disability Awareness Training
Annual Target		3,000	90 attendees
YTD		2,465	41 attendees
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	610,097	475,712	-22%
Net Internal Recharging	162,015	162,283	0%
<b>Net Operating Expenditure</b>	<b>772,112</b>	<b>637,995</b>	<b>-17%</b>
<b>Operating Income</b>	<b>(392,774)</b>	<b>(559,784)</b>	<b>43%</b>

- The **Children's Services Strategic Plan 2010-2015** and newly revised **Disability Access and Inclusion Plan (2012- 2017)** continue to be implemented. Two highlights were formation of a Children's Reference Group and beach matting installed at Port Coogee.
- Actions from the **Reconciliation Action Plan (2011-2013)** are now 90% complete.
- A Feasibility study for an Aboriginal Cultural and Visitors Centre was presented to Council in December 2012.
- Work is progressing on development of new service specifications and an agreement with Department for Communities for the Coolbellup and Atwell Family Support Services.

## Youth Services

“Provision of social support and recreation services for young people”

Activity	Service Contacts with Young People	Youth Outrage Prog Places Occupied	Satisfaction with Youth Services
Annual Target	19,000	90%	72%
YTD	12,336	94%	71%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	606,658	517,300	-15%
Net Internal Recharging	424,746	419,578	-1%
<b>Net Operating Expenditure</b>	<b>1,031,404</b>	<b>936,878</b>	<b>-9%</b>
<b>Operating Income</b>	<b>(383,801)</b>	<b>(437,365)</b>	<b>14%</b>

- The **Youth Services Strategic Plan (2011-2016)** continues to be implemented, with more youth using the centre and accessing its programs.
- A review of the new in house Mobile Youth Recreation Activity Service was considered by Council in December 2012, agreeing to extend the programs coverage.
- The Coolbellup Hub is being investigated as an additional youth venue. The mobile bus attends this location 3 days weekly.
- A Community Youth Bus Service was not funded and will be reconsidered during the FY 13/14 budget.

## Human Services Management

“Manages the Human Services Business Unit, acts as a cost centre for non-allocated expenses”

Annual Target YTD			
<b>Budget</b>	<b>YTD Budget 12/13</b>	<b>YTD Actual 12/13</b>	<b>Variance %</b>
Gross Operating Expenditure	157,912	138,742	-12%
Net Internal Recharging	283,201	253,483	-10%
<b>Net Operating Expenditure</b>	<b>441,113</b>	<b>392,225</b>	<b>-11%</b>
<b>Operating Income</b>	<b>(12,249)</b>	<b>(17,095)</b>	<b>40%</b>

- An additional \$97K in funding over 3 years has been secured from the Department of Corrective Services for the youth diversion program. Other administrative charges are being increased where appropriate, to reduce the level of cross subsidy from the Municipal Fund.
- As a cost centre there are no specific KPIs.

## Library Services

“Provision of lending services, internet access and education programs.”

		<b>Registered Borrowers</b>	<b>Satisfaction with Libraries</b>
<b>Activity</b>		<b>Visits</b>	
Annual Target		388,000	92%
YTD		179,931	Avail May 13
<b>Budget</b>	<b>YTD Budget 12/13</b>	<b>YTD Actual 12/13</b>	<b>Variance %</b>
Gross Operating Expenditure	1,394,129	1,178,726	-15%
Net Internal Recharging	639,324	555,129	-13%
<b>Net Operating Expenditure</b>	<b>2,033,453</b>	<b>1,733,855</b>	<b>-15%</b>
<b>Operating Income</b>	<b>(26,077)</b>	<b>(31,838)</b>	<b>22%</b>

- Transition planning for the new Success Public Library in Wentworth Parade Success is complete. Construction delays means the facility won't open in 2013.
- The RFID implementation program has been revised so that it will run through the whole of 2013.
- A revision of the **Library Service Strategic Plan (2006)** will commence after April 2013.
- Library Service's programs were aligned to support the 'National Year of Reading 2012' program. These attracted a good level of community support.



## Ranger and Community Safety

“Provision of law enforcement, community safety services, emergency and ranger services”

Activity	Ranger Services Tasks Attended	Security Patrol Response Times under 15 mins	Satisfaction with Security
Annual Target	10,100	85%	66%
YTD	4,691	95%	67%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,783,261	1,591,805	-11%
Net Internal Recharging	422,026	426,881	1%
<b>Net Operating Expenditure</b>	<b>2,205,287</b>	<b>2,018,686</b>	<b>-8%</b>
<b>Operating Income</b>	<b>(2,578,291)</b>	<b>(2,567,752)</b>	<b>0%</b>

- Recommendations from the Rangers Services are in train:
  - A dedicated parking officer employed
  - Investigation of systems for electronic infringement issuing and processing underway
- Construction of Closed Circuit Television (CCTV) at Coogee beach was completed in December 2012 and has reduced anti-social behavior at this location. Plans for further expansion of the **CCTV Strategic Plan** have been completed with three sites selected based on their risk profiles.
- Evaluation of the service provider arrangements for CoSafe is in progress. An additional security patrol was introduced for the summer months (Dec 12 – Mar 13).

## Recreation and Sports

“Provision of recreational, leisure services and facilities to the community.”

Activity	SLLC Entrances	SLLC Gymnasium Membership	Satisfaction with Facilities
Annual Target	420,000	1,350	80%
YTD	195,836	1,200	81%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	2,060,105	1,806,439	-12%
Net Internal Recharging	1,317,128	1,241,429	-6%
<b>Net Operating Expenditure</b>	<b>3,377,233</b>	<b>3,047,869</b>	<b>-10%</b>
<b>Operating Income</b>	<b>(1,680,886)</b>	<b>(1,530,999)</b>	<b>-9%</b>

- Development of concept plans for the new Cockburn Central Regional Aquatic Facility were completed and adopted by Council. A Heads of Agreement was signed with the Fremantle (Dockers) Football Club for development of facilities at this site.
- A Champion Clubs regional workshop has been planned for March 2013. This will include clubs from the Cities of Cockburn and Fremantle and South Fremantle Football development council.
- A new Point of Sale system for the South Lakes Leisure Centre has been selected. It will be installed in early 2013.
- Staff has been liaising with local primary schools in order to lift sports participation rates in terms 2 and 3 of the school year.

## Communication and Cultural Services

“Provision of customer information, marketing and media, event management, arts and cultural activities”

Activity		% of Incoming Calls Dealt with	Satisfaction with Customer Service
Annual Target		79%	79%
YTD		80%	78%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
	\$	\$	%
Gross Operating Expenditure	965,952	766,162	-21%
Net Internal Recharging	(533,439)	(541,124)	1%
<b>Net Operating Expenditure</b>	<b>432,512</b>	<b>225,038</b>	<b>-48%</b>
<b>Operating Income</b>	<b>(9,551)</b>	<b>(11,541)</b>	<b>21%</b>

- Implementation of the updated **Communications Strategy** is progressing with:
  - Consultation underway on the Social media strategy; and
  - Scoping completed for a program to upgrade of the City's website.
- Extensive promotion of the new **Customer Services Charter**, being completed across the workforce.
- Enhancements to the City's key events (*Summer of Fun*) program completed and adoption of the FY12/13 events program.
- Continued implementation of the **Public Artworks Strategy**, with this document also to be reviewed in 2013.

## Community Development

“Provision of capacity building and community engagement with volunteers and community groups.”

Activity	Participation in Community Bowls	VIV Card Volunteers	Participation in Training Events
Annual Target	18 Teams	1,800	80%
YTD	Avail Mar 13	1,495	30%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
	\$	\$	%
Gross Operating Expenditure	684,694	567,946	-17%
Net Internal Recharging	99,025	90,666	-8%
<b>Net Operating Expenditure</b>	<b>783,718</b>	<b>658,612</b>	<b>-16%</b>
<b>Operating Income</b>	<b>(234,066)</b>	<b>(259,687)</b>	<b>11%</b>

- The Cockburn Community Group News is being produced twice yearly in the Cockburn Soundings and monthly as an e-newsletter, with membership subscriptions growing.
- A Cockburn Community Business Steering Committee was established, with the group organising an expo that attracted 23 displays and over 100 attendees.
- The 'On-the-Job' program is continuing, with five community lead programs being completed. Another project centred on Coolbellup is in progress.
- Research is underway for a review of the **Cockburn Community Development Strategic Plan 2011-2014**.



## EXECUTIVE SERVICES DIVISION

Provides strategic direction for the City, and administrative and governance support to other Divisions

### Achievements YTD

- Continue progress on the State Government's Local Government Reform agenda – *submissions made on the Draft Report.*
- The new **Strategic Plan 2012 – 2022** will be finalised and adopted – *completed.*
- Various new governance improvements will be undertaken – *review of Delegated Authorities in progress*
- The City will again promote its many achievements by way of nomination for State and National Awards – *summary provided in the 2011/12 Annual Report.*

### Governance and Executive Management

"Oversight of corporate governance"

Activity		% of Statutory Requirements Met	Satisfaction with Decision Making
Annual Target		100	84%
YTD		100	90%
Budget	YTD Budget 12/13	YTD Actual 12/13	Variance %
Gross Operating Expenditure	1,785,540	1,733,594	-3%
Net Internal Recharging	1,657,031	1,598,678	-4%
<b>Net Operating Expenditure</b>	<b>3,442,571</b>	<b>3,332,272</b>	<b>-3%</b>
<b>Operating Income</b>	<b>(60,263,622)</b>	<b>(60,729,080)</b>	<b>1%</b>

- For accounting purposes, all rate income is allocated to this Service Unit.
- The City has pursued its interests under the Local Government Reform process, with these recognised in the draft findings of the Metropolitan Local Government Review Panel.
- The City has continued to improve its governance oversight in the areas of risk management, workplace safety and audit compliance.
- The next iteration of the City's **Strategic Plan**, including extensive community consultation, was completed. Work on the new Corporate Business Plan and other elements of the State Government's reporting framework, is also in progress.

## MAJOR CAPITAL PROJECTS

### New Community and Civic Infrastructure

- Cockburn Central integrated health and community facilities (Incorporating library, office and Super Clinic and allied medical facilities – this project is behind schedule with completion now due November 2013. Costs remain in line with budget.
- Coogee Beach Surf Life Saving Club –completion of stage two is well advanced, with the facility due for handover to commence fit-out in April 2013. Costs are slightly over budget.
- Operations Depot Expansion – Detailed planning has been completed and tender documents are in preparation. However, construction will not commence until FY13/14 as an increase in the budget will be required to allow for design changes.
- Emergency Services Headquarters – this project was completed within its budget provision.
- Bibra Lake Management Plan – landscaping works have been completed, but development of the children's adventure playground has been postponed to accommodate a review of the location.

### New Road Construction

- Frankland Avenue - construction of single carriageway Roper Boulevard to Gaebler Road will commence in early 2013.
- Hammond Rd - construction of 2<sup>nd</sup> carriageway including street lighting and landscaping is around 50% completed.
- Intersection of Beeliar Drive/Hammond Rd North and Beeliar Drive/Hammond Road S - land acquisition has been completed

and work commenced on the intersection design. Construction is scheduled for FY 13/14.

- Intersection of Beeliar Drive/Grange – Blackspot project in design.
- Intersection of North Lake Road/Gwilliam Dr/Forrest Rd – Blackspot project in design.
- Intersection of North Lake Road/Phoenix Road - Blackspot project in design.
- Intersection of North Lake/Farrington Road – Blackspot project in design.
- Beeliar Dr - construction of 2<sup>nd</sup> carriageway including street lighting and landscaping, was completed in December 2012.
- Coolbellup Underground Power project – construction is around 70% completed and is due to finish by May 2013.
- Hamilton Hill Underground Power project – the funding agreement has been executed and construction will commence around March 2013.



## Capital Expenditure by Asset Class

Current expenditure on capital projects shows the City has expended \$23.78M in cash with a further \$24.84M in commitments against a full year budget of \$76.76M (which included carry forward projects). A detailed breakdown of this expenditure, by asset class is shown below:

	Annual \$	YTD Cash \$	YTD %
Roads Infrastructure	12,435,204	3,803,358	31%
Drainage	1,716,727	510,390	30%
Footpaths	1,685,613	438,361	26%
Parks (hard infrastructure)	3,832,448	1,487,733	39%
Parks (soft infrastructure)	1,326,614	596,019	45%
Landfill (site infrastructure)	3,075,428	2,730,045	89%
Buildings	41,858,521	11,117,765	27%
Freehold Land	2,094,961	260,136	12%
Furniture	41,736	0	0%
IT Infrastructure	3,014,150	1,096,963	36%
Plant & Machinery	5,646,561	1,749,099	31%
<b>Total Capital Expenditure</b>	<b>76,727,964</b>	<b>23,789,867</b>	<b>31%</b>

The above amounts exclude the expenditure on the Underground Power projects progressing in Coolbellup and Hamilton Hill.



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

Service Unit	Account Number	Ledger	Expenditure + / (-)	External + / (-)	Reserve + / (-)	Muni Cash Impact	Justification
111 - General Purpose Income	100-5077 GRV – Part Year Rates	GL	0.00	350,000.00	0.00	(350,000.00)	Additional growth from Rates
111 - General Purpose Income	100-5020 Rate Interest	GL	0.00	50,000.00	0.00	(50,000.00)	Additional instalment interest from Rates
111 - General Purpose Income	105-5990 Interest Earnings - Municipal	GL	0.00	(499,178.00)	0.00	499,178.00	Current low interest rates impacting Muni Interest
221 - Information Technology	OP9035 - Leasing PCs - New and Sale & Lease Back	OP	15,000.00	0.00	0.00	15,000.00	Cross over of old and new equipment
221 - Information Technology	OP9040 - Leasing Servers	OP	75,000.00	0.00	0.00	75,000.00	Cross over of old and new equipment plus new equipment required for performance improvement
	OP9802 - Bonus Scheme Directors/Strategic Business Grp Managers	OP	(15,100.00)	0.00	(15,100.00)	0.00	Project complete for FY 12/13
231 - Human Resources	OP9708 - Staff Wellness Program	OP	(29,004.00)	0.00	0.00	(29,004.00)	Underspend in Gym Memberships adjusted
231 - Human Resources	OP9696 - Training – Government Funded	OP	(14,373.10)	(14,373.10)	0.00	0.00	Underspend Existing Worker Traineeship area
323 - Recreational Services	CW5332 - Len Packham Flood Lighting	CW	(12,372.00)	0.00	0.00	(12,372.00)	Completed under budget
323 - Recreational Services	CW5403 - Cricket Pitch - Beeliar Reserve	CW	(4,000.00)	0.00	0.00	(4,000.00)	Completed under budget
323 - Recreational Services	CW5402 - Banjup Water Treatment	CW	(3,500.00)	0.00	0.00	(3,500.00)	Completed under Building OP
324 - Cultural Services	CW5317 - Public Artworks	CW	(50,000.00)	0.00	0.00	(50,000.00)	Forgo CY O'Connor signage. Funds trf'd to OP8322
324 - Cultural Services	OP8322 - Connecting South Lake	OP	48,000.00	0.00	0.00	48,000.00	As per instruction from SD 21/1/13
325 - South Lake Leisure Centre	590-6620 Gas Expenses	GL	28,200.00	0.00	0.00	28,200.00	Gas usage has increased this financial year. Could be due to issue in plant room which is now fixed.
325 - South Lake Leisure Centre	590-6630 Power Expenses	GL	(60,000.00)	0.00	0.00	(60,000.00)	Delay in sub-meter installation, so were not billed for 1st 4 months of financial year
325 - South Lake Leisure Centre	591-6016 Salaries - Administration	GL	27,115.00	0.00	0.00	27,115.00	Assistant Manager on maternity and long service leave and have someone acting in position, therefore costing more.
325 - South Lake Leisure Centre	591-6026 Salaries - Pool Staff Permanent	GL	14,976.00	0.00	0.00	14,976.00	New program coordinator still training to be able to cover DM shifts, therefore needed other permanent DM's to cover shifts.
325 - South Lake Leisure Centre	591-6027 Salaries - Pool Staff Casual	GL	9,856.00	0.00	0.00	9,856.00	Lifeguards have been covering more pool deck shifts than the Program Assistants. I will reduce the Program Assistants salaries appropriately to match this increase.
325 - South Lake Leisure Centre	592-6012 Salaries - Swim School Teachers	GL	12,096.00	0.00	0.00	12,096.00	Additional classes have been scheduled due to demand. Income has been received to match.
325 - South Lake Leisure Centre	593-6038 Salaries - Program Assistant	GL	(9,949.00)	0.00	0.00	(9,949.00)	Reduction to offset increase in Lifeguard salaries.
325 - South Lake Leisure Centre	594-6266 Equipment Leasing Expenses	GL	9,000.00	0.00	0.00	9,000.00	Under budgeted in annual budget.
325 - South Lake Leisure Centre	594-6278 Minor Furniture & Equipment	GL	35,000.00	0.00	0.00	35,000.00	Replacement of 26 exercise bikes.
328 - Law & Public Safety	165-6223 Cat Sterilisation Program	GL	2,275.00	0.00	0.00	2,275.00	Additional cost due to New cat Laws being introduced in 2013, people are starting to use the subsidy offered by the City, however subsidy is now being offered only to those whom de sex and microchip their cats
328 - Law & Public Safety	170-6329 Vehicle Towing Expenses	GL	15,880.00	0.00	0.00	15,880.00	impounding of abandoned vehicles, post 2012-2013 budget request, Maheim change process for impounding vehicles and the City has to now pay for towing on monthly invoices where as prior costs for this were taken out of the sale of the vehicle and the City was provided an payment on profit made after expenses were taken out. However as this has now changed we the City have to pay for the towing and then we are paid the full cost of the vehicle sold less manheim admin costs,
328 - Law & Public Safety	170-5356 Impounding Fees - Vehicles	GL	0.00	15,880.00	0.00	(15,880.00)	As per instruction from Bruce Mentz. SN18/12
328 - Law & Public Safety	177-6304 Sundry Minor Expenses	GL	2,750.00	0.00	0.00	2,750.00	
							Additional costs incurred as a result of the purchase of a Sea Container, purchase and delivery however was made in May 2011, but company in question did not send invoice. The City had to pursue invoice from company but unfortunately this did not occur until September 2011 hence affecting this year budget allocation and resulting in an overspend for the same amount.



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

Service Unit	Account Number	Ledger	Expenditure + / (-)	External + / (-)	Reserve + / (-)	Muni Cash Impact	Justification
328 - Law & Public Safety	180-6122 Protective Clothing	GL	1,000.00	0.00	0.00	1,000.00	Increase in costs due to staff turnover which occurred earlier in this financial year, however this budget has not increased either since the inclusion of Co safe internal staff (3) which in turn also affects the protective clothing requisitions for boot, vest s and alike
328 - Law & Public Safety	CW1379 - Cockburn Community Technological Video System CCTVs	CW	1,320.00	0.00	0.00	1,320.00	Whilst project is completed there was a slight overspend to ensure that installation and safety to Rangers and Parking vehicles were covered correctly.
330 - Human Services Unit Management	355-8540 Administration Charge Recovered - Council	GL	(40,215.56)	0.00	0.00	(40,215.56)	
331 - Family Services	235-6288 Program Costs	GL	(7,686.00)	0.00	0.00	(7,686.00)	We received a new contract so have increased the Council Admin charge
331 - Family Services	235-8040 Administration Charge - Council	GL	7,686.00	0.00	0.00	7,686.00	Increase of grant is lobbied for additional funding for admin charges. During Dec12 AMB this was allocated to Program Cost.
332 - Youth Services	328-6288 Program Costs	GL	(32,530.00)	0.00	0.00	(32,530.00)	
332 - Youth Services	328-8040 Administration Charge - Council	GL	32,530.00	0.00	0.00	32,530.00	
341 - Customer Services	OP9222 - Catalyse Community Perception Survey	OP	11,300.00	0.00	0.00	11,300.00	50% of the 2011-12 Community Perceptions surveys was billed in this fin year due to the research tender needing to go to council and delaying the start of the project. Hence the 30% needing to be made up to enable the 2012-13 perceptions survey to be undertaken
341 - Customer Services	OP9108 - Movie Nights - Outdoor Cinema	OP	(10,000.00)	0.00	0.00	(10,000.00)	For Summer of Fun I will be amending the amounts by event based on the spreadsheet I will attach to the email I return with this. The amounts are based on Strategic Council Policy SC34 in which it states that Provisional allocation for Community Events is to be a maximum of 1.0% of Rates Revenue. Council to approve a calendar of events. Council approved (MINUTE NO 4821 (OCM 12/07/2012) expenditure of \$495,000 for the events. In addition to this there is \$20,000 for events research and \$47,350 for marketing of the events. This totals \$542,290 in line with Policy SC34. This was missed by finance when the minutes were released because coincidentally the total amount of budget showing for events was very close to the amount the events were approved for, however did not take into account the marketing and research components.
341 - Customer Services	OP9163 - Events Research	OP	10,000.00	0.00	0.00	10,000.00	
341 - Customer Services	OP9107 - Australia Day BBQ	OP	(4,475.00)	0.00	0.00	(4,475.00)	
341 - Customer Services	OP9363 - Coogee Beach Party (Cockburn Festival)	OP	(835.00)	0.00	0.00	(835.00)	
341 - Customer Services	OP9460 - Cockburn Christmas Concert Event	OP	1,000.00	0.00	0.00	1,000.00	
341 - Customer Services	OP9470 - Regional Concert, - Manning Park	OP	2,000.00	0.00	0.00	2,000.00	
341 - Customer Services	OP9476 - Community Events Days (Summer Concerts)	OP	37,866.00	0.00	0.00	37,866.00	
341 - Customer Services	OP9492 - Seniors Ball	OP	7,340.00	0.00	0.00	7,340.00	
341 - Customer Services	OP9712 - EBA Customer Satisfaction Survey	OP	7,266.00	0.00	0.00	7,266.00	53854 of the 2011-12 KPI Customer Satisfaction survey was billed in this fin year due to the research tender needing to go to council and delaying the start of the project, plus pa quote received for the 12-13 survey shows a CPI increase from \$48,000 to \$51,414
341 - Customer Services	137-6600 Telecommunication Expenses	GL	15,000.00	0.00	0.00	15,000.00	Increase in monthly phone charges for 9411 3444 (main line) Have discussed this with Amy Wythes. Dec 2011 main line was \$1800 - December 2012 \$2400 and all have been \$2,300 to \$2,700 per mnth
411 - Statutory Planning	500-5306 Built Strata Fees	GL	0.00	5,500.00	0.00	(5,500.00)	Increase in Multiple dwelling completions this FY.
411 - Statutory Planning	500-5320 Development Application Fees	GL	0.00	(20,000.00)	0.00	20,000.00	Decrease in value of applications received has impacted total income despite numbers being the same as 2011 for the same period fees collected are 34,000 behind in 2012.
411 - Statutory Planning	500-5323 Fines & Penalties	GL	0.00	99,500.00	0.00	(99,500.00)	City awarded \$98,000 + legal costs in recent prosecution. Several others on foot that may result in additional income.
411 - Statutory Planning	500-5422 Subdivision Clearance Fees	GL	0.00	15,000.00	0.00	(15,000.00)	Increasing subdivision activity this FY
411 - Statutory Planning	500-5426 Zoning Statement Fees	GL	0.00	30,000.00	0.00	(30,000.00)	Increasing number of property transactions as market improves.



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

Service Unit	Account Number	Ledger	Expenditure + / (-)	External + / (-)	Reserve + / (-)	Muni Cash Impact	Justification
411 - Statutory Planning	500-5518 Detailed Area Plan Fees	GL	0.00	5,000.00	0.00	(5,000.00)	Increasing subdivision activity this FY
411 - Statutory Planning	500-6000 Salaries	GL	30,025.28	0.00	0.00	30,025.28	Casual Officers employed over 5 month period to Nov 2012 to cover leave absences and maintain required output.
411 - Statutory Planning	500-6229 Consultancy Expenses	GL	(10,000.00)	0.00	0.00	(10,000.00)	10000 reallocated to Software Support 500 6299 for MP3 Upgrade Stage 1
411 - Statutory Planning	500-6267 Legal Expenses	GL	50,600.00	0.00	0.00	50,600.00	Significant expenses incurred this FY from defending determinations in SAT and running prosecutions in Court. Ongoing matters will require additional funds. This is balanced by \$98,000 income on fines and penalties
411 - Statutory Planning	500-6299 Software Support Expenses	GL	10,000.00	0.00	0.00	10,000.00	Reallocation of \$10,000 from Consultancy budget 5006229 to pay for stage 1 upgrade to Masterplan 3 this FY.
412 - Building Services	730-5305 Building Licences	GL	0.00	250,000.00	0.00	(250,000.00)	At the end of Dec 12 the Bld Permit income was \$874 000 the revised income figure 1.35m FY end is still conservative. There is greater uncertainty about income this FY due to the new Building Act changes.
412 - Building Services	730-6000 Salaries	GL	133,542.53	0.00	0.00	133,542.53	Journal \$77000 from 730629 into salaries 7306000 N.Gibbs make additional allocation due to R Itzstein higher contract rate
412 - Building Services	730-6100 Superannuation	GL	12,080.76	0.00	0.00	12,080.76	Add 9% on additional salaries of \$133543
412 - Building Services	730-6267 Legal Expenses	GL	4,400.00	0.00	0.00	4,400.00	Top up due to likely additional expenditure.
412 - Building Services	730-6287 Printing & Stationery	GL	4,850.00	0.00	0.00	4,850.00	Top up due to likely additional expenditure.
413 - Health Services	OP9059 - Health Promotions & TravelSmart	OP	4,000.00	0.00	0.00	4,000.00	Additional workload due to new Active Smart/Travelsmart program necessitates increasing the hours of work of the Travelsmart officer from 0.5 to 0.7FTE from Jan 2013.
421 - Strategic Planning	505-5421 Structure Plan Fees	GL	0.00	90,000.00	0.00	(90,000.00)	Increase in income from structure plans due to Cockburn Coast Structure Plans being received early.
421 - Strategic Planning	505-5425 Zoning Amendment Fees	GL	0.00	20,000.00	0.00	(20,000.00)	Increase in income due to Banjup Scheme amendment fee being received this financial year.
421 - Strategic Planning	505-6267 Legal Expenses	GL	15,000.00	0.00	0.00	15,000.00	Minor increase in legal fees to account for possible SAT matters associated with refusal of Structure Plan.
421 - Strategic Planning	OP9817 - Proposed Coolbellup Town Centre Feasibility Study Plan	OP	(3,260.00)	0.00	0.00	(3,260.00)	No funds required for this project. Project complete.
421 - Strategic Planning	OP9166 - Scheme amendment, master planning and design guidelines for	OP	(10,000.00)	0.00	0.00	(10,000.00)	Reduction in funds for this project due to utilising in house skills for additional parts of this work.
423 - Land Administration	OP8190 - Land Acquisition/Disposal Cost	OP	0.00	(4,100.00)	0.00	4,100.00	Reduction in revenue associated with preparing land transfers and leases.
423 - Land Administration	OP9083 - Naval Base review of operations 2011	OP	8,060.00	0.00	8,060.00	0.00	Increase in funding to assist in actioning Council resolution on business plan for Naval Base Kiosk.
423 - Land Administration	CW1517 - Purchase Lot 237 Dacre Court	CW	(30,403.00)	0.00	(30,403.00)	0.00	Reduction in costs due to completion of project, awaiting final settlement and commission.
423 - Land Administration	CW1559 - Sale of L331/1 Boswell Place -	CW	1,600,000.00	1,600,000.00	0.00	0.00	Monies have now been received.
423 - Land Administration	CW1530 - Lot 1 Berrigan Dr, South Lake Rezoning & Subdivision	CW	(23,470.00)	0.00	(23,470.00)	0.00	Still finalising new zonings for land.
423 - Land Administration	CW1537 - L18Grandpre(Heal, Sykes, Plantagenet, Anjou, Rosetta) HH	CW	#N/A	0.00	#N/A	#N/A	Development costs came in under budget.
423 - Land Administration	CW1540 - Subdivision Lots 485 and 459 Bourbon Street	CW	50,000.00	0.00	50,000.00	0.00	Funds required from the Land Development Reserve in order to complete retaining wall works to facilitate sale of land.
423 - Land Administration	CW1545 - Lot 133 Arthur Street - fill and compact former drainage sum	CW	(30,000.00)	0.00	(30,000.00)	0.00	Works to cost less than anticipated.
423 - Land Administration	CW1551 - Sale Part of Lot 9001 Ivankovich Avenue, Beeliar	CW	350,000.00	0.00	350,000.00	0.00	This budget is required to complete the Coles land transfer at Lot 9001 Ivankovich Ave, Beeliar. I have identified required funds of \$350,000, but note whatever budget we spend will be recouped from purchaser at settlement.
423 - Land Administration	CW1551 - Sale Part of Lot 9001 Ivankovich Avenue, Beeliar	CW	350,000.00	350,000.00	0.00	0.00	This budget is required to complete the Coles land transfer at Lot 9001 Ivankovich Ave, Beeliar. I have identified required funds of \$350,000, but note whatever budget we spend will be recouped from purchaser at settlement.
423 - Land Administration	CW1552 - Subdivision of Lot 2242 Amberley Way, Hamilton Hill into 3 s	CW	(100,000.00)	0.00	(100,000.00)	0.00	Reduced cost of works.



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

Service Unit	Account Number	Ledger	Expenditure + / (-)	External + / (-)	Reserve + / (-)	Muni Cash Impact	Justification
511 - Waste Collection Services	480-5550 MSW & Recycling Removal Charges Levied	GL	0.00	712,000.00	0.00	(712,000.00)	Already \$500k over budget with Interim rates in February expected @ \$200K
511 - Waste Collection Services	OP8207 - Entry Fees - Arc	OP	#N/A	0.00	0.00	#N/A	Extra MSW Tonnages Collected. In addition SMRC budgeted rate @ March 2012 was estimated @ 4% = \$201.50. Actual 12/13 Rate is \$204.83.
511 - Waste Collection Services	OP8206 - COC Commercial MGB & Diversion	OP	560,573.00	0.00	0.00	560,573.00	SMRC diversions & higher commercial collection tonnage. GL485-8746 must be increased to balance this
511 - Waste Collection Services	OP8208 - Trailer Passes	OP	282,150.00	0.00	0.00	282,150.00	Increased utilisation of trailer passes due to greater scrutiny of volumes received. Corresponding increase in GL485 8746 Int Dis Charges.
512 - Waste Disposal Services	485-5414 Sale - Salvaged Recyclable Materials	GL	0.00	(300,000.00)	0.00	300,000.00	Low steel price
512 - Waste Disposal Services	485-5560 Landfill Fees	GL	0.00	1,700,000.00	0.00	(1,700,000.00)	Additional tonnage (approx 15k tonnes) SMRC diversion & strong commercial patronage
512 - Waste Disposal Services	485-6811 Landfill Levy	GL	420,000.00	0.00	0.00	420,000.00	15k tonnes @ \$28 p/tonne
512 - Waste Disposal Services	CW1941 - Cell 7 Construction	CW	#N/A	0.00	#N/A	#N/A	Contract Variations
512 - Waste Disposal Services	CW1950 - ACAP Maintenance	CW	(18,133.78)	0.00	0.00	(18,133.78)	Project completed. Funding Cfwd frn 11/12 to be transferred to reserve.
512 - Waste Disposal Services	CW1950 - ACAP Maintenance	CW	18,133.78	0.00	0.00	18,133.78	Project completed. Funding Cfwd frn 11/12 to be transferred to reserve.
512 - Waste Disposal Services	480-4143 TF from Res - Waste & Recycling	GL	0.00	0.00	373,973.00	(373,973.00)	Balancing
512 - Waste Disposal Services	485-8746 Internal Disposal Charges Recovered	GL	(842,723.00)	0.00	0.00	(842,723.00)	Balancing
512 - Waste Disposal Services	485-7142 TF to Res - Waste & Recycling	GL	0.00	0.00	(1,822,723.00)	1,822,723.00	Balancing
521 - Parks Construction and Maintenance	CW5259 - Park Development - Phoenix Rise Public Domain Stage 4	CW	16,678.00	0.00	0.00	16,678.00	Additional landscaping costs associated with road design alterations
521 - Parks Construction and Maintenance	CW5344 - Parks Renewal - Powell Reserve Irrigation	CW	75,401.51	0.00	0.00	75,401.51	Additional project cost associated with landfill charges
521 - Parks Construction and Maintenance	CW5627 - Park Renewal - McTaggart Cove Shelters	CW	45,000.00	0.00	(5,000.00)	50,000.00	Replacement of shelters in accordance with consultants report. CW 5627 - project proceeded prior to mid year review based on assessment by consultant which determined assets was failing and imminent works were required. Consulted with Director, Engineering & Works who confirmed approach to proceed with works and raise at mid year review. Four (4) pumps have required replacement in the past 6 months, with funds being accessed from OP budgets.
521 - Parks Construction and Maintenance	OP 7990 - Parks Maintenance Bulk Depreciation	OP	420,000.00	0.00	0.00	420,000.00	Depreciation for parks equipment has increased due to the take up of additional asset items at the end of financial year following Asset Management audits.
521 - Parks Construction and Maintenance	999-1431- Accumulated Depreciation - Parks Hard Infrastructure	GL	(420,000.00)	0.00	0.00	(420,000.00)	Balance sheet entry required as depreciation is a non cash item.
522 - Environmental Management	CW5442 - C.Y. O' Connor Steps to Beach	CW	(10,000.00)	0.00	0.00	(10,000.00)	Costs to build step far exceed budget amount. Funds to be diverted to higher priority projects.
522 - Environmental Management	CW4410 - PV Cell Installation Success Regional Sporting Faci	CW	(5,297.91)	0.00	0.00	(5,297.91)	Project came in under budget
522 - Environmental Management	CW4409 - PV Cell Installation Seniors Centre	CW	1,413.45	0.00	0.00	1,413.45	Project slightly over budget
522 - Environmental Management	CW4411 - Wind Turbine Installation	CW	3,621.75	0.00	0.00	3,621.75	Project slightly over budget
522 - Environmental Management	CW5443 - Formalise path to lookout from Manning Car park. (Wooden Step)	CW	#N/A	0.00	0.00	#N/A	existing runus not adequate to construct. Additional runus required. project identified within Trails Master Plan. Discussions with contractors indicate that a minimum of 120,000 would be required to construct wooden staircase. Part of required funds diverted from CW5623 and CW 5624 as these structures no longer required.
522 - Environmental Management	CW5623 - Bibra Lake Interpretive Information Shelter	CW	(20,000.00)	0.00	0.00	(20,000.00)	Project no longer viable. Divert funds to higher priority projects. (Path to lookout)
522 - Environmental Management	CW5624 - Manning Lake Interpretive Information Shelter	CW	(20,000.00)	0.00	0.00	(20,000.00)	Project no longer viable. Divert funds to higher priority projects. (Path to lookout)
522 - Environmental Management	CW5592 - Redemptora Reserve Vehicle Crossover	CW	(2,340.00)	0.00	0.00	(2,340.00)	Project came in under budget
522 - Environmental Management	OP8139 - External Sustainability Program Initiatives	OP	3,000.00	0.00	0.00	3,000.00	Costs for Energy Art Project with UWA was underestimated. Expected that additional \$10,000 will be required. This project is innovative and will bring the City much attention and accolades from outside entities.



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

Service Unit	Account Number	Ledger	Expenditure	External	Reserve	Muni Cash Impact	Justification
			+ / (-)	+ / (-)	+ / (-)		
522 - Environmental Management	OP9170 - Offset Surf Life Saving Club	OP	25,000.00	0.00	25,000.00	0.00	Costs for works undertaken last year inadvertently came from this years budget. Additional funds required to meet our DEC offset commitment for 12/13. Failure to meet offsets commitments may result in penalties.
531 - Road Construction and Maintenance	CW3418 - CUTLER RD [Prinsep/Chifley] - Raise & reconstruct	CW	(103,761.92)	(103,761.92)	0.00	0.00	Project completed external fund not available
531 - Road Construction and Maintenance	CW2443 - Orleans Access way improvement	CW	18,000.00	0.00	0.00	18,000.00	Transfer \$18,000 from CW2370,
531 - Road Construction and Maintenance	CW2370 - BIRCHLEY RD [Como/L'Aquila] - Widen & complete road and foo	CW	(21,678.00)	0.00	0.00	(21,678.00)	Transfer \$18,000 to CW2443, works completed by developer
531 - Road Construction and Maintenance	CW2291 - Southwell Cr (Ely/Phoenix) Landscaped Median Treatment	CW	231,000.00	0.00	231,000.00	0.00	Transfer \$231k estimated surplus from CW2356 Beeliar Drive Project
531 - Road Construction and Maintenance	CW2356 - BEELIAR DR [Hammond/Dunraven] - Construct 2nd cwy Stage 1	CW	(231,000.00)	0.00	(231,000.00)	0.00	Transfer \$231k estimated surplus to CW2291 Southwell Cr Project
531 - Road Construction and Maintenance	CW2855 - O'Connell/Halstead St Sump (Sump Improvement)	CW	20,000.00	0.00	0.00	20,000.00	Transfer \$20k from CW2878,
531 - Road Construction and Maintenance	CW2890 - Friar John Way drainage upgrade	CW	15,000.00	0.00	0.00	15,000.00	Transfer \$15,000 from CW2878,
531 - Road Construction and Maintenance	CW2878 - Russell Road (Corner Cockburn) - Drainage upgrade	CW	(35,000.00)	0.00	0.00	(35,000.00)	Transfer \$20k to CW2855, and \$15k to CW2890 project completed by MRWA
531 - Road Construction and Maintenance	CW2879 - Dean Road (Corner Berrigan Drive)	CW	#N/A	0.00	0.00	#N/A	Transfer \$34,012 to CW2937, and \$23,000 to CW2938, and \$8,076 to CW2934 project completed going to be requested in 2013/14
531 - Road Construction and Maintenance	CW2937 - Gerald St - Drainage Upgrade	CW	34,000.00	0.00	0.00	34,000.00	Transfer from CW2879,
531 - Road Construction and Maintenance	CW2938 - Lakes Wy & Clements Pl - Drainage Upgrade	CW	40,000.00	0.00	0.00	40,000.00	Transfer from CW2879,
531 - Road Construction and Maintenance	CW2934 - 8B Owen Pl - Rise Plateau & Install New Pipe	CW	#N/A	0.00	0.00	#N/A	Transfer from CW2879,
531 - Road Construction and Maintenance	CW2418 - AZELIA ROAD (Davilak to Gorham) - New Footpaths	CW	(9,000.00)	0.00	0.00	(9,000.00)	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW2420 - BISCAINE WAY (Cutler to Verde)- New Footpath	CW	(6,000.00)	0.00	0.00	(6,000.00)	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW2425 - RIVERINA PARADE (Yerilla to Coogee) - New Footpath	CW	(2,000.00)	0.00	0.00	(2,000.00)	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW2426 - COOGEE ROAD (West Churchill to Riverina) - New Footpath	CW	#N/A	0.00	0.00	#N/A	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW3495 - Yangebup Road (Milgun to Miguel)	CW	(16,000.00)	0.00	0.00	(16,000.00)	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW3496 - Alabaster (Banigan to Wentworth)	CW	(13,000.00)	0.00	0.00	(13,000.00)	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW3502 - Recreation Road (Davilak to Strode)	CW	(5,000.00)	0.00	0.00	(5,000.00)	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW3503 - Strode Avenue (Recreation to Rockingham)	CW	#N/A	0.00	0.00	#N/A	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW3508 - Angus Avenue (Leonard to Scales)	CW	8,000.00	0.00	0.00	8,000.00	Various savings & over spent footpaths projects.
531 - Road Construction and Maintenance	CW2449 - Progress Drive - Footpath	CW	80,000.00	0.00	0.00	80,000.00	Additional earthworks required
531 - Road Construction and Maintenance	CW2417 - Intersection of Hammond & Beeliar Dr Stage 1	CW	(333,333.00)	(333,333.00)	0.00	0.00	\$333k from R2R funds not available
531 - Road Construction and Maintenance	CW2447 - Hammond Road duplication from Bartram Road to Russell Road	CW	0.00	(390,000.00)	390,000.00	0.00	Transfer R2R funding to Frankland 2442 as per JK instruction.
531 - Road Construction and Maintenance	CW2442 - Frankland Avenue construction Single carriageway Roper Boulevard	CW	#N/A	#N/A	#N/A	#N/A	Transfer R2R funding from CW2447 as per JK instruction.
531 - Road Construction and Maintenance	CW3516 - Realign footpath at Roe Highway on ramp	CW	0.00	0.00	0.00	0.00	Balancing Roads Budget
531 - Road Construction and Maintenance	CW2444 - Spearwood Avenue Beeliar to Barrington Development stage	CW	(30,000.00)	0.00	0.00	(30,000.00)	Balancing Roads Budget



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

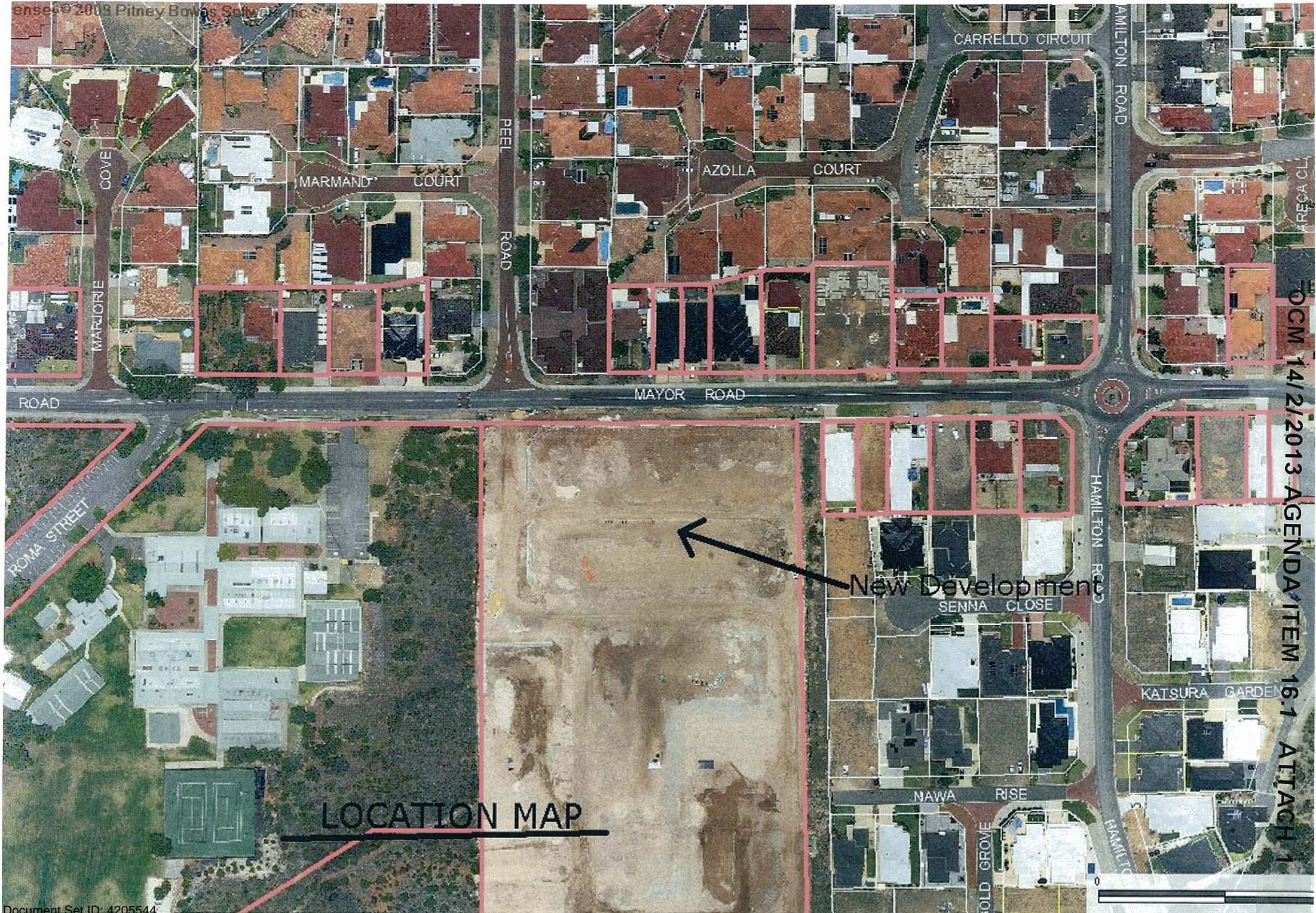
Service Unit	Account Number	Ledger	Expenditure + / (-)	External + / (-)	Reserve + / (-)	Muni Cash Impact	Justification
531 - Road Construction and Maintenance	CW2445 - Pedestrian Bridge over Beeliar Cockburn Central	CW	(30,000.00)	0.00	0.00	(30,000.00)	Balancing Roads Budget
531 - Road Construction and Maintenance	CW2440 - Frankland Ave/Russell Rd Stage 1- install traffic signals	CW	(32,000.00)	0.00	0.00	(32,000.00)	Balancing Roads Budget
531 - Road Construction and Maintenance	New - North Lake Rd Bike Path	CW	150,000.00	75,000.00	0.00	75,000.00	NEW CW - North lake road bike path. \$75k funding from the department of transport
531 - Road Construction and Maintenance	OP8504 - Street Lighting - Operation	OP	(107,963.00)	0.00	0.00	(107,963.00)	Reduced street lighting costs following audit.
531 - Road Construction and Maintenance	650-6905 - Roads Depreciation	GL	(1,500,000.00)	0.00	0.00	(1,500,000.00)	Depreciation for roads has reduced due to an end of financial year asset revaluation carried out in June 2012.
531 - Road Construction and Maintenance	999-1401- Accumulated Depreciation - Roads Infrastructure	GL	1,500,000.00	0.00	0.00	1,500,000.00	Balance sheet entry required as depreciation is a non cash item.
543 - Facilities Mtce and Management	CW4470 - South Coogee Vfb Shed - Demolish	CW	(20,000.00)	(15,000.00)	0.00	(5,000.00)	The building not to be demolished in the short term - now proposed to be used as an interim Men's shed
543 - Facilities Mtce and Management	CW4468 - Manning Park & Azalea Ley Bldg's - Refurbish House	CW	(20,000.00)	0.00	0.00	(20,000.00)	Initial project not proceeding, seeking \$30k of the funds to be re-assigned to upgrade the Manning Park toilet block for an accessibility friendly toilet cubicle.
543 - Facilities Mtce and Management	CW4432 - Manning Reserve House Minor Refurbishment	CW	(19,765.00)	0.00	0.00	(19,765.00)	Funding no longer required, project not proceeding this FY.
543 - Facilities Mtce and Management	CW4332 - Coogee Beach Surf Life Saving Clubhouse & Car park Construction	CW	#N/A	0.00	#N/A	#N/A	Funds required from the Community Infrastructure Reserve Fund to cover the current actuals and committed costs associated with rectification works and water bills, currently totalling approx \$66k. Note \$252k outstanding shown as a Committed Order to the Forward Works Contractor IRP is not expected to be expended.
543 - Facilities Mtce and Management	CW4455 - Admin Building Lunch Room sliding doors	CW	(11,005.00)	0.00	0.00	(11,005.00)	Install completed, expenditure less than budgeted.
543 - Facilities Mtce and Management	CW4471 - Civic Bldg Energy Reduction Initiative	CW	49,255.00	(257,645.00)	0.00	306,900.00	Project budget and funding mix needed changing to reflect Federal CEEP funding change from 1/2 to 1/3 funding provision only in current Round 2. To maintain overall project value inclusive of redirected funds from CW4386 & CW4391 requires an additional \$250k. This will be sought in a 2013/14 budget submission, in consideration the works will span into that FY. The current \$360k sourced from the Greenhouse Emission Reduction Fund will suffice with the MUNI funds for the current year's expenditure. The alternative of reducing the overall project budget and not draw additional funds in 2013/14 will significantly reduce the scope of what can be done to retrofit the Civic Complex's HVAC systems and lighting and correspondingly reduce the amount of funds that can be sought through the CEEP grants - not recommended. If the CEEP funding application is not successful then either the whole project scope will need to be reduced by the \$440k or this amount will need to be funded from MUNI or Reserve.
543 - Facilities Mtce and Management	CW4386 - Administration Building - External Shading Treatment	CW	(232,399.95)	0.00	0.00	(232,399.95)	Surplus funds from CW4386 to be redirected to CW4471
543 - Facilities Mtce and Management	CW4391 - Building Cogeneration (District Energy) Feasibility Studies	CW	(74,500.00)	0.00	0.00	(74,500.00)	Surplus funds from CW4391 to be redirected to CW4471
543 - Facilities Mtce and Management	CW4464 - Coogee Toilet Upgrade sewerage from domestic system	CW	(30,000.00)	0.00	0.00	(30,000.00)	Funding sought sufficient for interim treatment and design & costr estimate for later (2013/14) Capital Works budget submission.
544 - Plant Maintenance	CW7215 - Light Vehicle - Director Engineering Services	CW	(43,000.00)	(7,000.00)	(21,000.00)	(15,000.00)	New (replacement) vehicle no longer required, Officer elected for Novated Lease. Thus no draw on Plant Reserve. Allowed also for reduced value of current vehicle at sale.
544 - Plant Maintenance	CW7779 - Heavy Fleet Waste Services Landfill Loader 10 Ton (New)	CW	(60,000.00)	0.00	(60,000.00)	0.00	Quotes higher than budgeted. Funds for this plant item being drawn from the Waste Reserve Fund.
		GL	0.00	0.00	0.00	0.00	
		GL	0.00	0.00	0.00	0.00	
		GL	0.00	0.00	0.00	0.00	
		GL	0.00	0.00	0.00	0.00	
		GL	0.00	0.00	0.00	0.00	



**BUDGET REVIEW TO THE PERIOD ENDING 31 DECEMBER 2012**

Service Unit	Account Number	Ledger	Expenditure	External	Reserve	Muni Cash Impact	Justification
			+ / (-)	+ / (-)	+ / (-)		
		GL	0.00	0.00	0.00	0.00	
		GL	0.00	0.00	0.00	0.00	
		GL	0.00	0.00	0.00	0.00	
			#N/A	#N/A	#N/A	#N/A	





LOCATION MAP

New Development





Inquiries: J Kiurski, Ph: 9411 3585  
Our Ref: 450498

16 January 2013

Mr Ian Edwards  
Main Roads WA  
Traffic Services Manager, South  
P O Box 6202  
EAST PERTH WA 6892

Dear Ian

**Rockingham Road - Speed Zoning Review and Signage**

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The City has received a number of complaints expressing concerns about the increase in traffic and speed and the increased level of speed on Rockingham Road between Phoenix Road and Spearwood Avenue. They have sought a reduction in the level of the speed posted on this road and a review by MRWA to ensure that the speed restrictions are proper for the road.

It is noted that MRWA and the City applied a number of counter measures to reduce the speed in this precinct; however, it did not consider reducing the speed limit from 60km/h to 40km/h. Whilst reducing the posted speed limit will not necessarily guarantee a reduction in speed, it can assist in alerting motorists to a change in environment and in this instance to the increase activity through the shopping precinct.

At the Ordinary Council Meeting on 13 December 2012, it was recommended that the City seeks a review of the speed limit in this location. The City advises MRWA that it supports reducing the speed limit on Rockingham Road between Phoenix Road and Spearwood Avenue from 60km/h to 40km/h.

I trust that the information I have provided is sufficient to support the City's application for changes to existing speed zones; however, please do not hesitate to contact me should you have any further queries.

Yours faithfully

Jadranka Kiurski  
**Manager Engineering**

**LOCAL GOVERNMENT ACT 1995***City of Cockburn***(LOCAL GOVERNMENT ACT) AMENDMENT LOCAL LAW 2013**

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

**1. Citation**

This local law may be cited as the *City of Cockburn (Local Government Act) Amendment Local Law 2013*.

**2. Commencement**

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

**3. Principal Local Laws**

The *City of Cockburn (Local Government Act) Local Laws 2000* as published in the *Government Gazette* on 9 October 2000 and as published and amended in the *Government Gazette* on 13 November 2001, 15 November 2002, 26 September 2003, 25 November 2003, 27 July 2004, 17 May 2005, 11 January 2008, 10 December 2010, and 16 December 2011, 22 June 2012, are referred to as the Principal Local Law. The Principal Local Law is amended.

**4. PART VI –HAWKERS, STALLHOLDERS AND STREET TRADERS amended**

In Part VI add the following Division 4 after subclause 6.18.

***Division 4 — Street Entertainers*****6.19 Interpretation**

In this Division, unless the context otherwise requires —

***Indecent exposure*** means the revealing to view of those parts of the body, especially the genitals, which by law and convention should be covered by clothing under the given circumstances;

***perform*** includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

***permit*** means a permit issued for the purpose of clause 6.20

***permitted area*** means the area or areas, specified in a permit, in which the permit holder may perform; and

***permitted time*** means the time or times, specified in a permit, during which the permit holder may perform.

**6.20 Permit required to perform**

A person shall not perform in a public place without a permit. A permit may not be required if the City has requested a person to perform at events run by the City.

**6.21 Variation of permitted area and permitted time**

(1) An authorised person may by notice in writing to a permit holder vary —

- (a) the permitted area;
- (b) the permitted time; or



- (c) both the permitted area and the permitted time, shown on a permit.
- (2) An authorised person may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

#### **6.22 Duration of permit**

A permit is valid for a period of one year after the date on which it is issued unless it is sooner cancelled under this local law.

#### **6.23 Cancellation of permit**

An authorised person may cancel a permit if, in the opinion of the authorised person, the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or the performance otherwise constitutes a nuisance.

#### **6.24 Obligations of permit holder**

- (1) Authorised persons may ask a person performing to cease performing immediately if they:
  - (a) are not properly dressed in clothing which covers the body to prevent indecent exposure;
  - (b) act in an offensive manner; or
  - (c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier —
    - (i) other than in the permitted area; and
    - (ii) unless the musical instrument or device is specified in the permit.
  - (d) sell or offer for sale any articles, commodity or services with the exception of the performer's own original CDs and DVDs
  - (e) use dangerous implements or materials as part of the performance without a local government permission
  - (f) use foul or abusive language
  - (f) use animals in their act
  - (g) are intoxicated or under the influence of drugs
  - (h) cause a nuisance or obstruct pedestrian or vehicle traffic and entrances to shops or buildings
  - (i) interfere with an approved entertainment or activity
  - (j) do not keep their site safe and clean while working
  - (k) solicit donations in appreciation of their performance in an unreasonable or intimidatory manner.
- (2) Noise: Amplification of sounds is not encouraged. If, however some amplification is necessary because of the nature of the event or instrument/s then the performer should be aware of noise sensitive areas/people/times and adjust amplification to suit. If an authorised officer, or police officer, believes the noise level to be too high, then the performer is expected to comply with the directions of the officer. Any noise created should not exceed noise levels specified with the Noise Abatement regulations.

**Division 5— Permits**  
***Subdivision 1 — Applying for a permit***

**6.25 Application for permit**

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall —
  - (a) be in the form determined by the local government;
  - (b) be signed by the applicant;
  - (c) provide the information required by the form; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government or an authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government or an authorised person may require an applicant to give local public notice of the application for a permit.
- (5) The local government or an authorised person may refuse to consider an application for a permit which is not in accordance with subclause (2).

**6.26 Decision on application for permit**

- (1) The local government or an authorised person may —
  - (a) approve an application for a permit unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for a permit.
- (2) If the local government or an authorised person approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government or an authorised person refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government or an authorised person to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government or an authorised person to refuse the application for a permit on other grounds under subclause (1)(b).

***Subdivision 2 — Conditions***

**6.27 Conditions which may be imposed on a permit**

The local government or an authorised person may approve an application for a permit subject to conditions relating to —

- (a) the payment of a fee;
- (b) the duration and commencement of the permit;
- (c) the commencement of the permit being contingent on the happening of an event;
- (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (e) the approval of another application for a permit which may be required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) the payment of a deposit or bond against possible damage;
- (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and

- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

#### **6.28 Imposing conditions under a policy**

- (1) In this clause —

*policy* means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 6.26(1)(a).

- (2) Under clause 6.26(1)(a) the local government or an authorised person may approve an application subject to conditions by reference to a policy.
- (3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 6.26.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

#### **6.29 Compliance and variation of conditions**

- (1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.
- (2) The local government or an authorised person may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

### *Subdivision 3 — General*

#### **6.30 Duration of permit**

A permit is valid for one year from the date on which it is issued, unless it is —

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 6.34.

#### **6.31 Renewal of permit**

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of —
  - (a) this Part; and
  - (b) any other provision of this local law relevant to the permit which is to be renewed, shall apply to an application for the renewal of a permit with appropriate modifications.

#### **6.32 Transfer of permit**

- (1) An application for the transfer of a valid permit is to —
  - (a) be made in writing;
  - (b) be signed by the permit holder and the proposed transferee of the permit;
  - (c) provide such information as the local government or an authorised person may require to enable the application to be determined; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government or an authorised person may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

- (3) Where the local government or an authorised person approves an application for the transfer of a permit, the transfer may be effected by —
  - (a) an endorsement on the permit signed by the CEO; or
  - (b) issuing to the transferee a permit in the form determined by the local government.
- (4) Where the local government or an authorised person approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

### **6.33 Production of permit**

A permit holder is to produce to an authorised person the permit issued by the local government immediately upon being required to do so by that authorised person.

### **6.34 Cancellation of permit**

- (1) Subject to clause 6.35, a permit may be cancelled by the local government or an authorised person if —
  - (a) the permit holder has not complied with a —
    - (i) condition of the permit; or
    - (ii) provision of any written law which may relate to the activity regulated by the permit;
  - (b) it is relevant to the activity regulated by the permit that —
    - (i) the permit holder has become bankrupt, or gone into liquidation;
    - (ii) the permit holder has entered into any composition or arrangement with creditors; or
    - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.
- (2) On the cancellation of a permit the permit holder is to be taken to have forfeited any fees paid in respect of the permit.

### **6.35 Application of Part 9 Division 1 of Act**

When the local government or an authorised person makes a decision —

- (a) under clause 6.26(1); or
  - (b) as to whether it will renew, vary, or cancel a permit,
- the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

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

STEPHEN CAIN, Chief Executive Officer

**TRAINING SHIP COCKBURN**

SOUTH COOGEE AGRICULTURAL HALL  
ROCKINGHAM ROAD, MUNSTER 6163

P.O. Box 87, Hamilton Hill 6963  
Phone: 9332 3929

*Dear Mayor and Councillors,*

Request relocation of Cadet Unit to S.E.S. building in Kent Street, Spearwood

Over the previous years we have operated our youth organisation at the South Coogee Agricultural Hall in Munster, we are very appreciative of the Councils support to our cadet unit in this location and have seen over one hundred members of the communities youth, both male and female, attend our unit with the majority achieving their senior first aid certificates.

The rationale behind this request, to be considered for re-location to the S.E.S. building in Kent Street, is the major reason for cadets not continuing for long periods in our youth organisation, at our present location, is in fact the isolated location of our unit.

When consulting both cadet and their parent/s on the reason for them leaving, they have stated the difficulty they have in accessing transport to the unit for their training, although the unit is on a major bus route they find the isolated area is not "safe" for their child to travel at that time of day and when utilizing private vehicles to the unit they find it is a distance to travel and difficult to gain entrance/exit to.

The unit has also gained quite a large amount of assets which we are having difficulty in storing at the unit, at present our watercraft are stored in different locations one of which is located in Rockingham, this presents quite a few problems when we wish to do water based training, we have to pre-arrange access for a pick up and drop off time for our watercraft. This process restricts time on the water for the cadets training and if no-one is available to allow one of our members to gain access to where our watercraft is stored we are forced to cancel training for our cadets. We also have a large amount of teaching and audio equipment stored at the unit which restricts the available teaching area for the cadets due to inside storage of this equipment.

The S.E.S. building in Kent Street would, I believe, allow us to store all our watercraft in the one location enabling us to conduct a higher standard of water based training; we would be able to expand our training program through utilizing our teaching aids and audio/visual equipment further effectively through additional available space.

I envisage the unit numbers to increase, upwards to 120 members, and members to attend more regularly due to the location being more accessible to the communities' youth.

Our organisation offers the communities youth training in area's that will assist them through their life's journey, encourage a high work ethic and a sense of community pride. We provide all uniforms, inclusive of footwear, assist with course expenses and provide necessary equipment where/when required at a cost of \$30.00 per school term per member.

On behalf of the staff, cadets and family members of Training Ship Cockburn, I would appreciate consideration be given to our Youth Organisation being re-located to the soon to be vacated S.E.S. building located in Kent Street, Spearwood.

*Highest Regards,*

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*C.M. Hickey B.Sc.*

*Lieutenant ANC*

*Commanding Officer Training Ship Cockburn*



# TRAINING SHIP COCKBURN

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**TITLE:** Rationale for re-locating Australian Navy Cadet unit to Kent Street, Spearwood

Number of participants:

- At present we have 17 cadets, male and female – aged 12½ to 18 years of age. We have had over 100 cadets join since our unit was established; the majority of cadets, who have left/transferred, cited the isolated location of the unit being the reason for leaving our unit
- Envisage increase in numbers, at new location, to be upwards of 50 cadets within first 12-18 months of unit relocation

Value your organisation will gain from the new location:

- Retention of existing cadet numbers
- Increase in cadet membership – location more amenable to the communities families
- Location not complicated for members to access entry/exit points
- Street lighting more evident, providing a sense of security for cadet members
- The unit itself would be located in a populated residential area
- Positive exposure to the communities youth – located near sporting fields, busy shopping complex and nearby schools allows community to view cadets in training
- Close to a recognised bus route – alleviates member's family transport issues
- Increase in secured area – facilitates our ability to host other ANC units or hold/host Bi/Tri-Service events/activities and/or training
- Classroom arrangement enables cadets to be trained separately in their rank appropriate course
- Oval/playing fields behind can be utilized for activities and/or sedate exercise programme when available
- Already used as a training facility so has enhanced services/features to what we have available at present
- SES building is already a lock down area to the public – this would not change with our unit; consequently would not take a venue away from the community
- Cadets would be able to train for and host Mess Dinner's/events for council and community groups, especially the Cockburn Returned Services League, on an annual basis
- Larger illuminated bitumen area more effective for Parade and Ceremonial Drill
- ANC is a RTO with staff members qualified to conduct courses in Sail (GISBS 1 & 2), Power Boating (Recreational Skipper' Ticket), Senior First Aid, Food Handling and cooking the building will allow us to conduct these courses on a larger and more regular basis

How you see increasing participation:

- While our present location is a good community hall type facility and has been our home for a number of years, it is not really at all functional for a cadet unit and has limited our operations
- Relocating to the S.E.S. building in Kent Street, Spearwood is more central to the cadet "catchment area", it has a good layout with training rooms, office space, galley, ablutions, locked storage, large caged area for stores/boating equipment and a good sized car park with lighting for a parade ground
- The relocation will enable building and delivering a more structured training programme by offering more in terms of "hands on" for our cadets and through word of mouth will effectively increase our numbers
- Storing all of our equipment in the one location will assist staff and senior cadets with lesson planning and instruction, enhancing the training standards of our members which would be reflected when cadets are assisting with community events such as Anzac Day

# TRAINING SHIP COCKBURN

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- As the S.E.S. building is located more centrally to regular community activities we would have a greater exposure to the community when conducting weekly parade and weekend training programmes for our cadets
- The majority of our training for water activities is theory based; cadets have to undergo a large amount of land based training before being allowed to venture out on the water. We have many areas where we can launch our boats – other water based cadet units, Jervoise Bay Sailing Club and Challenger Beach – so this does not present a problem for our unit. What makes it possible for us to go sailing is that at the S.E.S. location we will have our water craft on hand thereby reducing the time taken to collect from and return to another location.

## Proposed use of space and for what purpose:

- Caged Stores Area:

*Uniforms* – diverse sizes, kept on hand for new members and replacements for cadets

All cadets are supplied with approx cost \$3,000.00 uniform kit and bag.

Standard issue uniform per cadet:

- ✓ Shoes/boots – sailing shoes, general purpose cadet boot, parade shoes, safety boots
- ✓ Socks – combat and black dress socks
- ✓ Pants – long black, long white and DPNU trousers
- ✓ Belt – white with silver buckle, black with silver buckle
- ✓ Shirts – short sleeved white, long sleeved white, DPNU shirt, grey T-shirt, white front
- ✓ Wool knit jumper
- ✓ Dress Battle Jacket
- ✓ Tie
- ✓ Rain Jacket
- ✓ Summer Ceremonial Uniform complete
- ✓ Winter Ceremonial Uniform complete
- ✓ Junior Sailor Cap, Unit baseball cap, ANC baseball cap, DPNU hat, Legionnaires cap
- ✓ ANC issue sunglasses
- ✓ Blue kit bag
- ✓ ANC lever arch file with dividers

*Watercraft equipment –*

- ✓ Personal Flotation Devices (P.F.D.) – diverse sizes
- ✓ Wet Suit long sleeved sailing tops – diverse sizes
- ✓ Emergency boating equipment – bailer, flares, EPERB, fire extinguisher, etc
- ✓ Anchor, chains, ropes, oars, rowlocks, shackles, etc
- ✓ Sunscreen
- ✓ Communication equipment
- ✓ First aid equipment
- ✓ Sailing helmets – diverse sizes

*Camping equipment –*

- ✓ Camp Stretchers
- ✓ Bedding
- ✓ Stoves
- ✓ Camp cookware, utensils
- ✓ Tents
- ✓ Tables, chairs
- ✓ Compasses, torches, hydration packs
- ✓ First aid equipment



# TRAINING SHIP COCKBURN

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- Vehicle Bays 1, 2 and 3: Onsite storage of our watercraft – we have 10 watercraft at present
  - ✓ 1 x Rescue Boat on single trailer
  - ✓ 2 x Corsair Sail craft on double trailer
  - ✓ 1 x Mirror Sail craft on single trailer
  - ✓ 1 x dinghy on single trailer
  - ✓ 1 x Optimist Sail craft on beach trailer
  - ✓ 2 x Aqua Gliders
  - ✓ 2 x two man canoe's
  - ✓ 2 x additional outboard motors for training purposes
  - ✓ Main and Jib sails
  - ✓ Main and jib sheets
  - ✓ Diverse range of sailing and boating attachments
- Training Room: will become Classroom 1
  - ✓ Same rank only for appropriate course at one time
  - ✓ Theory based training utilizing whiteboards, power point presentations, overhead projector, and audio visual equipment.
  - ✓ Storage of training aids, reference books
  - ✓ Cadets to keep their task books, personal property in this area
- Operations Room: will become Classroom 2
  - ✓ Same rank only for appropriate course at one time
  - ✓ Practical training in Seamanship - rope work, navigation
- Communications room: will become Classroom 3
  - ✓ Same rank only for appropriate course at one time
  - ✓ Band training and  
Storage of Band equipment –
  - ✓ Base drum with case
  - ✓ Tenor drums with case
  - ✓ Snare drums with case
  - ✓ Band Master's Mace
  - ✓ Drum harness's
- Administration room and Foyer: will become Mess Deck (dining area)
  - ✓ Cadets to use for Stand Easy and meals
- Rooms off Foyer and opposite Communications room: will become administration offices
  - ✓ Commanding Officer and Armoury storage
  - ✓ Executive Officer
  - ✓ Administration Officer
  - ✓ Training Officer
  - ✓ Regulator/Welfare Officer
  - ✓ Gangway
- Kitchen (Galley) and Ablutions (Heads): will remain as stated on current floor plan
  - ✓ Galley will be utilized, at a later date, for cooks and food handling courses
- Stand alone single brick building currently used by S.E.S. members as their "break" room: will become the Sick Bay in conjunction with the Unit Support Committee's offices, storage and meeting room

# TRAINING SHIP COCKBURN

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- Shed alongside single building: will become the workshop for maintenance and repairs to watercraft and equipment, storage of both ancillary outboard motors, fuel and miscellaneous equipment
- Grassed area: will be utilized for
  - ✓ land survival training
  - ✓ camping
  - ✓ rigging/de-rigging sail craft
  - ✓ cleaning of water craft and equipment
- Carpark: will become the parade ground and used for
  - ✓ Parade and Ceremonial training
  - ✓ Lessons based on physical activity
  - ✓ Colours and Sunset Ceremony

## Audited financial statements:

- At present we are waiting on our Accountant to audit our books, this will be carried out in the coming weeks
    - ✓ As per our latest bank statements we have:
      - Unit Committee Account - \$11,500.00
      - Unit Welfare Account - \$ 2, 900.00
- Over the past 5 years we have maintained a combined credit balance of over \$10,000.00

## How will the cadets pay outgoings and any other costs that will arise:

- Income:
  - ✓ Cadet Funding W.A. – receive \$66.00 per cadet annually
  - ✓ Cadet Fee's – receive \$30.00 per cadet per school term
  - ✓ Donation – receive \$500.00 per year for assisting Jetty to Jetty
  - ✓ Fundraising – receive minimum \$1,000.00 per year for chocolate sales
  - ✓ Committee conduct fund raising events each term
  - ✓ Defence Services – pay unit utilities, supply equipment and materials for training
  - ✓ Offer Senior first aid and other certified courses to the wider community utilizing funds raised for cadet unit
- Expenditure:

Unit Welfare and Unit Committee fund the cadets for –

  - ✓ 8 day Annual Continuous Training camp inclusive of their courses
  - ✓ Senior First Aid
  - ✓ Recreational Skipper's Ticket
  - ✓ Getting into Small Boats Sailing
  - ✓ Unit camps
  - ✓ Insurance – subsidized by Defence Services
  - ✓ Defence Services pay unit utilities – water, electricity, phone, internet
  - ✓ Servicing Fire Extinguishers – Defence Services pay all costs
  - ✓ Boat and Trailer Licences – paid by committee
  - ✓ Sail craft and double trailer licence – paid by Defence Services
  - ✓ Lease – Peppercorn through Council



# TRAINING SHIP COCKBURN

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## Benefits of your service to the community:

- Compliments Youth Services already available in the City of Cockburn
- Ability to offer a more fulfilling programme to our members – we offer discipline, leadership, self confidence and provide certified courses to assist the youth in gaining employment, e.g. Senior First Aid
- ANC is a RTO with staff members qualified to conduct Senior First Aid and other certified courses which would be offered to the wider community at a reduced fee
- Our term fees are very low at \$30.00 per 10 weeks
- We supply all uniforms and equipment at no cost to the cadet or their family
- We offer families within the community a safe, affordable learning environment where their child can become a productive, respectable member of society
- We provide safe learning experiences for our members on Defence vessels and establishments, opportunities that are not available to the general public
- We support and encourage our Codes of values:
  - ✓ Honour: This is the fundamental value on which the ANC, and each person's reputation, depends. This demands honesty, courage, integrity, loyalty and behaviour which is becoming and worthwhile.
  - ✓ Honesty: This means always being truthful and always doing what is right for the ANC and the individual.
  - ✓ Courage: This means having the strength of character to do what is right in the face of adversity, danger or threat.
  - ✓ Integrity: This means the display of truth, honesty and fairness that gains respect and trust from others.
  - ✓ Loyalty: This means being committed to each other, the ANC, the community and to Australia.
- We support and encourage our Guiding Principles:
  - ✓ Justice: Encompasses the fair treatment of individuals, the application of due process, impartial decision-making, non-discriminatory actions and equitable outcomes. Power and authority are applied for the common good
  - ✓ Respect: Recognises and defends the rights of others. That is, treat others with respect and do not abuse, exploit or discriminate against them; and
  - ✓ Responsible care: Based on the primary moral obligation of doing good, rather than harm, and the concept of responsible stewardship. People recognise their responsibilities towards others and contribute to the well being of others and to the common social good.
- Cadet organisations exist for the benefit of the youth that enrol, where every consideration is given to advancing their development. The contribution of the adult staff, the community and the ADF serve to facilitate the youth focus
- The military orientation manifested by the wearing of uniform embellishments, carriage of firearms, drill, ceremonial, the emphasis on military characteristics and training in military subjects is essential and must be retained to allow distinguishing from other youth organizations within the community
- The ANC is supported by shared contribution from the ADF and the community. Equity suggests that the ADF should provide the resources needed for all cadet units to undertake prescribed, mandatory activities; while the community provides resources needed for all approved, discretionary activities. Equity also requires that once established all cadet units should be treated equally.
- We have a Divisional System – basic personnel management organization – within the unit responsible for the training, welfare, discipline and morale of its members designed as a mentor support, development and social structure.



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# TRAINING SHIP COCKBURN

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## Letter of support from the navy to the proposal:

- Defence Services – Being processed at present
- Unit's Parents – two parents provided letter of support

## Composition of committee of management:

- Incorporated Unit Support Committee is designed to access resources, provide support and ensure strong links are maintained and sustained with the local community through supportive activities and positive communication
- The Unit Support Committee (U.S.C.) is formed from parents/guardians and interested members of the community, who can constructively support the objectives of the Committee, on the invitation of the unit's Commanding Officer
- ANC staff and/or cadets are not members of the Unit Support Committee
- The U.S.C. facilitates raising of resources and funding to enable cadet activities that enhance youth development
- Fundraising to support U.S.C. operational expenses
- To provide and maintain equipment not issued by the Commonwealth Government
- Provide insurance for property owned and controlled by the U.S.C., inclusive of property that is on loan or not covered by Defence Insurance
- The Unit Support Committee comprises of: President, Vic President, Secretary, Treasurer and committee members
- The U.S.C. conducts meetings once every school term to ensure forward planning and an Annual General Meeting to elect the executive committee
- The President meets with the unit Commanding Officer on a weekly basis to ensure smooth running of the unit

## Insurance coverage:

- Department of Defence provides insurance cover for all units under COMCOVER Insurance, as per attached documentation:
  - ✓ Certificate of Currency – Directors' and Officers' Liability
  - ✓ Certificate of Currency – General Liability and Professional Indemnity
  - ✓ Certificate of Currency – Personal Accident
  - ✓ Certificate of Currency – Property
- Unit Support Committee provides Public Liability insurance cover for Training Ship Cockburn under QBE Insurance (Aust) Limited through OAMPS Insurance Brokers, as per attached documents:
  - ✓ OAMPS Insurance Brokers letter dated 8<sup>th</sup> March 2012
  - ✓ OAMPS Insurance Brokers Tax Invoice Number I167260 dated 08/03/12  
QBE Policy Number: 73A199834PLB – Public Liability Policy
  - ✓ OAMPS Insurance Brokers Schedule of Cover Reference 023838N
  - ✓ OAMPS Insurance Brokers Statement of Account dated 23 April 2012

# TRAINING SHIP COCKBURN

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## SUMMARY:

### Number of participants:

- Unit complement of 17 parading cadet members, 2 staff members, 1 Unit Support Volunteer and fully functional unit committee

### Value your organisation will gain from the new location:

- Location offers a greater safety environment for cadet members
- Location offers improved transport access for cadet members
- Retention of cadet numbers and staff
- Increase in cadet numbers and staff
- Augments positive exposure to community
- Enhanced structured training programme
- Cadet members able to undertake a more diverse range of courses/training onsite
- Storage of all assets in the one secured location
- Ability to conduct weekend and/or continuous 8 day training for cadet members onsite
- Host inter unit and/or tri-service training/camps onsite
- Ability to offer the community certified courses at a reduced rate
- Resources available onsite to conduct water based activities locally
- Location is already a locked down, restricted area and this would be continued

### How you see increasing participation:

- More centrally located to cadet catchment area
- Enhanced training programme will ignite interest and enthusiasm
- Secured, safer environment will alleviate some apprehension from cadet members family
- Cadet members will be more confident and professional in their public duties due to enhanced training programme and weekend training that would be conducted onsite
- Ability to conduct 2 to 8 day continuous training programmes will encourage teamwork, leadership skills, life skills and socially acceptable behaviour
- Cadets will gain skills, confidently, over a shorter time span, that will assist them when applying for employment within the community

### Proposed use of space and for what purpose:

- All areas will be utilized to the upmost training advantage for all cadet members
- Unit Committee will have an onsite meeting and storage area that will enhance their capabilities to assist the cadets and the unit to develop into a highly functional youth development programme for the community
- Our watercraft will be able to be stored at the one location, be secured and available for cadet training

### Audited financial statements:

- The unit has been able to pay training and other costs for its cadet members while maintaining a credit balance, for over 5 years, in excess of \$10,000.00

### How will the cadets pay outgoings and any other costs that will arise:

- Support from Unit Committee, Defence Services, Cadet Fee's and community donations

### Benefits of your service to the community:

- Safe learning environment
- Affordable membership
- All uniforms and equipment supplied
- Support, training and a sense of self worth to individuals and the communities youth

### Composition of committee of management:

- Full executive committee and committee members

### Insurance coverage:

- Insurance is paid for by Defence Services and Unit Support Committee that cover Public Liability, Property, Directors' & Officers' Liability, General Liability & Professional Indemnity and Personal Accident Cover





PO Box 3919  
Success LPO 6964  
Phone; 0428 342 051  
Email; [norjen@hotmail.net.au](mailto:norjen@hotmail.net.au)  
ABN 92 935 388 762

Date; 09/01/2013

Attach 2

Community Services Manager;  
Mr Rob Avard.

Thank you for giving FOC the opportunity to access the old SES Building in Kent Street Hamilton Hill. Friends of the community is interested in using the following areas double door garaged area \*3 and \*4. the large room facing Kent street for an office and training room for our volunteers and other members of the community, the shared areas such as the kitchen , toilet facilities and shower recess.

Friends of the Community are staffed entirely by Volunteers and our vision is to raise funds for the Aged, Disabled and Disadvantaged people in The City of Cockburn and surrounding areas.

This group was founded in October 2006 by Serena Anderson and Norm Dale based on a vision and an obvious lack of funding in this area. We are not affiliated with any religious group but are prepared to assist all those in need regardless of religion, culture or ethnic background.

We are a not for profit organisation, we are Incorporated and have a Charity licence.

Friends of the Community conduct a food business with all profits being returned to the needy community while having a lot of fun in the process. We are a hard working group of Volunteers who have been trained in Food Safe, others with First Aid and Bus driving, we are very particular in regard to cleanliness hygiene and good quality local food.

We attend many special Events running sausage sizzles for venues such as Teddy bears picnic, Rotary Spring Fair, Seniors Expo and Bunning's etc, with all our own equipment including a Food van, Barbecues, Bain Maries, Marquees and Generator, Trailer with all the requirements for conducting on site BBQ . We also attend other events like Carols by candle light, the Bibra Lake Easter Fair, Australia Day Sausage Sizzle, all the free concerts provided by the City of Cockburn as well as the free movie nights.

This is a great way of enjoying the outdoors while being entertained, meeting people and gaining a wonderful sense of inner satisfaction. We are a close knit family and encourage our members to enjoy the social activities which are organized to reward our people for their hard work and unselfish acts of kindness. We have made many Partnerships with local Food providers, Equipment suppliers, Advertising Agencies, Bunning's, Developers in and out of our area and Community Groups.

Our ongoing projects focus on Education, Homeless, Respite Programs (Camp Quality) children with disabilities, as well as some individual donations through the Independent Living Centre. Some of our regular sponsors have signage rights on our food van and the van can be seen at many venues throughout Cockburn and surrounding areas.

We are interested in obtaining tenure in the Old SES Building to centralize our equipment and office under the one roof and to have a central home base where we can conduct training sessions, meet up after an event. We have met the Commanding Officer of the Sea Scouts as well as the office bearers and found them to be very obliging and believe we will have a very harmonious relationship with them.

Yours Sincerely

Norm Dale

President.

**From:** hickeyhouse [mailto:[hickeyhouse@optusnet.com.au](mailto:hickeyhouse@optusnet.com.au)]  
**Sent:** Sunday, 13 January 2013 9:17 PM  
**To:** Robert Avar  
**Cc:** [Amanda.Lond-Gemmell@defence.gov.au](mailto:Amanda.Lond-Gemmell@defence.gov.au); 'Karen Thomson'; [dpi@inet.net.au](mailto:dpi@inet.net.au)  
**Subject:** TS Cockburn

Rob Avar,

Good Evening Rob

I believe the meeting went well last Thursday and the combination of both our cadets and the Friends of the Community being situated at the same location can only be beneficial to all, inclusive of the Cockburn Community.

Would you be able to update Amanda at Defence, as per details below, with the progress so far. I have sent a brief e-mail but would appreciate an e-mail from yourself with agreed allocation of area and a date for putting to council with an estimated date of relocation.

At present LCDR Vidler is on leave and will not be back in the office until late January and Amanda is covering him for this time.

***Amanda Lond-Gemmell***

Facilities Staff Officer

ANC

CP2-2-066

Ph: 02 6266 3874 Fax: 02 6266 3490

Email: [Amanda.Lond-Gemmell@defence.gov.au](mailto:Amanda.Lond-Gemmell@defence.gov.au)

Thank you once again for your support and assistance in relocating our unit.

Regards,

Cathy

C.M. Hickey B.Sc

LEUT ANC

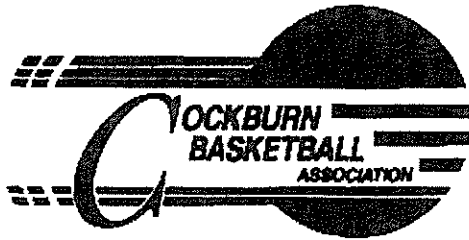
CO TS Cockburn

9332 3929









## Cockburn Basketball Association Inc.

City of Cockburn  
9 Coleville Cres  
SPEARWOOD WA 6163

Attention: Mr Rob Avar  
cc: Adrian Lacquiere

3<sup>rd</sup> December 2012

RECEIVED at: CITY OF COCKBURN	
File #: <u>CR/G/1001</u>	x-ref: _____
Action Officer	CC
<u>RAVA</u>	06 DEC 2012 <u>ALAC</u>
Retention DAYBOX _____	Manual File _____
Archive FILE _____	
LOOSE / ATTACHED	File please: <input type="checkbox"/>

### Re: Urgent funding assistance for court resurfacing project at Wally Hagan Basketball Stadium

Dear Rob,

Thank you so much for taking the time to meet with us last Thursday. As discussed, the resurfacing project for courts 2, 3 and 4 at the Wally Hagan basketball stadium is well underway and we seek your assistance to secure grant funding from the City of Cockburn as a matter of urgency.

Originally our project was costed at approximately \$180,000 (ex GST). Unfortunately, due to some modifications that have occurred with respect to available contractors, this cost has now escalated to approximately \$225,000 (ex GST).

As you know, we have secured funding for this project from the Department of Sport and Recreation in the amount of \$62,500. We are also contributing approximately \$80,000 of our own funds, being \$30,000 in cash, and \$50,000 through debt funding. This leaves an estimated shortfall of \$82,500 that we seek from the City of Cockburn.

The project commences on the 13<sup>th</sup> of December 2012 and is expected to conclude on the 17<sup>th</sup> of February. As you are aware, time is of the essence and we seek an urgent response from you as soon as possible.

Should you require any further information to assist with our request please do not hesitate to contact the undersigned on 0467 798 446.

Yours faithfully,

**Glen Lange**  
President



- Areas of concern where the following activities are taking place
  - Kite Surfing
  - Windsurfing
  - Paddling
  - Dog Exercise





**ATTACHMENT 1**

**Metropolitan Local Government Review - Executive Summary of the Final Report (Recommendations)**

1. The State Government give consideration to the inequities that exist in local government rating, including rate-equivalent payments and State Agreement Acts.
2. A collaborative process between State and local government be commenced to establish a new Partnership Agreement which will progress strategic issues and key result areas for both State Government and local government.
3. The State Government facilitate improved co-ordination between State Government agencies in the metropolitan area, including between State Government agencies and local government.
4. A full review of State and local government functions be undertaken by the proposed Local Government Commission as a second stage in the reform process.
5. In conjunction with the proposed structural and governance reforms, that local government planning approval powers be reinstated in metropolitan Perth by the State Government.
6. The State Government consider the management of waste treatment and disposal at a metropolitan-wide scale either be undertaken by a State authority or through a partnership with local government.
7. A shared vision for the future of Perth be developed by the State Government, in conjunction with local government, stakeholder and community groups.
8. A Forum of Mayors be formed to facilitate regional collaboration and effective lobbying for the needs of the metropolitan area and to provide a voice for Perth.
9. The Forum of Mayors be chaired by the Lord Mayor of the modified City of Perth in the first instance.
10. The newly created local governments should make the development and support of best practice community engagement a priority, including consideration of place management approaches and participatory governance modes, recognition of new and emerging social media channels and the use of open-government platforms.
11. The existing Regional Local Governments in the metropolitan area be dissolved, their provisions in the Local Government Act 1995 be repealed for the metropolitan area and a transitional plan for dissolving the existing bodies in the metropolitan area be developed.

12. The State Government give consideration to transferring oversight responsibility for developments at Perth's airports, major hospitals and universities to the Metropolitan Redevelopment Authority.
13. Periodic local government boundary reviews are undertaken by an independent body every 15 years to ensure the city's local government structure continues to be optimal as the metropolitan region develops.
14. The Local Government Advisory Board be dissolved and its operating and process provisions in the Local Government Act 1995 be rescinded, with the Local Government Commission taking over its roles, including consideration of representation reviews.
15. A new structure of local government in metropolitan Perth be created through specific legislation which:
  - a. incorporates all of the Swan and Canning Rivers within applicable local government areas
  - b. transfers Rottnest Island to the proposed local government centred around the City of Fremantle
  - c. reduces the number of local governments in metropolitan Perth to 12, with boundaries as detailed in Section 5 of this report.
16. Consideration be given to all local government elections being conducted by the Western Australian Electoral Commission.
17. Compulsory voting for local government elections be enacted.
18. All Mayors and Presidents be directly elected by the community.
19. Party and group nominations for local government electoral vacancies be permitted.
20. Elected members be limited to serving three consecutive terms as councillor and two consecutive terms as Mayor/ President.
21. Elected members be provided with appropriate training to encourage strategic leadership and board-like behaviour.
22. A full review of the current legislation be conducted to address the issue of the property franchise and the most appropriate voting system (noting the Panel considers that first-past-the-post is inappropriate for the larger districts that it has recommended).
23. Implementation of the proposed setting of fees and allowances for elected members as set by the Salaries and Allowances Tribunal.

24. Payments made to elected members be reported to the community on a regular basis by each local government.
25. The Public Sector Commission provide advice and assistance to local governments in the appointment and performance management of local government Chief Executive Officers with consideration given to the Public Sector Commission being represented on relevant selection panels and committees.
26. A State Government decision on reform should be made as soon as possible, and if the decision is to proceed with structural reforms, the process of implementation should begin without delay.
27. Councils take on a leadership role in the reform debate and prepare their residents now for the possibility of changes in the future.
28. The State Government assist and support local governments by providing tools to cope with change and developing an overarching communication and change management strategy.
29. A Local Government Commission be established as an independent body to administer and implement the structural and governance reforms recommended by the Panel, and facilitate the ongoing relationship between State and local government.
30. The recommendations from the Panel should be considered as a complete reform package and be implemented in their entirety.



Direct Telephone: 9411 3493  
Our Ref: FS/I/002

Mr & Mrs Gates  
12 Drosera Loop  
Beeliar WA

Dear Mr & Mrs Gates

**STREET TREE AT 12 DROSERA LOOP, BEELIAR**

---

A report was presented to the Ordinary Council Meeting of 10 November 2011 regarding the street tree at 12 Drosera Loop, Beeliar.

At the meeting it was resolved that Council:

- (1) Make good the tree roots by cutting down the shallow roots that are doing the damage;
- (2) Be responsible for associated works within the Council verge area: and
- (3) Advise the resident that they will be responsible for the associated works on their property.

I advise that the City has severed surface roots on the verge that may impact on the paved verge crossover. In addition the City has re-laid small sections of edging pavers on the verge that were being uplifted by tree roots as well as reinstating a grout edge to the pavers. Maintenance works have also been undertaken on the small section of cracked cement infill between the crossover and kerb.

The City will severe surface roots that are penetrating underneath the paved driveway on your property. These works will be undertaken within the next three weeks.

For further enquiries regarding this matter, I can be contacted on 9411 3493.

Yours Sincerely

Dale Smith  
Manager Parks & Environment

29 November 2011

Enquiries: 9411 3493  
Our Ref: 4413093

**Attach 2**

Mr & Mrs Gates  
12 Drosera Loop  
BEELIAR, WA, 6164

Dear Mr & Mrs Gates

**RE: CUTTING OF TREE ROOTS**

---

I refer to the City's letter of 29 November 2011 regarding our intention to cut tree roots close to the paved driveway on your property at 12 Drosera Loop.

For the City to proceed with these works, a consent form is attached and you are requested to sign and return the form to the City. Once in receipt of the consent form, the City will be able to proceed with these works.

Please contact me should you have any further enquiries on 9411 3493

Yours Sincerely

**Dale Smith**  
Manager Parks & Environment

7 December 2011

Beverley M. Gates,  
12 Drosera Loop,  
BEELIAR...W.A..6164.

Copies: Dale Smith.  
Logan Howlett.

9th Dec, 2011.

ATTN: Dale Smith - Parks and Gardens.

Refer: STREET TREE - 12 Drosera Loop, BEELIAR.

Dale,

Your signed permission form enclosed.

I expect that all Council Street tree roots be severed AT THE POINT THEY ENTER MY PROPERTY, THE PROPERTY LINE, and that ALL SEVERED TREE ROOTS BE REMOVED FROM MY PROPERTY INCLUDING ALL ROOTS THAT HAVE GROWN UNDER MY BRICK PAVED DRIVEWAY AND PATH TO THE HOUSE.

These tree roots even when severed, remain the property of COUNCIL and COUNCIL is required to remove THEIR PROPERTY from MY PROPERTY.

I now also make a formal request of CITY OF COCKBURN to cut off and remove from my property ALL BRANCHES AND FOLIAGE OF THE STREET TREE THAT ARE OVERHANGING MY PROPERTY LINE.

I also point out that repairs to the crossover section of my driveway have NOT been completed, as only half of the Mortar edge has been replaced.

As you may recall the repairs were carried out by 2 separate tradesmen at separate times, the second tradesman feeling obliged only to remortar the edge of the section he had worked on.

  
B.M.GATES.

CITY OF COCKBURN RECEIVED	
14 DEC 2011	
FILE No. 4413093	COPY
ORIGINAL D. SMITH	
COPY	

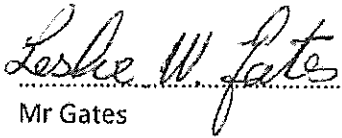
Part 1/1.

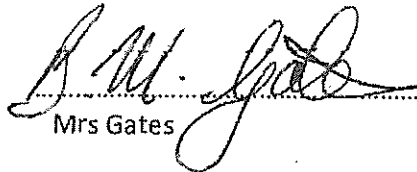
To City of Cockburn  
Attn: Dale Smith  
PO Box 1215  
Bibra Lake DC WA 6965

Dear Sir,

**CUTTING TREE ROOTS – 12 DROSELA LOOP BEELIAR**

We the undersigned as owner of 12 Drosera Loop, provide consent for the City of Cockburn to enter our property to cut roots close to our driveway.

  
Mr Gates

  
Mrs Gates

To Mrs Gates  
12 Drosera Loop  
Beeliar, WA, 6164

Dear Mrs Gates,

**STREET TREE AT LOT 20, 12 DROSERA LOOP, BEELIAR**

Thank you for your recent letter requesting that the City cut roots of the street tree at the front boundary of your property as well as removing overhanging branches.

I advise that severing roots at the front boundary is not desirable as root removal so close to the trunk of the tree is not a horticulturally acceptable practice to achieve a practical outcome. To undertake these works at the front boundary of your property, the City would not have to required approval to enter your property. Therefore, it is not the City's intention to cut these tree roots at the front boundary of your allotment.

In previous correspondence the City sought approval to enter your property to cut the roots in close proximity to the edge of pavers. This approach will achieve two outcomes; firstly - negating additional root influence on your paved driveway, and secondly - providing the street tree with retention of sufficient root structure to remain sustainable.

I trust that this proposal meets with your approval.

Thank You

**Dale Smith**  
Manager Parks & Environment

09 January 2012



To Mr Gates  
12 Drosera Loop  
Beeliar, WA, 6164

Dear Mr Gates,

**STREET TREE AT LOT 20, 12 DROSERA LOOP, BEELIAR**

I refer to our recent phone conversation of Tuesday 10 January 2012 in which we discussed the appropriate location to cut tree roots. It was agreed that the tree roots would not be cut at the front property boundary as requested but close to the paved pathway on your allotment. This letter formalises your verbal approval to enter your property to undertake these works.

Your request to have branches trimmed to reduce the size of the tree canopy was also discussed. The tree does not meet criteria for branch removal in accordance with Council policy

I trust that this proposal meets with your approval.

Thank You

**Dale Smith**  
Manager Parks & Environment

12 January 2012

## City of Cockburn Tree Inspection Report (Form A)

REQUEST FOR THE PRUNING AND / OR REMOVAL OF A TREE GROWING  
ON LAND UNDER THE DIRECT CARE, CONTROL AND MANAGEMENT OF  
THE CITY

### 1. Site Inspection Detail

1. Location (Address): 12 Drosera Loop Beelie
2. Genus and Species: *Corymbia ficifolia* ( WA Red Flowering Gum) \_
3. Approximate Height: 10metres
4. Approximate Crown Diameter: 5 metres
5. Known Propensities of the Species: 5 - 10metres /canopy 8metres
6. Reasons Given for Requesting Pruning and / or Removal: Notice of Motion issued by Mayor Logan Howlett

- 
7. In the inspecting officers opinion, is the reason given for pruning and / or removal evident at the site? YES / **(NO)**  
*Comment: Trees structurally sound, no sign of pest or disease, no movement at base of tree, minor dead foliage but generally healthy specimen*

### 2. Checklist for Compliance with Council Position Statement PSEW15 - Removal and Pruning of Trees

Is the tree:

- |  |     |             |
|--|-----|-------------|
| 1. Is the Tree Dead  | Yes | <b>(No)</b> |
| 2. Is the tree in a state of decline with survival unlikely;<br><i>Comment:</i>  | Yes | <b>(No)</b> |
| 3. Is the Tree structurally unsound, to the point of constituting imminent danger to persons or property;<br><i>Comment:</i>   | Yes | <b>(No)</b> |
| 4. Is the Tree damaging or likely to damage property, where alternative to prevent damage are not possible;<br><i>Comment:</i> | Yes | <b>(No)</b> |
| 5. Is the tree part of a tree replacement program;<br><i>Comment:</i>  | Yes | <b>(No)</b> |
| 6. Is the tree obstructing a Council approved works program, such as road drainage works;<br><i>Comment:</i>                   | Yes | <b>(No)</b> |

Anton Lees

7<sup>th</sup> December 2012

**Name of Inspecting Officer**

**Date of Inspection**

Scan to F:\AAA Parks Public Folder\Trees\Suburbs

Paperbark Technologies - Arboricultural Consultants  
Zana O'Doherty  
**ISA Certified Arborist AU0039A**  
QTRA Licensed user 1082  
**Dip. Horticulture**  
PO Box 4085  
Wembley WA 6913  
Mob: 0401 817 551

### Arboricultural Report

Species: *Corymbia ficifolia* (WA Red Flowering Gum)  
Location: 12 Drosera Loop, Beeliar  
Client: City of Cockburn  
Date: 5 October 2011

#### Reason for assessment

In accordance with your instructions, I confirm that you have employed this consultant to carry out a detailed tree inspection and to supply a report of the findings on the *Corymbia ficifolia* situated within the Local Authority verge adjacent the above property, due to tree roots causing disturbance to surrounding paving.

#### Inspection findings

This consultant confirms that a site visit to inspect the tree situated at the above location was carried out on the 29<sup>th</sup> September 2011.

The tree is identified as a mature specimen of *Corymbia ficifolia* (WA Red Flowering Gum). It is located on the Local Authority verge adjacent the property known as No. 12 Drosera Loop, Beeliar. The tree has a clinometer height reading of 9.6m, with a canopy spread of approximately 6.8m north / south – 6.3m east / west and a trunk diameter of 0.46m taken at 1.4 meters above ground level. The tree trunk is situated 2.6m from the roadway and 0.9m to the paved driveway.

An inspection of the main trunk revealed that it extends to a height of 2.3m where it tensile forks into twin stems which form into the main branch structure. The trunk and upper limbs were displaying sporadic sections of a minor amount of kino resin gum however it was not considered detrimental to the remainder of the tree and does not appear to have developed into Marri canker at this time.

The branch structure was somewhat relatively well formed, however a north/west limb has developed in close proximity to the northern stem which is crossed against the northern limb. It was evident that the limbs were not touching at this time, therefore it was not considered detrimental to either limb at this time. An inspection of the canopy revealed that this specimen has had little to no pruning carried out in previous times rendering the canopy to be well balanced. An inspection of the secondary scaffold limbs revealed that they were found to be in a structurally sound condition with no evidence of weak forking or excessive limb loading. Although the canopy was holding some sporadic sections of deadwood this consisted only of light naturally suppressed material, therefore was not of a size or weight to represent a risk factor to the surrounding targets. The remaining canopy was found to be

Paperbark Technologies – Arboricultural Consultants  
PO Box 4085, Wembley WA 6913

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predominantly in a structurally sound and healthy condition with no visual signs of weak branch unions or cavities.

The canopy was displaying a satisfactory overall foliage coverage, colour and size, with lateral and apical growth showing satisfactory extension, indicative of a sound and healthy root system.

An examination at ground level revealed the development of a raised buttress root system, with no visual signs of harmful root pathogens, root movement, soil heave or displacement, confirming that this specimen is structurally root firm. An inspection of the paved driveway and paved footpath which extends to the entrance of the home revealed five sections of pavers displaying heave by direct physical root pressure. It was evident that the header course was the displaying the most disruption however one root which is 1.6m away from the base of the tree has caused the paving to heave towards the carport in an overall length of 6.2m. Exploratory holes were dug around the five sections of raised pavers which revealed that all offending roots were less than 100mm in diameter.

### **Conclusions**

This consultant's inspection of this specimen of *Corymbia ficifolia* revealed that although the main trunk displays a twin stem formation, it was found to be predominantly in a structurally sound condition at this time. A small amount of kino resin gum was visible throughout the branches and trunk, however it was not considered detrimental to the remainder of the tree and has not developed into Marri canker at this time.

As confirmed this specimen displays a north/west limb which has developed in close proximity to the northern stem and is crossed against the northern limb. This consultant advises that this limb was not touching at this time and is not considered detrimental to either limb. The secondary scaffold limbs were found to be in a structurally sound condition with no evidence of weak forking or excessive limb loading. Sporadic sections of minor deadwood were visible however as confirmed consists of light naturally suppressed material which is not of a size or weight to represent a risk factor to the surrounding targets.

As confirmed an examination at ground level revealed the development of a raised buttress root system, with no visual signs of harmful root pathogens, root movement, soil heave or displacement, confirming that this specimen is structurally root firm.

This consultant inspected the paved driveway and paved footpath extending towards the home and found five sections of pavers displaying heave by direct physical root pressure. It was evident that the header course was the displaying the most disruption however one root which is 1.6m away from the base of the tree to the north, has caused the paving to heave towards the carport in an overall length of 6.2m. As discussed exploratory holes were dug around the five sections of raised pavers which revealed that all offending roots were less than 100mm in diameter. This consultant advises that this specimen has a structural root zone (SRZ) area of 2.5m radius. This means that a reduced amount of roots may be pruned within this 2.5m zone. As the main offending root which is visible for 6.2m in overall length is 1.6m away from the tree this one root can be cleanly pruned without cause for concern for structural stability issues. The remaining four roots which have caused the paved header course to heave are outside the 2.5m radius and can be cleanly pruned within the turf with roots removed and paving repaired.

This consultant confirms that an inspection of this specimen of *Corymbia ficifolia* revealed that the tree was found to be in a mechanically structurally sound condition, however surface roots have caused structural heave to the paved driveway and footpath towards the home. This consultant advises that tree roots can be severed and removed to allow for paving to be repaired and re-laid. This specimen provides significant aesthetic and amenity value to the

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streetscape and therefore there is no sound arboricultural justification to remove the tree or to implement limb reduction at this time.

### **Method of Assessment**

1. The existing health and condition of the tree.
2. The location of the tree to roadway and driveway.
3. The structure of the tree.
4. The root plate morphology of the species.
5. The level of risk that the tree represents to property and to persons.
6. The aesthetic quality and amenity value that the tree provides to the surrounding streetscape.

### **Recommendations**

Clearly prune offending five sections of roots within the turf and remove roots under paving. Repair the re-lay paving.

Zana O'Doherty  
**Arboricultural Consultant**  
**ISA Certified Arborist AU-0039A**  
**QTRA Licensed user 1082**  
**Dip. Horticulture/Arboriculture**

### **Limitation of liability**

Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk.

This report only covers identifiable defects present at the time of inspection. Paperbark Technologies accepts no responsibility and cannot be held liable for any structural defect or unforeseen event/situation or adverse weather conditions that may occur after the time of inspection.

Paperbark Technologies cannot guarantee that the tree/s contained within this report will be structurally sound under all circumstances, and is not able to detect every condition that may possibly lead to the structural failure of a tree. Paperbark Technologies cannot guarantee that the recommendations made will categorically result in the tree being made safe.

Unless specifically mentioned this report will only be concerned with above ground inspections, as such all observations have been visually assessed from ground level. Trees are living organisms and as such cannot be classified as safe under any circumstances. Trees fail in ways that the arboriculture industry does not fully understand.

The recommendations are made on the basis of what can be reasonably identified at the time of inspection therefore Paperbark Technologies accepts no liability for any recommendations made.

All care has been taken to obtain information from reliable sources, however Paperbark Technologies can neither guarantee or be responsible for the accuracy of information provided by others.

### **References**

- Australian Standard (2009) AS 4970 – 2009 *Protection of trees on development sites*.
- Costello, L R & Jones, K S (2003) *Reducing Infrastructure Damage by Tree Roots: A Compendium of Strategies*. California, Western Chapter of the International Society of Arboriculture.

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Delineates the tree in question

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Displays crossed north/west limb.



Displays the five sections of heave

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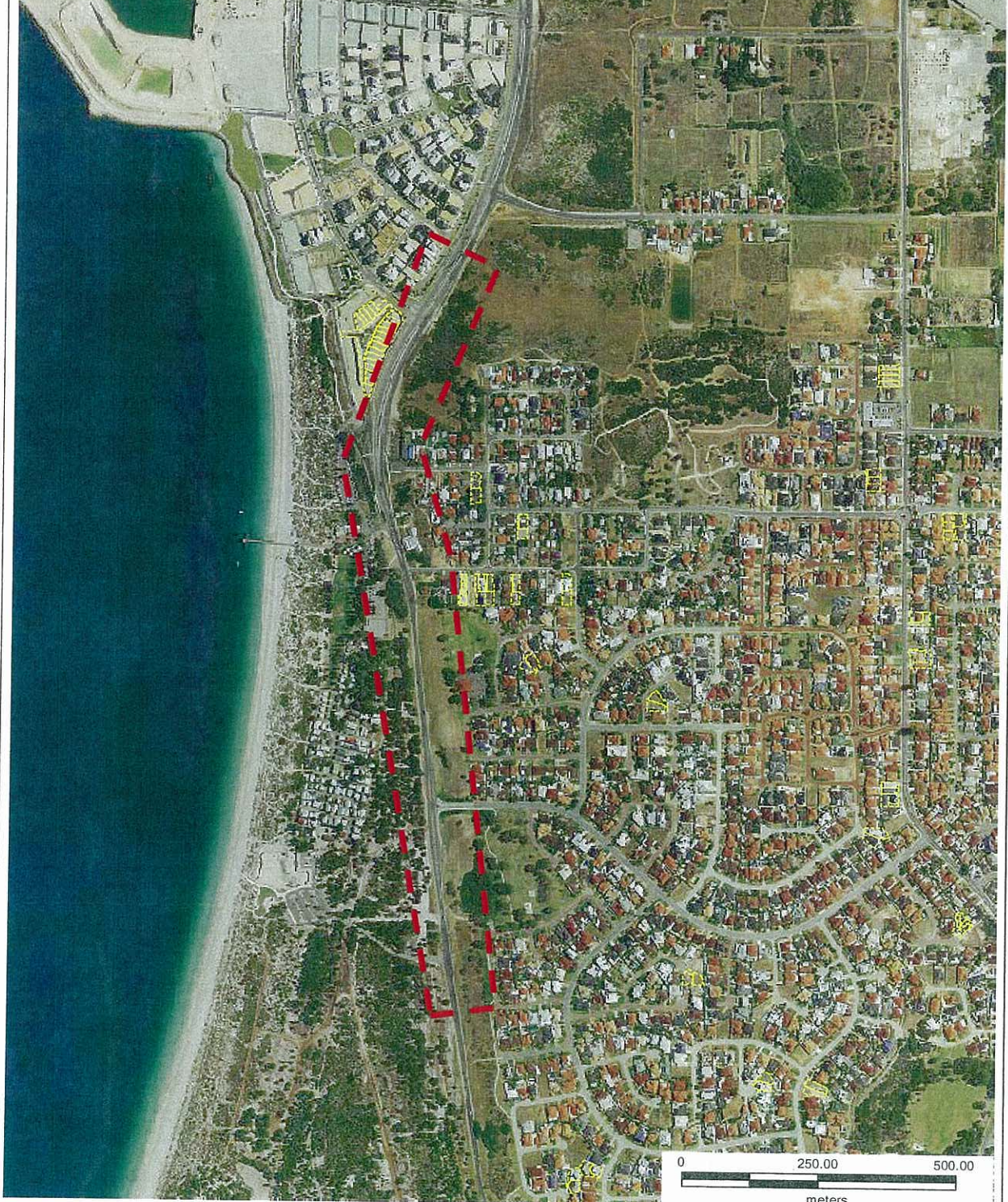




Displays the worst offending root 1.6m away from the base of the tree which extends 6.2m towards the carport. This can be cut within the turf area with remaining root removed and arrange for paving to be repaired.



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**City of Cockburn**  
GIS Services Department

**Cockburn Road, Coogee**

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SCALE = 1:10000

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**NORTH**



## Appendix B: Corrective Action Report

### *Cockburn Road –Road Safety Audit (Existing Road): Corrective Action Report*

NOTE: THE FOLLOWING FINDINGS AND RECOMMENDATIONS ARE PRESENTED IN AN ABBREVIATED FORM IN THIS CAR;  
THEY MUST BE READ IN CONJUNCTION WITH THE FULL REPORT AND SHALL NOT BE CONSIDERED IN ISOLATION.

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<b>3.1 Cockburn Rd/Orsino Blvd – Left Turn Slip Lane</b> No Give Way sign is provided at the left turn slip lane for northbound vehicles on Cockburn Road turning left into Orsino Boulevard.			
Recommendation: Install a Give Way sign at the left turn slip lane from Cockburn Road into Orsino Boulevard.			
<b>3.2 Southbound Merge (between Orsino Blvd and Powell Rd)</b> The Left Lane Ends warning sign and associated supplementary Merge Right plate for southbound traffic on Cockburn Road to the south of the Orsino Boulevard is located immediately behind the traffic signal posts/target boards restricting forward visibility. This is further exacerbated by vegetation starting to grow on top of a small slip in front of the traffic signs.  A single Form 1 Lane sign has been provided on the left hand side of the road at the end of the two-lane southbound carriageway. Its location on the inside of a curve potentially restricts forward visibility whilst forward visibility to the single sign may also be restricted for vehicles in the right hand lane by large vehicles travelling in the left hand lane.			



Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p>Recommendation: Relocate the Left Lane Ends and Merge Right supplementary plate away from the traffic signal controlled intersection and towards the Form 1 Lane sign.</p> <p>Install a Form 1 Lane sign in the central median to complement the existing sign on the left hand side of the road.</p>			
<p><b>3.3 Cockburn Rd/Powell Rd Intersection</b> The current access arrangement for left turning traffic from Cockburn Road into Powell Road is a non-standard extremely short acute angled lane followed by a very small radius corner – which essentially follows the previous alignment of Cockburn Road. This results in little opportunity for vehicles turning left into Powell Street to decelerate potentially leading to nose-to-tail style crashes.</p> <p>The existing intersection direction sign denoting Coogee Beach caravan park is extremely faded (in both directions, but particularly for southbound traffic) resulting in the sign having minimal impact.</p> <p>A Stop sign has been provided facing the footpath (shared path) for southbound pedestrians (and cyclists) walking along the footpath parallel to Cockburn Road approaching Powell Road. The Stop sign may also distract southbound drivers turning into Powell Road and cause confusion.</p> <p>Vehicles turning right out of Powell Road into Cockburn Road south typically over-run the 'nose' of the hatched central median. Appropriate delineation through the intersection for turning vehicles should be provided whilst turning vehicles such as motorcyclists may slip on the paint in wet conditions</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p>Recommendation: Consider installing a short auxiliary left turn lane along Cockburn Road into Powell Road.</p> <p>Assess whether the symbol shown on the existing intersection direction signs for the caravan park is still appropriate and if suitable, replace signs.</p> <p>Remove the Stop sign aimed at pedestrians (cyclists).</p> <p>Check turning paths for right turning vehicles out of Powell Road and ensure the start/end of the hatched marking area is appropriately located.</p>			
<p><b>3.4 Cockburn Rd/Beach Rd Intersection</b> Give Way signs and/or markings have not been provided at the Beach Road approach to the Cockburn Road intersection. The non-use of Give Way signs and markings is inconsistent with other intersections along Cockburn Road. The lack of any regulatory control to highlight the intersection and/or a T-junction sight board results in the geometry and delineation of the intersection being unclear, particular given that road users approach in the intersection on Beach Road can see through the partially vegetated area at the head of the T-junction to observe vehicle movements associated with the Holiday Park.</p>			
<p>Recommendation: Install Give Way signs and markings along with a T-junction sight board.</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p><b>3.5 Cockburn Rd/Amity Blvd Intersection</b></p> <p>The Keep Left signs located on the median traffic island on Cockburn Road that helps provide a protected right turn bay for vehicles turning right into Amity Boulevard restrict forward visibility along Cockburn Road. This is partly due to a 'B' size Keep Left sign being installed at the front nose of the median island for southbound traffic and the provision of an additional Keep Left sign in the central median to help guide vehicles turning right out of Amity Boulevard and ensure they turn into the northbound traffic lane.</p> <p>Observations on site indicated that vehicles on Amity Blvd are stopping/checking oncoming vehicles from the edge of the concrete surfacing/Give Way sign rather than at the Give Way markings. This results in reduced visibility to the right along Cockburn Road if other vehicles are using the left turn deceleration lane as well as additional distance and time to be travelled across the intersection if vehicles are stopped well back from the Give Way markings, and hence increases the exposure to risk.</p> <p>Raised Reflective Pavement Markers (RRPMs), which help delineate traffic lanes, have not been provided or are missing adjacent to the unbroken lane line at the right turn bay for vehicles turning right from Cockburn Road south into Amity Boulevard. The T-junction sight board opposite the mouth of the Amity Boulevard intersection is an old style sign with no reflective properties limiting its purpose during hours of darkness. The street name post for Amity Boulevard also incorporates a street name sign/finger board sign for Hamilton Road which may confuse non-local road users.</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p>Recommendation: Relocate and/or install a smaller Keep Left sign on the nose of the median island for southbound traffic on Cockburn Road. Re-consider the use of the Keep Left sign for right turning traffic out of Amity Boulevard, and if considered necessary to be retained, angle the sign to help minimise any sight distance obstructions along Cockburn Road.</p> <p>Encourage vehicles to yield closer to the actual Give Way markings by either painting a 'nose' at the front of the physical island; or install the same road type/colour of surface as currently provided on Cockburn Road over a short section of Amity Boulevard.</p> <p>Install appropriate RRPMS adjacent to the unbroken lane line at the right turn bay. Replace the existing old T-junction sight board with a current style, reflective sign. Remove the street name sign/finger board sign to Hamilton Road.</p>			
<p><b>3.6 Cockburn Rd/Poore Grove Intersection</b> The Give Way sign is hidden by vegetation on the approach to the intersection from Poore Grove.</p> <p>The short auxiliary left turn lane into Poore Grove is extremely wide potentially encouraging higher approach speeds into the intersection.</p>			
<p>Recommendation: Cut back the vegetation to ensure the Give Way sign can be observed by approaching road users.</p> <p>Narrow down the left turn deceleration lane using continuity lines for use by cyclists.</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p><b>3.7 Traffic Signs - General</b></p> <p>A Divided Road warning sign and an orange Children warning sign have been provided within approximately 10m of each other for northbound traffic on Cockburn Road to the immediate north of Powell Road. Similarly, three sets of signs (a 70km/h speed limit sign, an Intersection warning sign and an orange Children warning sign) have been provided close together for northbound traffic on the approach to Amity Boulevard. Providing different messages at the same location increases the complexity of the driving task for road users. The close proximity of the two signs north of Powell Road also results in the first Children warning sign reducing the visibility of the Divided Road sign - which is located directly behind it.</p> <p>Orange Children as well as yellow Pedestrian warning signs have been installed at a number of locations along Cockburn Road – e.g. north of Powell Road for northbound traffic and north of Amity Boulevard for southbound traffic. Orange Children signs should only be used within School Zones, at School Frontages or at Warden Crossings.</p> <p>A recent crash close to the Cockburn Road/Amity Boulevard intersection has resulted in an unknown traffic sign being knocked over. This sign is likely to be a no-stopping/bus stop zone sign.</p> <p>The 70km/h speed limit sign for northbound traffic between Amity Boulevard and Beach Road is hidden by vegetation.</p>			



Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p>Recommendation: Provide sufficient separation between traffic signs to ensure road users can observe and internally process the information being provided on each sign.</p> <p>Check the suitability of the use of an orange Children warning sign at these locations, and if inappropriate, install correct fluorescent yellow/green Children or Pedestrian warning signs.</p> <p>Replace knocked down traffic sign near Amity Blvd.</p> <p>Cut back vegetation to improve forward sight distances to speed limit sign.</p>			
<p><b>3.8 Road Markings - General</b> The bus bay provided to the immediate south of Beach Road has white continuity lines provided rather than the standard yellow.</p>			
<p>Recommendation: Remark the existing white bus bay lines in yellow.</p>			
<p><b>3.9 Roadside Objects</b> Sign posts without any sign attached exist to the north of Amity Boulevard for northbound traffic..</p> <p>Power poles (and stay poles) are provided along sections of Cockburn Road closer than the minimum clear zone distance for a 70km/h speed limit road.</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p>Recommendation: Remove redundant sign posts or if required and sign stolen, install appropriate/correct traffic sign.</p> <p>Relocate the stay pole opposite Beach Road or protect errant vehicles leaving the road and potentially colliding with the pole by the use of an appropriate barrier.</p> <p>Consider relocating the power poles on the eastern side of Cockburn Road as part of any future upgrade to the road and/or installing appropriate protection in the form of barriers in case errant vehicles leave the road.</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p><b>3.10 Pedestrian/Cycle Facilities</b></p> <p>No tactile paving has been provided at the pedestrian refuge located between Powell Road and Beach Road. Furthermore, three bus stops have not had appropriate tactile paving provided which may pose a risk to the visually impaired.</p> <p>It is unclear if the path provided along the western side of Cockburn Road (near Amity Blvd) is a shared path. No signs or pavement markings denoting its status has been provided potentially leading to conflicts between pedestrians and cyclists.</p> <p>The northbound cycle lane between Powell Road and Orsino Boulevard has no cycle symbols provided on the approach/transition to the Orsina Boulevard intersection to help advise road users of the intended purpose of the lane.</p> <p>A number of informal pedestrian routes between the Holiday Park and Cockburn Road exist. It is not overly clear if the provided pedestrian refuges are appropriately located and/or sufficient to meet demand.</p>			

Audit Findings and Recommendations	Project Manager		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
<p>Recommendation: Install tactile paving at the crossing location between Powell Road and Beach Road as well as the shared path opposite Amity Boulevard and those bus stops where it isn't currently provided.</p> <p>Provide appropriate signs and markings to denote the status of the path on the western side of Cockburn Road in the vicinity of Amity Boulevard if the path is a shared facility.</p> <p>Consider installing additional cycle symbols on the approach/transition to the traffic signal controlled stop line to reinforce the potential presence of cyclists to other road users.</p> <p>Undertake a pedestrian movement study to better understand preferred crossing locations and crossing numbers in order to better determine the suitability of existing facilities and/or the need for relocated/additional pedestrian refuges.</p>			
<p><b>3.11 Street Lighting</b> The night time audit indicated that the following street lights at the Powell Road,, Beach Road and Amity Boulevard intersections were not working along Cockburn Road:</p> <p>A dark section of Cockburn Road exists to the south of Beach Road where no street lighting columns have been provided resulting in a short inconsistent section of lighting along the route.</p>			

Audit Findings and Recommendations	<i>Project Manager</i>		
	Agree / Disagree	Reason if Disagreeing	Proposed Action and Comments
Recommendation: Repair the street lighting columns in the vicinity of Powell Road, Beach Road and Amity Boulevard. URGENT.  Provide a consistent set of lighting along Cockburn Road to the immediate south of Beach Road.			

## NOTE

- This Corrective Action Report is to be read in conjunction with the full Road Safety Audit Report and its findings and recommendations.
- The asset owners (Main Roads WA) **must** be informed of these findings, recommendations and proposed actions.
- Items not under the responsibility of this project representative must be forwarded to the persons / agencies who are responsible.

**These findings and recommendations have been considered, and the actions listed will be taken accordingly.**

.....  
 Responsible project representative      Company/Agency/Division      Position      Date

.....  
 Asset Owner representative      Main Roads WA      Position      Date