

City of Cockburn  
Ordinary Council Meeting  
**Minutes**

For Thursday, 9 September 2021

These Minutes are confirmed

Presiding Member's signature

A handwritten signature in blue ink, which appears to read "Logan Powell", is written over a horizontal blue line.

Date: 14 October 2021

## CITY OF COCKBURN

### Summary of Minutes of the Ordinary Council Meeting Thursday, 9 September 2021

		Page
1.	Declaration of Meeting.....	4
2.	Appointment of Presiding Member (If required) .....	5
3.	Disclaimer (Read aloud by Presiding Member).....	5
4.	Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member) .....	5
5.	Apologies and Leave of Absence .....	6
6.	Written Requests for Leave of Absence.....	6
7.	Response to Previous Public Questions Taken on Notice .....	6
8.	Public Question Time .....	7
9.	Confirmation of Minutes.....	20
9.1	(2021/MINUTE NO 0145) Minutes of the Ordinary Council Meeting - 12/08/2021 .....	20
10.	Deputations .....	20
11.	Business Left Over from Previous Meeting (if adjourned) .....	20
12.	Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting .....	20
13.	Built and Natural Environment .....	21
13.1	(2021/MINUTE NO 0146) Special Electors' Meeting- 28 July 2021 - Manning Park Proposed Development - Motion.....	21
13.2	(2021/MINUTE NO 0147) Special Electors' Meeting - 28 July 2021 - Glen Iris Golf Course Estate Residents and Community Asset/Open Space - Motion .....	31
13.3	(2021/MINUTE NO 0148) Development Application - 24 Grouped Dwellings - 86 and 88, (Lots 72 and 73) Winfield Street, Hamilton Hill.....	36
14.	Finance .....	74
14.1	(2021/MINUTE NO 0149) Payments Made from Municipal Fund & Local Procurement Summary - July 2021 .....	74
14.2	(2021/MINUTE NO 0150) Monthly Financial Report - July 2021 .....	97
14.3	(2021/MINUTE NO 0151) Carry Forward Works & Projects 2020-21 Budget into 2021-22 Budget .....	125
14.4	(2021/MINUTE NO 0152) Sale of Land for Recovery of Outstanding Rates.....	139
15.	Operations.....	142
15.1	(2021/MINUTE NO 0153) Cockburn ARC Asset Management Plan 2020-2024 .....	142



15.2	(2021/MINUTE NO 0154) Radiata Park Youth Facility Concept Plan.....	226
15.3	(2021/MINUTE NO 0155) RFT12/2021 - Road Construction Services - Hammond Road Duplication (Branch Circus to Bartram Road).....	284
16.	Community Services.....	293
16.1	(2021/MINUTE NO 0156) Special Electors' Meeting - 28 July 2021 - Suitable On Leash Dog Beach.....	293
16.2	(2021/MINUTE NO 0157) Cockburn ARC Expansion Project - Fremantle Football Club Partnership .....	359
16.3	(2021/MINUTE NO 0158) Review of the City of Cockburn Bush Fire Brigade Local Law 2000 .....	371
17.	Governance and Strategy.....	391
17.1	(2021/MINUTE NO 0159) Special Electors' Meeting - 28 July 2021 - Broadcasting and Recording of the Annual General Meeting and any Special Electors' Meeting - Motion.....	391
17.2	(2021/MINUTE NO 0160) Special Electors' Meeting- 28 July 2021 - Public Question Time Reforms - Motion .....	394
17.3	(2021/MINUTE NO 0161) Special Electors' Meeting - 28 July 2021 - Report of the Inquiry into the City of Cockburn - Motion.....	397
17.4	(2021/MINUTE NO 0162) Minutes of the Delegated Authorities and Policies Committee Meeting - 26 August 2021 .....	400
18.	Corporate Affairs .....	687
19.	Office of the CEO .....	687
20.	Motions of Which Previous Notice Has Been Given.....	688
20.1	(2021/MINUTE NO 0163) 12 Month Trial - Free Electric Vehicle Charging - Spearwood Library Electronic Vehicle Charger .....	688
20.2	(2021/MINUTE NO 0164) Leaf Litter during the Autumn and Early Winter Months in Suburbs and Areas with High Amounts of Deciduous Street Trees, such as London Plane Trees.....	694
20.3	(2021/MINUTE NO 0165) Social and Affordable Housing.....	697
21.	Notices Of Motion Given At The Meeting For Consideration At Next Meeting.....	702
22.	New Business of an Urgent Nature Introduced by Members or Officers .....	702
23.	Matters to be Noted for Investigation, Without Debate.....	703
23.1	Lockers at City of Cockburn Controlled Beach Locations.....	703
23.1	(2021/MINUTE NO 0166) Lockers at City of Cockburn Controlled Beach Locations.....	703
24.	Confidential Business .....	708
25.	(2021/MINUTE NO 0167) Resolution of Compliance .....	708
26.	Closure of Meeting .....	708

## CITY OF COCKBURN

### Minutes of the Ordinary Council Meeting Thursday, 9 September 2021

---

---

#### PRESENT:

##### ELECTED MEMBERS

Mr L Howlett	-	Mayor (Presiding Member)
Ms L Kirkwood	-	Deputy Mayor
Mr K Allen	-	Councillor
Mr M Separovich	-	Councillor
Ms P Corke	-	Councillor
Dr C Terblanche	-	Councillor
Mr P Eva	-	Councillor
Ms C Stone	-	Councillor

##### IN ATTENDANCE

Mr T Brun	-	Chief Executive Officer
Mr D Arndt	-	Chief of Built and Natural Environment
Mrs G Bowman	-	Chief of Community Services
Mr S Downing	-	Chief Financial Officer
Mr D Green	-	Executive Governance and Strategy
Ms V Green	-	Executive Corporate Affairs
Ms J Iles	-	Executive People Experience and Transformation
Mr A Lees	-	Chief of Operations
Mr S Cecins	-	Media and Communications Officer
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

#### 1. Declaration of Meeting

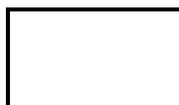
The Presiding Member declared the meeting open at 7pm.

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

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

Mayor Howlett advised that, given the COVID-19 pandemic is still with us, physical distancing and the following of hygiene requirements regarding hand washing etc. is still applicable.

Accordingly, seating in the Council Chamber and the public gallery has been set out to ensure physical distancing requirements are met.



Members of the gallery were requested to follow the physical distancing requirements during the meeting and particularly when leaving the meeting.

Mayor Howlett advised that the meeting would be electronically recorded and live streamed on the City's website, except where Council resolves to go behind closed doors.

All recordings are retained in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

A copy of the recorded proceedings of the whole Council Meeting will be available on the website within two business days of this Council meeting.

Images of the public gallery will not be included in the webcast, however voices will be captured and streamed. Everybody present should be mindful of their conduct during the recorded meeting.

Live streaming meetings is a Council initiative aimed at increasing the City's transparency and openness, as well as making Council meetings more accessible to the Cockburn community and those beyond.

Elected Members at the meeting will be voting on agenda items using an electronic system that will display the vote of each member and allow the votes to be recorded in the minutes of the meeting.

## **2. Appointment of Presiding Member (If required)**

Nil

## **3. Disclaimer (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)**

Cr K Allen	-	Impartiality Interest – Item 15.3
Mr T Brun, CEO	-	Financial Interest – Item 16.2
Mayor Logan Howlett	-	Impartiality Interest – Item 17.3
Cr C Stone	-	Impartiality Interest – Item 17.3
Cr C Terblanche	-	Impartiality Interest – Item 17.4
Cr T Widenbar	-	Financial Interest – Item 20.1



**5. Apologies and Leave of Absence**

Cr T Widenbar - Leave of Absence

The Presiding Member advised Cr Lee-Anne Smith had submitted a letter of resignation to the City's Chief Executive Officer that afternoon, and accordingly was no longer a member of Council. A statement of recognition will be noted at the October 2021 Ordinary Council Meeting.

**6. Written Requests for Leave of Absence**

Nil

**7. Response to Previous Public Questions Taken on Notice**

Nil



---

## 8. Public Question Time

### Peter Lampkin, Jandakot

Agenda Item 13.2: Special Electors' Meeting – Motions – Glen Iris Golf Course Estate Residents and Community Asset/ Open Space

Q1. Is it the City of Cockburn's intention to develop the 9-hole course at Coogee?

If yes, isn't this a hypocritical position for the City to take - develop a new golf course and allow an existing course at Glen Iris, an important 54.9ha green corridor, to be infilled with housing/concrete?

A1. The Chief of Built and Natural Environment advised that the City's Community Sport and Recreation Facilities Plan 2018-2033 lists the development of a golf complex at Coogee commencing in 2028.

A draft Feasibility Study and Business Plan has been prepared and is currently being reviewed and when finalised will be presented to the Elected Members in early 2022.

Following the briefing a report will be presented to a future OCM to resolve whether to develop a golf course at Coogee, in light of the business plan recommendations

Q2. The City of Cockburn have stated publicly on more than one occasion that the mental health of residents is not taken into consideration when making planning decisions.

Given that the City of Cockburn has recently received a mental health survey from the Glen Iris Estate clearly showing the concern and worry of the Glen Iris residents, how can the City ignore the welfare of their ratepayers and why is mental health not taken into consideration when mental health is front and centre in all areas of life?

A2. The Chief of Built and Natural Environment advised that the mental health of residents is considered in planning, however under the broader consideration of impacts to amenity. It is not a determinative factor, but one of a wide range of matters that are and will be considered as part of the forthcoming planning processes.

Resident concerns about the potential impact of change is understandable and not uncommon in urban planning, but in no way does it erode landowner rights to submit proposals to rezone and redevelop land, as prescribed under the Planning and Development Act and associated regulations.



**Jeanette Smith, Jandakot**

Agenda Item 13.2: Special Electors' Meeting – Motions – Glen Iris Golf Course Estate Residents and Community Asset/ Open Space

Q1. In your report to Motion 1 regarding Glen Iris Golf Course land, you have stated "it is noted that this land has been subject to at least five previous amendments rezoning the land."

Please provide full details of the five previous amendments to rezone the land before its current zoning to Special Use 1, including, but not limited to:

- lot numbers the subject of the each rezoning amendment
- the land use before and after each rezoning amendment
- the dates the Metropolitan Region Scheme and City of Cockburn District Town Planning Scheme were amended on the five previous occasions
- any other pertinent details regarding this question.

A1. The Chief of Built and Natural Environment advised that this information is thoroughly documented in the report Item 22.3, including the associated attachment, to the City's August 2020 Council meeting. The minutes of this meeting can be readily obtained from the City's website.

Q2. 9 September Ordinary Council Meeting Agenda regarding Special Electors' Meeting "Report in relation to Glen Iris Motion 1" states in part "...none of which provide a land use zoning basis established in perpetuity".

Whilst old Council records may be deficient or even non-existent regarding tenure of the land, how will Council respond, and will it take my Statutory Declaration with the seriousness it deserves, when I swear an oath that over the past 23 years I have lived in Glen Iris, on the occasions when rumour was circulating that the golf course was being sold, each time I contacted the Council I was told that the land was "golf course and it would always be public open space"?

The plain and literal meaning of these words means "golf course, always public open space" - ie in perpetuity.

Even though this information was not in writing, shouldn't a ratepayer be able to rely on verbal representations made by representatives who speak on behalf of the City of Cockburn?

A2. The Chief of Built and Natural Environment advised the City continually reviews and seeks to improve its processes to ensure the highest quality of the responses it provides to queries posed by the general public.

As advised previously, the City can't comment on verbal advice previously given, but in no way would that advice affect the current landowners rights to pursue redevelopment of the site.



The City has no record of the land ever being formally identified as public open space or any other form of public reserve, and the land has always been privately owned.

**Thomas Burton, Jandakot**

As Mr Burton was not in attendance at the meeting, his submitted questions will be treated as correspondence and a response will be provided to him.

**Janette Mouttet, Jandakot**

Agenda Item 13.2: Special Electors' Meeting – Motions – Glen Iris Golf Course Estate Residents and Community Asset/ Open Space

Q1. A question for Elected Members: If not present at this meeting, to be answered in writing afterwards. Can you please confirm 'yes' or 'no' whether you have had any discussions whatsoever with representatives of Eastcourt, Acumen or any associated party involved in the proposed rezoning of the Glen Iris Golf Course, whether it be via meeting, telephone discussions, conversation, social media, email, letter etc?

A1. The Chief of Built and Natural Environment advised that Elected Members have received updates on the developer run community workshop and their progress towards drawing up a formal application. This is standard process for any proposal on complex planning or related statutory matters.

Q2. On 12 August 2021 Ordinary Council Meeting, Mr Arndt answered my question with the statistic that there are 60.65ha of active playing areas across 24 sites.  
Glen Iris Golf Course is 54.9ha currently non-active.

Is it correct that if the COC allows housing infill of the Glen Iris Golf Course, that while your city population is planning to grow exponentially you would on the other hand be reducing your total playing areas (including active and non-active) by approximately 47.5%?  
If yes, does this seem plain dumb to you?

A2. The Chief of Built and Natural Environment advised the City of Cockburn not only meets, but exceeds, the standards for passive and active recreation for its community and is widely accepted and recognised as a leader in this field.

It is noted the figure of 60.65ha does not include the multitude of active parks provided by the City, the significant area of private club recreational sporting areas or Department of Education managed facilities and active recreation areas.

Q3. Mr Arndt stated in an answer to my question 2 at the 12 August 2021 Ordinary Council Meeting regarding Glen Iris Golf course, that there is no statutory or legal requirements for a local authority to provide a golf course.



Can you now explain why the City intends to develop a 9-hole golf course at Coogee if there are six other golf courses which you listed within 10km of the City's boundary, that according to you, could be used by the City of Cockburn's 112k of population?

- A3. The Chief of Built and Natural Environment advised the Coogee Golf Complex was intended for development as identified in the Community Sport and Recreation Facility Plan, developed in 2018, which is based on the planning assessments for DCP13.

It is noted that whilst the planning for the golf course was included in the DCP, this project still needs to identify a viable scope, business case and financial assessment including any required matching funding before Council can consider whether to formally commit and fund its delivery.

- Q4. In the City of Cockburn Development Contribution Plan 13 (December 2019), regarding the Coogee Golf Course, it states that a general ratio for golf courses is one course per 30k persons. Why then do Council officers quote in today's City of Cockburn Motion No 2 response 'one golf course per 250k'?

Why the inconsistency and changing of ratios to recommend a motion is not adopted?

- A4. The Chief of Built and Natural Environment advised that, by nature of its catchment, a golf course is considered a Regional Sports Space under the City's Community, Sport and Recreation Facilities Plan, hence the 250,000 person catchment, which was developed in 2018.

The ratios referenced in the DCP13 Report are over a decade old and reflect the City's understanding at that particular time, which did not benefit from the broader metropolitan understanding now contained in Parks and Leisure Australia (WA) Guidelines of Community Infrastructure.

- Q5. Even though that in December was 2019, the DCP that said 30k, it wasn't 2009.

- A5. The Chief of Built and Natural Environment reiterated that the DCP13 was developed over a decade ago. Since that time, guidelines and understanding of what the ratio should be for a golf course, per person, is now contained in the Parks and Leisure Australia (WA) guidelines, and that is what has been quoted in the report.

- Q6. Related to my last question your motion states: "City's Community Sport and Recreation Facilities Plan (CSRFP) recommends a ratio of one golf course per 250,000 residents (the City of Cockburn's estimated population is approximately 112,000 people)". Can you please state what page on the 23 April 2019 plan that you are quoting this from please?



I ask this as all I am seeing with a 1:250,000 ratio is Regional Sports Space of which design criteria guidance states that you have to have a minimum 350 car bays, of which the Glen Iris Golf Course definitely does not fall within.

Could your quoted one golf course per 250k of residents be a totally misleading and deceptive figure being quoted by the Council officers?

If so, please put the Item 13.2, Motion No 2 from the Special Electors' Meeting back on the table.

- A6. The Chief of Built and Natural Environment advised Ms Mouttet she had correctly interpreted that a golf course is considered a Regional Sports Space under the City's Community, Sport and Recreation Facilities Plan.

The ration of 1:250k is as per the Parks and Leisure Australia (WA) Guidelines for community infrastructure.

The Design Criteria included in the plan is relatively generic and is to be used as a guide, with the parking needs of each proposed use considered in detail at the time that development approval is considered.

Of note, the development approvals that facilitated the staged development and use of the former Glen Iris Golf Course pre-date the Design Criteria included in the latest plan.

### **Roy Craddock, Jandakot**

Agenda Item 13.2: Special Electors' Meeting – Motions – Glen Iris Golf Course Estate Residents and Community Asset/ Open Space

- Q1. In response to a question about the Glen Iris Golf Course Estate at the Special Electors Meeting on 28 July,2021, the Chief Built and Natural Environment advised "the Elected Members' role is to objectively determine what is in the best interests of the entire City".

Can you please provide a summary of the procedure, or a list of criteria used to determine what is in the best interests of the entire City?

- A1. The Chief of Built and Natural Environment advised the Department of Local Government, Sport and Cultural Industries website includes guidance on the role of Council or Elected Members.

There are a wide range of guidelines to assist Councillors in considering the broad range of matters that come before them.

Ultimately however, it is a matter for each Elected Member to consider in the context of the oaths they swore when accepting the role as a Local Government Elected Member.



**Mimma Tassone, Coogee**

Item 16.1: Special Electors' Meeting – Motion- Suitable On Leash Dog Beach

Q1. With reference to page 276 of the Agenda for 9 September 2021 Ordinary Council Meeting, one of the attachments listed (and reproduced in full detail on page 341) is a letter from the Department of Planning, Lands and Heritage. What is the date of the said letter and what is the name and position of the signatory?

A1. The Chief of Community Services advised the letter on page 341 has been provided without any redaction which includes the following details: The letter was undersigned by Jaimie Eidsvold the Assistant Manager for the Metropolitan and Peel areas and was dated 8 July 2021.

Q2. Given that the date presumably precedes the Special Electors' Meeting held on 28 July, 2021 and that it doesn't appear to be in response to one of the letters written by the CEO to government departments in August, how can it be classified as a response?

A2. The Chief of Community Services advised page 281 of the September Agenda states that the City had previously written to the Department of Planning, Lands and Heritage and that their position remains unchanged. The report outlines the DPLH letter was attached for historical context.

Given that the Department's position remained the same, the City did not write to the DPLH, as their response was provided recently on the 8 July 2021.

Q3. Isn't it correct that this same letter was listed on page 10 of 365 of the 8 April 2021 Ordinary Council Meeting as being one of the letters that had been received from a state government agency but was not in fact contained in the Agenda?

A3. The Chief of Community Services advised the Department of Planning, Lands and Heritage position has not changed, as previously stated, hence they appear to have provided a similar response on the 8th of July 21 to what was sent to the City previously and referred to in the April Council Agenda item report.

Q4. Isn't it correct that at that time in early April the only correspondence held by the City Administration was in fact an email dated 18 March, 2021 from Jaimie Eidsvold to Christopher Beaton?

A4. The Chief of Community Services advised yes, that is correct. Email communication is considered official correspondence. In today's modern world, most information is communicated by email and rarely on letterhead between officers from one department to another.

Having DPLH's response in email form rather than on a letterhead does not in any way detract from the correspondence the City received.



Q5. Isn't it correct that an email was sent to Gail Bowman, Chief of Community Services by Anthony Certoma on the 29 June 2021, enquiring as to the said letter after he communicated with Ranger Services and was told he would have to lodge an FOI request for it?

A5. The Chief of Community Services advised yes, that is correct. It is standard practice for Rangers not to release emails or correspondence from another agency that had not formed part of a public report without an FOI application.

Q6. Isn't it correct that there was no reply from Gail Bowman to the email?

A6. The Chief of Community Services advised yes, that is correct. Other than an automated email reply the formal response to Mr Certoma's request was delegated to the Head of Community Safety and Ranger Services. Mr Emery had to review the original decision by the Senior Ranger and then responded to Mr Certoma directly.

Q7. Isn't it correct Anthony Certoma submitted a Public Question on the 19 July relating to this missing letter as he had not heard back regarding his email dated 29 June?

7.26pm Cr Eva departed the meeting.

A7. The Chief of Community Services advised this is incorrect. It was an online inquiry form that was submitted by Mr Certoma on 19 July 2021 requesting the details as highlighted in your previous questions. A written response was provided by a City officer on 26 July 2021, including the correspondence received from DLPH.

During July 2021 COVID-19 lockdown and quarantine requirements caused a delay in the City being able to respond to the email.

It is understood that Mr Emery spoke with Mr Certoma prior to the written response on the 26th of July, to provide background as to why there had been a need to review the original decision and the delay in responding.

Q8. Isn't it correct that a response was given a week later on the 26 July, 2021 by Mike Emery producing the letter dated 8 July, 2021?

A8. The Chief of Community Services referred to her previous response.

Q9. Will the City Administration in full transparency, accountability and good governance, detail what actions were taken and by whom in order for the letter to emerge dated 8th July, 2021?

A9. The Chief of Community Service on 8 July 2021, a City officer requested an additional response from the DPLH on this matter, to ensure DPLH's position was accurately provided to Council.



At this time, a previous email from DPLH was forwarded to DPLH to ensure the officer was fully aware of the subject site and previous correspondence.

On 8 July 2021, a response from the DPLH was provided and is shown in the September OCM Agenda on page 341.

7.28pm Cr Eva returned to the meeting.

**Judith Fogarty, Spearwood**

Item 13.1: Special Electors' Meeting – Motion- Manning Park Proposed Development

Q1. Western Australian Mountain Bike Riding Guidelines states explicitly that the minimum area for mountain bike trails is trails is 250ha The Department of Parks and Wildlife require local Governments to abide by Western Australian Mountain Bike Riding Guidelines (WAMBRG).

Given that Manning Park is around 90/120ha, which is well short of that requirement, and that Area 30 within Manning Park comprises of only 56ha of native bushland designated for conservation and passive use, why did the City of Cockburn propose Manning Park for a mountain bike trail at all?

A1. The Chief of Built and Natural Environment advised that, firstly, it should be noted that at this time ,there has been no determination by Council that any mountain bike trails should be constructed in Manning Park.

If the development of sanctioned well designed trails were to be supported by Council there are a number of site specific factors influencing the appropriate scale of any trail network including health/intactness of the ecosystem, context (proximity of other trails/networks) and other recreation pursuits on the site.

The WAMTB Management Guidelines indicate that a local significant mountain bike trail network needs a minimum size of 250 ha however these are guidelines only.

In an urban context finding a site of that scale is difficult and as such there may be a need to consider smaller sites but with careful consideration of the carrying capacity of the particular site, whereby a smaller site may only support a limited length of trails.

As seen in existing trail development throughout the South West, the scale of many of the existing sites are well below the stated thresholds, yet these developments have proven sustainable from both an environmental and social perspective.



	Size	Trails	Density
Margaret River Compartment 10	41Ha	10km	4.1Ha/km
Pemberton	114Ha	30km	3.8Ha/km
Dunsborough	66Ha	17km	3.8Ha/km
Margaret River Pines (proposed)	176Ha	15km	11.5Ha/km

Q2. Within the working party, who or what organization with competent knowledge of the ecosystems, flora and fauna, (threatened, protected, and endangered) will be representing Bush Forever site 247 on one of the last remaining remnants of the coastal plains?

A2. The Chief of Built and Natural Environment stated that, firstly, it must be clearly noted that the working group is not a decision-making body. The purpose of the working group is to provide a range of community insights and perspectives. The working group will bring together the views of a range of local residents and park user group.

A representative from DBCA will attend the first working group meeting and potentially subsequent meetings. A suitably qualified officer from the City will also be present and able to answer any technical questions.

It should be noted that the City has undertaken extensive flora and fauna surveys within Manning Park with the most recent in the spring of 2020, which identifies the location of any threatened and protected flora.

The Council, following considering public submissions and the advice provided by the working group, may consider approving trails in Manning Park, however it is noted, if it so resolves it would need to obtain the necessary federal and state approvals and undertake the relevant environmental studies before proceeding.

Q3. Why has there not been a thorough Environmental Impact Study carried out prior to any investigation of a mountain bike trail concept, particularly given that Manning Park includes Bushland Forever areas and the City of Cockburn has stated in its Manning Park Management Plan (2018) that: "The unique flora and fauna represented at Manning Park must be protected, with opportunities for further revegetation, and interpretation and communication regarding environmental values".

A3. The Chief of Community Service stated that, as previously advised, the Council has not resolved to proceed with any Mountain Bike Trails at Manning Park. The Manning Park Mountain Bike Concept Plan is only a concept, and should there be a decision made by Council to develop any trails at Manning Park, all appropriate environmental assessments would be carried out prior to any detailed design, including obtaining any required federal or state environmental approvals.



- Q4. The Master Plan (2018) also states that “Within the Manning Park area there is a high likelihood that unrecorded cultural sites may still be found with significant research potential”.

It is clear that a great deal of research is needed to fully appreciate the indigenous cultural significance of this area, as was clearly demonstrated by the recent release of the study carried out for the Hamilton Hill Swamp Precinct immediately to the north of Manning Ridge (Early European and Aboriginal Heritage Study: Hamilton Hill Swamp Precinct, 2021 DPLH/Terra Rosa Consulting).

Such research has not yet been carried out for the Manning Ridge. Will the City of Cockburn commit to carrying out the appropriate indigenous research for Manning Park and the surrounding areas prior to any consideration of mountain bike trails?

- A4. The Chief of Built and Natural Environment advised that in 2019 the City engaged a qualified consultant to undertake consultation with traditional owners in relation to the Manning Park Master Plan.

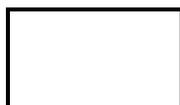
The City has also held discussions with members of the City’s Aboriginal Reference Group, with members agreeing to walk the site with staff to identify areas of significance.

- Q5. Cyclists are permitted in Manning Park as they are classified as passive, not impacting on the environment. Apart from the regular cyclist and mountain bike riders using different types of cycles, how does the City define the mountain bike riders as passive and by what criteria does the city qualify this?

- A5. The Chief of Built and Natural Environment advised the Beeliar Regional Park Management Plan identifies Area 30 (Upland areas of Manning Park) as suitable for nature trails, cycle tracks and through access ways. The Management Plan does not differentiate between the types of bicycles or types of cycle use.

**Peter Scott, Spearwood**

As Mr Scott was not in attendance at the meeting, his submitted questions will be treated as correspondence and a response will be provided to him.



**Leanne Chaproniere, Jandakot**

## Agenda Item 13.2: Special Electors' Meeting – Motions – Glen Iris Golf Course Estate Residents and Community Asset/ Open Space

Q1. This is for Motion 2. Where in the guidelines for community infrastructure does it state a recommendation of a ratio of one golf course per 250,000 residents?

A2. The Chief of Built and Natural Environment advised that the ratio of 1:250,000 residents relates to the guidelines from WA Sport and Leisure, which talks about regional sporting spaces. A golf course is defined a regional sporting space, and that is where the 1:250,00 ratio comes from.

Q2. The 250,000 residents actually refers to not the residents in the local community. Does it actually not refer to service or is it significant to the whole of the local government jurisdiction and those from neighbouring areas, and potentially those from Metropolitan Perth, the rest of the state, and overseas. A regional open space may support one activity or a particular range of activities, although multi-use is desirable.

There is a follow on from the report that you are reading, of 250,000 residents, that actually says that it is not 250,000 residents in the local community, it is 250,000 residents that serves the whole of the government area jurisdiction and those neighbouring areas. Why didn't you expand on that when you gave your answer to the Elected Members?

A2. The Chief of Built and Natural Environment advised that the ratio of 1:250,000 residents means the catchment for the actual golf course itself. It does not prescribe it has to be 1:250,000 within a residential area.

Hence, the comments I made at the Special Electors' Meeting where I pointed out there were actually 10 golf courses within that same or similar catchment.

Q3. You have said that it recommends a ratio of one golf course per 250,000 residents, when there is only 112,000, and the actual report says that it is not local community, it is a number of communities. Why are you so misleading?

A3. The Chief of Built and Natural Environment advised he is not being misleading.

The issue is that we are talking about a golf course, and what is the surrounding catchment within 10km, and that is why the guidelines talk about 250,000 people service a golf course.

It does not mean that it does not have to be solely within a local government catchment area. It is acknowledged that most golf courses, in fact almost all golf courses, attract catchments or populations beyond the local government boundary.



It is just indicating that the guidelines indicate that a golf course really only needs to have a catchment of 250,000, so it is not misleading.

Q4. Motions 3. Where is the feasibility study, including concept designs, and why has it not been made public during this time. Have any Elected Members been given access to the Feasibility Study and who has conducted the review?

Q5. Is it \$100,00 or is it \$150,000, because you state that it is \$50,000 in 17/18 then it goes up to 100,000, and then it says you state that it is \$50,000 in 2017, then it goes up to then you said you spent some of it but you haven't spent some of it and it is not going to be completed for another two years

whereas Anton Lees said four months ago at a Council meeting that he was just doing the feasibility study and it would be finished in two months.

A5. The Chief of Operations advised that \$100,000 has been allocated for the delivery of a Feasibility Study and a Business Plan.

The Feasibility Study and the Business Plan have been completed and will be presented to Council, likely early next year, with a briefing, and there will be a report to Council regarding whether or not the City determines to proceed with a golf course at Coogee.

### **Anthony Certoma, Coogee**

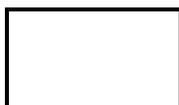
Q1. When does the City Administration anticipate that the Governance Review process that is currently being undertake will be completed and presented to Council for consideration?

A1. The Executive Governance and Strategy advised the anticipated date of delivery will likely be December 2021.

Q2. Has the City received a response from the Department of Transport to their letter dated 11 August 2021?

A2. The Chief of Community Services advised that as far as she was aware, a response has not been received from the Department of Transport.

Mr Certoma asked questions regarding items recorded in Special Electors' Meetings and Ordinary Council Meeting minutes. As the questions were of a complex nature, the Presiding Member requested that Mr Certoma provide his questions to the City's administration in writing so that a response could be provided in due course.



**Jeanette Smith, Jandakot**

Agenda Item 13.2: Special Electors' Meeting – Motions – Glen Iris Golf Course Estate Residents and Community Asset/ Open Space

- Q1. Having seen the Concept Plan, why would the City of Cockburn even consider allowing the developer, Eastcourt Group to destroy 700 of the 1200 mature trees so that the golf course can be infilled with 500-600 new houses and possible more. How does the destruction of these trees help combat climate change?
- A1. The Chief of Built and Natural Environment advised, as previously stated, Council has no formal application before it, and are unable to make comments on applications that do not exist at this time.



**9. Confirmation of Minutes**

**9.1 (2021/MINUTE NO 0145) Minutes of the Ordinary Council Meeting - 12/08/2021**

**Recommendation**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 12 August 2021 as a true and accurate record.

**Council Decision**

MOVED Cr C Terblanche SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED 8/0**

**10. Deputations**

The Presiding Member invited the following deputation:

- **Anthony Certoma and Joanne Curry, Lucia Benova, Mimma Tassone – Residents of Cockburn (ROC) for Dogs** in relation to Item 16.1 Special Electors' Meeting - 28 July 2021 - Suitable On Leash Dog Beach

The Presiding Member thanked the deputation for their presentation.

**11. Business Left Over from Previous Meeting (if adjourned)**

Nil

**12. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting**

Nil

At this point in the meeting, the time being 8.09pm, the following items were carried by 'en bloc' resolution of Council

13.1	14.1	15.1	16.1	17.1	20.2	23.1
13.2		15.2	16.3	17.2	20.3	
13.3						



## 13. Built and Natural Environment

### 13.1 (2021/MINUTE NO 0146) Special Electors' Meeting- 28 July 2021 - Manning Park Proposed Development - Motion

**Author(s)** C Beaton

**Attachments** 1. Page 11, 12 Beeliar Regional Park Management Plan [↓](#)

#### RECOMMENDATION

That Council:

- (1) NOTES the Motions from the 28 July 2021 Special Electors' Meeting, as detailed in the report; and
- (2) RECEIVES the Officer's report.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

#### Background

At the 28 July 2021 Special Electors' Meeting the following four Motions were put forward and carried by the electors present:

#### Motion 1

That prior to proceeding with any proposed new concept, upgrades or changes outlined for parks or reserves, the City will seek authentic communication with residents who reside within 500 metres of the area and will continue with genuine consultation with residents throughout the process.

The City will implement this by using a wide range of media suitable to ratepayers including:

- Letters to residents that are specific to the proposal and not vague or misleading.
- Using Cockburn Sounds as a form of communication to residents and the wider community.
- Signage, including images or diagrams of upgrades or changes, will be posted at the site informing park users.
- Email residents who have registered with Cockburn.



**Motion 2**

That, in light of Manning Park's high conservation value and status, including federal and state protected endangered and threatened species of flora and fauna, fragile and unsustainable soil components, bush forever status, and the inability to meet the WA Mountain Bike Management Guidelines criteria, Manning Park must not be developed for a mountain bike trail site.

**Motion 3**

- (1) That the status of Manning Park will be upheld and honoured, by adhering to key priorities and management:
1. Beeliar Regional Park conditions of management for passive use and conservation,
  2. City of Cockburn Natural Area Management Plan 2012-2022 Priority Classification for Manning Park's 56ha of bushland as a conservation area,
  3. Manning Park Master Plan Key recommendation to conserve and protect the ridge, lake ecosystems and protect the habitat;
- (2) That the City will close all illegal mountain bike trails and regenerate vegetation to original or better condition, protecting flora and fauna from further damage from mountain bike riding.

**Motion 4**

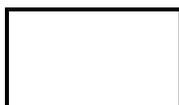
That the City will develop and effectively implement a Management Plan to enhance the potential of Manning Park for its history, culture and high conservation native bushland for all passive park users.

The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.

The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.

**Submission**

N/A



## Report

### Motion 1

Community consultation is currently undertaken when developing major plans and strategies (for example Master Plans) for parks or reserves within the City.

The scope of the consultation process is guided by a variety of factors which may include but are not limited to:

- the stage the project is in / past decisions that have been made
- the objectives of the consultation process
- the level of influence over project outcomes
- the level of impact the project will have
- interested or impacted stakeholders

The City uses a variety of channels to communicate projects and consultation opportunities, depending on the project's needs. Examples may include but are not limited to:

- Cockburn Soundings magazine
- Direct correspondence
- E-news
- Websites (for example City of Cockburn website and Comment on Cockburn website)
- Social media
- Subscription mailing lists
- Signage
- Cockburn Gazette advertising
- Media releases
- Letters

Some communication mediums may be more appropriate than others, depending on the circumstances or the specific topic. This includes, but is not limited to, the objectives of the consultation; who the stakeholders are; any time constraints such as a requirement to go back to Council by a certain date, and the deadlines of publications in particular Cockburn Soundings.

Communications content is created within the constraints and intended audience of the medium being used. Some specific examples are provided below:

### Letters

- Council undertakes numerous projects, plans and strategies each year. Letters to thousands of households (e.g. within a mandatory 500m radius) at every step of every Council project is financially and environmentally unsustainable.



Additionally, a 500m radius is not always representative of the project's communication needs, or those interested and impacted. As such, the City uses a wide variety of specifically chosen communication channels, and letters supplement these where suitable.

For example, a playground replacement project at a small local park could potentially incur letter costs greater than the cost of delivering the project itself. Recipients may include those who are not interested or impacted by the project (i.e. they may be separated by a major road or have a closer local park they use instead).

In this case, other communication tools may be a more effective use of Council resources, such as an on-site sign, targeted social media posts to an age and location specific demographic, and inclusion in an e-newsletter.

For significant regional parks, users extend well beyond 500m and even Council boundaries. Such projects require a more strategic, tailored communications campaign that directs limited Council resources in the most effective and efficient way.

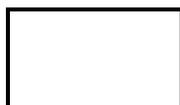
A mandatory 500m radius would result in communication inefficiencies, unnecessary costs related to resourcing of the administration component as well as delivery, and sustainability impacts from exorbitant paper consumption.

- Letters should be clear and succinct. Letters are often used to inform readers of a project, of how to be involved and where to find more information that could not be included within the constraints of a single A4 letter.

For example, a letter may be used to raise awareness of an opportunity to provide feedback on a new concept plan. Concept plans are often tens or hundreds of pages long and therefore cannot be included in the letter or captured in extensive detail. The letter therefore may summarise the proposed plan, key information, how to access an online or hard copy and where to find more information.

## Signage

- Signage needs may vary depending on the stage of the project. For example, an on-site sign with a map showing a trail network that does not exist (as it is still in a concept stage) could be confusing. Instead, a concept phase sign might inform visitors of the project and how to find out more information. Maps may be used once the project has been built, to guide users on site.
- Site constraints may limit the type of sign that can be installed or prevent the installation of any sign at all. For example, there may be underground services that mean a sign structure cannot be inserted into the ground, or the wind-loading may mean large signs cannot be installed as underground footings would need to be built. The size of the sign will also determine what can be included on it.



- Signs need to be designed for their intended audience, purpose and message. For example, signs are often designed to capture the attention of passers-by, and therefore need to communicate the key messaging succinctly within the limited space provided.

### Cockburn Soundings

- The Cockburn Soundings magazine is produced four times per year, once every three months. Development of the soundings is undertaken at least three months in advance, due to production lead times. Timing constraints mean that some project information is not always available at the time of production.
- The City undertakes hundreds of projects, events and works all year round, and relies on a variety of communications channels to communicate related information, from newspaper advertising to billboards.

The City encourages residents who want to be informed and up to date, to sign up to the various communications channels available.

### Emails

- E-Newsletters are used to communicate via email with people who have proactively subscribed to receive information. Due to their visual nature, e-newsletters are designed to direct readers to a host information source (rather than containing all the information, such as diagrams).

Typically, an e-newsletter article may include space for a project heading, by-line and link to where more information can be found.

- Anyone can subscribe to receive City of Cockburn e-newsletter updates via [cockburn.wa.gov.au/newsletters](http://cockburn.wa.gov.au/newsletters), or to community consultation project e-newsletters at [comment.cockburn.wa.gov.au/register](http://comment.cockburn.wa.gov.au/register).

On the basis of the reasons stated above the City's existing community consultation framework has the flexibility to ensure that dependent on the project there are adequate communication mediums to engage the surrounding affected communities.

### Motion 2:

Page 11 and 12 of the Beeliar Regional Park Management Plan identifies Area 30 (Upland areas of Manning Park) as suitable for nature trails, cycle tracks and through access ways. See attachment.

The establishment or upgrade of any Council approved trails in the upland area would consider the environmental values, morphology and carrying capacity of the site, and utilise appropriate materials to ensure that the trails are sustainable and enhance the natural environment.



Appropriate studies, such as flora and fauna surveys, would be undertaken to inform any designs and avoid impacts. Any required federal or state approvals would also be sought.

The WA Mountain Bike Management Guidelines indicate that a local significant mountain bike network needs a minimum size of 250 hectares; however there are a number of other factors that also need to be considered.

There are a number of site specific factors influencing the appropriate scale of any trail network, including health/intactness of the ecosystem, context (proximity of other trails/networks) and other recreation pursuits on the site.

In an urban context, finding a site of the scale as indicated in the guidelines is difficult and as such there is a need to consider smaller sites. This must be done with careful consideration of the carrying capacity of the particular site. For example a site might only sustainably support a few kilometres trail.

As can be seen in existing trail development throughout the South West, the scale of sites is well below the stated threshold, yet these developments have proven sustainable from both an environmental and social perspective.

	Size	Trails	Density
Margaret River Compartment 10	41Ha	10km	4.1Ha/km
Pemberton	114Ha	30km	3.8Ha/km
Dunsborough	66Ha	17km	3.8Ha/km
Margaret River Pines (proposed)	176Ha	15km	11.5Ha/km

On the basis of the reasons stated above as the City is yet to decide on whether and what type of trails can be sustained in Manning Park it is premature to make a decision on any potential mountain bike trails in Manning Park.

### Motion 3

1. Manning Park is considered an important asset by the City and it is managed accordingly.
  - i. Page 11 and 12 of the Beeliar Regional Park Management Plan identifies Area 30 (Upland areas of Manning Park) as suitable for nature trails, cycle tracks and through access ways. See attachment.
  - ii. The City of Cockburn Natural Area Management Strategy identifies Manning Park as a high priority reserve.

Reserves are prioritised to ensure that finances and resources are allocated in a manner that will provide the best outcomes for both the community and the natural environment.



- iii. The Manning Park Master Plan identifies actions (24-26) to enhance and conserve the environmental values of Manning Park.
2. It would not be fair and equitable to exclude one group of trail users from Manning Park, at the request of another group of trail users.

A working group, made up of local representatives and trail users, is to be established to provide input into a Council report that will make recommendations for the entire trail network at Manning Park. Should Council determine that any trails are to be closed, they will be rehabilitated.

On the basis of the reasons stated above the City currently manages Manning Park as per the Beeliar Regional Park Management Plan, the City's Natural Area Management Strategy and the Manning Park Master Plan.

Information provided by the working group will assist the City in determining what type of trails can be supported in Manning Park.

#### Motion 4

The Manning Park Master Plan has been developed to guide the management and development of Manning Park.

33 actions have been identified to protect and enhance the site's history, culture and environmental values, while catering for a range of park uses. A copy of the Plan is available on the City's website.

In summary there is already an existing adopted Master Plan for Manning Park

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

#### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

#### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.



**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.33, 5.25(1)(e) and 1.7 of the *Local Government Act 1995*, Regulations 10 and 3A of the *Local Government (Administration) Regulations 1996*.

**Community Consultation**

This matter was the subject of a resolution carried at the 28 July 2021 Special Electors' Meeting.

**Risk Management Implications**

N/A

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

The mover of the motion at the Special Electors' Meeting has been informed that the matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil



Part B Principal Management Directions

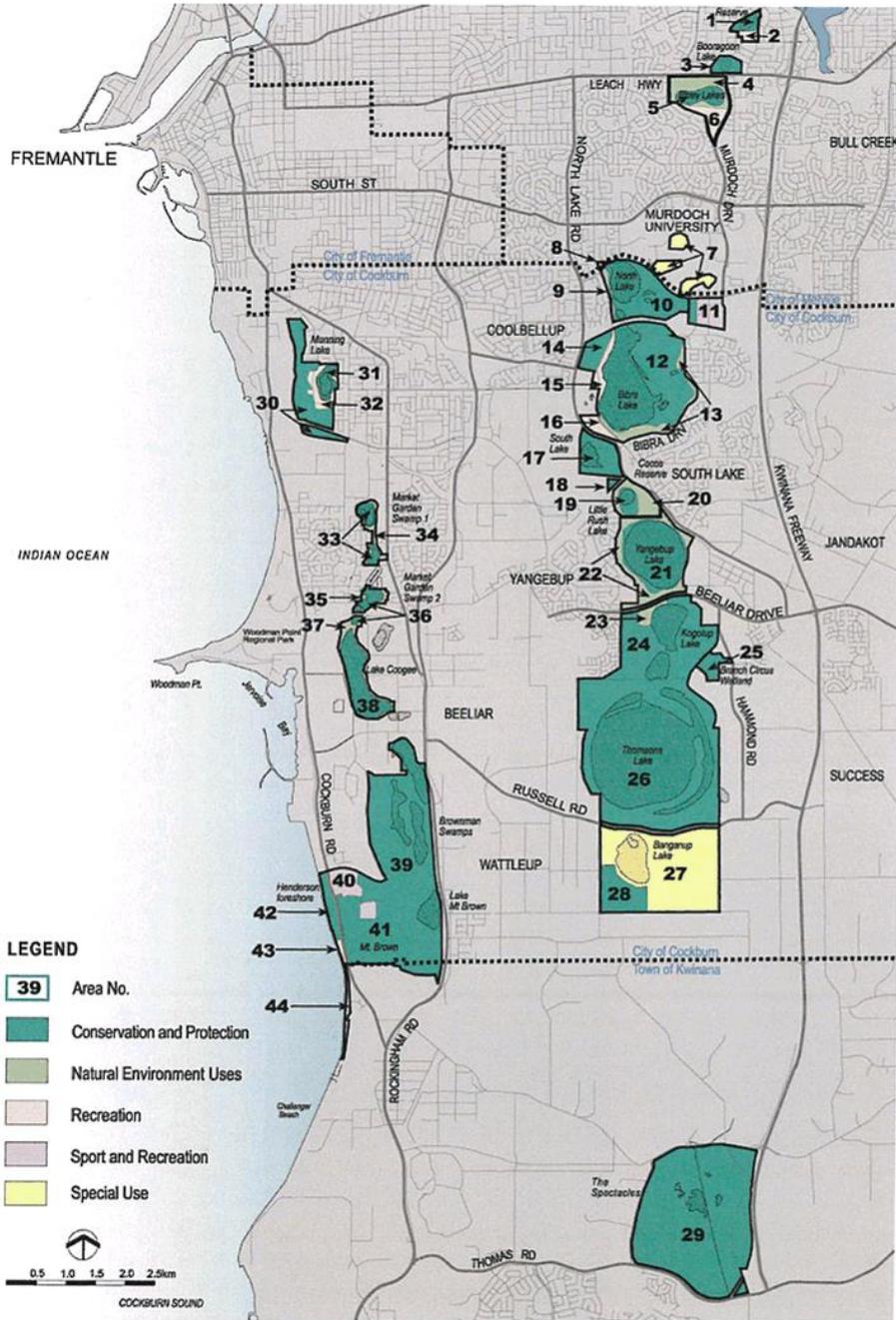


Figure 4 - Proposed management zones and areas



Part B Principal Management Directions

Table 1 - Management zones and future tenure arrangements

MANAGEMENT ZONES				FUTURE TENURE ARRANGEMENTS			
Management Zone	Plan Area	Management Agency	Management Emphasis	Acceptable Uses and Facilities	Plan Area	Reserve Purpose	Vested Authority
Conservation and Protection	Area 1	City of Melville	The management emphasis of this zone is to protect and where possible, enhance the biodiversity conservation values and landscape qualities of the Park. Priority will be given to maintaining the natural state of Conservation and Protection areas with a minimum of impairment. Visible evidence of management will be minimal.	<p><b>Wetland Areas:</b> Restricted public access. Unauthorised watercraft and vehicles prohibited. Development of facilities such as boardwalks and observation platforms are acceptable in certain locations (see Appendix B - Recreation Masterplan). Protection and enhancement of natural habitats to ensure survival of wetland ecosystems is considered essential. Education and research uses allowed.</p> <p><b>Upland Areas:</b> Public access restricted predominately to nature trails, cycle tracks and through access ways (in certain locations). Development of facilities such as observation platforms and car parks are acceptable in limited locations (see Appendix B - Recreation Masterplan). Rehabilitation of vegetation. Habitat protection for bird species and other fauna is considered essential. Education and research uses and facilities allowed.</p>	Area 1	Recreation & Conservation of Fauna	Melville City Council
	Area 3	City of Melville			Area 3	Parkland, Public Recreation Drainage	Melville City Council
	Area 5	City of Melville			Area 5	Parkland & Environment Centre	Melville City Council
	Area 10	CALM			Area 10	Conservation Park	Conservation Commission
	Area 12	City of Cockburn			Area 12	Recreation; Recreation & Education*	Cockburn City Council
	Area 14	City of Cockburn			Area 14	Pioneer Park; Recreation & Education*	Cockburn City Council
	Area 17	CALM			Area 17	Conservation Park	Conservation Commission
	Area 18	City of Cockburn			Area 18	Public Recreation	Cockburn City Council
	Area 19	City of Cockburn			Area 19	Recreation	Cockburn City Council
	Area 21	City of Cockburn			Area 21	Recreation	Cockburn City Council
	Area 24	CALM			Area 24	Conservation Park	Conservation Commission
	Area 25	CALM			Area 25	Conservation Park	Conservation Commission
	Area 26	CALM			Area 26	Nature Reserve	Conservation Commission
	Area 28	CALM			Area 28	Conservation Park	Conservation Commission
	Area 29	CALM			Area 29	Conservation Park	Conservation Commission
	Area 30	CALM			Area 30	Recreation	Conservation Commission
	Area 31	City of Cockburn			Area 31	Public Recreation	Cockburn City Council
	Area 33	City of Cockburn			Area 33	Public Recreation and Drainage	Cockburn City Council
	Area 36	City of Cockburn			Area 36	Public Recreation and Drainage	Cockburn City Council
	Area 38	City of Cockburn			Area 38	Recreation	Cockburn City Council
Area 39	CALM	Area 39	Conservation Park	Conservation Commission			
Area 41	CALM	Area 41	Conservation Park	Conservation Commission			
Area 42	CALM	Area 42	Conservation Park	Conservation Commission			
Natural Environment Use	Area 4	City of Melville	The management emphasis is to provide for appropriate uses that do not adversely affect the natural environment. Areas will be managed jointly for public use, conservation and enhancement of flora and fauna, and improvement of landscape qualities. Public use must be compatible with the assigned purpose of the relevant reserve. Visible evidence of management may be moderate to high. Management will encourage uses that promote conservation and education.	Areas are readily accessible by walking trails and cycle paths. Some development of facilities necessary. These may include education nodes and facilities (such as car parks) associated with visitor nodes. Commercial concessions compatible with the values of the area may be considered appropriate within this management zone. The provision of facilities will depend on the values of the area and the community demand for facilities. Rehabilitation and habitat protection will be necessary.	Area 4	Parkland and Environment Centre	Melville City Council
	Area 9	CALM			Area 9	Conservation Park	Conservation Commission
	Area 13	City of Cockburn			Area 13	Recreation & Education Uses	Cockburn City Council
	Area 20	City of Cockburn			Area 20	Recreation	Cockburn City Council
	Area 22	City of Cockburn			Area 22	Recreation	Cockburn City Council
	Area 23	CALM			Area 23	Conservation Park	Conservation Commission
	Area 34	City of Cockburn			Area 34	Public Recreation and Drainage	Cockburn City Council
	Area 35	City of Cockburn			Area 35	Public Recreation and Drainage	Cockburn City Council
	Area 37	City of Cockburn			Area 37	Recreation	Cockburn City Council

Continued over page...

**13.2 (2021/MINUTE NO 0147) Special Electors' Meeting - 28 July 2021 - Glen Iris Golf Course Estate Residents and Community Asset/Open Space - Motion**

**Author(s)** D Reynolds and A Davis  
**Attachments** N/A

**RECOMMENDATION**

That Council:

- (1) NOTES the Motions from the 28 July 2021 Special Electors' Meeting, as detailed in the report; and
- (2) RECEIVES the Officer's report.

**Council Decision**

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

**Background**

At the 28 July 2021 Special Electors' Meeting the following four motions were put forward and carried by the electors present:

**Motion 1**

Elected Members of the City of Cockburn vote to retain the zoning of the Glen Iris Golf Course Estate as Special Use 1, as unanimously voted upon by your previous Elected Members.

**Motion 2**

That the Council adheres to its own Policy:

City of Cockburn Public Open Space Strategy 2014-2014 (5 year review) Version date 26/7/2019)

- 4.5 Responsible Management. Public Open Space (POS) can no longer be viewed in isolation, as more importance is being placed on the better integration of strategies and programs, partnerships and effective community involvement.

**Motion 3**

That the amount of \$50,000.00 in the past budget not yet used to investigate and report on the feasibility of a nine hole golf course at Coogee be used to investigate and report on an 18 hole golf course in Jandakot.



**Motion 4**

That the City of Cockburn Elected Members and Council Officers report at each meeting on any meeting, whether verbal or written, formal or informal, with a developer, prospective developer or consultant of a developer, where a matter pertaining to any land or infrastructure, within the City could be bought before Council in the future and such record to be publicly available each month at the Council Office Reception.

The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.

**Submission**

N/A

**Report**Motion One

The decision to initiate an amendment to rezone the land previously developed as the Glen Iris Golf Course is a statutory function of a local government and must be based on two principles:

1. The law and any relevant government policy; and
2. The facts and merits of the proposal.

Prior to considering and voting on a matter, an Elected Member must declare any interest affecting their impartiality, and that they will vote on its merits. Legislation relevant to this requirement includes Section 2.29 of the *Local Government Act 1995* and Regulation 13 (1)(c) of the *Local Government (Constitution) Regulations 1998* that require Elected Members to make a declaration prior to taking office that they will:

*take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the City of Cockburn under section 5.104 of the Local Government Act 1995.*

The *City of Cockburn Standing Orders Local Law 2016*, section 4.2 (13) further formalises this requirement, requiring that the Order of Business for each Council Meeting include a 'Declaration by members who have not given due consideration to matters contained in the business paper presented before the meeting', thereby ensuring no item was formally considered by a Member who had not reviewed the Officer's report.

These statutory instruments therefore preclude any Elected Member from committing to voting on a resolution prior to giving it due consideration. Any such commitment would breach the referenced legislation and may form grounds for disciplinary action.



With regard to previous Scheme Amendments initiated and adopted by Council affecting Glen Iris, it is noted that this land has been subject to at least five previous amendments rezoning the land, none of which provide a land use zoning basis established in perpetuity. Rather, land use zones reflect the intended use for land, and this is subject to ongoing review and change as both market and community needs evolve, and landowner's intentions change over time.

On the basis of the reasons stated above, Council is unable to take further action on this motion.

### Motion Two

*The City of Cockburn Public Open Space Strategy 2014 – 2024* applies to Public Open Space. As the former Glen Iris Golf Course is located on freehold land in private ownership, this Strategy does not apply.

Noting that there is no statutory requirement for each local authority to provide a public golf course, the City's *Community Sport and Recreation Facilities Plan* (CSRFP) recommends a ratio of one golf course per 250,000 residents (the City of Cockburn's estimated population is approximately 112,000 people).

Notably, this ratio of provision is in line with the Parks and Leisure Western Australia (PLA WA) Community Infrastructure Guidelines (2020), which also suggests they have a 10km catchment. Current golf courses within 10km from the boundary of the City of Cockburn currently include:

- Kwinana – approx. 8km from boundary
- Marri Park – approx. 6km from boundary
- Melville – approx. 4km from boundary
- Fremantle – approx. 4km from boundary
- Gosnells – approx. 5km from boundary
- Whaleback – approx. 8km boundary

Prepared prior to the Glen Iris Golf Course's closure, the CSRFP proposes delivery of the Coogee Golf Complex for 2028/29 and 2029/30. Scheduled for review during the current financial year, the need, timing and options available to deliver a golf course will be considered as part of this review.

On the basis of the reasons stated above, Council is unable to take further action on this motion.

### Motion Three

The 2017/18 budget allocated \$100,000 to complete a business case, studies & design for the Coogee Golf Complex.

A feasibility study including concept designs was completed along with a peer review and the \$100,000 has been fully expended.



There is a budget line item contained in the CSRFP for \$50,000 to be expended in the 2018/19 financial year, and this sum is a component of the \$100,000 feasibility and concept design budgeted for 2017/18.

On the basis of the reasons stated above, Council is unable to take further action on this motion.

#### Motion Four

City Officers deal with developers on a daily basis and the recording and reporting of each interaction would prove an unreasonable administrative burden that would significantly impact the ability to deliver core services.

City Staff are bound by the Employee Code of Conduct that requires (in part) that:

- 1.4 As employees are also public officials, they have a responsibility to conduct themselves in a manner that will not negatively impact upon their ability to perform their work, or undermine public confidence in the City.

Obligating the disclosure of meetings with developers and their representatives could also constitute a disclosure of commercial in confidence and prejudice statutory approval processes or give unfair commercial advantage to third parties.

On the basis of the reasons stated above, Council is unable to take further action on this motion.

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

#### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

#### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.

### **Budget/Financial Implications**

N/A



**Legal Implications**

Sections 5.33, 5.25(1)(e) and 1.7 of the *Local Government Act 1995*, Regulations 10 and 3A of the *Local Government (Administration) Regulations 1996*.

**Community Consultation**

This matter was the subject of a resolution carried at the 28 July 2021 Special Electors' Meeting.

**Risk Management Implications**

N/A

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

The mover of the motion at the Special Electors' Meeting has been informed that the matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil



**13.3 (2021/MINUTE NO 0148) Development Application - 24 Grouped Dwellings - 86 and 88, (Lots 72 and 73) Winfield Street, Hamilton Hill**

<b>Author(s)</b>	P Andrade
<b>Attachments</b>	1. Location Plan <a href="#">↓</a> 2. Revised Development Plans <a href="#">↓</a> 3. Waste Management Plan <a href="#">↓</a> 4. Schedule of Submissions <a href="#">↓</a>
<b>Location</b>	86 and 88 (Lots 72 and 73) Winfield Street, Hamilton Hill
<b>Owner</b>	Trevor Wayne Pearson
<b>Applicant</b>	Infill Property Group
<b>Application Reference</b>	DA21/0415

**RECOMMENDATION**

That Council:

- (1) APPROVES Development Application (DA21/0415) for 24 grouped dwellings with the revised development plans (attachment 3) received 11 August 2021, at 86 and 88 (Lots 72 and 73) Winfield Street, Hamilton Hill, subject to the following conditions:

**Conditions**

1. Development may be carried out only in accordance with the details of the application as approved herein and any approved plan.
2. Prior to the issue of a Building Permit, the landowner/applicant contributing towards development infrastructure provisions pursuant to the City's Town Planning Scheme No. 3, to the City's satisfaction.
3. Prior to the issue of a Building Permit, a detailed material, colours and finishes schedule for the development, to be provided to the City's satisfaction. The details as agreed by the City are to be implemented and maintained in the development.
5. Prior to the issue of a Building Permit, a Construction Management Plan for the development be submitted to the City for assessment and approval.
6. Prior to the initial occupation of any of the dwellings, visitor parking signs shall be provided, to the satisfaction of the City and shall be maintained thereafter.
7. Prior to the initial occupation of any of the dwellings, the development shall clearly display the street numbers, to the satisfaction of the City and maintained thereafter.
8. Prior to the initial occupation of any of the dwellings, the landscaping being installed in accordance with the approved plan (or any subsequent plan required), reticulated and/or irrigated and maintained thereafter to the satisfaction of the City.



9. Provisions identified in the Waste Management Plan provided by Infill Property Group and approved by the City on 20/07/2021, which include recycling measures and management of residential waste, are to be implemented and maintained thereafter to the satisfaction of the City.
10. All service related hardware (clothes drying, air conditioning, condenser units, solar hot water units etc.) are to be positioned in locations where they are not visible from adjoining properties and the public realm, or effectively screened to the satisfaction of the City.
11. 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.
12. Crossovers are to be located and constructed to the City's specifications.
13. The surface finish of the boundary wall(s) abutting the adjoining lot/s is to be rendered the same colour as the external appearance of the subject dwelling unless otherwise agreed to in writing by the City in consultation with adjoining property owner/s, to the satisfaction of the City.
14. All vehicular parking, including access ways, shall be designed, constructed and maintained to comply with the requirements of Australian Standard 2890 to the satisfaction of the City.

#### Footnotes

- a. 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 Council, or with any requirements of the City of Cockburn Town Planning Scheme No. 3. Prior to the commencement of any works associated with the development, a building license will be required.
- b. You are advised that the Construction Management Plan shall be as per the format and guidelines set out on the City's Website and shall take into account:
  - i. Access to and from the site;
  - ii. Delivery of materials and equipment to the site;
  - iii. Storage of materials and equipment on the site;
  - iv. Parking arrangements for contractors and subcontractors;
  - v. Management of construction waste; and
  - vi. Other matters likely to impact on the surrounding properties.
- c. In regards to visual privacy and condition 1, the dividing fence between adjoining lots is shown to be placed above the retaining and therefore negating visual privacy concerns. Condition 1 outlines that development is to be in accordance with the approved plans, should the dividing fence not be on top of the retaining due to matters relating to the *Dividing Fences Act 1961*, compliance with the R-Codes - screening shall be provided in lieu.



- d. The development site shall be connected to the reticulated sewerage system of the Water Corporation before commencement of any use.
- e. All outdoor lighting shall be installed and maintained in accordance with Australian Standard AS 4282 - 1997 "*Control of the Obtrusive Effects of Outdoor Lighting*".
- f. All toilets, ensuites and kitchen facilities in the development are to be provided with mechanical ventilation flued to the outside air, in accordance with the requirements of the National Construction Code (Building Code of Australia), the Sewerage (Lighting, Ventilation and Construction) Regulations 1971, Australian Standard S1668.2-1991 *The use of mechanical ventilation for acceptable indoor air quality* and the *City of Cockburn Health Local Laws 2000*. The City's Health Service further recommends that laundries without external windows and doors should be ventilated to external air and condensating clothes dryers installed.
- g. The development shall comply with the noise pollution provisions of the *Environmental Protection Act 1986*, and more particularly with the requirements of the *Environmental Protection (Noise) Regulations 1997*. The installation of equipment within the development including air-conditioners, spas, pools and similar equipment shall not result in noise emissions to neighbouring properties exceeding those imposed by the *Environmental Protection (Noise) Regulations 1997* (as amended).
- h. With regard to the street numbering of this proposal, you are advised to contact the City's Land Administration team on 9411 3444 or email [streetnumbers@cockburn.wa.gov.au](mailto:streetnumbers@cockburn.wa.gov.au) to ensure that any street numbers used comply with the City's requirements. This should be done prior to any sales contracts being drawn up.
- i. As part of transitioning Australia to the National Broadband Network (NBN), developers are encouraged to engage early with NBN, at least six months before the required service date, to understand requirements around future connections and the timing of infrastructure provision. This will ensure a connection is ready when residents move in. For more information please refer to [nbn.com.au/buildwithnbn](http://nbn.com.au/buildwithnbn) or contact **NBN** on [newdevelopments@nbnco.com.au](mailto:newdevelopments@nbnco.com.au) or 1800 687 626.
- j. This development has been assessed and approved as 'grouped dwellings' 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.

**Council Decision**

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

## Background

This application was previously presented to Council at its meeting 12 August 2021 to which the City Officers recommended refusal based on a lack of car parking across the development. Council resolved to defer the determination, pending further assessment of new plans that was provided to City Officers before the Council meeting, as there was insufficient time for City Officers to assess the new plans.

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and Residential R30/40/60 under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The subject site comprises two separate lots which are identical in dimension. Each lot comprising 24.5m in width and 82.8m in depth with a total area of 4,052m<sup>2</sup> combined.

The subject lots are directly adjoining one another and abut residential properties to the north, east and west and Winfield Street to the south (refer Attachment 1).

There is no existing development on 88 Winfield Street and the development on 86 Winfield Street comprises of one residential dwelling and associated incidental structures (patios and outbuildings). The City has received an application for the development of twenty-four grouped dwellings over the two lots (subject site); twelve dwellings per lot proposed (refer Attachment 2 and 3).

This application with the newly assessed plans (refer Attachment 3) now proposes car parking in accordance with the R-Codes i.e. no variation. Whilst a boundary wall variation remains, the overall amount has reduced significantly and as such no re-advertising occurred.

The initial advertising to the adjoining property owners and residents occurred in accordance with clause 64(3) of the deemed provisions within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Whilst the City's Officers have delegation from Council to determine the newly amended application; Officers seek Council determination on the application for transparency to the greater community noting a total of nine submissions were received, consisting of eight objections and one support (refer Attachment 5).

## Submission

The application was submitted by Infill Property Group with Trevor Wayne Pearson providing landowner consent.

The application was revised with amended plans received on 11 August 2021, the day before Council's August Ordinary Council Meeting date on 12 August 2021.



## Report

### Proposal

The application is for the development of twenty-four grouped dwellings on the subject site. The proposal and revisions are outlined in the table below and referred to in the report and Attachment 2 – Plans as Dwelling types A, B, C, D and E.

Dwelling Type	Number of Dwellings proposed	Single/ Double storey	Bedrooms Previously Proposed	Car Bays Previously Proposed	Bedrooms Amended	Car Bays Amended
A	2	Double	2	1	2	2
B	2	Single	2	1	1	1
C	8	Single	2	1	1	1
D	10	Double	3	2	3	2
E	2	Double	3	2	3	2
Visitor Parking Bays			-	4	-	6
<b>Total proposed</b>	<b>24</b>	-	-	<b>40 in lieu of 54</b>	-	<b>44 out of 44</b>

**Table 1: Dwellings and Car Parking**

Regarding visitor bays, an additional two has been provided in the latest amendments, totalling six, all of which are proposed to be located at the front of the site within the primary street setback area as required by the R-Codes. The proposed development includes two common property internal driveways for vehicle and pedestrian access.

### Planning Framework

The site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and Residential R30/40/60 under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The objective of the Residential Zone is:

- i. To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- ii. To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- iii. To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*

The subject site is located within Development Contribution Area No. 13 (DCA 13) and therefore a Development Contribution liability applies to the development proposal.



The subject site is also located within the *Hamilton Hill Revitalisation Strategy* area which resulted in the current density codes following the City's associated scheme amendment (TPS 3 Amendment No.100).

In accordance the *Planning and Development Act 2005*, Part 10, Division 4, Section 153-154, [future] subdivision of the site will trigger a requirement for a public open space contribution / cash-in-lieu.

In accordance with Clause 4.4.4 TPS 3, the application has been assessed against Local Planning Policy 1.2 (LPP 1.2). Item c) states:

*"4.4.4 c) In considering applications for the development of land within any of the split coded areas depicted on the Scheme Map, the Council may support development up to the maximum density of the split code subject to the application being consistent with the provisions and objectives of the Local Planning Policy No. 1.2 (Residential Design Guidelines)"*.

The assessment of the application against LPP 1.2 has been discussed in the 'Assessment' section of the report under the subheading 'Density'.

## Assessment

### Density

The application has demonstrated compliance with LPP 1.2 Design Guideline 9.2 – Split Coded R30/40/60 Lots, as the application demonstrates the following:

1. The development site assembles two lots and is over 2,000m<sup>2</sup> in aggregate area.
2. 58% or fourteen of the twenty-four proposed dwellings are two storeys.
3. All dwellings that front Winfield Street provide a variety of materials; include major openings to a bedroom and entry door into the living area.
4. The development incorporates five different housing typologies comprising of both single and double storey dwellings, demonstrating a variety in design, materials, height, and rooflines. The dwellings include major openings onto Winfield Street and fronting the internal road to promote passive surveillance.
5. The development is not adjacent to public open space and therefore this provision is not applicable.

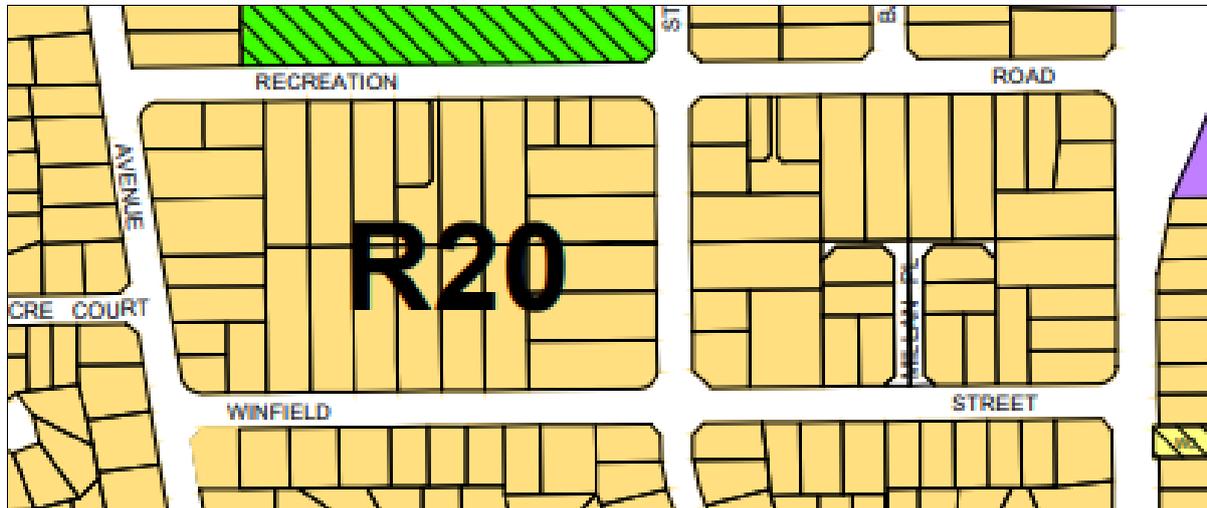
The above assessment demonstrates that the development application shall be assessed in line with the R60 requirements of the R-Codes in accordance with Clause 4.4.4 c) of TPS 3.

The R-Codes have a minimum site area for R60 lots as 120m<sup>2</sup> with an average lot size requirement of 150m<sup>2</sup>. The application proposes a minimum site area of 127m<sup>2</sup> and an average of 168m<sup>2</sup>, complying with and providing more site area than the minimum requirements of the R-Codes.



In November 2012, Council adopted the *Hamilton Hill Revitalisation Strategy* which included rezoning Winfield Street to allow for higher density residential development (TPS 3 Amendment No.100).

Prior to the endorsement of Amendment No.100, the subject site and wider area was zoned Residential R20. Refer Figure 1 and 2 below:

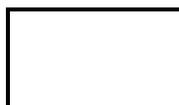


**Figure 1:** Previous Zoning - Prior to the Endorsement of Town Planning Scheme No.3 Amendment No.100



**Figure 2:** Current Zoning - Post Endorsement of Town Planning Scheme No.3 Amendment No.100

The City prepared the Strategy to be consistent with the State Government [then] *Directions 2031 and Beyond*, which is a high level strategic plan which established a vision for future growth in the Perth Metropolitan Region. The current version of this document is titled *Perth and Peel @ 3.5 Million*.



Urban infill is an important component of *Perth and Peel/ Directions 2031 and beyond* in providing affordable and appropriately distributed housing to accommodate Perth's projected population growth.

The City conducted extensive community consultation as part of this strategic process including workshops with residents and landowners in the Hamilton Hill area.

The data collected identified that 71% of respondents envision more housing in the Hamilton Hill area in the future, subject to the [future] development complying with the R-codes.

An objective of the Residential zone outlined in TPS No. 3 is:

- i. To provide for a range of housing and a choice of residential densities to meet the needs of the community.*

As outlined in the 'proposal' section of the report, the application submitted includes five different housing typologies with housing type B and C being suited to smaller households as there is only one enclosed room.

The City refers to the Forecast ID data for Hamilton Hill which has a projected growth of 50.97% between 2021-41. In addition to this, the average household size for Hamilton Hill is 2.24 persons. The proposal provides a variety of housing stock to support the demographic data of the Hamilton Hill area and meets the above TPS 3 objective for the Residential zone.

The City received objections relating to concerns of the number of dwellings proposed and as stated above, the proposed number of dwellings is consistent with the planning framework and meets the deemed-to-comply requirements of the R-Codes.

### Car Parking

The application initially proposed a car parking shortfall of fourteen car parking bays which originated from two bedroom dwellings (type B & C) providing only one bay and a shortfall of two visitor bays. The original car parking variation to the R-Codes deemed to comply requirements were advertised and objections were received relating to the shortfall of car parking bays provided onsite and objections to car parking on the street.

As noted in table 1 within the 'proposal' section, the amended plans demonstrate ten dwellings (types B & C) having removed one of the two enclosed rooms, meaning the car parking requirement for each of the ten dwellings went from two bays to one car bay each.

With the reduced number of bedrooms in each of the ten dwellings aforementioned, the applicant was able to provide an additional two visitor bays, adjacent to the existing four visitor bays originally proposed.



Accordingly the objections relating to car parking are no longer considered a valid planning consideration as the deemed-to-comply requirements for car parking of this grouped dwelling proposal has been met by the applicant in the revised plans.

### Traffic Generation

The City has assessed the application and is satisfied the proposed development will have no significant impact on traffic in the locality. The proposed traffic generated by the proposed use is considered to be consistent and expected in the residential area with its zoning.

### Antisocial Activity

With respect to objections received relating to a perceived increase in antisocial activity, there is no correlation between an increased number of people residing at the site and an increase in antisocial activity.

The City notes that with increased activity and people in the area a greater degree of actual and perceived surveillance would be achieved through passive surveillance, commonly referred to as 'eyes on the street'. This has a positive effect on the reduction of antisocial behaviour and crime rates.

The application demonstrates compliance with the R-Codes deemed-to-comply requirements that relate to street surveillance, as the development includes major openings that face the pedestrian and vehicular approach to the dwellings and the primary and internal street elevations have clearly defined entry points.

### Lot Boundary Setback

The R-Codes permit a total aggregate length of walls built up to the lot boundary ("Boundary wall") of 53.8 metres for each lot. The amended plans now propose a total length of boundary wall of 133.2 metres which has been split into 63.6 metres for the western and eastern lot boundaries and 6m to the north. This is an overall boundary wall reduction of 20m across the three lot boundaries.

The variation of the boundary walls remains supported by the City Officers, for the following reasons:

- 1) Whilst 24 grouped dwellings are being proposed over these two lots, should there have been two separate applications i.e. 12 dwellings each application, a total of 107.6m of boundary wall would be permitted across the lot boundaries meaning a variation of 25.6m;
- 2) The eastern lot boundary will be adjoining 90 Winfield Road which recently received planning approval for twelve grouped dwellings and was approved with a boundary wall length of 132.9m. There is therefore no negative impact of the proposed boundary wall variation to this property;
- 3) The impact on both properties to the western lot boundary of the site is considered to be the same impact as development that would be compliant under the R-Codes because each lot that adjoins the subject site on the western lot



boundary has a property length that is less than the maximum length of permitted boundary walls; and

- 4) A further boundary wall reduction of 25.6m to comply wouldn't necessarily change the perception or outcome for the western lot owners.

The impact is therefore considered to meet the design principals of the R-Codes as the impact is consistent with the developments expectations of zoning and area.

In addition, the variation to the permitted length of buildings built to lot boundaries can be considered to meet the design principals of P3.2 as the proposed design makes more effective use of the space for enhanced privacy for the occupants and for the outdoor living areas, will not result in overshadowing, and will ensure that major openings into habitable rooms and outdoor living areas for adjoining properties.

### Construction

The City received an objection relating to concerns of dust and excess vehicles having an adverse impact to the environment during the construction period.

Construction of large scale residential development sites can have a negative impact on amenity and therefore should Council approve the proposal, it is recommended that a condition be imposed to ensure that the construction of the development does not negatively impact adjoining properties and residents via a Construction Management Plan.

The City received an objection relating to noise generated by the increase in residential dwellings and identified household sounds such as talking and dogs barking as of concern.

With relation to this, the City refers to the definition of 'amenity' which is provided below as extracted from the *Planning and Development (Local Planning Schemes) Regulations 2015*.

***"Amenity means all those factors which combine to form the character of an area and include the present and likely future amenity."***

Given the zoning of the lot being Residential R30/40/60 and the assessment of the proposal which has demonstrated that the development shall be assessed in accordance with the R60 requirements, it is anticipated the increase in residential dwellings will generate an increase in residentially associated household ambient noise as well as noise from an increase in vehicle movements.

When controlling residential noise generated, the City enforces the *Environmental Protection (Noise) Regulations 1995 (Noise Regulations)* and section 38 of the *Dog Act 1976*. These two regulations do not control ambient noise as discussed above however, the noise generated from the dwellings and occupants has been accounted for in the re-zoning of the site – see Density section of the report.



## Waste Management

The applicant submitted a Waste Management Plan (WMP) to the City dated 19 July 2021 (refer Attachment 4). The City's officers have approved this WMP and should Council approve the proposal, it is recommended that a condition be imposed to ensure that the WMP is complied with and maintained.

The volumes created by grouped dwellings are considered one third of the waste volumes generated by single dwellings and therefore the site will provide a total of sixteen bins (eight general waste bins and eight recycling bins) which will reduce the impact when presenting the bins on the verge for collection.

## **Summary**

The revised plans abate the concerns the City's Officers previously had regarding car parking and amenity of the surrounds. The revised plans meet the planning framework regarding the number of dwellings proposed and the application now demonstrates compliance with the City's TPS 3 and the design principles of the Residential Design Codes where varied. The development will also aid the City and the State in achieving its strategic objectives for Hamilton Hill and Perth Metropolitan Region.

## **Strategic Plans/Policy Implications**

### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

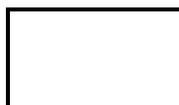
- High quality and effective community engagement and customer service experiences.

## **Budget/Financial Implications**

Should the applicant lodge a review of the decision with the State Administrative Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged.

## **Legal Implications**

Should the applicant appeal the decision to the State Administrative Tribunal there may be the need to secure legal representation in defending the decision.



### **Community Consultation**

The application was originally advertised via postal mail to adjoining residents and landowners where their properties directly adjoin the site. The City made the plans available online via 'Comment on Cockburn'.

The application was advertised for a period of 14 days in accordance with clause 64(3) of the deemed provisions within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As the application link on Comment on Cockburn was shared via social media, this allowed the City to receive submissions from members of the greater community that do not have a residential or postal address within the directly adjoining advertisement catchment as outlined.

A total of nine submissions were received, consisting of eight objections, one submission in support of the proposal (refer Attachment 5)

### **Risk Management Implications**

Should the applicant lodge a review of the decision with the State Administrative Tribunal, there may be financial and resourcing implications as noted above.

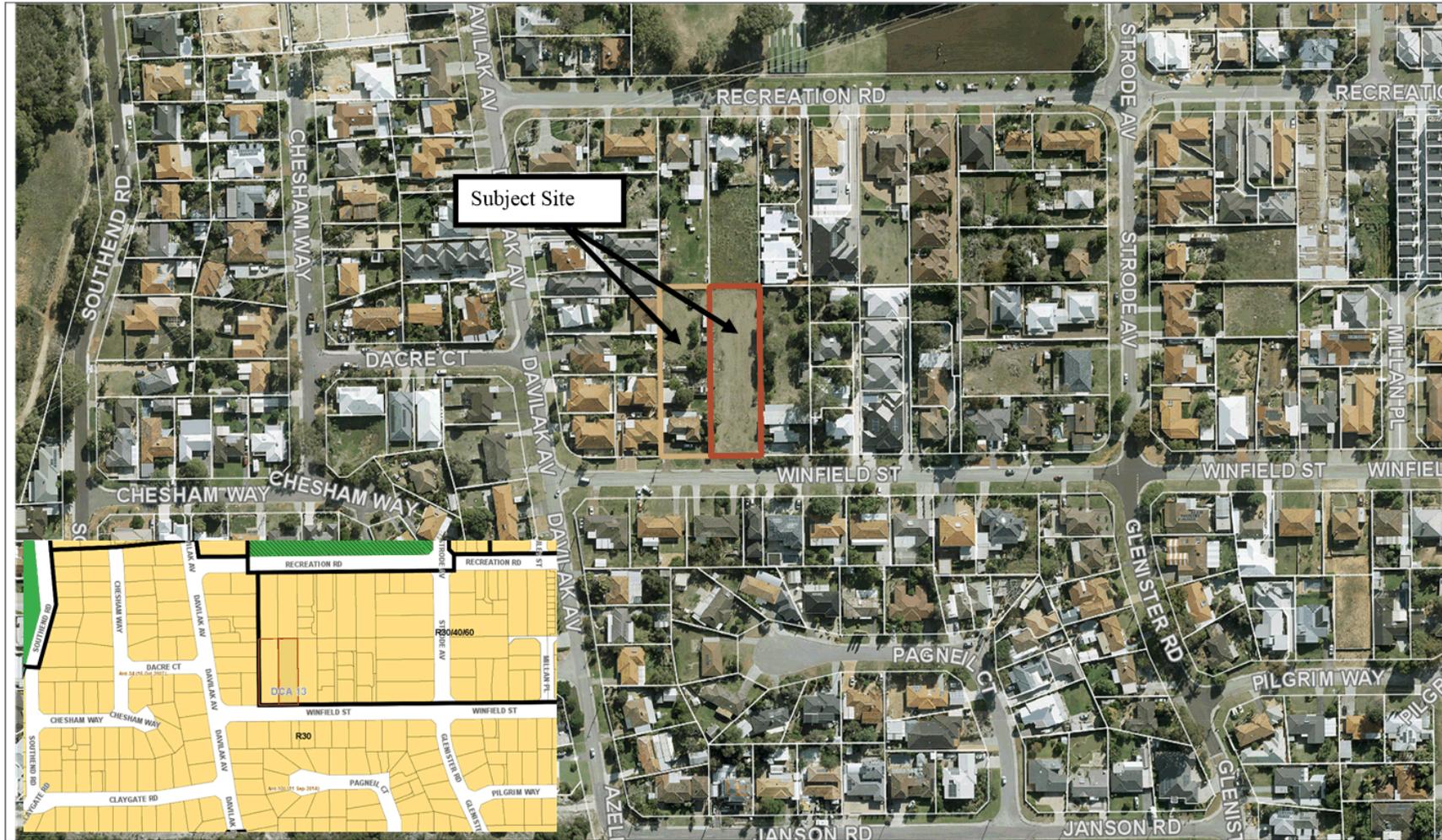
### **Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

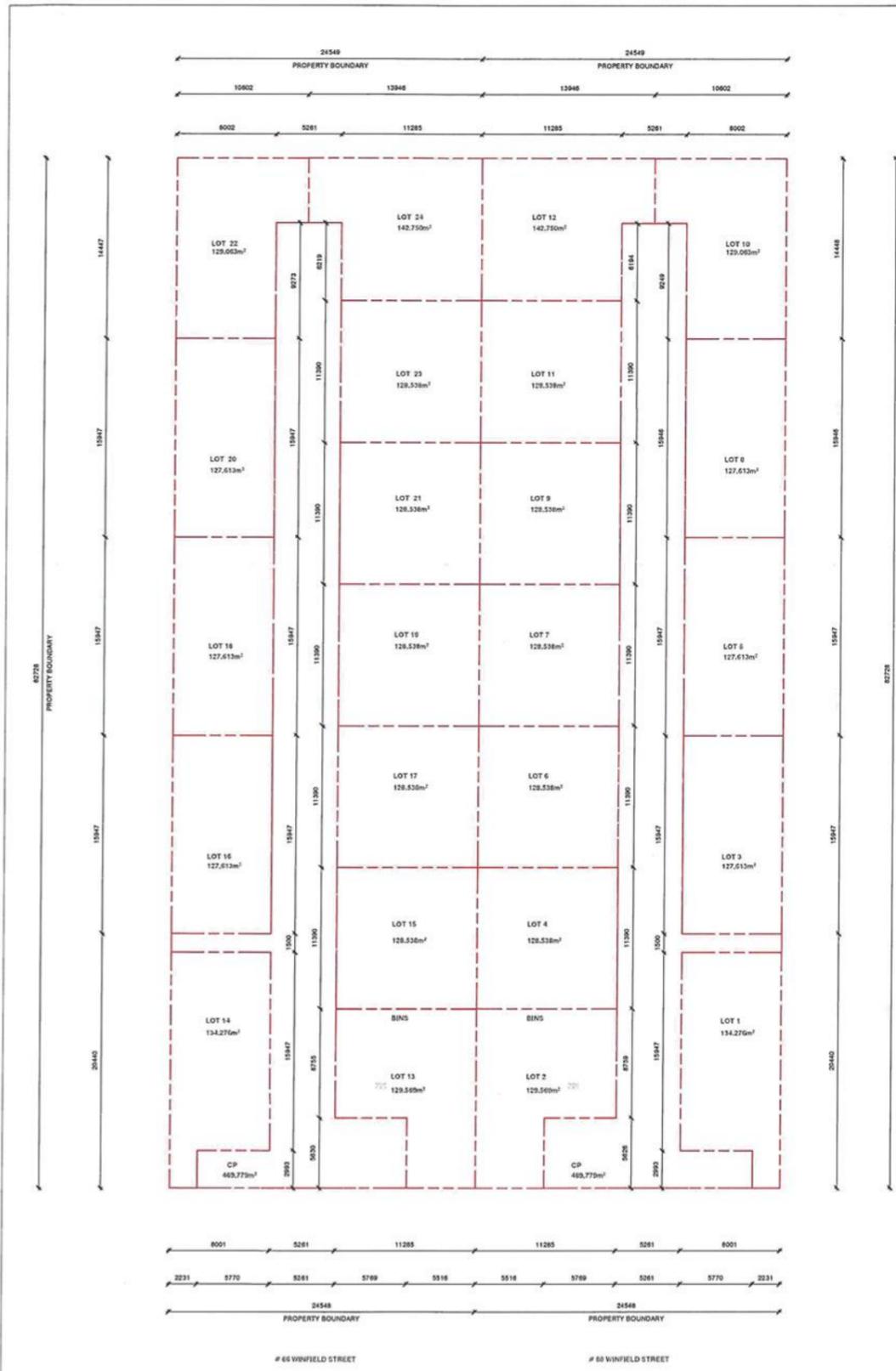
Nil



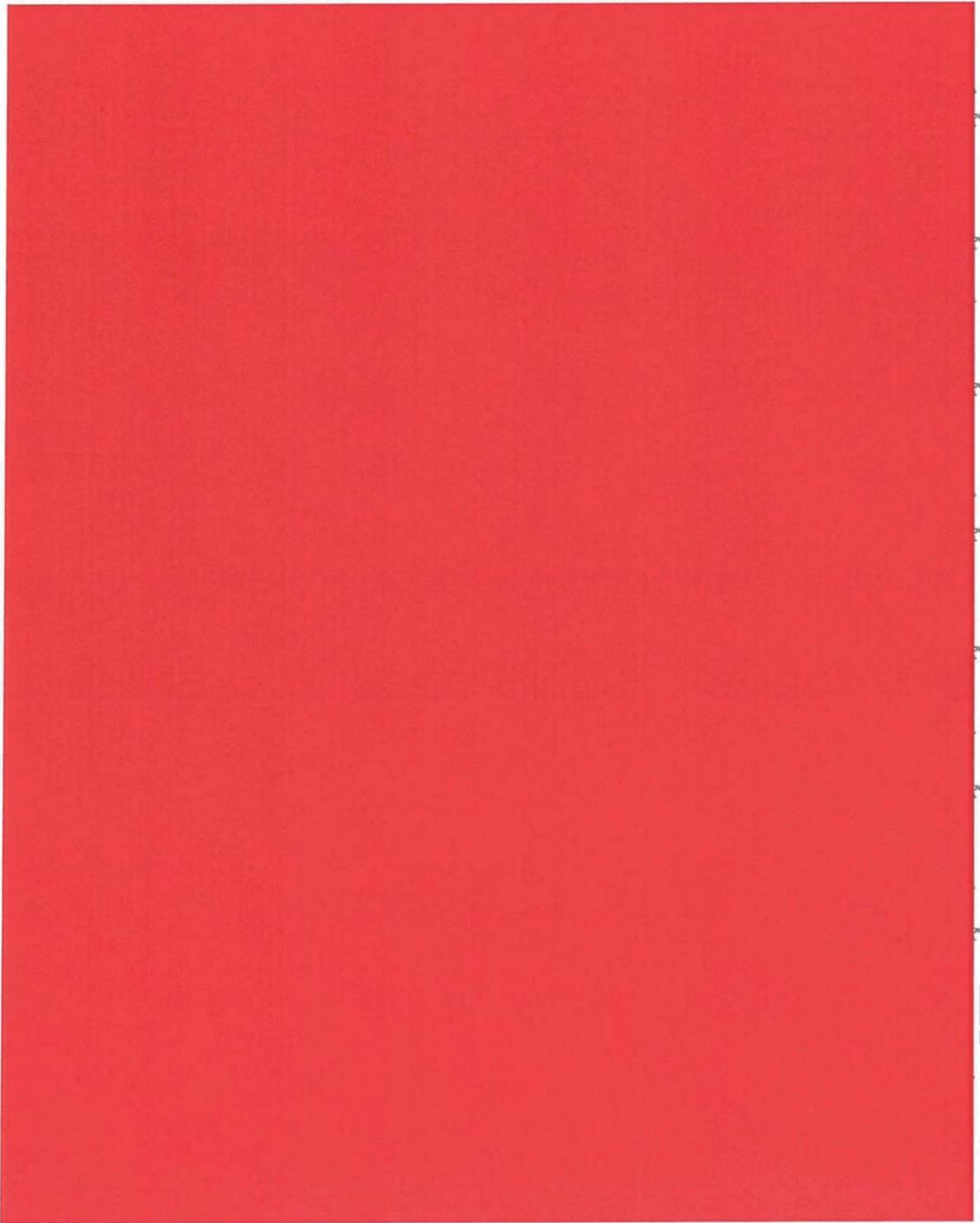


	<p><b>Location Plan: Subject site - 86 and 88 (Lots 72 &amp; 73) Winfield Street Hamilton Hill 24 Grouped Dwellings Proposed</b></p>	<p>PRINTED ON: 25/07/2021</p>	<p>SCALE = 1:2500</p>	
		<p>DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.</p>		





OVERALL LOT PLAN  
SCALE: 1:200



OPEN SPACE PLAN  
SCALE: 1:200

(DWELLING)  
(DWELLING)  
(DWELLING)  
(DWELLING)  
(DWELLING)  
(DWELLING)  
(DWELLING)  
(DWELLING)

1	PROPOSED WORKSHEET	DATE	STATUS
2	PROPOSED WORKSHEET	DATE	STATUS
3	PROPOSED WORKSHEET	DATE	STATUS
4	PROPOSED WORKSHEET	DATE	STATUS

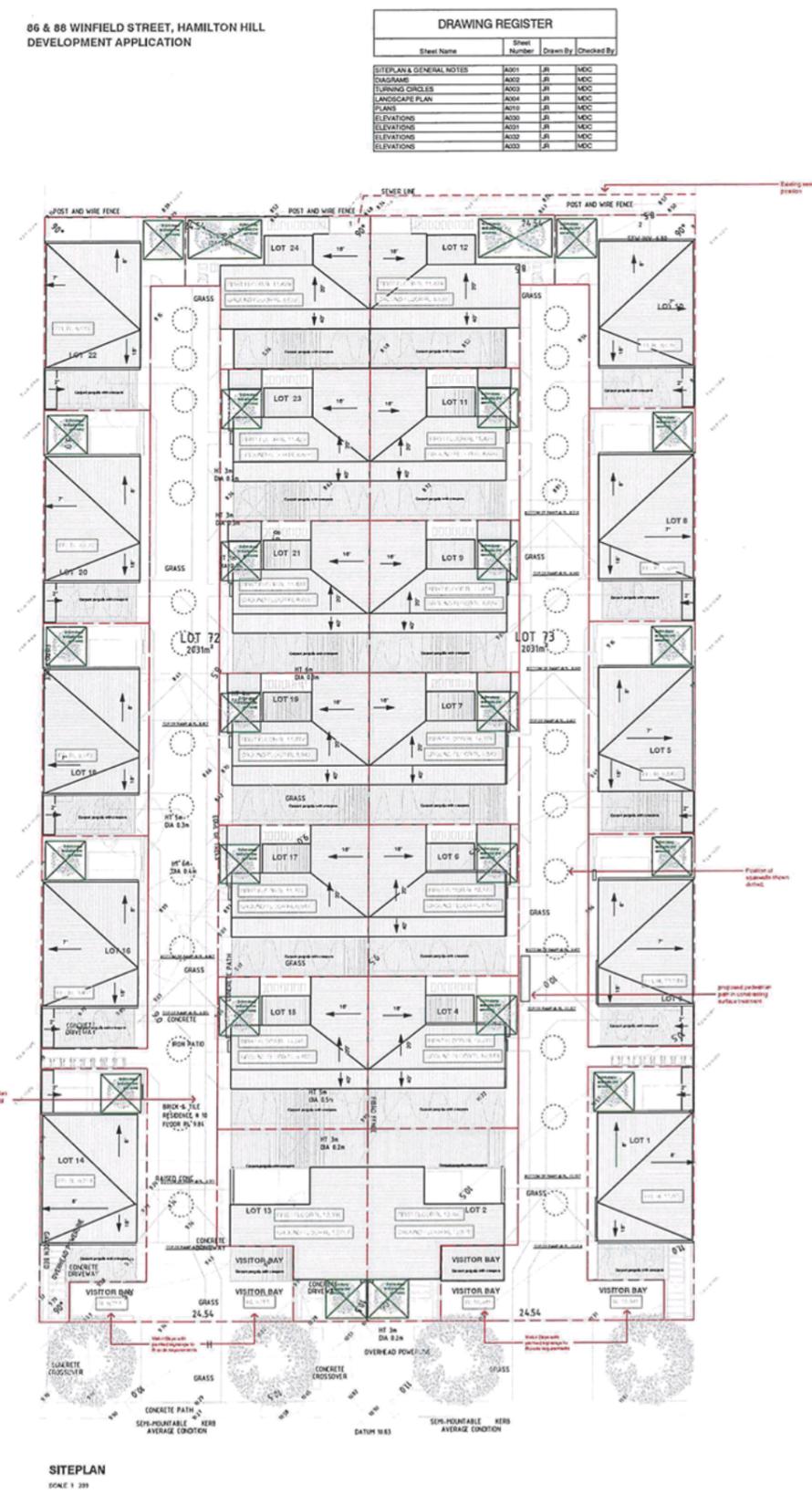
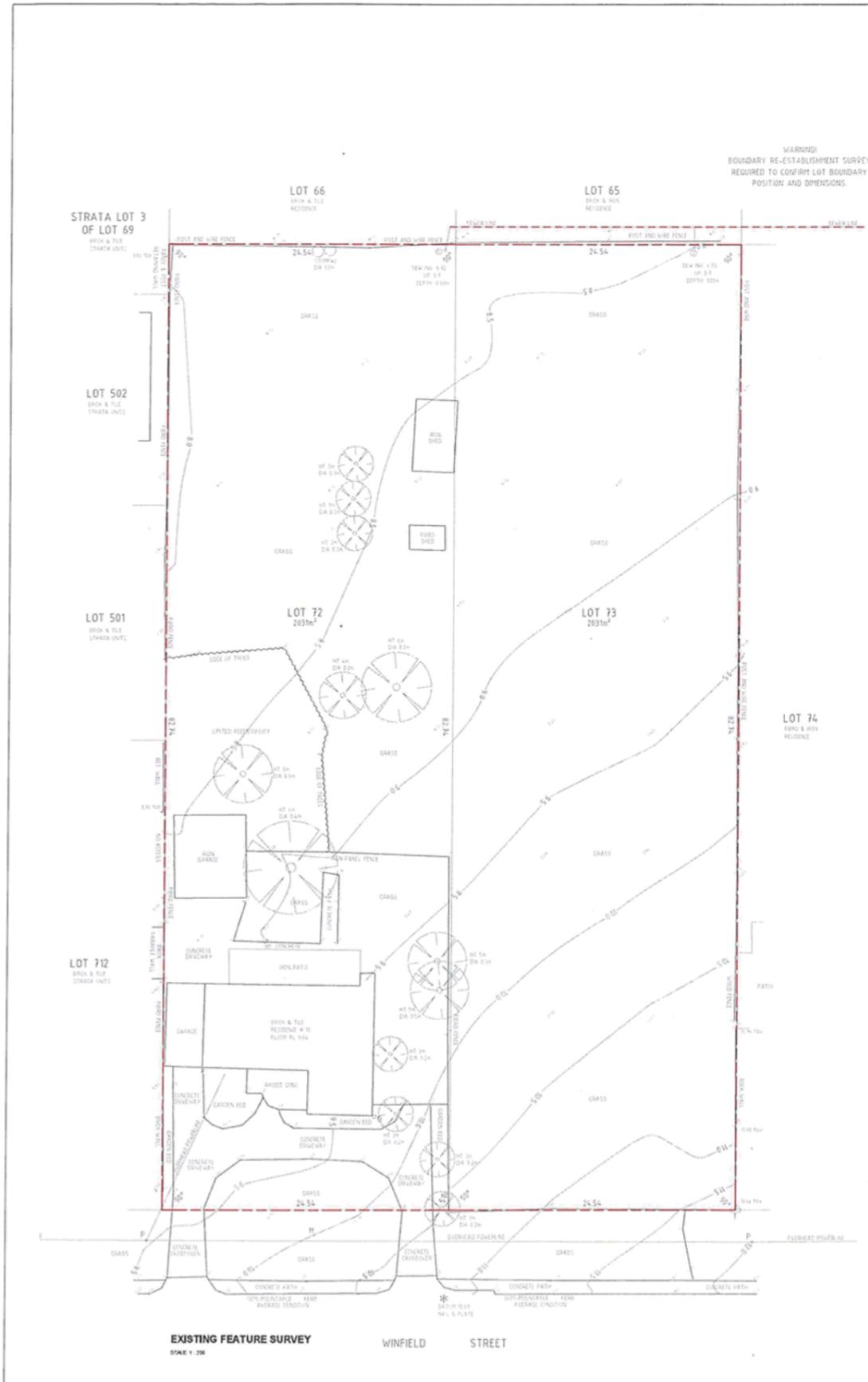
DATE: 11/08/2021 9:30:38 AM

PROJECT: A002

SCALE: 1:200

DATE: 11/08/2021 9:30:38 AM

PROJECT: A002



NO.	DESCRIPTION	DATE	BY
1.	PRELIMINARY SURVEY	08/03/2021	JR
2.	PRELIMINARY PLAN	08/03/2021	JR
3.	PRELIMINARY PLAN	08/03/2021	JR
4.	PRELIMINARY PLAN	08/03/2021	JR

SCALE 1:200 FOR ALL PLANS

**IN-FILL PROPERTY GROUP**

**86 & 88 WINFIELD ST., HAMILTON HILL**

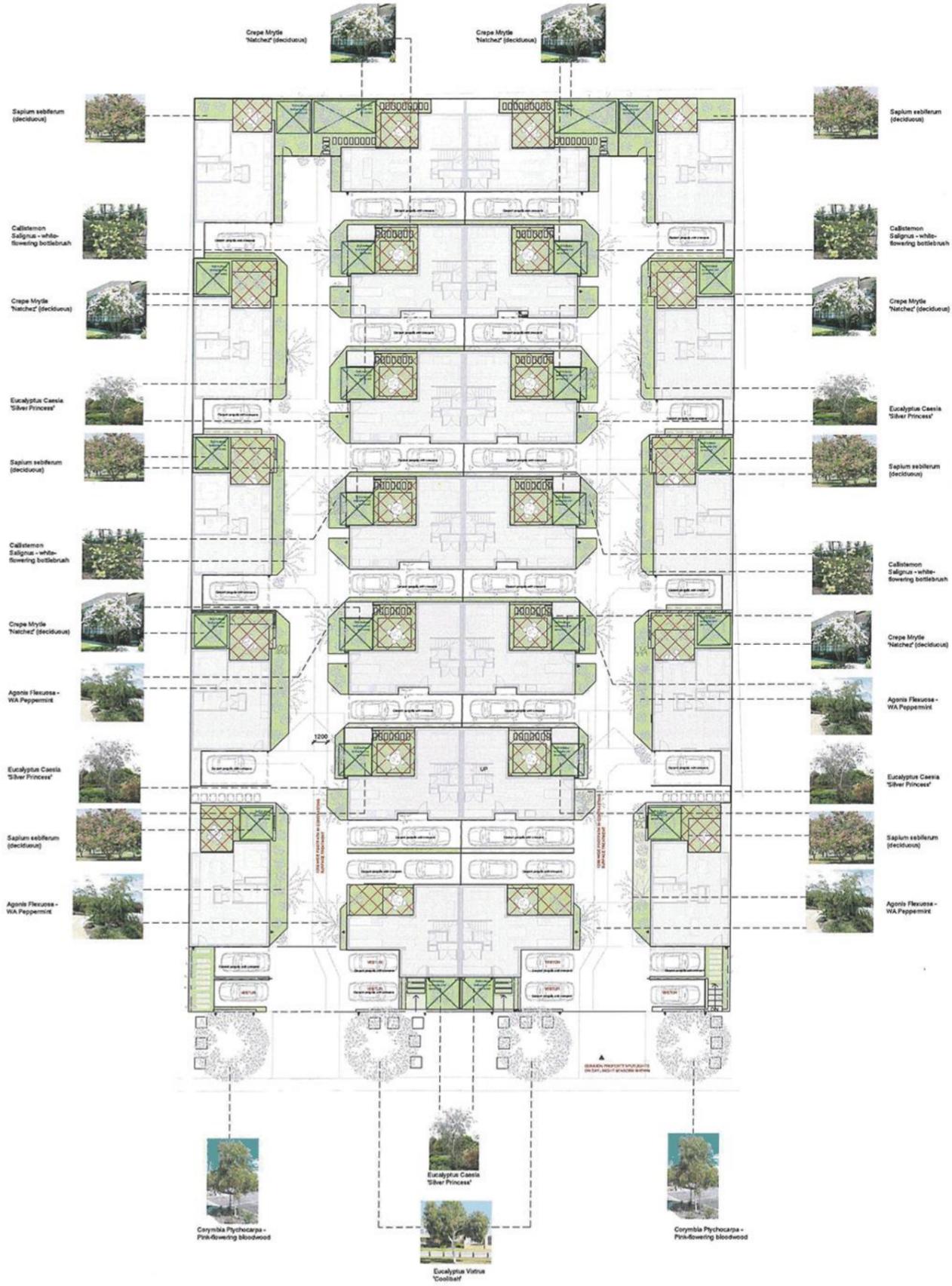
**PEC ARCHITECTS**

**SITEPLAN & GENERAL NOTES**

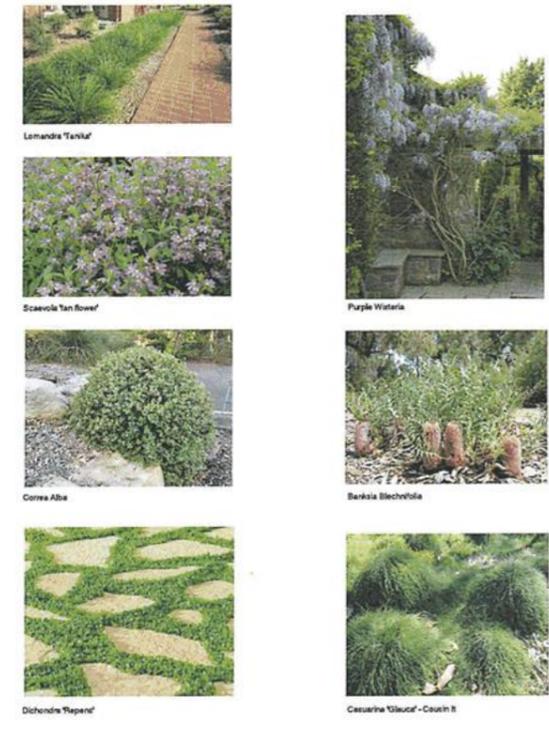
NO.	DESCRIPTION	DATE	BY
1.	PRELIMINARY SURVEY	08/03/2021	JR
2.	PRELIMINARY PLAN	08/03/2021	JR
3.	PRELIMINARY PLAN	08/03/2021	JR
4.	PRELIMINARY PLAN	08/03/2021	JR

SCALE 1:200 FOR ALL PLANS





Driveway Planting Beds



Dwelling Planting Beds



Trellis Climbers



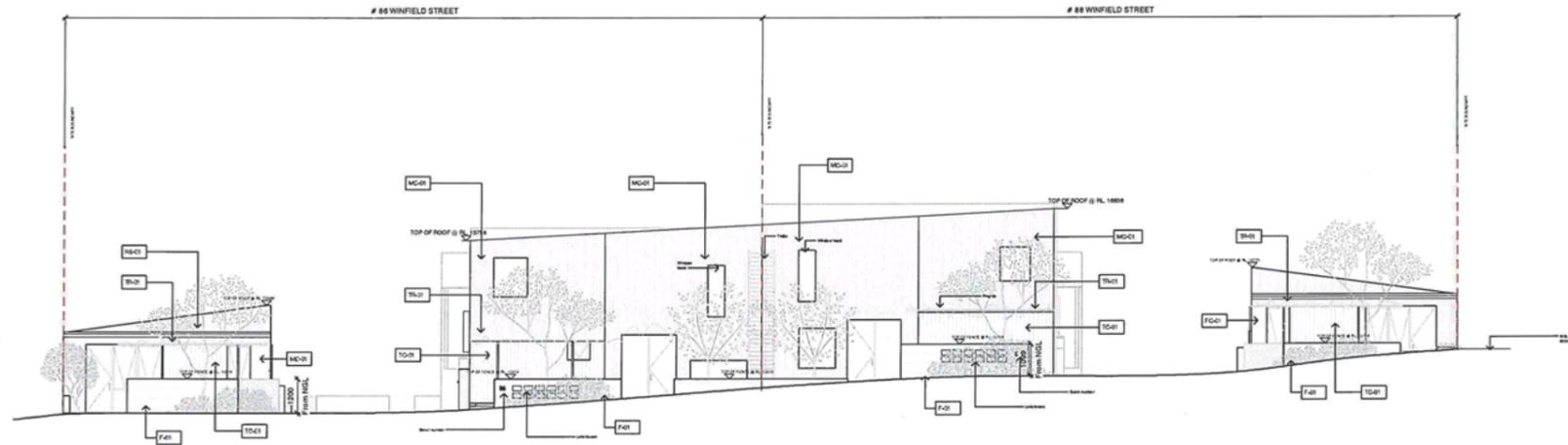
NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY PLAN	09/09/2021	JR
2	REVISED PLAN	09/09/2021	JR
3	REVISED PLAN	09/09/2021	JR
4	REVISED PLAN	09/09/2021	JR

DATE: 09/09/2021  
 TIME: 10:00 AM  
 PROJECT: 1004

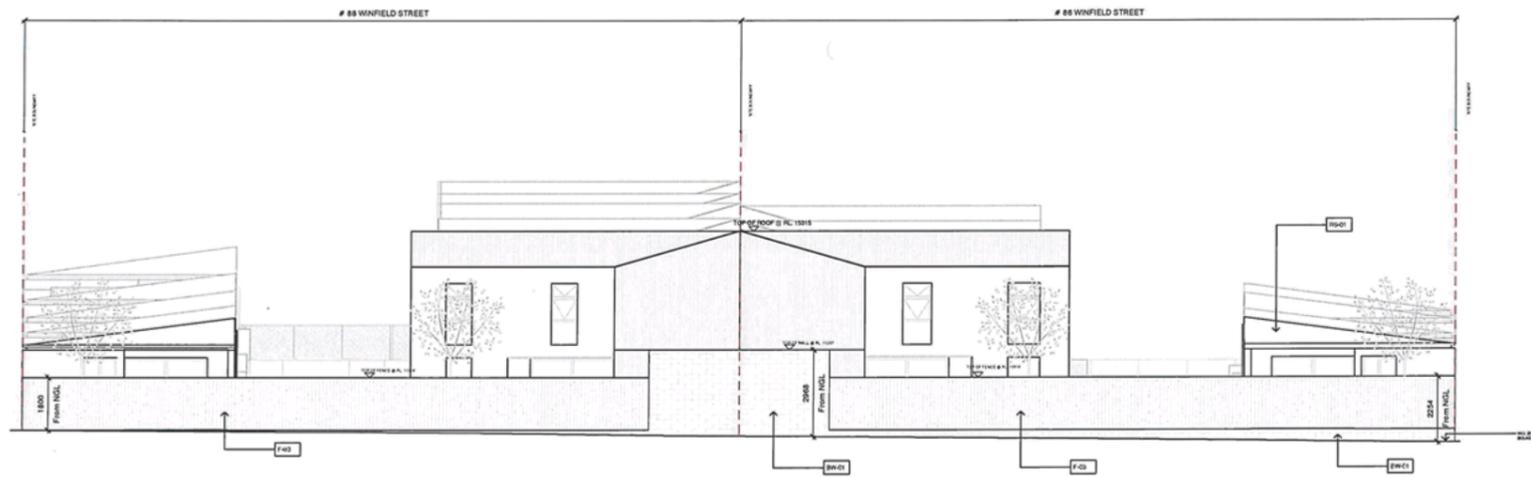
DPFL PROPERTY GROUP  
 85 & 86 WINFIELD ST, HAMILTON HILL

FSC ARCHITECTS  
 LANDSCAPE PLAN

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY PLAN	09/09/2021	JR
2	REVISED PLAN	09/09/2021	JR
3	REVISED PLAN	09/09/2021	JR
4	REVISED PLAN	09/09/2021	JR



**SOUTH ELEVATION**  
SCALE 1/100



**NORTH ELEVATION**  
SCALE 1/100

**MATERIAL LEGEND**

MGC1	Wood Shingle - Gabled portion
MGC2	Timber Siding
MGC3	2" Glass Fiber Insulation
MGC4	5/8" Gypsum Board - Full Face
MGC5	5/8" Gypsum Board - Full Face
MGC6	1/2" Gypsum Board - Full Face
MGC7	1/2" Gypsum Board - Full Face
MGC8	1/2" Gypsum Board - Full Face
MGC9	1/2" Gypsum Board - Full Face
MGC10	1/2" Gypsum Board - Full Face
MGC11	1/2" Gypsum Board - Full Face
MGC12	1/2" Gypsum Board - Full Face
MGC13	1/2" Gypsum Board - Full Face
MGC14	1/2" Gypsum Board - Full Face
MGC15	1/2" Gypsum Board - Full Face
MGC16	1/2" Gypsum Board - Full Face
MGC17	1/2" Gypsum Board - Full Face
MGC18	1/2" Gypsum Board - Full Face
MGC19	1/2" Gypsum Board - Full Face
MGC20	1/2" Gypsum Board - Full Face
MGC21	1/2" Gypsum Board - Full Face
MGC22	1/2" Gypsum Board - Full Face
MGC23	1/2" Gypsum Board - Full Face
MGC24	1/2" Gypsum Board - Full Face
MGC25	1/2" Gypsum Board - Full Face
MGC26	1/2" Gypsum Board - Full Face
MGC27	1/2" Gypsum Board - Full Face
MGC28	1/2" Gypsum Board - Full Face
MGC29	1/2" Gypsum Board - Full Face
MGC30	1/2" Gypsum Board - Full Face
MGC31	1/2" Gypsum Board - Full Face
MGC32	1/2" Gypsum Board - Full Face
MGC33	1/2" Gypsum Board - Full Face
MGC34	1/2" Gypsum Board - Full Face
MGC35	1/2" Gypsum Board - Full Face
MGC36	1/2" Gypsum Board - Full Face
MGC37	1/2" Gypsum Board - Full Face
MGC38	1/2" Gypsum Board - Full Face
MGC39	1/2" Gypsum Board - Full Face
MGC40	1/2" Gypsum Board - Full Face
MGC41	1/2" Gypsum Board - Full Face
MGC42	1/2" Gypsum Board - Full Face
MGC43	1/2" Gypsum Board - Full Face
MGC44	1/2" Gypsum Board - Full Face
MGC45	1/2" Gypsum Board - Full Face
MGC46	1/2" Gypsum Board - Full Face
MGC47	1/2" Gypsum Board - Full Face
MGC48	1/2" Gypsum Board - Full Face
MGC49	1/2" Gypsum Board - Full Face
MGC50	1/2" Gypsum Board - Full Face
MGC51	1/2" Gypsum Board - Full Face
MGC52	1/2" Gypsum Board - Full Face
MGC53	1/2" Gypsum Board - Full Face
MGC54	1/2" Gypsum Board - Full Face
MGC55	1/2" Gypsum Board - Full Face
MGC56	1/2" Gypsum Board - Full Face
MGC57	1/2" Gypsum Board - Full Face
MGC58	1/2" Gypsum Board - Full Face
MGC59	1/2" Gypsum Board - Full Face
MGC60	1/2" Gypsum Board - Full Face
MGC61	1/2" Gypsum Board - Full Face
MGC62	1/2" Gypsum Board - Full Face
MGC63	1/2" Gypsum Board - Full Face
MGC64	1/2" Gypsum Board - Full Face
MGC65	1/2" Gypsum Board - Full Face
MGC66	1/2" Gypsum Board - Full Face
MGC67	1/2" Gypsum Board - Full Face
MGC68	1/2" Gypsum Board - Full Face
MGC69	1/2" Gypsum Board - Full Face
MGC70	1/2" Gypsum Board - Full Face
MGC71	1/2" Gypsum Board - Full Face
MGC72	1/2" Gypsum Board - Full Face
MGC73	1/2" Gypsum Board - Full Face
MGC74	1/2" Gypsum Board - Full Face
MGC75	1/2" Gypsum Board - Full Face
MGC76	1/2" Gypsum Board - Full Face
MGC77	1/2" Gypsum Board - Full Face
MGC78	1/2" Gypsum Board - Full Face
MGC79	1/2" Gypsum Board - Full Face
MGC80	1/2" Gypsum Board - Full Face
MGC81	1/2" Gypsum Board - Full Face
MGC82	1/2" Gypsum Board - Full Face
MGC83	1/2" Gypsum Board - Full Face
MGC84	1/2" Gypsum Board - Full Face
MGC85	1/2" Gypsum Board - Full Face
MGC86	1/2" Gypsum Board - Full Face
MGC87	1/2" Gypsum Board - Full Face
MGC88	1/2" Gypsum Board - Full Face
MGC89	1/2" Gypsum Board - Full Face
MGC90	1/2" Gypsum Board - Full Face
MGC91	1/2" Gypsum Board - Full Face
MGC92	1/2" Gypsum Board - Full Face
MGC93	1/2" Gypsum Board - Full Face
MGC94	1/2" Gypsum Board - Full Face
MGC95	1/2" Gypsum Board - Full Face
MGC96	1/2" Gypsum Board - Full Face
MGC97	1/2" Gypsum Board - Full Face
MGC98	1/2" Gypsum Board - Full Face
MGC99	1/2" Gypsum Board - Full Face
MGC100	1/2" Gypsum Board - Full Face

1	PROVIDE MATERIAL SAMPLES	DATE	10/10/2021
2	PROVIDE MATERIAL SAMPLES	DATE	10/10/2021
3	PROVIDE MATERIAL SAMPLES	DATE	10/10/2021
4	PROVIDE MATERIAL SAMPLES	DATE	10/10/2021

SCALE FOR MATERIALS

88 WINFIELD ST., HAMILTON, ONT.

88 WINFIELD ST., HAMILTON, ONT.

RSC ARCHITECTS

ELEVATIONS

DATE	BY	CHKD	DATE
10/10/2021	JR	MDC	
10/10/2021	AM		
			A030





**SYMBOL LEGEND**

MCN	Model Cladding - Composite Panel
TCN	Timber Cladding
EMC	2.0m Stone Brickwork
FCN	Face Cladding - Claret Brick
FDN	Face Cladding - Chalkboard
FTN	Timber - Redwood Panel
F-01	Fence - Resistant to Impact/Scratch
F-02	Fence - Acoustic Mesh
F-03	Fence - Timber
F-04	Fence - Galvanneal

**REVISIONS**

NO.	DESCRIPTION	DATE	BY	CHKD
1	ISSUE FOR APPROVAL	18/10/2021	JR	MDC
2	ISSUE FOR APPROVAL	18/10/2021	JR	MDC
3	ISSUE FOR APPROVAL	18/10/2021	JR	MDC
4	ISSUE FOR APPROVAL	18/10/2021	JR	MDC

**PROJECT INFORMATION**

PROJECT: 88 & 89 HUNFIELD ST, HAMILTON HILL

CLIENT: [REDACTED]

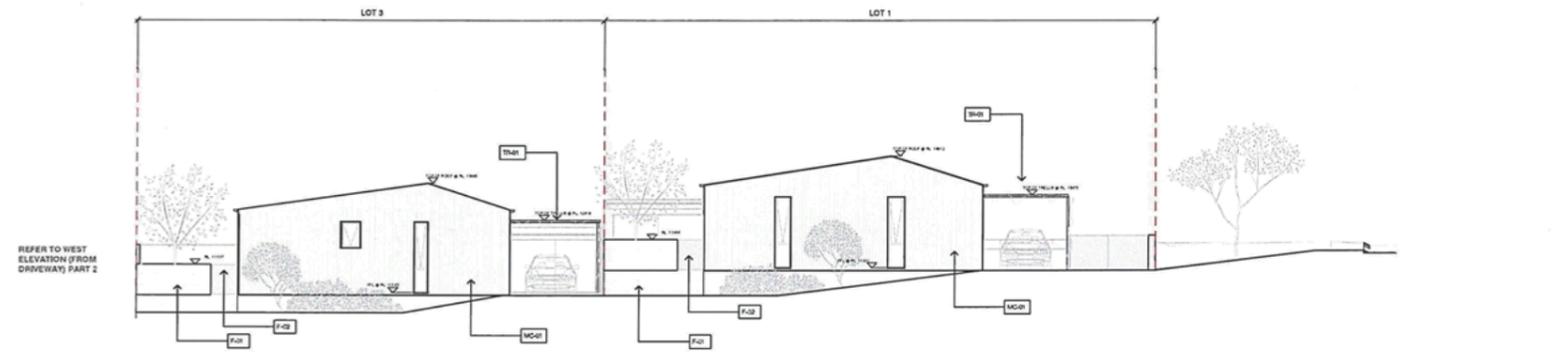
DATE: 18/10/2021

SCALE: 1/100



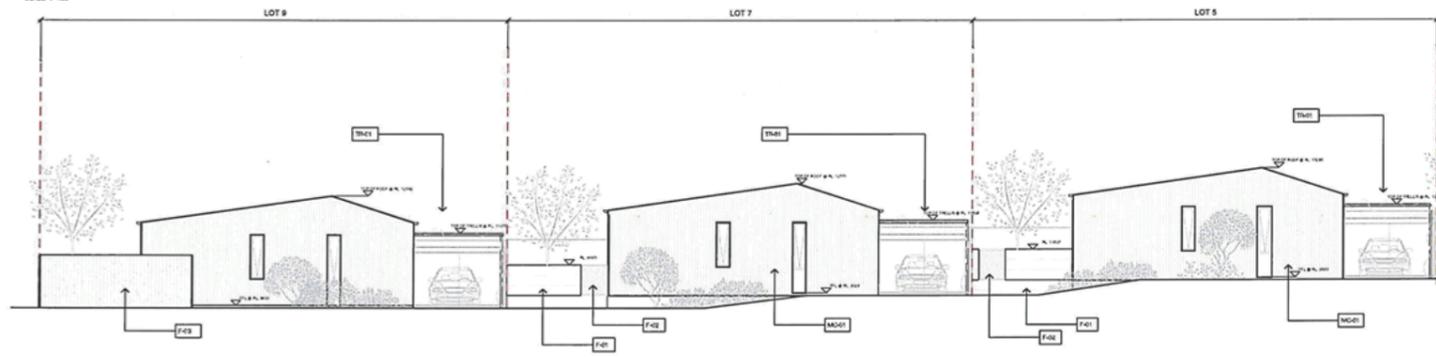
**ELEVATIONS**

NO.	DATE	BY	CHKD
1	18/10/2021	JR	MDC
2	18/10/2021	JR	MDC
3	18/10/2021	JR	MDC
4	18/10/2021	JR	MDC



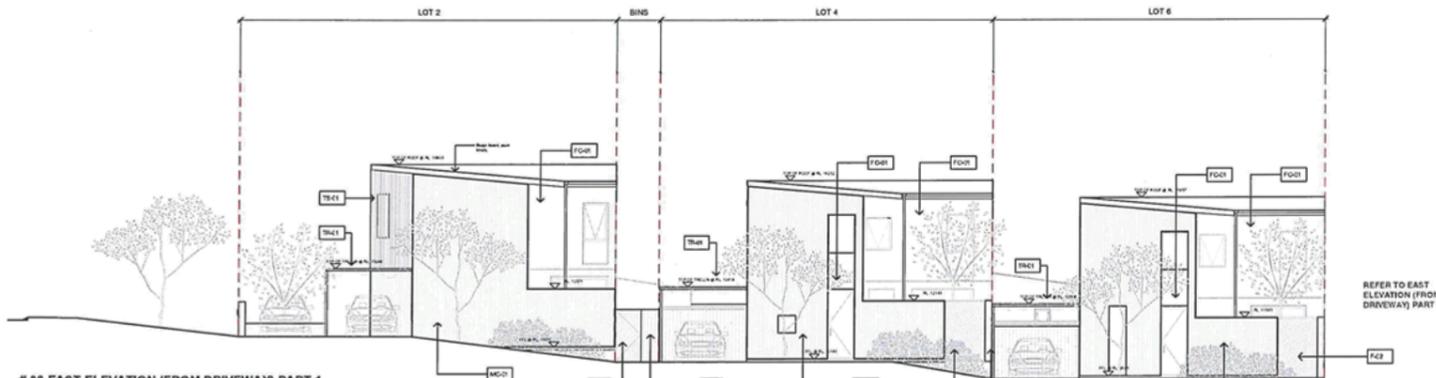
# 88 WEST ELEVATION - (FROM DRIVEWAY) PART 1

SCALE 1/8" = 1'-0"



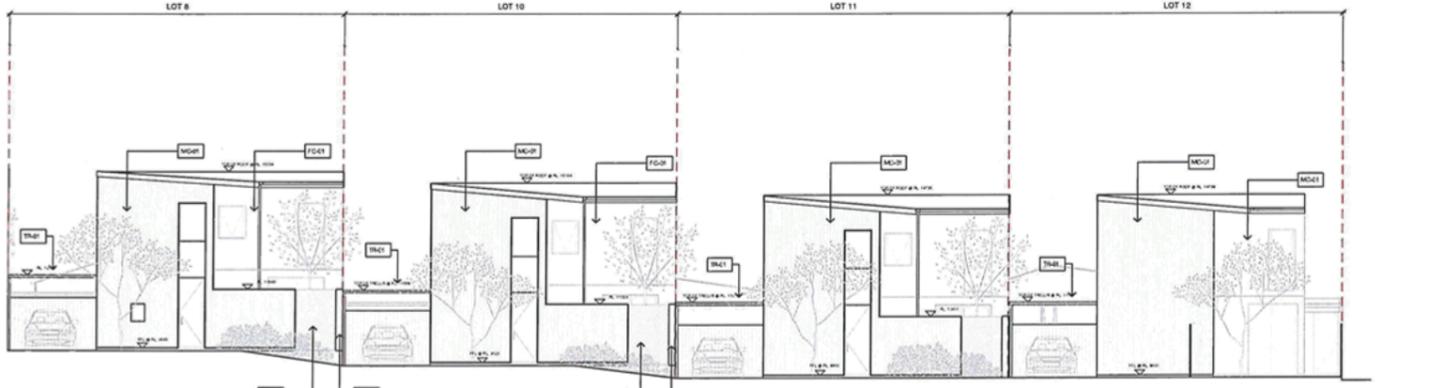
# 88 WEST ELEVATION - (FROM DRIVEWAY) PART 2

SCALE 1/8" = 1'-0"



# 88 EAST ELEVATION (FROM DRIVEWAY) PART 1

SCALE 1/8" = 1'-0"



# 88 EAST ELEVATION (FROM DRIVEWAY) PART 2

SCALE 1/8" = 1'-0"

REFER TO WEST ELEVATION (FROM DRIVEWAY) PART 1

REFER TO EAST ELEVATION (FROM DRIVEWAY) PART 2

REFER TO EAST ELEVATION (FROM DRIVEWAY) PART 1

**SYMBOL LEGEND**

MGP	Modular Garage - Single level
TR-01	Tree
TR-02	2 Column Tree
TR-03	Tree - Street Light
TR-04	Modular Garage - Single level
TR-05	Tree - Street Light
F-01	Fence - Post and Rail
F-02	Fence - Post and Rail
F-03	Fence - Post and Rail
F-04	Fence - Post and Rail
F-05	Fence - Post and Rail

1	REVISION	DATE	BY
2	REVISION	DATE	BY
3	REVISION	DATE	BY

SCALE: 1/8" = 1'-0"

PROJECT: #88 WINDFIELD ST., HAMILTON HILL

ARCHITECT: FCC ARCHITECTS

ELEVATIONS

DATE:	REV:	DATE:	BY:
9/9/2021	01	9/9/2021	JM
9/9/2021	02	9/9/2021	JM
9/9/2021	03	9/9/2021	JM



# Waste Management Plan

---

For the Development at Lot 72 & 73  
(No.86 & 88) Winfield Street, Hamilton  
Hill

By INFILL Property Group  
19/07/2021



**Contents**

1.0 Objective and Background ..... 3

    1.1 Objective..... 3

    1.2 Background ..... 3

2.0 Communication ..... 3

    2.1 Construction ..... 3

    2.2 Occupation ..... 3

3.0 Waste Disposal ..... 4

    3.1 Construction ..... 4

    3.2 Occupation ..... 4

        3.2.1 Waste Flow..... 4

        3.2.2 Bin Storage..... 5

4.0 Waste Management Plan ..... 5

    4.1 City Requirements ..... 5

    4.2 Waste Sources and Volumes Generated ..... 6

        4.2.1 Residential Waste ..... 6

    4.3 Storage Area Required ..... 6

        4.3.1 Residential waste ..... 6

    4.4 Movement of Waste within the Development ..... 7

5.0 Waste Management Plan Summary – Residential Waste ..... 7



## **1.0 Objective and Background**

### **1.1 Objective**

The City of Cockburn require a Waste Management Plan (WMP) to be included as part of a development application. This WMP has been prepared to fulfill this condition.

The objective of this plan is to ensure that waste management is undertaken effectively, efficiently, and sustainably. Its purpose is to minimise the effects on the community and the environment during both construction and operation of the development. The WMP has also been prepared to meet minimum legislative and Company requirements.

The plan addresses both design features and operational controls required to ensure that the plan can be implemented effectively.

### **1.2 Background**

Infill Property Group have prepared this Waste Management Plan for the proposed residential grouped dwellings development at Lot 72 & 73 (No.86 & 88) Winfield Street, Hamilton Hill. The proposed development is located in the City of Cockburn. The buildings have been designed by MDC Architects.

At the time of preparing this plan, the proposed development consisted of 24 residential units.

The subject site is 4048m<sup>2</sup> and is Zoned Residential R30/40/60.

## **2.0 Communication**

### **2.1 Construction**

As part of the construction phase, a waste management consultant will be appointed. All site and company waste management policies will be explained to subcontractors during contract negotiation. Details on how compliance with these policies will be achieved, will accompany the building license application.

Compliance will be managed by the Project Manager during construction to ensure contractual obligations are met.

### **2.2 Occupation**

The occupants of the development will be made aware of the Waste Management Plan and their responsibilities under the Plan. This document will be included in the handover pack given to the owners at time of purchase/lease.



The key objectives of the WMP will be incorporated into the Strata Management Statement to ensure waste management within the development functions effectively in perpetuity. The Body Corporate will therefore be informed of the obligations under the Strata Management Statement and ensure the waste management practices described upon approval are conveyed to successive owners in the units. This information will be included in their contract and the contracts of successive tenants. The Body Corporate's role will be to continue to inform occupants of their obligations or any modifications to the system that were approved by the City of Cockburn.

### **3.0 Waste Disposal**

#### **3.1 Construction**

During construction, skip bins will be provided on site for waste produced during the course of construction and serviced as required. Some waste management contractors provide off site sorting and recycling to minimise landfill waste. These waste contractors will be selected to service during the construction phase where practical. Sub-contractors will be responsible for pre-sorting waste products into the appropriate bins where possible as this will reduce overall construction costs. This will be supervised by site management. Subcontractors are encouraged to use products that can be reused or easily sorted prior to landfill.

Wastewater generated during wash down and clean-up of equipment used for brickwork and plastering has the potential to be high in PH and to be toxic to aquatic flora and fauna. To minimize the impacts associated with the clean-up of such equipment, the builder shall ensure that wastewaters are disposed of in accordance with DEC guidelines. This shall be communicated to all personnel during induction.

Used solvents and paints are to be stored in the site sea container and removed by a licensed contractor as required. All excess lime or cement is to be removed by the person who brought it on to site.

All subcontractors will be notified of their responsibility to maintain site cleanliness and adhere to waste management policies during construction. These obligations will be included in all subcontractor contracts.

#### **3.2 Occupation**

##### **3.2.1 Waste Flow**

Waste is generated by the unit occupiers. This waste is separated into different waste types by the occupier and transported by hand to the bin store, where it is placed in the relevant bin. The

caretaker will manage the bins in the bin area to ensure one bin is full before the next one is used by the unit occupiers. The caretaker will then present the full bins to the allocated bin presentation pads on the verge on collection day. The City of Cockburn collection service empties bins into the waste and recycling disposal truck where it is removed from site for processing.

### 3.2.2 Bin Storage

The bin storage area is located between units 1 and 2 towards the front of the development. To be hidden from public view, the bin stores are comprised of rendered brick walls and timber gate.

It is acknowledged that the City's objective is to plan the service so that waste trucks never have to reverse at all. This will be achieved by presenting the bins on the verge adjacent to the main crossover on Winfield Street. The truck can easily service all bins from the verge collection area provided by the existing concrete footpath along the kerblin. The existing concrete footpath along Winfield Street has been proposed to be widened (refer to the site plan) to ensure safe passage of pedestrians on bin collection days.

The bin store area will have concrete floor with a graded floor to a waste drain that is connected to the main sewer. A hose cock will also be included in the bin store to facilitate washout of bins and washout of the area. The walls of the bin stores will be painted render in a light colour to facilitate washout. The caretaker will be responsible for washing waste and recycling the bins. The bin store can be accessed from the central path between the main driveway and lit when in use. Signage will be installed at entry/egress points stating "DANGER" and "NO STANDING". The bin store will not have a roof and therefore be ventilated.

## 4.0 Waste Management Plan

### 4.1 City Requirements

The City's waste minimisation storage and collection in Multi Unit Developments Policy have been provided by the City of Cockburn.

A summary of the City's minimum requirements relating to waste storage and collection in multi-unit residential buildings are:

1. A Waste Management Plan detailing the waste movement through development
2. If residents share bins, then details on how and who presents these bins on collection day
3. Details on the estimated waste and recycling volumes generated / Unit
4. A minimum bin storage area of to 1M<sup>2</sup>/unit
5. A bin storage area that is convenient for residents and verge presentation
6. Details on verge bin presentation pads to correspond to demand



All relevant conditions are to be addressed in order to comply with the City's Waste, Planning and Health Department requirements.

#### **4.2 Waste Sources and Volumes Generated**

This section shows how the development will deal with the following requirements specified by the City of Cockburn;

Adequate storage shall be provided to contain all waste and recycled material generated on the premises for at least 1 week.

The minimum area shall be 1 square meter per residential unit.

In addition to a detailed floor plan showing the size and location of the bin storage area,

##### **4.2.1 Residential Waste**

Waste audit data shows that grouped dwellings produce between 4 Kg and 7 Kg of garbage per week, and about 3 Kg per week or recyclables. This is around one third that produced from single dwellings (free-standing houses.) The City of Cockburn provides weekly MSW and Recycling services in 240-litres of garbage capacity and 240-litres of recyclables capacity per single dwelling. As the figures above show, this capacity is well in excess of that required for grouped dwellings. The residential bin capacity required for this development would be one 240-litre garbage bin and one 240-litre recycling bin per three units. Other councils typically provide this capacity for households in grouped dwelling developments and it will be enough for the likely quantities produced per residential unit in this case.

Residential waste in this instance will be separated into general and recyclable products and stored in the associated receptacles.

#### **4.3 Storage Area Required**

The City of Cockburn has indicated that the bin storage areas at this development must be adequate 'to contain all waste and recycled material generated on the premises for at least 1 week.' The following calculations have been made with this condition in mind.

##### **4.3.1 Residential waste**

The current plans show 24 units in the development. If the City provided one 240-litre garbage bin and one 240-litre recycling bin per three units, this would amount to 8 garbage bins and 8 recycling bins. One 240-litre bin occupies a footprint of 0.45m<sup>2</sup>. The total space occupied by 16 bins would be 7.2m<sup>2</sup>. Allowing as much area again for access and manoeuvring bins means approximately 24m<sup>2</sup> of bins storage area would be required which equates to 1m<sup>2</sup> per unit.



Accordingly, the attached plans illustrate the central pedestrian access point from the driveway to the communal bin storage area for all 24 units. The bins will be moved by the Caretaker on bin day and collected the same day. The bins will be located along the concrete footpath along the kerbline on both sides of the main crossover on Winfield Street and removed after collection to be stored back in the same bin store.

#### **4.4 Movement of Waste within the Development**

The plans illustrate that a pathway can be made from the outside of the buildings from the porch and garage areas. The location of the bin storage area is far enough along the central driveway to be out of view to the street as required by the Residential Design Codes 2015 and are located in a convenient location for future residents.

The location is within reasonable distance for all residents to dispose of waste utilising external access to the central driveway. This is also for the ease of the caretaker in moving the bins onto the Winfield Street verge for weekly collection.

The volumes created by residential dwellings in a grouped dwelling format are considered to be 1/3 of a single dwelling or between 4-7Kg week per unit and 3 Kg per week for recycling. The City of Cockburn

- Processes all comingled recyclable product,
- Implements community education programs that has increased recyclable recovery and
- Understands that this 3kg average occupies a significantly greater volume than MSW, there is, therefore, a greater demand for yellow top recycle bins. The final ratio of MSW to recycle bins can be amended if the residents generate greater recyclable volumes than the Australian estimates and require more recycle and less MSW bins.

The plans demonstrate a bin storage area of 1m<sup>2</sup> per unit.

A Bin presentation area is indicated on the associated site plan indicating that 8 x 240-litre rubbish bins and 8 x 240-litre recycling bins can be collected from the verge on collection day.

#### **5.0 Waste Management Plan Summary – Residential Waste**

As there are 24 residential units, the bin storage area is designed as a 24m<sup>2</sup> storage space. There is adequate bin collection area located on the verge with a management strategy for the requirement of a caretaker to be commissioned with the responsibility of removing and replacement of bins on collection day.

The proposed Strata Management Statement will form part of the Strata Title for this development. It will incorporate this Waste Management Plan and any changes to this plan must be approved by the City of Cockburn.

Should the approved Waste Management Plan fail to deliver a safe, effective and efficient waste management service, the City will liaise with the owner to review, update and approve the Waste Management Plan.





**ATTACHMENT 3: SCHEDULE OF SUBMISSIONS**

DA21/0415 - 24 Grouped Dwellings - 88 & 86 Winfield Street HAMILTON HILL

NO.	NAME/ ADDRESS	SUBMISSION	RECOMMENDATION
<b>Submission Response - Objection</b>			
1	Confidential	<p>Object</p> <p>I am writing to you with great concerns over the proposed development of 86-88 Winfield street.</p> <p>As per the proposed plans there will be over 30 new dwelling . That coupled with the approved 90 Winfield street development of 12 dwellings brings the total to over 40 new dwellings.</p> <p>We currently have enormous parking and traffic issues on the street which have nearly caused accidents numerous times as cars that are parked on the ridge block out oncoming traffic in both directions.</p> <p>With the new development plans these issues will be more than doubled.</p> <p>This is not only a major traffic issue for the street but a danger to all who live here.</p> <p>I would like to know what the council plan to do about all of these warranted concerns before approval is given.</p> <p>The amount of dwellings means that the amount of cars increases dramatically in the street. This will cause traffic problems in an otherwise quiet street Parking is another issue Noise from all the extra vehicles is a factor to consider as well.</p>	<p>Objection Noted.</p> <p>The City is currently assessing an application for 24 Grouped Dwellings at 88 &amp; 86 Winfield Street HAMILTON HILL.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the <b>Traffic</b> section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>Please refer to the <b>Parking</b> section of this report.</p>



2	Confidential	<p>Object</p> <p>High density living in a small area with not enough for parking or infrastructure for parking. We have this issue across the road already. These dwellings only allow for 1 parking bay and the cars spill out onto the road.</p> <p>Also the roads in this area are already busy enough, we do not need more traffic.</p> <p>It is such a shame to loose more trees in this suburb and natural light to the surrounding houses.</p> <p>Time to vote no for this and enforcing residential limits in our suburb before it's ruined!</p>	<p>Objection Noted.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the <b>Traffic</b> section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>The current properties do not contain any heritage listed trees and therefore there is no statutory requirement to enforce retention of these trees. Nevertheless, the application involved planting twenty four mature (90L) trees within the property and four trees within the verge area. This is in addition to smaller trees, bushes and shrubbery proposed as part of the landscaping plan. Please refer to attachment 1 to view the landscaping plan.</p> <p>Please refer to the <b>Parking</b> section of this report.</p>
3	Confidential	<p>Object</p> <p>Given that a development has already commenced in this location (#90 demolition commenced today 30 June 2021), my expectation is</p>	<p>Objection Noted.</p> <p>The City is currently assessing an application for 24 Grouped Dwellings at 88 &amp; 86 Winfield</p>



		<p>that this second development next door to the initial approved development will vastly impact the traffic, parking and safety issues.</p> <p>The particular location of these properties on this street happens to be a directly beside a dangerous rise in the road which is already a high risk situation with the current flow of traffic.</p> <p>Added to this, the number of vehicles forced to park on the street due to the shortage of provided parking spots, would no doubt, attract an extremely high risk of injury and/or vehicle damage.</p>	<p>Street HAMILTON HILL.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the <b>Traffic</b> section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>Please refer to the <b>Parking</b> section of this report.</p>
4	Confidential	<p>Object</p> <p>I do not believe that the proposed development will be conducive to maintaining the appeal of Winfield st and the Manning park precinct, as it currently is. This development has the potential to introduce far too many residents into the allocated area and the potential to disrupt the current ambience of the street.</p> <p>I believe that the lack of adequate visitor parking will create traffic congestion, parking issues and result in domestic disputes between current residents and visitors to the property. It will also create safety issues with increased traffic movement from new residents due to the sheer number of vehicles potentially being housed at the property.</p> <p>The noncompliance with the visitor parking bay requirements needs to be addressed and the developers made to adhere to this requirement. Parking can already be an issue when one of the current residences has a gathering, let alone with 24 new dwellings being added to the street.</p> <p>The exceeding of the building to the boundary regulation needs to be addressed and the developer made to reduce the amount of building</p>	<p>Objection Noted.</p> <p>The City notes that with increased activity and people in the area a greater degree of surveillance would be achieved. This may have a positive effect on crime.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the <b>Traffic</b> section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p>



		<p>to the boundary to somewhere near the limit (proposed amount is 3 times the allowed amount).</p> <p>The housing density proposed and the housing style of multiple single bedroom dwellings does not appear conducive to maintaining the secure feeling along the street and does raise concern around the possibility of anti-social behaviour increasing in the area.</p> <p>This proposal needs to be reconsidered to attract a more family oriented development with larger lot sizes and less dwellings overall.</p>	<p>Please refer to the <b>Parking</b> section of this report.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the <b>Setbacks</b> section of this report.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The City notes that with increased activity and people in the area a greater degree of surveillance would be achieved. This may have a positive effect on crime.</p> <p>The housing stock proposed is consistent with the City of Cockburn's Hamilton Hill Revitalisation Strategy and Housing Strategy. Please refer to the <b>Housing Typology</b> section of this report.</p>
5	Confidential	<p>Object</p> <p>Item 1 – Permitted length of building to the boundary should not be allowed to exceed 53.8m. The regulation R-Codes Clause 5.1.3 C3.2 should be strictly adhered to. If this is not complied with then why is the regulation in place?</p> <p>Item 2 – The number of visitor parking spaces should be 5 at a minimum. The regulation R-Codes Clause 5.3.3 C3.2 should be strictly adhered to.</p>	<p>Objection Noted.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the <b>Setbacks</b> section of this report.</p> <p>Please refer to the <b>Parking</b> section of this report.</p>



		<p>Item 3 – With minimal parking facilities on the proposed site, it is of a grave concern that vehicles will be parked on the street causing a traffic hazard.</p> <p>Item 4 – Plans indicate that there is insufficient space allocated to the refuse bins as the City of Cockburn use the 3 bin refuse system. It is also of concern that there is insufficient room on the verge of plots 86 and 88 for bins to be placed for collection from 24 properties.</p> <p>Item 5 - Plans provided show 10 single level dwellings with 2 bedrooms, however the proposal states that they are single bedroom dwellings. This is highly irregular and needs to be clarified. If the properties can be used as 2 bedroomed dwellings this would increase the number of People residing on the site and potentially increase the number of vehicles.</p> <p>Item 6 -Concerns over the adverse impact it will have on our property during the construction of such a large project within a small area. Structural survey would be required before and after completion of the project to ensure no damage caused to our property.</p> <p>Item 6 – Concerns of noise, dust and excess vehicles having an adverse impact to the environment During the construction period.</p>	<p>The Waste Management Plan dated 19 July 2021 has been approved by the City. Please refer to the <b>Waste</b> section of this report.</p> <p>The City notes that with increased activity and people in the area a greater degree of surveillance would be achieved. This may have a positive effect on crime.</p> <p>Should Council approve the proposal, it is recommended that a condition be imposed to ensure that the construction of the development does not negatively impact adjoining properties and residents via a Construction Management Plan.</p> <p>Should Council approve the proposal, and the adjoining properties experience excessive noise from a source they can lodge a complaint with the City for investigation. Please refer to the <b>Noise</b> section of the report.</p>
6	Confidential	<p>Object</p> <p>R- Codes Clause 5.33 C 3.2: Visitor Parking 1. Parking/driveway Safety needs There is a rise in the road from Lot 86-Lot 94 which combined with the narrowness of the road results in :any on street parking causing a safety Hazard both to the cars and persons on the road in that area due to lack of visibility of cars using the road as well as cars exiting driveways. : Multiple dwellings of 4 on Lots 92-94 have already experienced</p>	<p>Objection Noted.</p> <p>Please refer to the <b>Parking</b> section of this report.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the <b>Traffic</b> section of this report.</p> <p>The expected traffic created by the proposal is</p>



	<p>difficulties in providing safe on verge parking for visitors and cars parked on the road have been damaged. If there is insufficient visitor parking provided for the multiple dwellings visitor parking will spread to verges of surrounding properties and street causing congestion and safety issues.</p> <p>: If the proposal of 24 (12 per lot) goes ahead the increased traffic/parking will pose a further threat to safety of other Winfield st residents and road users and so should be reduced to a manageable maximum of 4 multiple dwellings per lot as per existing developments..</p> <p>:Cars parked opposite drives in particular are at risk along with cars exiting drives and so placement of any new development drives in relation to the visibility of upcoming traffic would need to be considered. So too does the width of the drives need to be considered as the residents of the multiple dwellings (4 per lot) already existing 92-94 have found that often residents due to the lack of room to turn around, need to reverse up the drive and several accidents have occurred between cars reversing up the drive, out of properties and onto the road. Driveway placement then should enable cars to turn around and drive out forward rather than reverse.</p> <p>R-Codes Clause 5.1.3 C 3.2 Boundary Walls 2. Proximity to boundaries.</p> <p>As most dwellings in Winfield st apart from 92-94 are either single or double dwellings the majority of dwellings on Winfield st house couples and families including young children with reasonable distance to boundaries providing safe and private residences in which to live.</p> <p>With the more recent building of 4 multiple dwellings at lot 94 Winfield st, dwellings were placed within a meter of boundaries. This has meant that there is no privacy and whenever someone walks or talks outside everyone can hear, dogs are constantly barking, and people are unable to have friends and family to their homes without upsetting neighbours.. This noise level and invasion of privacy is a mental and physical health hazard. Distance to boundaries and placement of dwellings on the proposed lots need to ensure that privacy, health and</p>	<p>considered appropriate for the road hierarchy and is expected of the area.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the <b>Setbacks</b> section of this report.</p>
--	--	--



		<p>wellbeing of neighbouring residents are protected. This would not be possible with 24 single bedroom residences proposed for these lots.</p>	
7	Confidential	<p><b>Object</b> My concerns are;</p> <p>1. <b>Parking/driveway Safety needs</b> There is a rise in the road from Lot 86-Lot 94 which combined with the narrowness of the road results in any on street parking causing a safety Hazard both to the cars and persons on the road in that area due to lack of visibility of cars using the road as well as cars exiting driveways. We live on the rise currently and have small child and this is a particular safety concern of ours for him.</p> <p>Multiple dwellings of 4 on Lots 92-94 have already experienced difficulties in providing safe on verge parking for visitors and cars parked on the road have been damaged. If there is insufficient visitor parking provided for the multiple dwellings visitor parking will spread to verges of surrounding properties and street causing congestion and safety issues.</p> <p>If the proposal of 24 (12 per lot) goes ahead the increased traffic/parking will pose a further threat to safety of other Winfield st residents and road users and so should be reduced to a manageable maximum of 4 multiple dwellings per lot as per existing developments. Cars parked opposite drives in particular are at risk along with cars exiting drives and so placement of any new development drives in relation to the visibility of upcoming traffic would need to be considered. So too does the width of the drives need to be considered as the residents of the multiple dwellings (4 per lot) already existing 92-94 have found that often residents due to the lack of room to turn around, need to reverse up the drive and several accidents have occurred between cars reversing up the drive, out of properties and onto the road. Driveway placement then should enable cars to turn</p>	<p>Objection Noted.</p> <p>Please refer to the <b>Parking</b> section of this report.</p> <p>The planning framework has been considered in the assessment of this application. Please refer to the <b>Traffic</b> section of this report.</p> <p>The expected traffic created by the proposal is considered appropriate for the road hierarchy and is expected of the area.</p> <p>The subject site is zoned Residential R30/40/60 with the proposed development meeting the City of Cockburn Town Planning Scheme No.3 criteria to be assessed at the R60 coding. Each lot meets the site area requirement under the R-Codes for R60.</p> <p>The proposed building to the boundary can be supported as it meets the Design Principals of the R-Codes. Please refer to the <b>Setbacks</b> section of this report.</p> <p>All other setbacks that are not classified as building to the boundary are compliant under the R-Codes.</p>



		<p>around and drive out forward rather than reverse.</p> <p>2. Proximity to boundaries. As most dwellings in Winfield st apart from 92-94 are either single or double dwellings the majority of dwellings on Winfield st house couples and families including young children with reasonable distance to boundaries providing safe and private residences in which to live.</p> <p>With the more recent building of 4 multiple dwellings at lot 94 Winfield st, dwellings were placed within a meter of boundaries. This has meant that there is no privacy and whenever someone walks or talks outside everyone can hear, dogs are constantly barking, and people are unable to have friends and family to their homes without upsetting neighbours. Distance to boundaries and placement of dwellings on the proposed lots need to ensure that privacy, health and wellbeing of neighboring residents are protected. This would not be possible with 24 single bedroom residences proposed for these lots. Further more current residents have not been consulted on any of these developments. I am really concerned how these proposed development will effect our community of Winfield Street and the safety of our children.</p>	
8	Confidential	<p>I hope that I have the correct address. I am a 18 year resident of Winfield St Hamilton Hill and it has come to my attention that there is a new development approved for 90 and 86-88 Winfield St. I was not make aware of this or given any opportunity for consideration.</p> <p>My biggest concern is traffic and parking. I have children, along with many of my neighbours. Parking on the street is very dangerous, the developments are situated right at the crest of the hill. Allowing 2 visitor parking bays per 12 dwellings is absolutely absurd and poses a very serious safety issue. I cannot comprehend how that many dwellings can be approved with such little consideration.</p>	<p>Objection Noted.</p> <p>The application was not advertised via letter in the post to this resident as this resident does not live on a property that directly adjoins the subject site; nevertheless, their comments are considered as part of this application.</p> <p>Please refer to the <b>Parking</b> section of this report.</p>



		<p>Would it be possible for a community meeting regarding this? Many in our street share the same concerns and we are a very tight knit community so it would be much appreciated if we could have some communication and inclusion regarding our street that we have all lived on for many years.</p> <p>I look forward to hearing from the relevant person.</p>	<p>The application will be determined at OCM and the submitter has been advised of this and their right to make a deputation.</p>
<b>Submissions Received – Support</b>			
1	Confidential	<p>Support</p> <p>It is so pleasing to see a development proposal that attempts to reduce the building footprint and increase space for cooling deciduous trees and vine covered carports. The dwellings are well planned to maximise usable space. I hope the City approves this application as it will no doubt encourage similarly progressive, more sustainable development in the City.</p>	<p>Submission Noted.</p> <p>Should Council approve the proposal, it is recommended that a condition be imposed to ensure that the Landscaping Plan is implemented and maintained in perpetuity.</p>



## 14. Finance

### 14.1 (2021/MINUTE NO 0149) Payments Made from Municipal Fund & Local Procurement Summary - July 2021

<b>Author(s)</b>	N Mauricio
<b>Attachments</b>	1. Payments Report July 2021 <a href="#">↓</a> 2. Credit Card Payments Summary June 2021 <a href="#">↓</a>

#### RECOMMENDATION

That Council RECEIVES the list of payments made from the Municipal Fund for July 2021, as attached to the Agenda.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

#### Background

Council has delegated its power to make payments from the Municipal or Trust fund to the CEO and other sub-delegates under Delegated Authority 'Local Government Act 1995 - Payment from Municipal and Trust Funds'.

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid under this delegation to be prepared and presented to Council each month.

It should be noted that the City no longer holds any funds within the Trust fund, following legislative amendments requiring public open space (POS) cash in lieu contributions to now be held in Municipal reserves.

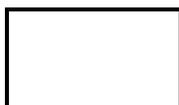
#### Submission

N/A

#### Report

A list of payments made during July 2021 for a total of \$15.765 million is attached to the agenda for review. This comprises:

- EFT payments (suppliers and sundry creditors) - \$12.655M on 883 payments.
- Payroll payments - \$2.997M for two fortnights.
- Corporate credit cards – total of \$83,066 over 61 cards; and
- Bank and credit card merchant fees - \$29,888.



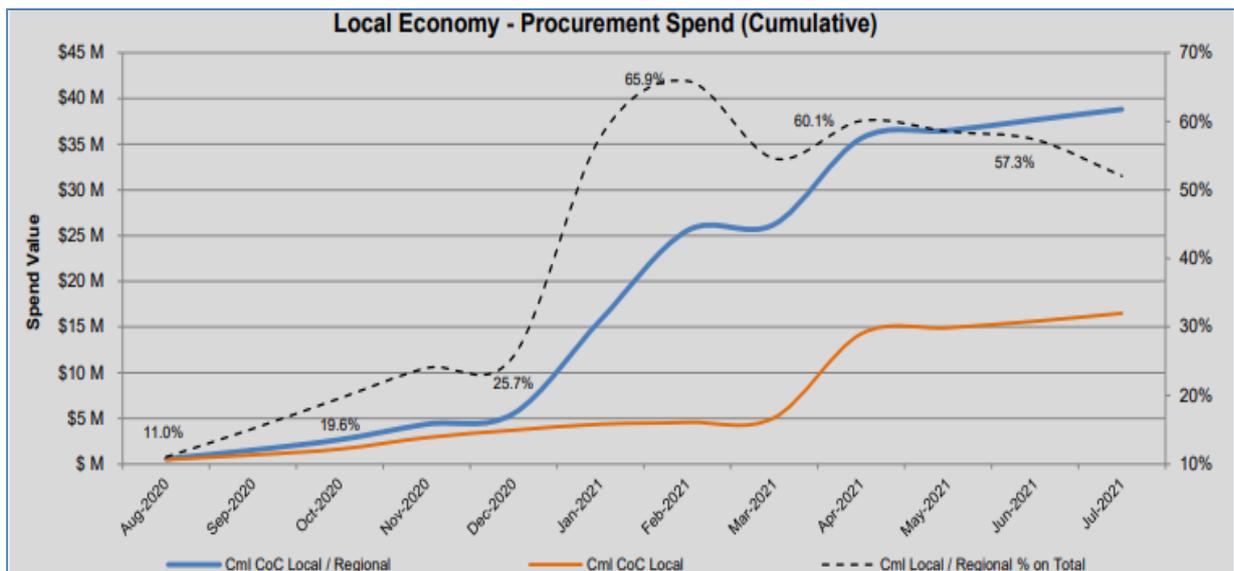
Also attached is a separate listing of credit card spending for the month of June (settled in July), summarised by cardholder. There were no transactions for the month on the CEO credit card.

Local Procurement

The number of individual procurement transactions made with Cockburn businesses during July increased to 26.3% (from 22.9%). The percentage of dollar spend fell to 6.3% (from 21.3%), skewed by large procurements during the month outside Cockburn.

Procurements transactions with SWG businesses were up to 33.0% (30.2% last month). The percentage of procurement spend value however was 9.2% (down from 35.2%) for the same reason above.

Having completed a full year of tracking our local procurement spend from August 2020 to July 2021, we now have a better indication of our progress with the local buy initiative. The following shows the City spent over \$15.0m with local suppliers and almost \$40m with suppliers within the South West Group region (just over 50%). Given the City’s procurement model aims for best value for money outcomes (not always achievable with local suppliers), this is a solid result.



These results measure the City’s performance in achieving Council’s “local and regional economy” principle contained within its Procurement Policy (i.e. buy local procurement preference).

**Strategic Plans/Policy Implications**

Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

- Thriving local commercial centres, local businesses and tourism industry.



**Listening and Leading**

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money
- High quality and effective community engagement and customer service experiences.

**Budget/Financial Implications**

All payments made have been provided for within the City's Annual Budget, as adopted and amended by Council.

**Legal Implications**

This item ensures compliance with s6.10(d) of the *Local Government Act 1995* and Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*.

**Community Consultation**

N/A

**Risk Management Implications**

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and clarify any payment that has been made.

**Advice to Proponents/Submitters**

N/A

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

Nil



EF141970	99997	Biserka Nadilo	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141971	99997	Steven And Sandra Grima	Senior Security Subsidy Scheme	30/07/2021	100.00
EF141972	99997	Carol Turner	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141983	99997	West Oz Geocaching	Small Events Sponsorship	30/07/2021	250.00
EF141977	99997	Rafeena Boyle	Staff Reimbursement - Rafeena Boyle	30/07/2021	18.31
EF141988	99997	Barbara Bruce	Staff Reimbursement- Barbara Bruce	30/07/2021	89.50
EF141992	10047	Alinta Energy	Natural Gas & Electricity Supply	30/07/2021	2,288.25
EF141993	11794	Synergy	Electricity Usage/Supplies	30/07/2021	339,887.17
EF141994	12025	Telstra Corporation	Communications Services	30/07/2021	11,515.90
EF141995	10071	Onemusic Australia	Licence - Performing Rights	30/07/2021	9,397.33
EF141996	10082	Armandos Sports	Sporting Goods	30/07/2021	701.93
EF141997	10207	Boc Gases	Gas Supplies	30/07/2021	139.80
EF141998	10226	Bridgestone Australia Ltd	Tyre Services	30/07/2021	34,514.31
EF141999	10244	Building & Const Industry Training Fund	Levy Payment	30/07/2021	32,630.08
EF142000	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/07/2021	1,356.28
EF142001	10255	Cabcharge Australia Pty Ltd	Cabcharges	30/07/2021	49.47
EF142002	10287	Centreline Markings	Linemarking Services	30/07/2021	3,025.00
EF142003	10333	Cjd Equipment Pty Ltd	Hardware Supplies	30/07/2021	1,676.58
EF142004	10352	Cockburn Crc	Grants & Donations	30/07/2021	379.50
EF142005	10359	Cockburn Painting Service	Painting Supplies/Services	30/07/2021	6,303.00
EF142006	10368	Cockburn Wetlands Education Centre	Community Grant	30/07/2021	500.00
EF142007	10375	Veolia Environmental Services	Waste Services	30/07/2021	270.43
EF142008	10483	Landgate	Mapping/Land Title Searches	30/07/2021	3,018.70
EF142009	10506	Dm Drainage & Construction Pty Ltd T/A Dm Civil	Civil Construction	30/07/2021	212,133.42
EF142010	10535	Workpower Incorporated	Employment Services - Planting	30/07/2021	64,591.21
EF142011	10537	Edartsupplies	Art/Craft Supplies	30/07/2021	804.55
EF142012	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	30/07/2021	26,237.32
EF142013	10597	Flexi Staff Pty Ltd	Employment Services	30/07/2021	8,871.06
EF142014	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	30/07/2021	11,594.00
EF142015	10611	Forpark Australia	Playground Equipment	30/07/2021	643.83
EF142016	10683	Gronbek Security	Locksmith Services	30/07/2021	108.48
EF142017	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	30/07/2021	2,447.50
EF142018	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/07/2021	3,000.00
EF142019	10888	Lj Caterers	Catering Services	30/07/2021	4,815.26
EF142020	10892	Local Government Professionals Australia Wa	Subscription	30/07/2021	2,735.00
EF142021	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	30/07/2021	4,936.11
EF142022	10923	Major Motors Pty Ltd	Purchase Of New Plant / Repair Services	30/07/2021	136,778.52
EF142023	10938	Mrp Pest Management	Pest & Weed Management	30/07/2021	279.40
EF142024	10944	Mcleods	Legal Services	30/07/2021	28,020.30
EF142025	10953	Melville-Cockburn Chamber Of Commerce	Sponsorship	30/07/2021	24,715.68
EF142026	10982	Modern Teaching Aids Pty Ltd	Teaching Aids	30/07/2021	2,008.15
EF142027	10991	Beacon Equipment	Mowing Equipment	30/07/2021	169.10
EF142028	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	30/07/2021	764.50
EF142029	11036	Northlake Electrical Pty Ltd	Electrical Services	30/07/2021	100,280.54

## July 2021 PAYMENT LISTING

## MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF141445	99997	Family Day Care	Fdc Payment Fe 27/06/2021	1/07/2021	49,431.00
EF141446	99997	In Home Care Payments	Ihc Payments Fe 27/06/2021	1/07/2021	21,017.92
EF141447	26987	Cti Risk Management	Security - Cash Collection	6/07/2021	3,009.95
EF141448	10152	Aust Services Union	Payroll Deductions	9/07/2021	988.10
EF141449	10154	Australian Taxation Office	Payroll Deductions	9/07/2021	469,366.00
EF141450	10305	Child Support Agency	Payroll Deductions	9/07/2021	1,813.17
EF141451	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	9/07/2021	82.00
EF141452	11857	Champagne Social Club	Payroll Deductions	9/07/2021	356.00
EF141453	11860	45S Club	Payroll Deductions	9/07/2021	14.00
EF141454	19726	Health Insurance Fund Of Wa	Payroll Deductions	9/07/2021	1,385.50
EF141455	27874	Smartsalary	Salary Packaging/Leasing Administration	9/07/2021	11,622.63
EF141456	28117	Leaseplan Australia Limited	Payroll Deductions - Leaseplan	9/07/2021	849.52
EF141457	26987	Cti Risk Management	Security - Cash Collection	13/07/2021	1,508.65
EF141458	10047	Alinta Energy	Natural Gas & Electricity Supply	15/07/2021	7,885.70
EF141459	11794	Synergy	Electricity Usage/Supplies	15/07/2021	18,880.88
EF141517	99996	Aussie Patio Designs	Rates And Property Related Refunds	15/07/2021	56.65
EF141518	99996	Maria La Falce Settlements	Rates And Property Related Refunds	15/07/2021	153.16
EF141519	99996	Ory Arsi	Rates And Property Related Refunds	15/07/2021	250.00
EF141520	99996	Rachel Banyon	Rates And Property Related Refunds	15/07/2021	150.00
EF141521	99996	Sau Yuk Yeung	Rates And Property Related Refunds	15/07/2021	150.00
EF141522	99996	Adrian Martin	Rates And Property Related Refunds	15/07/2021	56.65
EF141523	99996	Element Wa	Rates And Property Related Refunds	15/07/2021	1,000.00
EF141524	99996	Lena West	Rates And Property Related Refunds	15/07/2021	150.00
EF141525	99996	Roberto Giuliotafani	Rates And Property Related Refunds	15/07/2021	150.00
EF141526	99996	Peter Webb & Associates	Rates And Property Related Refunds	15/07/2021	147.50
EF141527	99996	Margaret G Stone	Rates And Property Related Refunds	15/07/2021	3,000.00
EF141528	99996	Andrew T Chee	Rates And Property Related Refunds	15/07/2021	2,280.73
EF141531	10058	Alsco Pty Ltd	Hygiene Services/Supplies	15/07/2021	234.45
EF141532	10071	Onemusic Australia	Licence - Performing Rights	15/07/2021	15,667.01
EF141533	10118	Australia Post	Postage Charges	15/07/2021	14,448.32
EF141534	10184	Benara Nurseries	Plants	15/07/2021	6,384.01
EF141535	10207	Boc Gases	Gas Supplies	15/07/2021	277.98
EF141536	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	15/07/2021	20,791.72
EF141537	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	15/07/2021	1,190.31
EF141538	10244	Building & Const Industry Training Fund	Levy Payment	15/07/2021	45,231.79
EF141539	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/07/2021	1,731.48
EF141540	10279	Castrol Australia Pty Ltd	Grease/Lubricants	15/07/2021	3,339.60
EF141541	10320	City Of Bayswater	Lost Book Fees	15/07/2021	330.00

EF141542	10338	Cleanaway Pty Ltd	Waste Disposal Services	15/07/2021	1,241.03
EF141543	10359	Cockburn Painting Service	Painting Supplies/Services	15/07/2021	396.00
EF141544	10368	Cockburn Wetlands Education Centre	Community Grant	15/07/2021	96.00
EF141545	10375	Veolia Environmental Services	Waste Services	15/07/2021	8,468.67
EF141546	10483	Landgate	Mapping/Land Title Searches	15/07/2021	1,071.91
EF141547	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	15/07/2021	82,946.74
EF141548	10526	E & Mj Rosher Pty Ltd	Mower Equipment	15/07/2021	1,267.51
EF141549	10528	Easifleet	Vehicle Lease	15/07/2021	1,251.51
EF141550	10535	Workpower Incorporated	Employment Services - Planting	15/07/2021	22,237.60
EF141551	10556	Institute Of Weight And Life Management P/L	Seminars/Training Services	15/07/2021	363.00
EF141552	10589	Fines Enforcement Registry	Fines Enforcement Fees	15/07/2021	6,598.50
EF141553	10597	Flexi Staff Pty Ltd	Employment Services	15/07/2021	3,277.78
EF141554	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	15/07/2021	32,131.00
EF141555	10641	Galvins Plumbing Supplies	Plumbing Services	15/07/2021	124.52
EF141556	10679	Grasstrees Australia	Plants & Planting Services	15/07/2021	15,752.55
EF141557	10683	Gronbek Security	Locksmith Services	15/07/2021	17,000.74
EF141558	10726	Holton Connor Architects & Planners	Architectural Services	15/07/2021	2,750.00
EF141559	10787	Jandakot Accident Repair Centre	Panel Beating Services	15/07/2021	1,000.00
EF141560	10879	Les Mills Aerobics	Instruction/Training Services	15/07/2021	1,481.16
EF141561	10888	Lj Caterers	Catering Services	15/07/2021	3,401.43
EF141562	10912	M2 On Hold	Messaging Services	15/07/2021	396.00
EF141563	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/07/2021	4,310.62
EF141564	10918	Main Roads Wa	Repairs/Maintenance/Funding Contribution	15/07/2021	7,637.11
EF141565	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	15/07/2021	784.54
EF141566	10938	Mrp Pest Management	Pest & Weed Management	15/07/2021	484.40
EF141567	10944	Mcleods	Legal Services	15/07/2021	18,399.53
EF141568	10991	Beacon Equipment	Mowing Equipment	15/07/2021	1,586.05
EF141569	11036	Northlake Electrical Pty Ltd	Electrical Services	15/07/2021	28,154.22
EF141570	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	15/07/2021	13,348.50
EF141571	11177	Pitney Bowes Australia Pty Ltd	Gis Software	15/07/2021	1,108.80
EF141572	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	15/07/2021	1,831.20
EF141573	11208	Quick Corporate Australia	Stationery/Consumables	15/07/2021	2,113.14
EF141574	11247	Richgro Wa	Gardening Supplies	15/07/2021	374.88
EF141575	11267	Rollways Leisure Centre	Entertainment Services	15/07/2021	375.00
EF141576	11307	Satellite Security Services Pty Ltd	Security Services	15/07/2021	4,265.27
EF141577	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/07/2021	1,804.56
EF141578	11333	Shelford Constructions Pty Ltd	Construction Services	15/07/2021	201,037.79
EF141579	11334	Shenton Pumps	Pool Equipment/Services	15/07/2021	11,267.30
EF141580	11441	Spare Parts Puppet Theatre Inc	Entertainment Services	15/07/2021	3,300.00
EF141581	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	15/07/2021	210.00
EF141582	11483	St John Ambulance Aust Wa Operations	First Aid Courses	15/07/2021	769.76
EF141583	11496	Stanlee Hospitality Supplies	Catering Equipment/Supplies	15/07/2021	376.44
EF141584	11511	Statewide Bearings	Bearing Supplies	15/07/2021	111.10
EF141585	11531	Sunny Industrial Brushware Pty Ltd	Brush/Road Broom Supplies	15/07/2021	308.00

EF141586	11625	Nutrien Water	Reticulation Supplies	15/07/2021	3.31
EF141587	11642	Trailer Parts Pty Ltd	Trailer Parts	15/07/2021	1,523.72
EF141588	11667	Turfmaster Facility Management	Turf & Mowing Services	15/07/2021	5,962.00
EF141589	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/07/2021	317.46
EF141590	11702	Villa Dalmacia Association Inc.	Spical Club Activities	15/07/2021	1,420.00
EF141591	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	15/07/2021	1,234.35
EF141592	11787	Department Of Transport	Vehicle Search Fees	15/07/2021	397.80
EF141593	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/07/2021	390.46
EF141594	11795	Western Power	Street Lighting Installation & Service	15/07/2021	275.00
EF141595	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	15/07/2021	10,097.76
EF141596	11828	Worldwide Online Printing - O'connor	Printing Services	15/07/2021	593.92
EF141597	11854	Zipform Pty Ltd	Printing Services	15/07/2021	1,815.00
EF141598	11873	Wattleup Tractors	Hardware Supplies	15/07/2021	2,771.62
EF141599	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	15/07/2021	7,415.55
EF141600	12153	Hays Personnel Services Pty Ltd	Employment Services	15/07/2021	9,633.28
EF141601	12320	Mundaring Garden Centre	Plant Supplies	15/07/2021	736.80
EF141602	12394	Mp Rogers & Associates	Consultancy Services - Marine	15/07/2021	6,746.31
EF141603	12497	Trophy Choice	Trophy Supplies	15/07/2021	1,460.80
EF141604	12500	Ellenby Tree Farm	Plant Supplies	15/07/2021	7,227.00
EF141605	12565	Southern Metro Regional Council - Loans	Loan Repayment	15/07/2021	13,283.43
EF141606	13462	Ati-Mirage Pty Ltd	Training Services	15/07/2021	4,180.00
EF141607	13563	Green Skills Inc	Employment Services	15/07/2021	33,751.16
EF141608	14350	Baileys Fertilisers	Fertiliser Supplies	15/07/2021	431.31
EF141609	15271	Ple Computers Pty Ltd	Computer Hardware	15/07/2021	177.22
EF141610	15393	Stratagreen	Hardware Supplies	15/07/2021	5,474.53
EF141611	15588	Natural Area Consulting Management Services	Weed Spraying	15/07/2021	183,147.94
EF141612	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	15/07/2021	1,916.75
EF141613	15895	Royal Wolf Trading Australia Pty Ltd	Container Hire	15/07/2021	381.59
EF141614	16064	Cms Engineering	Airconditioning Services	15/07/2021	6,985.00
EF141615	16107	Wren Oil	Waste Disposal Services	15/07/2021	33.00
EF141616	16396	Mayday Earthmoving	Road Construction Machine Hire	15/07/2021	33,110.61
EF141617	16432	Scarvac's Iga	Groceries	15/07/2021	500.50
EF141618	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	15/07/2021	1,103.93
EF141619	17279	Aussie Cool Shades Sails Awnings & Home Security	Shade Sails & Awnings	15/07/2021	12,447.60
EF141620	17301	Good Reading Magazine	Subscription	15/07/2021	1,995.00
EF141621	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/07/2021	851.75
EF141622	17827	Nilsen (Wa) Pty Ltd	Electrical Services	15/07/2021	2,573.45
EF141623	18962	Sealanes (1985) P/L	Catering Supplies	15/07/2021	1,596.81
EF141624	19533	Woolworths Ltd	Groceries	15/07/2021	917.46
EF141625	19762	Australian Training Management Pty Ltd	Training Services	15/07/2021	325.00
EF141626	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	15/07/2021	20,637.03
EF141627	20321	Riverjet Pty Ltd	Educting-Cleaning Services	15/07/2021	21,351.00
EF141628	20856	Sjr Civil Consulting Pty Ltd	Consultancy Services - Road Design	15/07/2021	4,730.00
EF141629	20885	Tactile Indicators Perth	Tactiles	15/07/2021	1,664.00

EF141630	21291	The Worm Shed	Environmental Education	15/07/2021	1,700.00
EF141631	21294	Cat Haven	Animal Services	15/07/2021	528.00
EF141632	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	15/07/2021	24,597.16
EF141633	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/07/2021	32,541.92
EF141634	21697	Ict Express Pty Ltd	Consultancy Services - It	15/07/2021	1,782.00
EF141635	21744	Jb Hi Fi - Commercial	Electronic Equipment	15/07/2021	6,821.00
EF141636	21946	Ryan's Quality Meats	Meat Supplies	15/07/2021	376.42
EF141637	22376	Bci Sales Pty Ltd	Bus Sales, Repairs,Maintenance	15/07/2021	88.00
EF141638	22553	Brownes Food Operations	Catering Supplies	15/07/2021	361.23
EF141639	22569	Sonic Health Plus Pty Ltd	Medical Services	15/07/2021	397.10
EF141640	22589	Jb Hi Fi - Cockburn	Electrical Equipment	15/07/2021	58.00
EF141641	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/07/2021	39,525.57
EF141642	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	15/07/2021	39,524.73
EF141643	22749	People Solutions Australasia Pty Ltd	Consultancy Services - Hr	15/07/2021	935.00
EF141644	22752	Elgas Limited	Gas Supplies	15/07/2021	649.63
EF141645	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	15/07/2021	21,378.46
EF141646	22859	Top Of The Ladder	Gutter Cleaning Services	15/07/2021	5,709.00
EF141647	22913	Opal Australian Paper	Envelopes	15/07/2021	3,694.02
EF141648	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	15/07/2021	991.01
EF141649	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/07/2021	610.52
EF141650	23849	Construction Equipment Australia	Plant/Machinery Purchase & Maintenance	15/07/2021	211.39
EF141651	23930	West Bin	Hook Truck Hire	15/07/2021	18,236.74
EF141652	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	15/07/2021	395.89
EF141653	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	15/07/2021	77.95
EF141654	24725	Feral Invasive Species Eradication Management	Eradication Management Services	15/07/2021	12,732.49
EF141655	24736	Zenien	Cctv Camera Licences	15/07/2021	5,347.30
EF141656	24945	Ns Projects Pty Ltd	Project Management Services	15/07/2021	22,034.31
EF141657	24974	Scott Print	Printing Services	15/07/2021	19,767.00
EF141658	24978	Ambius	Plants Supplies	15/07/2021	585.48
EF141659	25063	Superior Pak Pty Ltd	Vehicle Maintenance	15/07/2021	679.45
EF141660	25115	Fiiig	Investment Management Services	15/07/2021	2,750.00
EF141661	25323	Cadds Group Pty Td	Building Surveying Services	15/07/2021	4,554.00
EF141662	25331	Genesis Accounting	Accounting Services	15/07/2021	3,025.00
EF141663	25415	Jandakot Stock & Pet Supplies	Pet Supplies	15/07/2021	74.75
EF141664	25418	Cs Legal	Legal Services	15/07/2021	12,451.79
EF141665	25733	Miracle Recreation Equipment	Playground Installation / Repairs	15/07/2021	1,012.00
EF141666	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The	Consultancy Services	15/07/2021	7,203.62
EF141667	25813	Lg Connect Pty Ltd	Erp Systems Development	15/07/2021	2,861.06
EF141668	25832	Exteria	Street And Park Infrastructure	15/07/2021	137,465.90
EF141669	25940	Leaf Bean Machine	Coffee Bean Supply	15/07/2021	220.00
EF141670	25962	All Lines	Linemarking Services	15/07/2021	6,710.00
EF141671	26029	Autosweep Wa	Sweeping Services	15/07/2021	4,609.00
EF141672	26114	Grace Records Management	Records Management Services	15/07/2021	1,347.38
EF141673	26211	Amcom Pty Ltd	Internet/Data Services	15/07/2021	14,980.03

EF141674	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/07/2021	16,745.85
EF141675	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	15/07/2021	45,508.43
EF141676	26314	Cpe Group	Temporary Employment Services	15/07/2021	1,929.15
EF141677	26354	Electrofen	Repair Services - Security Fences	15/07/2021	2,354.00
EF141678	26416	Coolbellup Newsagency The Trustee For Dawkins Family Trust	Newspaper Delivery Services	15/07/2021	1,710.98
EF141679	26423	Alpha Pest Animal Solutions Invasive Species Pty Ltd	Pest Control Services	15/07/2021	17,649.50
EF141680	26470	Scp Conservation	Fencing Services	15/07/2021	15,499.00
EF141681	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	15/07/2021	77.28
EF141682	26567	The Hangout Indoor Climbing Centre	Rock Climbing	15/07/2021	504.00
EF141683	26586	Wa Temporary Fencing Supplies	Fencing - Temporary	15/07/2021	605.00
EF141684	26610	Tracc Civil Pty Ltd	Civil Construction	15/07/2021	92,716.15
EF141685	26614	Marketforce Pty Ltd	Advertising	15/07/2021	7,665.75
EF141686	26625	Andover Detailers	Car Detailing Services	15/07/2021	252.00
EF141687	26647	Multiplex Constructions Pty Ltd	Building - Construction	15/07/2021	1,200.00
EF141688	26709	Talis Consultants Pty Ltd	Waste Consultancy	15/07/2021	23,639.00
EF141689	26728	Progressing Priority Projects	Consultancy - Community Services	15/07/2021	8,360.00
EF141690	26735	Shane McMaster Surveys	Survey Services	15/07/2021	5,060.00
EF141691	26745	Embroidme Myaree	Embroidery	15/07/2021	303.60
EF141692	26771	Instant Products Hire	Portable Toilet Hire	15/07/2021	1,961.67
EF141693	26773	Laser Corps Combat Adventruers	Entry Fees	15/07/2021	1,054.00
EF141694	26778	Robert Walters	Recruitment Services	15/07/2021	2,432.51
EF141695	26781	The Archery Centre & Laser Ranger	Entry Fees	15/07/2021	770.00
EF141696	26800	The Goods	Retail	15/07/2021	449.85
EF141697	26829	Paraquad Industries	General Packaging, Industrial Cloth Cutt	15/07/2021	13,587.20
EF141698	26883	Gta Consultants	Transport Planning	15/07/2021	22,476.91
EF141699	26915	Focused Vision Consulting Pty Ltd	Consulting	15/07/2021	1,013.10
EF141700	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	15/07/2021	1,403.20
EF141701	26928	Pathtech Pty Ltd	Scientific & Drug Testing Equipment	15/07/2021	1,935.95
EF141702	26929	Elan Energy Matrix Pty Ltd	Recycling Services	15/07/2021	1,414.40
EF141703	26932	Central Regional Tafe	Tafe	15/07/2021	363.28
EF141704	26938	Majestic Plumbing	Plumbing Services	15/07/2021	269.89
EF141705	26953	Rock And Roll Mountain Biking	Mountain Bike Tours	15/07/2021	1,305.00
EF141706	26977	The Young Boxing Woman Project	Training/Mentoring	15/07/2021	1,850.00
EF141707	26982	Plantrite	Plants	15/07/2021	36,091.11
EF141708	26983	Hitech Sports Pty Ltd	Sporting Equipment	15/07/2021	2,366.10
EF141709	26987	Cti Risk Management	Security - Cash Collection	15/07/2021	980.10
EF141710	27032	Wtp Australia Pty Ltd	Quantity Surveyors	15/07/2021	4,686.00
EF141711	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	15/07/2021	1,154.44
EF141712	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	15/07/2021	409.20
EF141713	27069	Hart Sport	Sports Equipment	15/07/2021	602.90
EF141714	27072	Nordic Fitness Equipment	Fitness Equipment	15/07/2021	577.00
EF141715	27082	Kulbardi Pty Ltd	Stationery Supplies	15/07/2021	81.68
EF141716	27083	Darren Hutchens Community Artist	Artists	15/07/2021	4,785.00
EF141717	27085	Savills Project Management Pty Ltd	Project Management	15/07/2021	10,663.40

EF141718	27093	Magnetic Automation Pty Ltd	Gates/Barriers	15/07/2021	550.00
EF141719	27098	Q2 (Q-Squared)	Digital Data Service	15/07/2021	4,950.00
EF141720	27100	Sea Jewels Swimwear	Swimwear	15/07/2021	5,711.50
EF141721	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	15/07/2021	892.32
EF141722	27143	Embroidme Success	Embroidery Services	15/07/2021	572.00
EF141723	27161	Next Power	Solar Panel	15/07/2021	2,967.39
EF141724	27177	Initial Hygiene	Hygiene	15/07/2021	11,692.95
EF141725	27198	Green Promotions Pty Ltd	Promotional Supplies	15/07/2021	19,248.90
EF141726	27241	Landscape Elements	Landscaping Services	15/07/2021	3,190.00
EF141727	27246	Veale Auto Parts	Spare Parts Mechanical	15/07/2021	566.90
EF141728	27252	Position Partners	Survey	15/07/2021	132.00
EF141729	27268	Focus Enviro	Plant & Machinery	15/07/2021	4,573.36
EF141730	27269	Integrpay Pty Ltd	Payment Processing	15/07/2021	13,878.53
EF141731	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	15/07/2021	628.48
EF141732	27348	Message Media	Telecommunications	15/07/2021	1,044.82
EF141733	27351	Programmed Property Services	Property Maintenance	15/07/2021	1,155.00
EF141734	27361	Christal Clear Training	Training	15/07/2021	780.00
EF141735	27364	Balshaws Florist	Florist	15/07/2021	1,750.00
EF141736	27374	Southern Cross Cleaning	Commercial Cleaning	15/07/2021	7,845.67
EF141737	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/07/2021	328.35
EF141738	27401	Emprise Mobility	Mobility Equipment	15/07/2021	5,301.00
EF141739	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	15/07/2021	36,845.33
EF141740	27417	Native Plants Wa	Plants	15/07/2021	14,118.36
EF141741	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	15/07/2021	1,105.50
EF141742	27427	Home Chef	Cooking/Food Services	15/07/2021	94.90
EF141743	27431	United Diamond Tools	Tools	15/07/2021	1,980.00
EF141744	27434	Cartwright Media	Video Production	15/07/2021	1,980.00
EF141745	27449	Aco Pty Ltd	Drainage Products	15/07/2021	14,003.00
EF141746	27456	Securepay Pty Ltd	Payment Solutions	15/07/2021	253.83
EF141747	27465	Leading Age Services Australia Ltd	Trainig	15/07/2021	2,835.80
EF141748	27482	Billi Australia Pty Ltd	Water Filter Taps	15/07/2021	5,695.80
EF141749	27499	Hodge Collard Preston Architects	Architects	15/07/2021	4,629.62
EF141750	27507	Facilities First Australia Pty Ltd	Cleaning Services	15/07/2021	56,459.87
EF141751	27519	Euphorium Creative	Events Management	15/07/2021	8,250.00
EF141752	27535	The Forever Project Pty Ltd	Consultancy	15/07/2021	2,750.00
EF141753	27539	Jasmin Carpentry & Maintenance	Carpentry	15/07/2021	12,874.95
EF141754	27551	Incognito Catering	Catering Services	15/07/2021	844.80
EF141755	27560	Artem Design Studio Pty Ltd	Architectural Services	15/07/2021	7,469.00
EF141756	27567	Chorus Australia Limited	Health Care Services	15/07/2021	1,452.00
EF141757	27575	Shred X Secure Destruction	Document Destruction	15/07/2021	40.48
EF141758	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	15/07/2021	6,464.15
EF141759	27622	Truegrade Medical Supplies	Medical Supplies	15/07/2021	1,672.85
EF141760	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/07/2021	1,416.80
EF141761	27635	Threat Protect	Security	15/07/2021	198.00

EF141762	27644	Cmaktech	Ict Engineering & Consulting	15/07/2021	407.34
EF141763	27646	The Trustee For Sas Unit Trust (Site Architecture Studio)	Architectural Services	15/07/2021	4,763.00
EF141764	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	15/07/2021	10,132.44
EF141765	27657	Positive Balance Massage	Massage Therapy	15/07/2021	100.00
EF141766	27675	Wgawa Pty Ltd	Consultancy Engineering	15/07/2021	6,759.72
EF141767	27676	Blue Force Pty Ltd	Security Services	15/07/2021	80.00
EF141768	27695	Qtm Pty Ltd	Traffic Management	15/07/2021	14,542.91
EF141769	27702	Archae-Aus Pty Ltd	Consultancy - Cultural	15/07/2021	12,595.00
EF141770	27749	Advisian	Consulting - Enginnering	15/07/2021	3,023.68
EF141771	27797	City Lift Services Pty Ltd	Lift Maintenance	15/07/2021	2,794.00
EF141772	27806	Creative Canary	Web Hosting	15/07/2021	330.00
EF141773	27827	Abc Containers	Sea Containers	15/07/2021	212.30
EF141774	27842	Light House Laundry	Laundering	15/07/2021	104.01
EF141775	27850	Dowsing Group Pty Ltd	Concreting Services	15/07/2021	4,029.96
EF141776	27852	First 5 Minutes Pty Ltd	Training & Education	15/07/2021	649.00
EF141777	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	15/07/2021	1,870.00
EF141778	27861	Collaborative World Consultants	Consultancy - Engineering	15/07/2021	1,100.00
EF141779	27863	Carers Plus	Nursing Services	15/07/2021	314.16
EF141780	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	15/07/2021	5,018.75
EF141781	27869	Select Fresh Pty Ltd	Food Supplie,Fruit & Veg	15/07/2021	218.70
EF141782	27894	Homecare Physiotherapy	Healthcare	15/07/2021	2,607.00
EF141783	27901	les Cultural Heritage	Cultural Training	15/07/2021	29,645.00
EF141784	27916	Body Bike Australia Pty Ltd	Bike Repairs & Servicing	15/07/2021	663.30
EF141785	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/07/2021	4,516.33
EF141786	27947	Warrang-Bridil	Cultural Awareness Training	15/07/2021	4,000.00
EF141787	27953	Truckline	Spare Parts, Truck/Trailer	15/07/2021	15.77
EF141788	27965	Stantec Australia Pty Ltd	Engineering Services	15/07/2021	1,455.30
EF141789	27976	Melville Toyota	Motor Cars	15/07/2021	1,104.99
EF141790	27982	Pep Transport	Transport	15/07/2021	1,590.68
EF141791	27986	Daily Living Products	Mobility Equip	15/07/2021	3,421.00
EF141792	27992	Learning Horizons	Training/Education	15/07/2021	7,700.00
EF141793	28001	Corsign Wa Pty Ltd	Sign Making Material	15/07/2021	293.70
EF141794	28013	Rps Aap Consulting Pty Ltd	Project Management	15/07/2021	2,662.00
EF141795	28042	Total Project Consultants	Survey Services	15/07/2021	3,510.00
EF141796	28049	Copy Magic	Printing Services	15/07/2021	594.00
EF141797	28059	Tredwell Management Services	Sport And Recreation Planning	15/07/2021	16,434.00
EF141798	28102	Community Data Solutions	Financial Services	15/07/2021	396.00
EF141799	28118	Mccorkell Constructions (W.A.) Pty Ltd	Building Services - Construction	15/07/2021	390,048.91
EF141800	28141	Lessen With Peg- Rethink Waste	Waste Education	15/07/2021	420.00
EF141801	28146	Evolve Events And Training	Training and Development	15/07/2021	825.00
EF141802	28147	Modest Mounts	Vehicle Accessories	15/07/2021	181.44
EF141803	28156	Innovation Culture	WORKSHOP	15/07/2021	12,507.00
EF141804	28158	Exceed Consulting (Wa) Pty Ltd	Engineering Consulting Services	15/07/2021	275.00
EF141805	28166	Australian Waterslides And Leisure	Welding Services	15/07/2021	803.00

EF141806	28174	Central West Refrigeration Pty Ltd	Refrigeration	15/07/2021	988.94
EF141807	28179	Ecospill Pty Ltd	Emergency Shower Supply and Service	15/07/2021	935.00
EF141808	28183	Allwest Windmills And Pumps	Water Services	15/07/2021	9,737.75
EF141809	28190	People On Bicycles Pty Ltd	Bicycle Education	15/07/2021	594.00
EF141810	88888	Louise Grant	Bond Refund	15/07/2021	9,937.50
EF141811	88888	Western Australian Land Authority T/A	Bond Refund	15/07/2021	2,908.46
EF141812	88888	Sundry Creditor Eft	Refund	15/07/2021	2,875.00
EF141813	88888	Terrence John Wilson	Bond Refund	15/07/2021	500.00
EF141814	88888	Greg Scott	Bond Refund	15/07/2021	500.00
EF141853	99997	Mr & Mrs Holding	Bird Bath Rebate - Adele Holding	15/07/2021	45.00
EF141854	99997	Emma Ward And Anthony Date	Bird Bath Rebate - Emma Ward	15/07/2021	47.25
EF141834	99997	R&J Mouttet	Bird Bath Rebate - R&J Mouttet	15/07/2021	45.00
EF141835	99997	R A Wickens & N V Wickens	Bird Bath Rebate - Wickens	15/07/2021	49.50
EF141815	99997	Emily Earl	Cloth Nappies Rebate - Emily Earl	15/07/2021	50.00
EF141817	99997	Cockburn Basketball Association Michelle	Club Recognition Program	15/07/2021	1,500.00
EF141818	99997	Southern Districts Softball Association	Club Recognition Program	15/07/2021	500.00
EF141829	99997	Vanessa Kerslake	Compost Bin Rebate	15/07/2021	45.00
EF141819	99997	Chloe Evans	Crossover Claim - C Evans	15/07/2021	300.00
EF141821	99997	Timothy Bentley	Crossover Claim - T Bentley	15/07/2021	300.00
EF141840	99997	Mathew D Sloan	Crossover Contribution 20 Teatro Street	15/07/2021	300.00
EF141839	99997	Felicia Prawiro	Crossover Contribution - 116 Aquamarine	15/07/2021	300.00
EF141851	99997	Aaron Oxenham	Crossover Rebate - Aaron Oxenham	15/07/2021	300.00
EF141850	99997	Yangebup Progress Association	Delegated Authority Lgacs7	15/07/2021	179.30
EF141848	99997	Servau Offcl. Departmental Recpts & Paym	Document Number : 180124242	15/07/2021	242.55
EF141866	99997	Family Day Care	Fdc Payments Fe 11/07/2021	15/07/2021	53,689.48
EF141856	99997	Lethbridge, Hannah	Fee Reimbursement - Development Program	15/07/2021	1,489.50
EF141849	99997	Kerri Simone Mulford	Fee Reimbursement Kerrie Mulford	15/07/2021	206.07
EF141852	99997	Coc Grants, Donations & Refunds	Invoice 56 - Scrapbooking Class	15/07/2021	400.00
EF141841	99997	Benjamin E Roser	Home Ev Charging - June 2021	15/07/2021	121.00
EF141855	99997	Benjamin E Roser	Home Ev Charging July 2021	15/07/2021	60.00
EF141865	99997	In Home Care Payments	Ihc Payments Fe 11/07/2021	15/07/2021	21,690.99
EF141823	99997	Neville Collard	Inv 1 - Consultation Fees Attend Meeting	15/07/2021	579.46
EF141864	99997	Squidio Communications	Invoice 0298 - 28/05/2021	15/07/2021	195.00
EF141824	99997	South Coogee Bushfire Brigade	Invoice 100621-001	15/07/2021	700.00
EF141863	99997	Fourth Wall	Invoice Arc1025 Reconciliation Australia	15/07/2021	1,232.00
EF141857	99997	Janet Signer	Invoice For 8 Lessons 20/04/2 - 15/06/21	15/07/2021	400.00
EF141831	99997	Tcn Group Pt	Invoice Inv2854 - Tcn Group	15/07/2021	15,041.55
EF141836	99997	Coogee Beach Progress Association	June 2021 Newsletter Lgacs7	15/07/2021	572.00
EF141820	99997	Cockburn Volunteer Sea Search & Rescue G	Membership Fees For 116 Members	15/07/2021	1,160.00
EF141828	99997	Bernard Smit	Modern Cloth Nappies Rebate	15/07/2021	50.00
EF141830	99997	Cecile Ferreira	Modern Cloth Nappies Rebate	15/07/2021	50.00
EF141842	99997	Janice Georgius	Modern Cloth Nappies Rebate	15/07/2021	50.00
EF141846	99997	Catherine Stevens	Refund Br981 - Covid Lockdown	15/07/2021	410.00
EF141847	99997	The Overcomers	Refund Br986 - Covid Lockdown	15/07/2021	57.00

EF141838	99997	Jessie Zhang	Refund For Cancellation Due To Covid Res	15/07/2021	220.00
EF141837	99997	Claire Spagnolo	Refund For Covid Lockdown	15/07/2021	250.00
EF141826	99997	Priyanka Bhattacharjee	Refund Of Duplicated Payment.	15/07/2021	200.00
EF141827	99997	Ej Kleinig	Refund Request Arc - Emma Kleinig	15/07/2021	55.00
EF141844	99997	Jovanna Morlilo Escobar	Refund Request Arc - J Morillo Escobar	15/07/2021	220.00
EF141845	99997	L Parsons	Refund Request Arc - Larry Parsons	15/07/2021	220.00
EF141843	99997	Catherine Marbella	Refund Request Arc Catherin Marbella	15/07/2021	101.95
EF141825	99997	South Coogee Bushfire Brigade	Reimburse - Appliance And Station Cl	15/07/2021	313.74
EF141859	99997	Ar Whytes And Dc Hacking	Reimbursement Of Fees - Amy Hacking	15/07/2021	1,419.00
EF141860	99997	Slew Kiang Tang	Reimbursement Of Fees - Kathryn (Slew) T	15/07/2021	3,375.00
EF141858	99997	Sandra Swann	Reimbursement Of Fees - Sandra Swann	15/07/2021	1,125.00
EF141816	99997	Mark And Lynne Taylor	Senior Security Subsidy Scheme	15/07/2021	300.00
EF141832	99997	Cockburn Cobras Football Club	Small Events Sponsorship Acs2	15/07/2021	2,229.00
EF141833	99997	Jillian Woolmer	Smartrider Petty Cash Reimbursement	15/07/2021	202.00
EF141862	99997	Business Foundations	Sponsorship - Business Foundations 2021	15/07/2021	16,500.00
EF141861	99997	Southern Lions Rugby Union Football Club	Sponsorship - Slrucf - Cockburn 10S	15/07/2021	11,000.00
EF141822	99997	Maria Saric	Unspent Funds On Hcp Package	15/07/2021	667.52
EF141871	99997	Mk & Lp Dobson	Acquisition Portion 139 Jandakot Road	16/07/2021	238,882.32
EF141869	99997	C Elpitelli	Acquisition Portion 97 Jandakot Road Jan	16/07/2021	264,394.95
EF141868	99997	Vm & L Sloss	Acquisiton Portion 13 Falcon Place, Jand	16/07/2021	269,807.91
EF141870	99997	Ronald & Jennifer Kroon	Lot 19 (97 Jandakot Rd) Jandakot Initial Payment	16/07/2021	262,394.95
EF141867	27874	Smartsalary	Salary Packaging/Leasing Administration	16/07/2021	4,007.68
EF141873	99997	Ronald Henry Fry	134 Jandakot Road Initial Payment	20/07/2021	193,198.97
EF141872	99997	Gf & Dm Goodchild	Falcon Road Jandakot Initial Payment	20/07/2021	126,664.77
EF141874	26987	Cti Risk Management	Security - Cash Collection	20/07/2021	3,114.45
EF141875	27078	Infocouncil Pty Ltd	Software	20/07/2021	29,095.00
EF141885	20751	Department Of Transport - Bulk Bill	Vehicle Licencing Registrations	21/07/2021	73,500.90
EF141876	27492	Superchoice Services Pty Limited	Payroll Deductions	22/07/2021	612,684.49
EF141888	11741	Western Australian Treasury Corporation	Loan Repayments	23/07/2021	47,657.53
EF141877	10152	Aust Services Union	Payroll Deductions	26/07/2021	988.10
EF141878	10154	Australian Taxation Office	Payroll Deductions	26/07/2021	464,133.00
EF141879	10305	Child Support Agency	Payroll Deductions	26/07/2021	1,861.15
EF141880	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	26/07/2021	82.00
EF141881	11857	Champagne Social Club	Payroll Deductions	26/07/2021	352.00
EF141882	11860	45S Club	Payroll Deductions	26/07/2021	14.00
EF141883	19726	Health Insurance Fund Of Wa	Payroll Deductions	26/07/2021	1,385.50
EF141884	27874	Smartsalary	Salary Packaging/Leasing Administration	26/07/2021	10,724.90
EF141886	26987	Cti Risk Management	Security - Cash Collection	27/07/2021	2,800.25
EF141887	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	27/07/2021	1,392,367.20
EF141904	99996	State Solicitors Office	Rates And Property Related Refunds	29/07/2021	1,742.09
EF141905	99996	Colleen Joyce Miller	Rates And Property Related Refunds	29/07/2021	30.00
EF141906	99996	Benjamin Johnstone	Rates And Property Related Refunds	29/07/2021	25.00
EF141907	99996	Melanie Garces	Rates And Property Related Refunds	29/07/2021	1,300.00
EF141908	99996	Stefanie Mulligan	Rates And Property Related Refunds	29/07/2021	150.00

EF141909	99996	D F Burke	Rates And Property Related Refunds	29/07/2021	1,400.00
EF141910	99996	Ruyman Padron Cabrera	Rates And Property Related Refunds	29/07/2021	221.60
EF141911	99996	S R Spencer	Rates And Property Related Refunds	29/07/2021	610.28
EF141912	99996	Cms Constructions Pty Ltd	Rates And Property Related Refunds	29/07/2021	495.91
EF141913	99996	Luke Richard Martin	Rates And Property Related Refunds	29/07/2021	1,000.00
EF141914	99996	Allcolour Holdings Pty Ltd	Rates And Property Related Refunds	29/07/2021	56.65
EF141915	99996	Sarah Moffat	Rates And Property Related Refunds	29/07/2021	296.06
EF141916	99996	Adrian Herold	Rates And Property Related Refunds	29/07/2021	56.65
EF141917	99996	Sarah Moffat	Rates And Property Related Refunds	29/07/2021	793.31
EF141918	99996	Daniel R J Hole	Rates And Property Related Refunds	29/07/2021	147.00
EF141919	99996	Hengzi Li	Rates And Property Related Refunds	29/07/2021	486.23
EF141920	99996	Tushar R Panda	Rates And Property Related Refunds	29/07/2021	147.00
EF141921	99996	Hengzi Li	Rates And Property Related Refunds	29/07/2021	468.12
EF141922	99996	Pedro Barbosa	Rates And Property Related Refunds	29/07/2021	200.00
EF141923	99996	Cristina Bertone	Rates And Property Related Refunds	29/07/2021	282.12
EF141924	99996	Courtney Spencer	Rates And Property Related Refunds	29/07/2021	1,610.54
EF141925	99996	David Thompson	Rates And Property Related Refunds	29/07/2021	520.99
EF141926	99996	L J Claffey	Rates And Property Related Refunds	29/07/2021	1,700.00
EF141927	99996	Heidi Butler And Michael Butler	Rates And Property Related Refunds	29/07/2021	200.00
EF141928	99996	Tira Lahogue	Rates And Property Related Refunds	29/07/2021	243.80
EF141929	99996	Ian Cay De Castro	Rates And Property Related Refunds	29/07/2021	2,292.11
EF141941	99997	Kit Stasia Prendergast	Bee Workshop Preparation	30/07/2021	200.00
EF141982	99997	Authry Kong	Compost Bin Rebate - A Kong	30/07/2021	50.00
EF141937	99997	David Cope	Compost Bin Rebate - D Cope	30/07/2021	45.00
EF141939	99997	Marie Mcglashan	Compost Bin Rebate - M Mcglashan	30/07/2021	50.00
EF141938	99997	Nicholas Hall	Compost Bin Rebate - N Hall	30/07/2021	50.00
EF141940	99997	Sheng En Tan	Compost Bin Rebate - Sheng En Tan	30/07/2021	50.00
EF141936	99997	Kit Stasia Prendergast	Creating A Haven For Native Bees Ebook	30/07/2021	32.00
EF141985	99997	Foong Yuin Jeanny Mah	Crossover Rebate - 8 Hermione Way	30/07/2021	300.00
EF141984	99997	Foong Yuin Jeanny Mah	Crossover Rebate - Foong Yuin Jeanny Mah	30/07/2021	300.00
EF141976	99997	Domenico Canci	Electricity Invoice Overpayment C097	30/07/2021	3.00
EF141986	99997	South Coogee Primary School	Enviornmental Education Grant	30/07/2021	1,100.00
EF141991	99997	Family Day Care	Fdc Payments Fe 25/07/2021	30/07/2021	53,617.89
EF141990	99997	In Home Care Payments	Ihc Payments Fe 25/07/2021	30/07/2021	18,891.19
EF141978	99997	Landcare Sj Inc.	Invoice 19003116	30/07/2021	640.00
EF141935	99997	Jandakot Volunteer Bush Fire Brigade	Invoice 334 Reimbursement	30/07/2021	1,204.62
EF141934	99997	Naomi Ligovich	Invoice 56 - Scrapbooking Class	30/07/2021	400.00
EF141981	99997	Lingee So	Modern Cloth Nappies Rebate - L So	30/07/2021	50.00
EF141942	99997	Kit Stasia Prendergast	Native Bee Presentation And Walk	30/07/2021	250.00
EF141974	99997	Heath & Clare Longworth	Pen Licence D131 Overpayment Refund	30/07/2021	0.70
EF141893	11867	Kevin John Allen	Monthly Elected Member Allowance	30/07/2021	2,639.83
EF141894	12740	Logan Howlett	Monthly Elected Member Allowance	30/07/2021	11,439.09
EF141895	19059	Carol Reeve-Fowkes	Monthly Elected Member Allowance	30/07/2021	3,077.46
EF141896	20634	Lee-Anne Smith	Monthly Elected Member Allowance	30/07/2021	2,639.83

EF141897	25353	Philip Eva	Monthly Elected Member Allowance	30/07/2021	2,639.83
EF141898	26696	Chamonix Terblanche	Monthly Elected Member Allowance	30/07/2021	3,432.07
EF141899	27326	Michael Separovich	Monthly Elected Member Allowance	30/07/2021	2,639.83
EF141900	27327	Chontelle Stone	Monthly Elected Member Allowance	30/07/2021	2,639.83
EF141901	27475	Lara Kirkwood	Monthly Elected Member Allowance	30/07/2021	4,509.66
EF141902	27871	Tom Widenbar	Monthly Elected Member Allowance	30/07/2021	3,138.73
EF141903	27872	Phoebe Corke	Monthly Elected Member Allowance	30/07/2021	2,639.83
EF141930	88888	Mr Darren Jorgensen	Bond Refund	30/07/2021	2,875.00
EF141931	88888	Domenic Breglia	Bond Refund	30/07/2021	100.00
EF141932	88888	South Metropolitan Youth Link	Bond Refund	30/07/2021	250.00
EF141933	88888	Muriel 1 Partnership - Cambert Nominees	Bond Refund	30/07/2021	5,709.39
EF141987	99997	Linda Metz	Petty Cash Reimbursement	30/07/2021	83.89
EF141979	99997	Kristy Amaranti	Purchase Of Stretch Bands	30/07/2021	80.00
EF141980	99997	Insurance Commission Of Wa	Ref: 20 16901 Py 135 - Inv 00011/0621 Pa	30/07/2021	404.50
EF141989	99997	Lynne M Femwick	Refund	30/07/2021	49.60
EF141973	99997	Marc Papalia	Reimbursement 50% Of Fees	30/07/2021	181.20
EF141975	99997	Roberta Bunce	Reimbursement Of Volunteer	30/07/2021	51.44
EF141943	99997	Jg & Ml De Sousa	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141944	99997	Judith Evelyn Fauzi	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141945	99997	Ms & L Jocelyn	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141946	99997	Allan Woodhead	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141947	99997	Maria Ciccarone	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141948	99997	A & B Cooper	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141949	99997	Ernest Hilton	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141950	99997	Francesco Camer-Pesci	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141951	99997	Harley Andrew & Barbara Jessie King	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141952	99997	Helen Hutchens	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141953	99997	Herman Koch	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141954	99997	John & Susan Aston	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141955	99997	Jr & Dw Wallhead	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141956	99997	L M Jinman	Senior Security Subsidy Scheme	30/07/2021	80.00
EF141957	99997	Marina A Broughton	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141958	99997	Michael Pete & Maureen Joy Marsh	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141959	99997	Mrs D & Mr M Covich	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141960	99997	P Wong-Chung-Lung	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141961	99997	Ph & J Causer	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141962	99997	Rk & Tm Lambkin	Senior Security Subsidy Scheme	30/07/2021	140.00
EF141963	99997	Slobodanka Donev	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141964	99997	Susan Parry	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141965	99997	Turlough Connolly	Senior Security Subsidy Scheme	30/07/2021	300.00
EF141966	99997	Grant & Caroline Straiton	Senior Security Subsidy Scheme	30/07/2021	200.00
EF141967	99997	Colin & Maureen Hepburn	Senior Security Subsidy Scheme	30/07/2021	140.00
EF141968	99997	Ismail Fredericks	Senior Security Subsidy Scheme	30/07/2021	100.00
EF141969	99997	Mf & P Courtney	Senior Security Subsidy Scheme	30/07/2021	100.00

EF142030	11208	Quick Corporate Australia	Stationery/Consumables	30/07/2021	3,178.55
EF142031	11235	Reinforced Concrete Pipes Pty Ltd	Concrete Pipe Supplies	30/07/2021	643.50
EF142032	11244	Research Solutions Pty Ltd	Research Services	30/07/2021	1,549.63
EF142033	11307	Satellite Security Services Pty Ltd	Security Services	30/07/2021	7,609.46
EF142034	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	30/07/2021	46.00
EF142035	11387	Bibra Lake Soils	Soil & Limestone Supplies	30/07/2021	6,133.00
EF142036	11425	Southern Metropolitan Regional Council	Waste Disposal Gate Fees	30/07/2021	1,770.00
EF142037	11483	St John Ambulance Aust Wa Operations	First Aid Courses	30/07/2021	850.00
EF142038	11557	Technology One Ltd	It Consultancy Services	30/07/2021	6,600.00
EF142039	11625	Nutrien Water	Reticulation Supplies	30/07/2021	248.12
EF142040	11642	Trailer Parts Pty Ltd	Trailer Parts	30/07/2021	1,657.99
EF142041	11699	Vernon Design Group	Architectural Services	30/07/2021	544.50
EF142042	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/07/2021	1,069.20
EF142043	11749	Warren's Earthmoving Contractors	Earthmoving Services	30/07/2021	1,644.50
EF142044	11773	Nutrien Ag Solutions	Chemical Supplies	30/07/2021	6,270.00
EF142045	11789	Walga	Advertising/Training Services	30/07/2021	93,156.32
EF142046	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/07/2021	21,662.45
EF142047	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/07/2021	975.19
EF142048	11828	Worldwide Online Printing - O'connor	Printing Services	30/07/2021	1,775.54
EF142049	11835	Wurth Australia Pty Ltd	Hardware Supplies	30/07/2021	774.88
EF142050	11873	Wattleup Tractors	Hardware Supplies	30/07/2021	772.01
EF142051	11985	Ivo Grubelich	Bus Hire	30/07/2021	4,752.00
EF142052	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	30/07/2021	440.62
EF142053	12153	Hays Personnel Services Pty Ltd	Employment Services	30/07/2021	21,212.89
EF142054	12500	Ellenby Tree Farm	Plant Supplies	30/07/2021	1,545.50
EF142055	12796	Isentia Pty Ltd	Media Monitoring Services	30/07/2021	1,496.00
EF142056	13068	Standards Australia	Copyright Licensing	30/07/2021	5,759.38
EF142057	13462	Ati-Mirage Pty Ltd	Training Services	30/07/2021	7,720.00
EF142058	13563	Green Skills Inc	Employment Services	30/07/2021	36,781.76
EF142059	14350	Baileys Fertilisers	Fertiliser Supplies	30/07/2021	191.68
EF142060	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	30/07/2021	12,974.50
EF142061	14598	Alf Rebola The Good Guys	Electrical Goods	30/07/2021	1,334.00
EF142062	14700	Kingman Visual	Signwriting/Signmaking	30/07/2021	385.00
EF142063	14777	Lgis Jardine Lloyd Thompson Pty Ltd	Insurance Premiums	30/07/2021	21,326.80
EF142064	15393	Stratagreen	Hardware Supplies	30/07/2021	11,522.23
EF142065	15550	Apace Aid Inc	Plants & Landscaping Services	30/07/2021	682.00
EF142066	15588	Natural Area Consulting Management Services	Weed Spraying	30/07/2021	9,252.67
EF142067	15609	Catalyse Pty Ltd	Consultancy Services	30/07/2021	12,155.00
EF142068	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	30/07/2021	682.00
EF142069	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	30/07/2021	2,568.50
EF142070	15895	Royal Wolf Trading Australia Pty Ltd	Container Hire	30/07/2021	381.60
EF142071	16064	Cms Engineering	Airconditioning Services	30/07/2021	38,885.77
EF142072	16107	Wren Oil	Waste Disposal Services	30/07/2021	33.00
EF142073	16363	Atco Gas Australia	Gas Supplies/Services	30/07/2021	875.75

EF142074	16384	Bull Motor Bodies	Motor Bodies	30/07/2021	445.50
EF142075	16396	Mayday Earthmoving	Road Construction Machine Hire	30/07/2021	68,607.00
EF142076	16985	Wa Premix	Concrete Supplies	30/07/2021	5,661.92
EF142077	17279	Aussie Cool Shades Sails Awnings & Home Security	Shade Sails & Awnings	30/07/2021	11,259.60
EF142078	17346	Arbor Logic	Training	30/07/2021	1,875.50
EF142079	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	30/07/2021	2,091.65
EF142080	17827	Nilsen (Wa) Pty Ltd	Electrical Services	30/07/2021	2,375.70
EF142081	18272	Austraclear Limited	Investment Services	30/07/2021	35.22
EF142082	19533	Woolworths Ltd	Groceries	30/07/2021	1,727.37
EF142083	19649	Telstra Network Integrity Services	Communication Services	30/07/2021	361,429.83
EF142084	19762	Australian Training Management Pty Ltd	Training Services	30/07/2021	650.00
EF142085	19776	Josh Byrne & Associates	Environmental Consultant	30/07/2021	8,184.00
EF142086	19821	Structerre Consulting	Structural Design Consultancy Services	30/07/2021	1,316.70
EF142087	20247	Da Christie Pty Ltd	Parks & Recreational Products	30/07/2021	19,681.09
EF142088	20399	Code Group	Building Surveying Services	30/07/2021	990.00
EF142089	20856	Sjr Civil Consulting Pty Ltd	Consultancy Services - Road Design	30/07/2021	1,584.00
EF142090	20864	Paragon Corporate Training	Training/ Instruction	30/07/2021	847.50
EF142091	21127	Joanna Ayckbourn (Voices In Sinc)	Instruction - Singing	30/07/2021	300.00
EF142092	21294	Cat Haven	Animal Services	30/07/2021	2,079.00
EF142093	21529	Brand Success	Promotional Products	30/07/2021	386.10
EF142094	21627	Manheim Pty Ltd	Impounded Vehicles	30/07/2021	1,243.00
EF142095	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	30/07/2021	8,982.42
EF142096	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	30/07/2021	464.00
EF142097	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/07/2021	15,357.00
EF142098	21946	Ryan's Quality Meats	Meat Supplies	30/07/2021	855.55
EF142099	22106	Intelife Group	Services - Daip	30/07/2021	3,124.11
EF142100	22119	Bindi Bindi Dreaming Marissa Verma	Consult - Aboriginal Education/Ent	30/07/2021	2,618.00
EF142101	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	30/07/2021	2,755.03
EF142102	22553	Brownes Food Operations	Catering Supplies	30/07/2021	407.21
EF142103	22569	Sonic Health Plus Pty Ltd	Medical Services	30/07/2021	2,281.40
EF142104	22613	Vicki Royans	Artistic Services	30/07/2021	450.00
EF142105	22619	Ksc Training	Training Services	30/07/2021	342.00
EF142106	22639	Shatish Chauhan	Training Services - Yoga	30/07/2021	1,580.00
EF142107	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	30/07/2021	3,401.16
EF142108	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	30/07/2021	141,062.48
EF142109	22749	People Solutions Australasia Pty Ltd	Consultancy Services - Hr	30/07/2021	935.00
EF142110	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	30/07/2021	54,710.06
EF142111	22854	Lgiswa	Insurance Premiums	30/07/2021	1,237,626.34
EF142112	22903	Unique International Recoveries Llc	Debt Collectors	30/07/2021	473.60
EF142113	23253	Kott Gunning Lawyers	Legal Services	30/07/2021	1,357.40
EF142114	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	30/07/2021	1,095.33
EF142115	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/07/2021	493.40
EF142116	23549	West Oz Wildlife	Amusement Park Entry Fees	30/07/2021	764.50
EF142117	23550	Henricks Consulting Pty Ltd	Consultancy Services - Human Resources	30/07/2021	1,430.00

EF142118	23579	Daimler Trucks Perth	Purchase Of New Truck	30/07/2021	124.04
EF142119	24130	Western Australian Birds Of Prey	Entertainment	30/07/2021	450.00
EF142120	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	30/07/2021	5,696.97
EF142121	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	30/07/2021	91.76
EF142122	24506	Amaranti's Personal Training	Personal Training Services	30/07/2021	525.00
EF142123	24655	Automasters Spearwood	Vehicle Servicing	30/07/2021	1,395.00
EF142124	24736	Zenien	Cctv Camera Licences	30/07/2021	924.00
EF142125	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	30/07/2021	214.50
EF142126	24816	Consolidated Training Services	Training Services	30/07/2021	2,960.00
EF142127	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	30/07/2021	3,739.89
EF142128	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	30/07/2021	1,023.00
EF142129	24974	Scott Print	Printing Services	30/07/2021	595.10
EF142130	24978	Ambius	Plants Supplies	30/07/2021	585.48
EF142131	25063	Superior Pak Pty Ltd	Vehicle Maintenance	30/07/2021	998.25
EF142132	25121	Imagesource Digital Solutions	Billboards	30/07/2021	3,647.60
EF142133	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	30/07/2021	16,905.45
EF142134	25333	Intelligenz Solutions	Computer Software	30/07/2021	4,916.36
EF142135	25418	Cs Legal	Legal Services	30/07/2021	1,204.12
EF142136	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	30/07/2021	600.00
EF142137	25733	Miracle Recreation Equipment	Playground Installation / Repairs	30/07/2021	748.00
EF142138	25795	Fremantle Prison (Department Of Planning, Lands & Heritage)	Transfer Of Land - Lot 2718 Benedick Rd	30/07/2021	445.00
EF142139	25940	Leaf Bean Machine	Coffee Bean Supply	30/07/2021	440.00
EF142140	25962	All Lines	Linemarking Services	30/07/2021	1,650.00
EF142141	26211	Amcom Pty Ltd	Internet/Data Services	30/07/2021	3,904.68
EF142142	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	30/07/2021	900.00
EF142143	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/07/2021	187,128.96
EF142144	26310	Local Geotechnics	Consultancy Services	30/07/2021	5,280.00
EF142145	26314	Cpe Group	Temporary Employment Services	30/07/2021	2,081.96
EF142146	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	30/07/2021	687.30
EF142147	26470	Scp Conservation	Fencing Services	30/07/2021	18,337.00
EF142148	26486	Bibra Lake Fabricators Pty Ltd	Fabrication Services	30/07/2021	3,300.00
EF142149	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/07/2021	1,193.21
EF142150	26574	Eva Bellydance	Entertainment - Belly Dancing	30/07/2021	300.00
EF142151	26606	Enviro Infrastructure Pty Ltd	Construction & Fabrication	30/07/2021	162,851.74
EF142152	26614	Marketforce Pty Ltd	Advertising	30/07/2021	2,431.13
EF142153	26625	Andover Detailers	Car Detailing Services	30/07/2021	1,445.00
EF142154	26628	The Escapehunt Experience (Perth)	Team Building Activities	30/07/2021	960.00
EF142155	26656	Environmental Health Australia (Western Australia) Inc.	Membership, Conferences And Training Fo	30/07/2021	2,170.00
EF142156	26728	Progressing Priority Projects	Consultancy - Community Services	30/07/2021	7,656.00
EF142157	26735	Shane McMaster Surveys	Survey Services	30/07/2021	6,600.00
EF142158	26739	Kerb Doctor	Kerb Maintenance	30/07/2021	1,003.20
EF142159	26745	Embroidme Myaree	Embroidery	30/07/2021	369.60
EF142160	26754	Insight Call Centre Services	Call Centre Services	30/07/2021	5,039.05
EF142161	26771	Instant Products Hire	Portable Toilet Hire	30/07/2021	1,888.50

EF142162	26773	Laser Corps Combat Adventruaes	Entry Fees	30/07/2021	990.00
EF142163	26778	Robert Walters	Recruitment Services	30/07/2021	1,946.01
EF142164	26782	Soft Landing	Recycling Services	30/07/2021	3,771.10
EF142165	26800	The Goods	Retail	30/07/2021	17.97
EF142166	26846	Visability Limited	Disabilibility Services	30/07/2021	365.76
EF142167	26871	John Papas Trailers	Trailer Manufacture	30/07/2021	1,925.00
EF142168	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	30/07/2021	2,408.22
EF142169	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	30/07/2021	3,217.50
EF142170	26909	West Coast Profilers Pty Ltd	Road Planing Cold Services	30/07/2021	5,610.00
EF142171	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	30/07/2021	88.37
EF142172	26938	Majestic Plumbing	Plumbing Services	30/07/2021	12,506.16
EF142173	26987	Cti Risk Management	Security - Cash Collection	30/07/2021	502.35
EF142174	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/07/2021	172,625.48
EF142175	27011	Baileys Marine Fuel Australia	Fuel	30/07/2021	580.26
EF142176	27015	Intelli Trac	Gps Tracking	30/07/2021	2,491.50
EF142177	27023	Solargain Pv Pty Ltd	Solar Energy Provider	30/07/2021	3,729.00
EF142178	27031	Downer Edi Works Pty Ltd	Asphalt Services	30/07/2021	5,586.83
EF142179	27045	Gantner Electronics Pty Ltd	Electrical	30/07/2021	25,091.00
EF142180	27054	Vocus Pty Ltd	Telecommunications	30/07/2021	13,277.00
EF142181	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	30/07/2021	353.17
EF142182	27065	Westbooks	Books	30/07/2021	1,135.60
EF142183	27082	Kulbardi Pty Ltd	Stationery Supplies	30/07/2021	871.20
EF142184	27089	Sitech (Wa) Pty Ltd	Calibration Services	30/07/2021	126.50
EF142185	27093	Magnetic Automation Pty Ltd	Gates/Barriers	30/07/2021	1,375.00
EF142186	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	30/07/2021	709.82
EF142187	27143	Embroidme Success	Embroidery Services	30/07/2021	346.50
EF142188	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	30/07/2021	67,663.82
EF142189	27168	Nightlife Music Pty Ltd	Music Management	30/07/2021	931.06
EF142190	27177	Initial Hygiene	Hygiene	30/07/2021	11,734.39
EF142191	27189	Healthstrong Pty Ltd	Home Care	30/07/2021	660.00
EF142192	27195	Allflow Industrial	Oil Water Separators	30/07/2021	494.95
EF142193	27211	Chris Melsom	Urban Planning And Design	30/07/2021	360.00
EF142194	27241	Landscape Elements	Landscaping Services	30/07/2021	41,777.56
EF142195	27246	Veale Auto Parts	Spare Parts Mechanical	30/07/2021	1,159.10
EF142196	27275	Hospitality Total Services	Hospitality Consultants	30/07/2021	1,034.00
EF142197	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	30/07/2021	774.67
EF142198	27334	Westcare Print	Printing Services	30/07/2021	269.50
EF142199	27377	Accidental Health And Safety - Perth	First Aid Supplies	30/07/2021	259.01
EF142200	27381	Fit For Life Exercise Physiology	Exercise Classes	30/07/2021	1,470.00
EF142201	27385	Programmed Electrical Technologies	Electrical Services	30/07/2021	16,992.07
EF142202	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	30/07/2021	62.82
EF142203	27410	The Kit Bag	Ppe Clothing	30/07/2021	200.00
EF142204	27417	Native Plants Wa	Plants	30/07/2021	17,379.40
EF142205	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	30/07/2021	4,723.95

EF142206	27426	The Kart Centre Pty. Ltd	Go - Kart Hire	30/07/2021	1,650.00
EF142207	27427	Home Chef	Cooking/Food Services	30/07/2021	813.49
EF142208	27444	Veev Group Pty Ltd	Consultancy	30/07/2021	7,260.00
EF142209	27455	Site Protective Services	Cctv Parts	30/07/2021	121,869.34
EF142210	27482	Billi Australia Pty Ltd	Water Filter Taps	30/07/2021	565.40
EF142211	27491	Applied Innovation Centre Pty Ltd	Consultancy - Marketing	30/07/2021	6,880.50
EF142212	27499	Hodge Collard Preston Architects	Architects	30/07/2021	29,231.18
EF142213	27507	Facilities First Australia Pty Ltd	Cleaning Services	30/07/2021	166,298.88
EF142214	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	30/07/2021	4,060.09
EF142215	27539	Jasmin Carpentry & Maintenance	Carpentry	30/07/2021	3,542.00
EF142216	27548	Standing Fork	Catering	30/07/2021	2,257.20
EF142217	27567	Chorus Australia Limited	Health Care Services	30/07/2021	326.70
EF142218	27602	Rawlinsons (Wa)	Surveying Services	30/07/2021	12,805.82
EF142219	27622	Truegrade Medical Supplies	Medical Supplies	30/07/2021	1,957.86
EF142220	27644	Cmaktech	Ict Engineering & Consulting	30/07/2021	7,077.71
EF142221	27676	Blue Force Pty Ltd	Security Services	30/07/2021	80.00
EF142222	27695	Qtm Pty Ltd	Traffic Management	30/07/2021	4,198.72
EF142223	27720	Bj Systems	Security Services	30/07/2021	914.65
EF142224	27722	Metra Australia	Software	30/07/2021	724.52
EF142225	27741	Phoebe Klariz Domondon	Catering - Bakery Products	30/07/2021	1,500.00
EF142226	27749	Advisian	Consulting - Enginnering	30/07/2021	1,180.30
EF142227	27783	Cadgroup Australia Pty Ltd	Software	30/07/2021	19,706.50
EF142228	27794	Domus Nursery	Plant Nursery	30/07/2021	8,782.51
EF142229	27809	Ra-One Pty Ltd	Software	30/07/2021	11,220.00
EF142230	27842	Light House Laundry	Laundering	30/07/2021	407.66
EF142231	27850	Dowsing Group Pty Ltd	Concreting Services	30/07/2021	49,622.38
EF142232	27887	The Wilding Project	Sports/Exercise Classes	30/07/2021	595.00
EF142233	27893	Link Engineering Consultants Wa Pty Ltd	Mechanical Engineering	30/07/2021	968.00
EF142234	27894	Homecare Physiotherapy	Healthcare	30/07/2021	5,906.00
EF142235	27909	Fe Technologies	Rfid Equipment And Tags	30/07/2021	6,888.20
EF142236	27913	Emerge Associates	Environmental Consulting	30/07/2021	1,971.75
EF142237	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/07/2021	4,097.36
EF142238	27922	Aquatic Recreation Group Wa	Training Services	30/07/2021	1,200.00
EF142239	27923	Mental Health First Aid Australia	Training	30/07/2021	3,306.85
EF142240	27924	Puresteel Holdings Pty Ltd	Leasing Services	30/07/2021	8,250.00
EF142241	27930	Be Projects (Wa) Pty Ltd	Construction Services	30/07/2021	188,213.85
EF142242	27965	Stantec Australia Pty Ltd	Engineering Services	30/07/2021	7,715.40
EF142243	27976	Melville Toyota	Motor Cars	30/07/2021	271.85
EF142244	27982	Pep Transport	Transport	30/07/2021	95.02
EF142245	27984	Sabrina Fenwick	Excercise Classes	30/07/2021	560.00
EF142246	28003	Taylor Made Design	Graphic Design	30/07/2021	1,100.00
EF142247	28022	Grafton General Products	Home Safety Modifications	30/07/2021	246.95
EF142248	28049	Copy Magic	Printing Services	30/07/2021	850.30
EF142249	28074	Hegney Consulting Engineering	Electrical Consultancy	30/07/2021	2,079.00

EF142250	28121	Zal Kanga	Photography Services	30/07/2021	1,210.00
EF142251	28129	Rodney Dickinson	Entertainment - musician	30/07/2021	600.00
EF142252	28136	Shore Water Marine Pty Ltd	Inspection Fees	30/07/2021	8,028.90
EF142253	28154	Remplan	Economic & Demographic modelling & analysis	30/07/2021	22,550.00
EF142254	28155	Young Change Agents	Youth Education	30/07/2021	3,000.00
EF142255	28160	Behaviour Matters	Hr Services	30/07/2021	1,520.00
EF142256	28175	Three Chillies Design Pty Ltd	Design Services	30/07/2021	3,731.20
EF142257	28176	Meshed Pty Ltd	Lorawan lot Networks, lot Solutions	30/07/2021	239.80
EF142258	28182	Melville Volkswagen	Vehicles	30/07/2021	15,096.50
EF142259	28185	Rj's Bikes Pty Ltd	sales and repair of bicycles	30/07/2021	3,267.00
EF142260	28187	Zia Park Equestrian Centre	Horse Riding Lessons And Horse Trail Rid	30/07/2021	1,452.00
EF142261	28198	Filtered Pty Ltd	Event Management	30/07/2021	2,200.00



EF142262	28200	Amy Anne Price	Transcribing	30/07/2021	380.80
		<b>TOTAL OF 883 EFT PAYMENTS</b>			<b>12,660,188.55</b>
		<b>LESS: CANCELLED EFT PAYMENTS:</b>			
EF141025	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	5/07/2021	- 300.00
EF141068	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	5/07/2021	- 1,500.00
EF141812	88888	Sundry Creditor Eft	Refund	19/07/2021	- 2,875.00
EF141852	99997	Coc Grants, Donations & Refunds	Invoice 56 - Scrapbooking Class	19/07/2021	- 400.00
					<b>- 5,075.00</b>
		<b>TOTAL EFT PAYMENTS ( EXCL. CANCELLED PAYMENTS)</b>			<b>12,655,113.55</b>
		<b>ADD: BANK FEES</b>			
		BPAY BATCH FEE			14.70
		MERCHANT FEES COC			17,863.01
		MERCHANT FEES MARINA			677.32
		MERCHANT FEES ARC			3,782.56
		MERCHANT FEES VARIOUS OUT CENTRES			2,811.20
		NATIONAL BPAY CHARGE			4,497.28
		RTGS/ACLR FEE			-
		NAB TRANSACT FEE			230.43
		MERCHANDISE / OTHER FEES			12.00
					<b>29,888.50</b>
		<b>ADD: CREDIT CARD PAYMENTS</b>			<b>83,066.60</b>
		<b>ADD: PAYROLL PAYMENTS</b>			
		COC-24/06/21 Pmt 000186591633 City of Cockburn		21/07/2021	1,502,607.97
		COC-22/07/21 Pmt 000186697438 City of Cockburn		22/07/2021	748.15
		COC-20/07/21 Pmt 000187077799 City of Cockburn		29/07/2021	6,012.53
		COC-30/06/21 Pmt 000185718897 City of Cockburn		7/07/2021	1,485,594.49
		COC-08/07/21 Pmt 000185814427 City of Cockburn		8/07/2021	2,955.49
					<b>2,997,918.63</b>
		<b>TOTAL PAYMENTS MADE FOR THE MONTH</b>			<b>15,765,987.28</b>



Credit Card Transactions June 2021	
Card Holder	Amount
ADRIANNE VASILE	3,704.00
ALEXANDRA K MORTON	857.72
ALISON WATERS	1,769.80
ANDREW TOMLINSON	1,358.38
ANTON LEES	1,018.80
ASANKA VIDANAGE	643.30
BENJAMIN TANOVA	489.54
BIANCA BRENTON	162.80
CASSANDRA COOPER	310.87
CHRISTOPHER BEATON	458.60
COLLEEN MILLER	337.50
COURTNEE THOMSON	190.00
DEBORAH RIGBY	1,372.86
FIONA LOGAN	1,768.91
JAYNE MCENIRY	1,341.35
KAREN O'REILLY	1,714.00
KAROLINE JAMIESON	3,748.90
LINDA SEYMOUR	1,770.76
LINDA WALKER	1,993.25
LORENZO SANTORIELLO	644.00
LYNETTE SPEARING	343.98
MARIE LA FRENAIS	732.37
MICHAEL EMERY	303.53
MIJALCE DANILOV	152.00
MIRANDO RADJA	1,990.55
MISS JESSICA DONALD	1,899.69
MISS KAYLA MALONEY	4,846.02
MISS SARAH J WHITELEY	1,522.75
MR ANTONIO NATALE	8,379.89
MR BRETT FELLOWS	1,731.36
MR C MACMILLAN	286.00
MR CLIFFORD RYAN	1,193.85
MR CLIVE J CROCKER	1,976.05
MR DANIEL ARNDT	1,394.04
MR DONALD M GREEN	578.00
MR GLEN WILLIAMSON	1,358.99
MR JOHN WEST	117.73
MR LYALL DAVIESON	1,900.69
MR NELSON MAURICIO	72.84
MR NICHOLAS JONES	3,184.37
MR S ATHERTON	121.82
MRS GLORIA ASKANDER	1,029.85
MRS KIM HUNTER	1,873.81
MRS S SEYMOUR-EYLES	1,222.52
MRS SANDRA TAYLOR	1,885.50
MRS SARAH KAHLE	1,961.00
MS BARBARA FREEMAN	1,955.83
MS CAROLINE LINDSAY	1,847.70
MS CLARE COURTAULD	792.63
MS DONNA JORDAN	439.43
MS GAIL M BOWMAN	40.40
MS JILL ZUMACH	1,530.00
MS MICHELLE CHAMPION	807.38
MS SAMANTHA BARON	1,461.39
MS SAMANTHA STANDISH	29.52
MS SANDRA EDGAR	1,010.76
MS SIMONE SIEBER	2,284.39
PAUL DANIEL NORLIN	647.88
SANDRA SWANN	1,945.04
STEVEN JOHN ELLIOT	470.65
STUART DOWNING	89.06
<b>Total</b>	<b>83,066.60</b>

**14.2 (2021/MINUTE NO 0150) Monthly Financial Report - July 2021****Author(s)** N Mauricio**Attachments** 1. Monthly Financial Report - July 2021 [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of July 2021, as attached to the Agenda; and
- (2) AMENDS the FY22 Municipal Budget as detailed in the Monthly Financial Report for July 2021 and summarised below:

Nature	Amount \$	Budget Surplus Impact
Operating Revenue	(349,044)	Decrease
Operating Expenses	(600,217)	Increase
Capital Expenses	50,000	Increase
Transfers from Reserve	425,000	Increase
Transfers to Reserve	657,251	Decrease
<b>Net Budget Surplus impact</b>	<b>182,990</b>	<b>Increase</b>

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

MOVED Cr M Separovich SECONDED Cr C Stone

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0****Background**

*Local Government (Financial Management) Regulations 1996* prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

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

1. Details of the composition of the closing net current assets (less restricted and committed assets);
2. Explanation for each material variance identified between YTD budgets and actuals; and



3. Any other supporting information considered relevant by the Local Government.

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

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

*Local Government (Financial Management) Regulations 1996 - Regulation 34 (5)* states “Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.”

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting. Council adopted to continue with a materiality threshold of \$300,000 for the 2021-22 financial year at the August 2021 Ordinary Council Meeting.

This is applied based on relevance to capital works programs, significant projects, and distinct service areas. Remedial action is sometimes required to address budget variances, including budget cash flow timing adjustments or budget amendments (either submitted to Council each month via this standing agenda item or included in the City’s mid-year budget review as legislated).

## Submission

N/A

## Report

The attached Monthly Financial Report for July 2021 has been prepared in accordance with the Local Government Act and Financial Management Regulations. The following commentary addresses key results contained within the report and the City’s budgetary performance to the end of the month.

### Opening Surplus

The budgeted opening surplus is showing a value of \$0, as adopted by Council. This reflected a conservative budgeting approach due to uncertainty surrounding the COVID pandemic and associated lockdowns. The opening surplus brought forward and reported in the July report is \$10.37 million, which includes Municipal funding for the City’s carry forwards of \$8.34 million.



The opening surplus budget will be adjusted with the adoption of the carry forwards in a separate agenda item at this meeting. Any uncommitted surplus amount (post end of financial year audit) will be reported later to Council with the necessary adjustment to the budget.

### Closing Surplus

The City's closing surplus to the end of July was \$122.77 million versus a YTD budget of \$107.71 million. This reflects the annual rates revenue accounted for on an accrual basis, as well as the unbudgeted opening surplus of \$10.37 million. The budget is showing a closing end of year surplus of \$0.16 million, unchanged from that adopted in the Municipal Budget.

### Operating Revenue

Operating revenue of \$118.36 million for July was \$1.13 million ahead of the YTD year budget. The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual (b) \$	Variance (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Rates	112,170,000	110,970,000	111,250,670	280,670
Specified Area Rates	555,000	490,000	573,564	83,564
Fees and Charges	30,187,348	4,625,840	5,329,798	703,958
Operating Grants, Subsidies, Contributions	15,436,639	1,054,740	926,303	(128,438)
Interest Earnings	1,610,000	116,667	145,100	28,433
Profit/(Loss) on Asset Disposals	280,924	(32,423)	131,091	163,514
<b>Total</b>	<b>160,239,911</b>	<b>117,224,824</b>	<b>118,356,525</b>	<b>1,131,701</b>

Material variances identified in the City's operating revenue were identified as follows:

- Fees and Charges (\$0.70 million over YTD budget)
  - Revenue from the City's landfill site at Henderson was \$0.35 million ahead of the YTD budget target.



Operating Expenditure

Operating expenditure to 31 July of \$9.47 million was under YTD budget by \$2.0 million. The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual (b) \$	Var. \$ (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Employee Costs	(64,100,953)	(3,173,090)	(2,720,281)	452,809
Materials and Contracts	(38,150,621)	(3,004,380)	(1,246,244)	1,758,136
Utility Charges	(5,977,826)	(511,601)	(376,997)	134,604
Depreciation on Non-Current Assets	(36,429,117)	(3,046,793)	(3,045,053)	1,740
Interest Expenses	(542,341)	(237)	0	237
Insurance Expenses	(1,910,200)	(1,195,200)	(1,144,503)	50,697
Other Expenditure	(9,902,212)	(539,232)	(932,517)	(393,285)
<b>Total</b>	<b>(157,013,270)</b>	<b>(11,470,533)</b>	<b>(9,465,595)</b>	<b>2,004,938</b>

Material variances identified in the City's operating expenditure were identified as follows:

- Employee Costs (\$0.45 million under YTD budget)
  - There was no service area showing a material variance.
- Materials and Contracts (\$1.76 million under full year budget):
  - Environment, Parks & Landscapes was \$0.53 million under YTD budget
- Other Expenditure (\$0.39 million over YTD budget)
  - The waste landfill levy was \$0.34 million over YTD budget (extra landfill tonnages).



Capital Expenditure

Council adopted a capital expenditure budget of \$36.19 million, now increased to \$36.91 following amendments adopted at the August Council meeting. This will further increase to \$95.11 million with the addition of the carry forwards.

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Buildings	8,213,306	583,500	93,292	(490,208)
Furniture and equipment	92,000	0	0	0
Plant and equipment	4,550,400	147,000	240,296	93,296
Information technology	960,000	225,000	63,781	(161,219)
Infrastructure - roads	13,892,122	568,358	1,787,119	1,218,761
Infrastructure - drainage	1,489,600	73,333	24,480	(48,853)
Infrastructure - footpath	1,737,252	16,400	33,202	16,802
Infrastructure - parks hard	3,357,500	80,000	74,348	(5,652)
Infrastructure - landscaping	1,570,000	66,667	32,794	(33,873)
Infrastructure - landfill site	180,000	0	5,530	5,530
Infrastructure - marina	151,000	7,500	825	(6,675)
Infrastructure - coastal	718,000	0	0	0
<b>Total</b>	<b>36,911,180</b>	<b>1,767,758</b>	<b>2,355,667</b>	<b>587,909</b>

The material variance in Roads Infrastructure is due to the carry forwards budget not yet rolled over for Jandakot Road construction that is underway. This will be rectified with the adoption of the carry forwards program included as a separate item in this agenda.

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is \$12.85 million, with only \$0.14 million accounted for at this early stage of the year.

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing total reserves held of \$169.59 million (down from last year's unaudited closing balance of \$171.49 million).

Transfers into reserves to the end of the month totalled \$0.81 million, including \$13,517 of legislatively required interest earnings.

YTD transfers out of reserves totalled \$2.70 million, mainly related to ongoing delivery of capital projects.



### Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$204.97 million (up from \$203.13 million last month). This included financial assets (term deposits and investments) of \$198.94 million, with the balance of \$6.03 million representing cash and cash equivalent holdings.

\$175.95 million of these funds were restricted in nature, representing the City's financial reserves and the liability for bonds and deposits. The remaining \$29.02 million represented unrestricted funds for the City's operating activities and liabilities.

### Investment Performance, Ratings and Maturity

The City's term deposit investment portfolio yield continued to fall with this month's annualised result of 0.57 percent (down from 0.59% last month and 0.62% the month before that).

New investments for the month were placed at a rate of 0.50 percent. The yield for July was just below the City's performance target rate of 0.60 percent (RBA cash rate of 0.10% plus 0.50% performance margin).

Interest earned from investments for the month was \$96k, on track against the full year budget of \$1.0 million. The City also has a cash management account paying interest at a rate of 0.40% on "at call" funds up to \$10 million.

Current investments held are compliant with Council's Investment Policy, other than those made under previous policy and statutory provisions. This includes Australian reverse mortgage funds with a face value of \$2.517 million and book value of \$0.942 million (net of a \$1.575 million impairment provision), which continue paying interest and returning capital (\$0.48 million returned to date of the original \$3.0 million).

The City's financial planning caters for a low interest rate environment over the next two years, with limited capacity to generate enhanced investment returns. Whilst legislation currently allows the City to invest in term deposits and Government issued bonds for terms up to three years, the flat bond yield curve over that period does not currently offer a strong enough incentive for longer dated investments.

The City's investment portfolio average duration at the end of the month was 95 days (down from 113 days last month). This is reflective of the current investment strategy to secure the best rate over the shortest term, taking advantage of compounding benefits.



The City has 41.4% of its term deposit investments held with A1 rated banks and the balance with A2 banks, as classified by Standard and Poor’s short-term risk ratings categories:



Compliant   
 City of Cockburn  
 31 Jul 2021

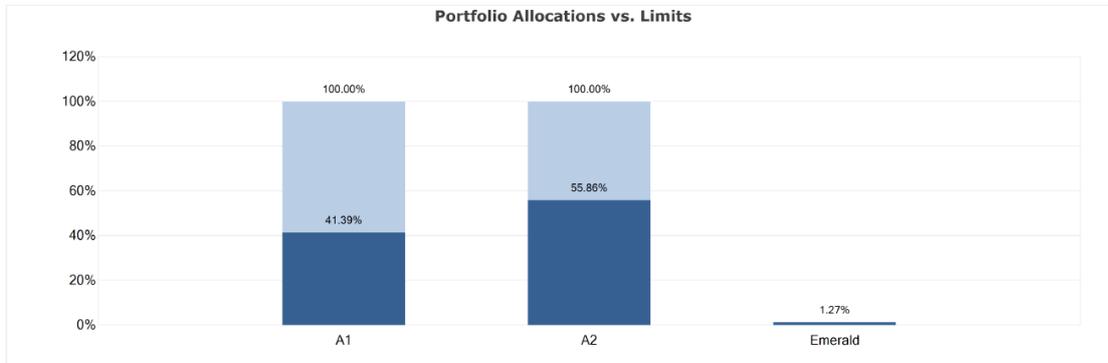


Figure 1: Portfolio allocations compared to Investment Policy limits

The maturity profile and ADI exposures of the City’s investments are graphically depicted below:

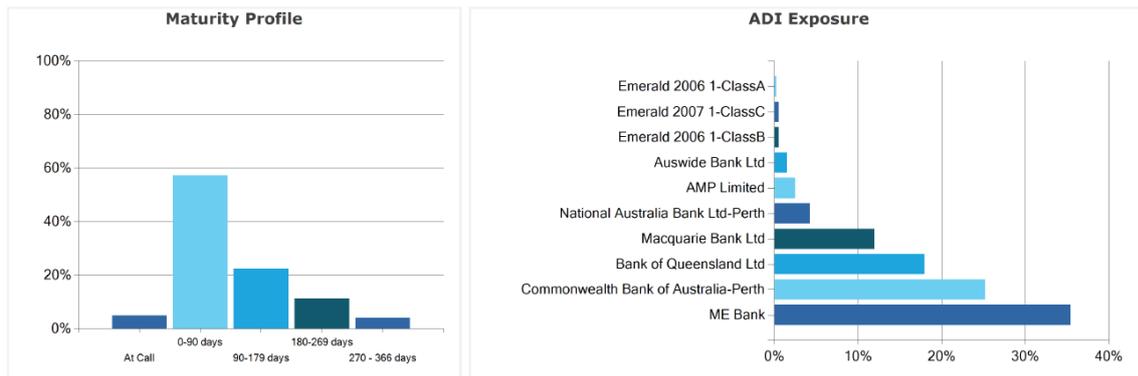


Figure 2: Council Investment Maturity Profile and ADI Exposure

Investment in Fossil Fuel Free Banks

At month end, the City held 38% or \$76.52 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (up from 32% and \$64.02 million last month). The amount invested with fossil fuel free banks fluctuates month to month, due to the attractiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

Rates Debt Recovery

The collectible rates and charges for 2021-22 (comprising arrears, annual levies and part year rating) totals \$136.11 million. At the end of July, the City had \$123.86 million (91.0%) of this balance outstanding (excluding rates paid in advance).

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 103 properties owing a total of \$0.78 million. (118 properties last month owing \$0.69 million). Formal debt recovery activities commence where ratepayers have not committed to instalment or other payment arrangements or sought relief under the City's Financial Hardship Policy.

### Trade & Sundry Debtors

The City had \$2.53 million in outstanding debtors at the end of July. Debtors overdue by more than 90 days made up \$304,325 (12%) of this balance, with the most significant debt included of \$132,512 having since been paid. This also includes some debtors on payment arrangements (e.g. naval base tenants).

### Budget Amendments - 2021-22 Budget Year

There are several budget amendments proposed to the 2021-22 Council adopted budget as outlined below:

- Switching the Local Roads & Community Infrastructure (LRCI) phase 2 funding of \$3,723,182 from the LED smart street lighting project to the Jandakot Rd (Berrigan Dv to Solomon Rd) construction project.
  - Roads & Drainage Reserve funding of \$3,723,182 is also switched between the two projects, ensuring cost and funding neutrality.
  - LED smart street lighting project was adopted and funded by Council at its June meeting.
  - LRCI funding conditions require funds to be expended by 31 December 2021 and only able to request extension under exceptional circumstances.
  - Western Power have indicated the project will not be ready for delivery until March 2022.
  - Discussions with WALGA, Main Roads and Western Power have provided sufficient clarity to support this funding strategy change.
  - Reduces risk of the City losing the LRCI funding, with Jandakot Rd on track for completion by 31 December.
  - LRCI funding requirement for additionality to the City's 2021-22 capital program maintained with the LED smart street lighting project still progressing.
- Reduction in Home Care Packages grant funding of \$666,212 (offset by reduction in expenses and reserve transfers).
- Unspent NDIS funding of \$25,000 (held in reserves) to be spent.
- Net increase of \$153,980 in the recovery of administration costs from DCA contributions (increasing budget surplus).
- Reallocation of \$40,000 from the capital budget to the operating budget relating to mobile phone replacements that are not deemed capital items under the LG regulations.
- Release of \$100,000 previously quarantined funds for detailed design of lighting and car parking at Santich Park (from Community Infrastructure Reserve).



- Establish a \$132,000 budget for electricity and water costs at the Cockburn Wetlands Precinct, which will be reimbursed by the three community group lessees (cost neutral).
- WALGA Urban Canopy Grant received for \$18,723 to deliver project.
- Lease revenue of \$32,010 from DFES for 6 months use of Success Fire Station (increasing budget surplus).
- Volunteer Week event recurrent project budget for \$3,000 missed in annual budget (reducing budget surplus).
- Funding of \$110,000 to cover salary and other oncosts for a Community Engagement Officer – Capital Projects (initially funded from an identified surplus in the Operations Centre Stage 2 Development capital budget).
  - A costing mechanism will be established to allocate community engagement costs to respective capital projects, with future budget allocations to properly factor in these costs.
- Land acquisition cost of \$300,000 to allow future slip road construction between Warton & Jandakot Roads, with future blackspot application to be submitted in 22/23 (funded from Roads & Drainage Reserve).
- Budget \$24,760 operating expenditure funded from new grant “Strengthening a Fairy Tern nesting site at Woodman Point”.
- Budget \$53,667 operating expenditure funded from new Coastwest grant “Stabilisation of CY O’Connor erosion hotspot, Rollinson Road dunes”.

The following table summarises these budget changes by classification (as detailed under note 8 of the attached Monthly Financial Report):

<b>Classification</b>	<b>Amount</b>	<b>Budget Impact</b>
Operating Revenue	(349,044)	Decrease
Operating Expenses	(600,217)	Increase
Payments for property, plant & equipment, and infrastructure	50,000	Increase
Transfers from Reserve	425,000	Increase
Transfers to Reserve	657,251	Decrease
<b>Net Budget Surplus impact</b>	<b>182,990</b>	<b>Increase</b>

#### Elected Member Budget Contingency

The 2021-22 Municipal Budget does not currently include a contingency provision. Should the (audited) end of financial year closing surplus allow, Council can consider making a contingency provision at that time. For the 2020-21 financial year, \$194k of the original \$500k contingency budget remained uncommitted. This amount is absorbed into the closing surplus position.



**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

The City's budgeted surplus for 2021-22 of \$160,114 increases by \$182,990 to \$343,104 if the budget amendments proposed in this report are adopted.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Council's adopted budget for revenue, expenditure and the closing financial position could factually misrepresent actual financial outcomes if the recommended budget amendments are not adopted.

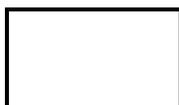
Further, some services and projects could be disrupted if budgetary requirements are not appropriately addressed.

**Advice to Proponents/Submitters**

N/A

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

Nil



**CITY OF COCKBURN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 July 2021**

LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

**TABLE OF CONTENTS**

Monthly Summary Information	2
Statement of Financial Activity by Nature or Type	4
Statement of Financial Activity by Business Unit	6
Basis of Preparation	7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Disposal of Assets	10
Note 4 Capital Acquisitions	11
Note 5 Borrowings	12
Note 6 Cash Reserves	13
Note 7 Other Current Liabilities	15
Note 9 Budget Amendments	16
Note 10 Explanation of Material Variances	17



MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2021

SUMMARY INFORMATION

Funding surplus / (deficit) Components				
<b>Funding surplus / (deficit)</b>				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.00 M	\$0.00 M	\$10.37 M	\$10.37 M
Closing	\$0.16 M	\$107.71 M	\$122.77 M	\$15.05 M
Refer to Statement of Financial Activity				
<b>Cash and financial assets</b>				
	\$204.97 M	% of total		
Unrestricted Cash	\$29.02 M	14.2%		
Restricted Cash	\$175.95 M	85.8%		
Refer to Note 2 - Cash and Financial Assets				
<b>Key Operating Activities</b>				
<b>Amount attributable to operating activities</b>				
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
\$40.82 M	\$108.76 M	\$112.59 M	\$3.83 M	
Refer to Statement of Financial Activity				
		<b>Employee Cost</b>		
		YTD Actual	(\$2.72 M)	% Variance
		YTD Budget	(\$3.17 M)	(14.3%)
Refer to Statement of Financial Activity				
<b>Rates Revenue</b>		<b>Fees and Charges</b>		
YTD Actual	\$111.82 M	% Variance	YTD Actual	\$5.33 M
YTD Budget	\$111.46 M	0.0%	YTD Budget	\$4.63 M
Refer to Statement of Financial Activity		Refer to Statement of Financial Activity		
		<b>Materials &amp; Contracts</b>		
		YTD Actual	(\$1.25 M)	% Variance
		YTD Budget	(\$3.00 M)	(58.5%)
Refer to Statement of Financial Activity				
<b>Key Investing Activities</b>				
<b>Amount attributable to investing activities</b>				
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$22.91 M)	(\$1.34 M)	(\$2.09 M)	(\$0.75 M)	
Refer to Statement of Financial Activity				
<b>Proceeds on sale</b>		<b>Asset Acquisition</b>		<b>Capital Grants</b>
YTD Actual	\$0.13 M	%	YTD Actual	\$2.36 M
Amended Budget	\$1.15 M	11.4%	Amended Budget	\$36.91 M
Refer to Note 3 - Disposal of Assets		Refer to Note 4 - Capital Acquisition		Refer to Note 4 - Capital Acquisition
				YTD Actual
				(\$0.14 M)
				% Received
				1.1%
Refer to Note 4 - Capital Acquisition				
<b>Key Financing Activities</b>				
<b>Amount attributable to financing activities</b>				
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$17.75 M)	\$0.29 M	\$1.89 M	\$1.60 M	
Refer to Statement of Financial Activity				
<b>Borrowings</b>		<b>Reserves</b>		
Principal repayments	\$0.00 M	Reserves balance	\$169.59 M	
Interest expense	\$0.00 M	Interest earned	\$0.01 M	
Principal due	\$15.43 M	Refer to Note 6 - Cash Reserves		
Refer to Note 5 - Borrowings				

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2021**

**SUMMARY INFORMATION - GRAPHS**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	0	0	10,370,118	10,370,118	0.00%	
<b>Revenue from operating activities</b>							
Rates		112,170,000	110,970,000	111,250,668	280,668	0.25%	
Specified area rates		555,000	490,000	573,564	83,564	17.05%	
Operating grants, subsidies and contributions		15,436,639	1,054,740	926,303	(128,437)	(12.18%)	
Fees and charges		30,187,348	4,625,840	5,329,798	703,958	15.22%	▲
Interest earnings		1,610,000	116,668	145,100	28,432	24.37%	
Profit/(loss) on disposal of assets		280,924	(32,423)	131,091	163,514	(504.31%)	
		<b>160,239,911</b>	<b>117,224,825</b>	<b>118,356,524</b>	1,131,699		
<b>Expenditure from operating activities</b>							
Employee costs		(64,100,953)	(3,173,090)	(2,720,281)	452,809	14.27%	▲
Materials and contracts		(38,150,621)	(3,004,380)	(1,246,244)	1,758,136	58.52%	▲
Utility charges		(5,977,826)	(511,601)	(376,997)	134,604	26.31%	
Depreciation on non-current assets		(36,429,117)	(3,046,793)	(3,045,053)	1,740	0.06%	
Interest expenses		(542,341)	(237)	0	237	100.00%	
Insurance expenses		(1,910,200)	(1,195,200)	(1,144,503)	50,697	4.24%	
Other expenditure		(9,902,212)	(539,232)	(932,517)	(393,285)	(72.93%)	▼
		<b>(157,013,270)</b>	<b>(11,470,533)</b>	<b>(9,465,595)</b>	2,004,938		
Non-cash amounts excluded from operating activities							
	1(a)	37,595,813	3,006,793	3,698,462	691,669	23.00%	▲
<b>Amount attributable to operating activities</b>		<b>40,822,454</b>	<b>108,761,085</b>	<b>112,589,391</b>	3,828,306		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions		12,850,704	390,356	139,016	(251,340)	(64.39%)	
Proceeds from disposal of assets	3	1,150,000	40,000	131,091	91,091	227.73%	
Payments for property, plant and equipment and infrastructure	4	(36,911,180)	(1,767,758)	(2,355,667)	(587,909)	(33.26%)	▼
<b>Amount attributable to investing activities</b>		<b>(22,910,476)</b>	<b>(1,337,402)</b>	<b>(2,085,560)</b>	(748,158)		
<b>Financing Activities</b>							
Transfer from reserves	6	18,841,077	900,828	2,705,076	1,804,249	200.29%	▲
Repayment of debentures	5	(4,020,624)	0	0	0	0.00%	
Transfer to reserves	6	(32,572,322)	(609,952)	(811,301)	(201,349)	(33.01%)	
<b>Amount attributable to financing activities</b>		<b>(17,751,869)</b>	<b>290,876</b>	<b>1,893,775</b>	1,602,899		
Closing funding surplus / (deficit)	1(c)	160,114	107,714,560	122,767,725	15,053,166		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 9 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2021**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Excess of assets received over the net book value for assets on their disposal.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Shortfall between the value of assets received over the net book value for assets on their disposal.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

## STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	0	0	10,370,118	10,370,118	0.00%	
<b>Revenue from operating activities</b>							
Governance, Risk & Compliance		800	67	345	278	414.93%	
Finance		119,328,300	111,584,396	112,011,282	426,886	0.38%	▲
Information & Technology		1,500	125	0	(125)	(100.00%)	
Library & Cultural Services		153,050	4,088	8,363	4,275	104.57%	
Recreation Infrastructure & Services		12,990,658	893,327	992,937	99,610	11.15%	
Community Development & Services		9,168,202	913,255	897,436	(15,819)	(1.73%)	
Community Safety & Ranger Services		1,003,040	111,903	54,371	(57,532)	(51.41%)	
Development Assessment & Compliance		3,333,833	756,022	907,919	151,897	20.09%	
Planning		22,200	1,267	818	(449)	(35.44%)	
Sustainability & Environment		880,179	73,022	775	(72,247)	(98.94%)	
Operations & Maintenance		10,236,130	2,626,936	3,259,079	632,143	24.06%	▲
Projects		80,000	0	0	0	0.00%	
Property & Assets		2,744,420	235,618	209,256	(26,362)	(11.19%)	
Customer Experience		600	50	0	(50)	(100.00%)	
Human Resources		297,000	24,750	13,945	(10,805)	(43.66%)	
		<b>160,239,912</b>	<b>117,224,826</b>	<b>118,356,526</b>	<b>1,131,700</b>		
<b>Expenditure from operating activities</b>							
Executive Support		(3,266,280)	(158,320)	(149,842)	8,478	5.35%	
Civic Services		(2,151,985)	(192,480)	(138,826)	53,654	27.88%	
Corporate Strategy		(304,887)	(13,046)	(17,078)	(4,032)	(30.91%)	
Governance, Risk & Compliance		(572,053)	(48,422)	(71,399)	(22,977)	(47.45%)	
Finance		(5,929,035)	(1,359,960)	(1,494,066)	(134,106)	(9.86%)	
Information & Technology		(7,667,534)	(564,517)	(349,868)	214,649	38.02%	
Procurement		(857,135)	(45,633)	(41,353)	4,280	9.38%	
Library & Cultural Services		(5,579,430)	(315,492)	(205,628)	109,864	34.82%	
Recreation Infrastructure & Services		(15,609,839)	(1,015,766)	(765,740)	250,026	24.61%	
Community Development & Services		(10,986,947)	(674,820)	(408,390)	266,430	39.48%	
Community Safety & Ranger Services		(5,811,210)	(376,201)	(243,968)	132,233	35.15%	
Development Assessment & Compliance		(5,989,447)	(297,965)	(229,025)	68,940	23.14%	
Planning		(2,251,104)	(111,630)	(95,265)	16,365	14.66%	
Sustainability & Environment		(2,424,220)	(148,319)	(226,871)	(78,552)	(52.96%)	
Operations & Maintenance		(66,624,249)	(4,870,233)	(4,121,442)	748,791	15.37%	▲
Projects		(3,286,817)	(199,397)	(158,258)	41,139	20.63%	
Property & Assets		(11,485,870)	(875,520)	(550,767)	324,753	37.09%	▲
Stakeholder Management		(324,411)	(17,287)	(8,059)	9,228	53.38%	
Communications & Marketing		(1,536,363)	(88,441)	(60,787)	27,654	31.27%	
Customer Experience		(1,261,427)	(71,308)	(36,176)	35,132	49.27%	
Business & Economic Development		(296,799)	(22,831)	0	22,831	100.00%	
Grants & Research		(1,639,589)	(9,338)	(30,437)	(21,099)	(225.95%)	
Human Resources		(2,249,874)	(100,731)	(158,503)	(57,772)	(57.35%)	
Workplace Health & Safety		(327,922)	(25,224)	(228)	24,996	99.10%	
Transformation, Culture & Innovation		(251,532)	(19,069)	(3,222)	15,847	83.10%	
Internal Recharging		1,672,688	151,415	99,601	(51,814)	34.22%	
		<b>(157,013,271)</b>	<b>(11,470,535)</b>	<b>(9,465,597)</b>	<b>2,004,938</b>		
Non-cash amounts excluded from operating activities	1(a)	37,595,813	3,006,793	3,698,462	691,669	23.00%	▲
<b>Amount attributable to operating activities</b>		<b>40,822,454</b>	<b>108,761,084</b>	<b>112,589,391</b>	<b>3,828,307</b>		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions		12,850,704	390,356	139,016	(251,340)	(64.39%)	
Proceeds from disposal of assets	3	1,150,000	40,000	131,091	91,091	227.73%	
Payments for property, plant and equipment and infrastructure	4	(36,911,180)	(1,767,758)	(2,355,667)	(587,909)	(33.26%)	▼
<b>Amount attributable to investing activities</b>		<b>(22,910,476)</b>	<b>(1,337,402)</b>	<b>(2,085,560)</b>	<b>(748,158)</b>		
<b>Financing Activities</b>							
Transfer from reserves	6	18,841,077	900,828	2,705,076	1,804,249	200.29%	▲
Repayment of debentures	5	(4,020,624)	0	0	0	0.00%	
Transfer to reserves	6	(32,572,322)	(609,952)	(811,301)	(201,349)	(33.01%)	
<b>Amount attributable to financing activities</b>		<b>(17,751,869)</b>	<b>290,876</b>	<b>1,893,775</b>	<b>1,602,899</b>		
Closing funding surplus / (deficit)	1(c)	160,114	107,714,560	122,767,725			

## KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 9 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$300,000 or 0.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2021**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 July 2021

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: (Profit)/loss on asset disposals	3	(280,924)	(40,000)	(131,091)
Less: Movement in liabilities associated with restricted cash		1,447,620	0	806,293
Less: Movement in leased liabilities			0	0
Movement in pensioner deferred rates (non-current)		0	0	35,382
Movement in employee benefit provisions (non-current)		0	0	(57,175)
Add: Depreciation on assets		36,429,117	3,046,793	3,045,053
<b>Total non-cash items excluded from operating activities</b>		<b>37,595,813</b>	<b>3,006,793</b>	<b>3,698,462</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 31 July 2020	Year to Date 31 July 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	6	(171,488,554)	(152,903,107)	(169,594,779)
Less: Bonds & deposits		(5,720,406)	(4,024,785)	(6,358,043)
Add: Borrowings	5	4,020,624	865,017	4,020,624
Add: Lease liabilities		9,295	0	9,295
Add: Financial assets at amortised cost - non-current	2	941,521	951,228	941,521
<b>Total adjustments to net current assets</b>		<b>(172,237,520)</b>	<b>(155,111,647)</b>	<b>(170,981,382)</b>
Cash and cash equivalents	2	4,606,858	14,170,342	6,029,448
Financial assets at amortised cost	2	197,500,000	152,400,000	198,000,000
Rates receivables		2,153,253	2,711,929	105,268,901
Receivables		4,607,974	6,237,743	22,022,162
Other current assets		5,689,281	299,679	5,314,478
Payables		(12,346,786)	(4,814,307)	(23,301,098)
Borrowings	5	(4,020,624)	(865,017)	(4,020,624)
Contract liabilities	7	(6,550,336)	(1,559,424)	(6,550,336)
Lease liabilities		(9,295)	0	(9,295)
Provisions	7	(9,022,687)	(8,019,876)	(9,004,526)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(172,237,520)</b>	<b>(155,111,647)</b>	<b>(170,981,382)</b>
<b>Closing funding surplus / (deficit)</b>		<b>10,370,118</b>	<b>5,449,422</b>	<b>122,767,725</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Cash at bank	Cash and cash equivalents	6,001,790	0	6,001,790		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	27,658	0	27,658		
Term deposits - current	Financial assets at amortised cost	0	36,000,000	36,000,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	24,000,000	24,000,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	12,500,000	58,500,000	71,000,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	0	8,500,000	8,500,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000		AMP
Term deposits - current	Financial assets at amortised cost	9,547,178	40,952,822	50,500,000		COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000		AUSWIDE BANK
Other investment - non current	Financial assets at amortised cost	941,521	0	941,521		BARCLAYS BANK
<b>Total</b>		<b>29,018,147</b>	<b>175,952,822</b>	<b>204,970,969</b>	<b>0</b>	
<b>Comprising</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Cash</b>	<b>Trust</b>	
		\$	\$	\$	\$	
Cash and cash equivalents		6,029,448	0	6,029,448	0	
Financial assets at amortised cost		22,988,699	175,952,822	198,941,521	0	
		<b>29,018,147</b>	<b>175,952,822</b>	<b>204,970,969</b>	<b>0</b>	

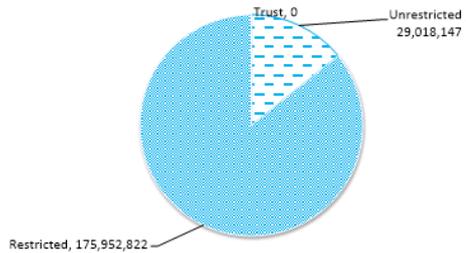
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

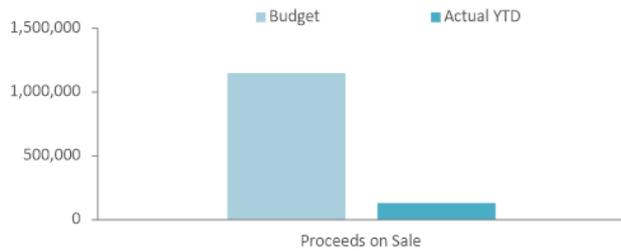
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES  
NOTE 3  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment	869,076	1,150,000	280,924	0	0	131,091	131,091	0
		<b>869,076</b>	<b>1,150,000</b>	<b>280,924</b>	<b>0</b>	<b>0</b>	<b>131,091</b>	<b>131,091</b>	<b>0</b>



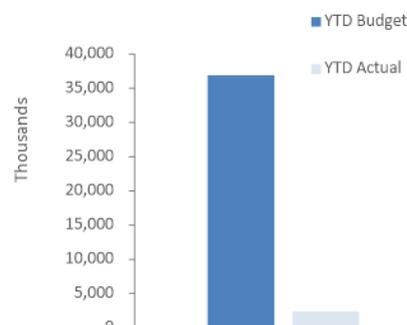
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021**

**INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	8,213,306	583,500	93,292	(490,208)
Furniture and equipment	92,000	0	0	0
Plant and equipment	4,550,400	147,000	240,296	93,296
Information technology	960,000	225,000	63,781	(161,219)
Infrastructure - roads	13,892,122	568,358	1,787,119	1,218,761
Infrastructure - drainage	1,489,600	73,333	24,480	(48,853)
Infrastructure - footpath	1,737,252	16,400	33,202	16,802
Infrastructure - parks hard	3,357,500	80,000	74,348	(5,652)
Infrastructure - parks landscaping	1,570,000	66,667	32,794	(33,873)
Infrastructure - landfill site	180,000	0	5,530	5,530
Infrastructure - marina	151,000	7,500	825	(6,675)
Infrastructure - coastal	718,000	0	0	0
<b>Payments for Capital Acquisitions</b>	<b>36,911,180</b>	<b>1,767,758</b>	<b>2,355,667</b>	<b>587,909</b>
<b>Total Capital Acquisitions</b>	<b>36,911,180</b>	<b>1,767,758</b>	<b>2,355,667</b>	<b>587,909</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	(12,635,704)	(390,356)	(139,016)	251,340
Other (disposals & C/Fwd)	(1,150,000)	(40,000)	(131,091)	(91,091)
Cash backed reserves				
Plant & Vehicle Replacement	(3,642,400)	(89,000)	(25,298)	63,702
Information Technology	0	0	(7,141)	(7,141)
Major Building Refurbishment	0	0	(1,717)	(1,717)
Waste & Recycling	(560,000)	0	(6,025)	(6,025)
Land Development and Investment Fund	(1,572,600)	0	0	0
Roads & Drainage Infrastructure	(2,977,896)	(143,889)	(789,620)	(645,731)
Community Infrastructure	(522,982)	(43,582)	(582)	43,000
Greenhouse Action Fund	(350,000)	0	0	0
Port Coogee Special Maintenance - SAR	(33,000)	0	(3,235)	(3,235)
Community Surveillance	(220,000)	0	0	0
Restricted Grants & Contributions	0	0	(34,937)	(34,937)
Carry Forward Projects	(4,547,824)	(469,752)	(1,347,787)	(878,035)
Port Coogee Marina Assets Replacement	(174,000)	0	0	0
Public Open Space - Various	0	0	(2,160)	(2,160)
Contribution - operations	(8,524,774)	(591,179)	132,941	724,120
<b>Capital funding total</b>	<b>(36,911,180)</b>	<b>(1,767,758)</b>	<b>(2,355,667)</b>	<b>(587,909)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

FINANCING ACTIVITIES  
NOTE 5  
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Community amenities</b>										
SMRC		2,929,222	0	0	0	1,520,624	2,929,222	1,408,598	0	105,000
<b>Recreation and culture</b>										
To assist fund the Cockburn Central West development	8	12,500,000	0	0	0	2,500,000	12,500,000	10,000,000	0	434,500
<b>C/Fwd Balance</b>		15,429,222	0	0	0	4,020,624	15,429,222	11,408,598	0	539,500
<b>Total</b>		15,429,222	0	0	0	4,020,624	15,429,222	11,408,598	0	539,500
Current borrowings		3,226,983					4,020,624			
Non-current borrowings		12,202,239					11,408,598			
		15,429,222					15,429,222			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES  
NOTE 6  
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Council Funded</b>									
Staff Payments & Entitlements	1,593,128	0	0	0	0	(40,000)	0	1,553,128	1,593,128
Plant & Vehicle Replacement	11,869,994	0	0	2,000,000	0	(3,642,400)	(25,298)	9,989,812	11,844,695
Information Technology	926,599	0	0	1,000,000	0	0	(7,141)	2,017,034	919,458
Major Building Refurbishment	17,341,289	0	0	1,500,000	0	0	(1,717)	19,788,412	17,339,572
Waste & Recycling	12,523,659	0	0	1,500,000	0	(560,000)	(6,025)	10,707,308	12,517,634
Land Development and Investment Fund	12,863,720	0	0	268,114	0	(1,363,000)	0	12,080,332	12,863,720
Roads & Drainage Infrastructure	12,203,545	0	0	3,000,000	0	(2,977,896)	(789,620)	11,520,713	11,413,925
Naval Base Shacks	1,242,899	0	0	18,287	0	0	0	1,198,213	1,242,899
Community Infrastructure	21,758,131	0	0	12,027,695	0	(522,982)	(582)	30,293,580	21,757,550
Insurance	2,668,160	0	0	300,000	0	0	0	2,959,263	2,668,160
Greenhouse Action Fund	720,938	0	0	200,000	0	0	0	524,034	720,938
HWRP Post Closure Management & Contan	2,915,674	0	0	500,000	0	(70,000)	0	3,869,276	2,915,674
Municipal Elections	151,420	0	0	150,000	0	(150,000)	0	151,420	151,420
Community Surveillance	932,870	0	0	200,000	0	(365,000)	(10,537)	789,480	922,333
Waste Collection	6,512,856	0	0	1,073,123	0	0	0	7,246,651	6,512,856
Environmental Offset	248,759	0	0	0	0	0	0	308,011	248,759
Bibra Lake Management Plan	192,968	0	0	0	0	0	0	353,125	192,968
CIHCF Building Maintenance	10,688,137	0	0	720,779	0	(300,000)	0	10,822,499	10,688,137
Cockburn ARC Building Maintenance	5,218,365	0	0	1,500,000	0	0	0	6,718,365	5,218,365
Carry Forward Projects	11,830,018	0	0	0	0	(4,567,567)	(1,353,811)	6,215,110	10,476,207
Port Coogee Marina Assets Replacement	1,784,887	0	0	300,000	0	(174,000)	0	1,610,887	1,784,887
<b>Total Council Funded Reserve</b>	<b>136,188,018</b>	<b>0</b>	<b>0</b>	<b>26,257,998</b>	<b>0</b>	<b>(14,732,845)</b>	<b>(2,194,731)</b>	<b>140,716,653</b>	<b>133,993,287</b>
<b>Restricted Funded</b>									
Aged and Disabled Asset Replacement	422,872	4,257	199	76,596	0	0	0	498,353	423,071
Welfare Projects Employee Entitlements	1,850,773	18,465	248	657,251	0	0	0	2,965,987	1,851,021



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES  
NOTE 6  
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance - SAR	1,980,900	22,245	931	360,000	0	(383,473)	(6,883)	1,650,143	1,974,948
Port Coogee Waterways - SAR	146,257	1,291	69	95,000	0	(50,000)	0	149,222	146,325
Family Day Care Accumulation Fund	11,560	0	5	0	0	0	0	11,549	11,565
Naval Base Shack Removal	792,815	7,998	373	30,477	0	0	0	725,695	793,188
Restricted Grants & Contributions	5,274,131	0	0	0	0	(100,950)	(501,303)	916,135	4,772,829
Public Open Space - Various	5,458,078	0	2,570	0	0	0	(2,160)	5,517,470	5,458,489
Port Coogee Waterways - WEMP	1,246,537	15,831	588	0	0	(200,000)	0	1,126,367	1,247,125
Cockburn Coast SAR	50,644	465	24	35,000	0	(11,429)	0	39,043	50,668
<b>Total Restricted Funded Reserve</b>	<b>17,234,566</b>	<b>70,551</b>	<b>5,009</b>	<b>1,254,324</b>	<b>0</b>	<b>(745,852)</b>	<b>(510,345)</b>	<b>13,599,964</b>	<b>16,729,229</b>
<b>Developer Contribution Plans</b>									
Community Infrastructure DCP 13	6,830,625	17,282	3,217	3,000,000	480,002	(3,137,613)	0	5,492,335	7,313,844
Developer Contribution Plans - Various	11,235,345	162,167	5,291	1,810,000	317,782	(224,767)	0	12,500,979	11,558,419
<b>Total Developer Contribution Reserve</b>	<b>18,065,970</b>	<b>179,449</b>	<b>8,508</b>	<b>4,810,000</b>	<b>797,785</b>	<b>(3,362,380)</b>	<b>0</b>	<b>17,993,315</b>	<b>18,872,262</b>
<b>Total Cash Reserve</b>	<b>171,488,554</b>	<b>250,000</b>	<b>13,517</b>	<b>32,322,322</b>	<b>797,785</b>	<b>(18,841,077)</b>	<b>(2,705,076)</b>	<b>172,309,931</b>	<b>169,594,779</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES  
NOTE 7  
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 July 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements - non-operating		6,550,336	0	0	6,550,336
<b>Total unspent grants, contributions and reimbursements</b>		6,550,336	0	0	6,550,336
<b>Provisions</b>					
Annual leave		5,078,573	5,077,683	(5,095,844)	5,060,412
Long service leave		3,144,114	0	0	3,144,114
<b>Total Provisions</b>		8,222,687	5,077,683	(5,095,844)	8,204,526
<b>Total other current assets</b>		14,773,023	5,077,683	(5,095,844)	14,754,862
Amounts shown above include GST (where applicable)					

KEY INFORMATION

**Provisions**

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the City are recognised as a liability until such time as the City satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021**

**NOTE 8  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus				160,114
GL 445	Adjustment to grant income	to OCM 09/09/21	Operating Revenue			(666,212)	(506,098)
GL 445	Adjustment to Home Care Packages due to reduction in grant income	to OCM 09/09/21	Operating Expenses		8,961		(497,137)
GL 445	Adjustment to transfer to reserve from Home Care Packages due to reduction in grant income	to OCM 09/09/21	Transfer to Reserve		657,251		160,114
GL 414	Unspent grant carried forward from 20/21	to OCM 09/09/21	Transfer from Reserve		25,000		185,114
GL 414	Increase in NDIS expenditure from unspent grant	to OCM 09/09/21	Operating Expenses			(25,000)	160,114
GL 505	Strategic Planning recoup of DCA admin fee	to OCM 09/09/21	Operating Revenue		153,980		314,094
OP9080/1	Reduction in DCA review fees recouped	to OCM 09/09/21	Operating Revenue			(97,972)	216,122
OP9080/1	Reduction in DCA review fees	to OCM 09/09/21	Operating Expenses		97,972		314,094
CW1678	Transfer Executives mobile phones to OP as they are under the capitalisation threshold.	to OCM 09/09/21	Capital Expenses		40,000		354,094
OP4941	Purchase of Executives mobile phones	to OCM 09/09/21	Operating Expenses			(40,000)	314,094
CW6128	Release of partial quarantined fund for Santich Park	to OCM 09/09/21	Transfer from Reserve		100,000		414,094
CW6128	Development at Santich Park	to OCM 09/09/21	Capital Expenses			(100,000)	314,094
OP4991/2/4	Water and electricity cost at Bibra Lake Scouts, Cockburn						
OP4991/2/4	Wetlands Centre and Native Arc	to OCM 09/09/21	Operating Expenses			(132,000)	182,094
OP4991/2/4	Reimbursements from community groups for water and electricity costs	to OCM 09/09/21	Operating Revenue		132,000		314,094
OP4944	WALGA Urban Canopy Grant grant #2	to OCM 09/09/21	Operating Revenue		18,723		332,817
OP4944	Urban canopy expenditure	to OCM 09/09/21	Operating Expenses			(18,723)	314,094
OP7696	Lease revenue at Success Fire Station from DFES for 6 months	to OCM 09/09/21	Operating Revenue		32,010		346,104
OP9503	Volunteer Week Events is a recurrent project	to OCM 09/09/21	Operating Expenses			(3,000)	343,104
CW4971	Removal of LRCI grant to LED Lighting project	to OCM 09/09/21	Operating Revenue			(3,723,182)	(3,380,078)
CW4971	LED Lighting project funded from Road Reserve	to OCM 09/09/21	Transfer from Reserve		3,723,182		343,104
CW3917	Removal Road Reserve funding to Jandakot Road (Berrigan to Solomon)	to OCM 09/09/21	Transfer from Reserve			(3,723,182)	(3,380,078)
CW3917	Jandakot Road (Berrigan to Solomon) funded from LRCI grant	to OCM 09/09/21	Operating Revenue		3,723,182		343,104

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021**

**NOTE 8  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW4149	Reduce expenditure to fund for Community Engagement salary	to OCM 09/09/21	Capital Expenses		110,000		453,104
CW4149	Reduce transfer from Land Development Reserve	to OCM 09/09/21	Transfer from Reserve			(110,000)	343,104
OP4939	Community Engagement salary and on-cost	to OCM 09/09/21	Operating Expenses			(110,000)	233,104
OP4939	Community Engagement salary funded from Land Development Reserve	to OCM 09/09/21	Transfer from Reserve		110,000		343,104
OP8190	Works on slip road between Warton & Jandakot Roads	to OCM 09/09/21	Operating Expenses			(300,000)	43,104
OP8190	Funding works on Warton & Jandakot Roads	to OCM 09/09/21	Transfer from Reserve		300,000		343,104
OP4942	Works on Woodman Point	to OCM 09/09/21	Operating Expenses			(24,760)	318,344
OP4942	Fairy Tern grant to fund works on Woodman Point	to OCM 09/09/21	Operating Revenue		24,760		343,104
OP9576	Mitigation works on CY O'Connor	to OCM 09/09/21	Operating Expenses			(53,667)	289,437
OP9576	Coastwest grant to fund works on CY O'Connor	to OCM 09/09/21	Operating Revenue		53,667		343,104
				<b>0</b>	<b>9,310,688</b>	<b>(9,127,698)</b>	



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021**

**NOTE 9  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>				
Finance	426,886	0.38%	▲ Timing	Revenue brought forward
Operations & Maintenance	632,143	24.06%	▲ Timing	Revenue delayed
Operations & Maintenance	748,791	15.37%	▲ Timing	Expenditure brought forward
Property & Assets	324,753	37.09%	▲ Timing	Expenditure brought forward
<b>Investing activities</b>				
<b>Financing activities</b>				
Transfer from reserves	1,804,249	200.29%	▲ Timing	Expenditure delayed
Payments for property, plant and equipment and infrastructure	(587,909)	(33.26%)	▼ Timing	Expenditure delayed

### 14.3 (2021/MINUTE NO 0151) Carry Forward Works & Projects 2020-21 Budget into 2021-22 Budget

**Author(s)** N Mauricio

**Attachments** 1. Carry Forwards from FY21 [↓](#)

#### RECOMMENDATION

That Council:

- (1) AMENDS the 2021-22 Municipal Budget by including the Carried Forward Works and Projects as set out in the schedule attached to the Agenda and summarised in the following table:

Capital Expenses	\$58,201,636
Operating Expenses	\$474,538
<b>Total Cost</b>	<b>\$58,676,174</b>
<b>Funded By:</b>	
Sale of Assets	\$3,105,000
Government Grants	\$15,286,627
Developer Contributions	1,293,295
Financial Reserves	\$25,412,482
Loan Funds	\$5,234,158
Municipal Funds	\$8,344,612
<b>Total Funding</b>	<b>\$58,676,174</b>

- (2) AMENDS the 2021/22 budget by adjusting the opening municipal surplus brought forward as follows:

Increase opening budget surplus by amount of Municipal Funds held for Carry Forwards	(\$8,344,612)
Transfer to Carried Forwards Projects Reserve	\$8,344,612

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

#### Council Decision

MOVED Cr P Corke SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0**

#### Background

When Council adopted its Budget for the 2021-22 Financial Year at the 24 June 2021 Special Council Meeting, carry forward works and projects were not included as they were unable to be accurately determined at that time.



End of Financial Year processing has now been finalised and the carry forwards determined. These need to be adopted by Council to ensure delivery of the uncompleted capital program.

### Submission

N/A

### Report

The 2021-22 adopted Budget contained a forecast opening municipal position of \$0.

This was a conservative setting based on continuing uncertainty surrounding the COVID-19 pandemic and associated lockdowns. These had the potential to impact the City's revenue (particularly from Cockburn ARC and other commercial sources), and a worst-case scenario could have resulted in a budget deficit.

Also, the budget surplus did not factor in unspent funds held by the City to complete outstanding capital projects from 2020-21. Delivery of the capital program was also adversely impacted by the pandemic and associated issues (i.e. resource scarcity).

The City's carry forward requirement from the 2020-21 Budget has now been determined at a total cost of \$58,676,174, with a net funding requirement of \$8,344,612 required from the (municipal) Budget surplus. The balance of funding comprises grants and contributions, transfers from Council's financial reserves, loan proceeds and sale of land.

There are 190 individual projects of varying scale proposed to be carried forward, compared to 211 projects last year. Of these, 171 are capital projects totalling \$58,201,636, with another 19 operational projects for \$474,538.

There were a total 472 capital projects contained in the 2020-21 amended budget, meaning that 301 projects (64%) were completed during the year.

Of the 171 capital projects, 67 had no expenditure at year's end (total budget of \$4.75m). The other 104 projects were underway (with a total \$53.45m unspent).

Eleven capital projects make up 74% of the value being carried forward for the capital program. It is worth noting that the highest value project (LED street lighting) was only added to the budget at the June Council meeting. The following table lists these projects, with most started and at various stages of delivery:

Project Description	\$M
Smart LED Street Light Trial	10.64
Jandakot Road (Berrigan to Solomon stage 1)	9.89
Port Coogee Marina Expansion	5.79
Frankland Park Recreation Centre & Ovals - Design	4.65
Stage1 Enabling Works Henderson Redevelopment	2.66



Land Purchase - Lot 1001 Tindal Ave	2.52
Hammond Road Branch to Bartram	1.71
Malabar Park BMX Facility - Design	1.54
Park Development - Coogee Beach Master Plan	1.44
Operations Centre Stage 2	1.28
Rockingham Road and Phoenix Roundabout	1.14
<b>Total</b>	<b>43.26</b>

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

#### Listening and Leading

Deliver sustainable governance through transparent and robust policy and processes  
Ensure sound long term financial management and deliver value for money.

### **Budget/Financial Implications**

The 2021/22 Budget will be amended to include the \$8,344,612 in opening funds required to fund the carry forwards. The full quantum of the opening surplus is yet to be finalised due to audit requirements.

However, preliminary estimates adequately cover this requirement and the audited surplus will be reported to a future Council meeting for determination in accordance with the Corporate Strategic Planning & Budget Policy.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

Council's revenue and capital and operating expenditure budgets will be misrepresented if the recommendation amending the budget is not adopted. The carried forward works and projects from 2020-21 need to be formally adopted by Council for the 2021-22 budget to ensure compliance with legislative requirements and enable their completion.

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

N/A

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

Nil



<b>Funding Summary</b>			
		OP	CW
<b>Total Expenditure</b>	<b>58,676,174</b>	<b>474,538</b>	<b>58,201,636</b>
<b>Funded from:</b>			
- Transfers from Reserve			
Restricted Grants & Contributions	(199,701)	(164,765)	(34,936)
Carry Forward Projects	(4,661,292)	(62,266)	(4,599,026)
Plant & Vehicle Replacement	(315,300)		(315,300)
Information Technology	(285,000)		(285,000)
Major Building Refurbishment	(834,157)		(834,157)
Waste & Recycling	(3,030,709)		(3,030,709)
Land Development & Investment Fund	(7,993,982)		(7,993,982)
Roads & Drainage Infrastructure	(3,800,333)		(3,800,333)
Community Infrastructure	(3,367,869)		(3,367,869)
Greenhouse Action Fund	(35,300)		(35,300)
Aged & Disabled Asset Replacement	(26,213)		(26,213)
Port Coogee Special Maintenance - SAR	(4,907)		(4,907)
Aubin Grove POS Reserve	(575,258)		(575,258)
Cockburn Central POS Reserve	(55,824)		(55,824)
Bibra Lake Management Plan	(191,882)		(191,882)
Port Coogee Waterways - WEMP	(34,755)	(34,755)	
<i>Total funding from Reserve</i>	(25,412,482)	(261,786)	(25,150,696)
- DCA developer contribution	(1,293,295)		(1,293,295)
- External grant	(15,286,627)	(93,521)	(15,193,106)
- Proceeds from sale	(3,105,000)		(3,105,000)
- Loan	(5,234,158)		(5,234,158)
- Muni	(8,344,612)	(119,231)	(8,225,381)
<b>Total Funding</b>	<b>(58,676,174)</b>	<b>(474,538)</b>	<b>(58,201,636)</b>

		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
221 - Technology	CW1643 - Radio Replacement Stage II	66,663			(66,663)	New equipment will not be able to be available until the next financial year (stock issues)
221 - Technology	CW1645 - Youth Centre AV Upgrades	38,096			(38,096)	New equipment will not be able to be available until the next financial year (stock issues)
221 - Technology	CW4836 - Replace Admin Projectors	110,000	(110,000)		0	New equipment will not be able to be available until the next financial year (stock issues)
221 - Technology	CW1647 - Cyber Security - ISO Review	23,044			(23,044)	Order recently revised, awaiting new Cyber Security Officer and start of project works
221 - Technology	CW1651 - Digital Strategy - LoRaWAN Network	30,000			(30,000)	Re-distributed funds (approved by ExCo) to fund SSO backfill during M365/Win10 rollout
221 - Technology	CW1653 - Digital Strategy - Audit & Map Employee Systems	30,000			(30,000)	Pay for consulting for new IS Strategy consultancy - PO raised.awaiting project commencement in July
221 - Technology	CW1673 - Core and Distribution Network Replacement	175,000	(175,000)		0	Recommendation report in process, order to be placed once awarded.
221 - Technology	CW1480 - Replace DR Blade Servers	26,800	(26,800)		0	Order placed to expand storage memory
221 - Technology	CW1703 - Refit of Operations and ARC – conference facilities	30,000	(30,000)		0	
311 - Lifelong Learning Services	OP8828 - Local History Website	9,621	(9,621)		0	These funds are being used to employ the local history officer contract position until at least the end of 2021 after which it is envisaged that this position will become permanent.
311 - Lifelong Learning Services	OP8918 - Rebrand of Library Signage	7,645	(7,645)		0	To be used in conjunction with the refurbishment of Coolbellup Library Project currently scheduled in February 2022.
313 - Branch Libraries	CW4571 - Success Library Reglazing of upper floor	3,596	(3,596)		0	These funds will be used to install blinds to staff room windows.
313 - Branch Libraries	CW4825 - Installation of RFID after hours return chute Spearwood Lib	10,871	(10,871)		0	Installation nearing completion - these funds will be required for instructional signage
313 - Branch Libraries	CW4826 - Installation of RFID after hours return chute Success Lib	1,710	(1,710)		0	Installation nearing completion - these funds will be required for instructional signage
314 - Cultural Services	CW6073 - Youth Centre Mural	25,000			(25,000)	An artist has been contracted for this project but the design period has taken far longer than anticipated putting the project behind.
321 - Recreation Services	CW4676 - Frankland Park Recreation Centre & Ovals - Design	4,650,755	(1,814,888)	(2,247,926)	(587,941)	To be included in carry forward submissions in order to receive \$33k from Family & Community Development which will fund DAIO(accessible) playground equipment to be included in Frankland Park facility fit out
321 - Recreation Services	CW4712 - Malabar Park BMX Facility - Design	1,541,369	(919,212)	(204,157)	(418,000)	Project delayed due to state health approvals to develop contaminated site. Approvals now obtained and project progressing to tender later in 2021.



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
321 - Recreation Services	CW4544 - Beale Park Redevelopment	329,107	(79,107)		(250,000)	Project delays resulting from identification of black cockatoo roosting site at reserve.
321 - Recreation Services	CW6056 - Meller Park Floodlighting	43,173	(43,173)		0	Contractor engaged to complete additional CCTV works as part of floodlighting infrastructure project. Carry forward of \$43,173 proposed to fund this component of works.
321 - Recreation Services	CW6057 - Goodchild Park Floodlighting	29,320	(29,320)		0	Contractor engaged to complete additional CCTV works as part of floodlighting infrastructure project. Carry forward of \$29,320 proposed to fund this component of works.
321 - Recreation Services	CW6066 - Len Packham Park Sports Lighting	287,530			(287,530)	Floodlighting re-design required to allow for alternative soccer pitch layout. Carry forward of \$287,530 + \$200,000 from reserve funds proposed.
321 - Recreation Services	CW6067 - Goodchild Park Upgrades	455,493	(455,493)		0	DA currently being assessed by City. Planning to go to tender in July 2021. Carry forward of \$464,378 + \$300,000 from reserve funds proposed.
321 - Recreation Services	CW1484 - Major Capital Works Grants Program	100,000			(100,000)	may apply for a MCWG. These include: Cockburn Bowling (\$50k) Spearwood Dalmatinac (\$50k) Coogee Beach Surf Life Saving Club (TBC) Gap between election commitment and project cost Cockburn Little Athletics Centre(\$15k) Jandakot Lakes Junior Cricket Club (\$6k) Jandakot Jets Senior Football Club (\$30,665k) Western Border FC \$33,750) Plus other projects: Plus Yangebup Lakes Little Athletics Club - (\$7k) & Jandakot Flyers Little Athletics Club (\$10k)
321 - Recreation Services	CW4829 - Cockburn Coast Oval	237,557	(121,612)		(115,945)	Project delayed initially due to Covid-19. On track for tender release later in 2021
321 - Recreation Services	CW4830 - Dixon Park Business Case	55,000	(55,000)		0	Funds used to undertake Section 18 process.
321 - Recreation Services	CW6130 - Dixon Park/ Wally Hagan Recreation Centre Redevelopment	54,327	(15,000)		(39,327)	Funds used to undertake Section 18 process.
321 - Recreation Services	CW6128 - Santich Park – Parking and New Lights	8,915			(8,915)	Funds used to finalise outstanding commitments



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
322 - Cockburn ARC	CW4714 - Consultancy Services - Health and Fitness Expansion	430,335			(430,335)	Project hold at Schematic Design to bring Fremantle Dockers back in. All funds still required
322 - Cockburn ARC	CW4824 - Internal cladding sports stadium ARC	200,000	(200,000)			0 Related to the above project, significant hold. RFQ out now. Completion Sep 2021.
322 - Cockburn ARC	CW4953 - Geothermal Filter upgrade	12,500			(12,500)	Underspend here to offset some of the overspend of CW 4972 repair
322 - Cockburn ARC	CW4972 - Geothermal System Repair - ARC	200,000	(200,000)			0 Funds committed but not yet expensed. Works to commence in July 2021.
322 - Cockburn ARC	CW4954 - 50m pool concourse upgrade	152,937			(152,937)	Awaiting consultant advice to move forward in 21/22
322 - Cockburn ARC	OP7972 - External branding screen - Entrance Cockburn ARC	40,000	(40,000)			0 Project delay awaiting new ARC manager. Discussions now progressing with FFC on "partnership" signage project
330 - Community Development & Services Busin	CW4716 - Aboriginal Cultural Centre	398,943	(398,943)			0 Delays in consultation have push out project time line however consultants are on board and project will progress into 21/22 - Carry forward \$419,988.00
330 - Community Development & Services Busin	CW4715 - Calleya Estate 'Treeby' Community Centre	128,833	(128,833)			0 Construction underway, practical completion planned for late 2021/22. Carry forward of \$526,560 plus \$2,227,418 from reserve funds.
330 - Community Development & Services Busin	CW6071 - Artwork/stencils on footpaths and laneways	650			(650)	Finalising project
330 - Community Development & Services Busin	OP8892 - Youth Grant Funding Costs	79,121	(79,121)			0 Earmarked for outcomes measurement required in future funding
332 - Family and Community Development	OP9461 - Consultant for Reconciliation Action Plan Strategy	30,000			(30,000)	new budget to develop City's next Reconciliation Action Plan Strategy
332 - Family and Community Development	OP9525 - Consultant Community Development, Cultural Diversity and Vol	2,354			(2,354)	
332 - Family and Community Development	OP9652 - Community Projects – Fremantle Ports Sponsorship	2,305	(1,305)	(1,000)		0 Unspent funds to be used for Launch of the 2 Strategies FI is showing \$3000 in the black. Any unspent funds need to be CF please as this budget is required for projects.
333 - Youth Services	OP9507 - Sea container storage	8,000			(8,000)	Due to Operation Centre upgrades Ben Roser advised CF to allow assessment of location and positioning.
334 - Cockburn Care	OP8324 - Private Fee Income	62,959	(62,959)			
335 - Senior Services	OP8247 - Fundraising - Senior Centre	13,126	(5,984)	(7,142)		0 Volunteers & Members fundraising Seniors Centre
335 - Senior Services	OP8936 - Produce Seniors Directory in a range of languages	5,000	(5,000)			0 Assessible version a project for 2021/22
341 - Rangers	OP6284 - Upgrade to Enclosed Dog Parks	15,000			(15,000)	Delay in installing some equipment due to electric shock issues
344 - Safer Cities	OP5002 - Animal Welfare in Emergencies Grant Program.	10,000		(10,000)		0 State government grant - project scheduled for 2021-22
344 - Safer Cities	OP6292 - Achive CCTV Footage Storage Device	12,000			(12,000)	Delay in superconductors has meant a global shortage on servers and associated hardware



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
344 - Safer Cities	CW1661 - Bibra Lake CCTV Tower	40,794			(40,794)	Delay in Planning approval to install the 30 metre pole has meant the install of radio equipment will fall into the 2021-22 FY
344 - Safer Cities	CW1499 - CCTV AI Project	123,311	(123,311)		0	Tender for AI was a non-award and currently negotiating a direct market procurement process. Process will be finalise and funds expended early 2021-22 FY.
344 - Safer Cities	CW1659 - Phase 1 - Project BETTI	261,910			(261,910)	Delay in procurment has resulted in a delayed start to the project
344 - Safer Cities	CW1660 - CCTV Project - Malabar Park	45,000			(45,000)	Building Project not completed - so cannot start this project
344 - Safer Cities	CW1662 - CCTV Project- Port Coogee Expansion	35,000			(35,000)	Building Project not completed - so cannot start this project
344 - Safer Cities	CW1664 - Frankland Park	45,000			(45,000)	Building Project not completed - so cannot start this project
344 - Safer Cities	CW4951 - Jandakot Station Patio	13,636	(13,636)		0	Awaiting subdivisional approval from WAPC prior to commencing construction
344 - Safer Cities	CW7624 - Security Electronic Sign Board Trailer	32,000	(27,000)	(5,000)	0	PO has been raised, but trailer will not be completed until period 2 2021-22 due to a shortage by the manufacturer
344 - Safer Cities	OP9638 - Connect Mains Power to RDK Locations	19,790			(19,790)	Awaiting Western Power approval for unique power location
422 - Transport & Traffic	CW2375 - TRAFFIC SAFETY MANAGEMENT - Traffic calming & minor works	48,095			(48,095)	Committed orders
422 - Transport & Traffic	CW2970 - Childrens Crossings	14,336			(14,336)	Committed orders
422 - Transport & Traffic	CW3624 - Bike network review	25,258			(25,258)	Ongoing monitoring and upgrade
422 - Transport & Traffic	CW3684 - Operational Centre Staff Parking	10,000			(10,000)	Ongoing review and upgrade
422 - Transport & Traffic	CW3860 - Coleville Cr - Bike boulevard	27,269	(7,269)	(20,000)	0	Design in progress
422 - Transport & Traffic	CW3996 - RAC Healy Road	100,000		(80,000)	(20,000)	Consultant design in progress, review required
422 - Transport & Traffic	CW4855 - Hope Road shared path WABN grant application	505,672		(252,836)	(252,836)	PO issued for construction committed order for design changes in progrees saving trees.
422 - Transport & Traffic	CW4857 - DoT/Bike Boulevard Demonstration Projects	33,700			(33,700)	Design in progress
422 - Transport & Traffic	CW4890 - ROCKINGHAM ROAD PED CROSSING IMPROVEMENTS	34,907			(34,907)	Design in Progress
422 - Transport & Traffic	CW4891 - Design of Traffic Signals - Beeliar/Dunraven - Intersection	79,024			(79,024)	Design in Progress consultants signal upgrades
422 - Transport & Traffic	CW4892 - Banjup Traffic Management	48,347			(48,347)	Design in Progress study review in progress
422 - Transport & Traffic	CW4893 - Shallcross Street - Yangebup - Traffic Calming	40,872			(40,872)	Booked for July
422 - Transport & Traffic	CW4894 - Install signage to create "mini roundabout"	8,024			(8,024)	Design in progress for installation of signs and linemarkings



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
422 - Transport & Traffic	CW4967 - Slow Down Coastal Path	67,161		(67,161)	0	Grant funded for local roads and community infrastructure program extension request submitted to state
422 - Transport & Traffic	CW4968 - Hammond Park Shared Path	100,000		(100,000)	0	Developer constructing Council contribution
422 - Transport & Traffic	CW4969 - Urban Forest Crossing	78,546		(78,546)	0	Grant funds for Local Roads and Community Infrastructure Program. Extension request submitted to the State for 6-month extension until Dec 2021.
422 - Transport & Traffic	CW6135 - Double left turn lanes from Jandakot Road into Berrigan Driv	10,437			(10,437)	Potential to Combine with Jandakot Road construction
422 - Transport & Traffic	CW6136 - Right Turn Slip Lane from Cockburn Road to Rollinson Road	12,458			(12,458)	Consultant design in progress, review required
422 - Transport & Traffic	CW6137 - Beeliar Primary School – Pedestrian links	5,913			(5,913)	Consultant design in progress, review required
422 - Transport & Traffic	CW6138 - Coogee Primary School – Parking signs and linemarking	13,140			(13,140)	Consultant design in progress, review required
422 - Transport & Traffic	CW3957 - Rowley Road Lyon Road roundabout	156,372	(156,372)		0	as per Dragan Koncar's email
422 - Transport & Traffic	CW4854 - BP Oil Path stage 2 Phoenix to Angus	120,000		(60,000)	(60,000)	as per Dragan Koncar's email
423 - Strategic Planning	CW4973 - Yangebup Local Centre Renewal	81,680		(81,680)	0	LCRI grant project - have sought extension of time to complete project which has been delayed given the current construction market and the need to plan and design before construction
432 - Environmental Management, Policy and Planning	OP7849 - Lot 131 Jandakot Road, Treeby Revegetation	10,379		(10,379)	0	not completed yet
433 - Coastal Management & Planning	OP6266 - Ngarkal Beach – Beach Maintenance	2,087			(2,087)	Will help to contribute to next year maintenance costs
433 - Coastal Management & Planning	OP8966 - Port Coogee Sand Bypass	64,755	(34,755)		(30,000)	Env impact investigation 40% complete, remainder will be completed early in FY22. Any surplus can contribute to design & PM costs for upcoming Sand Bypassing in FY22 so please carry all unspent forward.
433 - Coastal Management & Planning	CW4732 - C Y O'Connor Protection Modelling & Design	80,001	(80,001)		0	Design study delayed pending outcome of grant application, which has just now been awarded. Design study will recommence and aim to complete Dec 2021. Any surplus funds can contribute to next phase (Engineered Fringing Reef)
433 - Coastal Management & Planning	CW4820 - Beach Access Ramp - Coogee Beach Jetty	276,986	(136,986)		(140,000)	Tenders received however \$130K over budget. Intention to carry forward funds and seek additional funding to award early in FY22.
433 - Coastal Management & Planning	CW4950 - Beach Steps - Chelydra Point	30,000			(30,000)	Delays to landowner (Synergy) approval have delayed project commencement
511 - Environment, Parks & Streetscapes	CW5832 - Manning Park Master Plan, Hamilton Hill	32,394			(32,394)	A number of purchase orders still to be finalised



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
511 - Environment, Parks & Streetscapes	CW5990 - Manning Park Mountain Bike Trails Design	84,679	(84,679)		0	Funds to be used to offset over expenditure in CW 5832
511 - Environment, Parks & Streetscapes	CW6123 - Turtle Conservation Initiatives	6,981			(6,981)	To be used in conjunction with Black Spot funding to install turtle underpass.
511 - Environment, Parks & Streetscapes	CW6124 - 213 Frankland Ave, Hammond Park.	94,599		(59,599)	(35,000)	Project in construction, completion August 2021
511 - Environment, Parks & Streetscapes	CW6141 - Hobson Park Landscape Upgrade	5,800			(5,800)	Project in construction, invoice will not be received by end of FY
511 - Environment, Parks & Streetscapes	CW6011 - CY O'Connor Reserve, Deck replacement.	13,659	(13,659)		0	Project in construction, invoice will not be received by end of FY
511 - Environment, Parks & Streetscapes	CW6039 - Aubin Grove Skate Facility	575,258	(575,258)		0	Project construction late 2021
511 - Environment, Parks & Streetscapes	CW5893 - Radiata Park 1/2 Basketball Court	12,000	(12,000)		0	Project construction late 2021
511 - Environment, Parks & Streetscapes	CW6026 - Lucretia Park, playground renewal	162,655	(162,655)		0	Project construction September 2021
511 - Environment, Parks & Streetscapes	CW6100 - Lucretia Park North Coogee, metal planter box renewal	13,877			(13,877)	Project construction September 2021
511 - Environment, Parks & Streetscapes	CW5929 - Lakeridge Park, Cockburn Central Park Upgrade	55,824	(55,824)		0	Project in construction, invoice will not be received by end of FY
511 - Environment, Parks & Streetscapes	CW6096 - Coromandel Park, North Coogee BBQ installation	20,000			(20,000)	Works commence in FY 21/22
511 - Environment, Parks & Streetscapes	CW6104 - Banjup Memorial - Provision of Water to Allow Reticulation o	70,000			(70,000)	Project to commence in FY 21/22
511 - Environment, Parks & Streetscapes	CW5407 - Park Development - Coogee Beach Master Plan	1,443,361	(1,443,361)		0	Master Plan ongoing
511 - Environment, Parks & Streetscapes	CW5681 - City Street Tree Planting Requests	21,300	(21,300)		0	Budget being used for water truck/trees
511 - Environment, Parks & Streetscapes	CW5731 - Park Signs (NEW)	15,303	(15,303)		0	Signs ongoing
511 - Environment, Parks & Streetscapes	CW5908 - Bibra Lake Master Plan	191,882	(191,882)		0	Master Plan ongoing
511 - Environment, Parks & Streetscapes	CW5956 - Port Coogee Water Play Refurbishment.	50,000	(50,000)		0	Project to commence in FY 21/22
511 - Environment, Parks & Streetscapes	CW6048 - Updgrades to Shelters	10,000	(10,000)		0	Invoice will not be received before end of FY
511 - Environment, Parks & Streetscapes	CW6102 - Beeliar Lake Water Management Project	100,000			(100,000)	Project to commence in FY 21/22
511 - Environment, Parks & Streetscapes	CW6140 - Koorilla Boundary Wall	203,810		(203,810)	0	Project to commence in FY 21/22
511 - Environment, Parks & Streetscapes	CW5808 - Plumosa Park Developments	78,872	(78,872)		0	Confirm with Anton if project to be CF or not
511 - Environment, Parks & Streetscapes	CW4971 - Smart LED Street Light Trial	10,636,812	(6,913,630)	(3,723,182)	0	
512 - Civil Infrastructure	CW2364 - Minor Roadworks	18,776			(18,776)	Committed orders
512 - Civil Infrastructure	CW2381 - Minor Drainage Improvements	18,188			(18,188)	Committed orders
512 - Civil Infrastructure	CW3917 - Jandakot Road (Berrigan to Solomon stage 1)	9,890,239	(5,070,239)	(4,820,000)	0	In Progress
512 - Civil Infrastructure	CW3950 - Hammond Road Branch to Bartram	1,706,716		(1,706,716)	0	Committed orders tender under evaluation
512 - Civil Infrastructure	CW3998 - Sain Rd Footpath	30,000			(30,000)	Design required to meet DDA compliance



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
512 - Civil Infrastructure	CW4784 - Hamilton Road Link to Lake Coogee Footbridge	108,000			(108,000)	Awaiting approval from Lands officer for access
512 - Civil Infrastructure	CW4815 - Armadale to North Lake drainage connection under Freeway	197,919	(197,919)		0	Committed order for design by consultants
512 - Civil Infrastructure	CW4858 - Farrington and North Lake	829,172		(600,000)	(229,172)	Design in progress
512 - Civil Infrastructure	CW4881 - LED Upgrades Orsino Blvd	33,735	(3,235)		(30,500)	Works in Progress Electrical contract awaiting invoices
512 - Civil Infrastructure	CW4882 - Led Upgrades Pantheon Ave	35,172	(1,672)		(33,500)	Works in Progress Electrical contract awaiting invoices
512 - Civil Infrastructure	CW4885 - Car parking Bays Randazo and Salina	18,000			(18,000)	Enviro services advised project proceeding consultation closed.
512 - Civil Infrastructure	CW4887 - Rockingham Road Spearwood to Phoenix	498,100			(498,100)	Design in Progress by consultant contract awarded
512 - Civil Infrastructure	CW4888 - LED Upgrades Cheiftain Pde, Brunswick St, Medina Pde & Marab	329			(329)	Works in Progress Electrical contract awaiting invoices
512 - Civil Infrastructure	CW4899 - 273 Spearwood Avenue Sump	122,893			(122,893)	Design in progress
512 - Civil Infrastructure	CW4900 - Bohemia Street Flooding	39,460			(39,460)	Design issued, construction in progress
512 - Civil Infrastructure	CW4902 - Hammon Road flooding Success	70,536			(70,536)	Design issued, construction in progress
512 - Civil Infrastructure	CW4903 - Rinaldo and Malvollio Drainage Design	43,610			(43,610)	Design issued, construction in progress
512 - Civil Infrastructure	CW4904 - 19B Jean Street Design	44,720			(44,720)	Design investigation in progress land required
512 - Civil Infrastructure	CW4906 - Postans Road underground storage	146,490			(146,490)	Design in progress
512 - Civil Infrastructure	CW4952 - Rockingham Road and Phoenix Roundabout	1,141,507		(1,141,507)	0	Design in progress by consultant contract awarded
512 - Civil Infrastructure	CW4800 - Rockingham Road Revitalisation	152,172	(152,172)		0	all unspent committed order for consultancy
513 - Fleet Management	CW7225 - PL225 Building Alan Savage	35,000			(35,000)	Vehicle type to be determined
513 - Fleet Management	CW7233 - PL233 Roads - Ahmed Abdul Qader	29,000			(29,000)	PO raised, awaiting delivery
513 - Fleet Management	CW7234 - PL234 Plant Coordinator - Steve Elliott	33,000			(33,000)	PO raised, awaiting delivery
513 - Fleet Management	CW7250 - PL250 Facilities Projects Officer - E Bjelland	35,000			(35,000)	Vehicle type to be determined
513 - Fleet Management	CW7261 - PL261 Swimming Pool Inspector - Sharon Cairns	29,000			(29,000)	Vehicle type to be determined
513 - Fleet Management	CW7266 - PL266 Parks Retic	26,500	(26,500)		0	PO raised, awaiting delivery
513 - Fleet Management	CW7270 - Light Vehicle - Plant Workshop -	35,000	(35,000)		0	PO raised, awaiting delivery
513 - Fleet Management	CW7276 - PL276 Planning Services - Natalie East	29,000			(29,000)	Awaiting determination regarding utility vs passenger vehicle
513 - Fleet Management	CW7287 - PL287 Ranger vehicle Supercab	40,924			(40,924)	PO raised, awaiting delivery
513 - Fleet Management	CW7426 - PL426 Strategic planning svcs - C Catherwood	26,810			(26,810)	PO raised, awaiting delivery
513 - Fleet Management	CW7536 - PL536 Landfill Kubota Utility	40,000			(40,000)	PO raised, awaiting delivery
513 - Fleet Management	CW7537 - PL537 Landfill Kubota Utility	40,000			(40,000)	PO raised, awaiting delivery
513 - Fleet Management	CW7545 - Administration Fleet Vehicle	29,000			(29,000)	Vehicle home to be determined.



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
513 - Fleet Management	CW7743 - Waste Articulated Loader	120,000			(120,000)	awaiting a decision on Verge Collection - this is a new additional unit (Waste)
513 - Fleet Management	CW7750 - Inter2350E Compactor Waste Collection	347,940			(347,940)	PO raised, awaiting delivery
513 - Fleet Management	CW7751 - Inter 2350G Compactor Waste Collection	392,204			(392,204)	PO raised, awaiting delivery
513 - Fleet Management	CW7840 - Waste Verge Loader (New)	125,000			(125,000)	awaiting a decision on Verge Collection - this is a replacement unit (Waste)
514 - Waste Services	CW1665 - GPS for Compactor	80,000	(80,000)		0	More operator training required before purchase of GPS
514 - Waste Services	CW1667 - Stage1 Enabling Works Henderson Redevelopment	2,662,846	(2,662,846)		0	Enabling works planned for 21/22
514 - Waste Services	CW1935 - Remediation & landfill leachate management	41,171	(41,171)		0	Contingency
514 - Waste Services	CW1992 - Design of Changes to HWRP	226,017	(226,017)		0	Project in Progress
514 - Waste Services	CW2000 - Generator to Power Aircon Unit for Transfer station gate hou	7,000	(7,000)		0	Concept being developed.
514 - Waste Services	CW1999 - Lunchroom Enclosure for workpower employees	13,675	(13,675)		0	DA prepared and structural engineered footings for building licence. Approval likely in 21-22. Funds to be carried forward.
531 - Land & Leasing	CW1639 - Land Purchase - Sale Lot 1001 Tindal Ave	2,520,000	580,000	(3,100,000)	0	Includes trf to land reserve \$3.1m
532 - City Facilities	CW4945 - Marina Distribution Boards	60,000			(60,000)	Project currently underway and due for completion in August 2021 - current commitment being \$63,332.50 ex GST
532 - City Facilities	CW4946 - Marina Expansion - Stage 1	5,793,758	(516,358)	(5,277,400)	0	IMPORTANT NOTE: Project budget increased to total \$5,837,000 for FY21 as per May OCM - need to carry full balance (approx \$5.70M) forward.
532 - City Facilities	CW4947 - Maraboo Island Anti Climb	185,610			(185,610)	Concept underway for Maraboo Bridge and project delayed to now combine with 2021-22 Othello Bridge project for the new FY
532 - City Facilities	CW4379 - Disability Access Facility Improvements	62,138			(62,138)	PO issued, awaiting booking confirmation at Jean Willis Centre. Start approx mid July.
532 - City Facilities	CW4567 - Civic & Community Buildings Various - Floor Covering Replace	6,100			(6,100)	PO raised, awaiting completion
532 - City Facilities	CW4608 - Civic and Community Blds Various - HVAC replacement	18,722			(18,722)	PO issued, awaiting electrical upgrade at Santich as part of parking / site project
532 - City Facilities	CW4647 - Civic and Community Buildings - Exterior and Interior Painti	12,965			(12,965)	PO raised, awaiting completion
532 - City Facilities	CW4686 - Civic and Community Buildings - Furniture Replacement	18,325			(18,325)	Project ongoing with furniture options to be investigated and purchased.



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
532 - City Facilities	CW4754 - Coogee Community Centre - Minor Refurbishments & Repairs	7,449	(7,449)		0	PO issued
532 - City Facilities	CW4921 - Cockburn Seniors Centre - Upgrade Storage Area	30,000			(30,000)	PO raised, awaiting completion
532 - City Facilities	CW4924 - Santich Clubrooms - Minor Refurbishments	24,116			(24,116)	Works scheduled to start late June/early July
532 - City Facilities	CW4925 - Senior Citizens Centre - Minor Refurbishments	2,729			(2,729)	PO raised, awaiting completion
532 - City Facilities	CW4926 - Community Buildings All - Circuit Breaker Replacement	13,651			(13,651)	PO issued, works underway
532 - City Facilities	CW4927 - Civic and Community Buildings - Key and Padlock Replacement	245,755			(245,755)	PO raised, awaiting completion
532 - City Facilities	CW4930 - Starling St Health Centre - Minor Refurbishments	6,173			(6,173)	Awaiting asbestos testing results to complete final scope for minor works
532 - City Facilities	CW4933 - C Y O'Connor Toilet - Minor Refurbishments	11,245			(11,245)	Awaiting cladding install to commit remaining cost
532 - City Facilities	CW4935 - Integrated Health Facility - Cladding Replacement	83,670			(83,670)	Delays due to DFES. Documentation Expected start of July
532 - City Facilities	CW4937 - Jean Willis - Minor Refurbishments	61,888	(26,213)		(35,675)	Project commencing September to allow for centre closure
532 - City Facilities	CW4938 - Atwell Clubroom Bin Store	66,783			(66,783)	Project to be completed by early Aug 2021
532 - City Facilities	CW4940 - Len Packham Clubrooms Bin Store- Minor Refurbishments	31,763			(31,763)	Works underway but delayed due to ensuring safe lifting practices
532 - City Facilities	CW4964 - Replacement of evaporative air conditioning system at the	41,235		(41,235)	0	Project completed.
532 - City Facilities	CW4976 - Kumon Tenancy works	100,000	(100,000)		0	Received funding late June, scope and design yet to be started.
532 - City Facilities	CW4978 - Atwell Changeroom Upgrade	37,096		(9,365)	(27,731)	Received funding late June, PO raised, works scheduled to be completed Q2
532 - City Facilities	CW4980 - Bethesda Car Park – Design & Construct	575,070		(575,070)	0	Carpark Design Continuing, construction planned for Oct/Nov 2021
532 - City Facilities	CW4109 - Civic & Community Buildings - Signage Replacement/Upgrade	33,226			(33,226)	as per Terry Green's email
532 - City Facilities	CW4765 - Operations Centre - PV and Battery System Design	35,300	(35,300)		0	as per Terry Green's email
532 - City Facilities	CW4769 - Wetlands Education Centre - Stormwater Drainage Treatment	30,000	(30,000)		0	as per Terry Green's email
532 - City Facilities	OP6022 - Feasibility Study - Generating Renewable Hydrogen	80,396	(15,396)	(65,000)	0	ref: Pascal



		2021/22 Budget Carried Forward Works & Projects from 2020/21				
Service Unit	Project Description	Expenditure Amount	Income Source			Justification
			Reserves	External	Municipal	
532 - City Facilities	CW6282 - Urgent Works at Tempest Park Clubrooms	40,000			(40,000)	
533 - Asset Management	CW4149 - Operations Centre Stage 2	1,282,826	(1,282,826)		0	Project ongoing expected completion September 21
533 - Asset Management	CW4156 - Wetlands Education Ctr	370,369		(370,369)	0	Project in construction expected completion July 2021
533 - Asset Management	CW4631 - Depot DR Facility Construction	139,832	(139,832)		0	
533 - Asset Management	CW4717 - Omeo Park Toilet Block, Port Coogee	30,821	(30,821)		0	As above project ongoing commitments expected until August Design works ongoing will be complete by Aug 2021
533 - Asset Management	CW4720 - Shoreline Pedestrian Bridge, North Coogee Design	120,000			(120,000)	Awaiting invoicing from Development WA for bridge design contribution - likely to be received in Q1 FY22
533 - Asset Management	CW4718 - Hamilton Hill Community Centre	33,500	(33,500)		0	as per Karoline's email
533 - Asset Management	CW1475 - Works & Assets Systems Development	19,395	(19,395)		0	Required to fund consultancy costs for various systems related improvements
533 - Asset Management	CW1563 - Asset Data Collection Initiative: Condition Assessment of Co	68,866			(68,866)	
		<b>58,676,174</b>	<b>(25,412,482)</b>	<b>(24,919,080)</b>	<b>(8,344,612)</b>	Order of \$47,177 raised, remaining funds required as contingency



## 14.4 (2021/MINUTE NO 0152) Sale of Land for Recovery of Outstanding Rates

**Author(s)** C D'Ascenzo

**Attachments** 1. Sale of Land for Recovery of Outstanding Rates (**Confidential**)

### RECOMMENDATION

That Council APPROVES the sale of the following properties, which have outstanding rates and charges for three years or more, pursuant to Sections 6.64(1)(b), 6.68(2)(b) and 6.56 of the *Local Government Act 1995*:

- (1) 1/24 Theseus Way, Coolbellup (Lot 1 on Strata Plan 44195);
- (2) 39A Freeth Road, Spearwood (Lot 1 on Strata Plan 65430);
- (3) 39B Freeth Road, Spearwood (Lot 2 on Strata Plan 65430); and
- (4) 39C Freeth Road, Spearwood (Lot 3 on Strata Plan 65430);

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

### Council Decision

MOVED Cr C Stone SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0**

### Background

Under Section 6.64(1)(b) of the *Local Government Act 1995*, if any rates or service charges due to a local government have been unpaid for at least three years, the local government may take possession of the land and proceed to sell it.

### Submission

N/A

### Report

There are currently four properties that have rates and charges outstanding in excess of three years for which it has not been possible to enter into acceptable and successful arrangements for the payment of the balance owing.

In each instance, written notification has been directed to the last known postal address of the ratepayers advising it is the City's intention to refer the matter to Council with a recommendation to sell the property, in order to recover the outstanding balance.



The owners of the four properties have not responded to the City's recent notices or correspondence. It is important to mention that the properties at 39A to 39C Freeth Road, Spearwood are owned by the same ratepayer.

It should be noted that the City has at least once within the last three years, attempted to recover outstanding rates and service charges on these properties through legal proceedings, however all legal recovery actions have been unsuccessful.

Given the high level of the individual debts and the amount of time that has been afforded to enable each of the ratepayers to either clear or reduce the debt, it is appropriate to apply Section 6.64 of the *Local Government Act 1995* empowering the sale of land provisions in relation to unpaid rates and charges.

A detailed history of recovery efforts and financial details for the four properties are included in the confidential attachment.

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

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Council has previously resolved as part of its Debtors Management Policy (AFCS9) to actively pursue the recovery of rate arrears, as specified in the *Local Government Act 1995*, including the power to sell land.

### **Budget/Financial Implications**

Sale of the properties will benefit the City by the collection of \$42,573 of outstanding rates and charges (as at 30 June 2021). Any additional costs associated with the sale of the properties will also be recoverable from the sale proceeds.

### **Legal Implications**

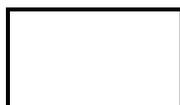
Sections 6.64, 6.56 and 6.68(2) (b) of the *Local Government Act 1995*

### **Community Consultation**

N/A

### **Risk Management Implications**

If the City does not proceed with recovery action, it will negatively impact the outstanding rates debtors balance as rates and charges will continue to accumulate on the rate accounts for the four properties.



Additionally, failure to act can increase public perception that the City is unwilling to follow through on legal recovery, encouraging recalcitrant ratepayers to ignore the City's actions and in so doing, waste officers' time and effort with debt recovery.

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

N/A

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

Nil



## 15. Operations

### 15.1 (2021/MINUTE NO 0153) Cockburn ARC Asset Management Plan 2020-2024

**Author(s)** N Milne

**Attachments** 1. Cockburn ARC Asset Management Plan 2020-2024 [↓](#)

#### RECOMMENDATION

That Council ADOPTS the Cockburn ARC Asset Management Plan 2020–2024.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

#### Background

In accordance with the Department of Local Government, Sport and Cultural Industries (DLGSC) Integrated Planning Framework, the City's Corporate Planning Framework and the Strategic Asset Management Planning Framework, asset management plans have been developed to deliver sustainable financial management and continuous improvement of the City's Infrastructure assets.

The City of Cockburn has progressively developed its asset management processes, culminating in the creation of Asset Management Plans covering its principal asset management groupings

#### Submission

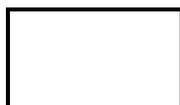
NA

#### Report

The Cockburn ARC Asset Management Plan 2020-2024 forms part of the City's Strategic Asset Management Planning Framework and acts as an informing strategy to the City's Integrated Corporate Planning Framework.

The Cockburn ARC AMP reflects the City's intent to establish a strategic and long-term management approach to its aquatic and recreation infrastructure assets by formalising appropriate levels of service, addressing risk, whilst optimising whole of life cost management of its asset base.

The Cockburn ARC AMP prioritises the preservation and renewal of existing assets whilst also enabling the City to consider the financial and operational implications of future growth, taking into account community expectations and technical requirements in respect to levels of service that the assets provide.



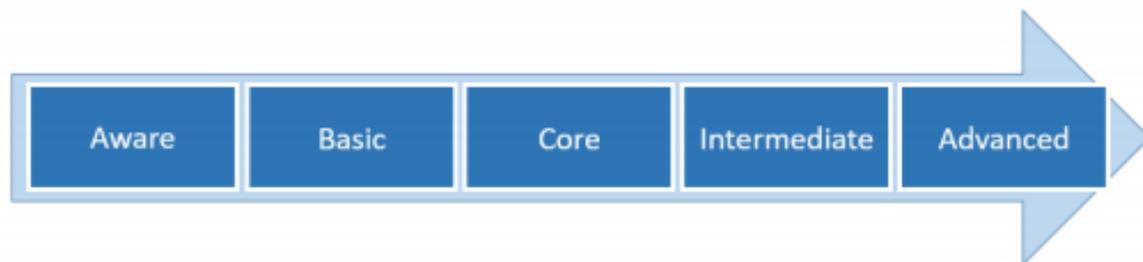
The Cockburn ARC AMP is developed to incorporate and draw from the following:

- 5 Year Capital Works program consisting of new and upgraded infrastructure
- 10 Year Renewal Plans identifying optimum replacement/rehabilitation intervals to reduce whole of life costs
- Current and required future Operational budgets up to 2029/30.

The Cockburn ARC AMP will be revised every four years with a two year desktop review to provide key elements required for the Long Term Financial Plan (LTFP), including asset valuations, growth projections, and financial analysis including operating costs, sustainability ratios and 10 year renewal projections.

This ensures future revisions of the LTFP are derived from a structured AMP development cycle, increasing confidence and integration of asset management data and methodologies into the City's long-term financial planning and corporate planning framework.

The Cockburn ARC AMP has a 'core' level status reflecting the City's current level of maturity in asset management planning for this asset class. The key objective for all councils is to achieve and sustain core maturity as defined by the National Asset Management Frameworks based on the Asset Management Maturity Index Fig 1.



**Fig 1: The Asset Management Maturity Index**

The Cockburn ARC AMP sets out an improvement strategy in order to reach 'advanced' status by incorporating the following:

1. Advanced deterioration modelling for asset renewal/rehabilitation
2. Monitoring and recommending appropriate Level of Service
3. Improvements to recording and reporting of maintenance and project expenditure
4. Inclusion of technical data from reviews/audits
5. Inclusion in the scheduled audit framework of building assets
6. Useful life scenarios to determine greater accuracy of asset life for aquatic and general infrastructure

Key findings from the Cockburn Aquatic and Recreation Centre (ARC) AMP include:

### Asset Valuations

Cockburn ARC Building Infrastructure was valued by AssetVal in 2017. More recently, during 2019 a consultant was commissioned to inspect the internal components of Council owned buildings formalising the City's operational asset register.

Cockburn ARC Assets Summary Table as at May 2021

Asset Group	Asset Classification	Replacement Value
Facilities Infrastructure	Roof	\$5,492,600
	External Site	\$948,060
	Fitout	\$2,790,074
	Finishes	\$6,372,289
	Disability Services	\$29,800
	Electrical Services	\$946,040
	Hoists and lifts	\$160,650
	Fire Services	\$119,625
	HVAC Services	\$340,284
	Hydraulic Services	\$33,800
	Security Services	\$117,420
	ARC Assets	\$9,966,596
<b>TOTAL</b>		<b>\$27,317,238</b>

Cockburn ARC Building Summary Table as at May 2021

Asset Group	Current Replacement Cost (CRC)	Fair Value (FV)
ARC Building	\$85,709,556	\$79,734,389

### Asset Growth – Future Projections

Future growth projections are supported by the City's Strategic Planning Service population and demographic research.

The City's population is expected to increase by 40.9% over 20 years increasing the demand on the City's infrastructure and the facilities offered at Cockburn Central as it strives to be the capital of the South Metropolitan area.

Through a combination of new and upgraded assets the Current Replacement Cost (CRC) of infrastructure included in the plan is expected to reach \$109.2m including CPI by 2029/30.



## Cockburn ARC Future Growth Projection Table as at May 2021

AMP	Period (Years)	\$ (CRC Increase over period)	% (per annum)
Cockburn ARC	10	\$6.8m	11%

Lifecycle Management - Maintenance and Operational Expenditure

Ongoing maintenance expenditure is required to ensure that the City's assets are maintained to meet desired levels of service. Asset growth (detailed in the future projections table above) is calculated to determine projected budgets for the year 2029/30 including 2% CPI.

## Cockburn ARC Maintenance and Operation Expenditure Table as at May 2021

AMP	2020/21 (Current)	2029/30 (Projection)
ARC	\$12.6m	\$15.9m

Condition Analysis

The condition profile of the City's infrastructure assets is measured using a 1 to 5 rating system with 1 being excellent and 5 very poor. The following table provides a consolidated view of the Cockburn ARC Infrastructure assets.

## Cockburn ARC Condition Analysis Table as at May 2021

AMP	1 (Excellent)	2 (Good)	3 (Moderate)	4 (Poor)	5 (Very Poor)
ARC	99.87%	0.09%	0.04%	0%	0%

Department of Local Government, Sport and Cultural Industries Sustainability of Service Delivery

From June 2013 there has been a legislative requirement for the City to report its performance in relation to the Department of Local Government's Asset Management Guidelines and Framework. Based on actual expenditure in 2019/20, the following table indicates the City's performance.

ARC Infrastructure	Consumption Ratio % 2019/20 (target between 50 & 75)	Sustainability Ratio % 2020/21 (target between 90 & 110)	10 Year Renewal Funding Ratio % (target between 95 and 105)
Building	93.03%	NA	NA
Components	86.93%	6%	100%



Asset Renewals – The Cumulative Gap

The cumulative gap is derived by developing long term asset renewal programs to determine optimum renewal periods and to deliver greater financial sustainability for the City by providing funding requirements up to 2029/30.

AMP	2029 / 2030
ARC	\$0

**Strategic Plans/Policy Implications**Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Sustainable resource management including waste, water and energy.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.
- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

Financial analysis within the Cockburn ARC AMP identifies the funding needs to manage current assets to targeted levels of service and risk exposure, plus accommodating the handover of assets arising from growth of the City and changing demand for services.

**Legal Implications**

The AMP's provide the status of the City's Asset Management practice in respect to the Department of Local Government's key performance indicators of financial sustainability of service delivery.

This guideline is intended to provide a clear explanation of each ratio required to be included in the annual financial report under section 6.4(2) of the Local Government Act 1995 and Regulation 50 of the Local Government (Financial Management) Regulations 1996 being:

1. Asset Consumption Ratio
2. Asset Sustainability Ratio
3. Asset Renewal Funding Ratio (10 years)



**Community Consultation**

N/A

**Risk Management Implications**

In keeping with the implementation of the Strategic Community Plan (SCP) 2020 - 2030, the Cockburn ARC Asset Management Plan has been developed to deliver sustainable financial management and continuous improvement of the City's aquatic and recreation assets.

Not adopting the plan will subject the City to reputational and financial risk due to the inability to undertake relevant asset renewal and improvement works to protect the City's unique recreation facility, and to deliver value for money to the ARC business through the sustainable financial management and planning of assets and infrastructure.

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

N/A

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

Nil



## 2.5 Asset Management Plan Maturity & Data Confidence Assessment

Each of the five sections within the ARC AMP were reviewed to determine Stakeholder confidence as to the accuracy and maturity of the City's asset data and services.

**Table 2.5.1 Data Accuracy**

AMP	Contents	Data Confidence
Section 2	<i>Strategic goals &amp; objectives</i>	<b>B</b>
Section 3	<i>Levels of Service</i>	<b>A</b>
	<i>Risk Management</i>	<b>A</b>
Section 4	<i>Growth, Demand, New Assets</i>	<b>B</b>
Section 5	<i>Asset data; Age, Condition</i>	<b>B</b>
	<i>Operating &amp; Maintenance Expenditure, Renewal Expenditure</i>	<b>B</b>
Section 6	<i>Financial statements; Renewals Gap, Ratios</i>	<b>A</b>

Ratings are based on the following criteria / inputs.

**Table 2.5.2 Data Confidence Criteria**

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.



# Cockburn ARC Asset Management Plan 2020–2024



cockburn.wa.gov.au



Front cover image is taken at Cockburn ARC in Cockburn Central, constructed in 2017.

Document Control					
Version No	Date	Version Details	Author	Reviewer	Approver
1	June 2021	Draft to Managers	Asset Services	Manager Property & Assets	Manager Cockburn ARC
2	September 2021	Final version for Adoption	Asset Services	Executive Committee (ExCo)	Council



**Acknowledgement of Country**

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar boodja as the traditional custodians of this land. We pay our respect to the Elders, past, present and emerging.



## TABLE OF CONTENTS

GLOSSARY .....	ii
<b>1. EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>2. INTRODUCTION.....</b>	<b>5</b>
2.1 Background.....	5
2.2 Goals and Objectives of Asset Management .....	10
2.3 Plan Framework.....	13
2.4 Asset Management Maturity .....	13
2.5 Asset Management Plan Maturity & Data Confidence Assessment .....	15
<b>3. LEVELS OF SERVICE .....</b>	<b>16</b>
3.1 Current Levels of Service .....	17
3.2 Enterprise Risk Management.....	22
3.3 Legislative Requirements .....	26
3.4 Asset Capacity and Performance .....	26
<b>4. FUTURE GROWTH AND DEMAND .....</b>	<b>28</b>
4.1 Growth Forecast.....	28
4.2 Changes in Technology .....	29
4.3 Demand Management Plan.....	30
4.4 New Assets from Growth.....	31
<b>5. LIFECYCLE MANAGEMENT .....</b>	<b>34</b>
5.1 Asset Data.....	34
5.1.1 Asset Age.....	34
5.1.2 Useful Life .....	35
5.1.3 Asset Condition .....	36
5.1.4 Asset Valuations .....	37
5.2 Maintenance and Operating Expenditure .....	38
5.2.1 Standards and Specifications .....	40
5.3 Renewal and Replacement Plan .....	40
5.4 New and Upgrade Plan .....	40
5.5 Disposal Plan .....	41
<b>6. FINANCIAL ANALYSIS.....</b>	<b>42</b>
6.1 Financial Statements and Projections .....	42
6.2 Funding Strategy.....	45
6.3 Sustainability of Service Delivery .....	45
6.3.1 Asset Consumption Ratio (ACR).....	45
6.3.2 Asset Sustainability Ratio (ASR).....	46
6.3.3 Asset Renewal Funding Ratio (ARFR).....	47
6.4 Valuation Forecasts .....	48
6.5 Key Assumptions made in Financial Forecasts .....	49
6.6 Revenue.....	50
<b>7. ASSET MANAGEMENT PRACTICES .....</b>	<b>51</b>
7.1 Accounting / Financial Systems .....	51
7.2 Asset Management Systems.....	51
7.3 Information Flow Requirements and Processes.....	52

7.4 Standards and Guidelines .....52

**8. PLAN IMPROVEMENT AND MONITORING .....53**

8.1 Performance Measures .....53

8.2 Improvement Strategy .....53

8.3 Monitoring and Review Procedures .....54

**REFERENCES .....57**

**APPENDICES .....58**

Appendix A Legislative Requirements .....58

Appendix B Asset Type Breakdown of ARC Infrastructure .....59

Appendix C Useful Life Component Classification Breakdown .....63

Appendix D Income and Expense Account Breakdown .....66

Appendix E Preliminary 5 Year Capital Works Program .....67

Appendix F Preliminary 10 Year Renewal Program .....68

Appendix G Revenue Breakdown .....70



## GLOSSARY

### ASPEC (M, O, R, D) Specification

ASPEC data Specification and the City's operational register classification i.e. Marina and Coastal Infrastructure, Open Space, Road and Drainage Specification

### Asset

A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

### Asset Class

Groupings of assets of similar nature and use in a local government's operations (AASB 166.37)

### Asset Classification

A division of the asset class regarded as having particular shared characteristics

### Asset Type

Defines the range of assets held in the asset classification i.e. A Spec

### Asset Condition

Is a measure of the asset's physical integrity to enable prediction of maintenance, rehabilitation and renewal requirements.

### Asset Management

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

### Capital Renewal Expenditure

Expenditure/ works on an existing asset which returns the service potential or the life of the asset to that which it had originally.

### Capital New Expenditure

Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential.

### Capital Upgrade Expenditure

Expenditure which enhances an existing asset to provide a higher level of service or

expenditure that will increase the life of the asset beyond that which it had originally.

### Current Replacement Cost (CRC)

The cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate equivalent asset.

### Depreciation

The wearing out, consumption or other loss of value of an asset whether arising from use, passing of time or obsolescence through technological and market changes.

\*The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

### Depreciated Replacement Cost

The replacement cost of an existing asset less an allowance for wear and consumption, having regard for the remaining economic life of the existing asset.

### Expenditure

The spending of money on goods and services.

### Fair Value

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

### Funding Gap \*

Difference between estimated budgets and projected expenditures from the Long Term Financial Plan for maintenance and renewal of assets, totalled over a defined time.

### Gap Analysis

A method of assessing the gap between a business's current asset management practices and the future desirable asset management practices.

### Integrated Planning and Reporting

A framework for establishing community priorities and linking this information into different parts of a local government's functions.

**Level of Service \***

The defined service quality for a particular activity or service area against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost.

**Life Cycle Management**

The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

**Long Term Financial Plan (LTFP)**

Supported by the Asset Management Planning Process the LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

**Maintenance**

All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.

**Non-Asset Solution**

The process used to identify the alternative methods of addressing, reducing and/ or increasing demand for services other than by adjusting asset capacity.

**Operating Expenditure \***

Recurrent expenditure, which is continuously required excluding maintenance and depreciation, e.g. power, fuel, staff, plant equipment, on-costs and overheads.

**Planned Maintenance \***

Repair work that is identified and managed through a maintenance management system, activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

**Reactive Maintenance \***

Unplanned repair work that is carried out in response to service requests and management/supervisory directions.

**Remaining Life \***

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining life is economic life.

**Replacement Cost**

The cost of replacing an existing asset with a substantially identical new asset.

**Risk Management \***

The application of a formal process to determine the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probable occurrence.

**Strategic Community Plan**

The strategy and planning document that reflects the longer term (10+ year) community and local government aspirations and priorities.

**Useful Life \***

Either:

- (a) the period over which an asset is expected to be available for used; or
- (b) the number of production or similar units (i.e. intervals, cycles) that is expected to be obtained from the asset.

Source: **Government** of WA Asset management framework and guidelines, Glossary

\*Source: DVC 2006, Glossary 'Asset Investment Guidelines

## 1. EXECUTIVE SUMMARY

With the implementation of the City's Integrated Corporate planning Framework, the Cockburn Aquatic and Recreation Centre AMP (ARC AMP) has been developed to establish sustainable financial management, robust governance, continuous improvement and best practice management of the City's infrastructure assets.

The ARC AMP covers the 2020/2021-2023/2024 financial years, outlines the services provided by Recreation and Community Services in delivering strategic and operational asset management activities for communities that utilise the City's Aquatic and Recreation Centre (ARC).

The ARC AMP is one of eight AMPs developed by the City and forms part of the City's Strategic Asset Management Planning Framework. The ARC AMP will be developed every four years in alignment with the Corporate Planning Framework ensuring that the City's long term financial planning (LTFP) is supported by timely and accurate asset information and financial projections derived from a structured and strategic asset management planning process.

The 2020 - 2024 version of the ARC AMP is the first developed by the City and in accordance with the International Infrastructure Maintenance Manual (IIMM) has achieved 'core' level status. Future versions of the ARC AMP will be developed in alignment with IIMM to ensure that an intermediate plan is presented, similar to the City's seven other Infrastructure AMPs.

The ARC AMP improvement strategy will guide the Recreation Services Business Unit to continuously improve services provided, establishing best practice strategic and operational asset management methodologies across people, processes and systems.

**Table 1.1 Cockburn ARC Component Summary Table as at May 2021**

Asset Group	Asset Classification	Replacement Value
Component Infrastructure	Roof	\$5,492,600
	External Site	\$948,060
	Fitout	\$2,790,074
	Finishes	\$6,372,289
	Disability Services	\$29,800
	Electrical Services	\$946,040
	Hoists & lifts	\$160,650
	Fire Services	\$119,625
	HVAC Services	\$340,284
	Hydraulic Services	\$33,800
	Security Services	\$117,420
	ARC Assets	\$9,966,596
<b>TOTAL \$</b>		<b>27,209,238</b>

**Table 1.2 Cockburn ARC Building Summary Table as at May 2021**

Asset Group	Current Replacement Cost (CRC)	Fair Value( FV)
ARC Building Infrastructure	\$85,709,556	\$79,734,389

The key messages from the 2020 Cockburn ARC Asset Management Plan are summarised below:

#### Asset Data & Condition Analysis

- The data utilised to develop the ARC AMP is considered to be approximately 85% accurate and of medium confidence.
- ARC Infrastructure assets are in an excellent to moderate condition with 99% of the assets in condition 1, and 1% in condition 3. See legend at Graph 5.1.3 Asset Condition Profile.

See **(Section 5)** for further information

#### Level of Service and Risk Management

##### Level of Service Management:

Level of service management is a measurable target which determines the type and extent of services delivered to the community. Cockburn ARC Infrastructure levels are measured internally and, by the community to determine adequate provision.

- Analysis of the Community scorecard performance rating, occupancy and attendance data provides great results across these areas.

##### Risk Management:

**The following risk treatments / strategies have been implemented to mitigate the City's risk.**

- Existing controls and expenditure to mitigate risk are considered adequate, thus reducing the impact on service delivery.
- Risk management strategies are in place to ensure that identified risks have a low to moderate residual risk rating.

See **(Section 3)** for further information

#### Future Growth and Demand Management

Future growth projections are supported by the City's Strategic Planning Service Units Population and demographic research, whilst demand for new services will be catered for through upgrading existing and providing new assets.

- New assets are estimated at a total of \$5.8 million for the next 5 years with this value inclusive of the 2% CPI compounded yearly.

- By the year 29/30 Cockburn ARC current replacement cost total will be approximately \$109.3 million, representing a 26% increase with the inclusion of the 2% CPI compounded yearly.

See **(Section 4)** for further information

See **(Appendix E)** for the preliminary 5 year capital works program

### **Lifecycle Management**

The lifecycle management section details how the City plans to manage and operate both current and future assets to the agreed levels of service whilst optimising life cycle costs.

- Planned maintenance work was 21% of the total maintenance expenditure for the 2019/20 period.
- By 2029/30 required expenditure for Operations and Maintenance is expected to be approximately \$16 million, this figure includes new assets growth from capital works and the Health & Fitness Expansion Plan.

See **(Section 5)** for further information

### **Financial Analysis**

#### **Cockburn ARC Infrastructure Asset Renewal Forecasts**

The City has developed a 10 year renewal plan which will inform the budget planning process and the City's long term financial planning.

- The 10 year projected renewal expenditure value totals \$6.8 million inclusive of 2% compound CPI.
- There is no 10 year cumulative funding gap for ARC infrastructure, this is based on the ARC receiving 100% renewal funding from the City's LTFP funding strategies.

See **(Section 6)** for further information

See **(Appendix F)** for the 10 year Renewal program

### **Sustainability of Service Delivery**

The City will compile and report on ARC assets and their performance in relation to the Dept. of Local Government's Asset Management Guidelines and Framework.

Based on actual expenditure in 2019/20, Table 1.2 indicates the City's performance in managing ARC infrastructure assets as at February 2021.

**Table 1.2 Cockburn ARC Asset Ratio Summary Table**

Asset Class	Consumption Ratio 2019/20	Sustainability Ratio 10 Years	Renewal Funding Ratio 10 Years
Cockburn ARC Components	86.9%	39%	100%
Cockburn ARC Building	93%	N/A	N/A
Dept of LG Framework Standard	Standard is met	Standard is not met	N/A

Sustainability ratios for ARC Components have been forecast for the next 10 years. For the 29/30 period is predicted to be 39%, the renewal funding ratio for the same period is predicted to be 100%. 2019/20 Consumption Ratios for both the ARC Building and ARC Components are higher than desired which is typical of new infrastructure.

See (Section 6) for further information

**AMP Improvement Strategy and Monitoring**

A number of strategic improvements have been identified throughout the organisation which will improve future revisions of the plan and provide greater financial alignment with the next revision of the Long Term Financial Plan.

- Build unit rate codes specific to the ARC and facilities infrastructure along with a targeted useful life application which better represents the consumption of assets at the site.
- Improve the set-up of Cockburn ARCs financial reporting to better align the City's other AMPs and make future versions of this plan more refined and improve current limitations.

See (Section 8) for further information



## 2. INTRODUCTION

### 2.1 Background

Cockburn Aquatic and Recreation Centre (ARC) is a first-class sport and recreation facility located in Cockburn Central. The \$109 million purpose-built, multi-function centre caters for thousands of residents across Perth's southern metropolitan corridor and has recorded over 4 million visitors since opening in 2017.

With population growth forecasted to continue and existing sporting facilities reaching the end of their useful life, the City saw an opportunity to build a unique community facility for residents and visitors of the area.

The ARC is also home to AFL's Fremantle Football Club, the Fremantle Dockers and Curtin University, demonstrating the capacity of partnership between local government, a professional sporting body and a distinguished public research institution to deliver an integrated, environmentally sustainable community for people of all abilities.

Employing more than 250 staff and hosting an average of 3,835 attendees per day the ARC offers contemporary recreation, community, elite sporting and educational facilities including:

- Three recreation pools, two recovery pools, a 50m outdoor, a 25m indoor, a learn to swim pool and a leisure pool
- Three 18m high waterslides, 125m in length
- Wellness facilities including a warm water pool, spa, sauna and steam room
- Six-court multi-purpose indoor sports stadium
- State of the art technology throughout e.g. Wi-Fi, My Wellness app, Technogym equipment in health club
- RPM (Indoor cycling studio), group fitness studios and wellness studio
- Specialist event facilities e.g. birthday party rooms and indoor play centre
- A standard AFL oval and a community oval
- 140 seat lecture theatre, multimedia studio, meeting rooms and spaces available for community bookings
- Café, crèche and Allied Health centre

With an emphasis on sustainability, the passive solar building design is world class technology and includes a 1MW Solargain rooftop solar installation, a \$3 million investment into geothermal energy heating all eight pools, LED lighting, high efficiency pool water filtration and a Building Management System (BMS) with digital air-conditioning and ventilation control.

This asset management plan has been developed to assist the Infrastructure Services unit to outline the management of assets, compliance with regulatory requirements and to highlight the funding required to provide the appropriate Levels of Service. The ARC

AMP refers to the planning and renewal of internal components, the depreciation and CRC are at building level and referred throughout.

The assets covered by this plan are summarised in Table 2.1.1. Figures as at December 2020 and have been extracted from Council's Technology One Enterprise Asset Management System (EAM). See Appendix A for a full asset breakdown by type and group.

**Table 2.1.1 Cockburn ARC Infrastructure Assets Covered by this plan**

Building Component	Asset Group	Quantity
ARC Assets	Play Equipment	1no
	Stadium Equipment	69no
	Plantroom Equipment	190no
	Pool Equipment	86no
	Pool Deck	3657m2
Disability Access	Disabled Toilet	3no
	Disabled Access Lift	1no
Electrical Services	Emergency Lighting	166no
	Exit Sign (illuminated)	71no
	External Electrical	68no
	Internal Electrical	1332no
External Site	Wall Finish - External	4299m2
Finishes	Ceiling Finish	9980m2
	Floor Finish	14408m2
	Floor Finish	400m2
	Floor Finish	11792m2
	Wall Finish - External	90m2
	Wall Finish - Internal	12113m2
	Fire Services	Fire Services Assets
Fixtures		312no
Fire Hydrant		5no
Fire - Portable		17no
Fitouts and Fittings	Doors - Auto	18no
	Doors - External	55no

Building Component	Asset Group	Quantity
	Doors - Internal	154no
	Doors - Roller	23no
	General Fittings	39m
	Kitchen Facility	5no
	Signs	158no
	Toilet Facility	7no
	Windows - External	1074m2
	Windows - Internal	921m2
HVAC Services	Air Handling Unit	5no
	Condensing Unit	16no
	Cool Room	2no
	Evaporative Cooler	12no
	Packaged System	1no
	Supply/Return Air Fan	4no
	Split System	6no
	Ducting, VAV and Outlets	269no
HVAC Services	Boiling/Cold Water Unit	4no
	Gas Services	1no
	Water Heater	9no
Lifts	Lift	1no
Roof	Roof Fittings	958m2
	Height Safety System	4no
	PV System	3592no
	Roof Surface	16071m2
Security Services	Security and Communication	57no

Figure 2.1.1 Aerial view of Cockburn ARC, November 2019

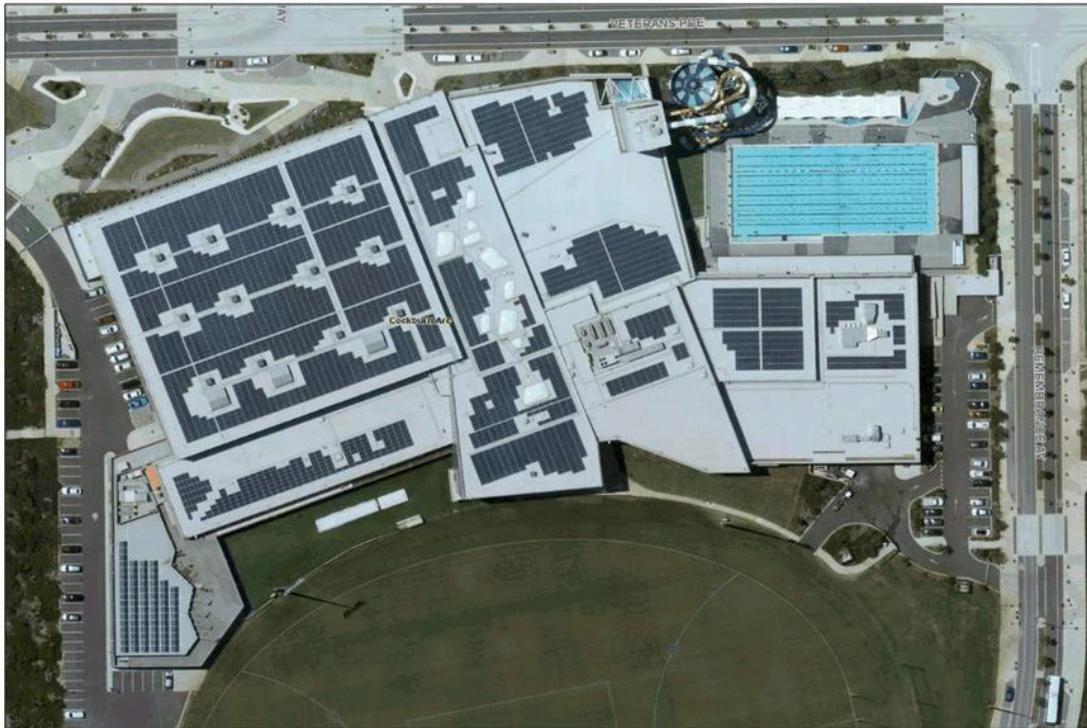
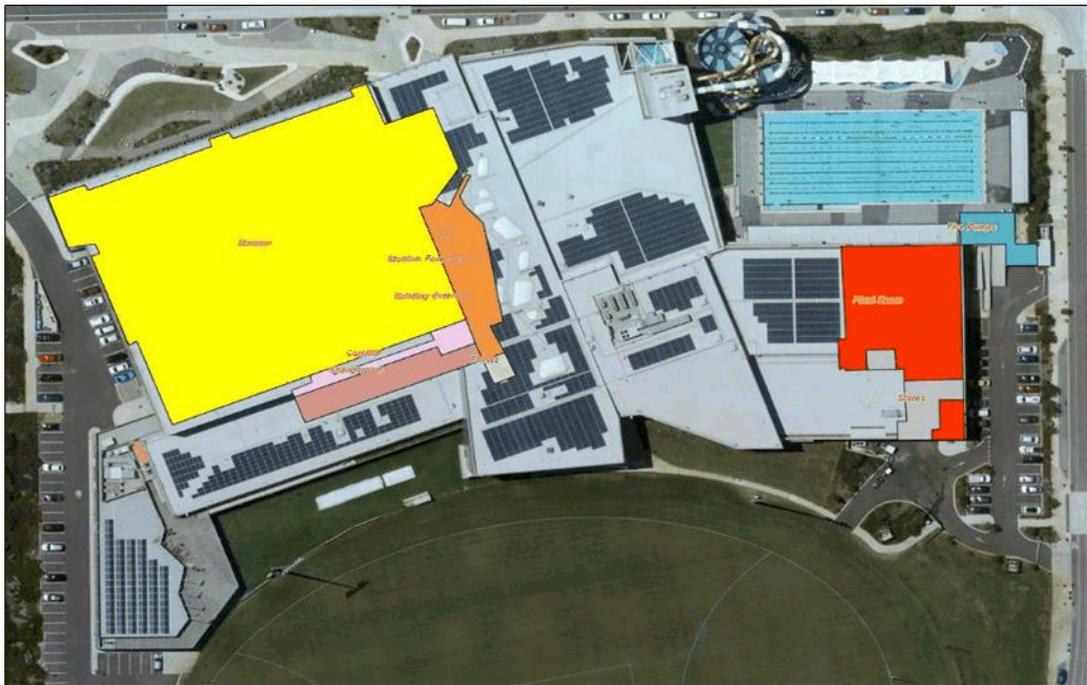


Figure 2.1.2 Aerial view of Level One, Cockburn ARC





The Cockburn ARC asset management plan is to be read in conjunction with the following associated planning documents:

City of Cockburn Strategic Community Plan 2020 – 2030

City of Cockburn Corporate Business Plan 2016/17 – 2019/20

City of Cockburn Annual Business Plan 2019 – 2020

City of Cockburn Long Term Financial Management Plan 2019/20 – 2032/33

City of Cockburn Community, Sport and Recreation Facilities Plan 2018 - 2033

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.2.

**Table 2.1.2 Key Stakeholders in the AMP**

ENTITY	NATURE OF INVOLVEMENT
<b>INTERNAL STAKEHOLDERS:</b>	
The Elected Council	Community representation
Chief Executive Officer (CEO)	Asset management direction and leadership
Executive Committee (ExCo)	Executive management endorsement, sign off and executive ownership
Chief of Community Services	Review and strategic management sign off
Cockburn ARC Manager and Staff	Review and line management sign off and implementation of the AMP maintenance actions
Property and Asset Services	Asset management plan development, review and continuous improvement
<b>EXTERNAL STAKEHOLDERS:</b>	
Insurers	Assist to manage financial risk of the City
City of Cockburn Community	Service and facility users
Outer Council Area Community	Service and facility users
City of Cockburn Businesses	Service and facility users
Leaseholders of the ARC	Fremantle Football Club, Curtin University, Lifecare, Beaumonde Catering

## 2.2 Goals and Objectives of Asset Management

The City of Cockburn exists to deliver services to its community supported by the City's infrastructure assets. The City acquires infrastructure assets by 'purchase', 'contract',

construction by council and by handover of 'donated' assets constructed by developers in order to meet the increased demand for services.

The City of Cockburn's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers.

The key elements of infrastructure asset management are:

- Taking a life cycle approach,
- Developing cost-effective management strategies for the long term,
- Providing a defined level of service and monitoring performance,
- Understanding and meeting the demands of growth through demand management and infrastructure investment,
- Managing risks associated with asset failures,
- Sustainable use of physical and financial resources, and
- Continuous improvement in asset management practices.

This AMP is prepared under the direction of Council's vision, purpose, goals and objectives.

The City of Cockburn's vision is:

*Cockburn, the best place to be*

The City of Cockburn's purpose is:

*Support our communities to thrive by providing inclusive and sustainable services which reflect their aspirations*

The five key outcomes as detailed in the Strategic Community Plan (SCP) 2020-2030 are:

- Local Economy
- Environmental Responsibility
- Community, Lifestyle & Security
- City Growth and Moving Around
- Listening and Leading

The relevant outcomes and objectives as outlined in the Strategic Community Plan and how these are addressed in this asset management plan are detailed in Table 2.2.1.

**Table 2.2.1 Council Goals and how these are addressed in this Plan**

Strategic Outcome	Strategic Objective	How Outcomes and Objectives are addressed
<b>Local Economy</b> A sustainable and diverse local economy that attracts increased investment and provides local employment	1.Ensure the City is 'easy to do business with'	<b>Levels of Service:</b> Section 3
<b>Environmental Responsibility</b> A leader in environmental management that enhances and sustainably manages our local natural areas and resources	1.Sustainable resource management including waste, water and energy	<b>Future Growth and Demand:</b> Section 4
<b>Community, Lifestyle &amp; Security</b> A vibrant, healthy, safe, inclusive and connected community	1. Accessible and inclusive community, recreation and cultural services and facilities that enrich our community	<b>Levels of Service:</b> Section 3
<b>City Growth and Moving Around</b> A growing City that is easy to move around and provides great places to live	1. An attractive, socially connected and diverse built environment 2. Cockburn Central as the capital of Perth's South Metro Region	<b>Future Growth and Demand:</b> Section 4
<b>Listening and Leading</b> A community focused, sustainable, accountable and progressive organisation	1. Best practice governance, partnerships and value for money 2. High quality and effective community engagement and customer service experiences	<b>Financial Analysis:</b> Section 6  <b>Levels of Service:</b> Section 3

### 2.3 Plan Framework

Key elements of the AMP are:

- Levels of Service and Enterprise Risk Management – outlines the levels of service provided by Council and identifies risks to the City.
- Future Growth and Demand – how this will impact on future service delivery and how this is to be met.
- Lifecycle Management – how the City will manage its existing and future assets to provide the required services.
- Financial Analysis – what funds are required to provide the required services.
- Asset management practices.
- Asset management monitoring and improvement plan - how the plan will be monitored and improved to ensure it is meeting Council's objectives.

### 2.4 Asset Management Maturity

The 2020-2024 AMP has been developed in accordance with the International Infrastructure Management Manual (IIMM) and complies with the Department of Local Government & Communities Asset Management Framework.

As part of the City's Strategic Asset Management Framework, the ARC AMP will formalise the City's future forecasting for Aquatic and Recreation Infrastructure, enabling the organisation to determine future budgeting requirements, sustain the current and future asset base, whilst ensuring that optimisation of activities and programs facilitate for the capture and reporting of adopted service levels.

The ARC AMP has reached a 'core' level of maturity and provides Executive level monitoring and reporting of key improvement areas from the Improvement Strategy.

With the continued implementation of the Strategic Asset Management Framework, the City will commence measuring service levels for planned and reactive maintenance to determine operational performance and asset utilisation.

The City strives to improve its strategic and operational asset management practices and to continue its journey towards advanced asset management. The Department of Local Government, Sport and Cultural Industries (DLGSC) has developed the Western Australia Local Government Integrated Planning and Reporting Framework. The future direction and need for advanced level practices are continually assessed in accordance with this and the City's Asset Management Policy. The Integrated Planning and Reporting Framework is shown Figure 2.4.1.

Figure 2.4.1 The City’s Integrated Corporate Planning Framework



The ARC AMP forms part of the City’s Assets Informing Strategies, which consists of the following strategy and asset management plans:

Asset Management Strategy - 2017 - 2024

Buildings AMP - 2020 – 2024

Drainage AMP - 2020 - 2024

Footpath AMP - 2020 - 2024

Fleet and Plant AMP - 2020 - 2024

Marina and Coastal Infrastructure AMP - 2020 - 2024

Parks & Environment AMP - 2020 - 2024

Road Infrastructure AMP - 2020 – 2024



### 3. LEVELS OF SERVICE

To support the management of aquatic and recreational assets the City has developed industry best practice asset management and customer focussed levels of service (LOS) for infrastructure and associated services. These LOS's provide the City with a mechanism to deliver operational activities that endeavour to meet community expectations in the most cost effective manner possible.

The City administers Community and Technical Services levels to ensure that quality service provision is provided in accordance with the City's customer Service Charter and Community Engagement Framework, whilst Technical Services are sustainable, and adhere to all relevant compliance and safety industry standards.

Similar to the City's existing Asset Management Plans, future ARC AMP Service level reporting will be derived from the City's Enterprise Asset Management System (EAM). The Implementation of the EAM will establish improved reporting of operational and maintenance budget expenditure providing increased confidence in projecting future budget needs.

The City operates and evaluates Cockburn ARC in a highly accountable manner, financial performance and participation levels at the facility are the primary indicator as to the success of the centre. Notably, the leadership team track, report and review a number of metrics on a weekly basis that inform decision making and improvement initiatives through a variety of dashboards.

The City of Cockburn administered the CATALYSE Business and Community Performance Scorecard to evaluate and monitor performance across a range of services and facilities. 697 Residents and 138 businesses participated in the studies. The surveys were conducted by CATALYSE Pty Ltd and provide Council with valid performance measures that can be benchmarked and consistently monitored over time.

The City of Cockburn has defined service levels in two terms:

- Community Levels of Service relate to how the community receives the service in terms of safety, quality, quantity, reliability, responsiveness, cost efficiency and legislative compliance.
- Supporting the community service levels are operational or technical measures of performance developed to ensure that at least the minimum community levels of service are met. Technical Levels of Service relate to how the City provides the service using technical terms.

The most recent customer satisfaction surveys were undertaken in April 2020 and the performance comparison of satisfaction levels since construction are shown below. The ARC AMP community and technical levels of service are defined to an asset group level and enable the City to monitor and report operational performance against adopted community and technical targets. The ARC scored highest out of all programs, services and facilities available to local residents and the community.

Tables 3.1.1, 3.1.2 and 3.1.3 outline the City’s current Community Service Levels, measures and performance demonstrating the diversity and quality of services provided by the Cockburn ARC Staff.

Key to status reported below:

-  Drop in customer satisfaction of 3% or more
-  Change in customer satisfaction of 2% or less
-  Increase in customer satisfaction of 3% or more

**3.1 Current Levels of Service**

**Table 3.1.1 Community Scorecard Performance Rating**

Performance Measure	Satisfaction Level (Delighted & Satisfied)			
	2017	2018	2019	Status from previous year
% Satisfaction with Cockburn ARC	97%	98%	96%	
% engagement ARC Membership of surveyed	19%	18%	20%	

**Table 3.1.2 Occupancy and Attendance Data**

Performance Measure	2017/18	2018/19	2019/20*
Annual enrolments across various water programs including Swimming Lessons, ARCademy, Learn To Swim	2724	2828	2851
Annual occupancy % swim program only	86.80%	87.70%	82.80%
Average Group Fitness attendances/month	8506	7952	6612
Annual attendances to facility	1,370,979	1,394,850	1,016,933

\*Reduced class sizes for COVID-19 compliancy, future versions of this plan will continue to report occupancy and attendance numbers despite restrictions resulting from the Corona virus pandemic.

Cockburn ARC had the following closures due to COVID – 19, Friday 20 March 2020 - Monday 25 May, 2020, Friday 31 February - Sunday 7 March 2021 and Friday 23 April - Saturday 1<sup>st</sup> May 2021 totalling 88 days over the 2019/20 and 2020/21 financial years.

Table 3.1.3 shows the current Community levels of service being provided under ARC AMP. The 'desired' position in the table, documents the position being recommended in this AM Plan.

**Table 3.1.3 Community Levels of Service**

Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected Position in 10 Years based on current LTFP
<b>COMMUNITY LEVELS OF SERVICE</b>				
<b>Service Provision</b>	Provision of a safe, reliable and enjoyable swimming facility to residents and visitors of the City	Complaints and public enquiries relating to services provided at the ARC	Requests/complaints are responded to in accordance with the City's Customer Service Charter standards	Increase staff in line with ARC expansion plan business case. Future introduction of CX Framework to exceed the City's current standards
		Net Promoter Score, a benchmarking process based on customer satisfaction metrics where 50 is excellent and 70+ is world class *19/20 is for non-Covid restricted months only	Average Annual Net Promoter Score Year Score 2017 45.9 2018 47.5 2019 59.7 2020* 66.7	Maintain or improve current performance level
	Cockburn ARC offers a high level of availability to members and casual users	Current Opening Hours	24hr Health Club	Cockburn ARC continues to offer a high level of availability to members and casual users
<b>Quality</b>	Pools comply with regulations and guidelines	Internal and external water/facility compliance audits	100% compliance with Aquatics Code of Practice, External Chemical Audit and Safety Audit	100% compliance with Aquatics Code of Practice, External Chemical Audit and Safety Audit
	Fitness equipment is of a high standard, regularly maintained or replaced when required	Internal and external equipment audits	Monthly equipment audit by contractor, replaced when required	Fitness equipment is of a high standard, regularly maintained or replaced when required



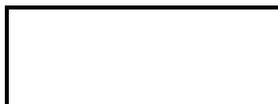
Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected Position in 10 Years based on current LTFP
<b>Function</b>	Provision of a safe leisure environment	Cockburn ARC Emergency Response Plan	Compliant	No change current performance, actively working towards reducing accidents and promotion of safe practices
	Satisfaction with aquatics and fitness facilities	Customer Satisfaction	Provision of aquatics and fitness facilities are satisfactory for requirement	Satisfaction with aquatics and fitness facilities
	Ensure Cockburn ARC is accessible to all users	Continued provision of inclusive sports programs and accessible aquatic facilities and fitness equipment. Disability Access Audit 2020 confirmed Cockburn ARC is compliant under the building code and compliant with the Disability Access and Inclusion Plan	Redbacks Basketball Team is an inclusive basketball club catering for people with disabilities  Specialist accessible gym equipment  One platypus access stairs and three Wet Area water wheelchairs available for free  Companion Cards free entry for carers  Disability Access ramps to pools  11 ACROD parking bays  Disability hoist & change bed	Continued or increased provision of inclusive equipment, facilities and programs. All processes are being met and compliant as per current performance
<b>Capacity/ Utilisation – is the service over or under used</b>	Facility capacity is not exceeded (4245 pax)	People count upon entry	Safe Occupancy Dashboard	Facility is not over capacity, completion of the ARC expansion will ensure this
	Planned Service disruptions	Number of days facility is closed per annum	Two days per annum (Christmas Day and Good Friday)	No increase in facility closures or reduction in service



Table 3.1.4 shows the current technical levels of service being provided under the ARC AMP. The 'desired' position in the table, documents the position being recommended in this AM Plan

**Table 3.1.4 Technical Levels of Service**

Service Attribute	Service Objective	Activity Measure Process	Current Performance	Desired for Optimum Lifecycle Cost	Agreed Sustainable Position
<b>TECHNICAL LEVELS OF SERVICE</b>					
<b>Operations</b>	Cockburn ARC services are reliable, accessible and sufficient	Period of days when the ARC facilities cannot be used or shut down	Cockburn ARC operates 363 days per year, unless scheduled maintenance/shut down has been advertised	As per current performance	As per current performance with consideration given for essential maintenance
	Cost Effectiveness	Facility demonstrates a financially responsible operating model and operating costs are maintained within approved budget	Cockburn ARC is currently running a cost neutral model	As per current performance	As per current performance with consideration given to increased operational costs following expansion
	Effectively utilise assets which will sustainably consume resources such as energy and water	Daily utility reporting along with annual energy & water audits	All processes are being met	As per current performance	As per current performance
<b>Maintenance</b>	Maintain a clean facility at all times	12x general cleaning inspections per year auditing cleaners (minimum), 4x periodical inspections per year and compliance with cleaning contracts	A high level of compliance currently exists	All processes are being met	As per current performance



Service Attribute	Service Objective	Activity Measure Process	Current Performance	Desired for Optimum Lifecycle Cost	Agreed Sustainable Position
	Maintain and report on ARC infrastructure with scheduled inspections across a variety of maintenance contractors	Undertake regular facility inspections and audits of equipment	Maintenance and renewal work is undertaken in accordance with annual business plans  Compliance with maintenance contracts (electrical, HVAC, Plumbing, Carpentry)	As per current performance	As per current performance with consideration given to increased maintenance requirements following expansion
	Cockburn ARC is a safe leisure facility	Number of reported accidents  # of employee or contractor safety inductions completed per year  Ensure compliance with the code of practise for the design, construction, operation, management & maintenance of aquatic facilities  AS 3745-2010 Planning for emergencies in facilities	Currently in the process of implementing an online contractor management system  ARC infrastructure is free from hazards/defects and customer requests and/ incidents	No increase in reported accidents/incidents  All mandatory contractor safety inductions completed  Compliant in all areas	All processes are being met
<b>Upgrade/New</b>	Cockburn ARC infrastructure meets user needs and requirements	Demand additional equipment and infrastructure	Currently meeting user group needs	No increase in requests for additional equipment	All processes are being met



### 3.2 Enterprise Risk Management

In 2015 the City implemented a Risk Management & Safety System (RMSS) in which all operational and strategic risks are captured, rated and receives ongoing monitoring based on their level of risk.

Additionally, in 2017 the Risk Management Framework was adopted with the aim of supporting an integrated and effective organisation wide approach to risk management.

The implementation of the Framework sought to:

- Ensure a consistent approach to the risk management process across Council;
- Establish a structured process for undertaking the risk management process to identify, assess and control/treat risks;
- Encourage the integration of risk management into the strategic and operational process across all Business Units of the Council

There are currently no Extreme and one High Risk associated with ARC Infrastructure, these are managed by risk treatment plans.

The City uses a matrix based approach when addressing risk level, treatment and responsibility as detailed in Table 3.3.1.

**Table 3.2.1 Risk Treatment Matrix**

Risk Level	Code	Criteria	Treatment	Responsibility
<b>LOW</b>	L	Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continuous review throughout project lifecycle.	Management through routine operations/project, Risk Registers to be updated.	Service Unit Manager/Project Manager
<b>MODERATE</b>	M	Risk acceptable with adequate controls, managed by specific procedures. Subject to semi- annual monitoring or continuous review throughout project lifecycle.	Communication and awareness of increasing risk provided to SM, Risk Registers to be updated.	Senior Manager/Project Manager
<b>SUBSTANTIAL</b>	S	Accepted with detailed review and assessment. Action Plan prepared and continuous review.	Assess impact of competing Service Unit/Business Unit Projects. Potential redirect of Service Unit/Business Unit resources. Risk registers to be updated.	Director/Steering Committee
<b>HIGH</b>	H	Risk acceptable with effective controls, managed by senior management/executive. Subject to quarterly monitoring or continuous review throughout project lifecycle.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Quarterly monitoring and review required. Risk Registers to be updated.	Executive/ Steering Committee/Project Sponsor
<b>EXTREME</b>	E	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Monthly monitoring and review required. Risk Registers to be updated.	CEO/Council/Project Sponsor



Each of the risks are reviewed with current and proposed control measures being assessed yearly to ensure industry standards and potential advancements are considered and are incorporated as required.

**Table 3.2.2 Cockburn ARC – Operational Risk and Proposed Treatments**

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk	Treatment Costs
Equipment & infrastructure e.g. Waterslides/ Stadium Equipment	Damage to equipment, vandalism, theft. Disrepair due to over or improper use	M	Proactive maintenance schedules, regular equipment audits, reporting system for reactive maintenance, training on use of equipment & treatment Emergency Response Plan	L	
Contractor Safety	Failure to provide a safe environment for contractors at the ARC	M	Contractor performance reviews Maintain relevant staff qualifications Contractors' insurance/permit checks Risk management plans for high risk activities	L	N/A
Fire System	Facility fire resulting in damage to ARC infrastructure and risk to personal safety	S	Ensure all fire protection measures are in good working order at all times and inspected regularly	L	\$11,000 per annum for inspection and maintenance program of all fire, Emergency Warning (EWIS) and mobile equipment
Automatic doors	Automatic door failure	M	Regular inspections and maintenance of doors and motors to ensure they don't fail in emergencies as these are a primary exit	L	\$8,000 per annum for inspection program
Site Security	Loss or damage to Council and personal items due to theft/vandalism. Unauthorised access throughout site	L	On site static security guard, 10-12hrs/day, 7 days a week	L	\$128K per annum

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk	Treatment Costs
Air Conditioners	Failure of the air conditioning system	M	Ensure regular maintenance and reporting of the system Replace equipment before life expectancy by increasing intervention levels	L	\$18,000 per annum HVAC program
Various electrical items including switchboards, water heating system, emergency exits doors	Power failure	H	Ensure regular maintenance and reporting of the system, carry out maintenance based on these findings General Electrical Contract Cockburn ARC Operations and Maintenance Manual	M	\$86K per annum Covered by the General Electrical Contract (GEC)
Dosing and Filtration System	Dosing or filter system malfunctions or failures	S	Ensure regular inspections and maintenance of the systems, ensure all required staff are trained in proper use of the units Pool Services Contract Cockburn ARC Operations and Maintenance Manual	M	Covered by the Pool Service Contract
Plant Room Equipment e.g. Pumps	Supply pump failures	S	Regular inspections and maintenance of the pumps, ensure all required staff are trained in proper use of the units Pool Services Contract Cockburn ARC Operations and Maintenance Manual	M	Pool Service Contract total \$130K per annum



### 3.3 Legislative Requirements

The City of Cockburn has to meet many legislative requirements including Australian and State legislation and regulations.

**See (Appendix A)** for the Legislative Requirements

### 3.4 Asset Capacity and Performance

The City of Cockburn services are generally provided to meet design and performance standards where these are available.

Locations where deficiencies in service performance are known have been identified by Cockburn ARC Staff and are detailed in the following table.

Location	Service Deficiency
Geothermal Pumps	During routine preventative maintenance, the geothermal pump failed in February 2020. Contractors have said it's a similar fault as experienced during the commissioning stages of the system in which various motors failed resulting in the system being inoperative. There is urgency to resolve the failure prior to the winter period, where heat requirements for the aquatic facilities are in higher demand, a contract for replacement has been awarded estimated completion Q1 21/22. The centre continues to use natural gas supply for all heating in the meantime.
Waterslides (Rocket)	The City has experienced a number of issues with the Rocket slide during the 2020 summer period. Remedial works were required in February 2020 to recommission the slide following a closure of two months. High levels of corrosion were evident within the electronics of the slide system which is believed to have contributed to the critical failure in late 2019; this is currently still out of action.
IT Systems and Support	Since the opening of the facility there have been challenges associated with performance of virtual PC's, Wi-Fi equipment and general computer systems. It is understood this is a corporate issue across more service areas and not isolated to Cockburn ARC operations.
Lighting System	The lighting at the facility is aligned with the latest technologies, the fittings are energy efficient LED's, these are controlled via a combination of timers and motion sensors, there is also daylight harvesting present. The current lighting system is underperforming and the annual software upgrade required is estimated at approximately \$25K, this was excluded from the O&M manual and is classified as essential.

Location	Service Deficiency
Bus Access Zone	At present, school busses are using Remembrance Avenue for turning however as this road is still under construction the current provision for a turn-around is inadequate. There is currently no planned date for these works to commence.
Outdoor Pool Concourse	The City has experienced extensive concrete cancer and cracking to the outdoor pool concourse. This defect was identified during the construction of the facility, with repair measures being undertaken. However it has become apparent these repairs have been unsuccessful and the performance of the concrete remains a significant issue.
Harmonics Power Issue	A power monitoring study had been commissioned and is due to be completed in June 2021; this is to further investigate the frequency of failures in new infrastructure.

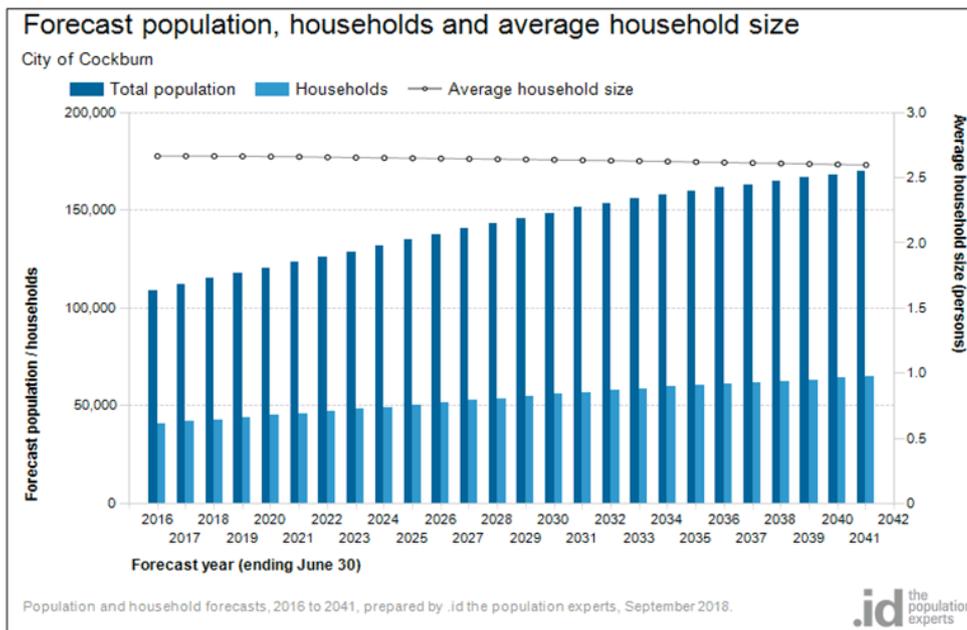


## 4. FUTURE GROWTH AND DEMAND

### 4.1 Growth Forecast

Cockburn is one of the major Coastal Cities found in the state of Western Australia, totalling 170 square kilometres. This coastal City is renowned for its historical and tourism features along with agriculture and ship building industries.

The City of Cockburn's 2020 forecasted population and dwelling is 120,417 and 46,800 dwellings respectively. The population is forecast to reach 169,700 by 2041, an increase of 40.92%.



Growth factor trends and the impacts these have on service delivery across the Council are summarised in Table 4.1.

**Table 4.1 Growth Projections and Impact on Services**

Factor	Present Position	Projection	Impact on Services
Population	120,417 as at year 2020	Change between 2020 and 2041 is projected to be 49,283 a 41% increase	Increase demand for the provision of new aquatic facility assets, parking areas and traffic management requirements
Demographic change	Population increases across all age groups	Likely to continue as projected	Shifts in demand and utilisation of the facility
Development pattern changes	New and existing land areas being developed and redeveloped around Cockburn Central and the Eastern suburbs	Likely to continue	Increased demand on the facility and services provided from increasing resident base, visitors and commuters
Legislative changes	Current compliance for the facility under building and health areas	New legislative changes will require compliancy updates	New changes may require new technologies, or facility users requirements
Energy cost increases	High energy demands for peak operating periods outside of solar hours	Likely to have continued cost increases	Facility charges may increase to cover utility costs
Safety and environment protection measures	Current compliance for the facility in the safety and environment protection areas	Measures may change with new/updated regulations	Increase compliance in the safety and environment areas may increase costs and charges

Overall increased population in the City will increase customer expectations with regards to the performance and services provided. This may mean an increase in administrative and supervisory roles required to support the operational staff.

The City of Cockburn is a large Local Government employing over 500 people in fulltime, part time and casual roles. With the projected growth and demand on services the Cockburn ARC Business Unit may need to increase, in order to adequately deliver the levels of service the community require.

**4.2 Changes in Technology**

The City of Cockburn has implemented a renewable energy program, which incorporates a blend of initiatives such as investing in renewable energy systems, establishing research partnerships, trialling new technology and campaigns to raise awareness on renewable energy as a viable and sustainable energy option.



- The \$2 million agreement with Solargain to supply, install and maintain Western Australia's largest 1MW rooftop solar installation generates 1550 MWh per year providing roughly one third of the facilities annual load helping to run the centres heated indoor and outdoor pools and comprises of 3592 panels and spans 6841m<sup>2</sup>. It is estimated to save the facility \$300,000 annually and a carbon dioxide offset of 1170 tonnes per year,
- The 'passive solar' building design utilises the suns energy providing natural heating and cooling for increased cost effectiveness and usage efficiency.
- High efficiency pool filtration, low water usage 'Defender' filters use less backwashing which results in lower usage of scheme water.
- Geothermal energy infrastructure, a \$3 million investment in geothermal energy infrastructure will have a payback period of between seven to 10 years and heats the Centre's eight pools ranging from 27 degrees in the outdoor pool to 34 degrees in the community pool and spas at 37 degrees.
- Building Management System (BMS) with direct digital controllers (DDC) to control air-conditioning, lighting and ventilation equipment for optimum efficiency and cost.
- Water efficient infrastructure located throughout the building including showers, dual flush toilets and push button taps with set run times supporting the Waterwise Aquatic Centre Program certification earned in 2019 and the Water Management Plan.

#### 4.3 Demand Management Plan

Demand management strategies provide alternatives to the creation of new assets in order to meet demand, and look at ways to modify customer demands in order that the utilisation of existing assets is maximised and the need for new assets deferred or reduced. The objective of demand management is to actively seek to modify customer demands for services in order to;

- Optimise the utilisation and performance of existing assets,
- Reduce or defer the need for new assets,
- Meet organisation's strategic objectives,
- Deliver a more sustainable service, and
- Respond to changing customer needs.

The opportunities identified to date for demand management, the impact these drivers may have on future service delivery and the utilisation of these assets are shown in the Table 4.3.

Demand for new services will be recognised through a combination of managing and upgrading of existing assets and providing new assets. Demand management practices include non-asset solutions, insuring against risks and managing failures.

**Table 4.3 Demand Management Plan Summary**

Demand Driver	Impact on Services	Demand Management Plan
Population and Geographic Increase	Increased demand for provision of new facility assets, upgrading of existing assets and changes to facility access times	Health and Fitness Expansion Business Case
Program, Services and Facilities	Health and Fitness spaces considered inadequate for current and future demand. Gym usage during peak time above sector average.	Health and Fitness Expansion Business Case
Insufficient parking provision	Cockburn ARC visitors are currently using a temporary car park under a rental agreement, this is to be developed and two new car parks to be created	Health and Fitness Expansion Business Case
Facility Memberships	The number of active members continues to present a significant risk to the City, in which cancellations may continue to occur due to lack of gym and programmable space.	This is being addressed as a priority project as part of the 2020-21 Business Plan.

**4.4 New Assets from Growth**

The new assets required to meet growth will be mainly acquired from new and upgraded works. This may also include some minor construction works being completed by the City.

New projects to be funded by the City are taken from the Preliminary 5 year Capital Works Program shown in Appendix E.

These figures have been used throughout this AMP where growth has been considered.

- Continued population growth within the City of Cockburn area and surrounding Council areas,
- Development of residential and commercial infrastructure areas throughout the City of Cockburn and surrounding Council areas, and

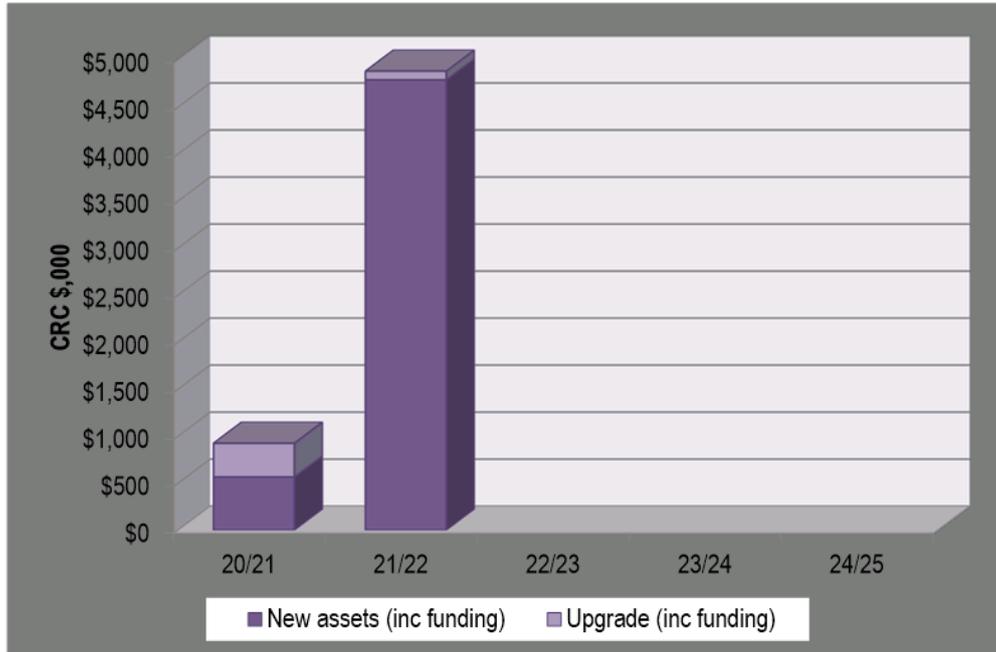


- The service and reputation of the Cockburn ARC has become better established and thus creating a more desirable facility for local and visiting users of the facility.
- Offering additional facilities to locals and visitors in support of the increasing demand at the facility e.g. additional parking areas, and
- Maintain the high standards of service and facilities expected by both locals and visitors to the Cockburn ARC facility.



**Graph 4.4 New Assets from Growth**

Over the next five years the City will fund and deliver major new assets with an estimated budget of \$5.8 million including 2% CPI, please refer to Appendix D for further information.



## 5. LIFECYCLE MANAGEMENT

The lifecycle management area details how the City of Cockburn plans to manage and operate the Cockburn ARC infrastructure assets while optimising lifecycle costs. The data is based on the City’s financial and operational asset registers.

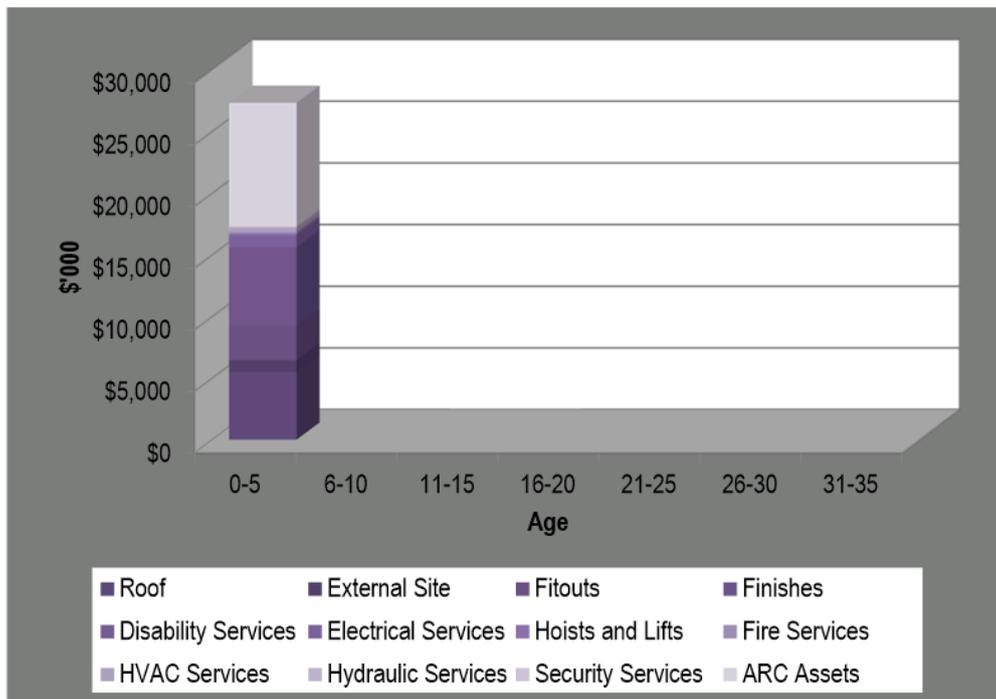
### 5.1 Asset Data

The City’s operational asset register is derived from an internally developed specification ‘BSPEC’ based on similar principles to the City’s RSPEC & OSPEC which align to the ASPEC data industry standard for the supply of digital data relating to “As Constructed” Infrastructure asset information. This is the classification of assets to best capture and manage Infrastructure for the City, for further information on ASPEC please refer to the glossary.

#### 5.1.1 Asset Age

The age profile for Cockburn ARC infrastructure assets are shown in Graph 5.1.1.

*Graph 5.1.1 Asset Age Profile*



From graph 5.1.1, 100% of ARC assets are within the first 10 years of their operational life. Further, infrastructure within the first 10 years equates to a CRC of

\$27.3m. Following completion of the expansion and as infrastructure is replaced the asset age profile graph will mature in line with the facility.

5.1.2 Useful Life

A useful life has been applied to all Aquatic and Recreation infrastructure assets. The useful life is based on existing or similar assets within the City based on industry or technical knowledge. The useful life by asset type is shown in Table 5.1.2.

**Table 5.1.2 Asset Useful Life for Cockburn ARC Infrastructure**

Building Component	Asset Group	Type	Useful Life
ARC Infrastructure	AR_POEQ (Pool equipment)	CLEAN_EQ	5
	AR_POEQ	ARC_INF	
	AR_POEQ	BLANKET	8
	AR_POEQ	AQU_LADR	
	AR_PLAN (Plant)	CHEM_SYS	10
	AR_PLAN	DIS_SYS	
	AR_PLAN	FILT_SYS	
	AR_PLAN	ULTR_FIL	
	AR_PLAN	CO2_UNIT	
	AR_PLAN	AIR_COMP	
	AR_PLAN	UV_UNIT	
	AR_POEQ	TROLLEY	
	AR_POEQ	LANE_ROP	
	AR_POOL (Pool)	GRATED	
	AR_PLAN	BKWA_SEN	12
	AR_PLAN	POOL_PUM	
	AR_PLAN	BKWA_PUM	
	AR_PLAN	HEAT_SYP	
	AR_POEQ	DIV_BLOK	15
	AR_POEQ	SWM_WL	
	AR_CHIL (Children's play equipment)	PLY_CNTR	20
	AR_POEQ	WATR_EQU	
	AR_PLAN	HYPO_GEN	
	AR_PLAN	FLOW_MET	
	AR_EQUI (Equipment)	BASK_BAK	
	AR_EQUI	FXEQ_WIN	
	AR_EQUI	SCR_BRD	
	AR_EQUI	MOB_EQUI	
AR_POEQ	WATR_SLD		



Building Component	Asset Group	Type	Useful Life
	AR_PLAN	HEAT_SYE	25
	AR_PLAN	GEO_SYS	30
	AR_PLAN	HYPO_TNK	
	AR_PLAN	CHEM_TNK	

See Appendix B & C for a full breakdown of useful life's for internal building components.

### 5.1.3 Asset Condition

The condition profile of the Cockburn ARC infrastructure assets are measured using a 1 to 5 rating system as outlined in Table 5.1.3.

**Table 5.1.3 Asset Condition Rating System**

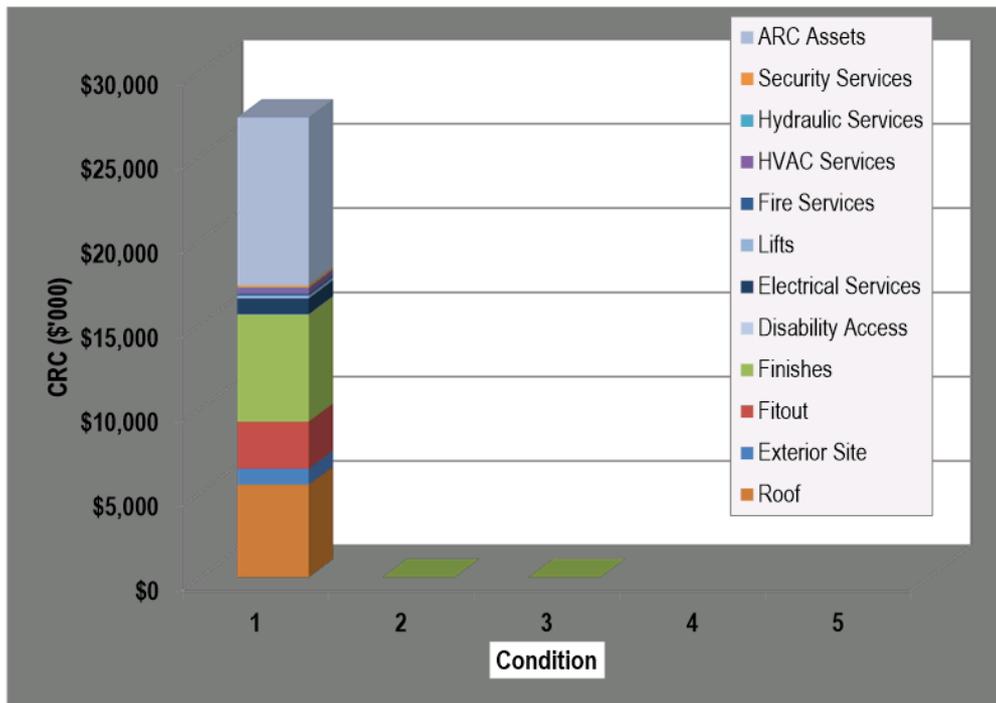
Rating	Condition Description	
1	Excellent	A new asset or an asset in overall excellent condition with only a slight condition decline Normal maintenance required
2	Good	An asset in an overall good condition, with minor signs of deterioration evident, serviceability may be slightly impaired Minor maintenance required
3	Moderate	An asset with obvious signs of deterioration Maintenance required to return to accepted level of services Significant maintenance required
4	Poor	An asset in poor condition Condition deterioration is severe and serviceability is becoming limited Significant renewal or upgrade required
5	Very poor	An asset that has failed and no longer serviceable There would be a risk leaving the asset in service Replacement required

**Graph 5.1.3 Asset Condition Profile**

From graph 5.1.3, 100% of the City's ARC assets are rated as condition 1 to 3 (excellent, good or moderate). Further, 0.9% of infrastructure is rated as good with a CRC of \$24,009, 0.04% rated as moderate and the remaining 99.87% is considered to be in excellent condition with a CRC of \$27.2 million. There is no infrastructure with a condition rating of 4 or 5.

**5.1.4 Asset Valuations**

The value of assets as covered by this asset management plan are summarised in Table 5.1.4.



**Table 5.1.4 Current Replacement Cost (CRC) by component**

COMPONENT CLASSIFICATION	CRC
Roof	\$5,492,600
External Site	\$948,060
Fitout	\$2,790,074
Finishes	\$6,372,289
Disability Services	\$29,800
Electrical Services	\$946,040
Hoists & lifts	\$160,650
Fire Services	\$119,625
HVAC Services	\$340,284
Hydraulic Services	\$33,800
Security Services	\$117,420
ARC Assets	\$9,966,596
<b>TOTAL</b>	<b>\$27,317,238</b>

**Table 5.1.5 ARC Building Current Replacement Cost (CRC)**

Building Infrastructure	Asset Classification
<b>TOTAL</b>	<b>\$85,700,000</b>

## 5.2 Maintenance and Operating Expenditure

Maintenance work includes reactive or planned maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests, from Management or Supervisory directions.

Planned maintenance is work that is identified and managed through a maintenance schedule, these activities include inspection, assessing the condition against failure or breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Operating expenditure is continuously required expenditure e.g. power, fuel, staff, plant equipment, on-costs and overheads.

Maintenance and operating expenditure trends are shown in Table 5.2.

**Table 5.2 Maintenance and Operating Expenditure Trends**

Year	Reactive (\$)	Reactive (%)	Planned (\$)	Planned (%)	Total Maintenance (\$)	Operating Expenditure (\$)	Total Operating and Maintenance (\$)	Annual Budget (\$)
2016/17	3,643	55	2,967	45	6,610	4,361,276	4,367,889	4,325,044
2017/18	273,073	84	60,087	18	333,161	11,442,776	11,775,937	11,840,336
2018/19	354,768	62	213,210	32	567,977	12,286,278	12,854,255	12,623,964
2019/20	473,454	79	127,214	21	600,668	11,886,217	12,486,885	13,337,984

Planned maintenance work for the financial year 2019/20 was 21% of the total maintenance expenditure. A heavily reactive maintenance model is less cost-effective and sustainable; whilst the desired services levels are being met and the facility is under five years old moving to a more planned maintenance should see improvements to overall maintenance expenditure.

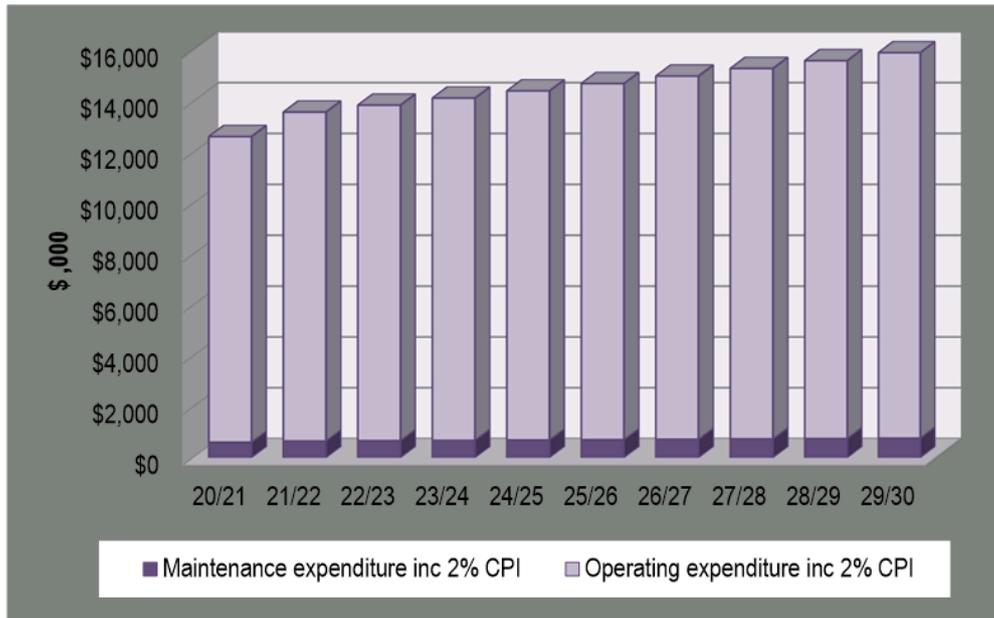
The future maintenance and operating expenditure is forecast to grow in line with the value of the asset stock and this increase needs to be budgeted for to ensure new infrastructure at the ARC is maintained to the service levels identified in section 3. This is further discussed in Section 6.2 of the Financial Analysis.

Total maintenance is calculated using both the planned and reactive OPs (operational budget code) for ARC building and grounds maintenance. The operating expenditure is calculated using the GLs (general ledger) account lines, employee costs, depreciation and utilities have been included in this figure. The annual budget is derived from allocated budget funds for both the OPs and GLs accounts.

A breakdown of expenses by account type can be found in Appendix D.



**Graph 5.2 Forecast Operating and Maintenance Expenditure**



Data for the Graph 5.2 is based on 2019/20 actual maintenance and operating expenditure, with these values coming from the Table 5.2 Maintenance and Operating Expenditure Trends table. These costs are shown in current 2019/20 dollar values and increasing by 2% CPI each year forward.

**5.2.1 Standards and Specifications**

Maintenance, renewals and upgrade works are carried out in accordance with maintenance and specification manuals and other documentation as provided upon acquisition of the assets from works providers

**5.3 Renewal and Replacement Plan**

Renewal expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential.

The projected 10 Year Renewals program is detailed in Appendix E. Renewals are incorporated into the City’s capital works program. This is further explored in Section 6.2.

**5.4 New and Upgrade Plan**

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

The projected 5 Year New and Upgrade program is detailed in Appendix E.

5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

Due to the infant nature of infrastructure at Cockburn ARC there is one asset identified for decommissioning or disposal at this time, as the infrastructure matures and the asset base ages along with increased consumption, asset disposals will be updated.

**Table 5.5 Assets Identified For Disposal**

Asset Category	Reason for Disposal	Timing
Chlorine Generator	Not fit for purpose	21/22



## 6. FINANCIAL ANALYSIS

The Financial Analysis section of this report provides the recommended financial forecasts for the next 10 years. This section brings together the various types of expenditure described throughout the previous sections of the AMP and provides recommended budgets for Council to achieve the appropriate level of service through Municipal funding.

### 6.1 Financial Statements and Projections

From the financial asset register, the value of assets as covered by this asset management plan are summarised in Table 6.1.1 Current Replacement Cost and Depreciation. The current replacement cost, fair value (also known as written down value or depreciated replacement cost), depreciation and the annual depreciation values are shown.

**Table 6.1.1 Component Current Replacement Cost and Depreciation**

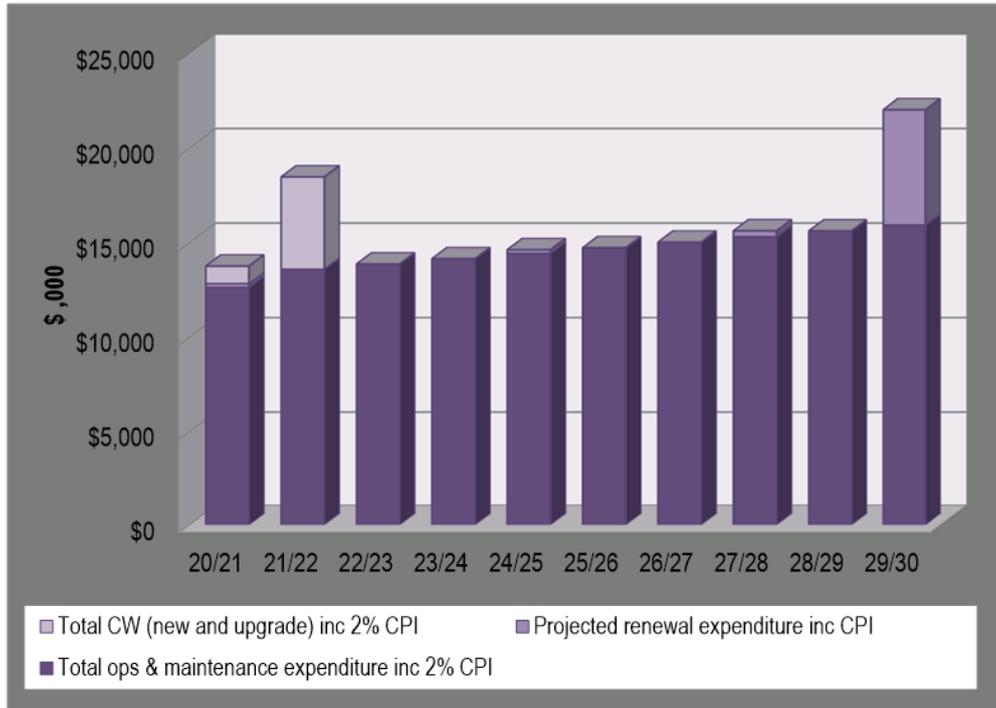
Component Classification	Replacement Value	Fair Value	Annual Depreciation Value
Roof	\$5,492,600	\$4,806,967	\$272,746
External Site	\$948,060	\$841,481	\$23,546
Fitout	\$2,790,074	\$2,449,617	\$131,962
Finishes	\$6,372,289	\$5,583,495	\$284,908
Disability Services	\$29,800	\$26,243	\$1,153
Electrical Services	\$946,040	\$821,656	\$59,561
Hoists & lifts	\$160,650	\$141,372	\$6,426
Fire Services	\$119,625	\$105,357	\$4,609
HVAC Services	\$340,284	\$294,246	\$24,019
Hydraulic Services	\$33,800	\$28,732	\$3,393
Security Services	\$117,420	\$99,807	\$11,742
ARC Assets	\$9,858,596	\$8,447,406	\$748,972
<b>TOTAL</b>	<b>\$27,209,238</b>	<b>\$23,646,380</b>	<b>\$1,573,037</b>

**Table 2.1.1 Building Valuation and Depreciation**

Building Type	Current Replacement Cost (CRC)	Fair Value (FV)	Annual Depreciation Expense
Cockburn ARC	\$85,709,556	\$79,734,389	\$1,611,340
<b>TOTAL</b>	<b>\$85,709,556</b>	<b>\$79,734,389</b>	<b>\$1,611,340</b>

The financial projections are shown in Graph 6.1.1, for the forecasted operating (operations and maintenance) and capital expenditure (renewal and upgrade/ new assets).

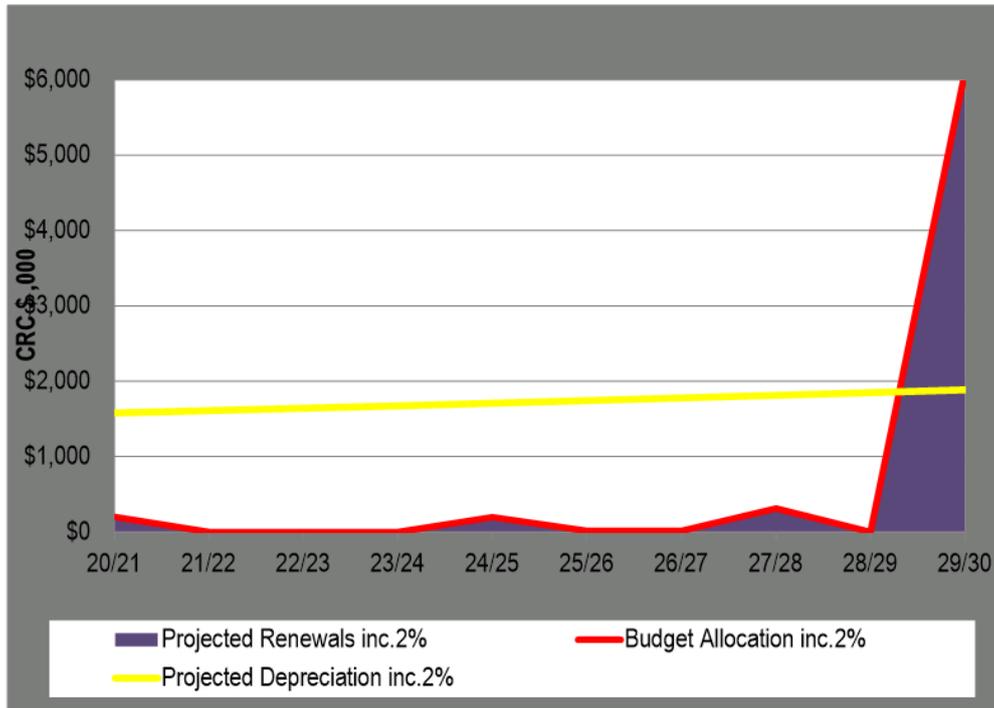
**Graph 6.1.1 Forecast Operating and Capital Expenditure**



The costs shown are in 2019 dollar replacement values and also include the 2% CPI increase. Renewal and capital expenditure is low due to the infrastructure at Cockburn ARC being less than five years old and with significant remaining useful life. The operations and maintenance expenditure is expected to reach \$15.9 million by 2029/30.



**Graph 6.1.2 Projected Component Renewals and Annual Depreciation**



In Graph 6.1.2, data for the projected renewals are obtained from the Appendix F preliminary 10 year renewal program, the projected depreciation expense takes into account all new asset values and the budget allocation has been based on the funding for the renewals per year.

These costs are shown in 2019 dollar values and also include the 2% CPI increase per year forward.

**Table 6.1.2 Projected Renewals and Budget Allocation Gap**

Year	Projected Renewals	Proposed Budget allocation from LTFP	Funding Gap	Cumulative Gap
2020/21	\$200,000	\$200,000	\$0	\$0
2021/22	\$0	\$0	\$0	\$0
2022/23	\$0	\$0	\$0	\$0
2023/24	\$0	\$0	\$0	\$0
2024/25	\$194,838	\$194,838	\$0	\$0
2025/26	\$13,216	\$13,216	\$0	\$0
2026/27	\$13,964	\$13,964	\$0	\$0

Year	Projected Renewals	Proposed Budget allocation from LTFP	Funding Gap	Cumulative Gap
2027/28	\$311,812	\$311,812	\$0	\$0
2028/29	\$0	\$0	\$0	\$0
2029/30	\$6,098,070	\$6,098,070	\$0	\$0
<b>TOTAL</b>	<b>\$6,831,900</b>	<b>\$6,831,900</b>	<b>\$0</b>	

The LTFP intends to provide 100% renewal funding up to 29/30 ensuring that the 10 year cumulative funding gap for aquatic infrastructure assets base will be Zero.

6.2 Funding Strategy

Renewal expenditure identified in Section 6.1 is to be funded from the City’s Cockburn ARC Building Maintenance Reserve. The funding strategy is detailed in the City’s Long Term Financial Plan 2019-2020 to 2029-2030.

In order to provide effective management of aquatic and recreation infrastructure asset base it is imperative that LTFP funding strategies are adequate and timely to support asset renewal projections and new projects outlined within the ARC AMP.

6.3. Sustainability of Service Delivery

There are three key performance indicators for financial sustainability as recommended in the Department of Local Government (LG) Asset Management National Framework and Guidelines that have been considered in the analysis of the Cockburn ARC Infrastructure financial data.

The aim of the Framework is to enhance the sustainable management of Local Government assets by encouraging ‘whole of life’ and ‘whole of organisation’ approaches and the effective identification and management of risks associated with the use of the assets.

6.3.1 Asset Consumption Ratio (ACR)

- This ratio shows the written down current value of the City’s depreciable assets relative to their ‘as new’ value in up to date prices.
- These values are calculated by dividing the fair value by the current replacement cost. These figures are shown in table below.



Asset Category	Consumption Ratio 2019/20	Standard Achieved
ARC Building	93.03%	Standard is met
Components	86.93%	Standard is met

The target ratio should be between 50% and 75%. A ratio of less than 50% indicates a rapid deterioration of the asset base, whilst a ratio greater than 75% may indicate an over investment in the asset base.

Integrated Planning and Reporting Advisory Standard KPI targets are outlined below.

**Standard is not met** if ratio data cannot be identified or ratio is less than 50%.

**Standard is met** if ratio data can be identified and ratio is 50% or greater.

**Standard is improving** if this ratio is between 60% and 75%.

As ARC infrastructure is new this % is higher than most other consumption ratios.

#### 6.3.2 Asset Sustainability Ratio (ASR)

- This ratio indicates whether assets are being replaced or renewed at the same rate that the overall asset stock is wearing out
- It is calculated by dividing the annual capital expenditure spent on replacements (reserve funding required) by the annual depreciation expense. If capital expenditure on renewing or replacing assets is at least equal to depreciation on average over time, then the value of the existing stock will be maintained. If capital expenditure on existing assets is less than depreciation then underspending on replacement of assets will occur and this is likely to result in additional maintenance costs for assets that have exceeded their useful life that may exceed the cost of renewal or replacement.
- This ratio can only be measured accurately if an assessment is made of the total amount spent on capital renewal and replacement.

The target ratio should be between 90% - 110%. The forecast asset sustainability ratios shown below have been calculated on an accumulative basis.

Asset Category	Forecast Asset Sustainability Ratio									
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Components only	6%	4%	3%	5%	4%	4%	6%	5%	43%	39%

The ASR for 20/21 is 6%, currently the standard is not met at this time however does improve over the next 10 years.

Integrated Planning and Reporting Advisory Standard KPI targets are outlined below.

**Standard is not met** if ratio data cannot be identified or ratio is less than 90%.

**Standard is met** if ratio data can be calculated and ratio is 90% or greater.

**Standard is improving** if this ratio is between 90% and 110%

6.3.3 Asset Renewal Funding Ratio (ARFR)

- This is an indicator as to the ability of the City to fund the projected asset renewals and replacements in the future and therefore continue to provide existing levels of service, without additional operating income or reductions in operating expenses, or an increase in net financial liabilities above that currently projected.
- The ratio is calculated by dividing the planned capital expenditure (from the long term financial plan) on renewals over the next 10 years by the required (projected) capital expenditure on renewals over the same period.
- The standard is met if the ratio is between 75% and 95%.

The forecast asset renewal funding ratios shown below have been calculated on an accumulative basis.

Asset Category	Forecast Asset Renewal Funding Ratio									
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Components only	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

The target ratio should be between 95% and 105% which indicates that adequate provision / expenditure is being made for the *future* renewal and replacement of assets. The standard is improving.

Integrated Planning and Reporting Advisory Standard KPI targets are outlined below.

**Standard is not met** if ratio data cannot be identified or ratio is less than 75%.

**Standard is met** if ratio data can be identified and ratio is between 75% and



95%.

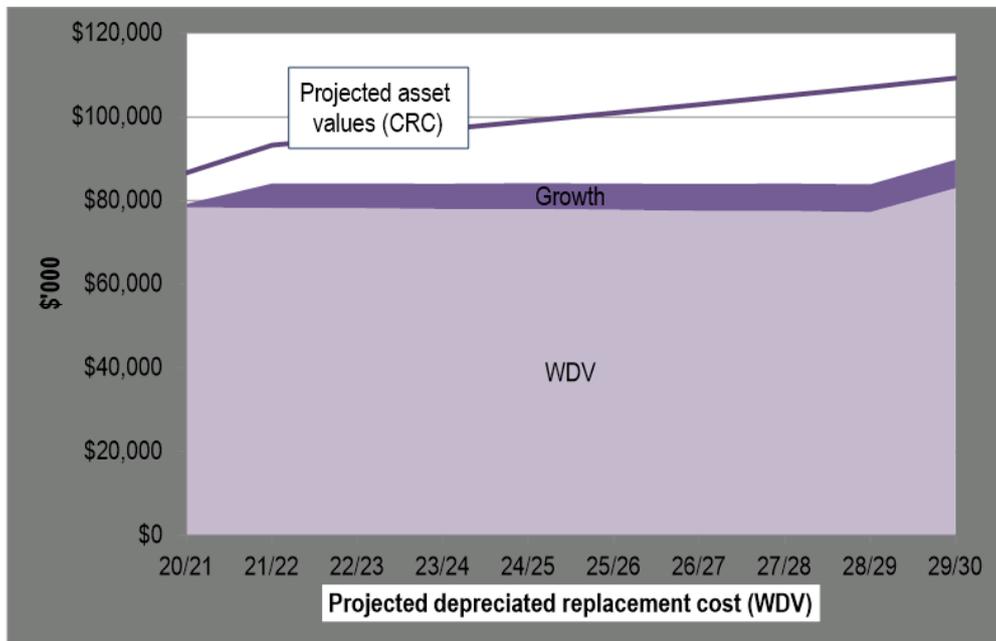
**Standard is improving** if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.

6.4 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council, and from assets constructed by developers then donated to Council.

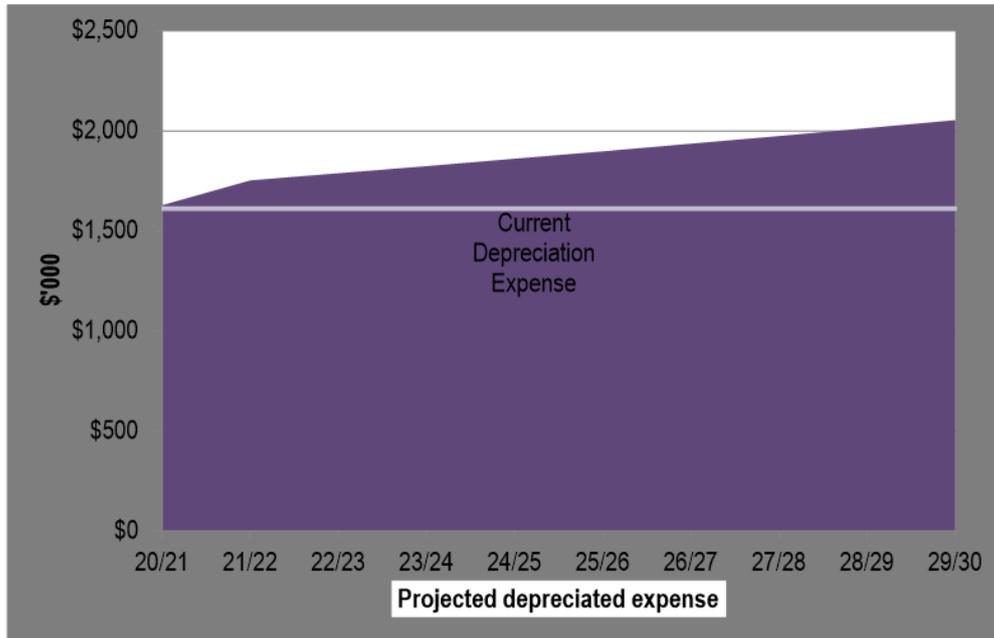
Graph 6.4.1 shows the projected depreciated replacement cost / asset values over the next 10 years, and the fair value also known as the depreciated replacement cost (WDV) is the current replacement cost less accumulated depreciation. These figures include the projected growth and capital upgrade / new as mentioned in section 6.1.

**Graph 6.4.1 Projected Building Asset Values (CRC) & Fair Value (WDV)**



The fair value will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets.

**Graph 6.4.2 Projected Building Depreciation Expense**



Depreciation expense values are forecast to trend in line with asset values as shown in the Graph 6.3.2. The highlighted line above provides the current depreciation expense note that all costs are shown in current 2019 dollar values and a 2% CPI increase per year forward.

**6.5 Key Assumptions made in Financial Forecasts**

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- The data supplied was as accurate as possible at the time of compilation of this asset management plan.
- The breakdown of the actual reactive, planned and operational expenditure is considered accurate.



## 6.6 Revenue

Net position has been calculated using the total income of Service Area - General minus Service Area General - Expenses this figure includes income and expenses generated from leased contracts also, such as Fremantle Football Club.

Year	Net Position
2016/17	-\$660,599
2017/18	-\$133,402
2018/19	\$1,891,401
2019/20	\$1,056,258

A comprehensive breakdown of both income streams Service Area – General and Leasee’s has been included in Appendix G, Revenue Breakdown.

## 7. ASSET MANAGEMENT PRACTICES

### 7.1 Accounting / Financial Systems

#### 7.1.1 Summary of Accounting and Financial Systems

Technology One Financials version 11.09.19.011

#### 7.1.2 Accountabilities and Responsibilities for Financial System

Financial Services – for the accounts and costing methodologies

#### 7.1.3 Accounting Standards / Regulations / Guidelines

- Various Australian Accounting Standards including:
  - AASB116 - Property, Plant and Equipment
  - AASB13 Fair Value Measurement
  - AASB136 - Impairment of Assets
  - AASB 140 Investment Property
  - AASB 5 Non-current Assets Held for Sale and Discontinued Operations
- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions & General) Regulations 1996

### 7.2 Asset Management Systems

#### 7.2.1 Summary of Asset Management System

Technology One Enterprise Asset Management version 11.09.19.011

Technology One Intramaps 8.1

#### 7.2.2 Summary of how the Works and Assets system matches the Accounting / Financial system

The operational asset register within the Enterprise Asset Management system acts as the master for determining renewal projections and future refurbishment.

The financial asset register with Financials system acts as the master for Asset Valuations.

### 7.2.3 Accountabilities and Responsibilities for AM System(s)

Asset Services (AS) is accountable and responsible for the AM system, with other service areas assisting with the currency and maintenance of the data sets within the system databases.

### 7.2.4 Changes to the Asset Management Systems resulting from the AMP

All proposed/agreed system changes will be documented in Section 8 Plan Improvement and Monitoring.

## 7.3 Information Flow Requirements and Processes

The key information flows *into* this asset management plan are:

- The asset register data on size, age, condition, value and remaining life of the network;
- The unit rates for categories of work/material;
- The adopted service levels;
- Projections of various factors affecting future demand for services;
- Correlations between maintenance and renewal, including decay models; and
- Data on new assets acquired by council.

The key information flows *from* this asset management plan are:

- The assumed Works Program and trends;
- The resulting budget, valuation and depreciation projections; and
- The useful life analysis.

These will impact the Long Term Financial Plan, Strategic Community Plan, annual budget and departmental business plans and budgets.

## 7.4 Standards and Guidelines

Asset Management Policy Statement (SC 39) 2017

## 8. PLAN IMPROVEMENT AND MONITORING

### 8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cash flows identified in this asset management plan are incorporated into Council's Long Term Financial Plan and Strategic Community Plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan, and
- The degree to which existing and projected service levels and consequences, risks and residual risks are incorporated into Council's plans.

### 8.2 Improvement Strategy

The asset management improvement strategy generated from the Cockburn ARC Asset Management Plan is shown below in Table 8.2.



**Table 8.2 Cockburn ARC Improvement Strategy**

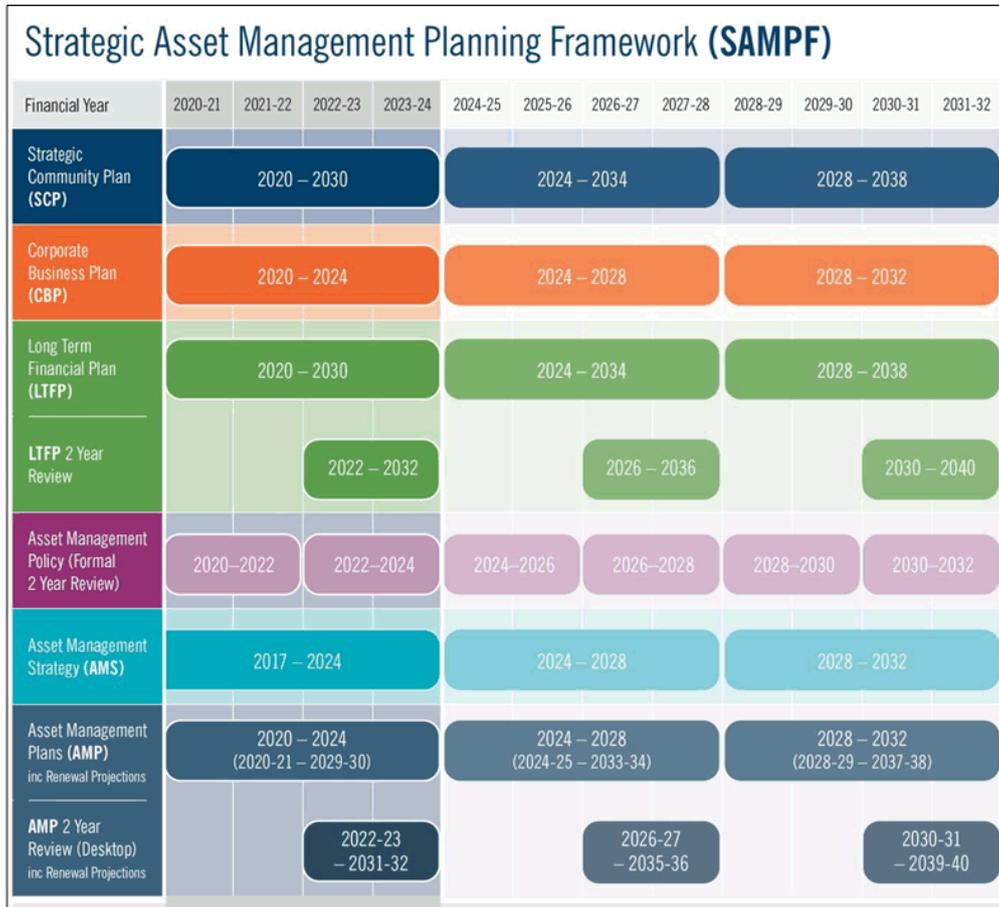
Task No	Task	Responsibility	Resources Required	Timeline
1	Include Water Efficiency Audit Data and Remedial Recommendations in next AMP revision/version	Property & Asset Services ARC Staff	Internal	23/24
2	Inclusion of HFM Energy Audit Data and Remedial Recommendations in next AMP revision/version	Property & Asset Services ARC Staff	Internal	23/24
3	Include outcomes from Oceanis, 2020 Plant Review	Property & Asset Services ARC Staff	Internal	23/24
4	Include environmental performance data from onsite power generation including solar production and energy consumption	Property & Asset Services ARC Staff	Internal	23/24
5	Improvement to current financial reporting leading to more efficient expenditure projections through smarter usage of (OPs and GLs) accounts and revenue	Property & Asset Services ARC Staff Finance Services	Internal	23/24
6	Improve data accuracy of HVAC Services including location and value	Property & Asset Services ARC Staff	Internal	23/24
7	Inclusion of specific ARC rates and useful lives for internal building components	Property & Asset Services ARC Staff	Internal	23/24
8	Inclusion of findings from Harmonix Power report	Property & Asset Services ARC Staff	Internal	23/24
9	Further development to data and text surrounding valuation of ARC building and ARC components	Property & Asset Services	Internal	23/24

### 8.3 Monitoring and Review Procedures

The ARC AMP forms part of the City's Strategic Asset Management Planning Framework (SAMPF), covers four financial years (20/21 – 23/24) and acts as an informing strategy to the City's Corporate Planning Framework.

Future iterations of the ARC AMP will be developed every 4 years and be subject to a 2 year desktop review. The ARC AMP review will focus on core elements required by the LTFP, for example asset valuations, growth projections, financial analysis including operating, sustainability ratios and 10 year renewals. This will ensure that future revisions of the LTFP will be derived from a structured AMP development cycle which has received Executive and or Council approval, increasing confidence and integration of asset management data and methodologies into the City's long term financial planning.

The following diagram provides a visual representation and timeline of the Strategic Asset Planning Framework plans and strategies.



The formalisation and alignment of the City’s SAMPF (Asset Management Policy, Strategy and AMP’s) within the Integrated Corporate Planning Framework reflects the City’s increasing maturity and recognises the importance of Asset Management in supporting the City in delivering long term financial sustainability of services and capital asset renewal.

Supported by the relevant business area and the Asset Management Sections of the Project & Asset Service Unit, the Project & Asset Manager has overall responsibility and management for each of the Improvement Strategies identified within section 8 of the ARC AMP.



## REFERENCES

- City of Cockburn – Asset Management Strategy 2017 – 2024
- City of Cockburn – Disability Access and Inclusion Plan 2017 - 2022
- City of Cockburn – Strategic Community Plan 2020 – 2030
- City of Cockburn – Long Term Financial Plan 2020-2021 to 2029 – 2030
- City of Cockburn – Management Budget 2019 – 2020
- City of Cockburn – Management Budget 2020 – 2021
- City of Cockburn – Enterprise Risk Management
- City of Cockburn – Population Forecast
- City of Cockburn – Sustainability Strategy 2017 – 2022
- Cockburn ARC Emergency Response Plan, January 2017
- Aquatic Facilities Regulations 2007
- Code of Practice for the design, construction, operation, management and maintenance of aquatic facilities
- <http://forecast2.id.com.au/Default.aspx?id=349&pg=5000>
- IPWEA, 2011, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australia, Sydney
- Government of Western Australia, Department of The Premier and Cabinet – [Western Australian Legislation – Acts in force](#)
- The Local Government and Municipal Knowledge Base – [LGAM Knowledge Base](#)
- DVC, 2006, 'Asset Investment Guidelines', 'Glossary', Department for Victorian Communities, Local Government Victoria, Melbourne, <http://www.dvc.vic.gov.au/web20/dvclgv.nsf/allDocs/RWP1C79EC4A7225CD2FCA257170003259F6?OpenDocument>
- Local Government of Western Australia – Asset Management Framework and Guidelines
- Summary Report - Cockburn ARC (executive brief March 2020)
- Cockburn ARC 12 Monthly Summary
- Ask Nicely Summary Report 2017, 2018, 2019, 2020
- City of Cockburn Community Scorecard Report 2020
- Disability Access Audit Report – Cockburn ARC May 2020



## APPENDICES

### Appendix A Legislative Requirements

Legislation	Requirement
Local Government Act 1996 LG (Miscellaneous Provisions) Act 1960 (WA) LG Regulations 2008	Sets out role, purpose, responsibilities and powers of Local Governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Occupational Safety and Health Act 1984 (WA) OSH Regulations 1996	Provides for the promotion, coordination, administration and enforcement of Safety and Health in WA. Places emphasis on the prevention of accidents and injury.
Disability Discriminations Act 1992	Sets out requirements to eliminate as far as possible discrimination against persons on the grounds of disability in the areas of work, accommodation, clubs and sport and in the provision of facilities, services and land.
Disability Services Act 1993	An Act for the establishment of the Disability Services commission and the Ministerial Advisory Council on Disability, for the furtherance of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives and for the resolution of complaints by such people.
Building Code of Australia 2011	The building code of Australia provides a nationally accepted and uniform set of technical requirements for all areas of building from design to construction.
Australian Accounting Standards	Sets out the financial reporting standards for the revaluation and depreciation of assets.
Emergency Management Act, 2005 (WA)	Requires lifeline utilities to function at the fullest possible extent during and after an emergency and to have plans for such functioning (business continuity plans)
Australian Standards	Standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

Appendix B Asset Type Breakdown of ARC Infrastructure

Building Component	Asset Group	Asset Type	Quantity	
ARC Assets	<b>Play Equipment</b>	Play Centre	1 no	
	<b>Stadium Equipment</b>	Basketball Backboard	12 no	
		Fixed Equipment Winches	12 no	
		Score Boards	6 no	
		Mobile Competition Equipment	36 no	
		Dividing Nets	3 no	
		<b>Plantroom Equipment</b>	Air Compressor	2 no
		Backwash Disposal Pump	1 no	
		Backwash Level Sensor	1 no	
		Chemical Dosing System	9 no	
		SB Chemical Storage Tank	1 no	
		CO2 Detector-Controller	9 no	
		Disinfection System	18 no	
		Filtration System	47 no	
		Flow Meters	9 no	
		Geothermal System	1 no	
		Heating System Exchanger	9 no	
		Heating System	9 no	
		Hypo Generator	1 no	
		Hypo Chemical Storage Tank	1 no	
		Pool Pumps	53 no	
		Ultra Fine Filters	10 no	
		UV units	9 no	
		<b>Pool Equipment</b>	Aqua Ladder	22 no
			Recreation Inflatables	5 no
			Pool Blanket	8 no
			Cleaning Equipment	8 no
			Diving Block	16 no
			Not Applicable	1 no
			Lane Ropes	16 no
			Swim Wall	2 no
			Trolley - pool blanket	6 no
		Water Play Equipment	1 no	
		Water Slide	1 no	
	<b>Pool Deck</b>	Grated	3657 m2	
Disability Access	<b>Disabled Toilet</b>		3 no	
	<b>Disabled Access Lift</b>		1 no	
Electrical Services	<b>Emergency Lighting</b>		166 no	
	<b>Exit Sign (illuminated)</b>		71 no	



Building Component	Asset Group	Asset Type	Quantity	
Electrical Services	External Electrical	Lighting	67 no	
		Switchboard	2 no	
	Internal Electrical	Distribution Board Main	3 no	
		Distribution Board Local	4 no	
		Exhaust Fan	33 no	
		Lighting	1233 no	
		Motion Sensor	55 no	
		PE Sensor	2 no	
		Main Switchboard	2 no	
External Site	Wall Finish - External	Aluminium	2436 m2	
		Colorbond	225 m2	
		Timber Weatherboard	90 m2	
		Zincalume	1548 m2	
Finishes	Ceiling Finish	Acoustic	524 m2	
		Lining - Gyprock	4195 m2	
		Lining - Other	1085 m2	
		Prefinished Metal	3193 m2	
		Suspended	373 m2	
		Timber	610 m2	
	Floor Finish	Carpet	1649 m2	
		Paint	372 m2	
		Rubber	984 m2	
		Softfall	161 m2	
		Tactiles	62 m2	
		Tile	4676 m2	
		Timber	4963 m2	
		Vinyl	1541 m2	
		Paint External	Paint	400 m2
		Paint Internal	Paint	11792 m2
		Wall Finish - External	Cladding	90 m2
		Wall Finish - Internal	Folding Partition	22 m2
			Glass Block	196 m2
	Lining - Gyprock		6848 m2	
	Lining - Other		471 m2	
	Other		2 m2	
	Plaster		319 m2	
	Plywood		745 m2	
	Tile		2516 m2	
	Timber		426 m2	
	Vinyl		20 m2	
	Wallpaper	548 m2		

Building Component	Asset Group	Asset Type	Quantity
Fire Services	<b>Fire Services Assets</b>	Pump	1 no
		Water Tank	2 no
	<b>Fixtures</b>	Detectors	312 no
	<b>Fire Hydrant</b>		5 no
	<b>Fire - Portable</b>		17 no
Fitouts and Fittings	<b>Doors - Auto</b>	External	4 no
		Gate	4 no
		Internal	10 no
	<b>Doors - External</b>	Double	2 no
		External	53 no
	<b>Doors - Internal</b>	Fire Door	14 no
		Internal	140 no
	<b>Doors - Roller</b>	Auto Roller	3 no
		Roller - Shutter	20 no
	<b>General Fittings</b>		39 m
	<b>Kitchen Facility</b>	Fittings and Fixtures	5 no
		Whitegoods	20 no
	<b>Signs</b>		158 no
	<b>Toilet Facility</b>		7 no
	<b>Windows - External</b>		1074 m2
	<b>Windows - Internal</b>	Blinds	189 m2
		Windows	732 m2
HVAC Services	<b>Air Handling Unit</b>		5 no
	<b>Condensing Unit</b>		16 no
	<b>Cool Room</b>		2 no
	<b>Evaporative Cooler</b>		12 no
	<b>Packaged System</b>		1 no
	<b>Supply/Return Air Fan</b>		4 no
	<b>Split System</b>		6 no
	<b>Ducting, VAV and Outlets</b>		269 no
	<b>Boiling/Cold Water Unit</b>		4 no
	<b>Gas Services</b>		1 no
	<b>Water Heater</b>		9 no
Lifts	<b>Lift</b>		1 no
Roof	<b>Roof Fittings</b>	Louvres	188 m2
		Skylight	225 m2
		Soffit	545 m2
	<b>Height Safety System</b>		4 no
	<b>PV System</b>		3592 no
	<b>Roof Surface</b>	Colorbond	16071 m2



Building Component	Asset Group	Asset Type	Quantity
Security Services	Security and Communication	CCTV Camera	57 no



Appendix C Useful Life Component Classification Breakdown

USEFUL LIFE (YRS)	ASSET COMPONENT GROUP	BUILDING GROUP DESCRIPTION	ASSET TYPE
5	HVAC SERVICES	Ducting VAV and Outlets	
7	FINISHES	Paint - External	
	HYDRAULIC SERVICES	Gas Services	
	HVAC SERVICES	Heating	Gas, Electric, Other
8	FITTINGS AND FITOUTS	Kitchen Facility	Whitegoods
		Windows - Internal	Blinds
	ROOF	Roof Plumbing	PVC
10	ELECTRICAL SERVICES	External Electrical	Ceiling Fan, Lighting
		Internal Electrical	Ceiling Fan
	EXTERNAL SITE	Fencing & Walls	Electric
		Water Pump	Electric, Engine, Pressure
		Water Heater	Electric, Gas, Pressure, Solar
		External Paving	Softfall
	FITTINGS AND FITOUTS	Kitchen Facility	Ovens
		Toilet Facility	
	FINISHES	Ceiling Finish	Paint
		Floor Finish	Paint, Rubber, Softfall
		Paint - Internal	Paint
		Wall Finish - External	Plaster
		Wall Finish - Internal	Paint, Plywood
	FIRE SERVICES	Fire - Portable	
	HYDRAULIC SERVICES	Boiling/Cold water unit	
	HVAC SERVICES	Condensing Unit	
		Split System Ducted	
Supply/return air fan			
Split System			
ROOF	VRF		
ROOF	Height Safety System		
SECURITY SERVICES	Security and Communication	Access Control, CCTV, CCTV Camera, External, Internal	
11	FINISHES	Wall Finish - Internal	Wallpaper
15	DISABILITY SERVICES	Universal Access Toilet	
	ELECTRICAL SERVICES	Exhaust Fan	Exhaust Fan
		Exit Sign (illuminated)	Not Applicable
		Internal Electrical	Exhaust Fan, Lighting, Motion Sensor
	EXTERNAL SITE	Fencing & Walls	Steel Garrison
		Gate	
		Outbuildings	Pergola
		External Paving	Asphalt / sealed areas
	FINISHES	Wall Finish - External	Timber Weatherboard
		Gate	Gate
Floor Finish		Carpet, Epoxy, Stair Nosing,	



USEFUL LIFE (YRS)	ASSET COMPONENT GROUP	BUILDING GROUP DESCRIPTION	ASSET TYPE	
20			Tactile	
	FITOUTS & FITTINGS	Doors - External	Roller - Shutter	
		Doors - Roller	Auto Roller	
		General Fittings		
		Signs		
	FIRE SERVICES	Fire - Fixed	Panel	
		Fire Hose Reel		
		Fire Hydrant		
	HVAC SERVICES	Evaporative Cooler		
		Packaged System		
	ROOF	Roof Fittings	Louvres	
		PV System		
		Roof Surface	Polycarbonate	
		Suspended Ceiling	Soffit	
	25	EXTERNAL SITE	Water Tank	Not Applicable
		FITOUTS & FITTINGS	Doors - Auto	External
Doors - External			Double, Security Shutters	
Doors - Roller			External, Roller - Shutter, Security Shutters	
Kitchen Facility			Fittings and Fixtures	
Windows - External				
Floor Finish			Tile	
FIRE SERVICES		Fire Services Assets	Pump, Water Tank	
		Kitchen Exhaust Fan		
HVAC SERVICES		Air Handling Unit		
		Exhaust Fan	Exhaust Fan	
		Supply Air Fan	Ceiling Fan	
		Toilet Exhaust Fan		
ROOF		Roof Plumbing	Zincalume	
ELECTRICAL SERVICES		Emergency Lighting	Not Applicable	
EXTERNAL SITE	Fencing & Walls	Chain Mesh		
	Outbuildings	Carport, Gazebo, Patio, Shed		
	External Paving	Access Ramp, Decking, Tile		
	Wall Finish - External	Zincalume		
FITTINGS AND FITOUTS	Doors - Auto	Gate		
	Windows - External	Security Screens		
FINISHES	Floor Finish	Vinyl		
	Wall Finish - External	Cladding, Colorbond		
	Wall Finish - Internal	Colorbond, Vinyl		
HVAC SERVICES	Cool Room			
LIFTS	Lift			
ROOF	Roof Fittings	Skylight		

USEFUL LIFE (YRS)	ASSET COMPONENT GROUP	BUILDING GROUP DESCRIPTION	ASSET TYPE	
30		Roof Plumbing	Colorbond	
		Roof Structure	Colorbond, Concrete, Steel	
		Roof Surface	Colorbond, Concrete	
		<b>DISABILITY SERVICES</b>	Disabled Access Lift	
		<b>ELECTRICAL SERVICES</b>	External Electrical	Switchboard
		<b>ELECTRICAL SERVICES</b>	Internal Electrical	Distribution Board Main, Distribution Board Local, Switchboard, Main Switchboard
		<b>EXTERNAL SITE</b>	Fencing & Walls	Colorbond
			External Paving	Brick Paving, Stone
		<b>FITOUTS &amp; FITTINGS</b>	Doors - Auto	Internal
			Doors - External	External, Fire Door
			Doors - Internal	Double Door, Internal
			Doors - Roller	Roller - Servery
			Windows - Internal	Windows
		<b>FINISHES</b>	Ceiling Finish	Acoustic, Lining - Gyprock, Lining Other, Plaster, Suspended Acoustic, Suspended, Timber
			Floor Finish	Concrete, Timber
			Wall Finish - Internal	Brick, Cladding, Concrete, Glass Block, Other, Plaster, Tile
		<b>HYDRAULIC SERVICES</b>	Plumbing and Pipework	Not Applicable
		<b>ROOF</b>	Roof Fittings	Soffit
	Roof Surface		Tile	
35	<b>FITOUTS &amp; FITTINGS</b>	Doors - Roller		
	<b>FIRE SERVICES</b>	Fire - Fixed	Detectors	
40	<b>EXTERNAL SITE</b>	Fencing & Walls	Wall	
	<b>FINISHES</b>	Ceiling Finish	Prefinished Metal	
50	<b>EXTERNAL SITE</b>	Handrail		
		Outbuildings	Garage, Veranda	
		Wall Finish - External	Aluminium	
		External Paving	Concrete Slab, Concrete	
		Septic Tank		
	<b>FITOUTS &amp; FITTINGS</b>	Doors - Internal	Fire Door	
	<b>EXTERNAL SITE</b>	Wall Finish - External	Aluminium	
	<b>FINISHES</b>	Wall Finish - Internal	Folding Partition, Lining Gyprock, Lining Other	
55	<b>EXTERNAL SITE</b>	Outbuildings	Walkway	
65	<b>FINISHES</b>	Wall Finish - Internal	Timber	



Appendix D GL and OP Income and Expense Account Breakdown

Service Areas - Summary	INCOME 19/20 Actual	EXPENSE 19/20 Actual
Total Fees and Charges Revenue	XXXX	
Total Contributions, Donations	XXXX	
Employee Costs – Direct (GL)		XXXX
Employee Costs – Indirect (GL)		XXXX
Materials & Contracts (GL)		XXXX
Utilities (GL)		XXXX
ESL Levy (OP)		XXXX
Depreciation (GL& OP)		XXXX
Building Maintenance (OP)		XXXX
Grounds Maintenance (OP)		XXXX
<b>SUBTOTAL</b>	XXXX	XXXX
<b>SURPLUS/DEFICT</b>	XXXX	



Appendix E Preliminary 5 Year Capital Works Program

Asset Project	Project Type	Project Value
Health & Fitness Expansion Phase 1	Capital Works	\$ 500,000
Internal Cladding Sports Stadium	Upgrade	\$ 200,000
Geothermal Filter Installation	Capital Works	\$ 67,000
50m Pool Concourse Upgrade	Upgrade	\$ 157,500
<b>Total Year 20/21</b>		<b>\$ 924,500</b>
Health & Fitness Expansion Phase 2	Capital Works	\$ 4,500,000
Chlorine Generator Replacement	Capital Works	\$ 160,000
Pool Filtration Backwash Upgrade	Upgrade	\$ 90,000
Curtain Stadium Renew	Capital Works	\$ 35,000
<b>Total Year 21/22</b>		<b>\$ 4,785,000</b>
<b>Total Year 21/22 inc 2% CPI</b>		<b>\$ 4,880,700</b>
<b>Total Year 22/23</b>		<b>\$ -</b>
<b>Total Year 22/23 inc 2% CPI</b>		<b>\$ -</b>
<b>Total Year 23/24</b>		<b>\$ -</b>
<b>Total Year 23/24 inc 2% CPI</b>		<b>\$ -</b>
<b>Total Year 24/25</b>		<b>\$ -</b>
<b>Total Year 24/25 inc 2% CPI</b>		<b>\$ -</b>



## Appendix F Preliminary 10 Year Renewal Program

Asset Project	Project Value
Geothermal Pump Replacement	\$ 200,000
<b>Total Year 20/21</b>	<b>\$ 200,000</b>
<b>Total Year 21/22</b>	<b>\$ -</b>
<b>Total Year 21/22 inc 2% CPI</b>	<b>\$ -</b>
<b>Total Year 22/23</b>	<b>\$ -</b>
<b>Total Year 22/23 inc 2% CPI</b>	<b>\$ -</b>
<b>Total Year 23/24</b>	<b>\$ -</b>
<b>Total Year 23/24 inc 2% CPI</b>	<b>\$ -</b>
Cleaning Equipment for pools	\$ 80,000
ARC Pool Equipment - Inflatables	\$ 100,000
<b>Total Year 24/25</b>	<b>\$ 180,000</b>
<b>Total Year 24/25 inc 2% CPI</b>	<b>\$ 194,838</b>
Finishes - Paint (Internal & External)	\$ 11,970
<b>Total Year 25/26</b>	<b>\$ 11,970</b>
<b>Total Year 25/26 inc 2% CPI</b>	<b>\$ 13,216</b>
Finishes - Paint External	\$ 12,400
<b>Total Year 26/27</b>	<b>\$ 12,400</b>
<b>Total Year 26/27 inc 2% CPI</b>	<b>\$ 13,964</b>
ARC Pool Equipment - Blankets	\$ 120,000
ARC Pool Equipment - Aqua Ladder	\$ 6,600
Finishes - Paint Internal	\$ 4,410
Finishes - Floor, Softfall	\$ 19,599
Fitouts - Kitchen Whitegoods	\$ 72,080
Fitouts - Windows Internal, Blinds	\$ 48,762
<b>Total Year 27/28</b>	<b>\$ 271,451</b>
<b>Total Year 27/28 inc 2% CPI</b>	<b>\$ 311,812</b>
<b>Total Year 28/29</b>	<b>\$ -</b>
<b>Total Year 28/29 inc 2% CPI</b>	<b>\$ -</b>
ARC Plant Equipment - Various	\$ 2,554,672
ARC Pool Equipment - Lane Ropes	\$ 291,200
ARC Pool Equipment - Trolley	\$ 90,000
ARC Pool Decking	\$ 760,656
ARC Signs - Various	\$ 43,044
Electrical Services - Lighting	\$ 85,358
Finished - Various including internal paint	\$ 1,004,848
Fire Services - Portable Devices	\$ 2,210
Fitouts - Toilets	\$ 14,000
HVAC Services - Various	\$ 104,964

Asset Project	Project Value
Hydraulic Services - Various	\$ 33,500
Roof - Height Safety System	\$ 720
Security Services - CCTV Cameras	\$ 117,420
<b>Total Year 29/30</b>	<b>\$ 5,102,592</b>
<b>Total Year 29/30 inc 2% CPI</b>	<b>\$ 6,098,070</b>



## Appendix G Revenue Breakdown

Service Areas - General	Leasees – General
599 - Overheads	642 - Café
600 - Aquatics	643 - Allied Health
601 - Swim School	644 - Fremantle Football
602 - Programs	649 - Curtin University
603 - Group Fitness	
608 - Memberships	
640 - Customer Service	
641 - Childrens Services	
645 - Stadium	
646 - Retail	
647 - Operations	
648 - Health Club	

FY	Income Service Areas - General	Income Leasee	Total Income
16/17	\$1,830,777	\$0	\$1,830,777
17/18	\$7,266,645.00	\$487,216.00	\$7,753,861.00
18/19	\$11,133,776.85	\$522,826.00	\$11,656,602.85
19/20	\$11,169,040.24	\$519,170.00	\$11,688,210.24

FY	Income Service Areas - General	Income Leasee	Total Income	Expenses Service Area -General	Expense s Leasee	Total Expenses	Net Position
16/17	\$1,830,777	\$0	\$1,830,777	\$2,491,376	\$0	\$2,491,376	-\$660,599
17/18	\$7,266,645	\$487,216	\$7,753,861	\$7,832,763	\$54,500	\$7,887,263	-\$133,402
18/19	\$11,133,776	\$522,826	\$11,656,602	\$9,716,383	\$48,819	\$9,765,202	\$1,891,401
19/20	\$11,169,040	\$519,170	\$11,688,210	\$10,554,151	\$77,801	\$10,631,95	\$1,056,258

9 Coleville Crescent, Spearwood WA 6163  
PO Box 1215, Bibra Lake DC WA 6965  
T 08 9411 3444 | E [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
[cockburn.wa.gov.au](http://cockburn.wa.gov.au)



---

 This information is available in alternative formats upon request.

 Paper from responsible sources.

[cockburn.wa.gov.au](http://cockburn.wa.gov.au)



## 15.2 (2021/MINUTE NO 0154) Radiata Park Youth Facility Concept Plan

<b>Author(s)</b>	L Vieira
<b>Attachments</b>	1. Concept Design Report <a href="#">↓</a> 2. Concept Design <a href="#">↓</a>

### RECOMMENDATION

That Council ENDORSES the revised concept design report, as attached to the Agenda and commences construction of the youth facility at Radiata Park.

### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

### Background

In May 2020, the City sought feedback on a proposal for a skate park in Aubin Grove. The project received a lot of interest, with over 1,200 visits to the project page. 290 feedback forms and 21 submissions (excluding those that also did the survey) were received.

Feedback identified the community's priority for open spaces that are safe and family friendly. It also highlighted that Radiata Park was the most popular location for cash-in-lieu funding to be invested.

At the September 2020 Ordinary Council Meeting, the petition, concept design and community consultation were considered by Council. Council resolved to undertake further independent community consultation with young people and local community members to explore youth-based features for Radiata Park that will meet the needs of the community.

### Submission

N/A

### Report

The outcomes of the visioning workshops were used to develop the objectives for a revised concept design. The objectives reflected preferred outcomes from the consultation and the need to balance resident concerns with provision of a public space that is inclusive for youth and meet the City's operational requirements.

- Existing amenity: Radiata Park functions as a Neighbourhood Open Space with several groups using the grassed areas for picnics, informal kick-about games,



cricket and small events such as carols. Impact on the grassed areas by the new activities should be minimised.

- The skate park element was popular at workshops with local schools, however met with opposition from local residents. The skate park should have a reduced footprint and be located as far from residences as is practical to minimise noise impact.
- The central drainage area was discussed with residents at the workshop as a potential location for nature play including tree platforms. However, the area is a drainage basin servicing the surrounding street network which brings consideration of pollutants present in the basin and need to maintain the basin's capacity. It is proposed to plant the basin with sedges to restore a habitat and drainage function.
- A junior pump track is proposed. The pump track is expected to complement the skate element by providing another activity that can be used by bikes, scooters and skateboards. The track surface is expected to cater to all these users.
- A basketball half-court is proposed that can cater to informal 3x3 games. The basketball court is to be located as far from residences as is practical to minimise noise impacts.
- Creation of a layout that is sympathetic to the park's existing radial geometry and connects activities from the toddler playground to the pump track.
- Locate uses deemed to be of higher impact to passive amenity closer to the centre of the park to maximise distance from houses.
- Provide youth with independent spaces to socialise and observe activities whilst still feeling connected to the neighbourhood.

An amended concept design was prepared with the objectives outlined above with a preliminary package submitted to the City for review. Following some minor amendments, the revised concept design was presented to the community for feedback through 'Comment on Cockburn' between 1 June and 13 August 2021.

Community members from the previous consultation were informed of the concept plan along with a survey through a mailout to local residents. A Saturday morning information session held on 31 July 2021. The key points of the consultation are provided below.

### Toilets

Several respondents requested public toilets be included in the design so that time spent at the park could be increased. Toilets were not favoured by residents adjacent to the park due to visual impact and social issues.



### **Tree Houses and Cubbies**

There was a desire to see the central basin used for tree houses and cubbies, which was expressed at initial consultation sessions and re-iterated in the feedback on the concept design. Constraints to this proposal include the basin's drainage function and potential pollutants as it captures water from the surrounding road network.

The consultant team recommends revegetation of the area with local native species for habitat creation but not the encouragement of play.

### **Basketball Half Court**

The inclusion of the basketball court is popular for potential users but is one of the more significant concerns for nearby residents due to the potential for noise.

### **Skate Strip**

The draft concept design included street-oriented obstacles in the centre of the skate park including a ledge, rail and manual pad. However, based on community feedback, there was a desire for a central feature that would not require users to 'ollie' (jump).

In response to this, the ledge has been replaced with a 'wedge to wedge' that will include a grindable edge. This will allow beginners to roll up and down the obstacle and 'slappy' into grinds, not requiring users to 'ollie' when skating the obstacle.

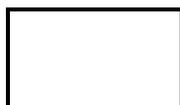
Skateboarding was a popular activity for primary school survey participants, with a skate park being the second most requested youth element by both primary and high school students, and the most requested youth element from the youth centre participants.

Due to the size of the site and the preferred 50m buffer zone to residents, a traditional skate park does not fit within Radiata Park. Therefore, the skate element has been scaled down to a smaller skate strip. The skate strip offers beginner / intermediate level skate obstacles, though would not be considered a traditional skate park which was notably requested by the local youth.

Some respondents felt that the smaller footprint of the skate strip will not meet the expectation of a true skate park. The consultant team recognises this and considers the inclusion of a small skate strip still has merit for beginner skaters that can then progress to larger regional skate parks as their skills increase.

### **Lighting and CCTV**

Additional lighting and CCTV was requested; however, lighting allows activities with associated noise impacts to continue into the evening so was excluded for this reason. The requirement for CCTV is not expected at this stage since the upgraded park is not expected to attract a criminal element.



## Revised Concept Plan

Following this second round of consultation a new design has been prepared which seeks to achieve all of the community's expectation and the City's operational management framework for a youth facility. Construction of the project is expected in the 2021-2022 financial year and completed by July 2022.

## Strategic Plans/Policy Implications

### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.

## Budget/Financial Implications

Funding for this project is listed within the Carry Forwards program contained within the finance report.

## Legal Implications

N/A

## Community Consultation

As per the attached report

## Risk Management Implications

There is a substantial risk that the community consultation feedback provided by residents of Aubin Grove for youth facility at Radiata Park will not proceed and the resulting dissatisfaction of those residents that participated in the visioning workshops and surveys.

There is a medium to low risk the key objectives identified in the Community Sport and Recreational Facilities Plan and the Council endorsed Public Open Space cash-in-lieu Expenditure Plan will not be delivered.



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

N/A

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

Nil



---

# RADIATA PARK CONCEPT DESIGN REPORT

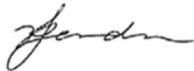
City of Cockburn

ecoscape



**COPYRIGHT STATEMENT FOR:**  
**Radiata Park Concept Design Report**  
 Our Reference: 4593-20  
 Copyright © 1987-2021  
 Ecoscape (Australia) Pty Ltd  
 ABN 70 070 128 675

Except as permitted under the Copyright Act 1968 (Cth), the whole or any part of this document may not be reproduced by any process, electronic or otherwise, without the specific written permission of the copyright owner, Ecoscape (Australia) Pty Ltd. This includes microcopying, photocopying or recording of any parts of the report.

Revision	Author	QA Reviewer	Approved	Date
A	F Kotai and T Yuen	 PATRICK JORDAN Director	 FRANK KOTAI Associate	20/08/2021

Direct all inquiries to:  
 Ecoscape (Australia) Pty Ltd  
 9 Stirling Highway • PO Box 50 NORTH FREMANTLE WA 6159  
 Ph: (08) 9430 8955 Fax: (08) 9430 8977



**TABLE OF CONTENTS**

**1 Introduction .....3**

**2 Project Background .....4**

Park Description.....4

Informing Documents.....5

**3 Workshop Summary.....7**

Workshop Objectives.....7

Workshop Sessions.....7

**4 Concept Design .....8**

Concept Design Objectives .....8

Concept Design Description .....9

Existing Park Landscape.....10

Cost Estimate.....11

**5 Community Feedback on Concept Design.....11**

Online Survey .....11

Information Session.....13

**6 Next Steps .....13**

Detailed Design and Construction.....13

**Appendices .....14**



## INTRODUCTION

# 1 INTRODUCTION

Radiata Park was identified by the City as an appropriate Neighbourhood Open Space within the Aubin Grove area for youth facility upgrades, to be undertaken using cash-in-lieu funding.

The City undertook the initial community consultation that resulted in competing opinions on how the funding should be invested and the types of activity that were appropriate to the park.

Based on a Council resolution, the City engaged consultants Ecoscape and Skate Sculpture (the consultant team) to undertake visioning workshops with the community and prepare a concept design based on the outcomes and objectives from the workshops.

Between December 2020 and March 2021 six workshops were held: three at local schools to discuss the proposal with the target user groups and three with Aubin Grove residents who use the park. Outcomes of the workshops were reviewed with City staff and provide the basis for the concept design.

Following the consultation, a concept design was prepared by the consultant team with upgrades to cater for youth park users. The concept includes an obstacle course, skate strip, junior pump track and furniture, with associated landscape planting of shade trees and shrubs. The concept design aims to provide a youth facility whilst also responding to the concerns of local residents.

The concept plan was publicly advertised from June to mid-August 2021 via the 'Comment on Cockburn' online portal. Minor adjustments have been made to the design in response to community feedback.

The plan is to be provided to Elected Members for consideration and, if endorsed, detailed design will be undertaken. Construction of the project is expected in the 2021-2022 financial year and completed by July 2022.

This report provides a description of the concept design and how it meets the objectives defined through the community visioning workshops. The objectives and concept design have been developed in collaboration with City staff and take into consideration the recreational needs of all users, passive amenity of the park including potential impacts of new uses and the ongoing operational requirements.



## 2 PROJECT BACKGROUND

### PARK DESCRIPTION

Radiata Park (Reserve No 48534) is located on Caribbean Turn, Aubin Grove and has an area of 1.3644 ha. Radiata Park functions as a recreation space and is identified as a Neighbourhood Open Space as per the City's Public Open Space Strategy 2014-2024 (5 Year Review) classification framework. The park's landscape design has been influenced by the retention of mature trees, receipt point for storm water from the adjacent road network and an easement on the western boundary.

The park was originally developed with the suburb with the City increasing the provision of amenities over time. The park is furnished with the range of infrastructure and amenities to meet the needs of the surrounding community. Key infrastructure includes:

- Playground and shade sail
- Shelter and seating
- Observation deck
- Lighting
- Footpaths
- BBQ's
- Drinking fountain
- Perimeter car bays
- Mature tree canopy and understorey vegetation.



## PROJECT BACKGROUND

**COUNCIL DECISION**

At the 10 September 2020 Ordinary Council Meeting, Council presided over the development of a skate park at Radiata Park, Aubin Grove following community consultation. Council endorsed the following resolution:

- note the results of the community engagement;
- inform the community of the engagement results;
- undertake a visioning workshop:
  - to be run by an independent facilitator,
  - with selected Aubin Grove community members, including but not limited to residents surrounding Radiata Park, local youths and representative(s) from the Aubin Grove Community Association,
  - to explore designs for potential youth facilities in Radiata Park that meet the desires of the community.

**Reason for Decision**

Council resolved to set aside \$50,000 for the community consultation and design on this project. The results of the community engagement regarding the skate park show lack of support by the residents near Radiata Park. The Aubin Grove Community Association, along with the residents, asked for a workshop, however due to COVID this was not able to occur. While the community survey results showed 120 people wanted a skate park in Radiata Park, 106 people also said they would prefer something else. This is without including 82 unique signatures on the petition against a skate park anywhere in Aubin Grove.

The visioning workshop was proposed to provide an opportunity for residents to discuss designs for youth facilities and provide feedback in more depth to the City, in order to make a more informed decision for the area.

**INFORMING DOCUMENTS****Public Open Space Strategy 2014-2024 (5 Year Review)**

The *Public Open Space Strategy* (POS Strategy) provides the direction to guide future provision, enhancement, and management of open space in the City. The strategy assists to inform future allocation of resources, decision making and adequately respond to the trends and issues associated with public open space.

## PROJECT BACKGROUND

The open space classification framework provides the structure to support skate park locations across the City along with cognisance of environmental elements, function of the open space and the community linked to the spaces. New skate parks are coordinated through the *Community, Sport and Recreation Facilities Plan 2018- 2033*.

**Community Sport and Recreation Facilities Plan 2018-2033**

The *Community, Sport and Recreation Facilities Plan* (CSRFP) provides a strategic direction in the provision of facilities over the next 15 years based on current and future trends in the provision of sporting and recreational activities and community facilities. Skate parks are a key component of the plan to support activities for young people ranging in ages from 12-24.

The demand for skate parks is increasing with the community indicating it to be one of the top 10 important community facilities. The City currently has three regional level and one district level skate parks. The plan proposes an additional four new district level skate parks to support population growth out to 2026. The skate parks have been scheduled for delivery across the 15-year implementation plan, subject to annual funding considerations, with targeted consultation, to ensure community acceptance and assistance with the designs.

**Public Open Space Cash-In-Lieu Expenditure Plan January 2018 – December 2020**

The *Public Open Space Cash-In-Lieu Expenditure Plan 2018-2020* (CIL Plan) provides a coordinated approach to the expenditure of funds received through the cash-in-lieu contributions, in accordance with the *Planning and Development Act 2005*. The expenditure of funds can only be allocated within the Public Open Space Reserves on specific infrastructure that ensures the functionality and useability of the park is increased for the betterment of the community.

The plan provides a program of expenditure across 14 suburbs which align with the development opportunities outlined in the *Public Open Space Strategy 2014-2024*, *Shade Sail Strategy 2013-2023*, *Community Sports and Recreation and Facilities Plan 2018-2033*, *Public Health Plan* and other corporate strategies.

Consultation on the plan was conducted via Comment on Cockburn in 2017 with responses assessed and included subject to funding and meeting compliance criteria. Due to the impact across 14 suburbs, it was acknowledged further targeted consultation would be undertaken on the larger capital investment works prior to delivery. This would ensure specific feedback was received and the community were cognisant of the works.

Council adopted the CIL Plan in Nov 2017 with the inclusion of a proposed skate park at Radiata Park however, as per the Resolution, Council has recommended a Youth Facility. It is expected that once the concept design is endorsed the City will liaise and seek endorsement from the Western Australian Planning Commission for the revision.

### 3 WORKSHOP SUMMARY

#### WORKSHOP OBJECTIVES

For the complete report of the community engagement prior to preparation of the concept design refer to **Appendix 1 Radiata Park Community Engagement Report**. The objectives of the engagement are summarised as follows:

- Define a community vision for a youth facility within Aubin Grove.
- Work with Aubin Grove youth to demonstrate the requirement within the community to provide activities for 12-24 year old residents.
- Work with residents in close proximity to Radiata Park to create a vision for the park that will provide youth activities.
- Ensure Aubin Grove residents feel their voices are heard and understood.

#### WORKSHOP SESSIONS

Six community engagement sessions were undertaken between December 2020 and March 2021 with three directed towards potential users of a youth space and three to local residents. An online survey hosted on 'Comment on Cockburn', also provided as a written survey, was also used to gather feedback. The information received and outcomes are available in **Appendix One: Radiata Park Community Engagement Report**.



CONCEPT DESIGN

## 4 CONCEPT DESIGN



### CONCEPT DESIGN OBJECTIVES

The outcomes of the visioning workshops were used to develop the objectives for the Radiata Park concept design. The following key points were discussed with City Staff at a meeting on 29 March 2021 and defined as the objectives forming the brief for the consultant team. The objectives reflect preferred outcomes agreed between City staff and the consultant team, based on the need to balance resident concerns with provision of a public space that is inclusive for youth and also meet the City's operational requirements.

- Existing amenity: Radiata Park functions as a Neighbourhood Open Space with several groups using the grassed areas for picnics, informal kick-about games, cricket and small events such as carols. Impact on the grassed areas by the new activities should be minimised.
- The skate park element was popular at workshops with local schools, however met with opposition from local residents. The skate park should have a reduced footprint and be located as far from residences as is practical to minimise noise impact.
- The central drainage area was discussed with residents at the workshop as a potential location for nature play including tree platforms. However, the area is a drainage basin servicing the surrounding street network which brings consideration of pollutants present in the basin and need to maintain the

## CONCEPT DESIGN

basin's capacity. It is proposed to plant the basin with sedges to restore a habitat and drainage function.

- A junior pump track is proposed. The pump track is expected to complement the skate element by providing another activity that can be used by bikes, scooters and skateboards. The track surface is expected to cater to all these users.
- A basketball half-court is proposed that can cater to informal 3x3 games. The basketball court is to be located as far from residences as is practical to minimise noise impacts.
- Creation of a layout that is sympathetic to the park's existing radial geometry and connects activities from the toddler playground to the pump track.
- Locate uses deemed to be of higher impact to passive amenity closer to the centre of the park to maximise distance from houses.
- Provide youth with independent spaces to socialise and observe activities whilst still feeling connected to the neighbourhood.

The concept design was developed by the consultant team; Ecoscape designed the layout of the park and new activities and Skate Sculpture prepared the skate element design. The preliminary concept design package was submitted on 13 May 2021. The City provided feedback, and the draft concept design was then prepared for public comment.

### CONCEPT DESIGN DESCRIPTION

For the Concept Design Refer to **Appendix 2 Concept Design** (SK01 Concept Plan and SK02 Detail Plans).

The concept design includes minor adjustments to include changes requested by the Community during the advertising period and agreed with City staff. The new activities have been laid out with consideration to the following items.

#### Design Elements

1. **3x3 Basketball Court:** The basketball court has been situated towards the centre of the park to increase the distance from residences. The playing area is informal and is defined by the three-point line. It is suitable for a 3-on-3 game but is not a full-sized court and has an organic shape to fit into the park. The proposed surfacing is a blue sports surface on concrete slab. It is expected that when the court is not in use it can provide overflow space for the skate strip.
2. **Junior Pump Track:** The pump track is a smaller scale track that is suitable for BMX, scooters and skateboards. Evidence of riders building jumps in the drainage basin demonstrates a clear need to accommodate this in the neighbourhood. The proposed pump track is a relatively passive use and has been located closer to the park edge and residences. The design uses limestone boulders to create a containment barrier from the adjacent path. The track surface is expected to be suitable for a range of users to complement the skate strip
3. **Skate strip:** The skate strip consists of five obstacles targeted at beginner to intermediate skateboarders and scooter riders. At the ends of the strip is a quarter-pipe and sloping bank. These obstacles will allow riders to learn how to roll up / down and turn around on a sloping surface as they work towards dropping in. Intermediate riders will be able to perform more technical manoeuvres including flip tricks on the bank and lip tricks on the quarter pipe. The combination of a quarter pipe and bank at either end of the skate

## CONCEPT DESIGN

strip will provide a back-and-forth flow, allowing continuous runs. In the centre of the skate strip are three obstacles that can be ridden from both directions. This includes a 'wedge to wedge' with a grindable edge. This element allows beginners to roll up and down the obstacle and 'slappy' into grinds. More advanced users can perform tricks off the side and over the peak of the feature. The manual pad creates opportunities for beginners to learn how to ollie (jump) onto the platform and into grinds / slides / manuals. In the middle of these two obstacles is a flat rail to appeal to intermediate users.

4. **Obstacle Course:** The obstacle course has been developed in the popular 'ninja warrior' course style. It is located to allow parents to view both the existing playground and obstacle course when minding children on these activities. It is well-connected to the skate park and provides a transitional zone as users get older and more independent. The obstacle course is a proprietary product comprising a series of features with a rubber softfall track and a softfall mulch surrounds. New tree plantings are proposed to provide shade for the equipment.
5. **Existing Fitness Equipment:** The equipment is used occasionally by parkgoers and will be relocated from its current location to make way for the obstacle course. The new location is shaded by trees which will make the use of the equipment more comfortable.
6. **Long Custom Recycled Timber Benches:** Long recycled-timber benches are proposed near the skate strip, basketball court and pump track to provide stop-and-perch opportunities, recognising that socialising and observing is a great pastime and better done with informal seating. The long benches are proposed to reference the tall pine trees of Radiata Park and reinforce the local character.

## EXISTING PARK LANDSCAPE

### Existing Amenity

The design does not include modifications or upgrades to other amenities in the park such as playgrounds, shelters and barbecues. The existing play equipment is nearing the end of its design-life and is nominated for upgrade within the City's budget allocations. Upgrades requested by the community during the consultation phase have been listed by the consultant team for consideration by the City. Refer to **Appendix 4 Options Table**.

### Existing Trees

Existing trees in the park include remnant pre-development Monterey Pines (*Pinus radiata*) on the southern perimeter and some smaller specimens planted on the northern perimeter during development of the suburb. Illawarra Flame Tree (*Brachychiton acerifolius*) are situated along paths near to the central amenities and Spotted Gum (*Corymbia maculata*) is found in the drainage basin with some remnant Melaleuca species from the original basin planting. The *Brachychiton* and *Corymbia* specimens are in good health but are small in stature for their maturity, which is reducing their effectiveness in shading the area. This is likely due to their incompatibility with the Bassendean soil type of the park.

The concept design includes locations for new trees which would be local native species or additional pine species to complement the park theme, providing both shade and cockatoo foraging habitat.

Two Spotted Gums and a Melaleuca are required to be removed to provide space for the skate strip. Additional tree plantings have been included in the concept design to account for these losses.

## COMMUNITY FEEDBACK ON CONCEPT DESIGN

**Basin Revegetation**

The vegetation planting in the drainage basin area at the time of development and is no longer present. The concept design includes replanting of the basin and other landscaped areas to tie in the new activities and create habitat near to the active areas. The planting will be local native shrub and sedge species to between 0.5 and 1.0m height.

**COST ESTIMATE****Opinion of Probable Cost**

An Opinion of Probable Cost (OPC) was prepared for the concept design. The OPC includes all new items shown in the concept design. Refer to **Appendix 3 Opinion of Probable Costs**.

**Options Table**

The cost of works not included in the OPC but requested by community members has been listed in an Options Table. Refer to **Appendix 04 Options Table**. Other costs related to upgrade of existing play equipment, which was raised by some community members, is included in the City's works budget allocation.

## 5 COMMUNITY FEEDBACK ON CONCEPT DESIGN

The concept draft was provided to the City and presented to the community for feedback through 'Comment on Cockburn' between 1 June and 13 August 2021. Feedback was collected via an online survey.

The community were informed of the concept plan and survey through a mailout to local residents and a Saturday morning information session held on 31 July 2021.

**ONLINE SURVEY**

The online survey and information session were advertised on Comment on Cockburn and emailed to attendees of the workshop who had registered for project updates. A majority of participants in the feedback period recognised the need to have youth-focused facilities and amenities in Aubin Grove and were supportive of the proposal. However, the survey also identified concerns in the community regarding potential impacts on residents immediately adjacent to the park and the neighbourhood in general.

**Online Survey Feedback****Survey summary**

The online survey received 60 responses, 53 of whom reside in Aubin Grove and 7 who are from suburbs in the area of which are in Aubin Grove. The consultant team has reviewed the responses and found that 49 can be considered to support the concept design and 11 do not support the concept design. Some common themes evident in the responses include:

**Toilets**

Several respondents requested public toilets be included in the design so that time spent at the park could be increased. Toilets were considered by City staff, however the inclusion is a significant cost and not favoured by residents adjacent to the park due to visual impact and social issues.

**Tree houses and Cubbies**

## COMMUNITY FEEDBACK ON CONCEPT DESIGN

There was a desire to see the central basin used for tree houses and cubbies, which was expressed at initial consultation sessions and re-iterated in the feedback on the concept design. Constraints to this proposal include the basin's drainage function and potential pollutants as it captures water from the surrounding road network. The consultant team recommends revegetation of the area with local native species for habitat creation but not the encouragement of play.

**Basketball Half Court**

The inclusion of the basketball court is popular for potential users but is one of the more significant concerns for nearby residents due to the potential for noise.

**Skate Strip**

The draft concept design included street-oriented obstacles in the centre of the skate park including a ledge, rail and manual pad. However, based on community feedback, there was a desire for a central feature that would not require users to 'ollie' (jump). In response to this, the ledge has been replaced with a 'wedge to wedge' that will include a grindable edge. This will allow beginners to roll up and down the obstacle and 'slappy' into grinds, not requiring users to 'ollie' when skating the obstacle.

Skateboarding was a popular activity for primary school survey participants, with a skate park being the second-most requested youth element by both primary and high school students, and the most requested youth element from the youth centre participants.

Due to the size of the site and the preferred 50m buffer zone to residents, a traditional skate park does not fit within Radiata Park. Therefore, the skate element has been scaled down to a smaller skate strip. The skate strip offers beginner / intermediate level skate obstacles, though would not be considered a traditional skate park which was notably requested by the local youth.

Some respondents felt that the smaller footprint of the skate strip will not meet the expectation of a true skate park. The consultant team recognises this and considers the inclusion of a small skate strip still has merit for beginner skaters that can then progress to larger regional skate parks as their skills increase.

**Lighting and CCTV**

Additional lighting and CCTV was requested; however, lighting allows activities with associated noise impacts to continue into the evening so was excluded for this reason. The requirement for CCTV is not expected at this stage since the upgraded park is not expected to attract a criminal element. Should CCTV be required the City can assess this at a later stage.

**Targeted Age Groups**

The targeted 'youth' age group 12 to 24 has been interpreted by several respondents as an issue since active use of the facility by older youth is seen to have greater impact on the character of the park and has potential to bring anti social behaviour. The proposed design now has a range of activities that should be considered as 'beginner level'. They are more likely to appeal to 14-18 year olds and supplement current park usage by families and carers.

## NEXT STEPS

**INFORMATION SESSION**

An information session was held on 31 July 2021 at the Aubin grove Community Room with members of the consultant team and City staff Attending. The information was an opportunity for residents to meet with City staff and consultant team members to discuss the concept design.

**Information Session Outcomes**

The information session had three attendees. Two were a couple who live across the road from the park and had concerns about the relocation of existing fitness equipment and potential noise issues for their residence. The third attendee lives on Radiata Promenade and has concerns about the potential for noise from the proposed activities to travel along the street and impact residences. They were also concerned that the comments from the workshop regarding use of the drainage basin for tree platforms and play wasn't included. Suggestions made by the consultant team on the day were that the fitness equipment could be relocated to the other side of the path, further from the residence, and that additional landscape planting could be included to help buffer the noise from activities.

**6 NEXT STEPS****DETAILED DESIGN AND CONSTRUCTION.**

It is expected that once the plan is endorsed by Council, the detailed design documentation will be prepared and following tendering of the works construction will occur in the early part of 2022.



**APPENDICES**



# RADIATA PARK COMMUNITY ENGAGEMENT REPORT

City of Cockburn

ecoscape



**COPYRIGHT STATEMENT FOR:**  
**Radiata Park Community Engagement Report**  
 Our Reference: 4593-20  
 Copyright © 1987-2021  
 Ecoscape (Australia) Pty Ltd  
 ABN 70 070 128 675

Except as permitted under the Copyright Act 1968 (Cth), the whole or any part of this document may not be reproduced by any process, electronic or otherwise, without the specific written permission of the copyright owner, Ecoscape (Australia) Pty Ltd. This includes microcopying, photocopying or recording of any parts of the report.

Revision	Author	QA Reviewer	Approved	Date
A	Leela Day and Tim Yuen			11/03/2021
		NICOLE CROUDACE Managing Director	NICOLE CROUDACE Managing Director	
1	Leela Day and Tim Yuen			22/03/2021
		NICOLE CROUDACE Managing Director	NICOLE CROUDACE Managing Director	

Direct all inquiries to:  
 Ecoscape (Australia) Pty Ltd  
 9 Stirling Highway • PO Box 50 NORTH FREMANTLE WA 6159  
 Ph: (08) 9430 8955 Fax: (08) 9430 8977



**TABLE OF CONTENTS**

**1 Introduction..... 1**  
 Key Issues .....1  
 Community Engagement Objectives and Outcomes.....1  
**2 Youth Workshop Summaries..... 2**  
 Youth Workshop Advertisement Summary.....2  
 Sessions 1 & 2.....2  
 Session 3.....5  
 Session 4.....7  
 Youth Workshop Outcomes.....9  
**3 General Workshop Summaries .....10**  
 General Workshop Advertisement Summary.....10  
 Session 5A & 5b.....10  
 Session 6.....13  
 General Workshop Outcomes .....15  
 Written Survey Summary.....16  
 Email and Online Feedback Summary.....18  
**4 Next Steps.....19**  
 Feedback .....19  
 Recommendations .....19  
 The Project.....20  
 Appendix One **Email and Online Feedback Received .....21**  
 Appendix Two **Consultation survey.....26**



# 1 INTRODUCTION

The City of Cockburn has identified Radiata Park as an appropriate Neighbourhood park within the Aubin Grove area for youth facility upgrades. The City has undertaken community consultation to date resulting in competing opinions on how cash-in-lieu funding should be invested. Based on a Council resolution the City engaged Ecoscape and Skate Sculpture as independent facilitators to undertake visioning workshops with the community. The outcomes of these workshops will be considered in preparing a concept plan for the Park that includes a youth facility.

## KEY ISSUES

Key issues and considerations driving this engagement process include:

- By 2031, the largest age group increase for Aubin Grove - Banjup (south) is estimated to be those aged 15 - 19. Accounting for almost 8% of the Aubin Grove population.
- While young children and families are often considered in the design of parks in new housing developments, the needs of youth aged 15-24 are often overlooked.
- The need to improve and increase facilities for informal recreation and physical activity was one of the main themes to emerge from a community needs assessment by the City.

Previous consultation undertaken by the City reported:

- The demand for skate parks is increasing within the community and it is indicated that skate parks are one of top 10 priorities.
- 194 people wanted a skate park at Radiata Park.
- 117 people said they would prefer something different.
- 102 unique signatures are on a petition against a skate park anywhere in Aubin Grove.

The current park was built as part of the development of Aubin Grove and includes open green space, a playground for children aged 5-12, exercise equipment, existing path network, centrally located drainage basin and significant existing tree canopy. There is existing amenity including a shade structure, benches, picnic settings, playground shade sails and drink fountain. The play equipment is nearing its due date for upgrades within the City's budget allocations.

## COMMUNITY ENGAGEMENT OBJECTIVES AND OUTCOMES

The objectives of this community engagement process were to:

- Define a community vision for a youth facility within Aubin Grove.
- Work with Aubin Grove youth to demonstrate the requirement within the community to provide activities for 12-24 year old residents.
- Work with residents in close proximity to Radiata Park to create a vision for the park that will provide youth activities.
- Ensure Aubin Grove residents feel their voices are heard and understood.

## 2 YOUTH WORKSHOP SUMMARIES

### YOUTH WORKSHOP ADVERTISEMENT SUMMARY

The youth workshops were not publicly advertised within the community. Instead the local schools were contacted directly by the project team to arrange times suitable within school term. Two of the youth workshops were held at the local schools. This provided the opportunity to engage with a large number of the local youth community that would potentially use the facility.

The final youth workshop was held at the youth centre to gain input from youth living throughout the City of Cockburn and surrounding suburbs. This session was arranged to coincide with an already advertised event with confirmed youth attendance. Planning the consultation at the same time as the existing event led to guaranteed attendance.

### SESSIONS 1 & 2

Wednesday 2<sup>nd</sup> December 2020 11.00-1.30pm

**Location:** Aubin Grove Primary School

**Project Attendees:** Tim Yuen (Skate Sculpture)  
Mat de Koning (Skate Sculpture)  
Leela Day (Ecoscape)

**Community attendees:** The main group in attendance were students from Aubin Grove Primary school and their respective class teachers as this was the intent of the workshop. The sessions were attended by 100 students from years 4, 5 and 6, many of whom live in close proximity to Radiata Park.

#### Workshop outline

Each workshop commenced with a presentation on the project objectives for the proposed Radiata Park Youth Space. This included describing the characteristics that differentiate a youth space from a children's playground, skatepark or sporting facility. The discussion then turned to design principles including the importance of passive surveillance, access paths, and element placement. This information was aimed at empowering the students with the ability to create their own youth space designs.

A group brainstorming activity took place where the students called out various youth elements they would like to see within the Radiata Park Youth Space. Responses varied from skateable obstacles to climbing features, pump tracks and sporting attractions. The group then discussed infrastructure in public spaces including seating, shade and drinking fountains and why these amenities are crucial to successful public space implementation.

The students were then split into groups to partake in a design activity. Each group was provided with an A0 black and white aerial view of Radiata Park and a catalogue of youth and infrastructure elements. Each element had a corresponding number based on the expense of the element. The groups were given a total of 100 points, 80 points were to be allocated on youth elements, with the remaining 20 points for infrastructure.

Each group democratically decided which elements they would spend their 100 points on. They then had to plan out the placement of each element to create a harmonious open public space that would appeal to their

peers and be comfortable for parents and guardians. Once they had mapped out each element, they added colour and descriptions to their designs.

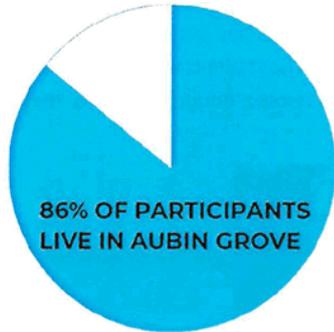
Towards the end of the workshop, each student was given a survey where they could nominate the elements they most wanted to see in the Radiata Youth Space, and express their thoughts to help shape the final concept design. At the end of the session, each group presented their designs and had photos taken with their designs to the workshop facilitators and had photos taken with their designs. The students were provided with a closing presentation explaining how their input will shape the final concept design, thanking them for their involvement.



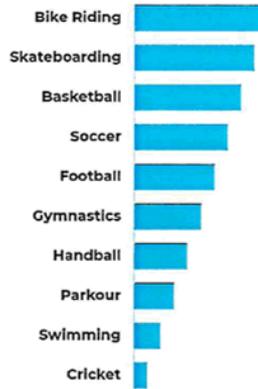
Image 1 & 2: Session 1&2 site planning group exercise



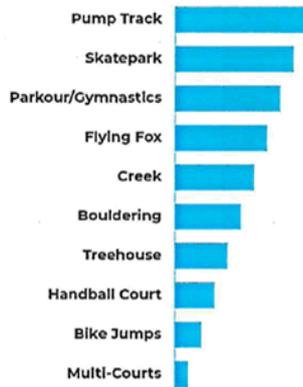
Key Findings



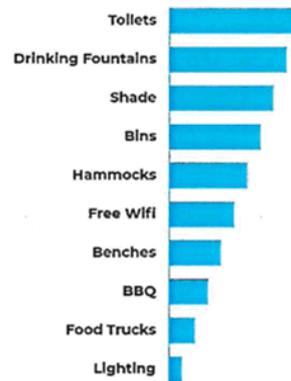
THE TEN OUTDOOR ACTIVITIES THE STUDENTS MOST OFTEN PARTICIPATE IN LISTED BY POPULARITY ARE:



THE TOP TEN MOST REQUESTED YOUTH ELEMENTS IN ORDER OF PREFERENCE WERE:



THE TEN MOST REQUESTED INFRASTRUCTURE ITEMS WERE:



Student Comments

- "If you do this Radiata will be my favourite park and I'll go there daily" - Rhys
- "I really like our design with funky landscaping and interactive sculptures" - Khloe
- "I really want to see a skatepark and pump track. Imagine the smiles on children as they come to this park" - Raak
- "I would love this park to be a reflection of our suburb and our ideas and be functional for everyone" - Molly
- "I would love a skatepark because they are 100% fun!" - Jordan
- "Imagine having a long day at school and then coming to this park and having the best time of your life" - Atatagi

### SESSION 3

Friday 11<sup>th</sup> December 2020 1.00-2.00pm

**Location:** Atwell College

**Project Attendees:** Tim Yuen (Skate Sculpture)

Mat de Koning (Skate Sculpture)

**Community attendees:** The main group in attendance were students from Atwell College in years 8, 9 and 10 and their respective teachers. 25 students from the school were selected to participate based on their residential proximity to Radiata Park, and those who expressed an interest in public space creation.

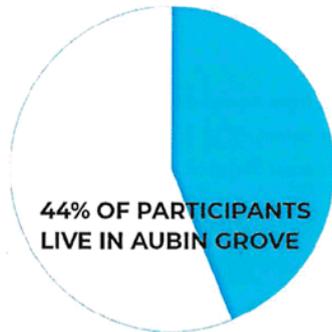
#### Workshop outline

The workshop was run in the same format as sessions 1 & 2 outlined in the previous section.

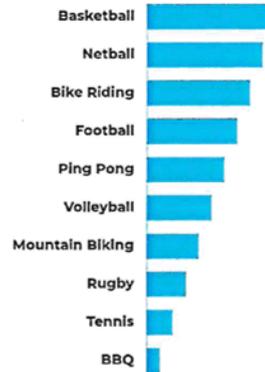


Image 3 & 4: Session 3 presentation and site planning

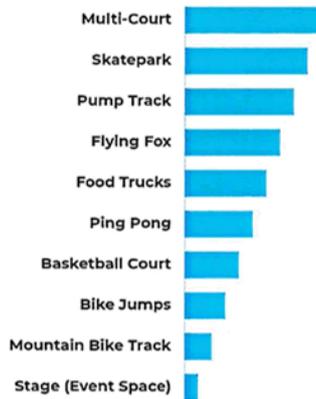
Key Findings



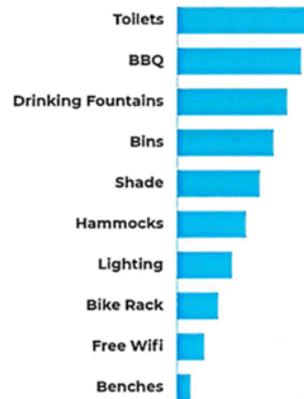
THE TEN OUTDOOR ACTIVITIES THE STUDENTS MOST OFTEN PARTICIPATE IN LISTED BY POPULARITY ARE:



THE TOP TEN MOST REQUESTED YOUTH ELEMENTS IN ORDER OF PREFERENCE WERE:



THE TEN MOST REQUESTED INFRASTRUCTURE ITEMS WERE:



Student Comments

"I want there to be enough fun stuff so we don't get bored. I think it's a great idea that we have a say in the designing of the youth facility" – Morie

"Multicourt are important because it encourages kids to move. Not everyone likes the same type of sport so a multicourt can solve that problem" – Jenny

"Please include shade and water near all exercise areas. Very important during summer" – Joseph

"Make it somewhere that older kids want to go to, not just little kids" – Kirah

"I want a stage for music and fun performances and courts and goals for sporting enjoyment"- Cadence

## SESSION 4

Friday 29<sup>th</sup> January 2021 12:30-2:30 pm

**Location:** Cockburn Youth Centre

**Project Attendees:** Tim Yuen (Skate Sculpture)

Mat de Koning (Skate Sculpture)

**Community attendees:** The youth centre workshop was held on the January school holidays and coincided with a dodgeball event held at the youth centre. This decision was made because it was guaranteed participants between ages 15-24 would be in attendance. Eighteen youth participated in the consultation with ages ranging from 12 to 26. This was an opportunity to engage with youth of different ages and who lived outside Aubin Grove, within the City of Cockburn and surrounding suburbs.

### Workshop outline

The youth centre workshop was a streamlined version of sessions 1 & 2. The participants were briefed on the project, site and objectives. This then sparked a conversation on what they feel is important in a youth facility and discussing their favourite youth facilities around Perth. The workshop participants were then provided a survey where they could nominate the elements they most wanted to see in the Radiata Youth Space and express their thoughts to help shape the final concept design.

An aerial image was also on display to assist the participants visualise what would be possible in the proposed site.

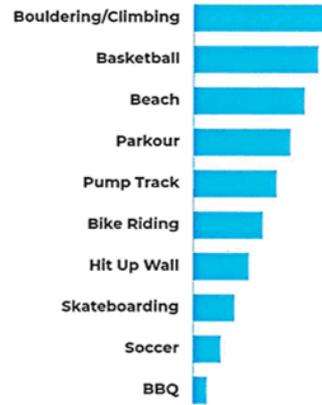


Image 5 & 6: Session 4 surveys and feedback discussion

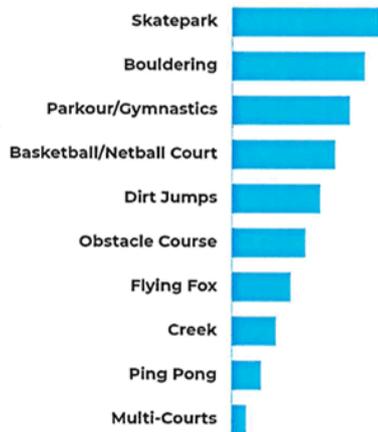
Key Findings



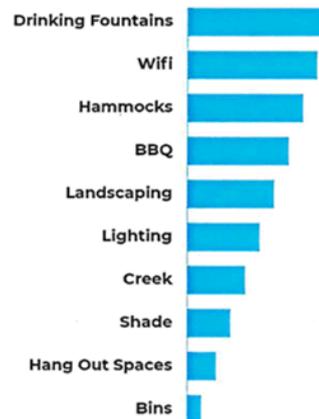
THE TEN OUTDOOR ACTIVITIES THE STUDENTS MOST OFTEN PARTICIPATE IN LISTED BY POPULARITY ARE:



THE TOP TEN MOST REQUESTED YOUTH ELEMENTS IN ORDER OF PREFERENCE WERE:



THE TEN MOST REQUESTED INFRASTRUCTURE ITEMS WERE:



Comments

- "Somewhere to bike on, somewhere shady and where you can hangout with friends" – Anonymous
- "Make two spots so small kids won't get run over by big kids" – Anonymous
- "I think we need this stuff cause it could be a quality hangout space, to chill but also do activities" - Anonymous

## YOUTH WORKSHOP OUTCOMES

These workshops have allowed the design team at Skate Sculpture and Ecoscape to gain insight into what the local Aubin Grove and broader youth prioritise for a future youth facility and some creative examples of how the students would place the various elements throughout Radiata Park.

### Session 1 & 2

Skateparks and pump tracks were clearly the most desired youth elements throughout both sessions at the primary school workshop. This was consistent with the participant's favourite outdoor activities they most often participate in. Skateparks and pump tracks were closely followed by parkour/gymnastics elements.

The students felt that toilets, drinking fountains and shade were the most important supporting infrastructure that would complement a future youth facility.

### Session 3

The high school students' most popular element was multicourts. This was consistent with the outdoor activities they most often participate in, being basketball and netball. They all saw the benefit of having a court with different line markings that could accommodate multiple ball sports. Skatepark and pump track were close second and third choices.

The high school students also identified the activation of the facility, not just the physical youth elements such as space for events and areas or food trucks. It was evident that they see the future space as a hangout zone not just a place for physical activity.

Toilets, BBQ and drinking fountains were the top three supporting infrastructure identified by the high school students.

### Session 4

A skatepark was the most requested youth element. This was followed by bouldering, parkour/gymnastics and basketball/netball courts which were also consistent with the participants favourite outdoor activities they most often participate in.

Drinking fountains, free WIFI and hammocks were the top three supporting infrastructure items chosen by the youth centre participants.

### 3 GENERAL WORKSHOP SUMMARIES

#### GENERAL WORKSHOP ADVERTISEMENT SUMMARY

The general workshops were available to all members of the public with the emphasis of obtaining input from residents living close to the Park. The workshops were advertised amongst Aubin Grove and City of Cockburn residents via the following methods:

- Signage at the park
- Targeted social media posts to Aubin Grove residents (reached 9,000+ people)
- Comment on Cockburn e-newsletter (700+ people that live in Aubin Grove)
- Facebook event information
- City of Cockburn website event information
- Letterbox drop to people within close proximity (approx. 500m radius) to Radiata Park (1,000+ letters)
- Residents group notification
- Inclusion in the City of Cockburn e-news (2000+ people).



#### SESSION 5A & 5B

Wednesday 3<sup>rd</sup> March 2021 session A: 3.30-4.30pm session B: 5:45-6:45pm

**Location:** Cockburn Youth Centre

**Project Attendees:** Leela Day (Ecoscape)  
 Frank Kotai (Ecoscape)  
 Tim Yuen (Skate Sculpture)  
 Craig Martindale (City of Cockburn)

**Community attendees:** There was one RSVP for session 5A. This attendee was contacted and chose to attend session 5B instead. Therefore, there were no attendees at session 5A. All attendees at session 5B had provided an RSVP, there were a total of 11 people in attendance. The session 5B attendees were a mix of male and female with majority being adults between ages 25-64. Two young adults under age 25 were also in attendance. All attendees live in Aubin Grove and most participants live within 100m of Radiata Park.

#### Workshop outline

The workshop was run by Ecoscape and included a presentation as well as small group discussions.

To start the session people were invited to take a survey to complete individually and return at the end of the session. Participants were seated in two groups and provided with a site analysis plan showing the Park's main elements. A short agenda for the evening was introduced with a description of the existing site. The groups then participated in table discussions focused on the existing site and community members values. The following questions were used as prompts:

- How do you and others use Radiata Park?
- What are your concerns about the existing park?
- What do you value about Radiata Park?
- What do you value about living in Aubin Grove?

A Project history and context was presented highlighting the City’s responsibility to provide a youth space for the projected changing demographic within Aubin Grove. Skate Sculpture presented the findings from the youth workshops to provide an understanding of the vision young people have for the Park.

The groups then participated in table discussions focused on a vision for the park. This exercise was guided by precedent images presented of youth activities. The images were selected to demonstrate how youth spaces can be integrated within multi use parks. The following questions were used as prompts:

- How do you envision the space can cater to everyone?
- What top 3 facilities are needed to cater to young children, parents, grandparents & other park users?
- What top 3 youth activities would you value?
- Where do you think the youth facilities could be located?
- What else do you think Radiata Park needs?

The session was wrapped up with a thank you and description of the next steps in the process. All attendees were encouraged to also attend consultation session 6.



Image 7: Workshop discussions



Image 8: Group visioning exercise



### Key Findings

The following activities were recorded as the main uses of the Park:

- Walking and dog walking
- Playground for young children
- Soccer team/ community sports use open space to the East of the drainage basin
- BBQ facilities used by extended families
- Birthday parties
- Personal training groups use exercise equipment
- Mum's groups use shade trees and grass
- Church group uses open space for events
- Families use the whole park every day after school with the busiest time between 3-6pm.

The following issues were recorded as the main concerns relating to the existing park infrastructure and proposed youth facility:

- Age of existing playground
- Lack of shaded seating
- Displacing existing park users
- Steep gradients within grass areas for sporting activities
- Existing BBQ area is small for how much it is used.

The following were recorded as the top values of Radiata Park and Aubin Grove:

- Socially and demographically diverse
- Proximity to Aubin Grove Primary School
- Family friendly, children feeling safe to play into the evening
- Clean and well maintained
- Lots of green open space and trees, especially Autumn colours
- Exercise equipment.

The vision exercise provided the following key comments and ideas for the Park:

- Fitness circuit using existing equipment to be relocated along existing paths.
- Small integrated skate and bike facilities if safely able to be designed around playground with little kids.
- No toilets.
- Update existing playground including toddler friendly play equipment and musical instruments.
- Maintain open grassed areas for sports and events.
- Install platforms or treehouses within existing drainage basin to utilise the mulch area.
- Obstacle course and parkour obstacles along path and amongst existing trees.
- Provide additional seating, more shade structure, and another drink fountain.
- Nature park within drainage basin or more bushland.
- Bouldering wall in lower area or parkour. Use natural colours.
- Half court basketball and netball, using organic shape to look more natural, away from houses and without lighting.
- Pump track in drainage basin.

**SESSION 6**

**Saturday 6<sup>th</sup> March 2021 9:00-10:00am**

**Location:** Radiata Park

**Project Attendees:** Leela Day (Ecoscape)  
 Frank Kotai (Ecoscape)  
 Mat de Koning (Skate Sculpture)  
 Lou Vieira (City of Cockburn)

**Community attendees:** There were approximately 25 attendees all living within the Aubin Grove area and majority living near the Park. The participants were a mix of female and male, with most participants aged between 35-44 with a handful of participants between 12-18 and the remainder over 45.

**Workshop outline**

The workshop was held as an information session on site allowing participants to come and go as they pleased. City and consultant team members were available to explain the project and engage in conversation about community concerns and the possibilities for the space.

Three information stations were set up in the park’s central space. Two of these displayed precedent images based on the youth consultation session’s most popular activities. The third displayed the site analysis plan.

Participants were encouraged to provide preferences for activities that could be included at Radiata Park and to provide comments on the site analysis plan. Cut out images of youth elements were also provided to be pinned on specific locations that participants felt were most appropriate within the Park. The outcomes of these activities were recorded at each station using stickers and post it notes. Whilst this gives some indication of community preferences the primary aim was to facilitate a conversation about the park and how youth facilities could be integrated.



Image 9: Precedent image preferences



Image 10: Participants engaging in discussion and written surveys





Image 11: Site plan visioning

#### Key Findings

The dot sticker exercise using precedent images provided the following findings:

**The infrastructure elements identified to cater for everyone in order of preference were:**

1. Shade structures (5 votes)
2. Trees (3 votes)
3. Picnic areas (2 votes)
4. Event space (1 Vote).

**The chosen youth elements in order of preference were:**

1. Obstacle course (29 votes)
2. Skate facility (25 votes)
3. Rock climbing (18 votes)
4. Treehouse (14 votes)
5. Pump track (11 votes)
6. Basketball (10 votes)
7. Parkour (6 votes)
8. Hit up wall (5 votes)
9. Ping pong (6 votes)
10. Fitness equipment (2 votes)
11. Flying fox (1 vote).

### GENERAL WORKSHOP OUTCOMES

There was consensus among workshop participants that some kind of youth facility is required within Aubin Grove's open spaces. While some community members were opposed to a youth facility there was an understanding by majority of the participants that local youth need physical activities and hang out space provided at Radiata Park. The community was open to facilities that integrated with the existing path network and wouldn't significantly disrupt the current uses of the space. The main concern of attendees was the Park is currently very well used and any changes might displace existing user groups or make them feel unwelcome. Another concern was the impact on the visual amenity of residences overlooking the park. The consensus was that any proposal should be integrated with the existing park and should not impinge on existing uses.



Image 12 & 13: Community members taking part in engagement materials at workshop 6



## WRITTEN SURVEY SUMMARY

Written surveys were provided to all workshop attendees where they were asked to provide their age, residing neighbourhood, use of the park and given the chance to rank their top 3 values, top 3 park facilities for everyone and top 3 youth activities. Refer Appendix two for the full survey. A total of 27 surveys were completed by residents. Of the twenty-seven participants who completed a written survey, seventeen supported a youth facility if it is small and complements the existing park. Six were opposed to it, and four participants provided no opinion.

### The community members top values relating to Radiata Park were:

1. Large open outdoor space
2. A space that brings community together – demographically diverse
3. Feeling of safety at the park and family friendly.

Other values recorded were:

- Proximity to where residents live
- Well maintained
- The children's play equipment
- Exercise equipment
- Walking area
- Existing greenery, particularly existing pine trees.

### The preferred facilities needed to cater for everyone in order of preference were:

1. More seating, shade, and BBQs
2. Platforms/ tree house play equipment
3. Sports/ exercise area.

Other preferred facilities needed to cater for everyone recorded were:

- Toilet (electronic)
- Play equipment for all ages including small children – upgrade of existing
- Basketball area
- More greenery & trees
- Exercise area
- Shade sail over the gym and shade generally
- Bike/ scooter track
- Drink fountain
- Parkour area and climbing/ ropes
- Viewing platforms for parents alongside a pump track
- Rock climbing.

### The preferred youth elements in order of preference were:

1. Small integrated skate elements
2. Basketball/ half court
3. Pump track
4. Open green space for ball sports
5. Social area to meet up.

Other youth activities recorded were:

- Obstacle course
- Rock climbing/ bouldering
- Playground
- Walking
- Integrated exercise equipment along paths
- Flying fox
- Parkour
- Small concerts.

#### Comments

*"I do not believe that a skate park in Radiata Park is appropriate mainly because the crime rate may rise and the noise would be quite loud"* – Anonymous, age 55-64

*"I think a skatepark would be amazing for the older youths and it would also be a great place to bring the community together"* – Anonymous, age 35-44

*"I live across the road and it gets used EVERY day with family activities, walking, BBQ's, kids, I would hate to see all that disappear"* – Anonymous, age 55-64

*"Keep a natural look so it looks attractive to nearby houses, keep all colours aligned so all looks integrated and properly designed"* – Anonymous, age 35-44

*"Changes that make a small impact to what is already used and loved!!" – Anonymous age 35-44*

*"Please don't make changes to this park to improve the experience for some while disrupting it for others"* – Anonymous, age 45-54

*"As little impact but rejuvenating and complementing when there. Definitely no toilets"* – Anonymous age 25-34

## EMAIL AND ONLINE FEEDBACK SUMMARY

Twelve email feedback responses were received from residents who were unable to attend the workshops.

The key suggestions and feedback were:

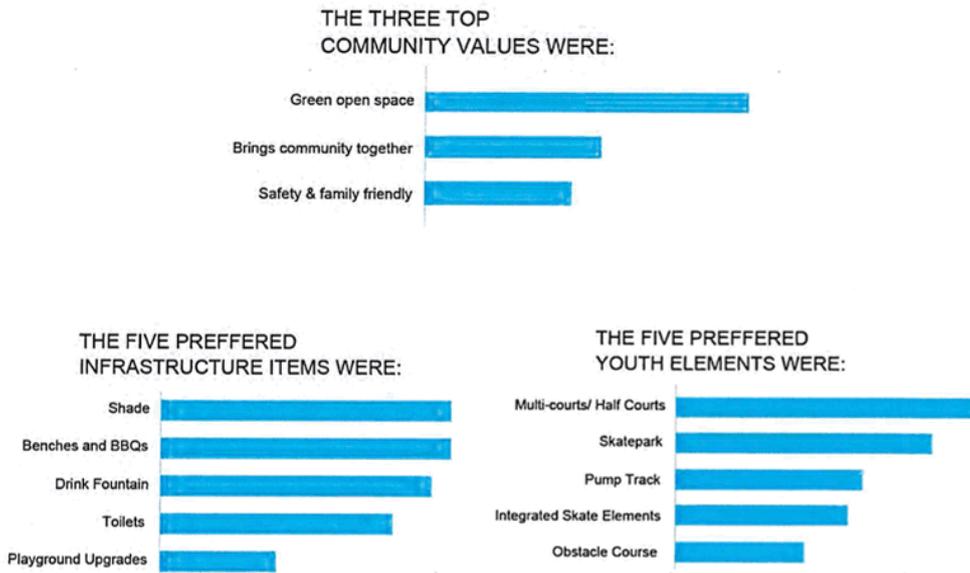
- A skatepark for local youth aged 12+
- Two lane running track around the park
- Rock climbing wall
- Parkour fixtures
- Water feature play
- Security cameras
- Basketball or multi use court
- Retain current functions of the park
- Obstacle course
- Flying fox
- 5- a side soccer pitch
- No public toilets
- All abilities play facilities
- Upgrades to play space for all ages - not focused on youth
- Nature play within drainage basin
- BBQs and benches
- Open green space with goals for ball sports (soccer and volleyball).

Of the twelve respondents, ten were in favour of a youth amenity of some kind and two were directly opposed to targeted youth upgrades. A basketball facility was the most favoured youth amenity in the online feedback. Refer Appendix One for full email feedback responses.

## 4 NEXT STEPS

### FEEDBACK

Across all the consultation sessions and methods of engagement, including session 1-6, written surveys and online feedback, the following diagram summarise the key outcomes of the engagement process to indicate the community's values, preferred infrastructure items and youth elements for Radiata Park.



### RECOMMENDATIONS

The consultant team makes the following recommendations based on the community consultation.

1. Design of facilities within Radiata Park should not adversely impact on existing uses and amenity.
2. Based on skatepark design experience, the correct placement of a skatepark an adequate distance from residences will conflict with the existing drainage function of the POS. Therefore, placing significant limitations on the built form of a large skate facility as well as restricting the options available in delivering an appropriate outcome that meets expectations of the City and the expected user group. However, integrated skate elements would be appropriate for the park.
3. Radiata Park has potential to accommodate a limited range of youth facilities which, in accordance with consultation outcomes, could include some of the following: a small pump track, small skate elements, bouldering, 3 on 3 basketball court or obstacle course.
4. The Park requires general upgrades and improved amenity. Design for youth should be included within this process and may influence the incorporation of hang out spaces and informal seating elements.



## THE PROJECT

The project will progress as follows:

1. A draft concept design will be developed that is informed by the consultation outcomes and council review.
2. The concept design will be advertised for comment through the City of Cockburn's online platform. Registered workshop attendees will be directly notified.
3. A final concept will be prepared and put forward to council for adoption and future project planning.

The City of Cockburn project team and Council will be presented with the outcomes of all community engagement undertaken and provide instruction on how to proceed with the project at each phase regarding amenity provided, scale and budget. The project is intended to result in a built design providing youth space amenity at Radiata Park. However, this will depend on Council endorsement to move forward.

APPENDIX ONE

EMAIL AND ONLINE FEEDBACK RECEIVED



EMAIL AND ONLINE FEEDBACK RECEIVED

**Email 01**

*Good afternoon*

*I can't attend the workshop so would like to provide feedback.*

*I live in Aubin Grove and have 3 sons aged 14, 12 and 5, who are all turning one year older in 2021. My 12 year old visits Atwell skate Park nearly every spare day but has to catch the bus to get there. It's outdated by today's standards but he has fun. I trust him to go in the Summer evenings because there has been no trouble there or any issues such as dangerous people hanging around etc.*

*Radiata Park is accessible, it's lovely having shade and it's a suitable location for a skate park within the middle of Aubin Grove. I understand nearby residents are worried about potential trouble a skate park might bring but it would also bring a wonderful facility if designed well, for kids of many ages. Just look at Busselton Skate Park or Bibra Lake skate park as two great examples to follow. And councils must provide suitable facilities for kids, especially as they get older to help prevent them finding other ways to fill their boredom.*

*Council unfortunately closed a lovely little bush bike course that kids had made in Aubin Grove bushland which wasn't harming anyone (and didn't take up and more space than a single resident would when they build a house so very hypocritical to say closure of a minor path through the trees was to protect the environment). Things like this where kids are trying to be active are constantly removed because of a few complaints but the people complaining shouldn't be the only ones that are listened to. I think that happens far too much in Cockburn and I've heard from the ranger directly in the past that complaints are acted upon or the complainant will just take it further. For example a resident complained about my basketball ring being near the verge because "it looked unsightly" so instead of common sense or consideration for kids, only the complainant's opinion was considered. This shouldn't be the default response by Council.*

*I think that's what's happened regarding Radiata skate park. Complaints about a skate park being based on fear not fact are preventing it from being developed. I'm so glad it's now opened up for feedback and I hope Council considers the facts as much as opinions and can build this skate park for our kids to have a local place to visit, get outside off screens, socialise and exercise.*

**Email 02**

*I am unable to attend on 13 Feb at 9am at Radiata Park.*

*Some suggestions:*

- 1. Proper flooring for running track around the park (maybe 2 lanes).*
- 2. Rock climbing feature with soft flooring (just like the one at Scarborough beach)*
- 3. Parkour wall and fixtures for the older kids and adults (with soft flooring)*
- 4. Water feature play (like those outside Cockburn train station).*

*There's some kids who does intentionally spoil stuff at this park, so maybe a surveillance camera will be good to monitor these unacceptable behavior and to keep the everyone safe.*

**Email 03**

*Hi Cockburn Council,*

*I would like to see a basketball ring/court or multi-use court at Radiata Park as an activity that could encompass all ages but would be particularly suited to teenagers.*

## EMAIL AND ONLINE FEEDBACK RECEIVED

*The park is currently great for family bbqs, birthday parties, playing on the playground, getting together for a game of soccer so it would be great if these current functions could remain.*

*I don't frequent there at night time but if it's not already, it would be good if it could be lit for evening bbqs and basketball games.*

**Email 04**

*Hi there,*

*Not sure if we will be here for the meetings, should they go ahead so here are some of our thoughts for Radiata Park:*

- 1. Some sort of well designed and constructed obstacle course for a mixture of ages and abilities.*
- 2. Flying fox*
- 3. Netball/Basketball courts*
- 4. 5 a-side soccer pitch*

*Our main request is that there be no public toilets included in whatever is decided upon. Please take this into consideration as a priority.*

**Email 05**

*Radiata Park is great for its current exercise equipment, BBQ facilities and kids playground. Perhaps the introduction of an outdoor basketball & tennis courts would greatly enhance & complement its exercise amenities.*

*I do not recommend the introduction of a new skate park for Radiata Park for the reasons below:*

- Increased unwanted noise levels which are undesirable to the immediate residences facing the park.*
- The immediate availability of a skate park (Atwell Skate Park) less than 6 kms from Radiata Park.*
- Alternatively funding should be re-directed towards upgrading the current Atwell skate park to include the provision of toilets, increased accessibility and car parking. Please refer to the public google reviews for more info.*

**Email 06**

*Hi,*

*I was not able to attend the workshop in Feb for 'Visioning for Radiata Park; but I would like to provide some feedback here.*

- 1. Looking at the suburb around Aubin Grove, they all have minimal 2 basketball court in their suburb (ie: Hammond Park) but Aubin Grove has none. So basketball court should really make it to the list given the size of Radiata Park. Driving around Aubin Grove, you can see there are families that have a portable basketball rack in their front/back yard, which should really assure there is a demand for basketball.*
- 2. Skateboard park should not be in Radiator Park as they generally attract teens with bad behaviour hanging around in the area. Radiata park is right next to Aubin Grove Primary School which means they are still very young and skateboard park presents risk to the young children's.*

EMAIL AND ONLINE FEEDBACK RECEIVED

**Email 07**

*Hi, can you not just leave Radiata Park alone?*

*We like it as it is. There is open space for impromptu ball games, picnics etc, there is a playground, bbq's and a great kids cycle path. Leave it alone!*

*Not only that, it is fully surrounded by residential properties who do not require further traffic, or unruly behaviour.*

**Email 08**

*I believe that the best use for this park would be to retain the majority of the open spaces, as you will often see people playing football/soccer & various other ball sports at this park.*

*Having the large open expanses makes it possible to do this, along with general gathering at the park.*

*If you were to look to develop this park further, I would suggest more barbeques or benches for sitting/gathering.*

*Alternatively a basketball court may be a welcome addition.*

**Email 09**

*I feel at present there needs to be an overhaul to accommodate all age ranges, not just 15-24 year olds.*

*The current playground does not cater for younger children (eg stairs going up to playground have a far too big gap for little legs).*

*The current 'vegetation' could be transformed into a nature play area (place to make cubby houses, forts, stepping stones, ropes.)*

*Could we also consider an all abilities park to cater for those with disabilities?*

*Suggestions for older kids- Basketball half court, beach volleyball (permanent net), goals (soccer)*

*Thanks for your time in reading my suggestions.*

**Email 10**

*For 15-24 Year olds I would love to see open grass spaces where people can congregate for community soccer and cricket games (that currently happen, personal training sessions and barbecues / picnics and a variety of other social gatherings).*

*I would be open to basketball courts for this age group. However, I am strongly against a skatepark and would argue that only a very small portion of the younger end of this age bracket would be catered within this idea (possibly 15-17/18 year olds).*

*I would also argue that a venue suited for that age bracket, would be better suited to an area right near a high school, rather than a primary school.*

**Email 11**

*To make Radiata Park better it needs to have a skate park. A skate park is what is lacking in Aubin Grove. There is nothing for the Youth to do in Aubin Grove.*

EMAIL AND ONLINE FEEDBACK RECEIVED

**Email 12**

*After being to the new park at Apsley Estate I feel something like this park that caters for a variety of age levels would be beneficial to the area. There's something that caters to all ages. I am yet to receive a response as to why the chosen age bracket is 15-24 years when there is still such a variety of ages in the area and no really amazing parks that cater for all ages and abilities.*



CONSULTATION SURVEY

APPENDIX TWO

CONSULTATION SURVEY



## CONSULTATION SURVEY

**RADIATA PARK COMMUNITY ENGAGEMENT SURVEY****What age group are you in?**

- 18-25
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+

**What age group are the people living in your household? Tick all that apply.**

- 0-5
- 5-12
- 13-17
- 18-25
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+

**What suburb do you live in?**

- Aubin Grove
  - Success
  - Wandi
  - Atwell
  - Banjup
  - Hammond Park
  - Other , please specify:
-

## CONSULTATION SURVEY

How do you use Radiata Park? Tick all that apply.

- Walk
  - Dog walk
  - Exercise equipment
  - BBQ or social gathering
  - Attend with children under age 12
  - Attend with children/ youth ages 12-18
  - Other , please specify:
- 

How often do you use the park?

- Daily
  - Weekly
  - Fortnightly
  - Monthly
  - Bi-monthly
  - Half yearly
  - Yearly
  - Other , please specify:
- 

Which days of the week do you most often use the park? Tick all that apply.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

What time of day do you most often use the park? Tick all that apply.

- Before 8am
  - Between 9am - 3pm
  - Between 3pm - 6pm
  - After 6pm
-

CONSULTATION SURVEY

What do you value about Radiata Park? List your top 3 values.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

What facilities do you believe are needed at the Park to cater for everyone? List your top 3.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

What youth activities would you value at Radiata Park? List your top 3.

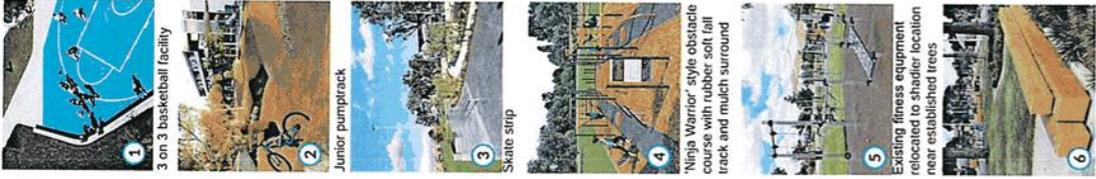
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

What other comments do you have relating to a youth facility at Radiata Park?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On behalf of the City of Cockburn, Ecoscape and Skate Sculpture thank you for completing this survey and taking part in the community consultation process for Radiata Park.





**LEGEND**

[Brown swatch]	CONCRETE PATH, COLOURED TO MATCH EXISTING
[Blue swatch]	BASKETBALL COURT SPORTS SURFACE
[Light blue swatch]	SKATEPARK SURFACE, CONCRETE
[Light green swatch]	COMPACTED GRAVEL
[Orange swatch]	ORGANIC MULCH, SOFTFALL
[Dark green swatch]	ROLL-ON TURF
[Light green swatch]	MASS PLANTING, NATIVE SPECIES
[Light green swatch]	INFILTRATION BASIN WITH NATIVE SPECIES PLANTING
[Light green swatch]	PROPOSED TREE
[Green tree icon]	EXISTING TREE
[Grey stone icon]	LIMESTONE FEATURE BOULDERS
[Blue fountain icon]	DRINK FOUNTAIN
[Wooden bench icon]	BENCH SEAT

**CONCEPT PLAN**  
**SK01**

RADIATA PARK YOUTH SPACE  
CITY OF COCKBURN

**ecoscope**  
#16 TULLING HIGHWAY NORTH  
GARDNER VIC 3045  
WWW.ECOSCAPE.COM.AU

**Skape Sculpture**

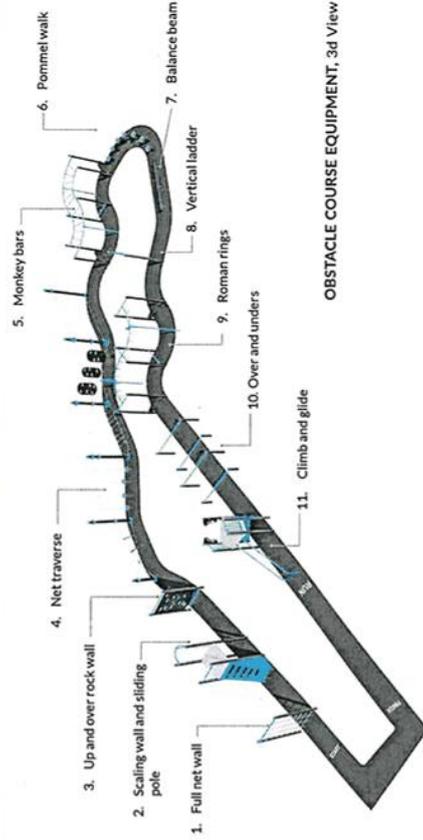
**[+]** RESOURCES

**ecoscope**

DATE	DESCRIPTION	REV
14/05/21	PRELIMINARY	A
15/05/21	CONCEPT REVIEW	B
22/05/21	CONCEPT REVIEW	C

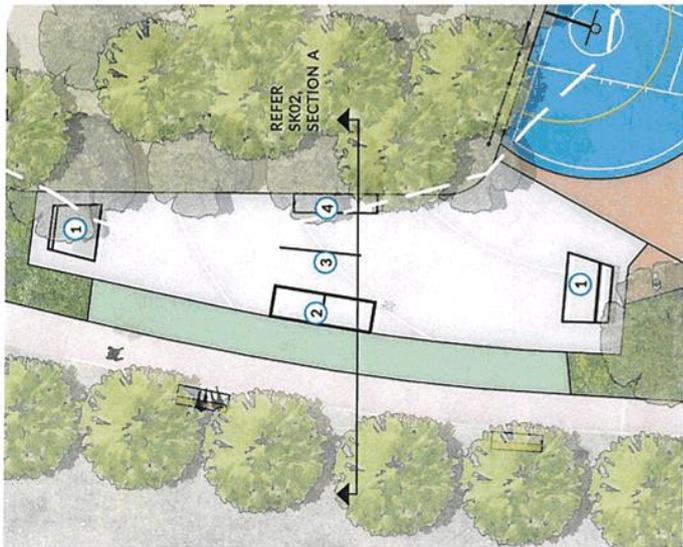
AUTHOR: LDV/K QA/PJ  
PROJECT NO: 4993-20  
SCALE: 1:200 @A1  
0 5 10m

DETAIL PLAN 02, OBSTACLE COURSE

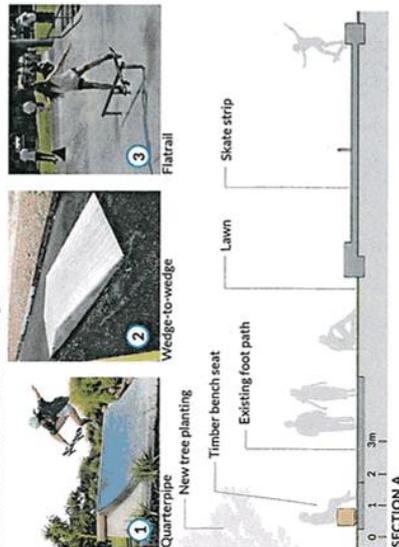


OBSTACLE COURSE EQUIPMENT, 3d View

DETAIL PLAN 01, SKATE AREA



SKATE FEATURES, Indicative Images



SECTION A

DETAIL PLANS  
RADIATA PARK YOUTH SPACE  
CITY OF COCKBURN  
**SK02**



REV.	DESCRIPTION	DATE
A	PRELIMINARY	18/09/21
B	COUNCIL REVIEW	20/09/21
C	COUNCIL REVIEW	20/09/21

<b>ecoscope</b>	AUTHOR: LD/PK, Qd/PJ
PROJECT NO: 4593-20	SCALE: 1:100 (B4)
1000 RIVERVIEW AVENUE, NORTH FREMANTLE, WA 6155	0 2.5 5m
WWW.ECOSCAPE.COM.AU	

Opinion of Probable Cost						Radiata Park	
						4593-20 City of Cockburn Concept FK NC 04/06/2021	
						No.	DESCRIPTION
<b>1 PRELIMINARIES</b>						\$ 22,015.00	
1.1	Preliminaries & establishment	percent	5%		\$	22,015.00	
<b>2 SITE WORKS AND EARTHWORKS</b>						\$ 14,165.00	
2.1	Removal and disposal of existing features where required including relocation of existing fitness equipment	ps	\$ 5,000.00	1	\$	5,000.00	
2.2	Undertake weed eradication and clear top 50mm of existing site surface material	item	\$ 2.50	1410	\$	3,525.00	
2.3	Undertake earthworks including cut and fill site shaping to accept proposed surfaces, structures and planting	sq m	\$ 2.00	1410	\$	2,820.00	
2.4	Undertake fine grading to within 100mm of finished levels	sq m	\$ 2.00	1410	\$	2,820.00	
<b>3 SKATE PLAZA AND PUMP TRACK</b>						\$ 165,000.00	
3.1	Supply & install skate plaza with 170sqm footprint	ps	\$ 85,000.00	1	\$	85,000.00	
3.2	Supply & install junior pumptrack including fill compaction, concrete edging, and hard surfacing, 60 lineal metres length	ps	\$ 80,000.00	1	\$	80,000.00	
<b>4 SURFACES AND EDGES</b>						\$ 96,350.00	
4.1	Supply & install 100mm depth coloured concrete paving to match existing with light broom finish including all joints and compacted subgrade	sqm	\$ 75.00	65	\$	4,875.00	
4.2	Supply & install basket ball court pavement including 100mm thick concrete base slab, compacted subgrade, joints and paint finish including line marking	sqm	\$ 95.00	120	\$	11,400.00	
4.3	Supply & install 100mm depth compacted crushed limestone with 10% cement stabilisation and compacted sub-grade	sqm	\$ 45.00	85	\$	3,825.00	
4.4	Supply & install TVP rubberised softfall including cushion layer and compacted crushed limestone sub-base	sqm	\$ 230.00	130	\$	29,900.00	
4.5	Supply & install playground softfall mulch 300mm depth	sqm	\$ 30.00	270	\$	8,100.00	
4.6	Supply & install 200mm wide x 150mm deep insitu concrete edge with steel float finish and pencil round corners, expansion joints at 3m ctrs. and compacted subgrade	lin m	\$ 50.00	80	\$	4,000.00	
4.7	Supply & install reconstituted limestone block edging to 300mm height surrounding obstacle course including compacted subgrade	lin m	\$ 350.00	95	\$	33,250.00	
4.8	Supply & install 200mm wide 25mpa concrete edge including compacted subgrade	lin m	\$ 50.00	20	\$	1,000.00	
<b>5 OBSTACLE COURSE EQUIPMENT</b>						\$ 70,000.00	
5.1	Supply & install obstacle course, equipment TBC	ps	\$ 70,000.00	1	\$	70,000.00	
<b>6 FURNITURE</b>						\$ 29,000.00	
6.1	Supply & install custom recycled timber bench seats 2400L x 450W x 450H	ea	\$ 3,500.00	6	\$	21,000.00	
6.2	Supply & install new drinking fountain including trenching and connection to scheme supply	ea	\$ 8,000.00	1	\$	8,000.00	
<b>7 PLANTING</b>						\$ 39,095.00	
7.1	Supply & install 200L trees including staking, tying, fertiliser, soil conditioner & 50 mm mulch	ea	\$ 480.00	18	\$	8,640.00	
7.2	Supply & install 45L trees including staking, tying, fertiliser, soil conditioner & 50 mm mulch	ea	\$ 180.00	32	\$	5,760.00	
7.3	Supply & install mass planting with tubestock at 3 per sqm including fertiliser and 50mm organic mulch	sqm	\$ 25.00	210	\$	5,250.00	
7.4	Supply & install revegetation planting with tubestock at 3 per sqm including fertiliser and 50mm organic mulch	sqm	\$ 25.00	725	\$	18,125.00	
7.5	Supply & install roll-on turf including pelletised slow release fertiliser applied to top 100mm of site soil	sq m	\$ 12.00	110	\$	1,320.00	
<b>8 MISCELLANEOUS</b>						\$ 9,000.00	
8.1	Supply & install 2.4m high chain-link fence with horizontal rails and powdercoat black finish	lin m	\$ 150.00	12	\$	1,800.00	
8.2	Supply & install basketball hoop, backboard & pole including pole collar and footing	ea	\$ 4,500.00	1	\$	4,500.00	
8.3	Supply & install feature limestone boulders 1200mm diameter	ea	\$ 300.00	9	\$	2,700.00	
<b>9 IRRIGATION</b>						\$ 26,690.00	
9.1	Adjustment to existing mainline and irrigation controller	ea	\$ 5,000.00	1	\$	5,000.00	
9.2	Supply & install bubblers to 200L trees, 4 per tree	ea	\$ 150.00	18	\$	2,700.00	
9.3	Supply & install bubblers to 45L trees, 2 per tree	ea	\$ 75.00	210	\$	15,750.00	
9.4	Supply & install irrigation to mass planting	sqm	\$ 12.00	210	\$	2,520.00	
9.5	Supply & install irrigation to roll-on turf	sq m	\$ 12.00	60	\$	720.00	
<b>10 CONTINGENCY</b>						\$ 46,231.50	
10.1	Contingency sum	percent	10%		\$	46,231.50	
<b>11 ESTABLISHMENT</b>						\$ 6,000.00	
11.1	Maintenance of the works for a 12 week establishment period	week	\$ 500.00	12	\$	6,000.00	
<b>TOTAL (excluding GST)</b>						\$ 514,546.50	
GST						\$ 51,454.65	
<b>TOTAL (including GST)</b>						\$ 566,001.15	

NOTE: This OPC does not include for any civil works, stormwater, irrigation bore or major headworks, major structural items or consultation fees.  
 Quantities and rates above are subject to change based on detailed design and documentation of the works and is an 'opinion' only.

**Radiata Park Options Table**



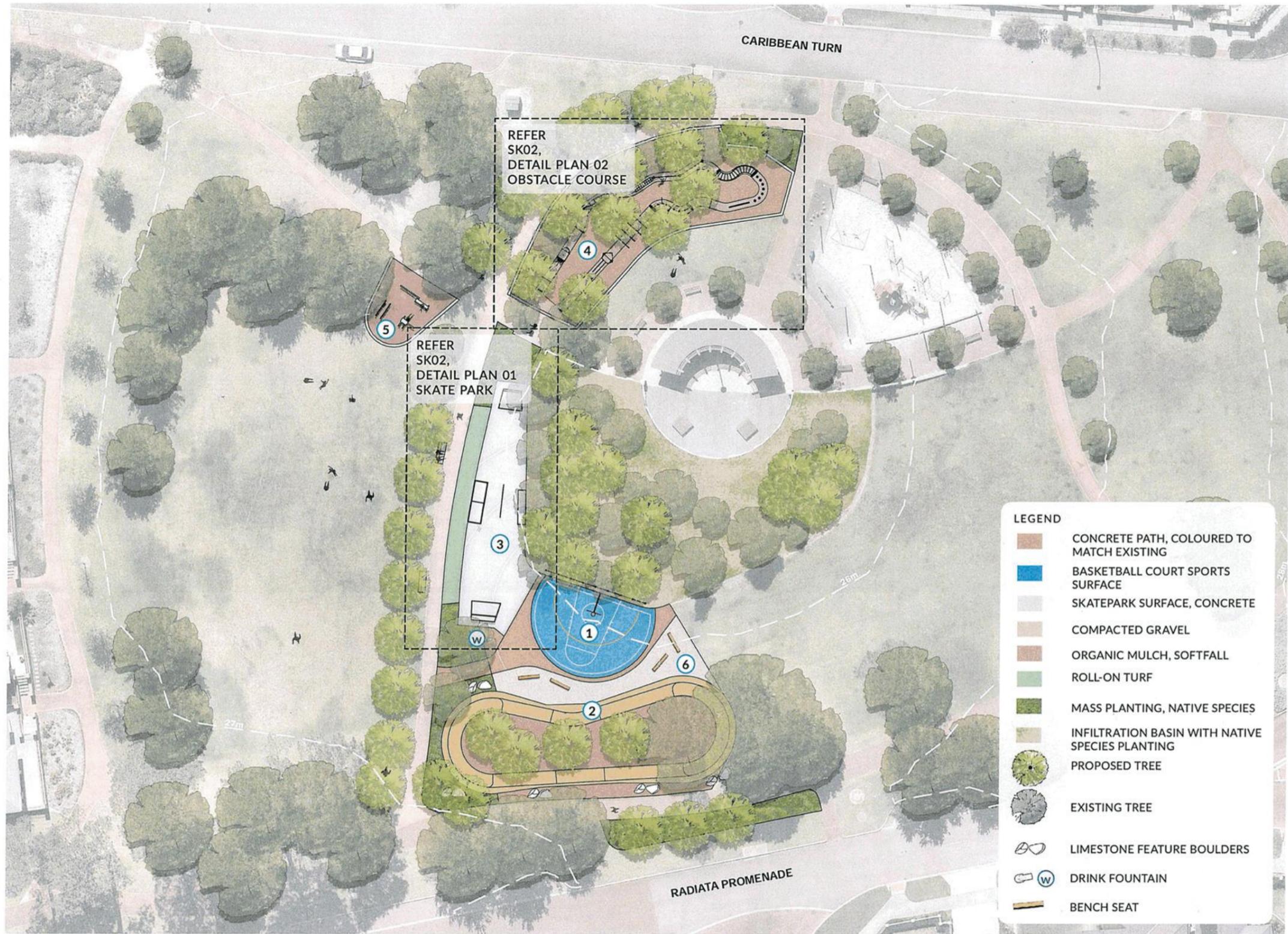
REV: A  
DATE: 13-May-21

**Infrastructure requested during consultation process**

Item	Infrastructure element	Location	Classification of Open Space	Alignment to POS strategy 2014-2015 establishment level	Alignment to POS Cash-In-Leu Expenditure Conditions	Alignment to POS Cash-In-Leu Expenditure Plan for Radiata Park	Opinion of Probable Cost (Provisional Sum)	City of Cockburn comment Received XX.XX.XX
1.0	Statepark - large scale facility	Radiata Park	Neighbourhood Open Space	Advanced	yes	yes	\$ 450,000.00	
2.0	Shade sails over exercise equipment in existing location	Radiata Park	Neighbourhood Open Space	Primary	yes	no	\$ 10,000.00	
3.0	Universal access playground equipment	Radiata Park	Neighbourhood Open Space	Primary	yes	no	\$ 20,000.00	
4.0	Platforms/ tree house play equipment above drainage basin	Radiata Park	Neighbourhood Open Space	Advanced	yes	no	\$ 60,000.00	
5.0	Shade shelter above existing exposed deck	Radiata Park	Neighbourhood Open Space	Primary	yes	yes	\$ 65,000.00	
6.0	Additional BBQ	Radiata Park	Neighbourhood Open Space	Advanced	yes	no	\$ 11,000.00	
7.0	Provide additional table settings on existing deck including relocation of existing wide benches to other locations in park	Radiata Park	Neighbourhood Open Space	Primary	yes	yes	\$ 12,000.00	
8.0	Relocate exercise equipment to create a circuit around park	Radiata Park	Neighbourhood Open Space	Advanced	yes	no	\$ 12,000.00	
9.0	Toilets	Radiata Park	Neighbourhood Open Space	Advanced (with feasibility study required)	yes	yes	\$ 60,000.00	







REFER SK02, DETAIL PLAN 02 OBSTACLE COURSE

REFER SK02, DETAIL PLAN 01 SKATE PARK

**LEGEND**

- CONCRETE PATH, COLOURED TO MATCH EXISTING
- BASKETBALL COURT SPORTS SURFACE
- SKATEPARK SURFACE, CONCRETE
- COMPACTED GRAVEL
- ORGANIC MULCH, SOFTFALL
- ROLL-ON TURF
- MASS PLANTING, NATIVE SPECIES
- INFILTRATION BASIN WITH NATIVE SPECIES PLANTING
- PROPOSED TREE
- EXISTING TREE
- LIMESTONE FEATURE BOULDERS
- DRINK FOUNTAIN
- BENCH SEAT



**ecoscape**  
 9 STIRLING HIGHWAY, NORTH  
 FREMANTLE WA 6159  
 (08) 9430 8955  
 WWW.ECOSCAPE.COM.AU



AUTHOR: LD/FK QA: PJ	DATE	DESCRIPTION	REV
PROJECT NO: 4593-20	04.06.21	PRELIMINARY	A
SCALE 1:200 @A1	12.07.21	COMMENT	B
	20.08.21	COUNCIL REVIEW	C
0 5 10m			



**RADIATA PARK YOUTH SPACE**  
 CITY OF COCKBURN

**CONCEPT PLAN**  
**SK01**

## Declaration of Interest

Cr Allen submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.3.

Nature of Interest: Cr Allen is State Manager of Equifax, the organisation Council engages to provide Viability Reports to assist officers and Council in its final determination of selecting a preferred tenderer.

### 15.3 (2021/MINUTE NO 0155) RFT12/2021 - Road Construction Services - Hammond Road Duplication (Branch Circus to Bartram Road)

**Author(s)** O Qasem

**Attachments** 1. Evaluation Summary (**Confidential**)

#### RECOMMENDATION

That Council :

- (1) ACCEPTS the tender submitted by Tracc Civil Pty Ltd RFT 12/2021 Road Construction Services – Hammond Road Duplication (Branch Circus to Bartram Road) Success WA, for an estimated contract sum of \$14,064,607 (Ex GST), in accordance with the submitted Lump Sum price and the Schedule of Rates for determining variations and/or additional services;
- (2) AMENDS the FY22 municipal budget by transferring \$1,000,000 from the Roads and Drainage Reserve account to the Hammond Road Branch Circus to Bartram Road Capital Works account (CW3950) to cover the expenditure this year; and
- (3) INCLUDES the provision of \$3,000,000 in the FY23 draft capital budget to complete the Hammond Road Branch Circus to Bartram Road (CW3950) project.

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

#### Council Decision

MOVED Deputy Mayor L Kirkwood SECONDED Cr C Stone

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0**

## Background

The City of Cockburn (the Principal) is seeking a suitably qualified and experienced road construction contractor to construct Hammond Road Duplication project from Branch Circus to Bartram Road, Success.

Hammond Road is classified as District Distributor (B) and extends between North Lake Road at the north end and Frankland Avenue at the south end, crossing the localities of Cockburn Central, Success and Hammond Park.



The Project objective is to upgrade the existing two-lane single carriageway road between Branch Circus and Bartram Road to dual carriageway, with two lanes in each direction. The upgrade is approximately 1.7km in length and will ultimately complete the Hammond Road duplication from Beeliar Drive to Russell Road, to accommodate increasing traffic in the eastern suburbs of the City to deliver a road network that is safe and congestion-free.

The road upgrade will undertake; earthworks, stormwater drainage, relocation and protection of existing services, street lighting, sewer reticulation, water supply reticulation, retaining and noise barrier walls and soft and hard landscapes.

The scope of works also includes the reconstruction of sporting equipment and structures for the areas impacted by the proposed upgrade of Hammond Road.



Image: Hammond Rd Duplication section



The successful Tenderer will be required to provide all operators, labour, plant, machinery, tools and equipment, materials, chemicals, transport/cartage, supervision, administration etc., and anything else necessary to carry out all the works and/or services required or requested under the Contract.

The Contract is expected to commence in October 2021 for a seventy (70) week construction period.

RFT 12/2021 Road Construction Services – Hammond Road Duplication (Branch Circus to Bartram Road), Success WA, was advertised on Wednesday 28 April 2021 within the Local Government Tenders section of The West Australian newspaper. The Tender was also displayed on the City's E-Tendering website between Wednesday 28 April 2021 and Tuesday, 8 June 2021 inclusive as well as posted on Social media.

### Submission

Tenders closed at 2:00pm (AWST) Thursday, 8 June 2021 and three tender submissions were received from:

Tenderer's Name	Registered Entity Name
Densford Civil	Densford Civil Pty Ltd
Raubex Construction	Raubex Construction Pty Ltd
Tracc Civil	Tracc Civil Pty Ltd

### Report

#### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

Compliance Criteria	
(a)	Compliance with the Request Document
(b)	Compliance with the conditions of Responding and Tendering
(c)	Compliance with the General and Special Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided
(e)	Completion of Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty
(g)	Attendance to mandatory site / tender briefing

#### Compliance Tenderers

All three Tenderers were deemed compliant.



Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	10%
Tenderer's Personnel and Resources	15%
Quality Management and Methodology	15%
Sustainability	10%
Local/Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

Tender Intent/Requirements

The Intent of this Tender is to select a suitably qualified and experienced road construction contractor to construct the Hammond Road Duplication project from Branch Circus to Bartram Road, Success.

Evaluation Panel

The Tender submissions was evaluated by the following City of Cockburn officers. The Procurement Services representative attended in a probity role only.

Name	Position
Omar Qasem	Project Delivery Manager - Civil
Colin MacMillan	Civil Infrastructure Manager
Travis Moore	Head of Recreation Infrastructure and Services
Anton Lees	Chief Operations Officer
<b>Probity Role Only</b>	
Stephen White - Contracts Officer	

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Tracc Civil**	36.65	40.00	76.65
Densford Civil	41.73	32.49	74.22
Raubex Construction	32.03	39.29	71.32

\*\* Recommended Submission



## Evaluation Criteria Assessment

### Demonstrated Experience

Densford Civil scored highest for this criterion. They provided six relevant examples of similar projects and demonstrated that they are equipped with a wide range of resources including plant, equipment and personnel to complete the works to the required quality standards and specified construction period.

Tracc Civil is a medium size organisation with experience in road construction and other infrastructure projects for local governments and land developers. They presented three recent examples of similar projects including projects for the City of Cockburn.

Raubex Construction was incorporated in April 2019 in Australia and forms part of a large organisation based in South Africa. They provided fourteen (14) relevant examples and demonstrated the ability and capacity to successfully complete this project.

### Tenderer's Personnel and Resources

Densford Civil achieved the highest score against this criterion by providing a detailed submission with CVs for key personnel available full-time on the project. They also provided a detailed description of the resources including crews to be engaged in undertaking the works and demonstrated good resource planning commensurate with project requirements.

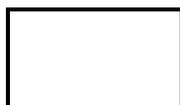
Raubex Construction nominated qualified key personnel including two construction supervisors but failed to demonstrate the availability of the Project Manager for the project on full time basis. Raubex Construction did not provide sufficient detail to demonstrate the required resource planning for the Project.

Tracc Civil demonstrated key personnel with extensive experience on road construction projects for the City of Cockburn. Their submission did not allow for a dedicated construction supervisor, instead combining the role of the Construction Supervisor and Project Site Manager.

### Quality Management and Methodology

Densford Civil scored highest for this criterion. Their submission was of a high standard with detailed Project Management System and relevant processes for the project. Densford Civil demonstrated a management strategy for sub-contractors with a detail construction methodology demonstrating good understanding of the project requirements.

Raubex Construction provided adequate information in respect to their Project Structure but failed to provide sufficient information on their Project Management System. Raubex Construction provided detailed description of relevant processes to the project.



Tracc Civil provided a brief description of their Project Management System and processes. Tracc Civil demonstrated a reasonable knowledge of the construction methodology required and provided a detailed Construction Schedule covering most of the construction activities.

#### Sustainability

Densford Civil demonstrated a corporate commitment to environment conservation and improving economic, social and environmental benefits by providing relevant examples including the use of recycled materials as well as contributing to numerous social, sporting events and community projects.

Raubex Construction demonstrated they have a sustainability policy in place and a commitment to waste minimisation and recycling of unsuitable materials.

Tracc Civil provided good examples demonstrating their commitment to environment protection and conservation, recycling, treatment of unsuitable materials and a commitment to socio-economic development of local communities.

#### Local/Regional

Tracc Civil scored high for this criterion. They are locally based within the City of Cockburn boundaries. They demonstrated that most of their staff and almost all of their local content are available within the City boundaries.

Densford Civil and Raubex Construction are located outside the South West Metropolitan Group of Councils with subcontractors available locally.

#### Summation

The Evaluation Panel recommends that the submission by Tracc Civil Pty Ltd be accepted as being the most advantageous submission to deliver Tender RFT12/2021 Construction of Hammond Road Duplication (Branch Circus to Bartram Road), Success.

Tracc Civil Pty Ltd provides the best acceptable overall assessment against the combined selection criteria, including the qualitative, cost and financial assessment evaluation. While Tracc Civil ranked 2 (second) in respect to the qualitative (non-cost) criteria, their submission provided best rank against the cost criteria of the project.

Referee checks have been undertaken from both local government and the private sector organisation representatives, with positive responses being received. The independent financial risk assessment reflected a satisfactory financial position for Tracc Civil Pty Ltd. The City has requested Tracc Civil to increase the bank guarantee from 5% to 10% of the contract price.



The recommendation is based on:

- The level of demonstrated experience in completing similar road construction projects;
- Sound understanding of the requirements, methodology and program schedule to complete the works in, accordance with specification;
- Adequate resources and experienced personnel to undertake and manage the required road construction works; and
- The Tender provides the best overall value for money and the most advantageous outcome for the City.

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

#### City Growth & Moving Around

*A growing City that is easy to move around and provides great places to live.*

- Advocate and plan for reduced traffic congestion.
- Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks.

#### Listening and Leading

*A community focused, sustainable, accountable and progressive organisation.*

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Deliver value for money through sustainable financial management, planning and asset management.

### **Budget/Financial Implications**

The project will be undertaken over the 2021/2022 and 2022/2023 financial years with funds drawn from Hammond Road Branch Circus to Bartram Road Account (CW 3950).

The cost of the tender is approximately \$2m higher than the original cost of the project 2019. The additional \$2m will be allocated from the Road and Drainage Reserve with the Long Term Financial Plan 2020-21 to 2029-30 to be adjusted to reflect the increase contribution required to complete this project.

There is no financial strain on the Council finances as a result of this increase cost and subsequent allocation of funds as a number of projects have not proceeded as forecast, one example is the New Council and Administration Centre in Cockburn Central.



The breakdown of costs for the construction of Hammond Road are detailed below:

Project Management (Inc. Tendering)	\$307,000
Concept and Detailed Design	\$70,000
Land Acquisition	\$1,181,000
Forward Works	\$2,340,550
Service Relocations	\$2,510,556
Road construction contract	\$14,064,607
Contingency	\$2,109,692
Works by Others (MRWA)	\$30,000
<b>TOTAL:</b>	<b>\$22,613,405</b>

The funding model for the construction of Hammond Road is detailed below.

MRRG (5132)	\$8,999,541
MRRG (5131)	\$408,760
Municipal (FY23)	\$3,000,000
RTR 2020/21	\$2,080,582
Road & Drainage Reserve	\$4,023,211
DCA1 (31/3/2021)	\$4,101,311
<b>TOTAL:</b>	<b>\$22,613,405</b>

It should be noted the DCA1 amount includes all contributions received as at 31 March 2021 with a further \$5,537,744.72 to be received as part of the program. These funds will be returned and balanced between the Municipal and Road & Drainage Reserve account as they are received.

### Legal Implications

Section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996* refer.

### Community Consultation

Prior to commencement of construction, the City will notify key stakeholders and the adjacent residents of the proposed works and provide contact details for any concerns during the construction period.

### Risk Management Implications

The current conditions of the existing Hammond Road from Branch Circus to Bartram Road are sub-standard and unsafe for traffic due to significant increase in the traffic volume. The upgrade of Hammond Road is part of the City of Cockburn plan to improve road safety and level of service.

The upgrade will ultimately complete the Hammond Road duplication from Beeliar Drive to Russell Road, to accommodate the increasing traffic in the eastern suburbs of the City of Cockburn and shape the road networks as safe and congestion-free.



Failure to adopt the report recommendation will result in losing the opportunity to improve road safety and avoid traffic congestion in the following years.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil



## 16. Community Services

### 16.1 (2021/MINUTE NO 0156) Special Electors' Meeting - 28 July 2021 - Suitable On Leash Dog Beach

**Author(s)** M Emery

- Attachments**
1. Independent Community Consultation 2019 [↓](#)
  2. Letters to State Government Agencies [↓](#)
  3. Department of Biodiversity, Conservation and Attractions (DBCA) Response [↓](#)
  4. Department Local Government, Sport and Cultural Industries - Response [↓](#)
  5. Department of Planning, Lands and Heritage (DPLH) Response [↓](#)

#### RECOMMENDATION

That Council:

- (1) NOTES the Motions from the 28 July 2021 Special Electors' Meeting, as detailed in the report;
- (2) RECEIVES the Officer's report; and
- (3) NOTES State Government correspondence received as part of this report.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

#### Background

At the 28 July 2021 Special Electors' Meeting the following Motion was put forward and carried by the Electors present:

#### Motion 1

That the City of Cockburn Council revokes the decision made at the Ordinary Council Meeting conducted on 10 September, 2020 in relation to Item 17.1(3)(a) and reinstate access to the beach, for the section from Ammunition Jetty (extending approximately 1.5 kms south) to Cockburn Cement Jetty, for dog walkers and their dogs, and designate the area as dogs on leash only.

Including that:

1. Dogs on leash would not be allowed above the high water line,
2. Dogs will not be permitted off leash on this beach and will not be permitted on, or within, the primary dune system, unless utilising designated signed official



- access points provided by the City of Cockburn along the footpath that cuts through the dunes to the beach,
3. This will allow the area to be returned to a safe on leash space for the community to utilise and enjoy,
  4. It will also endorse the principal that dog owners who have their dogs on leash under their effective control are treated the same as walking along a footpath or park with their dog on leash and that they are equal to other members of the public and not treated as second class citizens,
  5. This option be opened up for public consultation, along with those options approved at the Ordinary Council Meeting of 8 July 2021.

**MOTION CARRIED**

### **Motion 2**

That a special consultative group be formed comprising of:

- three Elected Members
- three Council Officers
- three ROC Members
- one Independent Contributor.

To meet within the next month to thrash out this issue in detail, taking into account all the various sub-issues, and make a recommendation to Council from those meetings.

**MOTION CARRIED**

The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.

### **Submission**

N/A

### **Report**

#### Motion 1

### ***Historical Context***

In September 2020, Council adopted the Animal Management and Exercise Plan (AMEP) 2020-2025. The plan made a number of recommendations, including changing the area of Woodman Point beach from dog's permitted (on-leash) to dogs prohibited.

The area of beach between Ammunition Jetty and WAPET Groyne is identified as a dog prohibited area within the Woodman Point Regional Park Management Plan (WPRPMP). The WPRPMP outlines the City having responsibility to manage dog control between the high water mark and low water mark on beaches within the Woodman Point Regional Park.



Despite being a signatory to the WPRPMP, in 2016, Council changed the area (between Ammunition Jetty and WAPET Groyne) to a dog on-leash area without the agreement or approval of the Department of Biodiversity, Conservation and Attractions (DBCA) or any other WPRPMP signatory.

Following the 2016 decision, the City received requests and feedback by State agencies, non-government organisations and members of the public, seeking to revert the area back to a dog prohibited classification.

A factor that supported reverting the area back to 'dog prohibited' included the lack of alignment with the WPRPMP and requests of the State agencies who manage land and activities within the Woodman Point Regional Park.

Independent community consultation was commissioned by the City in 2019 (attachment 1). The consultation outlined three underlying factors that supported reverting Woodman Point beach to dog prohibited area:

1. Dog owners who used Woodman Point highlighted a dog on-leash beach is not useful and the area should change to dog off-leash;
2. Dogs were not kept on-leash in on-leash only areas; and
3. Dog owners and non-dog owners alike place significant importance on protecting shore-nesting birds from dogs.

The consultation saw that protecting birds from dogs was the second highest concern to all dog and non-dog owners alike.

Since September 2020, Council considered a similar motion passed at the 2021 Annual Electors Meeting, and also reaffirmed its position on this item by not releasing a proposed option to create a dog on-leash option at Woodman Point at the July 2021 Ordinary Council Meeting.

### ***Council's Authority***

Council does have the authority to revoke their previous (September 2020) decision. However, this action would go against the requests of the State Government agencies responsible for the management of the Woodman Point Regional Park.

In the event Council does revert the area in question to a non-dog prohibited area, Council will be going against the commitment made under the Woodman Point Regional Park Management Plan.

Additionally, within Western Australia the control of dogs in public places (i.e. not private property) is enforced by the relevant local government authority through the *Dog Act 1976*.

There are limitations on local governments applying dog exercise or prohibited areas by the aforementioned Act. The area between Ammunition Jetty and Cockburn Cement Jetty, is covered by two land tenures, and managed by DBCA and DPLH.



Both Departments are signatories to the WPRPMP and through the Plan have provided approval for the City to create a dog prohibited area on the specified portion of beach.

**The Importance of the Woodman Point Regional Park Management Plan**

The WPRPMP is seen as the management framework for all agencies and organisations to adhere to and guide their decisions that may impact the flora and fauna at Woodman Point.

The WPRPMP was prepared in accordance with the *Conservation and Land Management Act 1984* and it provides the management framework of lands within the Woodman Point Regional Park which the City is a signatory to.

**Land Tenures**

Image 1 (below) shows the current land tenures impacted by this motion and the extent of the proposed dog on-leash beach within the Woodman Regional Park.

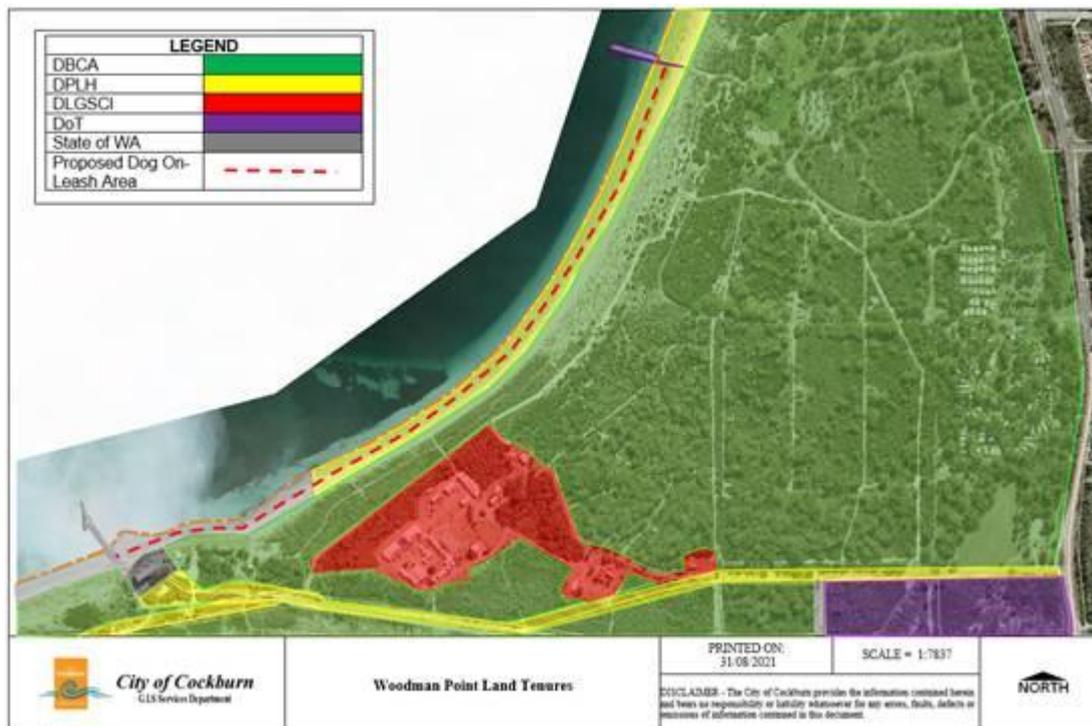


Image 1 – Land Tenures

As noted in image 1 (above), the City does not have unfettered management of these areas, as such it is important to obtain support from the relevant State department prior to implementing or publicly consulting on the option put forward at the Special Electors Meeting.



**State Government Correspondence**

As a result of the Special Electors Meeting the City wrote to DBCA, DLGSCI and the Department of Transport (DoT) (Attachment 2), seeking clarification if they;

- A. Support or object to the motion passed at the 28 July 2021 Special Electors Meeting;
- B. Support or object to the establishment of any dog on-leash area along the beach regardless if it is above or below the high water mark;
- C. Support or object to dogs transiting through their land and infrastructure to visit a dog on-leash beach; and
- D. Request and consent to the City continuing to actively manage and enforce the dog prohibited areas within the Woodman Point Regional Park.

By response to the above letter, DBCA confirmed that they;

1. Manage the coastal areas up to the high water mark (a majority of the beach);
2. Support the existing dog accessible beach (Jervoise Bay);
3. Do not support motion 1 from the Special Electors Meeting;
4. Do not support the establishment of any other dog on-leash beach within the area covered by the WPRPMP;
5. Do not support the establishment of a dog on-leash beach below the high water mark within any portion of beach covered by the WPRPMP;
6. Advise the City that actions that disturb vulnerable threatened species could be an offence under the Western Australian *Biodiversity Conservation Act 2016 (BC Act)* which carries significant penalties;
7. Advise the beach within and adjoining the conservation park includes nesting and roosting areas for Australian fairy tern (*Stemula nereis nereis*), a threatened species listed with a rank of vulnerable under the Biodiversity Conservation Act 2016, and the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). One of the main threats identified for the Australian fairy tern is the disturbance to breeding and roosting, and loss of breeding habitat as the result of disturbance by humans and domestic pets. There are also several other threatened and migratory shorebirds that have been recorded at Woodman Point;
8. Advise the park consists of multiple reserves managed by a number of State Government agencies and the City. A majority of the land tenure within the park is managed by the Department of Biodiversity, Conservation and Attractions (DBCA), as nature reserve and conservation park for the protection of biodiversity and recreation values;
9. Approve dogs to enter Woodman Point Regional Park providing they stay on existing pathways;
10. Consent to the City's authorised officers enforcing provisions such as the *Dog Act 1976* on the land they manage; and
11. DBCA is of the view that Council has the ability to make a decision about this matter for the area between the high water mark and the low water mark, but as stated above they do not support motion 1 from the Special Electors Meeting.

Refer Attachment 3 for DBCA's full response.



The DLGSCI responded to the City (attachment 4), whereby they;

1. Do not support Motion 1 from the Special Electors Meeting.
2. Do not approve the use of their land as a thoroughfare for dog owners.
3. Approve the City's authorised officers to enforce State and local laws on land managed by the department.

DLGSCI reiterated their school based activities have been occurring in this same area since 1982, long before the 2016 decision to allow dogs within the area.

The Department of Transport have not submitted a response in time to be provided with this report.

The City has previously written to the Department of Planning Lands and Heritage (DPLH), who is understood not to have change their position from the last time the City asked for comment. For historical context, the DPLH letter is attached (refer Attachment 5).

### ***Environmental Considerations***

DBCA has identified that Woodman Point is an important nesting and roosting site for migratory species and bird species identified in the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) as rare and endangered.

Highlighted within DBCA's response, disturbing vulnerable threatened species could be an offence under the *Biodiversity Conservation Act 2016*.

DBCA have identified that any decision to change any portion of beach bound by the Woodman Point Regional Park to a dog permitted status should first obtain approval from the Department of Agriculture, Water and the Environment (DAWE) and DBCA. Prior to any change, an initial referral would need to be made by the City to the DAWE and if required by the DAWE, a full assessment would need to be submitted with the estimated financial implications outlined in the Budget/ Financial implications section of this report.

### ***Procedural Process***

For Council to revoke its previous decision (as requested by the motion passed at the Special Electors' Meeting), the part of the Council decision which had the effect of prohibiting dogs from that part of the coast line needs to be revoked by Council, prior to the motion carried at the Special Electors' Meeting being considered.

The relevant statutory provisions are Section 5.25(1) (e) of the *Local Government Act 1995* and Regulation 10 of the *Local Government (Administration) Regulations 1996*.



In practice, this requires a Notice of Motion to be provided, signed by at least four (4) Elected Members, proposing the following resolution:

*That Council revokes the following decision made at the Council Meeting conducted on 10 September 2020, in relation to Item 17.1 (Minute No 0198) "Adoption of the Animal Management and Exercise Plan 2020-25":*

*(3)(a) Woodman Point Beach, Coogee as a dogs prohibited area from south of the Ammunition Jetty (adjacent to John Graham Reserve) to where it intersects with the current dogs off-leash area.*

Such a Motion would require an Absolute Majority of Council (i.e. six (6) Elected Members) to vote in favour of the revocation for it to take effect, otherwise the motion will be declared lost.

Should the revocation motion be passed (by an Absolute Majority of Council), the following motion will need to be considered by Council and passed, again by an Absolute Majority of Council, pursuant to the provisions of the *Dog Act 1976*, (Section 31 (3A));

*That Council provides 28 days public notice (as defined in Section 1.7 of the Local Government Act 1995) of its intention to allocate:*

- 1. Woodman Point Beach, Coogee as a dogs on leash only area from south of the Ammunition Jetty (adjacent to John Graham Reserve), extending approximately 1.5 kilometres south to the "Cockburn Cement Jetty", and*
- 2. Woodman Point Beach, Coogee as a dogs prohibited area from south of the "Cockburn Cement Jetty" extending to where it intersects with the current dogs off leash area.*

Once the 28 days public notice period lapses, the section of beach between Ammunition Jetty and Cockburn Cement Jetty would permit dogs on-leash. Although revocation of this decision would be possible such a decision by Council will go against the WPRMP and the advice and response received by DBCA, DLGSCI and DPLH.

## Motion 2

The Resident of Cockburn for the Dogs Inc. (ROC) was established after Council resolved to change a portion of beach adjoining the Woodman Point Regional Park from dog accessible to dog prohibited as detailed in the *historical context* section of the Motion 1 report (above).



The development of the AMEP was guided by a variety of factors, including but not limited to:

- Data;
- Research;
- External consultant's reports;
- Council resources;
- State government input; and
- Input from the community.

Community consultation input was sought through all three phases of the AMEP's development:

- Pre-development of the AMEP
- During the development of the AMEP
- Post-development of the AMEP before final adoption.

As highlighted above, community consultation formed a continuous part in the development of the AMEP. This consultation was based on the City's Community Engagement Framework.

The Framework is based on the International Association of Public Participation (IAP2) model. This model is the peak body for community engagement globally.

In accordance with IAP2 recommendations, each engagement phase had a bespoke set of requirements that would influence the methodology or design of the engagement and how project outcomes were delivered. The objectives and needs of community engagement changed as the AMEP progressed.

A summary of each phase is provided below.

### **1. Phase 1 – Pre AMEP development**

- Four (4) public focus groups were held with pet and non-pet owners.

### **2. Phase 2 – AMEP development**

This process was undertaken by City staff and external consultants and included:

- Online survey publicly available on the Comment on Cockburn website;
- Hard copy survey mailed to 1,000 randomly selected households
- An electronic survey sent to 1,000 recipients randomly selected from City of Cockburn databases;
- Internal staff workshops;
- Community workshops;
- Meeting with other local governments; and
- Research trends on dog and cat management nationally and internationally.



### 3. Phase 3 – Post AMEP development (public advertising)

Following the endorsement of the draft AMEP by Council, the document was published for public comment for 28 days.

The intent of the public advertising process was to seek any final comments on the draft AMEP. Anyone interested or impacted by the AMEP proposals had an opportunity to provide feedback.

The draft was advertised and communicated in a variety of ways, including:

- Cockburn Gazette newspaper advertisements
- E-newsletter to over 7000 Comment on Cockburn subscribers
- Inclusion in the City of Cockburn e-newsletters to over 2000 subscribers
- E-newsletter to all resident groups and associations
- Project notification to a random sample of 4000 people on the ratepayer database
- On-site signage at locations with proposed dog changes
- Contact with key stakeholders in the Woodman Point vicinity, such as recreation and sporting clubs and State Government agencies
- Information on the City of Cockburn website
- A project page on the Comment on Cockburn website
- Social media posts
- Interactive Facebook Live question and answer session
- Project video
- Media release
- In-person pop-up sessions at Cockburn Gateway Shopping Centre, Woodman Point Recreation Reserve, Radonich Park and MacFaul Park.

Over 500 submissions were received during the public comment period and feedback from key stakeholders and State government agencies.

Ultimately, the outcome to change Woodman Point Regional Park coastal areas to dog prohibited is not due to a lack of community consultation, more so, at the request and direction from State government agencies responsible for the management of the Woodman Point Regional Park.

As this change was aligned with the WPRPMP and the Council was acting on request of State government agencies, no further consultation was completed specifically regarding reverting Woodman Point beach to a dog prohibited area.

Accordingly, the establishment of any group to discuss this matter any further will not achieve the motion's desired outcomes.

In line with the IAP2 Public Participation Spectrum, there is also no further scope for consultation on this matter unless Council was to revoke its previous decision related to Woodman Point as outlined earlier in this report.



Should Council revoke the relevant decision then this would enable the City to undertake consultation which would require the development of a community engagement plan in accordance with the City's Community Engagement Policy and Framework.

Throughout 2021, City has met with ROC and provided a significant amount of detail and data in response to questions. Should the need arise, the City's officers will also meet with the ROC without the need to formalise a specific group as defined by motion 2.

The City will also write to the ROC group as part of the upcoming community consultation regarding the Council approved proposed dog on-leash beach options.

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

#### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.
- Sustainable resource management including waste, water and energy.

#### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

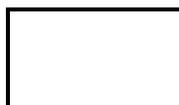
#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

### **Budget/Financial Implications**

Should Council revoke its previous decision and recommend the Special Electors Meeting motion1 be included for community consultation, an additional budget will be required to undertake the community consultation and for the cost of a referral application to the DAWE under the EPBC Act 1999. The initial referral cost is approximately \$6,000 and if a full assessment is subsequently required this is estimated to cost up to \$120,000.



## Legal Implications

### Motion 1

*Procedural legal implications for revoking a previous Council decision are;*

Sections 5.33, 5.25(1)(e) and 1.7 of the *Local Government Act 1995*, Regulations 10 and 3A of the *Local Government (Administration) Regulations 1996*.

### **Environmental Legal Implications**

As outlined within the DBCA response, the City may have legal implications under the *Biodiversity Conservation Act 2016* in the event DBCA considers an action taken by the City disturbs vulnerable threatened species.

There also could be further legal implications due to the City undertaking a '*controlled action*' as per the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).

### **Dog Control Legal Implications**

The City is required to operate in accordance within the *Dog Act 1976*, regarding the control of dogs within and surrounding the Woodman Point Regional Park area.

### Motion 2

There are no legal implications associated with Motion 2.

## Community Consultation

This matter was the subject of a resolution carried at the 28 July 2021 Special Electors' Meeting.

## Risk Management Implications

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

## Advice to Proponent(s)/Submitters

The mover of the motion at the Special Electors' Meeting has been informed that the matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

The City has management responsibility of some coastal areas.





## Animal Management Plan | Survey Results

Prepared for: City of Cockburn

Prepared by: CATALYSE® Pty Ltd

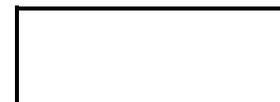
September 2019

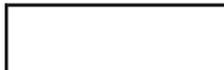
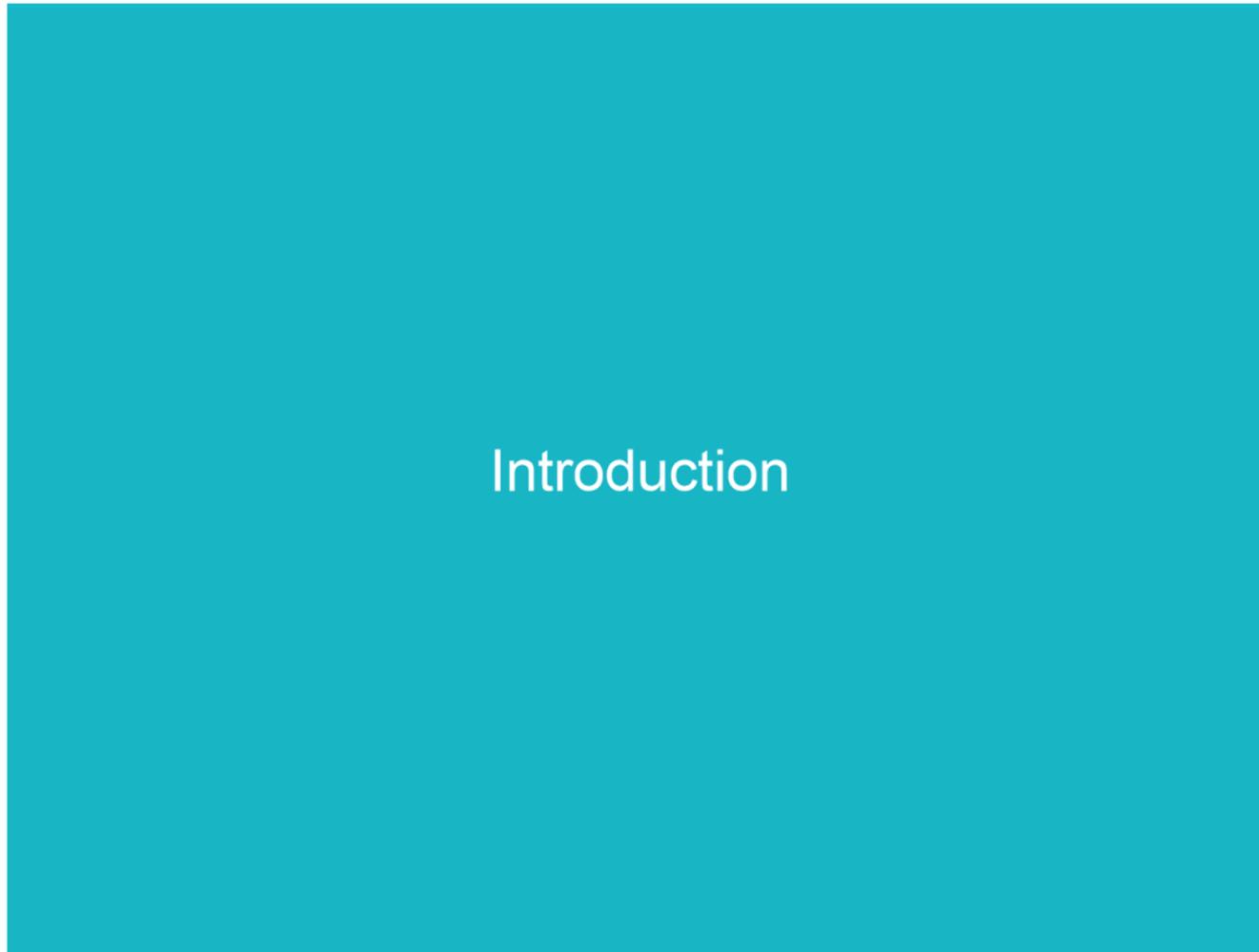
© Copyright CATALYSE® Pty Ltd 2019



# Contents

Introduction	3
Strategic Insights	6
Overall performance and concerns	9
Animal management issues	12
Animal management issues   Dog owners vs Non-owners	17
Visitation and designated areas	20
Community sentiment	26
Appendices	33





## The Study

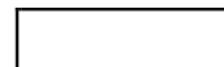
In August, the City of Cockburn administered a community engagement survey to evaluate perceptions and concerns in regard to dog management and exercise areas.

Scorecards invitations were sent to 2,000 randomly selected households (1,000 by mail and 1,000 by email).

**373 randomly selected residents completed a scorecard** reducing the sampling error to  $\pm 5.07\%$  at the 95% confidence interval.

The City supported the survey with supporting promotions through its communication channels and respondents who had previously chosen to opt-in to participate in research for the City were also invited to participate. A further 226 respondents participated bringing the total to **599 respondents**.

The final dataset was weighted by age and gender to match the ABS Census population profile. Data has been analysed using SPSS. Where sub-totals add to  $\pm 1\%$  of the parts, this is due to rounding errors to zero decimal places.

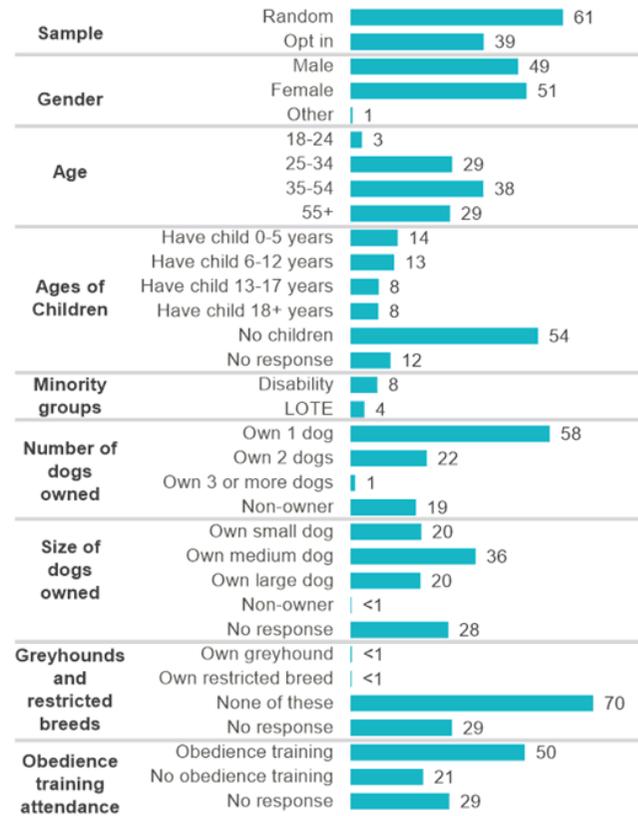
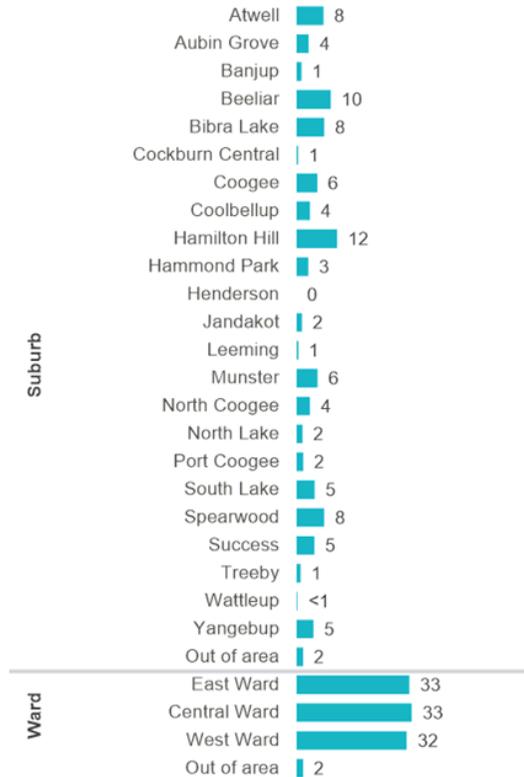


Item 17.1 Attachment 2

OCM 9/07/2020

## Sample Profile

% of respondents (weighted)



LOTE = Language other than English



5

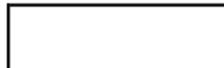
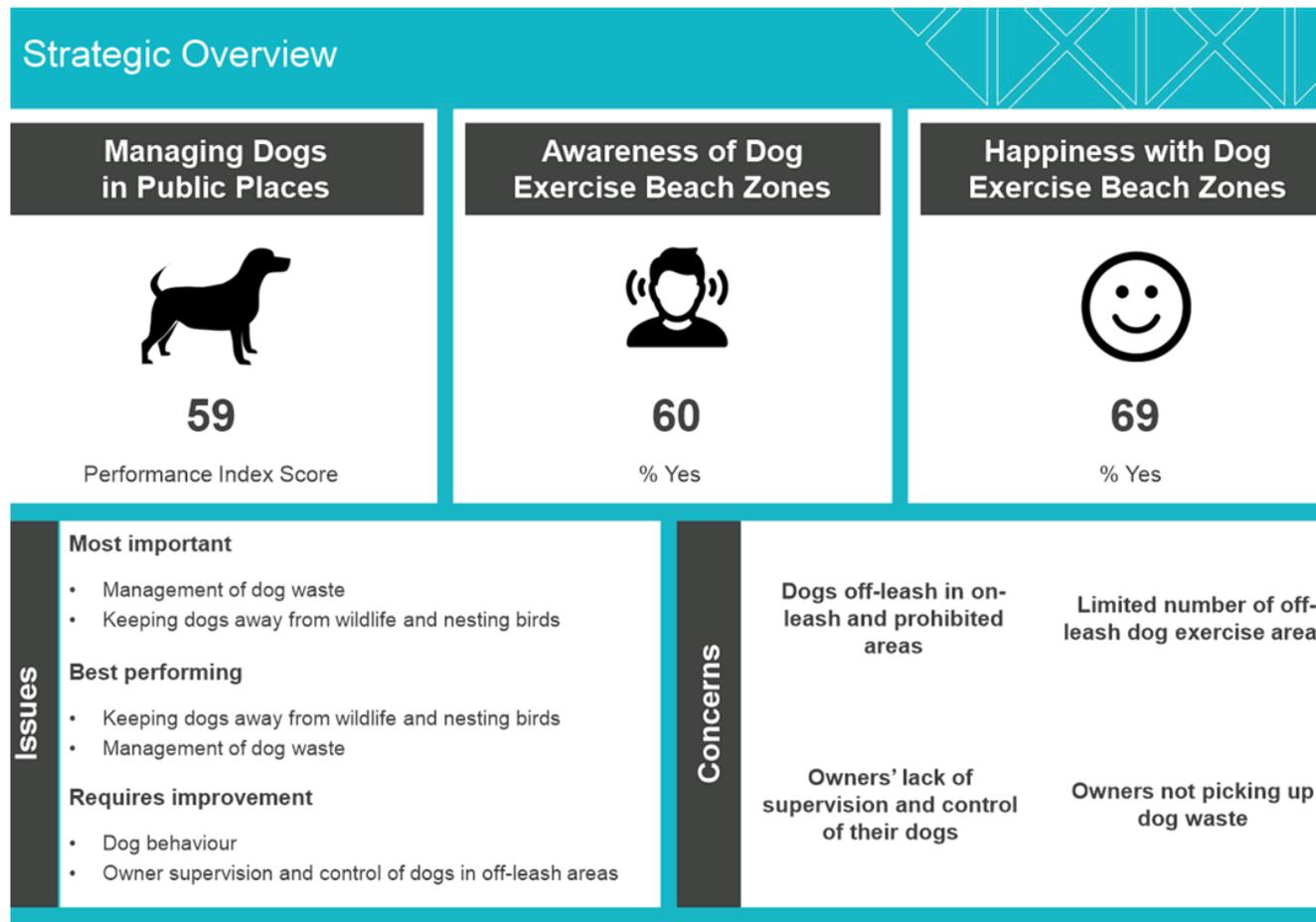
312 of 356

Document Set ID: 9559384  
Version: 2, Version Date: 21/08/2020

308 of 708

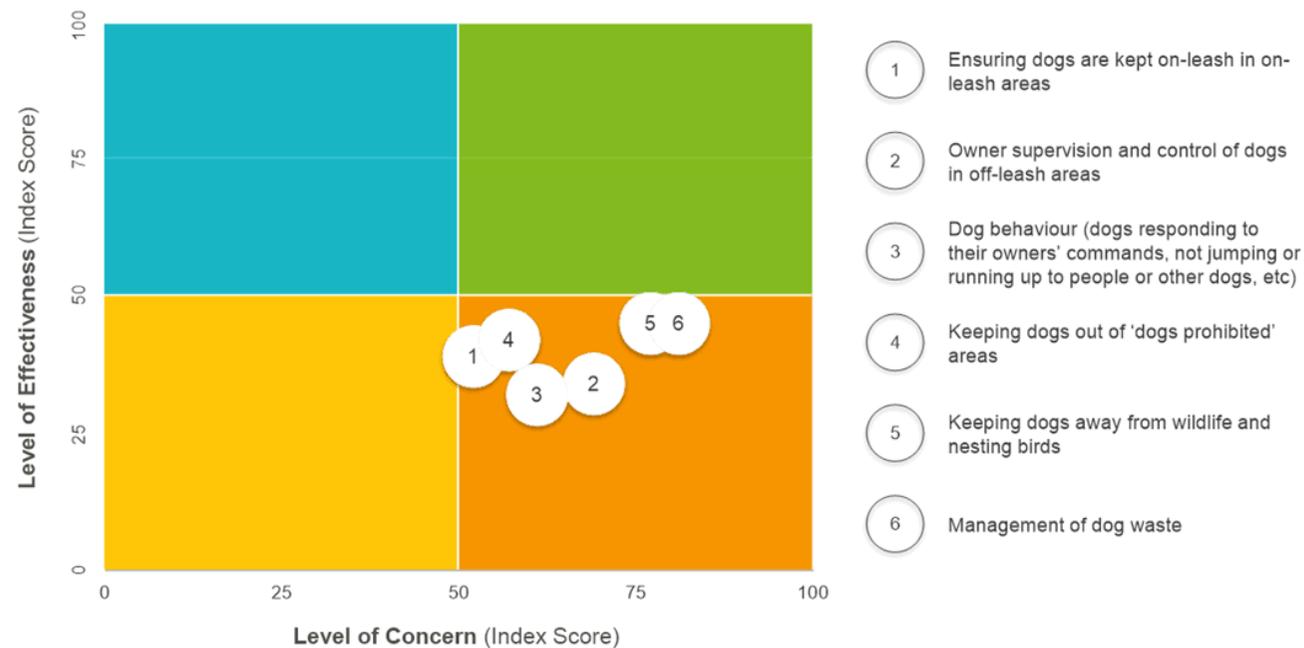
Document Set ID: 10774265  
Version: 3, Version Date: 18/10/2021





## Animal management issues | Concern v Effectiveness

Residents are most concerned with management of dog waste and keeping dogs away from wildlife and nesting birds. There is room to improve the effectiveness in managing all issues.

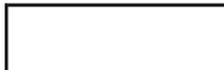


Q. Overall, how would you rate your level of concern with the following issues? Base: All respondents, excludes no response (n = varies)  
 Q. And, in your opinion, how effective has the City of Cockburn been in managing these issues? Base: All respondents, excludes unsure and no response (n = varies) 8





Overall performance and concerns



## Overall performance | managing dogs in public places

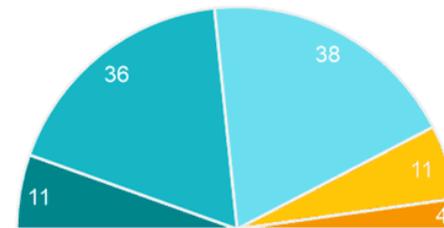
85% of respondents gave the City a positive rating of okay or higher for the management of dogs in public places.

The Performance Index Score is 59 out of 100, indicating the average score was between okay and good.

Overall performance index scores were lower among non-dog owners (44) compared to dog owners (63).

### Performance ratings

% of respondents



Excellent Good Okay Poor Terrible

### Variations across the community

Performance Index Score

All respondents	Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
59	63	44	62	65	62	62	66	57	61	59	59	63	64	66	63	58	57	55	60	62	61	56	62	56

Q. Overall, how would you rate the City of Cockburn's performance in managing dogs in public places (including beaches, parks and reserves)?

Base: All respondents, excludes 'unsure' and 'no response' (n = 540). \* Positive rating = excellent, good or okay



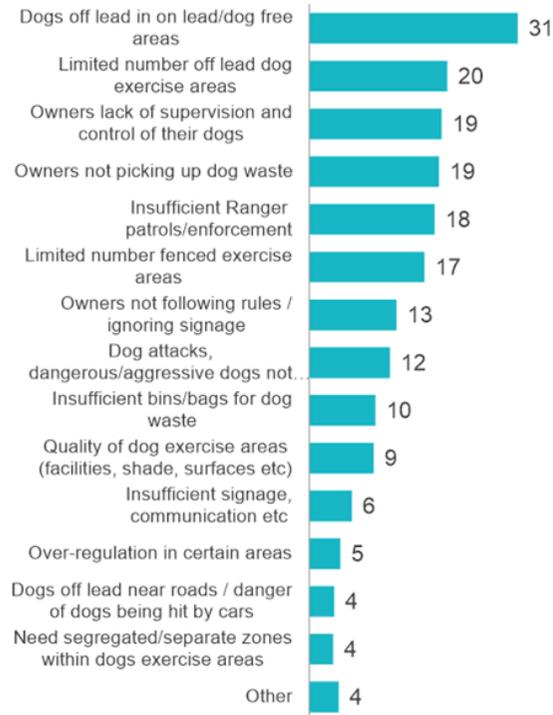
10



## Community concerns | managing dogs in public places

### Concerns about dogs in public places

% of respondents



The main concern in regards to managing dogs in public places is dogs being let off-leash outside of off-leash areas. The lack of off-leash dog exercise areas, lack of supervision by owners and owners not picking up their dog's waste are also concerns.

"Dogs always off-lead in on lead areas - my dogs don't like loose dogs running up to them."

"People Who Walk Their Dog Without A Leash dangerous for kids and other dogs"

"More off leash areas are needed, and bigger open spaces for dogs to run"

"Not enough off lead areas and restrictions around reserves when not in use. Would love to throw the ball for my dog on a big oval when no sport is on. He is very fast and hates short throws."

"Dogs off-leash mixed with dogs on lead when people don't have a good control over their dog(s) or dog doesn't have a reliable recall"

"Owners not taking responsibility. Multiple times found dogs off the lead in on lead only parks. They also can't control their dogs which ran up to my dog who was on the lead causing a dog flight..."

"My concern is dog owners not being responsible for dogs on leads and picking up their dogs poo. I've seen many people dump the bags of poo rather than put in bins or take with them."

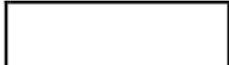
"Not enough bins with poo bags available in areas where people regularly walk e.g. swamplands in Spearwood. It means there is lots of dog poo left along the paths."

Q. If okay, terrible or poor, what are your main concerns?

Base: All respondents who gave a terrible or poor rating for City's management of dogs in public places, excludes 'no response' (n = 250).

Chart shows responses mentioned spontaneously by 4% or more respondents.



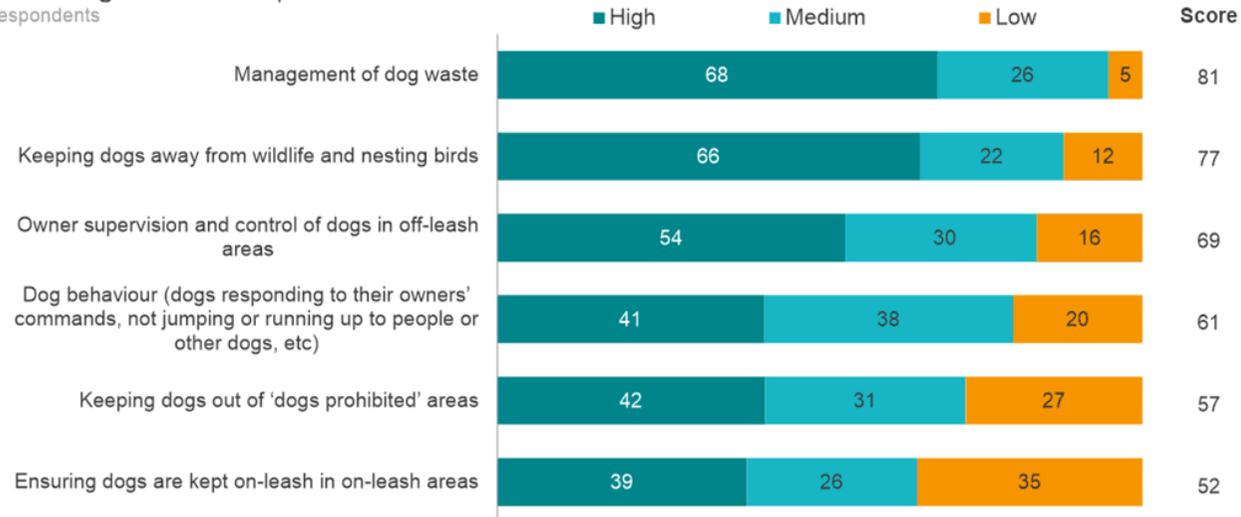


## Concern about animal management issues

Residents are most concerned with management of dog waste and keeping dogs away from wildlife and nesting birds with index scores of 81 and 77 out of 100, respectively.

### Animal management issues | level of concern

% of respondents



Q. Overall, how would you rate your level of concern with the following issues?  
 Base: All respondents, excludes 'no response' (n = varies)

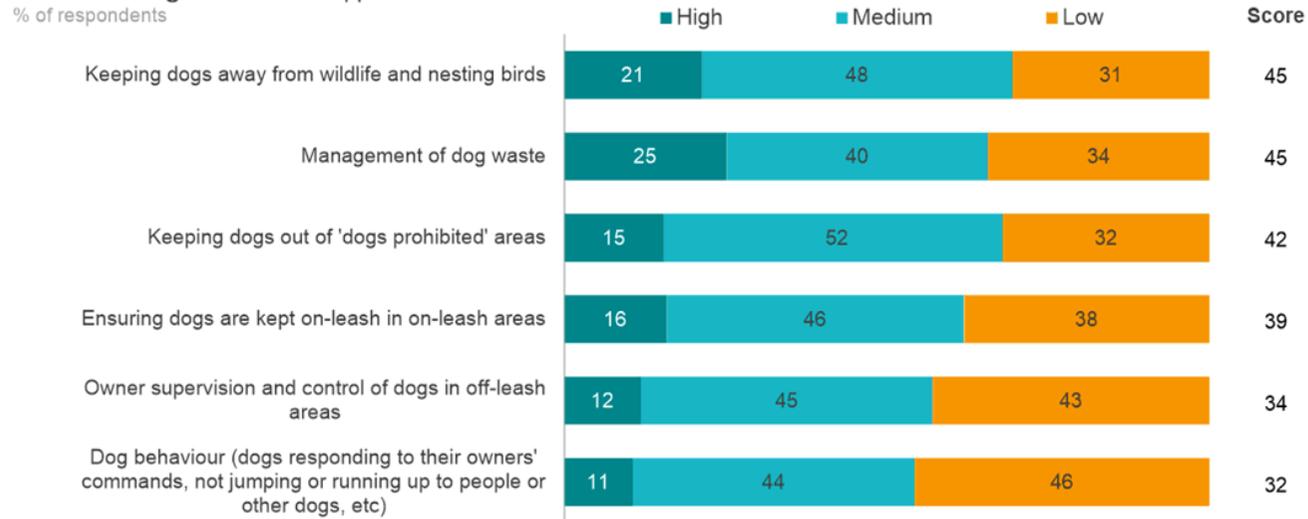




## Effectiveness in animal management issues

Overall the City's level of effectiveness in animal management issues is viewed a low to medium. The City is viewed as being most effective in keeping dogs away from wildlife and nesting birds and in management of dog waste, both of these receiving an index score of 45 out of 100.

### Animal management issues | perceived effectiveness



Q. And, in your opinion, how effective has the City of Cockburn been in managing these issues?  
 Base: All respondents, excludes 'unsure' and 'no response' (n = varies)



## Effectiveness in animal management issues

### Index score comparisons

Non dog owners rated the City lower on all measures of effectiveness than other respondents, while dog owners rated the City more highly in terms of keeping dogs away from wildlife and nesting birds, keeping dogs out of prohibited areas and ensuring dogs are kept on-leash in on-leash areas.

Owners of large dogs and owners who haven't taken their dog to obedience training rated the City more highly in most areas.

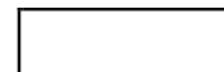
People from LOTE backgrounds rated the City more highly in terms of keeping dogs away from wildlife and nesting birds, management of dog waste and keeping dogs out of prohibited areas, however this group rated the City lower in terms of ensuring dogs are kept on leash in on-leash areas.

Community Variances Effectiveness Index Score	All respondents	Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
Keeping dogs away from wildlife and nesting birds	45	50	25	50	50	52	48	55	44	48	43	43	53	51	48	47	46	43	48	63	47	49	41	46	45
Management of dog waste	45	48	33	52	48	45	48	48	46	45	45	43	41	46	49	45	43	49	49	51	46	50	41	48	40
Keeping dogs out of 'dogs prohibited' areas	42	47	24	48	45	49	44	51	40	45	40	38	46	41	42	43	41	41	52	47	42	42	41	40	44
Ensuring dogs are kept on-leash in on-leash areas	39	44	20	41	43	46	40	52	38	40	38	36	42	41	38	38	39	40	43	28	41	34	42	41	34
Owner supervision and control of dogs in off-leash areas	34	38	18	35	41	39	36	44	33	36	36	29	33	35	34	34	34	36	46	34	34	35	34	35	33
Dog behaviour	32	36	19	34	39	34	33	43	32	32	32	29	33	29	37	32	30	36	46	35	36	31	31	34	28

Q. And, in your opinion, how effective has the City of Cockburn been in managing these issues?  
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)



16



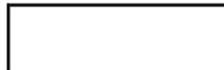


Animal management issues  
Dog owners vs Non-owners

---

**324 of 356**

Document Set ID: 9559384  
Version: 2, Version Date: 21/08/2020



---

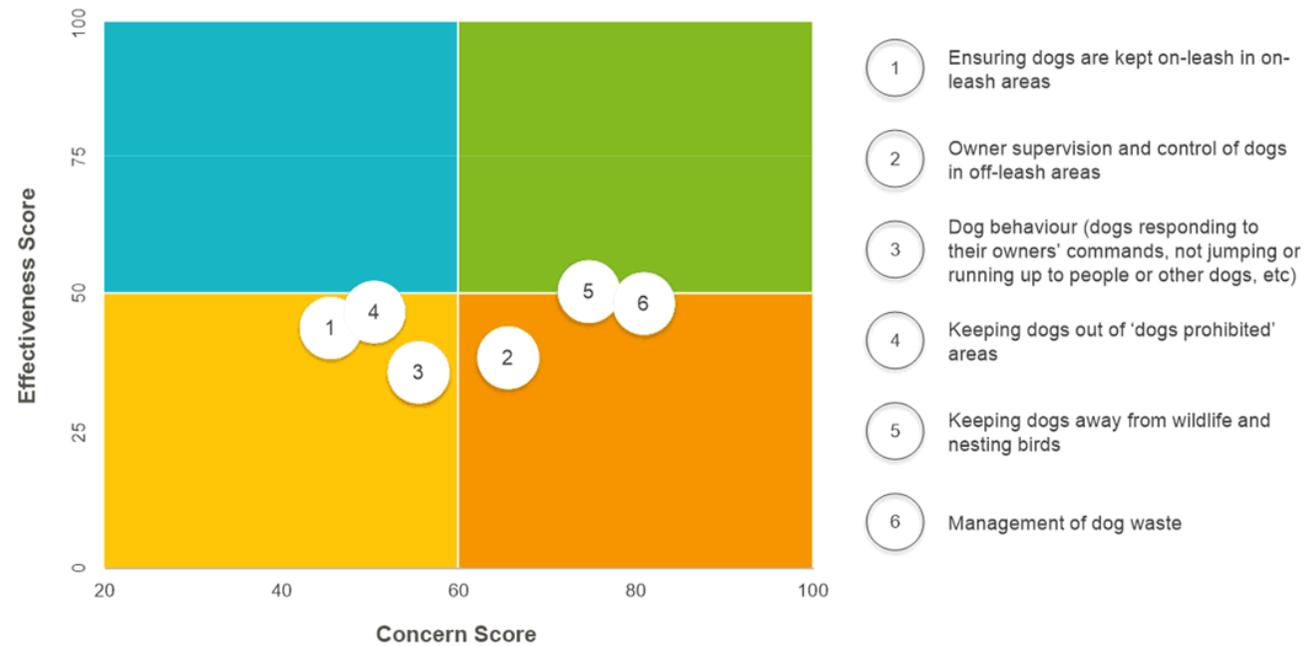
**320 of 708**

Document Set ID: 10774265  
Version: 3, Version Date: 18/10/2021



## Animal management issues | Concern v Effectiveness

### Dog owners



Q. Overall, how would you rate your level of concern with the following issues? Base: All respondents, excludes no response (ranges from n = 442 to n = 445)  
 Q. And, in your opinion, how effective has the City of Cockburn been in managing these issues? Base: All respondents, excludes unsure and no response (ranges from n = 277 to n = 373)

18



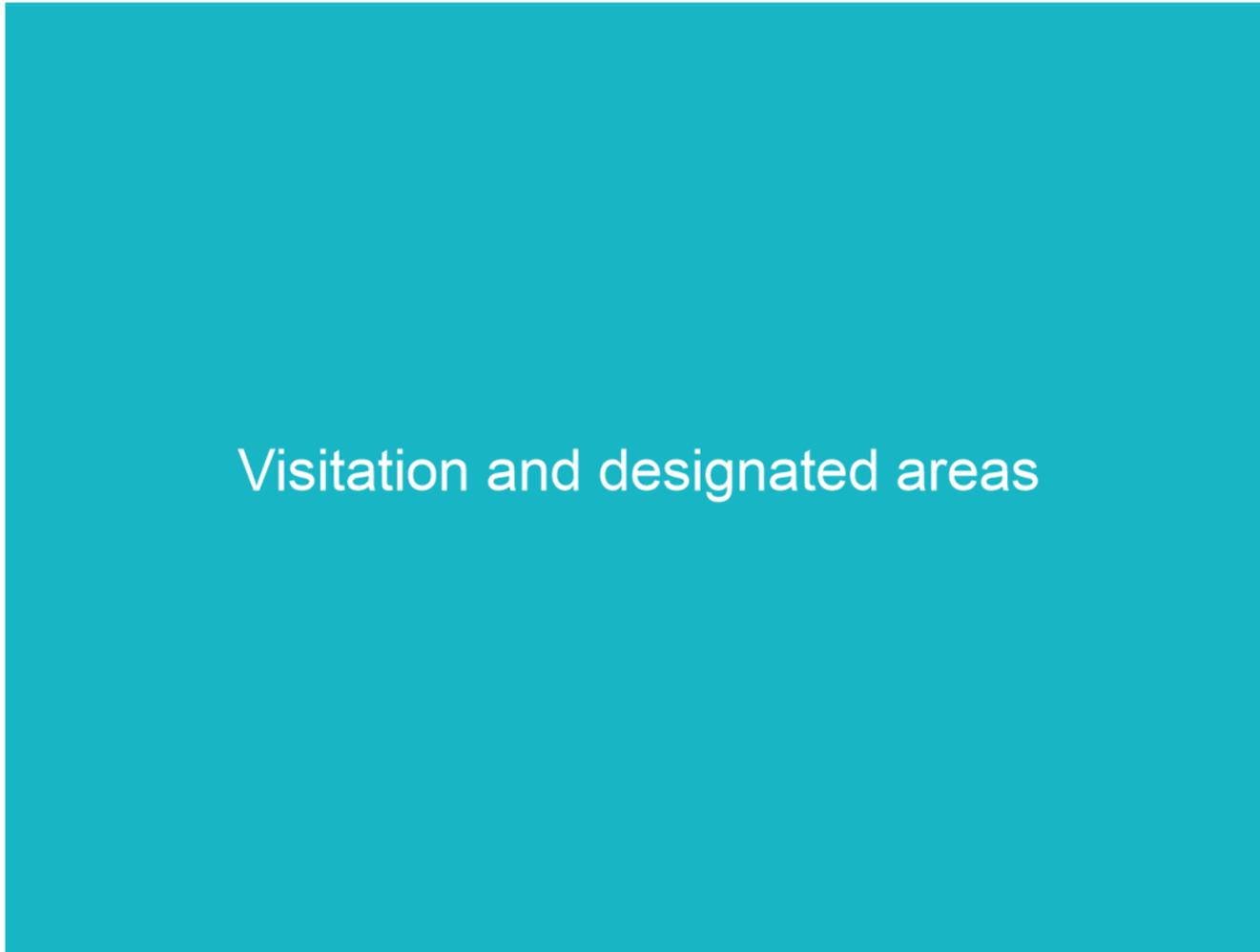
## Animal management issues | Concern v Effectiveness

### Non-owners



Q. Overall, how would you rate your level of concern with the following issues? Base: All respondents, excludes no response (ranges from n = 107 to n = 108)  
 Q. And, in your opinion, how effective has the City of Cockburn been in managing these issues? Base: All respondents, excludes unsure and no response (ranges from n = 76 to n = 87)

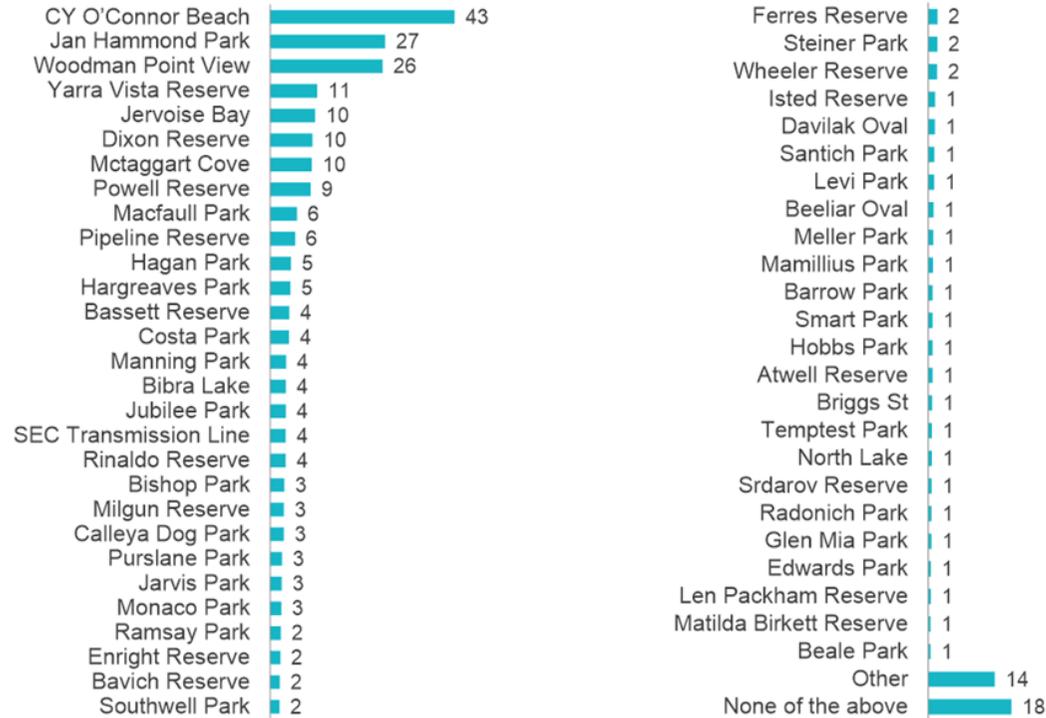




## Visitation | Parks and reserves

### Parks and reserves visited in the past 12 months

% of respondents



Q. Over the past 12 months, which of the following dog exercise parks and reserves have you visited?  
 Base: All respondents, excludes 'no response' (n = 587).



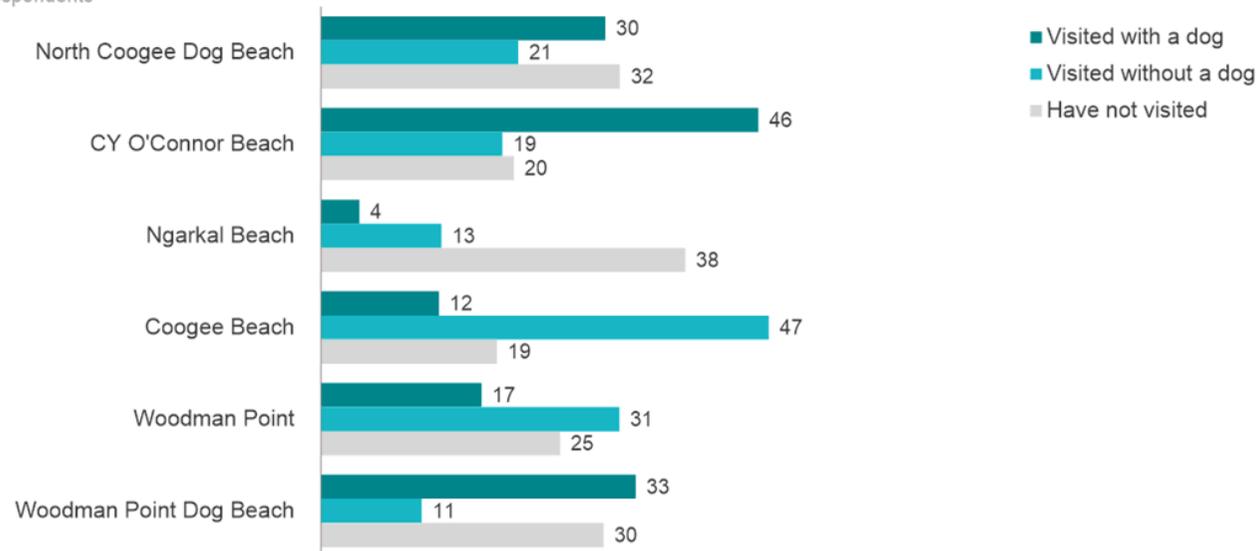
## Visitation | Beaches

Residents have mostly visited CY O'Connor Beach with a dog, Coogee Beach without a dog and many have not visited Ngarkal Beach.

CY O'Connor Beach had the highest overall level of visitation followed by Coogee Beach.

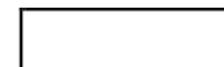
### Beaches visited in the past 12 months

% of respondents



Q. In the past 12 months, which of the following beaches have you visited with or without a dog?

Base: All respondents, excludes 'no response' (n = 564).



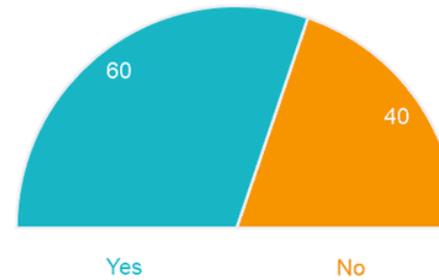
Item 17.1 Attachment 2

OCM 9/07/2020

## Awareness of dog exercise / prohibited zones



Were you aware of these zones before this survey?  
% of respondents



### Variations across the community

% of respondents who were aware of the zones listed on the map

All respondents	60
Dog owner	59
Non-dog owner	68
Small dog owner	53
Medium dog owner	61
Large dog owner	62
Obedience training	60
No obedience training	56
Male	64
Female	57
No children	63
Have child 0-5	52
Have child 6-12	52
Have child 13-17	58
Have child 18+	60
18-34 years	57
35-54 years	58
55+ years	66
Disability	71
LOTE	70
East Ward	57
Central Ward	58
West Ward	67
Random	60
Opt in	61

The following sign shows zones along the coastline where dogs are permitted on and off leash, and where dogs are not permitted. These zones were introduced in 2016.

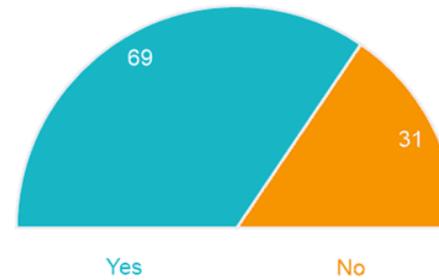
Q Were you aware of these zones before this survey? Base: All respondents, excludes 'no response' (n = 548)



## Happiness with dog exercise / prohibited zones



Are you happy with the designated zones along the coast?  
% of respondents



### Variances across the community

% of respondents who were happy with the zones listed on the map

Demographic	Percentage
All respondents	69
Dog owner	71
Non-dog owner	58
Small dog owner	73
Medium dog owner	74
Large dog owner	68
Obedience training	73
No obedience training	68
Male	67
Female	70
No children	67
Have child 0-5	74
Have child 6-12	75
Have child 13-17	77
Have child 18+	68
18-34 years	73
35-54 years	68
55+ years	65
Disability	75
LOTE	83
East Ward	77
Central Ward	68
West Ward	64
Random	68
Opt in	71

Q. Are you happy with the designated zones along the coast (where dogs are permitted on and off leash, and where dogs are not permitted)?

Base: All respondents. excludes 'unsure' and 'no response' (n = 478)



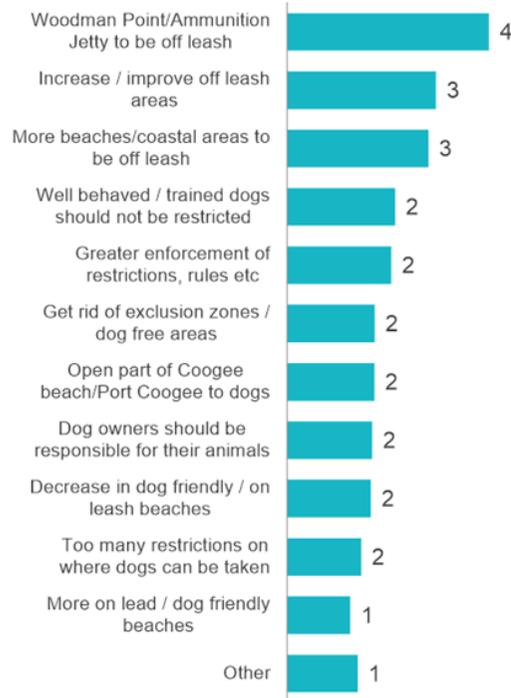
24



## Suggested Council action plan: Changes and suggestions for dog exercise / prohibited zones

### Changes and suggestions

% of respondents



The main changes and suggestions mentioned by the community are related to the area around Woodman Point and the Ammunition Jetty and availability of off leash beaches and other areas.

"I would like dogs to be allowed off leash at the woodman Point dog beach. there seems little point in taking your dog to the beach if it has to be on a leash."

"I think the south end of beach past the woodman's point jetty could be off leash keeping the area around the jetty on leash."

"More of the Woodman Point / Jervoise bay beach should be off lead for dogs - only on the southern side. I would like to see all the southern side open to dogs off leash and all of the northern side kept for dogs on leash."

"More off leash areas are needed"

"I think the leash zone should be off leash"

"There are not enough areas where dogs can be let off the leash and to run around at beaches. I thought there were, until I saw the coastal zones."

"I would prefer more off leash dog beaches near me as I have a dog but do also Understand that people without dogs wouldn't want them on the beach"

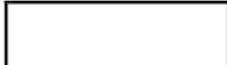
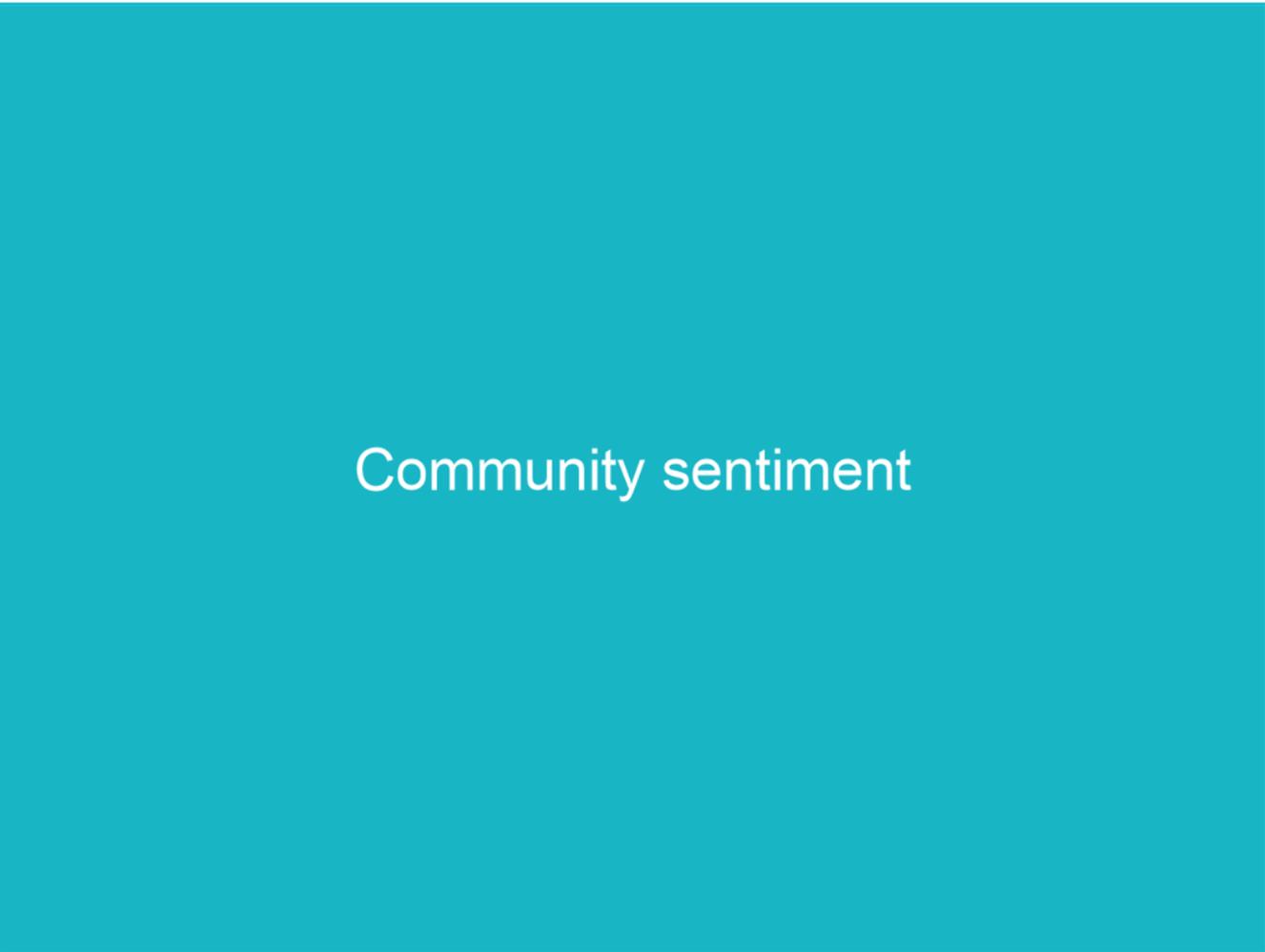
"I do not think dogs should be on leash at the beach. When they socialise off leash they are better behaved as they are less stressed. Dog beach areas should be off leash or prohibited. I think you should convert leashed areas to off leash."

Q. If you are not happy with these zones, please describe your concerns and suggested changes.

Base: All respondents (n = 599).

Chart shows responses mentioned spontaneously by 1% or more respondents. Chart does not show "No response"





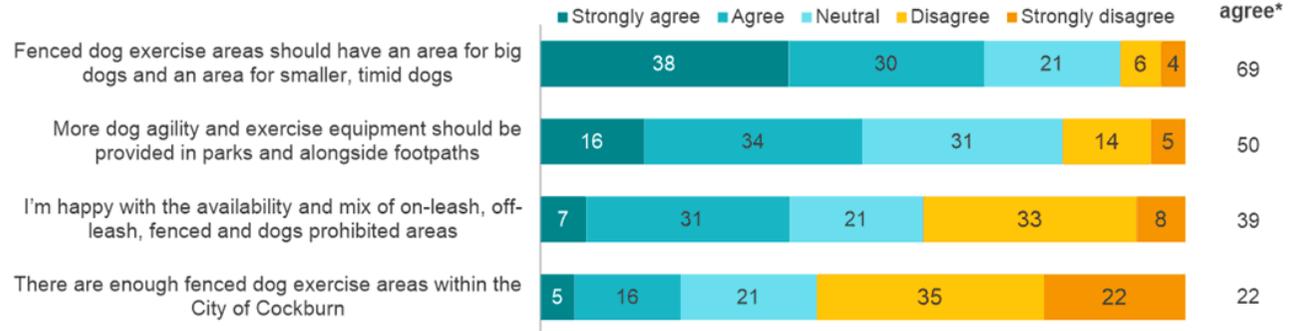
Item 17.1 Attachment 2

OCM 9/07/2020

## Community sentiment | exercise areas and equipment

### Community sentiment | exercise areas and facilities

% of respondents



### Community Variances

% Total agree

	All respondents	Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
Areas for big dogs and smaller, timid dogs	69	72	55	85	66	67	71	72	63	73	70	67	65	56	71	73	67	66	68	63	83	69	56	65	76
More dog agility and exercise equipment	50	55	25	46	58	56	55	56	48	51	53	41	55	37	48	64	47	37	54	71	54	46	49	50	50
I'm happy with the availability and mix of areas	39	38	39	42	39	33	36	46	39	38	36	45	44	42	45	43	34	39	49	59	42	36	38	42	32
Enough fenced dog exercise areas	22	18	41	23	19	15	17	24	24	19	19	32	26	7	23	22	20	24	22	12	26	20	20	23	20

Q. How strongly do you agree or disagree with the following statements:

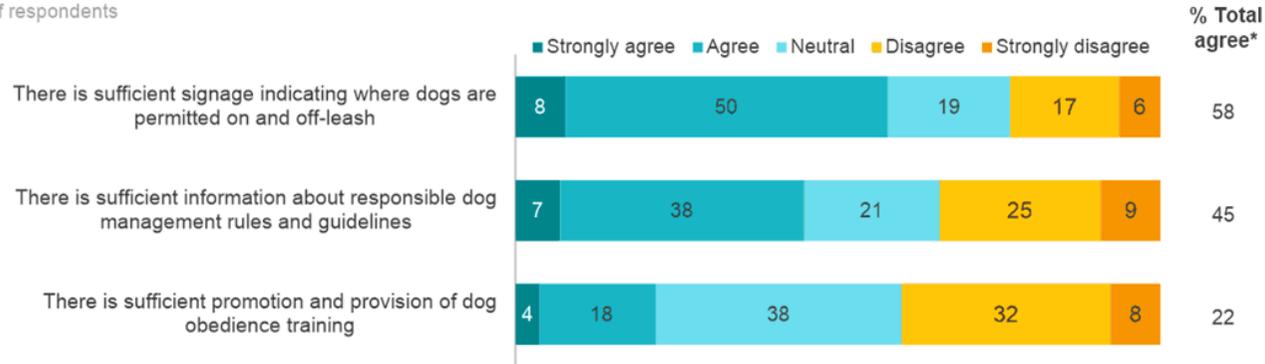
Base: All respondents, excludes 'unsure' and 'no response' (n = varies) \* Total agree = strongly agree + agree



## Community sentiment | information and education

### Community sentiment | exercise areas and facilities

% of respondents



### Community Variances

% Total agree

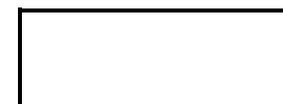
	All respondents	Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
Signage indicating where dogs are permitted	58	59	50	58	60	57	57	63	60	56	65	61	54	55	61	53	60	51	64	60	53	61	56	61	
Information about responsible dog management	45	46	38	51	49	34	41	59	40	49	44	49	41	40	53	44	43	48	47	39	49	39	47	45	44
Promotion and provision of dog obedience training	22	23	17	20	24	24	23	22	18	26	21	27	24	21	23	20	24	20	21	17	22	20	25	21	23

Q. How strongly do you agree or disagree with the following statements:

Base: All respondents, excludes 'unsure' and 'no response' (n = varies) \* Total agree = strongly agree + agree



28

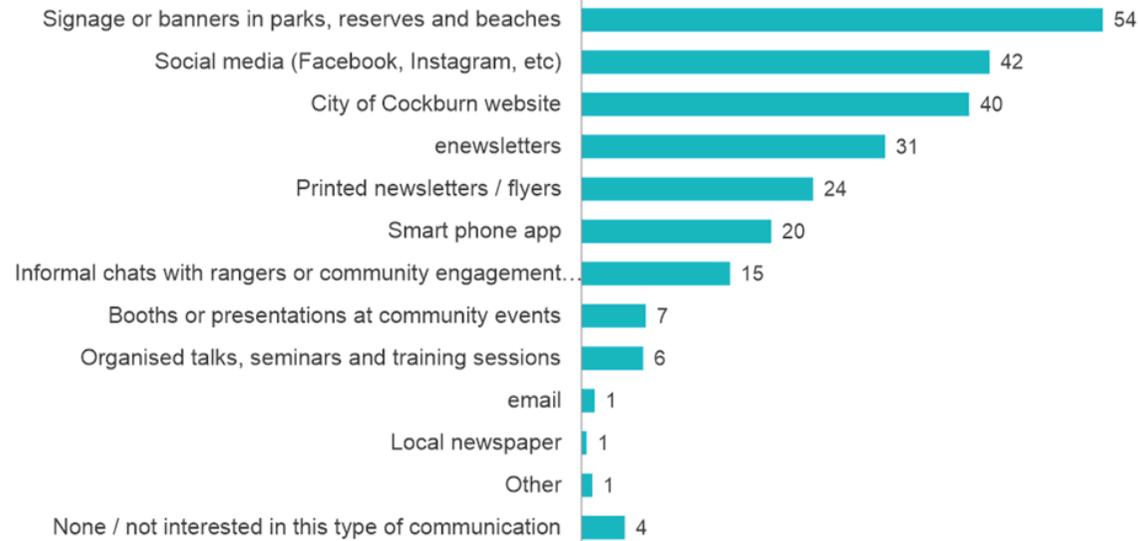


## Preferred sources of information

Residents prefer to receive information and updates via signs or banners in parks, reserves and beaches, followed by social media and the City of Cockburn website.

### Preferred sources of information

% of respondents



Q. How would you prefer to receive information and updates about animal management, obedience training, or other animal related events/services in the City of Cockburn?

Base: All respondents. excludes 'no response' (n = 530).



## Preferred sources of information

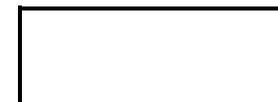
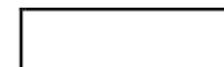
### Community variances

Preferences vary across the community. For example, people with children aged 13 years and above have the highest preference for signage or banners in parks, reserves and beaches, while people with children aged 5 years and below have the lowest preference for this type of communication.

People aged 18 to 34 years have the highest preference for receiving information via social media while people aged 55 years and above have the lowest preference for this type of communication.

Community Variances % of respondents	All respondents	Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
Signage or banners in parks, reserves and beaches	54	54	54	51	51	56	53	55	54	53	53	49	50	69	64	51	54	55	50	67	51	57	54	54	52
Social media (Facebook, Instagram, etc)	42	47	22	39	49	54	51	38	34	49	45	44	43	34	35	62	45	18	49	53	44	42	40	37	54
City of Cockburn website	40	38	48	35	43	32	36	42	36	43	40	39	32	36	46	36	44	38	43	53	42	39	38	40	40
Newsletters	31	33	25	38	34	24	33	32	35	28	34	27	29	31	22	40	29	25	26	40	33	31	30	33	26
Printed newsletters / flyers	24	25	21	28	24	26	21	32	25	23	20	27	34	26	29	18	24	30	13	19	23	24	25	26	19
Smart phone app	20	23	7	32	20	23	26	13	16	23	21	14	20	19	19	24	17	19	33	27	22	20	15	19	21
Informal chats with rangers or community engagement officers	15	14	21	14	17	13	13	15	18	12	14	11	16	33	14	8	17	21	15	11	15	12	18	15	15
Booths or presentations at community events	7	5	13	3	7	4	5	7	7	7	6	7	11	1	8	3	8	8	3	0	7	7	6	7	5
Organised talks, seminars and training sessions	6	7	3	7	7	7	7	8	5	8	8	2	4	3	8	7	5	7	7	0	5	9	5	6	7
None / not interested in this type of communication	4	1	17	3	1	1	1	2	4	5	6	4	0	0	1	1	4	8	8	3	5	2	6	5	3

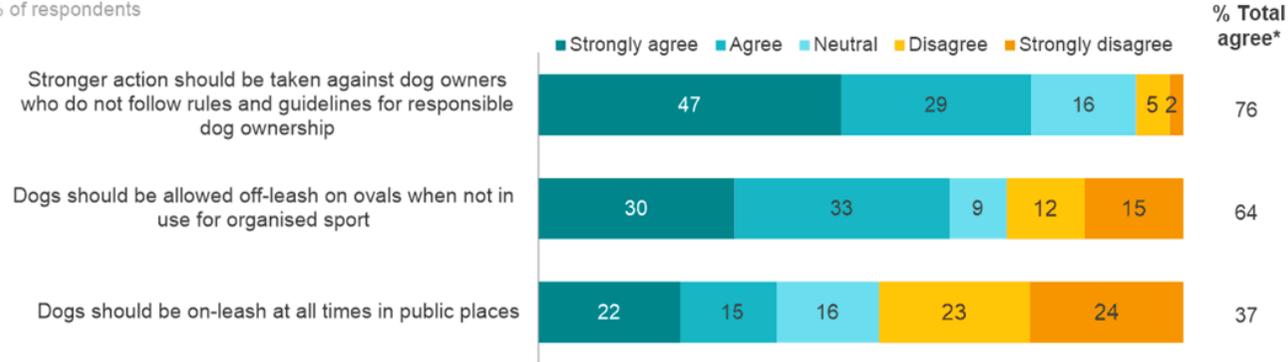
Q. How would you prefer to receive information and updates about animal management, obedience training, or other animal related events/services in the City of Cockburn?  
 Base: All respondents. excludes 'no response' (n = 530).



## Community sentiment | restrictions and enforcement

### Community sentiment | exercise areas and facilities

% of respondents



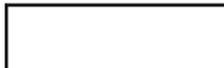
### Community Variances

% Total agree

	All respondents	Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
Stronger action against dog owners who do not follow rules	76	72	93	80	66	78	76	63	78	75	74	85	77	73	85	70	78	82	78	86	78	78	75	74	80
Dogs allowed off-leash on ovals when not in use	64	73	25	62	75	80	70	80	66	61	65	61	64	71	53	73	60	58	65	69	59	67	65	63	64
Dogs on-leash at all times in public places	37	29	68	42	27	23	30	28	37	37	34	42	42	30	50	21	38	52	41	34	42	32	38	38	35

Q. How strongly do you agree or disagree with the following statements:

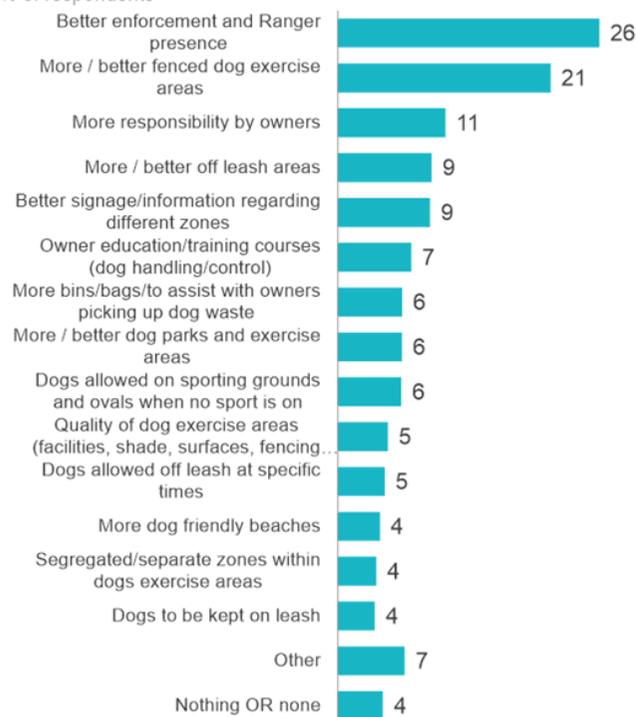
Base: All respondents, excludes 'unsure' and 'no response' (n = varies) \* Total agree = strongly agree + agree



## Suggested Council action plan: Changes and improvements needed to be the best place for dogs

### Suggested changes and improvements

% of respondents



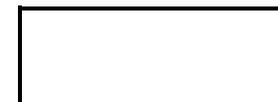
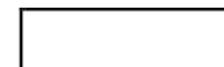
The main changes and improvements suggested by the community are better enforcement and Ranger presence and more and/or better fenced dog exercise areas.

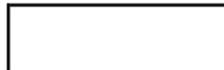
- "The rangers need to be more visible and enforce the dog regulations."
- "Rangers need to enforce existing rules relating to dogs on leashes and using unauthorised areas..."
- "Stricter regulation on onlead beaches eg woodman point"
- "I would like to see more rangers patrolling areas where dogs should be on a leash"
- "More ranger patrols due to owners of aggressive dogs being off leash"
- "...greater enforcement and fines for owners who allow their dogs to be off lead in public areas such as local parks and footpaths."
- "fine those who let their dogs crap in parks where kids play."
- "more fenced areas for dogs with separated areas for small/ timid dogs and bigger/ boisterous/ confident dogs."
- "Bigger enclosed exercise areas so that dogs can exercise properly without having to use open areas where they are at risk of running up to people or running across roads."
- "Big space where dogs/people can easily avoid each other or give a wide berth to each other are great. Area with equipment for dogs to safely exercise..."

Q. Thinking about everyone's needs, and understanding that some people love dogs and others do not like to be around dogs, for the City of Cockburn to be the best place for dogs what changes and improvements are needed?  
Base: All respondents, excludes 'no response' (n = 366). Chart shows responses mentioned spontaneously by 4% or more respondents.



32





## Parks and reserves visited in the past 12 months

### Community variances

Community Variances % of respondents	All respondents	Dog owner		Non-dog owner			Small dog owner		Medium dog owner		Large dog owner		Obedience training		No obedience training		Male		Female		No children		Have child 0-5		Have child 6-12		Have child 13-17		Have child 18+		18-34 years			35-54 years			55+ years			Disability		LOTE		East Ward		Central Ward		West Ward		Random		Opt in	
		Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in																												
Y O'Connor Beach	43	45	30	36	53	49	51	36	39	46	44	41	57	47	30	45	45	37	40	61	26	40	63	43	42																												
an Hammond Park	27	31	6	37	28	32	32	29	27	26	29	20	21	31	20	40	28	10	29	36	44	24	10	22	34																												
oodman Point View	26	26	26	18	27	33	29	23	26	26	29	19	30	26	16	28	24	26	18	22	14	28	34	26	25																												
arra Vista Reserve	11	13	2	20	12	12	13	14	10	12	14	11	11	7	5	15	11	5	5	8	11	14	6	10	11																												
ervoise Bay	10	11	8	5	10	16	13	7	9	11	10	7	13	17	12	8	13	10	8	17	5	13	12	12	8																												
ixon Reserve	10	10	9	9	13	8	12	9	10	9	12	11	9	6	3	8	13	7	1	3	1	5	24	9	10																												
lctaggart Cove	10	8	17	8	9	8	9	6	11	9	10	11	15	3	6	6	11	11	8	15	4	7	19	9	10																												
owell Reserve	9	8	13	7	7	12	11	5	8	11	9	13	11	3	9	7	9	13	5	11	2	10	16	9	9																												
lacfaull Park	6	7	4	7	8	8	8	3	5	7	8	4	4	9	1	6	6	7	11	20	1	5	13	5	9																												
ipeline Reserve	6	7	2	8	5	9	8	4	7	5	7	1	8	9	4	8	8	1	2	0	13	1	3	6	6																												
agan Park	5	6	1	5	6	6	6	6	4	6	5	8	7	1	5	5	4	5	3	7	1	13	1	5	5																												
argreaves Park	5	6	0	1	6	6	5	7	4	5	5	2	3	8	3	7	4	3	7	16	1	10	3	4	5																												
assett Reserve	4	4	6	1	6	3	4	3	5	4	4	6	7	3	9	2	5	7	2	0	4	6	3	5	3																												
osta Park	4	5	1	6	3	9	5	6	6	3	5	2	8	1	2	8	3	2	10	4	1	12	0	3	6																												
lanning Park	4	5	0	4	3	7	5	5	2	5	4	3	8	3	3	3	6	2	6	0	0	1	10	4	4																												
ibra Lake	4	4	0	2	6	5	5	4	3	4	5	3	3	1	6	3	3	5	0	0	1	9	0	4	3																												
ubilee Park	4	3	5	2	4	2	4	3	3	4	3	6	3	4	0	5	4	2	6	3	8	1	1	4	3																												
EC Transmission Line	4	4	1	1	5	3	4	4	5	3	3	1	3	8	3	5	3	2	2	0	9	2	0	3	4																												
inaldo Reserve	4	4	1	2	5	4	4	5	4	3	5	3	1	1	5	3	4	3	7	11	2	7	2	4	2																												

Q. Over the past 12 months, which of the following dog exercise parks and reserves have you visited?  
 Base: All respondents, excludes 'no response' (n = 587).



## Parks and reserves visited in the past 12 months

### Community variances

Community Variances % of respondents	All respondents	Dog owner		Non-dog owner			Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
		Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner																						
ishop Park	3	4	2	4	4	5	4	4	4	4	2	4	2	8	8	3	3	3	5	2	1	4	1	7	2	4	3	
ilgun Reserve	3	4	1	2	7	1	4	3	3	3	3	3	3	3	4	2	1	3	3	4	5	0	1	8	0	3	3	
alleya Dog Park	3	4	0	9	2	3	5	4	4	3	5	2	2	1	0	7	2	1	0	0	6	3	0	2	5			
urslane Park	3	2	4	3	3	0	3	2	3	2	1	5	3	7	7	2	4	1	0	7	8	0	0	4	1			
arvis Park	3	3	1	1	5	4	3	4	2	3	3	2	2	4	3	3	2	2	10	14	2	6	1	3	2			
lonaco Park	3	3	2	0	5	1	3	2	3	2	1	4	7	3	8	1	4	3	0	0	4	3	1	3	2			
amsay Park	2	3	1	2	5	2	2	4	2	3	3	4	2	1	3	2	3	2	1	0	2	4	1	2	3			
nright Reserve	2	3	0	1	3	2	2	3	3	2	2	4	2	1	4	2	4	0	0	0	0	1	7	1	4			
avich Reserve	2	2	1	1	4	3	3	1	2	3	2	2	4	5	1	2	2	2	3	9	1	2	4	3	1			
outhwell Park	2	2	1	2	3	4	3	3	2	2	2	5	2	6	3	3	2	2	3	6	0	0	6	2	2			
erres Reserve	2	2	0	3	4	2	3	2	2	2	2	2	1	4	4	1	3	2	2	0	2	4	0	2	2			
teiner Park	2	2	4	3	1	1	2	0	2	2	1	3	3	6	3	1	4	1	2	3	5	1	0	3	1			
/heeler Reserve	2	2	1	1	4	0	1	5	1	3	3	0	1	3	3	3	1	1	0	3	1	1	4	1	3			
ted Reserve	1	1	2	2	2	1	1	2	1	2	2	0	0	0	0	2	0	2	0	0	1	0	4	1	2			
avilak Oval	1	2	0	5	1	1	2	3	1	1	1	1	4	4	3	1	2	1	0	0	0	0	4	2	1			
antich Park	1	2	0	2	1	3	2	2	2	1	1	1	5	0	4	1	1	3	0	0	0	4	0	2	1			
evi Park	1	2	0	1	2	2	1	3	2	1	1	2	0	1	1	1	2	1	0	0	3	1	1	1	1			
eeliar Oval	1	1	0	1	1	4	1	1	1	1	1	1	3	0	0	2	0	1	1	0	0	3	0	1	2			
leller Park	1	1	0	0	2	3	1	1	1	1	2	0	0	0	0	1	0	3	1	0	0	3	0	1	1			

Q. Over the past 12 months, which of the following dog exercise parks and reserves have you visited?  
Base: All respondents, excludes 'no response' (n = 587).



## Parks and reserves visited in the past 12 months

### Community variances

Community Variances % of respondents	All respondents		Dog owner			Non-dog owner			Small dog owner		Medium dog owner		Large dog owner		Obedience training		No obedience training		Male	Female	No children		Have child 0-5		Have child 6-12		Have child 13-17		Have child 18+		18-34 years		35-54 years		55+ years		Disability	LOTE	East Ward		Central Ward		West Ward		Random	Opt in		
lamillius Park	1	1	0	0	2	1	1	1	0	2	1	0	2	1	1	0	2	1	0	2	1	0	0	1	1	2	1	1	0	0	1	2	1	1	0	0	1	2	1	1	0	0						
arrow Park	1	1	0	0	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	1	2	1	0	0	0	0	0	0	3	1	1	1	1	1	1	1	1	1	1			
mart Park	1	1	0	1	1	3	2	1	1	1	1	1	0	2	0	1	0	2	1	0	2	0	1	0	2	1	0	0	0	0	2	1	1	0	0	0	2	1	1	0	0	1	0	0				
obbs Park	1	1	0	0	1	0	0	1	1	0	1	0	1	0	1	1	1	0	1	0	1	0	1	1	1	1	1	0	0	3	0	1	2	1	1	1	1	1	1	1	1	1	1	1	1			
twell Reserve	1	1	0	3	1	2	1	1	0	1	1	0	1	1	1	0	1	1	0	1	0	1	1	0	1	1	0	2	0	2	0	0	0	2	0	0	2	0	0	2	0	0	2	0	0			
riggs St	1	1	0	1	0	1	1	1	0	2	1	0	0	0	0	0	0	2	1	0	0	0	0	0	2	1	0	2	0	2	1	0	0	0	2	1	0	0	0	2	0	0	2	0	2			
emptest Park	1	1	0	0	1	1	1	1	1	0	0	0	0	0	5	0	1	1	1	0	0	0	5	0	1	1	1	0	0	0	2	0	1	1	0	1	1	1	1	1	1	1	1	1	1			
orth Lake	1	1	0	0	1	1	1	1	0	1	1	0	1	1	1	1	0	1	1	0	1	1	1	1	0	1	1	0	0	1	2	0	1	1	1	1	1	1	1	1	1	1	1	1	1			
rdarov Reserve	1	1	0	0	2	1	1	1	0	1	0	1	3	0	0	2	1	0	0	4	2	0	0	2	1	0	0	4	2	0	0	1	1	0	0	1	1	0	0	1	1	1	1	1	1			
adonich Park	1	1	0	0	1	2	1	0	1	0	1	0	1	1	1	0	0	0	2	0	1	0	0	2	0	1	0	0	2	0	0	0	0	1	0	0	2	0	0	0	1	0	0	1	0	1		
ilen Mia Park	1	1	0	1	1	1	1	1	0	1	0	1	0	1	1	0	3	1	0	1	3	0	2	0	0	1	0	1	3	0	2	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
dwards Park	1	1	0	1	1	1	1	1	0	1	0	0	2	6	0	0	1	1	0	0	0	0	2	6	0	0	1	1	0	0	0	0	2	1	0	0	0	0	2	1	0	0	1	0	0			
en Packham Reserve	1	1	0	1	0	1	1	0	0	1	1	0	0	0	0	1	1	0	2	0	0	0	0	1	1	0	2	0	0	2	0	0	0	1	1	0	0	2	0	0	0	1	0	0	1	0	1	
latilda Birkett Reserve	1	1	0	0	1	1	1	1	0	1	1	0	0	0	0	1	1	0	1	0	1	1	0	0	0	1	1	0	1	0	1	1	0	0	1	1	0	0	1	1	0	0	1	0	1	0	1	
eale Park	1	1	0	1	1	0	1	1	0	1	1	0	1	0	0	1	1	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0	2	1	0	0	0	0	2	1	0	0	1	0	1	0	1	
ake Coogee	0	1	0	0	0	2	1	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1	0	0	1	0	0	0	1	0	0	1	0	0	1	0	1	0	1	0	
angebup Lake	0	1	0	0	1	0	1	1	0	1	1	1	1	0	0	1	1	0	0	0	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	0	0	1	0	0	1	0	1	0	1	0	
lther	14	17	0	18	20	16	16	26	11	18	15	12	16	24	19	13	13	17	14	6	16	13	14	16	12	13	13	17	14	6	16	13	14	16	12	13	13	17	14	6	16	13	14	16	12	13	13	17
one of the above	18	12	43	15	11	11	10	17	20	16	16	25	13	18	31	12	18	25	23	20	26	15	14	21	13	12	18	25	23	20	26	15	14	21	13	12	18	25	23	20	26	15	14	21	13	12	18	25

Q. Over the past 12 months, which of the following dog exercise parks and reserves have you visited?  
 Base: All respondents, excludes 'no response' (n = 587).



Item 17.1 Attachment 2

OCM 9/07/2020

## Beaches visited in the past 12 months

### Community variances

	Community Variances % of respondents	All respondents	Dog ownership			Obedience training			Gender		Children				Age groups			Disability			Random					
			Dog owner	Non-dog owner	Small dog owner	Medium dog owner	Large dog owner	Obedience training	No obedience training	Male	Female	No children	Have child 0-5	Have child 6-12	Have child 13-17	Have child 18+	18-34 years	35-54 years	55+ years	Disability	LOTE	East Ward	Central Ward	West Ward	Random	Opt in
Visited with a dog	North Coogee Dog Beach	30	36	4	29	45	34	39	36	26	33	30	28	49	34	27	31	34	23	28	44	22	27	39	30	30
	CY O'Connor Beach	21	16	41	9	17	21	16	17	24	18	20	30	30	17	15	23	16	24	19	29	13	15	34	20	22
	Ngarkal Beach	32	32	28	42	29	29	33	27	30	33	30	29	25	34	35	33	33	29	38	25	39	35	21	32	31
	Coogee Beach	46	56	4	47	64	54	59	49	43	50	48	33	60	57	37	56	48	33	43	57	35	50	52	44	50
	Woodman Point	19	13	44	11	15	12	13	13	23	16	20	25	24	11	19	18	16	25	24	44	13	11	33	20	17
	Woodman Point Dog Beach	20	20	23	27	17	17	19	22	20	20	19	24	16	20	28	19	21	21	27	10	26	22	13	21	19
Visited without a dog	North Coogee Dog Beach	4	5	0	5	6	3	6	5	3	5	6	3	0	0	3	7	3	3	4	12	1	4	6	4	5
	CY O'Connor Beach	13	9	28	9	8	13	11	7	14	11	12	30	17	3	8	16	10	13	8	29	7	8	23	13	11
	Ngarkal Beach	38	41	28	48	40	39	43	37	37	39	37	35	45	47	43	38	41	36	54	40	41	44	30	38	40
	Coogee Beach	12	15	2	9	18	15	13	21	14	11	11	14	21	21	11	10	16	10	8	19	10	15	11	13	12
	Woodman Point	47	41	74	42	41	39	41	41	47	47	42	59	69	55	52	44	50	48	38	59	40	42	59	51	41
	Woodman Point Dog Beach	19	20	15	29	19	16	21	15	19	18	21	13	6	8	20	16	18	22	36	19	22	22	13	18	20
Have not visited	North Coogee Dog Beach	17	20	2	18	19	26	20	24	15	19	20	11	17	16	17	20	17	14	12	15	11	23	16	17	17
	CY O'Connor Beach	31	26	55	18	30	24	26	26	35	28	29	42	43	27	30	28	32	35	27	43	26	26	42	33	30
	Ngarkal Beach	25	27	18	41	26	20	28	25	24	26	27	25	22	23	25	22	25	28	41	20	28	29	20	26	25
	Coogee Beach	33	40	4	36	43	43	42	41	29	37	33	26	46	35	34	41	34	24	25	26	32	40	27	32	36
	Woodman Point	11	7	26	5	8	5	6	10	14	8	12	10	13	11	6	8	9	15	11	15	7	8	16	12	8
	Woodman Point Dog Beach	30	29	32	34	28	26	30	26	30	29	27	37	31	29	33	25	33	30	42	40	32	30	28	31	27

Q. In the past 12 months, which of the following beaches have you visited with or without a dog?  
Base: All respondents, excludes 'no response' (n = 564).



344 of 356

Document Set ID: 9559384  
Version: 2, Version Date: 21/08/2020



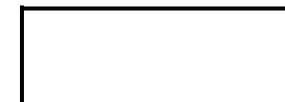
340 of 708

Document Set ID: 10774265  
Version: 3, Version Date: 18/10/2021





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





Our ref: 082/011

11 August 2021

Ms Lanie Chopping  
Acting Director General  
Department of Local Government, Sport and Cultural Industries  
PO Box 8349  
**PERTH BUSINESS CENTRE WA 6849**

Dear Ms Chopping

**DOG ACCESS - WOODMAN POINT REGIONAL PARK COASTAL AREAS**

I am writing to you as the department responsible for the Woodman Point Recreation Camp, located within the Woodman Point Regional Park - Coogee.

In recent years, officers of the Department of Local Government, Sport and Cultural Industries (DLGSCI) and the City of Cockburn have been working collaboratively on managing dog-related issues raised by the Recreation Camp staff.

The area became a concern to DLGSCI staff due to the potential risk of dog attacks and child safety at the Recreation Camp while undertaking beach activities.

In 2019, Council prohibited dogs from the section of the beach closest to the Recreation Camp. The decision has been continually supported by Mr Matthew Hayes, the Manager of Woodman Point Recreation Camp.

Since Council's decision, several community members have sought to have the ban overturned. At a Special Electors Meeting held on 28 July 2021, a motion was passed to investigate the re-introduction of a dog on-leash beach adjacent to Woodman Point Regional Park/ Recreation Camp.

The motion was raised by members of the public, not by Elected Members or the City's Administration. However, the City's administration must investigate the motion's feasibility and report to Council at its Ordinary Council Meeting on 9 September 2021.

Recognising that the DLGSCI is a significant stakeholder, we kindly request DLGSCI's response to the below:

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965  
T: 08 9411 3444 E: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
W: [cockburn.wa.gov.au](http://cockburn.wa.gov.au) ABN 27 471 341 209

1. Does DLGSCI support or object to the establishment of a dog on-leash beach in the area shown within Annexure 1?
2. Should the dog on-leash beach (within Annexure 1) come into effect, would DLGSCI support or object to dogs accessing the dog beach via land managed by DLGSCI? And if so, what areas or constraints would be imposed?
3. Does DLGSCI request and consent City of Cockburn staff to enforce relevant State legislation (such as the Dog Act 1976) and City of Cockburn Local laws? Specifically, between the high watermark to the commencement of the dune systems eastward of the ocean or headland within the land mentioned above?

As part of our feasibility assessment, the City has also written to the Department of Biodiversity, Conservation and Attractions for their views.

As mentioned previously, the City must provide a report to Council's 9 September 2021 meeting. Given that DLGSCI is such an essential stakeholder in this matter, the City would appreciate a response **before 23 August 2021** so that any reply is added to the report.

Our Head of Community Safety and Ranger Services, Mike Emery, may be contacted via 94111 3444, or [memery@cockburn.wa.gov.au](mailto:memery@cockburn.wa.gov.au) for further information regarding this request.

Yours sincerely



Tony Brun  
CHIEF EXECUTIVE OFFICER

**Annexure 1**

Proposal presented at the City of Cockburn's Special Electors Meeting



**Note:** the blue line along the beach is the approximate proposed area.

The original text of the motion is provided below to avoid all doubt of the geographical area.

The Motion states:

*"That" the City of Cockburn council revokes the decision made at the Council Meeting conducted on 10th September 2020 in relation to item 17.1 (3) (a) and reinstate access to the beach, for the section from "ammunition jetty" (extending approx. 1.5 km south) to "Cockburn cement jetty", for dog walkers and their dogs and designate the area as "dogs on leash only"*

*Including that:*

- 1. Dogs on leash would not be allowed above the high water line;*
- 2. Dogs will not be permitted off-leash on this beach and will not be permitted on, or within, the primary dune system, unless utilising designated signed official access points provided by the City of Cockburn along the footpath that cut through the dunes to the beach;*
- 3. This will allow the area to be returned to a safe "On Leash" space for the community to utilise and enjoy;*
- 4. It will also endorse the principal that dog owners who have their dogs "on leash" under their effective control are treated the same as walking along a footpath or park with their dog "on leash" and that they are equal to other members of the public and not treated as "second class" citizens; and*
- 5. This option be opened up for public consultation along with those options approved at the OCM of 8th July 2021.*

**END**



Our ref: 082/011

11 August 2021

Mr Mark Webb  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104  
**BENTLEY DELIVERY CENTRE WA 6983**

Dear Mark

**DOG ACCESS AND LOCAL LAWS - WOODMAN POINT REGIONAL PARK  
COASTAL AREAS**

I would like to thank you for your recent correspondence about the City of Cockburn's Council's decision to prohibit dogs from various areas within the Woodman Point Regional Park.

As a partial consequence of the above decision, a Special Electors Meeting was held on 28 July 2021, where a motion was passed to investigate the re-introduction of a dog on-leash beach adjacent to the Woodman Point Regional Park.

The motion was raised by members of the public, not by Elected Members or the City's Administration. However, the City's administration must investigate the motion's feasibility and report back to Council at its Ordinary Council Meeting on 9 September 2021.

Recognising that the Department of Biodiversity, Conservation and Attractions (DBCA) is a significant stakeholder to the proposal, we kindly request DBCA respond to the following questions:

Dog Access

1. Does DBCA support or object to the establishment of a dog on-leash beach in the area shown within Annexure 1?
2. Does DBCA support or object to the establishment of a dog on-leash beach along any portion of beach (noting: the current Jervoise Bay dog beach) covered within the Woodman Point Regional Management Plan?
3. Does DBCA support or object to the establishment of a dog on-leash beach below the high watermark within any portion of beach identified within the Woodman Point Regional Management Plan?

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965  
T: 08 9411 3444 E: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
W: [cockburn.wa.gov.au](http://cockburn.wa.gov.au) ABN 27 471 341 209

4. If the City enacts the dog on-leash beach as highlighted within Annexure 1. Can DBCA please advise if they consider such a scenario a '*controlled action*' per the Environment Protection and Biodiversity Conservation Act 1999, or any State environmental regulation?
5. Should a dog on-leash beach be established within the Woodman Point Regional Park, would DBCA support or object dogs accessing the dog beach via land managed by DBCA? And if so, what areas or constraints would be imposed by DBCA?

#### Local Laws

The City has historically managed various land areas within the Woodman Point Regional Park. Some of these land areas include 176L, 304L, 503L and 2681L Woodman Point View Coogee, which are all managed by DBCA. Accordingly, can DBCA;

6. Request and consent City of Cockburn staff to enforce relevant State legislation (such as the Dog Act 1976) and City of Cockburn Local laws? Specifically, between the high watermark to the commencement of the dune systems eastward of the ocean or headland within the land mentioned above?

As mentioned previously, the City must provide a report to Council's 9 September 2021 meeting. Given that DBCA is such an essential stakeholder in this matter, the City would appreciate a response **before 23 August 2021** so that any reply is added to the report.

Our Head of Community Safety and Ranger Services, Mike Emery, may be contacted via 94111 3444, or [memery@cockburn.wa.gov.au](mailto:memery@cockburn.wa.gov.au) for further information regarding this request.

Yours sincerely



Tony Brun  
CHIEF EXECUTIVE OFFICER

**Annexure 1**

Proposal presented at the City of Cockburn's Special Electors Meeting



**Note:** the blue line along the beach is the approximate proposed area.

The original text of the motion is provided below to avoid all doubt of the geographical area.

The Motion states:

*"That" the City of Cockburn council revokes the decision made at the Council Meeting conducted on 10th September 2020 in relation to item 17.1 (3) (a) and reinstate access to the beach, for the section from "ammunition jetty" (extending approx. 1.5 km south) to "Cockburn cement jetty", for dog walkers and their dogs and designate the area as "dogs on leash only"*

*Including that:*

1. *Dogs on leash would not be allowed above the high water line;*
2. *Dogs will not be permitted off-leash on this beach and will not be permitted on, or within, the primary dune system, unless utilising designated signed official access points provided by the City of Cockburn along the footpath that cut through the dunes to the beach;*
3. *This will allow the area to be returned to a safe "On Leash" space for the community to utilise and enjoy;*
4. *It will also endorse the principal that dog owners who have their dogs "on leash" under their effective control are treated the same as walking along a footpath or park with their dog "on leash" and that they are equal to other members of the public and not treated as "second class" citizens; and*
5. *This option be opened up for public consultation along with those options approved at the OCM of 8th July 2021.*

**END**



Our ref: 082/011

11 August 2021

Mr Peter Woronzow  
Department of Transport  
140 William Street  
PERTH WA 6000

(via email to: [Herman.DeMello@transport.wa.gov.au](mailto:Herman.DeMello@transport.wa.gov.au))

Dear Mr Peter

#### **DOG ACCESS - WOODMAN POINT REGIONAL PARK COASTAL AREAS**

The City would like to thank Department of Transport (DoT) for its continued support and collaborative approach in ensuring there is effective management of dogs on land adjoining the Woodman Point Regional Park.

As a result of a Council decision in 2019, dogs have been prohibited from a section of beach along Woodman Point and Wappet Groyne.

Since Council's decision, several community members have sought to have the ban overturned. At a Special Electors Meeting held on 28 July 2021, a motion was passed to investigate the re-introduction of a dog on-leash beach between Ammunition Jetty and Cockburn Cement Jetty.

The motion was raised by members of the public, not by Elected Members or the City's Administration. However, the City's administration must investigate the motion's feasibility and report to Council at its Ordinary Council Meeting on 9 September 2021.

No doubt you are aware that Ammunition Jetty is a DoT-managed facility. Accordingly, DoT is a significant stakeholder in the feasibility of the above motion.

Can DoT please provide their views on:

1. Does DoT support or object to the establishment of a dog on-leash beach in the area shown within Annexure 1?

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965  
T: 08 9411 3444 E: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
W: [cockburn.wa.gov.au](http://cockburn.wa.gov.au) ABN 27 471 341 209

2. Should the dog on-leash beach (within Annexure 1) come into effect, would DoT support or object dogs accessing the current Ammunition Jetty or future jetty infrastructure? And if so, what areas or constraints would be imposed?
3. Request and consent City of Cockburn staff to enforce relevant State legislation (such as the Dog Act 1976) and City of Cockburn Local laws on DoT infrastructure? Specifically, the Ammunition Jetty and/or the future jetty.

As part of our feasibility assessment, the City has also written to the Department of Biodiversity, Conservation and Attractions for their views.

As mentioned previously, the City must provide a report to Council's 9 September 2021 meeting. Given that DoT is such an essential stakeholder in this matter, the City would appreciate a response **before 23 August 2021** so that any reply is added to the report.

Our Head of Community Safety and Ranger Services, Mike Emery, may be contacted via 94111 3444, or [memery@cockburn.wa.gov.au](mailto:memery@cockburn.wa.gov.au) for further information regarding this request.

Yours sincerely



Tony Brun  
CHIEF EXECUTIVE OFFICER

**Annexure 1**

Proposal presented at the City of Cockburn's Special Electors Meeting



**Note:** the blue line along the beach is the approximate proposed area.

The original text of the motion is provided below to avoid all doubt of the geographical area.

The Motion states:

*"That" the City of Cockburn council revokes the decision made at the Council Meeting conducted on 10th September 2020 in relation to item 17.1 (3) (a) and reinstate access to the beach, for the section from "ammunition jetty" (extending approx. 1.5 km south) to "Cockburn cement jetty", for dog walkers and their dogs and designate the area as "dogs on leash only"*

*Including that:*

- 1. Dogs on leash would not be allowed above the high water line;*
- 2. Dogs will not be permitted off-leash on this beach and will not be permitted on, or within, the primary dune system, unless utilising designated signed official access points provided by the City of Cockburn along the footpath that cut through the dunes to the beach;*
- 3. This will allow the area to be returned to a safe "On Leash" space for the community to utilise and enjoy;*
- 4. It will also endorse the principal that dog owners who have their dogs "on leash" under their effective control are treated the same as walking along a footpath or park with their dog "on leash" and that they are equal to other members of the public and not treated as "second class" citizens; and*
- 5. This option be opened up for public consultation along with those options approved at the OCM of 8th July 2021.*

**END**



Department of Biodiversity,  
Conservation and Attractions  
Office of the Director General

*We're working for  
Western Australia.*

Your ref: 082/011  
Our ref: CEO431/21  
Enquiries: Tim Fisher  
Phone: 9442 0300  
Email: [timothy.fisher@dbca.wa.gov.au](mailto:timothy.fisher@dbca.wa.gov.au)

Mr Tony Brun  
Chief Executive Officer  
City of Cockburn  
9 Coleville Crescent  
SPEARWOOD WA 6163

Dear Mr Brun

*Tony*

### DOG ACCESS AND LOCAL LAWS – WOODMAN POINT REGIONAL PARK COASTAL AREAS

Thank you for your letter dated 11 August 2021 regarding the City of Cockburn (the City) investigating a proposal to introduce a dog on-leash beach adjacent to the Woodman Point Regional Park.

The management of Woodman Point Regional Park (the park) is guided by the *Woodman Point Regional Park Management Plan 2010*. The management plan was endorsed by the City and represents the commitment from all stakeholders in managing the park cooperatively. In regard to dogs, the plan states "At Woodman Point, dogs are not permitted in the nature reserve, on the headland nor the beaches adjoining the Park." Dogs are permitted in other areas of the park provided they are on a leash, and under effective control of their owners.

The park consists of multiple reserves managed by a number of State Government agencies and the City. A majority of the land tenure within the park is managed by the Department of Biodiversity, Conservation and Attractions (DBCA), as nature reserve and conservation park for the protection of biodiversity and recreation values. The conservation park extends to the high water mark, with the remaining beach area managed by the City.

The current designated off-leash dog exercise area along the southern side of Woodman Point View is supported by DBCA to remain. This location provides a suitable and sufficient area to maintain as a dog accessible area, as it is located away from the nature reserve and foreshore areas that supports the migratory and shorebird population. This area is also not near to any major recreation sites, with minimal potential conflicts with other user groups. DBCA would encourage the City of Cockburn to investigate if this area can accommodate a dog on-leash area in addition to the dog exercise area, and I note that this dog exercise area has already been extended (with DBCA's support) from what was originally proposed in the park's management plan.

The beach within and adjoining the conservation park includes nesting and roosting areas for Australian fairy tern (*Sternula nereis nereis*), a threatened species listed with a rank of vulnerable under the State *Biodiversity Conservation Act 2016* (WA) (BC Act), and the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act). One of the main threats identified for the Australian fairy tern is the disturbance to breeding and roosting, and loss of breeding habitat as the result of disturbance by humans and domestic pets. There are also several other threatened and migratory shorebirds that have been recorded at Woodman Point.



17 Dick Perry Avenue, Kensington WA 6151  
Post: Locked Bag 104, Bentley DC WA 6983  
Phone: (08) 9219 9000 Email: Website: [dbca.wa.gov.au](http://dbca.wa.gov.au)

In regard to the points 1 – 3 in your recent letter, DBCA does not support additional access by dogs to beaches adjoining the park, including the introduction of a dog on-leash beach as shown in Annexure 1.

For point 4, controlled actions under the EPBC Act and comparable legislative mechanisms under Western Australia's *Environmental Protection Act 1986* are primarily matters for the Department of Agriculture, Water and the Environment (Commonwealth), and the Department of Water and Environmental Regulation (WA) respectively. As such, DBCA cannot pre-empt any decision made by these departments under that legislation. However, DBCA administers the BC Act and I can advise that without an authorisation the take and disturbance of vulnerable threatened species carries significant penalties.

For point 5, if the City declared a dog on-leash beach adjacent to the park, dogs would be able to access it by existing pathways provided they were on a leash and under effective control of their owners. However, please note that DBCA does not support additional dog beaches in the area.

In regard to point 6, I would be pleased to request, and consent to, the City's officers enforcing relevant State legislation, such as the provisions of the *Dog Act 1976* on DBCA managed-lands within the municipality, including those at Woodman Point Regional Park. However, some of the legislative controls, such as the control of animals on DBCA managed land may require collaboration with, and assistance from, appropriately designated DBCA officers and be guided by the relevant management plan. I also note that the elements of the *Dog Act 1976* relating to dogs on lead and under effective control can be enforced by the City in all public places within the municipality.

As the manager of the beaches adjoining Woodman Point Regional Park, and the body responsible for administering the *Dog Act 1976*, ultimately a decision on this proposal is one for the City of Cockburn to make. Should the City re-introduce dogs to this section of beach adjacent to the park, adequate compliance and education programs will also need to be introduced.

DBCA will continue working with the City and other interested stakeholders to ensure that Woodman Point Regional Park continues to support and protect the State's significant biodiversity values, and provide a range of recreational opportunities.

If you would like to discuss these matters in more detail, please contact DBCA's Manager, Regional Parks Unit, Mr Tim Fisher on 9442 0300 or email [timothy.fisher@dbca.wa.gov.au](mailto:timothy.fisher@dbca.wa.gov.au).

Yours sincerely



Mark Webb  
DIRECTOR GENERAL

26 August 2021



Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref  
Enquiries  
Phone (08) 6552 7300  
Email Tim.swart@dlgsc.wa.gov.au

Mr Tony Brun  
Chief Executive Office  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC WA 6965

Via email [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
CC [mike.emery@cockburn.wa.gov.au](mailto:mike.emery@cockburn.wa.gov.au)

Dear Mr Brun,

#### **DOG ACCESS – WOODMAN POINT REGIONAL PARK COASTAL AREAS**

Thank you for your correspondence dated 11 August 2021, regarding the current public motion before the City of Cockburn Council regarding dog access to coastal areas at Woodman Point.

Your letter provides an accurate assessment of the primary activities undertaken by Woodman Point Recreation Camp, as part of the Department of Local Government, Sport and Cultural Industries (DLGSC). It is important to note that DLGSC was opposed to the 2016 decision to allow dogs 'on-lead' along the beach near the camp and was also opposed to the 2020 suggestion to allow dogs 'off-lead' in this area. This position continues to be supported by DLGSC.

Following a deputation to Council on 10 September 2020 by Mr Matt Hayes, Manager of Woodman Point Recreation Camp for DLGSC, the Council subsequently voted to prohibit dogs from the beach in this location altogether. This decision was made in-line with the significant number of community responses and the independent environmental impact report conducted by Integrate Sustainability (August 2020).

Since this time, I am advised that you have toured Woodman Point Recreation Camp and met with camp management to gain insight into the role of the camp for the wider community.

Please refer to the following responses to the specific questions detailed in your letter:

1. Does DLGSC support or object to the establishment of a dog on-leash beach in the area shown within Annexure 1?  
*Response: DLGSC does not support the proposal as depicted in the correspondence. The described area has been used for beach and aquatic recreation activities by school and community groups accessing Woodman Point Recreation Camp, since 1982.*
2. Should the dog on-leash beach come into effect, would DLGSC support or object to dogs accessing the dog beach via land managed by DLGSC?  
*Response: For the safety and security of the groups attending the Woodman Point Recreation Camp, primarily children from school and community groups, DLGSC will not support or provide*

Gordon Stephenson House, 140 William Street  
PO Box 8349 Perth Business Centre, WA 6849  
Telephone (08) 6552 7300  
Email [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)  
Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

*public access through the fenced camp property.*

3. Does DLGSC request and consent City of Cockburn staff to enforce relevant State legislation (such as the Dog Act 1976) and City of Cockburn Local laws? Specifically, between the high watermark to the commencement of the dune systems eastward of the ocean or headland withing the land mentioned above?

*Response: DLGSC continues to support the City of Cockburn to respond to and enforce all relevant legislation within their authority in this area. This would include the effective monitoring and enforcement of relevant laws relating to animals on the beach at Woodman Point.*

Staff from the DLGSC recreation and camps team will continue to work with the City of Cockburn officers, and the Woodman Point Regional Park Community Advisory Committee, to support the effective and safe management of the coastal areas around Woodman Point. If you have further queries in this matter, feel free to contact Mr Tim Swart, Director of Recreation and Camps at DLGSC on (08) 9492 9777 or via [tim.swart@dlgsc.wa.gov.au](mailto:tim.swart@dlgsc.wa.gov.au).

I trust that the City of Cockburn are able to achieve a resolution to this matter that continues to prioritise beach user safety.

Yours sincerely



Erin Gauntlett

Deputy Director General

26 August 2021



Department of Planning,  
Lands and Heritage

Enquiries: Jaimie Eidsvold Telephone: (08) 6552 4601  
E-mail: [jaimie.eidsvold@dph.wa.gov.au](mailto:jaimie.eidsvold@dph.wa.gov.au)

Michael Emery  
Acting Head of Community Safety and Ranger Services  
City of Cockburn

By email: [memery@cockburn.wa.govu.au](mailto:memery@cockburn.wa.govu.au)

Dear Michael,

**UNALLOCATED CROWN LAND ADJOINING RESERVE 49220, CITY OF COCKBURN**

I refer to previous correspondence regarding the area of unallocated Crown land being the beach (intertidal zone) adjoining Reserve 49220. Reserve 49220 is set aside for the purpose of 'Conservation Park' under Management Order to the Conservation Commission of WA (Department of Biodiversity, Conservation and Attractions (DBCA)).

DBCA and the City of Cockburn's advice that the Conservation Park and adjoining beach area is an important nesting and breeding habitat for a range of threatened and migratory birds is acknowledged. It is understood one of the main threats for some of these species is disturbance to breeding (and roosting), and loss of breeding habitat from humans and domestic pets.

In addition it is understood the Department of Local Government, Sport and Cultural Industries who manage the Woodman Point Recreation Camp have also requested this area be dog free.

It is noted the intertidal beach zone was designated as a dog prohibited zone in September 2020, noting the above State Government Agency support, the Department of Planning, Lands and Heritage does not object to this area continuing to be designated as a dog free area.

Yours sincerely,

Jaimie Eidsvold  
Assistant Manager  
Metropolitan and Peel  
08 July 2021

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 Locked Bag 2506 Perth Western Australia 6001  
Telephone (08) 6551 8002 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
Email: [info@dph.wa.gov.au](mailto:info@dph.wa.gov.au) Website: [www.dph.wa.gov.au](http://www.dph.wa.gov.au)  
ABN: 68 565 723 484

### Declaration of Interest

The Chief Executive Officer, Tony Brun, submitted a Declaration of Financial Interest, pursuant to Section 5.71A(1) of the *Local Government Act 1995*, for Item 16.2.

Nature of Interest: The Chief Executive Officer was the recipient of hospitality from the Fremantle Football Club at an AFL match held at Perth (Optus) Stadium in August 2021.

8.14pm Having declared a Financial interest in Item 16.2, the Chief Executive Officer departed the meeting.

### 16.2 (2021/MINUTE NO 0157) Cockburn ARC Expansion Project - Fremantle Football Club Partnership

**Author(s)** T Moore

**Attachments**

1. Concept Design Pack [↓](#)
2. Artistic Impression (Without Fremantle Football Club Development) [↓](#)

#### RECOMMENDATION

That Council:

- (1) NOTES that the Fremantle Football Club have agreed to pay upfront for the associated design costs for their portion of the ARC expansion works, estimated at \$230,000 (ex GST);
- (2) NOTES the Chief Executive Officer has informed the Minister for Local Government, Hon John Carey MLA, of the disclosure of the interest declared related to the receipt of a gift (hospitality) from the Fremantle Football Club;
- (3) ENDORSES, if relevant during the next 12 months, an application being made to the Minister to allow the Chief Executive Officer to provide advice or a report to Council on this matter, pursuant to s5.71B (4) of the *Local Government Act 1995*
- (4) AUTHORISES the Chief Executive Officer enter into negotiations with the Fremantle Football Club to undertake the development of a Heads of Agreement to provide the Club prefunding of up to \$5.8M (ex GST) to complete the Fremantle Football Club's proposed works as part of the Cockburn ARC expansion project;
- (5) RECEIVES a future report on the outcomes of the negotiations with the Fremantle Football Club in the development of a Heads of Agreement; and
- (6) ENDORSES an application to the Department of Local Government, Sport and Cultural Industries' Community Sporting and Recreation Facilities Fund for a total of \$1M (ex GST) to part fund the Cockburn ARC expansion project.

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



**Council Decision**

MOVED Cr C Stone SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0**

8.16pm The Chief Executive Officer returned to the meeting. The Presiding Member advised the Chief Executive Officer of the decision of Council in his absence.

**Background**

In February 2020, Council adopted the Cockburn ARC Expansion Feasibility Study (including a preliminary concept design) and subsequently included \$500k in the 2020/21 annual budget to commence the design process.

The Study was a joint initiative completed in partnership with the Fremantle Football Club (FFC) and intends to provide a plan to allow for the future expansion of the ARC and football facilities to cater for future growth.

This partnership approach intended to provide economies of scale and the ability to share costs for certain elements which crossed into both projects.

Unfortunately, due to Covid-19 placing significant financial pressures on FFC, the Club did not proceed with the City in progressing the design through the schematic stage. However, discussions have recently occurred with the Club about the potential for the City to prefund the FFC component of the works, with the view to the Club entering into a payback agreement with the City aligned with their lease.

To assist in offsetting the overall costs for both the City and the Fremantle Football Club, it is recommended that a Community Sport and Recreation Facilities Fund (CSRFF) Application be submitted.

The only submission for this year's funding round is for the joint project to expand Cockburn ARC between the City and FFC and as such this is now presented to Council for consideration together with the proposal for the City to prefund the FFC portion of associated costs for the project.

**Submission**

N/A



## Report

### ***Cockburn ARC Expansion Project***

The intention of partnering with the FFC to complete their portion of works alongside the City's is to ensure that the best outcome can be achieved for the community by providing increased access to community amenities (*Attachment 1*).

As can be seen from (*Attachment 2*) should the FFC component of works not occur in sync with the City, it will leave a large area which would essentially be "dead space" and likely have a sense of being an unfinished project.

One of the key components of FFC works is the development of unisex change rooms which will be available for the FFC AFL Women's Team as well as the broader community. The Club intends to increase the amount of community use on the reserve with the development of the new supporting amenities.

This will assist in the City's overall active open space provision which under the standards outlined in the Community Sport and Recreation Facilities Plan there is an undersupply of approximately 2 district and 4 neighbourhood ovals.

The overall project includes the following key components:

City of Cockburn components:

- Increasing the gym floor space to 1500m<sup>2</sup>
- Increasing the Body and Mind Studio to 250m<sup>2</sup>
- Relocating and modifying the main group fitness studio
- Relocating and modifying the indoor cycle studio
- Converting existing administration spaces to increase gym floor space
- Moving the administration spaces to other areas within the facility.

Overall, this process will result in an additional 663m<sup>2</sup> of floor space.

Fremantle Football Club Components:

- Spectator seating area
- Unisex change-rooms
- Multipurpose room
- Undercover training area

The components of the project which are proposed to seek grant funding are for the unisex change-rooms, multipurpose room and other items such as a lift.

The FFC have committed to paying all associated costs for the required design works for their portion of the project up front (\$230k) and this will be managed outside of the overall prefunding arrangement.



Should Council be supportive of the proposed partnership arrangement for the development, it is recommended that staff commence formal negotiations with the FFC on the development of a funding agreement that would be aligned with the Club's lease. A further report will then be presented to Council in early 2022 to provide the outcome of those discussions.

### ***Community Sport and Recreation Facilities Fund***

The Department of Local Government, Sport and Cultural Industries' (DLGSCI) Community Sport and Recreation Facilities Fund (CSRFF) aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Applications for funding may be submitted by any community organisation or local government. The grant funding would generally be up to one-third of the total completed cost of the project and has a maximum grant allowance of \$2,000,000. The remaining funds are to be contributed by the applicant and/or the local government.

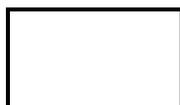
As part of the process, the City of Cockburn is required to place a priority ranking and rating on applications for projects that fall within its boundaries based on the following criteria:

1. Well planned and needed by the local government;
2. Well planned and needed by the applicant;
3. Needed by the local government, more planning required;
4. Needed by the applicant, more planning required;
5. Idea has merit, more planning required;
6. Idea has merit, more preliminary work needed; and
7. Not recommended.

### **Assessment Summary**

As part of the CSRFF process, local governments are also required to undertake an internal assessment. The following is a summary of the criteria assessed for the Cockburn ARC Expansion Project which recommends an application of \$1M be submitted.

Assessment Criteria	Evidence Provided		
	Satisfactory	Unsatisfactory	Not relevant
Project justification	✓		
Planned approach	✓		
Community input	✓		
Management planning	✓		
Access and opportunity	✓		
Design	✓		



Assessment Criteria	Evidence Provided		
	Satisfactory	Unsatisfactory	Not relevant
Financial viability	✓		
Co-ordination	✓		
Potential to increase physical activity	✓		
Sustainability	✓		

### Recommendation Summary

Ranking:	1 (of 1).
Rating:	Well planned and needed by local government
Funding request:	\$1M

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

#### Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment.

- Increased Investment, economic growth and local employment.

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

### **Budget/Financial Implications**

Based on the current design, the total project cost is estimated at \$11.24M (ex GST), with the City portion of the works totalling \$5.4M and the FFC portion being \$5.78M.

The Club are to pay for the estimated \$230k of design costs upfront, with the remaining costs proposed to be funded as per the discussions to date:

- Lease (terms and conditions – the Club are restricted by the AFL from long term debt but could accept a lease & rent agreement. Interest would be WATC loan (3.03% - 20 year fixed rate loan)
- Joint approach to the State (including a possible CSRFF grant) and commonwealth Governments for grant funds (FFC will approach the AFL)
- The City to manage all associated budget in relation to the project

Note: The current FFC Lease expires in February 2059.



**Legal Implications**

N/A

**Community Consultation**

As part of the development of the feasibility study, the City completed two rounds of community engagement in February 2019 and November/December 2019.

This consisted of the following opportunities:

- Comment on Cockburn
- Direct Member emails
- Drop in sessions

Across the two periods of engagement a total of 2936 responses were received.

**Risk Management Implications**

Should Council not support the proposed development partnership arrangement with FFC to complete the Cockburn ARC expansion project, there is a low level reputation risk that the project will be perceived as not being fully completed.

Should Council not endorse the application, the next opportunity to apply for funding will not be until September 2022. This could lead to further delays in the FFC component of the project being financially viable to proceed.

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

The Proponent(s) have been advised that this matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil





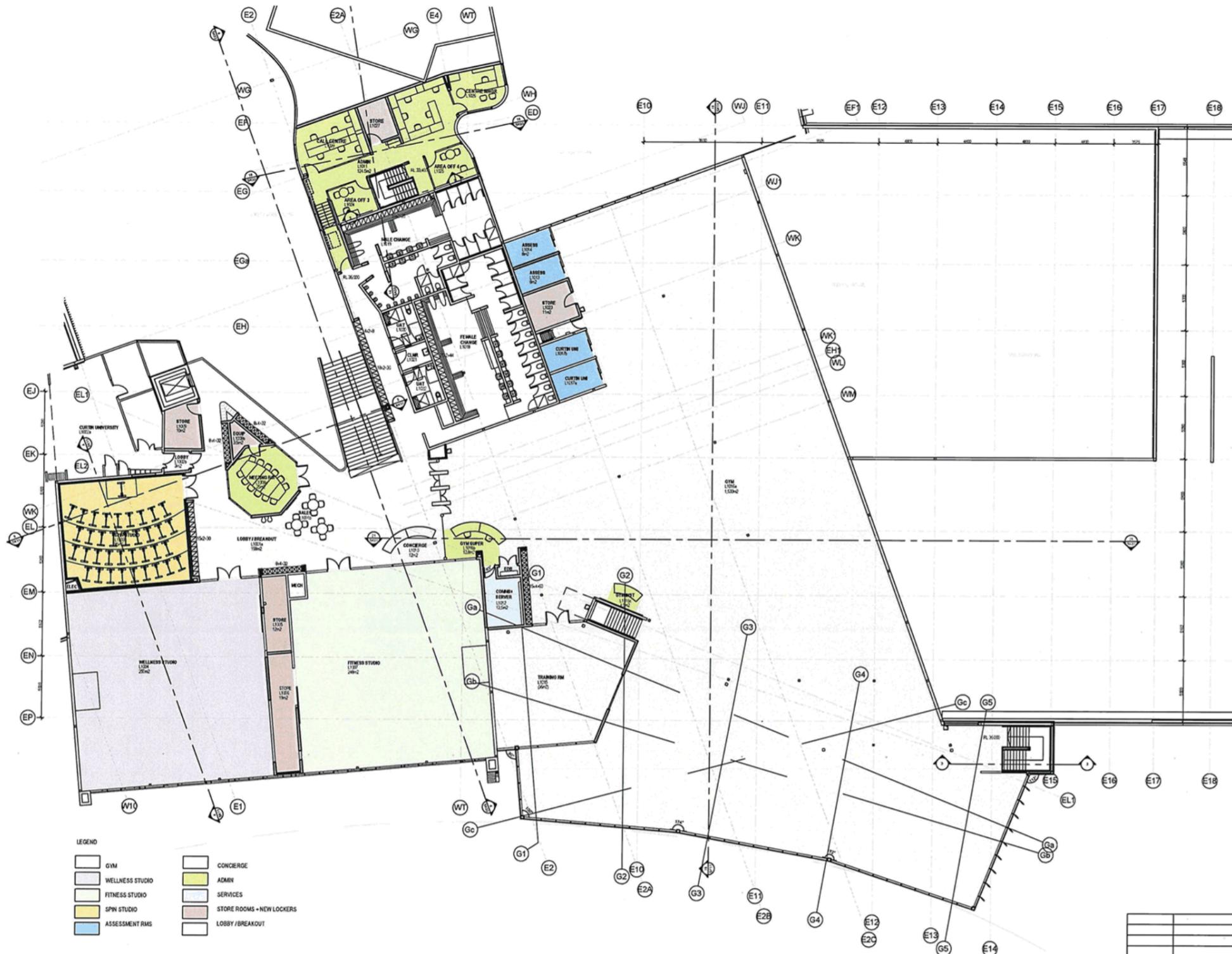
- LEGEND**
- OYM
  - PROGRAMME RM 1
  - PROGRAMME RM 2
  - SPIN
  - ASSESSMENT RMS
  - CONERGE
  - ADMIN
  - SERVICES
  - STORE ROOMS
  - CIRCULATION
  - OPTION 1 - COST EFFECTIVE STRUCTURAL SOLUTION
  - OPTION 2 - STRUCTURAL CANTILEVERED SOLUTION - FFC CONCEPT
  - OPTION 3 - STRUCTURAL CANTILEVERED SOLUTION - COC SCHEMATIC DESIGN

**1** UPPER GROUND FLOOR PLAN  
1 : 150

INTERIM ISSUE ONLY  
DATE: 03.05.2021



revision/issue	description	drawn	checked	date
project	COCKBURN ARC HEALTH + FITNESS EXPANSION	drawn	AJ	description
location	31 VETERANS PARADE COCKBURN CENTRAL	checked	AK	UPPER GROUND FLOOR PLAN
scale	1:150	date	14.12.2020	
project no	187.20	draw no	SK02	
Hodge Collard Preston ARCHITECTS				

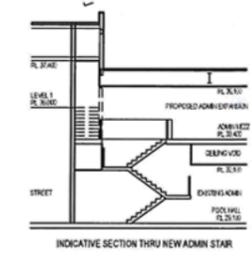


**1 LEVEL 1 PLAN**  
1 : 150

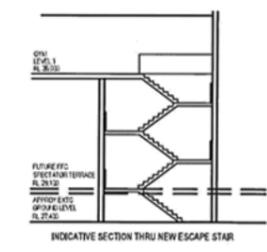
- LEGEND**
- GYM
  - WELLNESS STUDIO
  - FITNESS STUDIO
  - SPIN STUDIO
  - ASSESSMENT RMS
  - CONCERGE
  - ADMIN
  - SERVICES
  - STORE ROOMS + NEW LOCKERS
  - LOBBY / BREAKOUT

- GENERAL NOTES:**
1. REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING
  2. REFER TO DETAIL DRAWINGS FOR DIMENSIONS
  3. DRAWINGS TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS' DRAWINGS
  4. DO NOT SCALE FROM DRAWINGS
  5. REVISIONS NOT LIMITED TO REVISION CLOUDS
  6. CONFIRM ALL DIMENSIONS ON SITE

**INTERIM ISSUE ONLY**  
DATE: 11.05.2021



**2 SECTION**  
1 : 150



**3 SECTION**  
1 : 150

revision/issue	description	drawn	checked	date
project	COCKBURN ARC HEALTH + FITNESS EXPANSION	drawn	checked	date
location	31 VETERANS PARADE COCKBURN CENTRAL	AJ	AK	14.12.2020
Hodge Collard Preston ARCHITECTS		project no	187.20	dwg no
		scale	1:150	SK01

<b>Hodge Collard Preston ARCHITECTS</b> 100 Main Street, 20th Floor, Boston, MA 02111 Tel: (617) 552-3140 Fax: (617) 552-3149	
<b>COCKBURN ARC HEALTH + FITNESS EXPANSION</b> 31 VETERANS PARADE COCKBURN CENTRAL	Project No: 187.20 Date: 14.12.2020 Scale: 1:150 Drawn: AK Checked: AK
Project description: LOWER GROUND FLOOR PLAN	Project location: 31 VETERANS PARADE COCKBURN CENTRAL
Project name / description: COCKBURN ARC HEALTH + FITNESS EXPANSION	Project location: 31 VETERANS PARADE COCKBURN CENTRAL
Project description: LOWER GROUND FLOOR PLAN	Project location: 31 VETERANS PARADE COCKBURN CENTRAL
Project name / description: COCKBURN ARC HEALTH + FITNESS EXPANSION	Project location: 31 VETERANS PARADE COCKBURN CENTRAL

INTERIM ISSUE ONLY  
 DATE: 19.02.2021

GENERAL NOTES:  
 1. REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING  
 2. REFER TO OTHER DRAWINGS FOR DIMENSIONS  
 3. DRAWINGS TO BE READ IN CONJUNCTION WITH ALL CONSULTANT'S DRAWINGS  
 4. DO NOT SCALE FROM DRAWINGS  
 5. DIMENSIONS NOT LIMITED TO REGION CLOUDS  
 6. CONFIRM ALL DIMENSIONS ON SITE

1  
 1:150  
 LOWER GROUND FLOOR PLAN



LEGEND  
 ● OPTION 1 - COST EFFECTIVE STRUCTURAL SOLUTION  
 ○ OPTION 2 - STRUCTURAL CONCEPT  
 ○ OPTION 3 - STRUCTURAL CONCEPT DESIGN





Perspective  
GYM EXPANSION WITH FFC DEVELOPMENT

ARC Health and Fitness Alterations



City of Cockburn  
09 APRIL 2021

Hodge Collard Preston  
ARCHITECTS





Perspective  
GYM EXPANSION WITH FFC DEVELOPMENT

ARC Health and Fitness Alterations



City of Cockburn  
09 APRIL 2021

Hodge Collard Preston  
ARCHITECTS



### 16.3 (2021/MINUTE NO 0158) Review of the City of Cockburn Bush Fire Brigade Local Law 2000

**Author(s)** M Emery

**Attachments** 1. Bush Fire Brigade Local Law 2021 [↓](#)

#### RECOMMENDATION

That Council:

- (1) PROPOSES to make the *City of Cockburn Bush Fire Brigade Local Law 2021*, for the purpose and effect of which is summarised in the notice, pursuant to Section 3.12 of the *Local Government Act 1995*, shown in the attachment to the Agenda;
- (1) ADVERTISES the proposal to make the *City of Cockburn Bush Fire Brigade Local Law 2021* for a period of six (6) weeks giving local public notice, calling for public submissions to be made before the day specified in the public notice, being not less than six weeks after the Notice is given, in accordance with s3.12(3) of the *Local Government Act 1995*; and
- (2) PROVIDES copies of the proposed *City of Cockburn Bush Fire Brigade Local Law 2021*, together with the Public Notice to the Minister for Local Government and the Minister of Emergency Services.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

#### Background

The City's *Bush Fire Brigade Local Law 2000* provides the regulation and overall management of the City's Volunteer Bush Fire Brigades.

The head of power to create local laws for Bush Fire Brigades is given to Council as per the *Bush Fires Act 1954*.

The existing local law has not been updated since being adopted in 2000. Since 2000, the overall management of the City's Bush Fire Brigades has changed significantly, and the current local law has not kept up with standard practices and direction provided by the State's leading bush fire response agency, the Department of Fire and Emergency Services (DFES).

Despite DFES being a lead agency for firefighting activities, the City is still responsible for fire response in areas classed as Emergency Service Levy (ESL) 3 by DFES. This responsibility requires the City to ensure there is a local law in place to



maintain currency and considers the modern-day operating conditions and norms of the City's Bush Fire Brigades.

With the increasing risk of climate change and the need to mitigate bushfire risk, the City's Bush Fire Brigades have a growing importance within this space in addition to their typical fire response for our local and regional communities.

It is therefore essential that this Local Law be updated to reflect contemporary practices.

### Submission

N/A

### Report

On review of the *Bush Fire Brigade Local Law 2000*, the City sought feedback from the Bush Fire Advisory Reference Group (BFARG) at its March and July 2021 meetings.

The BFARG resolved to:

1. Seek to repeal the current *Bush Fire Brigade Local Law 2000*; and
2. Create a new Bush Fire Brigade Local Law 2021.

With the support of the BFARG members, a new proposed *Bush Fire Brigade Local Law 2021* was drafted and is presented to Council for consideration.

If Council favourably considers releasing this proposed local law for advertising, a statutory period of six (6) weeks is required for public consultation.

Following the closure of the public consultation period, the City will present a report to Council by early 2022, where Council consideration can be given to any submissions received during this period before deciding whether to make the new local law.

In accordance with Section 3.12 of the *Local Government Act 1995*;

The **purpose** is to ensure the *City of Cockburn Bush Fire Brigade Local Law 2000* is repealed and City of Cockburn Volunteer Bush Fire Brigades have laws applicable to current standards and industry trends, ensuring good governance and effective management of an important service to the community.

The **effect** is to ensure Council can establish, maintain and disband Bush Fire Brigades in accordance to best practice and local circumstances.

The *Bush Fire Brigade Local Law 2021* will allow for the development of operational rules, ensuring overall better governance and creation of rules to address safety and operational matters efficiently and effectively.



Research was also conducted to ensure the proposed Local Law was consistent with other State legislation, including the *Work Health and Safety Act 2020* (WHS Act).

With the advent of the WHS Act, there have been some significant changes to the membership structure of the Brigades and minimal age requirements for 'fire-fighting members'.

Other differences from the current local law include changing the Council's assessment of funding applications by a Bush Fire Brigade to be taken as part of broader consideration, not purely on costs.

The table below includes a summary of the proposed changes:

	<b>Proposed Local Law (<i>Bush Fire Brigade Local Law 2021</i>)</b>	<b>Existing Local Law (<i>Bush Fire Brigade Local Law 2000</i>)</b>
<b>Definitions</b>	Added references of Bush Fire Control officer.	Removed references to "Authority".  This Term is not used within the new Local Law and referred to the now superseded Fire and Emergency Services Authority (Now DFES).
<b>Name and Officers of Bush Fire Brigade</b>	Officer Bearers are limited to; <ul style="list-style-type: none"> <li>• a Captain;</li> <li>• a First Lieutenant; and</li> <li>• a Second Lieutenant.</li> </ul> <p>This change conforms to Section 43 of the <i>Bush Fires Act 1954</i>.</p>	Removed officer bearer roles that are inconsistent with the authority provided under the <i>Bush Fires Act 1954</i> .  Roles removed are; <ul style="list-style-type: none"> <li>• an Equipment /Logistics Officer;</li> <li>• a Training Co-ordinator or Officer;</li> <li>• an Administrative Officer/Secretary;</li> <li>• a Treasurer;</li> </ul> <p>Some of the above roles have been incorporated into the proposed Rules.</p>
<b>Seniority of Personnel</b>	Inserted clause 9 (4) to provide seniority of Bush Fire Control officers	Removed references to "Bush Fire Operating Procedures" and replaced



	<b>Proposed Local Law (<i>Bush Fire Brigade Local Law 2021</i>)</b>	<b>Existing Local Law (<i>Bush Fire Brigade Local Law 2000</i>)</b>
<b>Rules</b>	<p>commanding a fire.</p> <p>Maintain Council’s ability to create Rules.</p> <p>Section 67 (3) of the <i>Bush Fires Act 1954</i> only provides a Bush Fire Advisory Committee the ability to create Rules to govern the functions of the Committee.</p>	<p>with “Rules”.</p> <p>N/A</p>
<b>Variation of Rules</b>	<p>Changed the authority of varying the Rules from Local Government to Council.</p> <p>This will ensure adequate oversight of the operating procedures of the Bush Fire Brigades.</p>	N/A
<b>Bush Fire Advisory Committee references</b>	N/A	<p>Clause 21, 22, 24, 25 26, 27 and 28 were removed due to it being repetitive of Council’s authority per Section 67 of the <i>Bush Fires Act 1954</i>.</p>
<b>Nomination of Bush Fire Control Officer to the Local Government</b>	N/A	<p>Removed as it was repetitive of the CEO’s authority per Section 38 of the <i>Bush Fires Act 1954</i>.</p>
<b>Bush Fire Advisory Reference Group</b>	<p>Provides authority to establish a Bush Fire Advisory Reference Group without the need to form a Committee.</p>	N/A
<b>Types of Membership</b>	<p>Fire-fighting members age has been adjusted from 15 to 18 years of age.</p> <p>Additional clauses (23 –</p>	<p>References of “Associate Member” and been changed to “Auxiliary Member” due to contemporary terminology.</p>



	<b>Proposed Local Law (Bush Fire Brigade Local Law 2021)</b>	<b>Existing Local Law (Bush Fire Brigade Local Law 2000)</b>
	25) were added to control the enrolment of fire-fighting members under the age of 18 years.	“Cadet membership” has been removed due to contemporary practices.
<b>Honorary Life Member</b>	N/A	Clause 33 (2) removed as membership fees are not payable by any class of member.
<b>Consideration in the Local Government Budget</b>	N/A	Combined with “Funding from Local Government”.
<b>Funding from Local Government</b>	References to “budget priorities” removed to ensure compliance with the <i>Work Health and Safety Act 2020</i> .	N/A

### Strategic Plans/Policy Implications

#### Environmental Responsibility

*A leader in environmental management that enhances and sustainably manages our local natural areas and resources.*

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

#### Community, Lifestyle & Security

*A vibrant healthy, safe, inclusive and connected community.*

- A safe and healthy community that is socially connected.

#### Listening & Leading

*A community focused, sustainable, accountable and progressive organisation.*

- Best practice Governance, partnerships and value for money.

### Budget/Financial Implications

There will be minor advertising costs associated with this item. Foreseen expenditure will be covered by the City’s existing operating budget.



## Legal Implications

The procedure for making local laws is outlined in section 3.12 of the *Local Government Act 1995*.

Relevant to this Local Law is section 42 and 62 of the *Bush Fires Act 1954*.

## Community Consultation

A six-week advertising period for public comment is provided for under the Act. Additional feedback will be sought by the City's two existing volunteer Bush Fire Brigades, Volunteer City of Cockburn Bushfire Control Officers, DFES and the Banjup Residents Group.

Copy of the proposed *City of Cockburn Bush Fire Bridge Local Law 2021*, which includes the repeal clause, is required to be provided to the Minister for Local Government and Minister for Emergency Services.

Any comments received will be provided to Council for consideration in due course.

## Risk Management Implications

The City's two Bush Fire Brigades are operating under DFES operational procedures for most fire-fighting related activity. Accordingly, there is a "low" level of "Compliance" risk associated with this item.

Most of this risk is based on the Brigade's overall management and does not impact the City's ability to respond to fires under the existing local law.

## Advice to Proponent(s)/Submitters

N/A

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

The management of volunteer Bush Fire Brigades is a legislative function of local governments within Western Australia.





**LOCAL GOVERNMENT ACT 1995**

**BUSH FIRE BRIGADE LOCAL LAW 2021**

**XX XXX 2021**



## Table of Contents

	Page
<b>PART I – PRELIMINARY</b> .....	<b>1</b>
1.1 Short Title .....	1
1.2 Commencement .....	1
1.3 Application .....	1
1.4 Content and Intent .....	1
1.5 Repeal .....	1
1.6 Interpretation.....	1
<b>PART II – ESTABLISHMENT OF BUSH FIRE BRIGADES</b> .....	<b>3</b>
<b>Division 1 – Establishment of a Bush Fire Brigade</b> .....	<b>3</b>
2.1. Establishment of a Bush Fire Brigade.....	3
2.2. Name and Officers of Bush Fire Brigade .....	3
<b>Division 2 – Command at a Fire</b> .....	<b>3</b>
2.3. Seniority of Personnel .....	3
<b>Division 3 – Application of Rules to a Bush Fire Brigade</b> .....	<b>4</b>
2.4. Rules .....	4
2.5. Variation of Rules .....	4
<b>Division 4 – Transitional</b> .....	<b>4</b>
2.6. Existing Bush Fire Brigades.....	4
<b>Division 5 – Dissolution of a Bush Fire Brigade</b> .....	<b>5</b>
2.7. Dissolution of a Bush Fire Brigade.....	5
2.8. New Arrangement After Dissolution .....	5
<b>PART III – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES</b> .....	<b>6</b>
<b>Division 1 – Local Government Responsibility</b> .....	<b>6</b>
3.1. Local Government Responsibility .....	6
3.2. Officers to be Supplied with the Act.....	6
<b>Division 2 – Chief Bush Fire Control Officer</b> .....	<b>6</b>
3.3 Managerial Role of the Chief Bush Fire Control Officer .....	6
3.4 Chief Bush Fire Control Officer May Attend Meetings.....	6
3.5 Duties of the Chief Bush Fire Control Officer .....	6
<b>Division 3 – Annual General Meetings of Bush Fire Brigades</b> .....	<b>7</b>
3.6. Holding of Annual General Meeting .....	7
<b>Division 4 – Bush Fire Advisory Reference Group</b> .....	<b>7</b>
3.7 Functions of the Bush Fire Advisory Reference Group .....	7
<b>PART IV – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP</b> .....	<b>8</b>
4.1. Types of Membership of Bush Fire Brigades .....	8
4.2. Fire-Fighting Member .....	8
4.3 Auxiliary Member.....	8
4.4. Honorary Life Member.....	8
4.5. Notification of Membership .....	8
<b>PART V – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS</b> .....	<b>9</b>
5.1 Rules to Govern .....	9

**PART VI – EQUIPMENT OF BUSH FIRE BRIGADES ..... 10**  
6.1 Policies of Local Government ..... 10  
6.2 Equipment Under Brigade Responsibility ..... 10  
6.3 Funding from Local Government ..... 10



**BUSH FIRES ACT 1954****City of Cockburn****BUSH FIRE BRIGADE LOCAL LAW 2021**

Pursuant to the powers under the Bush Fires Act 1954 and all other powers enabling it, the Council of the City of Cockburn resolved on \_\_\_\_\_ 2021 to make the following local law.

**PART I – PRELIMINARY**

## 1.1 Short Title

This local law may be cited as the *City of Cockburn Bush Fire Brigade Local Law 2021*.

## 1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

## 1.3. Application

This local law shall apply to the whole of the district.

## 1.4. Content and Intent

The purpose and effect of this local law is to provide for the regulation, control and management of Bush Fire Brigades within the district.

## 1.5. Repeal

The Bush Fire Brigade Local Law 2000 adopted by Council on the 21 November 2000 and published in the *Government Gazette* on 2 February 2001 is repealed.

## 1.6. Interpretation

In this local law, unless the context otherwise requires:

“**Act**” means the Bush Fires Act 1954;

“**brigade area**” is defined in clause 8 (1) (b);

“**brigade member**” means a fire-fighting member, auxiliary member or an honorary life member of a bush fire brigade;

• • •

1

“**brigade officer**” means a person holding a position referred to in clause 8 (2), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**Bush Fire Advisory Reference Group**” means a reference group established by the local government;

“**bush fire brigade**” has the same meaning as given to it by the Act;

“**Chief Bush Fire Control Officer**” means a person appointed under section 38 or 38A. of the Act;

“**Bush Fire Control Officer**” means a person appointed under section 38 of the Act;

“**Council**” means the Council of the City of Cockburn;

“**Deputy Chief Fire Control Officer**” means a person appointed under section 38 of the Act;

“**fire-fighting member**” is defined in clause 23;

“**local government**” means the City of Cockburn;

“**normal brigade activities**” has the same meaning given to it in the Act;

“**Regulations**” means Regulations made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades as adopted by the Bush Fire Advisory Reference Group.

## **PART II – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### **Division 1 – Establishment of a Bush Fire Brigade**

#### 2.1. Establishment of a Bush Fire Brigade

- (1) The local government may by resolution establish, maintain and equip a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the decision of the local government in accordance with sub-clause (1).

#### 2.2. Name and Officers of Bush Fire Brigade

- (1) On establishing a bush fire brigade in accordance with clause 7 the local government is to:
  - (a) name the bush fire brigade; and
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities.
- (2) The local government is to appoint the following officers;
  - (a) Captain;
  - (b) a First Lieutenant; and
  - (c) a Second Lieutenant.
- (3) When considering the appointment of persons to the positions in sub-clause (2), the local government is to have regard to the qualifications and experience, which may be required to fill each position.
- (4) A person appointed to a position mentioned in sub-clause (2) is to be taken to be a brigade member.
- (5) The appointments referred to in sub-clause (2) expire at the completion of the annual general meeting of the bush fire brigade.
- (6) If a position referred to in sub-clause (2) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with sub-clause (3).

### **Division 2 – Command at a Fire**

#### 2.3. Seniority of Personnel

- (1) Where in accordance with the Act and the Rules, the most senior members of the bush fire brigade has command of a bush fire, unless a Bush Fire Control Officer is in attendance at the fire.
- (2) The Captain has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire-fighters. In the absence of the Captain, the First Lieutenant, and in the absence of the First Lieutenant, the Second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a Bush Fire Control Officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and

the Rules, the most senior Bush Fire Control Officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire-fighters.

- (4) The Bush Fire Control Officer seniority, is based on the Chief Bush Fire Control Officer being of most senior and in the absence of the Chief Bush Fire Control Officer, a Deputy Chief Bushfire Control Officer and in the absence of a Deputy Chief Bushfire Control Officer a Bush Fire Control Officer.
- (5) Where in accordance with the Act and Rules, a bush fire brigade is in command of fire, the local government must be informed as soon as possible by the most senior member of the bush fire brigade or the most senior Bush Fire Control Officer in attendance at the fire.

### **Division 3 – Application of Rules to a Bush Fire Brigade**

#### **2.4. Rules**

- (1) The Rules made under this local law by the Council govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

#### **2.5. Variation of Rules**

- (1) The Council may vary the Rules in their application to all bush fire brigades.
- (2) The Rules, as varied, have effect on and from the date of a decision under sub-clause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under sub-clause (1).

### **Division 4 – Transitional**

#### **2.6. Existing Bush Fire Brigades**

Where the local government has established a bush fire brigade prior to the commencement date of this local law, then on and from the commencement day:

- (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
- (b) the provisions of this local law apply to bush fire brigade save for clause 8; and
- (c) any Rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

### **Division 5 – Dissolution of a Bush Fire Brigade**

#### **2.7. Dissolution of a Bush Fire Brigade**

In accordance with section 41 (3) of the Act, the local government may cancel the registration of a bush fire brigade if the need arises due to the extension of the metropolitan fire district, or if Council is of the opinion that the bush fire brigade is not complying with the Act, this local law or the Rules, or is not achieving the objectives for which it was established.

#### **2.8. New Arrangement After Dissolution**

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**PART III – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES****Division 1 – Local Government Responsibility**

## 3.1. Local Government Responsibility

The local government is to maintain and equip the bush fire brigade.

## 3.2. Officers to be Supplied with the Act

The local government is to supply each brigade Captain with a copy of the Act, the Regulations, this local law, the Rules and any other written laws which may be relevant to the performance of the brigade officer's functions, and any amendments which are made thereto from time to time.

**Division 2 – Chief Bush Fire Control Officer**

## 3.3 Managerial Role of the Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organization and maintenance of bush fire brigades.

## 3.4 Chief Bush Fire Control Officer May Attend Meetings

The Chief Bush Fire Control Officer or his or her nominee (who is to be a Bush Fire Control Officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

## 3.5 Duties of the Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include:

- (a) providing leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations to the local government;
- (c) liaising with the local government concerning fire prevention and suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- (d) ensuring that bush fire brigade members are registered with the local government and that lists of brigade members are maintained.

**Division 3 – Annual General Meetings of Bush Fire Brigades**

## 3.6. Holding of Annual General Meeting

- (1) A bush fire brigade is to hold an annual general meeting during the month of July or August of each year.
- (2) A bush fire brigade, at its annual general meeting, is by a simple majority resolution (accessible to all members) nominate members for the roles outlined within clause (8) sub-clause 2; and
- (3) The bush fire brigade is to provide details of the nominated members as soon as practical to the local government.

**Division 4 – Bush Fire Advisory Reference Group**

## 3.7 Functions of the Bush Fire Advisory Reference Group

The Bush Fire Advisory Reference Group is to have the functions as set out in the Terms of Reference adopted by the Council. From time to time the local government may elect to hold a Bush Fire Advisory Reference Group meeting.

## PART IV – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

### 4.1. Types of Membership of Bush Fire Brigades

The membership of a bush fire brigade consists of the following:

- (a) Fire-fighting member;
- (b) Auxiliary member; and
- (c) honorary life member.

### 4.2. Fire-Fighting Member

- (1) Fire-fighting members are those persons being at least 18 years of age who undertake all normal bush fire brigade activities, unless prior approval from the local government is obtained by the prospective member.
- (2) People under the age of 18 must have written parental consent prior to local government approval.
- (3) People under the age of 18 are admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident while under the direction of the bush fire brigade.

### 4.3 Auxiliary Member

Auxiliary members are those persons who are willing to render other support assistance required by the bush fire brigade.

### 4.4. Honorary Life Member

The bush fire brigade may appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade. The way an honorary life member is appointed may be governed by the Rules.

### 4.5. Notification of Membership

No later than 30 September in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

**PART V – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

5.1 Rules to Govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.



## PART VI – EQUIPMENT OF BUSH FIRE BRIGADES

### 6.1 Policies of Local Government

The local government may make policies under which it:

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

### 6.2 Equipment Under Brigade Responsibility

No later than 30 September in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

### 6.3 Funding from Local Government

- (1) A request to the local government from the bush fire brigade for funding of protective clothing, equipment and appliances need is to be received by the local government by 1 January in order to be considered in the next following local government budget.
- (2) Subject to Council consideration, the local government may approve or refuse an application for funding.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

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

\_\_\_\_\_  
Logan K Howlett, JP  
Mayor

\_\_\_\_\_  
Anthony Brun  
Chief Executive Officer



## 17. Governance and Strategy

### 17.1 (2021/MINUTE NO 0159) Special Electors' Meeting - 28 July 2021 - Broadcasting and Recording of the Annual General Meeting and any Special Electors' Meeting - Motion

**Author(s)** D Green

**Attachments** N/A

#### RECOMMENDATION

That Council:

- (1) REFERS the relevant Policy "Live Streaming at Council Meetings" to the next meeting of the Delegated Authorities and Policies (DAP) Committee for consideration of extending the live streaming function to include Electors' Meetings; and
- (2) REQUIRES the Minutes of Electors' Meetings to be published on the City's website by the time any Motions from the Meeting are reported to Council for consideration.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

#### Background

At the 28 July 2021 Special Electors' Meeting the following Motion was put forward and carried by the Electors present:

'That Council resolves to treat the Annual General Meeting of Electors and any other Special Meeting of Electors in the same vein as any other Council Meeting\* when it comes to video/audio recording and live stream.

Minutes of the said meetings must be published on the Council website within 10 working days of said meeting(s).

\*same as the following meetings:

- a. Ordinary Council Meetings
- b. Special Council Meetings
- c. Audit and Strategic Committee Meetings
- d. Special Audit and Strategic Finance Committee Meetings'

The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.



## Submission

N/A

## Report

The live broadcasting of Council Meetings is a non-statutory function which is generally practised by local governments where it is considered to be a benefit to the community. For the City of Cockburn, the process has been in place since 2018 and is governed by Council Policy.

Council meetings are statutorily bound to be open to members of the public, except when the meeting proceeds behind closed doors to consider a confidential matter.

Electors' Meetings are different in status, in that they are only accessible to electors of the district, or ratepayers who are not listed on the Electoral Roll, to speak and vote on motions.

Notwithstanding this, there is no prohibition on Council deciding that Electors Meetings be live streamed for public view, given that only those persons physically present at the meetings can participate in proceedings.

However, in order to formalise this, it will be necessary for Council to review its Policy related to Live Streaming. Accordingly, it is recommended that the Policy be referred to the next Delegated Authority and Policies Committee Meeting to consider this matter.

With regard to the publication of Electors Meetings Minutes, there is no statutory timeframe which specifies when Minutes of an Electors' Meeting need to be published, and it is not possible for the administration to guarantee that the Minutes will be available within 10 working days of the Meeting, even though it is necessary for any motions passed at these meetings to be formally presented for Council consideration within a specified timeframe (two Ordinary Council Meetings).

The requirement for Minutes of formal Meetings of Council to be publicly available is enshrined in the legislation and therefore retains a high level of priority for the administration to ensure adherence.

Accordingly, while it is not possible to allocate a specified time frame for the production of Electors Meeting Minutes, it is acknowledged that there is some public expectation for them to be produced within a reasonable period.

## Strategic Plans/Policy Implications

### Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.



Policy “Live Streaming at Council Meetings” refers.

**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.32 and 5.33 of the *Local Government Act 1995* refer.

**Community Consultation**

This matter was the subject of a resolution carried at the 28 July 2021 Special Electors’ Meeting.

**Risk Management Implications**

There is a “Low” level “Compliance” risk associated with this item.

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

The mover of the motion at the Special Electors’ Meeting has been informed that the matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil



## 17.2 (2021/MINUTE NO 0160) Special Electors' Meeting- 28 July 2021 - Public Question Time Reforms - Motion

**Author(s)** D Green

**Attachments** N/A

### RECOMMENDATION

That Council:

- (1) NOTES the Motions from the 28 July 2021 Special Electors' Meeting, as detailed in the report; and
- (2) CONSIDERS the matters related to *Public Question Time at Council Meetings* as part of the overall Governance Review currently being undertaken.

### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

### Background

At the 28 July 2021 Special Electors' Meeting the following Motion was put forward and carried by the Electors present:

### Motion

'That Council adopts the following procedures for Public Question Time in order to increase its accountability, communication and consultation transparency, and good governance, and thus help bring it into the forefront of best practice amongst local government areas in WA, specifically:

1. that Public Question Time be increased from a minimum of 15 minutes as per the *Local Government Act 1995*, to a new minimum of 30 minutes for the asking of both questions with and without notice;
2. that the Presiding Member can call for an extension of time for a further two periods of 15 minutes each if the number of questions outstanding warrants it, thus giving up to a maximum of 60 minutes for Public Question Time;
3. that statements only or as part of a question are allowed within Public Question Time;
4. that the current 800 character limit is abolished;
5. that the words as submitted are not to be altered by a Council administrator;
6. that each member of the public who wishes to ask a question or make a statement is to be given an equal and fair opportunity to do so within a three minute time limit.'



The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.

### **Submission**

N/A

### **Report**

Pursuant to the *Local Government (Administration) Regulations 1996*, the procedures for Public Question Time (PQT) at Council Meetings are to be determined by the Presiding Member or, in the case where the majority of those present disagree with the Presiding Member, by the majority of members present at the Meeting.

Fundamental to the process is the length of time allocated for PQT, which is currently legislated for 15 minutes minimum.

With this in mind, it would be illegal for any amendment to the current procedure to prescribe a minimum period in excess of that.

Therefore, Motion 1, above, is not able to be implemented, or considered in any amendment to the City's current documented process.

Notwithstanding, the PQT procedure is one which is identified in the Terms of Reference for the Governance Review currently being undertaken, and the motions passed at the Special Electors Meeting should be considered during that exercise.

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

#### Listening & Leading

*A community focused, sustainable, accountable and progressive organisation.*

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Sections 5.33 of the *Local Government Act 1995* refers.

### **Community Consultation**

This matter was the subject of a resolution carried at the 28 July 2021 Special Electors' Meeting.



**Risk Management Implications**

There is a “Low” level of “Compliance” risk associated with this item.

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

The mover of the motion at the Special Electors’ Meeting has been informed that the matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil



### Declaration of Interest

Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to r22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.3.

Nature of Interest: Mayor Howlett was referred to in the Findings of the Inquiry Report into the City of Cockburn and in addition he is currently considering legal advice regarding a Judicial review of the Findings.

Cr Stone submitted a Declaration of Impartiality Interest, pursuant to r22 *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.3.

Nature of Interest: Cr Stone was referred to in the Finding of the Inquiry Report into the City of Cockburn.

### 17.3 (2021/MINUTE NO 0161) Special Electors' Meeting - 28 July 2021 - Report of the Inquiry into the City of Cockburn - Motion

**Author(s)** D Green

**Attachments** N/A

#### RECOMMENDATION

That Council:

- (1) NOTES the Motions from the 28 July 2021 Special Electors' Meeting, as detailed in the report;
- (2) NOTES that Motion 1 is a statement which has no actionable context; and
- (3) CONSIDERS the issues related to the *Conduct of Monthly Agenda Briefing Sessions* as part of the Governance Review process which is currently being undertaken.

#### Council Decision

MOVED Cr P Eva SECONDED Deputy Mayor L Kirkwood

That the recommendation be adopted.

**CARRIED 8/0**

### Background

At the 28 July 2021 Special Electors' Meeting the following two Motions was put forward and carried by the Electors present:

#### Motion 1

That the community's confidence in the City administration has been severely eroded due to its poor handling of our current, and in some cases, long standing community issues and concerns, and the findings contained in the Report of the Inquiry into the City of Cockburn.



Thus, we implore the City administration and the Elected Members to listen to our requests on behalf of the community and take action to implement them as soon as possible, or face a possible future vote of no confidence from the electors.

**Motion 2**

That the City of Cockburn Council adopts the following recommendations contained in the Report of the Inquiry into the City of Cockburn under the section relating to Conduct of Briefing Sessions, paragraphs 75 to 84, including:

1. the Mayor, whose role it is to preside over, and keep order in meetings of Council, should also preside over and maintain order at Briefing Sessions,
2. to ensure good governance and transparency, the monthly Agenda Briefing Session, which is held one week prior to the Ordinary Council Meeting, becomes more formal in structure, is open to the public, and public question time is also allowed.

The statutory requirement for Motions carried at Electors' Meetings is for them to be formally considered by Council, pursuant to Section 5.33 of the *Local Government Act 1995*.

**Submission**

N/A

**Report**Motion 1

The issue of an Electors' Meeting passing a motion which is openly critical of the City's administration is unable to be pursued, as it contains no information in support of the statements contained therein. Accordingly, it appears to have no basis and is purely speculative.

Issues related to the Inquiry into the City of Cockburn have been formally dealt with by Council and are being progressed as part of the Governance Review process agreed by Council. Once this exercise has been completed, a number of issues arising from the Review will be formally presented to Council for consideration.

These issues will result from briefings and workshops held between the City's senior staff and the Elected Members, and will be relative to procedures which impact on the roles and responsibilities of both the administrative and Elected Member functions, and where a consensus position has been reached which could lead to an improved outcome. However, as these matters have not yet been clarified, it is not possible to address any specific point of the Motion carried.



Motion 2

Motion 2 provides enough substantive information to be able to understand the intent of the request for an issue to be addressed.

In this instance, the matters raised relate to the conduct of the monthly Agenda Briefing Sessions and the potential for public involvement in these Sessions.

As these are matters which are contained in the Governance Review currently being undertaken, the content of the Motion will be provided to the Consultant facilitating the Review for inclusion in the briefings/workshops to be held in conjunction with Elected Members and senior staff.

**Strategic Plans/Policy Implications**Listening and Leading

*A community focused, sustainable, accountable and progressive organisation.*

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.33 of the *Local Government Act 1995*, refers.

**Community Consultation**

This matter was the subject of a resolution carried at the 28 July 2021 Special Electors' Meeting.

**Risk Management Implications**

N/A

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

The mover of the motion at the Special Electors' Meeting has been informed that the matter is to be considered at the 9 September 2021 Ordinary Council Meeting.

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

Nil



### Declaration of Interest

Cr Terblanche submitted a Declaration of Financial Interest, pursuant to Section 5.60A of the *Local Government Act 1995* for Item 17.4. (Item 12.4 of the Committee Meeting Minutes – “Elected Member Entitlements – Allowances and Reimbursements”).

Nature of Interest: Cr Terblanche, at the time she submitted the motion, held a membership of the Australian Institute of Company Directors (AICD).

8.18pm Having declared a Financial Interest in Item 17.4, Cr Terblanche departed the meeting.

### 17.4 (2021/MINUTE NO 0162) Minutes of the Delegated Authorities and Policies Committee Meeting - 26 August 2021

**Author(s)** B Pinto

**Attachments** 1. Minutes of the Delegated Authorities and Policies Committee Meeting - 26 August 2021 [↓](#)

#### RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the Delegated Authorities and Policies Committee Meeting held on 26 August 2021, as attached to the Agenda; and
- (2) ADPOTS the recommendations contained therein.

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

#### Council Decision

MOVED Cr C Stone SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 7/0**

8.21pm Cr Terblanche returned to the meeting. The Presiding Member advised Cr Terblanche of the decision of Council in her absence.

### Background

The Delegated Authorities and Policies Committee Meeting conducted a meeting on 26 August 2021. The Minutes and Confidential 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 following policies were considered at the Delegated Authorities and Policies Committee Meeting:

- LPP5.18 'Subdivision Development – Street Trees'
- LPP3.6 'Licensed Premises (Liquor)'
- LPP1.12 'Noise Attenuation'
- LPP5.9 'Renewable Energy Systems'
- LPP3.7 'Signs and Advertising'
- LPP1.8 'Flagpoles and Camera Poles'
- LPP1.9 'Domestic Satellite Dishes'
- LPP3.9 'Industrial Development'
- Local Area Traffic Management Investigation
- Corporate Strategic Planning and Budget
- Investments of Funds
- Maintenance of Public Open Space and Road Reservations following Residential Subdivision
- Street and Public Open Space Lighting
- Street and Reserve Tree Management
- Crossovers
- Kerbside House Numbering
- Promotional and Advertising Sign Within Road Reserve
- Subdivision Construction Standards
- Records Management
- Installation of Private Memorial Plaques in Public Open Space
- Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach
- Elected Members Entitlements Allowances and Reimbursements
- Privacy Management
- Elected Members Leave of Absence
- Structure for Administering the City of Cockburn

## Strategic Plans/Policy Implications

### Listening and Leading

*A community focused, sustainable, accountable and progressive organisation.*

- Best practice Governance, partnerships and value for money.



**Budget/Financial Implications**

As contained in the Minutes.

**Legal Implications**

As contained in the Minutes.

**Community Consultation**

As contained in the Minutes.

**Risk Management Implications**

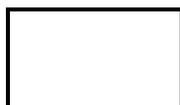
Failure to adopt the Minutes may result in inconsistent processes and lead to non-conformance with the principles of good governance, and non-compliance with the *Local Government Act 1995*.

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

N/A

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

Nil



DAP 26/08/2021

Item 12.5 Attachment 1

Title	Privacy Management
-------	--------------------



### Policy Type

Council

### Policy Purpose

The purpose of this policy is for the City to ensure that its collection, use, handling, storage, protection and disclosure of personal information are governed by the privacy principles set out in this policy. These privacy principles are consistent with key provisions of the Australian Privacy Principles (APP) under the Commonwealth's *Privacy Act 1988* (Cth) (the Privacy Act).

### Policy Statement

This policy is consistent with a person's right, under section 45 of the *Freedom of Information Act 1992*, to apply to the City for amendment of personal information about the person contained in a document of the City if the information is inaccurate, incomplete, out of date or misleading. Additionally, this policy is consistent with key provisions of the APP to allow stakeholders to know what personal information the City stores about them (subject to some exceptions permitted by law) and permitting stakeholders access to and correction of personal information about them held by the City.

The City will use any personal information collected, whether through electronic or manual means, for the purpose that it was collected, as well as for ongoing research and development of the City's services.

The City collects information for various purposes through various methods, such as:

- personal information of the City's residents / electors /customers, as collected through automated or manual means
- employee's personal information collected through the processes and conditions of employment
- telephone recorded messages advising the user about monitoring the call for the purpose of 'customer service training' including monitoring employees' responses to customer enquiries
- collection or communication of data via third party services such as *Bang the Table, DocuSign, Google Analytics, Kentico, Lucky Orange, Mailchimp, etc.*
- through the use of CCTV surveillance cameras and automated analytics software installed for recording various activities throughout the City
- social media monitoring which may include personal information and what may at first appear as innocuous information, but when combined or correlated with other sources, the information disclosed is personal
- smart mobile devices which may collect location data (for marketing purposes) and

[1]

249 of 284

403 of 708



City of Cockburn  
Delegated Authorities and Policies  
Committee  
**Minutes**

For Thursday, 26 August 2021

These Minutes are subject to confirmation

Presiding Member's signature

---

Date: 25 November 2021

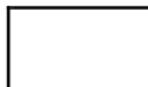


DAP 26/08/2021

**CITY OF COCKBURN**

**Summary of Minutes  
Delegated Authorities and Policies Committee Meeting  
Thursday, 26 August 2021**

	<b>Page</b>
1. Declaration of Meeting.....	4
2. Appointment of Presiding Member (If required) .....	4
3. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member) .....	4
4. Apologies and Leave of Absence .....	5
5. Confirmation of Minutes.....	5
5.1 (2021/MINUTE NO 0029) Minutes of the Delegated Authorities and Policies Committee Meeting - 27/05/2021 .....	5
6. Business Left Over from Previous Meeting (if adjourned) .....	5
7. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting .....	5
8. Built and Natural Environment .....	6
8.1 (2021/MINUTE NO 0030) Proposed Amendments to Local Planning Policy LPP 5.18 'Subdivision and Development - Street Trees'.....	6
8.2 (2021/MINUTE NO 0031) Proposed Amendments to Local Planning Policy - LPP3.6 'Licensed Premises (Liquor)'.....	18
8.3 (2021/MINUTE NO 0032) Proposed Amendments to Local Planning Policy 1.12 'Noise Attenuation'.....	28
8.4 (2021/MINUTE NO 0033) Proposed Amendments to Local Planning Policy 5.9 'Renewable Energy Systems'.....	109
8.5 (2021/MINUTE NO 0034) Proposed Amendments to Local Planning Policy LPP 3.7 'Signs and Advertising'.....	124
8.6 (2021/MINUTE NO 0035) Proposed Amendments to Local Planning Policy 1.8 'Flagpoles and Camera Poles' and Deletion of Local Planning Policy 1.9 'Domestic Satellite Dishes'.....	148
8.7 (2021/MINUTE NO 0036) Proposed Amendments to Local Planning Policy 3.9 'Industrial Development' .....	164
8.8 (2021/MINUTE NO 0037) Proposed Amendments to Policy 'Local Area Traffic Management Investigation'.....	183
9. Finance .....	192
10. Operations.....	192
11. Community Services.....	192
12. Governance and Strategy.....	193
12.1 (2021/MINUTE NO 0038) Proposed Amendments to Policy 'Corporate Strategic Planning and Budget'.....	193



DAP 26/08/2021

---

12.2	(2021/MINUTE NO 0039) Review and Proposed Minor Amendments to Various Council Policies .....	207
12.3	(2021/MINUTE NO 0040) Proposed New Policy 'Elected Member Code of Conduct - Complaints of Alleged Behaviour Breach' .....	215
12.4	(2021/MINUTE NO 0041) Proposed Amendment to Policy -.....	230
12.5	(2021/MINUTE NO 0042) Proposed New Policy 'Privacy Management' .....	243
12.6	(2021/MINUTE NO 0043) Proposed New Policy 'Elected Members Leave of Absence' .....	253
13.	Corporate Affairs .....	258
14.	Office of the CEO .....	259
14.1	(2021/MINUTE NO 0044) Proposed Amendments to Policy 'Structure for Administering the City of Cockburn' .....	259
15.	Motions of Which Previous Notice Has Been Given.....	284
16.	Notices Of Motion Given At The Meeting For Consideration At Next Meeting .....	284
17.	New Business of an Urgent Nature Introduced by Members or Officers .....	284
18.	Matters to be Noted for Investigation, Without Debate .....	284
19.	Confidential Business .....	284
20.	Closure of Meeting .....	284



DAP 26/08/2021

---

**CITY OF COCKBURN**  
**Minutes**  
**Delegated Authorities and Policies Committee**  
**Thursday, 26 August 2021**

---

---

**PRESENT****ELECTED MEMBERS**

Ms C Stone	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Ms P Corke	-	Councillor
Mr M Separovich	-	Councillor
Dr C Terblanche	-	Councillor

**IN ATTENDANCE**

Mr T Brun	-	Chief Executive Officer
Mr D Arndt	-	Chief of Built and Natural Environment
Mrs G Bowman	-	Chief of Community Services
Mr D Green	-	Executive Governance and Strategy
Ms V Green	-	Executive Corporate Affairs
Ms J Iles	-	Executive People Experience and Transformation
Mr A Lees	-	Chief of Operations
Mr N Mauricio	-	Acting Chief Financial Officer
Mr J Fiori	-	Risk and Governance Advisor
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

**1. Declaration of Meeting**

The Presiding Member declared the meeting open at 6pm.

**2. Appointment of Presiding Member (If required)**

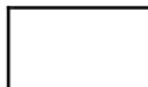
Nil

**3. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)**

Cr C Terblanche - Financial Interest - Item 12.4

---

4 of 284



---

407 of 708



DAP 26/08/2021

**4. Apologies and Leave of Absence**

Mr S Downing, A/Chief Financial Officer - Leave

**5. Confirmation of Minutes****5.1 (2021/MINUTE NO 0029) Minutes of the Delegated Authorities and Policies Committee Meeting - 27/05/2021****Recommendation**

That Committee confirms the Minutes of the Delegated Authorities and Policies Committee Meeting held on Thursday, 27 May 2021 as a true and accurate record.

**Committee Recommendation**

MOVED Cr P Corke SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 5/0****6. Business Left Over from Previous Meeting (if adjourned)**

Nil

**7. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting**

Nil

At this point in the meeting, the time being 6.08pm, the following items were carried by 'en bloc' resolution of the Committee:

8.3	12.1
8.4	12.2
8.5	12.3
8.6	12.5
8.7	12.6

 5 of 284

DAP 26/08/2021

Item 8.1

**8. Built and Natural Environment**

**8.1 (2021/MINUTE NO 0030) Proposed Amendments to Local Planning Policy LPP 5.18 'Subdivision and Development - Street Trees'**

- Author(s)** P Andrade
- Attachments**
1. Local Planning Policy 5.18 'Subdivision and Development - Street Trees' (Current) [↓](#)
  2. Proposed Amendments to LPP5.18 'Subdivision and Development - Street Trees' [↓](#)

**RECOMMENDATION**

The Committee recommends that Council ADOPTS the proposed amendments to Local Planning Policy 5.18 'Subdivision and Development – Street Trees' in accordance with clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as shown in Attachment 2 to the Agenda.

**Committee Recommendation**

MOVED Cr P Corke SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

The proposed modifications to Local Planning Policy 5.18 'Subdivision and Development – Street Trees' (LPP5.18) have been drafted to correct inconsistencies and to clarify the process for developers and the community.

The intent of the LPP5.18 remains the same, to increase the number of street trees in the City's road reserves in new and infill areas, and to provide a framework for their installation and management.

**Submission**

N/A

**Report**

The proposed amendments to LPP5.18 are as follows:

Modification 1 – External References

The policy currently references State Planning Policies, Local Planning Policies, Guidelines and Australian Standards, of which are to be read in conjunction with the policy for better understanding.



---

**Item 8.1****DAP 26/08/2021**

---

The modification relates to removing references which relate to trees in private lots or local park development which, from a legislative and planning point of view, is significantly different to verge trees and verge planting.

Furthermore, some policy and/or guidelines proposed to be removed are completely unrelated to trees or the environment.

Some corrections relate to an update of names or policy/guideline reference numbers too.

Currently, by including such items, the reader is misled as to the intent of the policy or is misinformed. It is therefore recommended that such items are removed to align with the intent of the policy.

Modification 2 - Structure

The policy currently splits the imposition of street trees into two parts: development and subdivision approvals. The imposition of street trees, options available and details of such are almost identical for both development and subdivision, meaning a double up of reading which causes confusion amongst readers.

The modification of the policy looks to remove the two part structure. Instead, the policy structure is proposed as follows:

- What approvals requires the imposition of street trees
- The number of street trees required
- Options available for developers to meet conditions
- Other associated items like maintenance.

This proposed structure allows for a better reading of the policy as its parameters are much more defined.

Modification 3 – Requirements

Currently, for both subdivisions and development, street trees are mandated as follows:

- One street tree for every 10 lineal metres of frontage
- One street tree for every new lot.

It is not clear which one to apply or what occurs when the verge cannot adequately hold the required number of trees which is often a problem for existing subdivided areas and/or residential development, therefore, the City proposes to clarify the requirement as follows:

**(1) Subdivisions**

Street trees are to be provided at the rate of one tree per lot or in the case of lots less than a 10m width, at a rate to be determined by the City.



7 of 284



DAP 26/08/2021

Item 8.1

**(2) Residential Development**

Street trees are to be provided at the rate of one street tree per dwelling, or in the case of lots less than 10m of linear lot width to a public road reserve, at a rate to be determined by the City.

**(3) All other development**

Street trees are to be provided at the rate of one tree per 10m of linear lot width to a public road reserve or at a rate to be determined by the City where agreed upon between the applicant and the City.

**Summary**

These changes will ensure the City of Cockburn provides clear guidance and practice for developers and the community. It will strengthen the forming basis for the City to meet its objective and intent, to increase the tree canopy on the City's road reserves.

**Strategic Plans/Policy Implications**Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources

- Protection and enhancement of our natural areas, bushland, parks and open spaces
- Address climate change.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

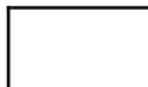
As the modifications to LPP5.18 do not substantiate in greater requirements for developers, the City perceives this modification as a minor amendment, as per clause 5 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and no advertising or consultation is required accordingly.

**Risk Management Implications**

If the modification to LPP5.18 is not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices.

This practice needs to be formalised for consistency, reliability, good governance and transparency.

8 of 284



411 of 708

Item 8.1

DAP 26/08/2021

---

**Advice to Proponents/Submitters**

N/A

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

Nil



9 of 284



Item 8.1 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.18</b>



**Policy Type**

Local Planning Policy

**Policy Purpose**

The City of Cockburn (City) manages over 35,000 street trees which benefit our City and suburbs in many diverse ways. These include:

- Providing pedestrians and cyclists with cooler and more attractive access ways throughout the City;
- Improving air quality;
- Improving property values;
- Providing habitat for native fauna;
- Reducing heat island effect;
- Enhancing the character and attractiveness of our suburbs.

The City recognises the importance of trees in contributing to the health and well-being of our communities and is therefore committed to:

- Preserving the City's Urban Forest through tree protection and maintenance programs;
- Increasing the number of street trees on verges through proactive planting programs and plantings associated with the subdivision and development of land;
- Increasing the canopy coverage throughout the City.

The purpose of this policy is to increase the number of street trees in the City's road reserves in new and infill areas, and provide a framework for their installation and management.

Furthermore, it is to deliver upon Council's vision to "ensure that the Cockburn of the future will be the most attractive place to live, work, visit and invest in, within the Perth metropolitan area." Supporting this vision statement of the Council's *Strategic Community Plan 2016 – 2026*, is the specific objective to "improve the appearance of streetscapes, especially with trees suitable for shade." Council's objective will be measured and become achieved through the provision of new street trees, associated with subdivision and/or development within the City.

This policy also reflects community feedback which lists streetscape appearances as a high community priority in Cockburn.

**Policy Statement**

- (1) Application

This policy is pursuant to City of Cockburn Town Planning Scheme No. 3 (TPS 3). The policy has due regard to, and should be read in conjunction with, the following

[1]

Document Set ID: 5670114  
Version: 6, Version Date: 20/06/2020



DAP 26/08/2021

Item 8.1 Attachment 1

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.18</b>



Western Australian Planning Commission (WAPC) State Planning Polices (SPP) and operational policies:

SPP No. 3 (Urban Growth and Settlement)  
 SPP No. 3.1 (Residential Design Codes)  
 SPP No. 3.4 (Hazards and Natural Disasters)  
 Liveable Neighbourhoods (WAPC 2009)

This policy has due regard to and should be read in conjunction with the following City of Cockburn Policies and Australian Standards (AS):

LPP 1.2 'Residential Design Guidelines'  
 AEW1 'Street Verge Improvements'  
 PSEW15 'Removal and Pruning of Trees'  
 PSEW 18 'Trees on Privately Owned Land'  
 SEW1 'Maintenance of Verge/ Public Open Space Following Residential Subdivision'  
 City of Cockburn – Good Design Guide – Commercial Lot Development  
 City of Cockburn – Verge Development Guide – Residential Verges  
 AS2870 - IPWEA Guidelines (Trees and Slabs)  
 AS4373 -1996 (Pruning of Amenity Trees)  
 AS4970-2009 (Protection of Trees on Development Sites)

(2) Provisions

This policy applies to land which is zoned Residential, Regional Centre, District Centre, Local Centre, Mixed Business, Mixed Use, Industry and Light and Service Industry.

1. Design of the street tree planting layout as part of subdivisional works

Once an applicant, subdivider, developer or landowner as the case may be (hereafter referred to as "applicant") receives a subdivision application approval which involves civil works, there is a process by which they must prepare detailed engineering/civil works drawings for submission and approval by the City, prior to the commencement of works. This policy requires these detailed engineering drawings/ civil works to indicate the provision of street trees to be planted on both sides of all streets within the subdivision application area, and how they will be maintained. There will be a specific Street Tree Management Plan included as part of the engineering drawings. Street trees are to be provided at the rate of one tree per fee-simple (green title) lot (hereafter referred to as "lot"), or in the case of lots less than a 10m width, at a rate to be determined by the City. Street trees must comprise of a species to the satisfaction of the City and which will mature to a sufficient size and canopy, and be located such as to provide sufficient shading of the street verge area to the satisfaction of the City. Engineering drawings must demonstrate this detail.

Implementation of the street tree planting layout as part of subdivisional works

[2]

Document Set ID: 5670114  
 Version: 6, Version Date: 20/06/2020

Item 8.1 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 5.18</b>



An applicant can satisfy their street tree planting obligations by choosing one of the following options:

- 1.1 Option 1 (preferred) - Applicant provides contribution payment to City of Cockburn who then takes responsibility

In this option, an applicant can choose to pay the City \$600 per street tree. This payment must be made prior to the practical completion certification of the civil works. In receiving this contribution, the City will purchase, install and maintain all street trees within the subdivision for three years. Installation will occur at the most optimal time in the opinion of the City, taking in to account development rates on each lot.

- 1.2 Option 2 - Applicant takes responsibility and plants the trees prior to clearance of the subdivision

The applicant is required to install and manage the street trees for a three year period post installation, performing sound Arboricultural maintenance practices that promote good form and shape with a well-defined canopy, to the satisfaction of the City. Street trees which are not adequately maintained in the opinion of the City will be required to be removed, replaced and maintained for a further three years. Details of maintenance must be set out in the Street Tree Management Plan.

- 1.3 Option 3 - Applicant takes responsibility and plants the trees after clearance and after each lot is developed

The key difference with this option and Option 2 is that to achieve clearance of the subdivision, a bond equal to \$600 per street tree must be provided to the City. The City will return this in one amount once all street trees have been planted and maintained consistent with the Street Tree Management Plan.

- 2. Design of the street tree planting layout as part of development

A condition will be imposed on planning approvals (except those for a Single House and/ or 2 Group Dwellings) to establish street trees for the adjoining verge of a lot, and this condition will reference the requirement for a Street Tree Management Plan, to be submitted and approved prior to the issue of a Building Permit. In residential zoned areas, one street tree per lot will be required. In all other zoned areas, the street tree rate will be determined based on the width of the lot, and taking in to account relevant issues like vehicle access. An approximate rate of one street tree per 10m of lot width will be used. In all cases, the requirement for street trees will need to take in to account the availability of space within the adjacent verge area and be a species which meets the satisfaction of the City.

[3]

Document Set ID: 5670114  
Version: 6, Version Date: 20/06/2020



<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 5.18</b>



Implementation of the street tree planting layout as part of development.

An applicant can satisfy the condition of planning approval by choosing one of the following options:

- 2.1 Option 1 (preferred) - Applicant provides contribution payment to City of Cockburn who then takes responsibility

In this option, an applicant can choose to pay the City the equivalent of \$600 per street tree. This payment must be made prior to the issue of a Building Permit, as the Street Tree Management Plan (required prior to Building Permit) will demonstrate the planting areas of the street trees. In receiving this contribution, the City will purchase, install and maintain all street trees identified in the approved Street Tree Management Plan. Installation will occur at the most optimal time in the opinion of the City, taking in to account development rates.

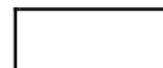
- 2.2 Option 2 - Applicant takes responsibility and plants the trees

The applicant is required to install the street trees prior to occupation and manage the street trees for a three year period post installation, performing sound Arboricultural maintenance practices that promote good form and shape with a well-defined canopy, to the satisfaction of the City. Street trees which are not adequately maintained in the opinion of the City will be required to be removed, replaced and maintained for a further three years. Details of maintenance must be set out in the Street Tree Management Plan.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	5670114

[4]

Document Set ID: 5670114  
Version: 6, Version Date: 20/06/2020



Item 8.1 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.18</b>



**Policy Type**

Local Planning Policy

**Policy Purpose**

The City of Cockburn (City) manages over 35,000 street trees which benefit our City and suburbs in many diverse ways. These include:

- Providing pedestrians and cyclists with cooler and more attractive access ways throughout the City;
- Improving air quality;
- Providing habitat for native fauna;
- Reducing heat island effect; and
- Enhancing the character and attractiveness of our suburbs.

The City recognises the importance of trees in contributing to the health and well-being of our communities and is therefore committed to:

- Preserving the City’s Urban Forest through tree protection and maintenance programs;
- Increasing the number of street trees on verges through proactive planting programs and plantings associated with the subdivision and development of land; and
- Increasing the canopy coverage throughout the City.

The purpose of this policy is to increase the number of street trees in the City’s road reserves in new and infill areas, and provide a framework for their installation and management.

This supports Council’s *Strategic Community Plan 2020 – 2030*, and the specific objectives to “address climate change” and “protection and enhancement of our natural areas, bushland, parks and open spaces”. Council’s objective will be measured and become achieved through the provision of new street trees, associated with subdivision and/or development within the City.

This policy also reflects community feedback which lists streetscape appearances as a high community priority in Cockburn.

[1]



DAP 26/08/2021

Item 8.1 Attachment 2

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.18</b>



### Policy Statement

#### (1) Background

The policy has due regard to, and should be read in conjunction with, the following Western Australian Planning Commission (WAPC) State Planning Polices (SPP) and operational policies:

- SPP No. 3.0 (Urban Growth and Settlement)
- SPP No. 7.3 (Residential Design Codes)
- Liveable Neighbourhoods (WAPC 2009)

This policy has due regard to and should be read in conjunction with the following City of Cockburn Policies:

- LPP 1.2 'Residential Design Guidelines'
- AEW1 'Street Verge Improvements'
- SEW1 'Maintenance of Verge/ Public Open Space Following Residential Subdivision'
- City of Cockburn – Good Design Guide – Commercial Lot Development
- City of Cockburn – Verge Development Guide – Residential Verges

#### (2) Application

This policy applies to land which is zoned Residential, Regional Centre, District Centre, Local Centre, Mixed Business, Mixed Use, Light and Service Industry and Industry.

This policy is pursuant to City of Cockburn Town Planning Scheme No. 3 (TPS 3).

#### (3) Provisions

##### 3.1 Requirement for street trees:

Street trees are required at both a subdivision and development stage, as follows:

##### 3.1.1- Subdivision:

Once an applicant, subdivider, developer or landowner as the case may be (hereafter referred to as "proponent") receives a subdivision approval from the Western Australian Planning Commission which involves civil works, a condition will require that they must first prepare detailed engineering/civil works drawings for submission and approval by the City, prior to the commencement of works.

For the purposes of approving the civil /engineering drawings, this policy requires these drawings to indicate the provision of street trees to be

[2]

Item 8.1 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 5.18</b>



planted on both sides of all streets within the subdivision application area, and how they will be maintained.

3.1.2- Development:

An applicant, developer or landowner as the case may be (hereafter referred to as "proponent") receiving a development approval from the City of Cockburn (except those for two grouped dwellings or a Single (R-Code) House), will receive a condition imposed on such approval for the requirement to install and maintain street tree/s where the adjoining verge has an inadequate amount of street trees.

3.2 Quantity of trees required:

Street trees are to be provided at the rate listed below.

3.2.1- Subdivisions:

One tree per lot or in the case of lots less than a 10m width, at a rate to be determined by the City.

3.2.2- Development subject to the R-Codes (except those for two grouped dwellings or a Single (R-Code) House):

One street tree per dwelling, or in the case of lots less than 10m of linear lot width to a public road reserve, at a rate to be determined by the City.

3.2.3- All other development:

One tree per 10m of linear lot width to a public road reserve or at a rate to be determined by the City where agreed upon between the applicant and the City.

3.3 Options for clearance:

In order to satisfy the conditions of the WAPC subdivisional approval or City of Cockburn development approval noted above, the following two options are to be used:

3.3.1 - Proponent provides contribution payment to City of Cockburn who then takes responsibility for planting and management.

In this option, the proponent pays the City \$600 per street tree required. This payment must be receipted by the City prior to the practical completion certification of the civil works for subdivision or issue of building permit for development.

In receiving this contribution, the City will purchase, install and maintain all street trees. Installation will occur at the most optimal time in the opinion of the City.

[3]



DAP 26/08/2021

Item 8.1 Attachment 2

<b>Title</b>	<b>Subdivision &amp; Development - Street Trees</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.18</b>



3.3.2- Proponent provides the City with a bond for the value of planting and maintaining street trees.

For this option a minimum of ten (10) street trees or more must be required. This option allows the proponent to bond the value of the planting and maintenance of street trees required whilst allowing the applicant to obtain the practical completion certification of the civil works for subdivision or the building permit for development.

The City will return the bond, only in one amount, once all bonded street trees have been planted and maintained consistent with any approvals.

#### 3.4 Prior to Occupation

For all intents and purposes, where a condition of development approval requires the planting of the trees prior to occupation of the development, in lieu of prior to the issue of the building permit, the City acknowledges that neither option A or B above is applicable or required to clear such condition.

#### 3.5 Species, maintenance and longevity

Street trees must comprise of species which will mature to a sufficient size and canopy, and be located such as to provide sufficient shading of the street verge area, to the satisfaction of the City. The City may require such engineering or development drawings to demonstrate this detail on the relevant plans to ensure no conflict with road infrastructure or services.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	12 December 2019
Next Review Due: (Governance Purpose Only)	December 2021
ECM Doc Set ID: (Governance Purpose Only)	5670114

[4]

 17 of 284

DAP 26/08/2021

Item 8.2

**8.2 (2021/MINUTE NO 0031) Proposed Amendments to Local Planning Policy - LPP3.6 'Licensed Premises (Liquor)'**

**Author(s)** D King

- Attachments**
1. Policy - LPP 3.6 'Licensed Premises - (Liquor)' (Current) [↓](#)
  2. Proposed amendments to Local Planning Policy - LPP 3.6 'Licensed Premises - (Liquor)' [↓](#)

**RECOMMENDATION**  
 The Committee recommends that Council ADOPTS the proposed changes to Local Planning Policy 3.6 – ‘Licensed Premises (Liquor)’ for the purposes of advertising in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in Attachment 2 to the Agenda.

---

**Committee Recommendation**  
 MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

The proposed modification to Local Planning Policy 3.6 Licensed Premises (Liquor) (LPP 3.6) has been drafted to correct inconsistencies and provide clarity to developers and the community in the assessment of applications for licensed premises at the planning stage.

The intent of LPP 3.6 is to develop clear guidance for developers and the community with regard to expectations for future licensed premises in the form in which they are to be managed.

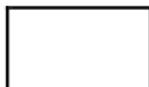
Under the *Liquor Control Act 1988* (the Act), a Liquor License is required to be obtained for Licensed Premises via the *Department of Racing, Gaming and Liquor* (DRGL).

**Submission**

N/A

**Report**

The LPP applies to all zones throughout the City and is specific to applications for Licensed Premises, which can only be approved under certain land uses.



## Item 8.2

DAP 26/08/2021

The intent of the LPP is to provide greater clarity as to how licensed premises applications will be assessed and amends the structure into two clear sections, being:

1. Application
  - i. To which land uses the policy will apply;
2. Provisions
  - i. The planning framework under which each proposal will be assessed; and
  - ii. Details further information that may be required at the planning stage.

The table below identifies key changes and justification for each proposed change:

Part of Local Planning Policy	Change Summary
Application (new)	Introduce new (1) 'Application' section. The purpose of the 'Application' section is to provide guidance to proponents towards land uses which may require a Liquor License and therefore to which land uses the policy applies. The section details in point form which land uses may require a Liquor License.
Provisions (new)	Introduce new (2) Provisions section. This new section provides guidance as to how the proposal will be assessed under the relevant planning framework and details the policy is to be read in conjunction with the City's Town Planning Scheme No. 3 and the Western Australian Planning Commission's Operational Policy 2.4 – Planning for School Sites.
Policy Statement (Page 1) Item (1)	<i>Delete</i> existing section (1) under Policy statement. Refer to 'Modification 1' in report below.
Provisions (new)	Amend policy statement (2) into the Provisions section of the report, subsection b. The amendment rewords the Public Interest Assessment Report into an Operational Management Plan (OMP) and details the type of information the City will request through the OMP. Refer to 'Modification 2' in report below.
Policy statement subsection 3 (Page 2)	<i>Delete</i> existing section (3) under Policy statement. Operational procedures may vary between each individual Licensed Premises and will be requested as part of the OMP. The internal workings/procedures and processes of the City are not considered necessary to be included within LPP 3.6.
Policy statement subsection 4 (Page 2)	<i>Delete</i> existing section (4) under Policy statement. Refer to 'Modification 3' in report below.
Provisions (C) (new)	Introduce Provisions part (C) section. This section outlines that the OMP provided by the applicant does not mitigate the requirement to be provided to the DRGL under different legislation.

DAP 26/08/2021

Item 8.2

**Proposed Modifications**Modification 1

The change to LPP 3.6 proposes to delete the Item (1) in the Policy Statement section which states the Council will take the public interest into account when assessing planning applications.

Reference to the City taking the public interest into account is already made within the policy purpose and policy statement section.

Modification 2

The revised LPP 3.6 proposes to rebrand the requirement for a PIAR into an OMP, which will still require the same detail to be provided. A PIAR is a document that is required for Licensed Premises under the Act, when applying for certain Liquor Licenses through the DRGL.

Under the planning framework the City has no basis to request a PIAR be provided.

Notwithstanding the above, the Department of Racing, Gaming and Liquor will require a PIAR in the following situations:

- Applications for Hotel, Tavern, Liquor Store or Night club license
- Applications for extended trading hour permits
- Temporary event applications
- Any other application as determined by the Director.

The detail to be provided in the operational management plan is proposed to be increased from what is requested in the existing policy.

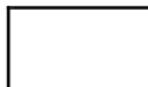
Modification 3

'Higher profile' premises are referenced in the current Local Planning Policy as including hotels, taverns, nightclubs and bottle shops (which are Use Not Listed under the City's Town Planning Scheme No. 3) and requiring public advertising to premises within 400m of the subject site.

The mandatory advertising referenced in the policy is recommended to be deleted as advertising requirements should be determined by the permissibility of each use within TPS 3 and subject to clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

An 'A' use will require mandatory advertising; otherwise the City may also give notice to owners and occupiers within the vicinity of the proposal who, in the opinion of the City, are likely to be affected by the proposal.

20 of 284



423 of 708

## Item 8.2

DAP 26/08/2021

The table below details the above mentioned land uses and their permissibility within the City's Town Planning Scheme No. 3:

Use Class	Residential	Regional Centre	District Centre	Local Centre	Mixed Business	Mixed Use	Light and Service Industry	Industry	Rural Living	Rural	Strategic Industry
Hotel/ Tavern	X	P	P	A	D	X	P	X	A	X	X
Motel	A	P	D	A	D	X	P	X	A	X	X
Night Club	X	D	X	X	X	X	D	D	X	X	X
Small Bar	X	A	A	A	X	X	X	X	X	X	X
Bottle Shop (Use Not Listed)	Use Not Listed – Assessed as an 'A' use.										

In addition to the above, the higher risk land uses that are mentioned will require mandatory advertising to be undertaken by the DRGL which includes a sign being placed upon the premises and information, inclusive of PIAR, available for viewing on the DRGL website.

### Summary

The proposed modifications provide greater guidance towards the land uses that may require a liquor license and the type of information to be required for the City to assess.

As the modifications recommend the removal of the PIAR requirement and advertising of 'higher profile' licensed premises, it is not considered a minor change to policy. Therefore, the amended policy will require public consultation to the specifications of the Regulations, as noted in the below Community Consultation section.

### Strategic Plans/Policy Implications

#### Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

- Increased investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.
- A City that is 'easy to do business with'.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.
- Employer of choice focusing on equity, innovation and technology.



21 of 284

DAP 26/08/2021

Item 8.2

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

Under clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, amending a local planning policy requires public advertising unless the local government deems the amendment to be minor.

The proposed amendments are not considered to be a minor change, therefore, public consultation for a minimum period of 21 days is required.

**Risk Management Implications**

If the modification to LPP 3.6 is not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices.

This practice needs to be formalised for consistency, reliability, good governance and transparency.

**Advice to Proponents/Submitters**

N/A

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

Nil

22 of 284



425 of 708

DAP 26/08/2021

Item 8.2 Attachment 1

<b>Title</b>	<b>Licensed Premises (Liquor)</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.6</b>



### Policy Type

Local Planning Policy

### Policy Purpose

The Western Australian Health Department and the Liquor Licensing Authority have expressed the view that the impact of some licensed premises, that serve to increase the availability of liquor in a high risk manner, can contribute to alcohol related harm in the community. Research suggests that alcohol availability has the potential to contribute to harm in the community. The issue of whether there is a public impact should be taken into consideration when determining planning applications for liquor licensed premises.

The purpose of this policy is 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 Statement

This policy arises from the provisions of the City's Town Planning Scheme No. 3 (TPS 3) where the aims of TPS 3 are to ensure development complies with accepted standards and practices for public amenity and convenience. 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 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 some of the information contained in 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. Specifically, the information required includes:
  - How the licenced premises will operate;
  - Hours of operation;
  - Marketing and pricing of liquor;
  - External advertising and signage;
  - Information about the cumulative impact of nearby licenced premises; and

[1]

Item 8.2 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Licensed Premises (Liquor)</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.6</b>



- Information about sensitive land uses in the vicinity (e.g. schools, youth centres, health care facilities etc.).
- (3) Operational procedures will be prepared and contained within the Statutory Planning Department's procedure manual for the assessment of liquor licensed premises applications.
  - (4) Higher profile Liquor Licences will be advertised to enable the City to consult with the owners/occupiers of nearby premises. Advertising/consultation will involve a letter drop to all premises within 400m of the proposed licenced premises. High profile licenced premises include Hotels, Taverns, Nightclubs and bottle shops.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517755

Current

[2]



DAP 26/08/2021

Item 8.2 Attachment 2

<b>Title</b>	<b>Licensed Premises (Liquor)</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.6</b>



### Policy Type

Local Planning Policy

### Policy Purpose

The Department of Health and the Department of Racing, Gaming and Liquor have expressed the view that the impact of some licensed premises, that serve to increase the availability of liquor in a high risk manner, can contribute to alcohol related harm in the community. Research suggests that alcohol availability has the potential to contribute to harm in the community. The issue of whether there is a public impact should be taken into consideration when determining planning applications for liquor licensed premises.

The purpose of this policy is to provide guidance in the decision making process by the Council in relation to the location of all existing and proposed 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 Statement

This policy arises from the provisions of the City's Town Planning Scheme No. 3 (TPS 3) where the aims of TPS 3 are to ensure development complies with accepted standards and practices for public amenity and convenience. 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 liquor licensed premises is considered to have a significant potential to conflict with these town planning objectives.

#### (1) Application

- a. This policy applies to all land uses that may require a Licensed Premises (Liquor), which can include the following;
  - a. Hotel;
  - b. Use Not Listed;
  - c. Motel;
  - d. Night Club;
  - e. Restaurant;
  - f. Small Bar;
  - g. Tavern;
  - h. Recreation-Private;
  - i. Bed and Breakfast;
  - j. Reception centre; and
  - k. Amusement Parlour;

[1]

Item 8.2 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Licensed Premises (Liquor)</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.6</b>



(2) **Provisions**

- a. This policy is to be read in conjunction with the following documents;
  - i. The City of Cockburn Town Planning Scheme No. 3, in particular the objectives of the zone in which each Licensed Premises is proposed;
  - ii. The Western Australian Planning Commission's Operational Policy 2.4 – Planning for School Sites.
    - 1. Public and private schools are 'sensitive uses'. The location of Licensed Premises within proximity to school sites is generally undesirable due to actual and perceived impacts upon health, amenity and safety.
  
- b. The City may require an Operational Management Plan for Licensed Premises (Liquor) to be submitted with the planning application, in order to ensure the proposal will be managed in a way that limits potential negative impacts upon the community in which it is located. Specifically, the information required includes:
  - How the licenced premises will operate and where alcohol will be served;
  - Hours of operation;
  - Marketing and pricing of liquor;
  - External advertising and signage;
  - Information about the cumulative impact of nearby licenced premises;
  - Information about sensitive land uses in the vicinity (e.g. schools, youth centres, health care facilities etc.);
  - Anticipated volumes during differing types of service;
  - Staffing details – staff numbers, qualifications and training, roles and responsibilities;
  - Accessibility;
  - Safety procedures;
  - Parking and traffic management;
  - Harm minimisation (identification and controlling of intoxicated persons, managing of service of juveniles);
  - Refusal of service;
  - Complaints procedure;
  - Control of Noise
  
- c. The Operational Management Plan does not replace the requirement for a Public Interest Assessment Report where it may be required by the Department of Racing, Gaming and Liquor.

[2]



DAP 26/08/2021

Item 8.2 Attachment 2

<b>Title</b>	<b>Licensed Premises (Liquor)</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.6</b>



<b>Strategic Link:</b>	Town Planning Scheme No. 3
<b>Category</b>	Planning - Town Planning & Development
<b>Lead Business Unit:</b>	Statutory Planning
<b>Public Consultation:</b> <small>(Yes or No)</small>	Yes
<b>Adoption Date:</b> <small>(Governance Purpose Only)</small>	12 December 2019
<b>Next Review Due:</b> <small>(Governance Purpose Only)</small>	December 2021
<b>ECM Doc Set ID:</b> <small>(Governance Purpose Only)</small>	4517755

Proposed

[3]



DAP 26/08/2021

Item 8.3

**8.3 (2021/MINUTE NO 0032) Proposed Amendments to Local Planning Policy 1.12 'Noise Attenuation'**

**Author(s)** A Pinto

- Attachments**
1. Local Planning Policy 1.12 - Noise Attenuation Guidelines Revision. 2021 - Tracked Changes [↓](#)
  2. Local Planning Policy 1.12 - Noise Attenuation Guidelines Revision 2021 - Final [↓](#)
  3. Local Planning Policy 1.12 - Noise Attenuation Policy Revision 2021 - Tracked Changes [↓](#)
  4. Local Planning Policy 1.12 - Noise Attenuation Policy Revision 2021 - Final [↓](#)

<p><b>RECOMMENDATION</b></p> <p>The Committee recommends that the Council ADOPTS the proposed changes to Local Planning Policy 1.12 'Noise Attenuation', for the purposes of advertising, in accordance with Clause 5 (1) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), as shown in Attachments 2 and 4 to the Agenda.</p>
<p><b>Committee Recommendation</b></p> <p>MOVED Cr M Separovich SECONDED Cr C Terblanche</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><b><u>CARRIED 5/0</u></b></p>

**Background**

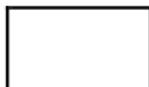
The proposed modification to Local Planning Policy 1.12 'Noise Attenuation' (LPP 1.12) has been drafted to correct inconsistencies and to clarify the process for developers and the community. These modifications are administrative in nature.

The intent of the LPP1.12 remains the same, to protect the long term health and amenity of residents from road, rail and aircraft noise, noise from non-residential land uses and other sources, and provide a framework for the installation and management of noise attenuation requirements.

Therefore all new wording, structure, provisions and guidance here within the policy, fundamentally is to support such intent.

**Submission**

N/A



## Item 8.3

DAP 26/08/2021

**Report**

The modifications to LPP1.12 can be listed and explained as follows:

Modification 1 – External References

The policy currently references State Planning Policies, Local Planning Policies, Guidelines and Australian Standards of which are to be read in conjunction with the policy for better understanding.

The modification relates to changes in technical information and updates to align with amendments to State Planning Policy on Noise attenuation. Some corrections relate to an update of names or policy/guidelines reference numbers too.

Currently, by including such items, the reader is misled as to the intent of the policy, or is misinformed. It is therefore recommended that such items are removed and/or modified to align with the intent of the Policy.

Modification 2 - Structure

The policy has been changed into a table structure. The table structure allows for easier comprehension and understanding by external and internal users of the Policy. Many lengthy paragraphs have been reduced in unnecessary detail and dot pointed for further ease of use.

The Guidelines that are referenced by the Policy have been reduced greatly in length. The intent is to allow ease of use, access to information easier and more legible.

The modification of the policy looks to remove the single part structure. Instead, the new structure is proposed as follows:

- Part 1: the Policy
- Part 2: the Guidelines
- Part 3: an Information Fact Sheet

This proposed structure allows for a better reading of the Policy and guidelines as its parameters are much more defined, and greatly improves navigation for users of such a large amount of information.

An Information Fact Sheet is being created to provide users with a quick and easy way of viewing information, to point them in the direction of where to look for further detail on their query.

Modification 3 – Requirements

Currently, the Policy outlines requirements in an overly descriptive and difficult to follow manner. It is difficult for users of the Policy to understand at which stage of development an Acoustic Report would be required.



29 of 284

DAP 26/08/2021

Item 8.3

As a result of this, the Policy has been amended into a table format, with clear headings for different stages of development. This will allow users to more easily identify the requirements of the Policy that may pertain to their context.

The requirements under the Local Planning Policy have not been amended to be more onerous or less onerous on applicants and developers, just reorganised into a more legible format for external and internal users of the Policy. This same idea applies to the guidelines.

### Summary

These changes will ensure the City of Cockburn provides clear guidance and practice for developers and the community. It will strengthen the forming basis for the City to meet its objective and intent, to protect the long term health and amenity of residents from road, rail and aircraft noise, noise from non-residential land uses and other sources, and provide a framework for the installation and management of noise attenuation requirements.

### Strategic Plans/Policy Implications

#### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community

- A safe and healthy community that is socially connected.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### Budget/Financial Implications

N/A

### Legal Implications

N/A

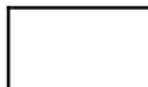
### Community Consultation

Under clause 5 (1) of the of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, amending a Local Planning Policy requires public advertising unless the local government deems the amendment to be minor.

The proposed amendments are not considered to be minor, therefore, public consultation for a minimum period of 21 days is recommended.

---

30 of 284



433 of 708

Item 8.3

DAP 26/08/2021

**Risk Management Implications**

If the modification to LPP1.12 is not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices.

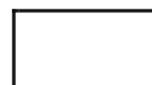
This practice needs to be formalised for consistency, reliability, good governance and transparency

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

The Proponents and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 26 August 2021 Delegated Authorities and Policies Committee.

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

Nil





Formatted: Bottom: 2.75 cm

# CITY OF COCKBURN

## NOISE ATTENUATION GUIDELINES

**Disclaimer:** This document is a guide only. It does not replace professional specialised acoustic advice by a suitably qualified and experienced acoustic consultant. For full details of legislative requirements refer to the Environmental Protection Act 1986, the Environmental Protection (Noise) Regulations 1997, the Liquor Act 1988, the Planning and Development Act 2005, the Building Act 2011, State Planning Policy 4.1 "State Industrial Buffers", State Planning Policy 5.3 "Land Use Planning in the Vicinity of Jandakot Airport", State Planning Policy 5.4 "Road and Rail Noise" and the Road and Rail Noise Guidelines.





City of Cockburn Noise Attenuation Guidelines

**Table of Contents**

1.0 Introduction ..... 4

2.0 Acoustic Reports ..... 4

    2.1 Who can help me with preparing an Acoustic Report? ..... 4

    2.2 When must I submit an Acoustic Report? ..... 5

    2.3 What must the Acoustic Report contain? ..... 6

    2.4 ~~Table 1: Acoustic Reporting Requirements During Development~~ ..... 7

3.0 What criteria should the Acoustic Report address? ..... 10

    3.1 Noise Intrusion (Noise Sensitive Development) ..... 10

    3.2 Noise Emissions (All Developments) ..... 12

    3.3 ~~What will happen if the Acoustic Report submitted does not follow these Guidelines?~~ ..... 13

4.0 Noise Source Identification ..... 14

    4.1 Noise from Road, Rail and Freight Infrastructure ..... 14

    4.2 ~~Breakout and Street Noise/Vibration from Rail and Freight Infrastructure~~ ..... 18

    4.23 Mechanical Plant and Equipment ..... 19

    4.34 Co-existing Land Uses ..... 21

    4.45 Noise Sensitive Developments in Proximity to Jandakot Airport ..... 21

    4.56 ~~Breakout and Street Noise/Vibration from Rail and Freight Infrastructure~~ ..... 23

5.0 Noise Treatment Solutions ..... 28

    5.1 Development Planning and Design ..... 28

    5.2 Construction Methods and Materials ..... 29

6.0 Related Legislation and Documents ..... 36

7.0 Definitions ..... 37

8.0 Appendix A – Transport Noise Source Identification Map ..... 42

9.0 Appendix B – “Noise Exposure Forecast Worksheet” ..... 44

1.0 Introduction ..... 3

2.0 Acoustic Reports ..... 3

    2.1 Who can help me with preparing an Acoustic Report? ..... 3

    2.2 When must I submit an Acoustic Report? ..... 4

    2.3 What must the Acoustic Report contain? ..... 4

Formatted: Centered  
Formatted: Intense Emphasis, Font: 18 pt, Font color: Blue

Formatted: Not Highlight  
Formatted: Not Highlight  
Formatted: Not Highlight

Formatted: Not Highlight  
Formatted: Not Highlight  
Formatted: Hyperlink, Font: (Default) Arial, 12 pt, Check spelling and grammar  
Formatted: Not Highlight





City of Cockburn Noise Attenuation Guidelines

- 3.0 What criteria should the Acoustic Report address? ..... 10
- 3.1 Noise Intrusion (Noise Sensitive Development) ..... 10
- 3.2 Noise Emissions (All Developments) ..... 10
- 3.3 What will happen if the Acoustic Report submitted does not follow these Guidelines? ..... 11
- 4.0 Noise Source Identification ..... 11
- 4.1 Noise from Road, Rail and Freight Infrastructure ..... 11
- 4.2 Breakout and Street Noise ..... 13
- 4.3 Mechanical Plant and Equipment ..... 14
- 4.4 Co-existing Land Uses ..... 15
- 4.5 Noise Sensitive Developments in Proximity to Jandakot Airport ..... 15
- 5.0 Noise Treatment Solutions ..... 16
- 5.1 Development Planning and Design ..... 17
- 5.2 Construction Methods and Materials ..... 18
- 6.0 Document Requirements for Acoustic Compliance ..... 20
- 7.0 Related Legislation and Documents ..... 24
- 8.0 Definitions ..... 25
- 9.0 Appendix A – Transport Noise Source Identification Map ..... 28
- 10.0 Appendix B – Forecasting Noise Exposure for SPP 5.4 “Road and Rail Noise” ..... 30





## 1.0 Introduction

Mixed land use areas, with residential and commercial land uses in close proximity, are actively encouraged by the City of Cockburn in town centre and intense mixed use community areas. A mix of residential and commercial activities provides residents and visitors to an area with access to places of employment, shops and cafes, and can contribute to the vibrancy of a community.

Locating residential land uses close to main roads, marina's, other transport infrastructure and non-residential areas, assists in maintaining the sustainability of the City and encourages active transport within the locality. Notwithstanding, this mix of non-residential and residential land uses, and proximity to transport infrastructure, can result in an increase in ambient noise levels which may impact residents amenity ~~from sources such as vehicle and pedestrian traffic, mechanical equipment and people.~~

It is therefore necessary to consider and mitigate potential noise and amenity impacts throughout the planning process. ~~so as~~ This is to ensure appropriate noise attenuation measures are incorporated into the design and construction of developments within the City. –

## 2.0 Acoustic Reports

The purpose of an Acoustic Report is to assess the noise environment either affecting ~~a proposed development~~, or affected by ~~a proposed~~ development. It ~~may also demonstrate~~ how the proposed development will be designed, constructed or otherwise managed, ~~so as to minimise the effects of~~ noise emissions from a development ~~and/or and/or~~ noise intrusion upon a development.

### 2.1 Who can help me with preparing an Acoustic Report?

~~The acoustic report must be prepared by a recognised~~ Acoustic Consultant with ~~relevant qualifications and experiences~~ suitable qualifications, appropriate expertise and local experience in the assessment of transport and environmental noise. They and/or their organisation meet the following minimum criteria;



City of Cockburn Noise Attenuation Guidelines

- eligible to hold membership of the Australian Acoustical Society (AAS) in the grade of Member or Fellow (designated by the post-nominal letters M.A.A.S. or F.A.A.S. respectively); and/or
- represent a company holding current corporate membership to the Australian Association of Acoustical Consultants (AAAC); and/or
- an acoustics engineer, defined as a person eligible for professional membership to the Institute of Engineers Australia (MIEAust).

Formatted: List Paragraph, Indent: Left: 0.63 cm, Hanging: 0.37 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

*They or their organisation should be a member of one of the following professional bodies:*

Comment [P01]: This section has been reworded to align with the revised section in the Guidelines to the SPP

- *Australian Acoustical Society – refer to the webpage: [www.acoustics.asn.au/](http://www.acoustics.asn.au/); or*
- *Association of Australian Acoustical Consultants – refer to the webpage: [www.aaac.org.au/](http://www.aaac.org.au/).*

Formatted: Font: Italic

*An Acoustic Report may not be accepted in the absence of proof of membership or for other technical deficiencies, at the City's discretion. Notwithstanding the City will work with proponents to identify areas of concern and for amendments to be provided.*

Formatted: Font: Italic

Formatted: Font: Italic

**2.2 When must I submit an Acoustic Report?**

The An acoustic report must be submitted at the earliest practicable planning stage for a development, in accordance with the City of Cockburn's Noise Attenuation Policy. Notwithstanding this, an acoustic report Acoustic Report may be requested after initial assessment of a proposal by the City's Officers.

*Applicants may contact the City's Environmental Health Service for assistance for further clarification in determining whether an Acoustic Report is required, prior to the submission of a Development Application.*

~~Further Acoustic Reports may be required as a condition of Development Approval to ensure that appropriate noise mitigation measures are implemented as the development proceeds, including prior to the submission of the Building Permit Application. Further supporting information may also be required to demonstrate that the completed development complies with the requirements of the Acoustic Report, with the Building Permit Application, the BA7 Building Completion Form or the BA15 Building Approval Certificate Strata.~~

Formatted: Font: Italic

~~Applicants may contact the City for further clarification in determining whether an Acoustic Report is required, prior to the submission of a Development Application.~~





City of Cockburn Noise Attenuation Guidelines

2.3 What must the Acoustic Report contain?

The **a**Acoustic **R**eport must address all matters necessary to demonstrate that the outcomes for reporting have been achieved as detailed by these Guidelines, to the City's satisfaction.

The **acoustic report** ~~Acoustic-Report~~ should identify:

- The name and qualification/experience of the person preparing the report
- A description of the project with a suitably detailed [plansite map](#).
- Details of noise measurements and predictions, as well as the criteria of the assessment and the assessed sources of noise should be clearly identified in the **acoustic report** ~~Acoustic-Report~~.
- Proposed treatment solutions should be clearly identified.
- [Clear calculations and information demonstrating how the assigned noise levels required under the Environmental Protection \(Noise\) Regulations 1997 \(EPNR's\) EPNRs have been determined must also be provided](#).
- The acoustic report should align with the requirements of Department of Water and Environment Regulation (DWER) draft "Guideline: Assessment of environmental noise emissions". This guideline provides technical support from DWER on what should be considered for environmental impact assessment and consideration of noise emissions.

**Comment [P02]:** this document is presently out for comment from DWER, the previous draft was a draft for many years, but has still been used as the standard for how acoustic modelling should be undertaken. Consultation period for this document closes mid September so it is unlikely to be finalised before our LPP is...

**Comment [P03]:** This document is presently out for comment and unlikely to be finalised before our LPP is.



City of Cockburn Noise Attenuation Guidelines

**Table 1: Acoustic Reporting Requirements during the Development Process**

<b>Development Stage</b>	<b>Acoustic Reporting Requirements</b>
<b>Structure Planning Stage</b>	At Structure Planning stage, the proponent must demonstrate that the proposed development can be made to comply with the relevant requirements. <i>Suitable modelling of existing and/or future noise levels may be required, as well as detail of the anticipated noise mitigation measures.</i>
<b>Subdivision Application</b>	<p>At Subdivision stage, the proponent must demonstrate mitigation strategies to achieve compliance with the relevant criteria. <i>Suitable modelling of future noise levels is required at this stage.</i></p> <ul style="list-style-type: none"> <li>For noise sensitive development within the trigger distance of road or rail infrastructure under SPP 5.4, either a Noise Exposure Forecast Worksheet (see Appendix B) or a preliminary Acoustic Report is required.</li> <li>For noise sensitive development within the Frame Area for Jandakot Airport, a preliminary Acoustic Report as described in Section 3 of these Guidelines is required.</li> <li>Where noise sensitive development is proposed in proximity to existing commercial or industrial activities, an Acoustic Report as identified in Section 3 of these Guidelines is required.</li> <li>For commercial or industrial development, an Acoustic Report is required to demonstrate that the requirements of the EPNRs can be achieved and demonstrate that there will be no adverse amenity impact upon nearby noise sensitive premises in accordance with Section 4 is required.</li> </ul> <p>Where a previous Acoustic Report has been provided during the Structure Planning stage, the Subdivision Application must be supported by a further Acoustic Report demonstrating design solutions to protect the noise sensitive premises from excessive and identifying finished lot levels.</p> <p>Conditions appropriate for the implementation of the Noise Exposure Forecast Worksheet or Acoustic Report will be recommended by the City to the WAPC. Where it is not possible for modelling to reference the final lot levels, the City may recommend requirements be confirmed by a final Acoustic Report prior to Subdivision Clearance.</p>

**Formatted:** Indent: Left: 0 cm, Hanging: 0.76 cm, No bullets or numbering

**Formatted:** Left: 3 cm, Right: 3.5 cm, Top: 2 cm, Bottom: 2 cm, Width: 29.7 cm, Height: 21 cm, Not Different first page header

**Formatted:** Font: 14 pt

**Formatted:** Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single

**Formatted:** Font: 14 pt

**Formatted:** Font: 14 pt, Font color: Auto

**Formatted:** Space Before: 6 pt, After: 0 pt, Line spacing: single

**Formatted:** Font: 14 pt, Font color: Auto

**Formatted:** Font: 14 pt

**Formatted:** Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single

**Formatted:** Font: 11.5 pt

**Formatted:** Space Before: 6 pt, After: 0 pt, Line spacing: single

**Formatted:** Font: 11.5 pt, Italic

**Formatted:** Font: 11.5 pt, Font color: Auto

**Formatted:** Font: 14 pt, Font color: Auto

**Formatted:** Font: Italic

*Table continues overleaf*





City of Cockburn Noise Attenuation Guidelines

<b>Local Development Plan</b>	<p>Where appropriate, the Local Development Plan must implement the requirements of the Noise Exposure Forecast Worksheet or Acoustic Report.</p> <p>Wording of the noise management requirements of a Local Development Plan must be in plain language that is suitably clear for prospective purchasers to understand.</p>	<p><b>Formatted:</b> Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single</p> <p><b>Formatted:</b> Space Before: 6 pt, After: 0 pt, Line spacing: single</p> <p><b>Formatted:</b> Font: Not Bold, Font color: Auto</p>
<b>Subdivision (Clearance)</b>	<p>All noise mitigation requirements of the Noise Exposure Forecast Worksheet or Acoustic Report must be implemented if subdivision conditions to be cleared.</p> <p>Where Quiet House Design packages are recommended, all design requirements (including the provision of fresh air walls relevant), must be implemented by a Local Development Plan. Any noise mitigation walls or barriers are to have been constructed prior to clearance being sought. Notifications on title must be suitably demonstrated prior to clearance being sought.</p>	<p><b>Formatted:</b> Font: Not Bold, Font color: Auto</p> <p><b>Formatted:</b> Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single</p> <p><b>Formatted:</b> Space Before: 6 pt, After: 0 pt, Line spacing: single</p>
<p><b>Development Application including Joint Development Assessment Panel Applications</b></p>	<p>Development Applications must demonstrate that compliance with the identified criteria can be achieved. The proponent must detail how mitigation strategies will be implemented to achieve compliance with the relevant noise criteria. Suitable modelling of existing and/or future noise levels is required at this stage.</p> <ul style="list-style-type: none"> <li>— For noise sensitive development within the trigger distance of road or rail infrastructure under SPP 5.4, either a Noise Exposure Forecast Worksheet (see Appendix B) or Acoustic Report is required.</li> <li>— For noise sensitive development within the Frame Area for Jandakot Airport, an Acoustic Report as described in Section 3 of these Guidelines is required.</li> <li>— Where noise sensitive development is proposed in proximity to existing commercial or industrial activities, an Acoustic Report demonstrating how compliance with the noise criteria described in Section 3 of these Guidelines is required.</li> <li>— For commercial or industrial development, an Acoustic Report is required to demonstrate that the requirements of the EPNRs can be achieved and that there will be no adverse amenity impact upon any nearby noise sensitive premises.</li> </ul> <p>Conditions appropriate for the implementation of the requirements of the Noise Exposure Forecast Worksheet or Acoustic Report will be applied to the Development Approval issued by the City or recommended to the JDAP, as described below.</p> <p>Where relevant, a condition may be applied requiring Notification on the Certificate of Title in accordance with the relevant SPP and/or the City's LPP 1.12 and this Guideline.</p>	<p><b>Formatted:</b> Font: Italic</p>

*Table continues overleaf*

Item 8.3 Attachment 1

DAP 26/08/2021



City of Cockburn Noise Attenuation Guidelines

**Prior to the submission of the Building Permit Application (as condition of DA)**

Final development design must achieve compliance with the identified noise criteria and suitably implement any noise mitigation requirements.  
In accordance with the conditions of Development Approval for a development:  
An Acoustic Report is to be submitted to the City for approval PRIOR to submission of the Building Permit Application. This Acoustic Report is to detail final design specifications and construction methods with which the proposed development will ensure compliance with the relevant noise criteria.

Formatted: Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single  
Formatted: Space Before: 6 pt, After: 0 pt, Line spacing: single

**Building Permit Application**

Building Permit Applications must clearly demonstrate compliance with all relevant Planning requirements.  
—Where a Building Permit Application is required to comply with a Local Development Plan, the plans must clearly demonstrate that all Noise Management requirements will be incorporated into the structure of the dwelling (for instance specific window suite construction and glazing). Where air conditioning or mechanical ventilation is required, installation details suitable to demonstrate compliance with the noise mitigation requirements must be included on the Building Permit plans.  
—Where a Building Permit Application is required to comply with conditions of Development Approval, all relevant documents specified by those condition(s) must be submitted and all relevant conditions complied with. This may include a requirement for written confirmation from a recognised acoustic consultant to that the plans have been checked and confirmed as compliant with the requirements of the relevant Acoustic Reports.

Formatted: Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single  
Formatted: Space Before: 6 pt, After: 0 pt, Line spacing: single

**Building Occupancy or Strata Approval Certificates**

Upon completion of construction and in accordance with conditions of Development Approval, a Form BA7 Notice of Completion or Form BA15 Building Approval Certificate Strata must be accompanied by written confirmation from the Builder to demonstrate that all requirements of the relevant Acoustic Report(s) were incorporated into the completed development.  
Where deemed appropriate, the City may require the builder to provide with the Form BA7 Notice of Completion written confirmation from an acoustic consultant that the building complies with the requirements of the acoustic report or that a final acoustic assessment of the finished development has been undertaken.

Formatted: Centered, Space Before: 6 pt, After: 0 pt, Line spacing: single  
Formatted: Space Before: 6 pt, After: 0 pt, Line spacing: single

**Important note: All buildings and structures are to comply with the relevant fire rating, safety, BAL and National Construction Code requirements. Noise attenuation methods shall not compromise the safety or structural integrity of the development.**

Formatted: Font: Not Bold, Italic, Font color: Auto



Formatted: Not Strikethrough

### 3.0 What criteria should the Acoustic Report address?

The following minimum standards shall be applied as the relevant reference criteria upon which the Acoustic Report is to be prepared:

#### 3.1 Noise Intrusion (Noise Sensitive Development)

Noise sensitive developments are to be designed to achieve the following sound levels:

- a)  $L_{eq} 35 \text{ dB}_{(A)}$  in sleeping areas (bedrooms); and
- b)  $L_{eq} 40 \text{ dB}_{(A)}$  in living/work areas and other habitable rooms.

Formatted: Subscript

Formatted: Subscript

**Important Note:**

*The  $L_{eq}$  level should not be unduly biased toward the lower frequencies of the octave band spectrum. If lower frequencies are dominant in sound levels taken during the sampling phase of reporting (below 200Hz or a 15-20dB difference between  $L_A$  and  $L_C$  levels), the Acoustic Consultant shall discuss the findings with the City in developing appropriate solutions to ensure that low frequency noise is appropriately attenuated, prior to the submission of the final Acoustic Report.*

For all other developments, noise intrusion is to be controlled to achieve the indoor design sound levels for buildings as set out in Australian Standard AS/NZS2107: "Acoustics - Recommended Design Sound Levels and Reverberation Times for Building Interiors".

~~For all other developments, noise intrusion is to be controlled to achieve the indoor design sound levels for buildings as set out in Australian Standard AS/NZS2107: "Acoustics - Recommended Design Sound Levels and Reverberation Times for Building Interiors".~~

Comment [PO4]: Duplicate paragraph

For noise sensitive developments ~~in close proximity to~~ within the trigger distance of future or existing road and rail infrastructure, the report must address the requirements of SPP 5.4, ~~including the requirement for a reasonable degree of acoustic amenity in at least one outdoor living area.~~

~~For noise sensitive developments in close proximity to freight rail infrastructure or other sources of vibration, the Acoustic Report should also address ground borne vibration levels to ensure that occupants of the development are not exposed to an unacceptable level of vibration.~~

~~The report should make reference to:~~



City of Cockburn Noise Attenuation Guidelines

- ~~a) Australian Standard 2670.2-1990 "Evaluation of human exposure to whole-body vibration; Part 2- Continuous and shock-induced vibration in buildings (1 to 80 Hz)"~~
- ~~b) ISO 2631.2-2003 "Evaluation of human exposure to whole-body vibration Part 2- Vibration in buildings (1 Hz to 80 Hz)";~~
- ~~c) British Standard BS6472-2008: "Evaluation of Human Exposure to Vibration in Buildings (1 Hz to 80 Hz)";~~

~~Residential developments are to be constructed to meet the requirements of the National Construction Code (as amended) and the Building Code of Australia Part F5 (as amended).~~

**Important note about low frequency noise:**

*The  $L_{eq}$  level should not be unduly biased toward the lower frequencies of the octave band spectrum. If lower frequencies are dominant in sound levels taken during the sampling phase of reporting (below 200Hz or a 15-20dB difference between  $L_A$  and  $L_C$  levels), the Acoustic Consultant shall discuss the findings with the City in developing appropriate solutions to ensure that low frequency noise is appropriately attenuated, prior to the submission of the final Acoustic Report.*

**Vibration Intrusion (Noise Sensitive Development)**

~~For noise sensitive developments in close proximity to rail infrastructure or other sources of vibration, the Acoustic Report must address ground-borne vibration levels to ensure that occupants of the development are not exposed to an unacceptable level of vibration.~~

~~Noise sensitive developments are to be designed to achieve the following vibration levels, as described in Table 2 of Appendix A of AS 2670.2-1990 "Evaluation of human exposure to whole-body vibration; Part 2- Continuous and shock-induced vibration in buildings (1 to 80 Hz)";~~

~~**Infill development of existing residential zoned areas:** 1.4 ~~to~~ 2.0 times the base curve (or the equivalent), for infill development of existing residential zoned areas;~~

~~**North Coogee (including South Beach, Port Coogee and Cockburn Coast) as well as other new rezoning or subdivision of noise sensitive development:** 1.4 times the base curve (or the equivalent) in North Coogee (including the South Beach, Port Coogee and Cockburn Coast development areas) as well as other new rezoning or subdivision of noise sensitive development in proximity to the freight rail line;~~

**Comment [P05]:** This is consistent with more recent DWER and EPA advice, as well as the City's proposal under the Lakes Revitalisation Strategy





City of Cockburn Noise Attenuation Guidelines

**3.2 Noise Emissions (All Developments)**

Noise emissions from all developments including freight handling facilities and new infrastructure, are-is to comply with the "Assigned Levels" as detailed in the EPNRs.

New road or rail infrastructure or-proposed freight handling facilities subject to a Planning Approval by the City, must also address the relevant requirements of SPP 5.4.

**3.3 Vibration Emissions (Freight Rail Emissions)**

The City recognises that vibration, especially from freight railways, can in some instances; contribute to adverse amenity impacts. As a result of this, it is encouraged to consult with

**Ground-Borne Vibration Propagation**

Source: Guidelines for New Development in Proximity to Railway Operations – Prepared for the Federation of Canadian Municipalities and the Railway Association of Canada – May 2013

Consequences of sleep deprivation by type and term  
Source: World Health Organisation (Europe)  
'Night Noise Guidelines for Europe'

Type	Short-term	Long-term
Behavioural	Sleepiness Mood changes Irritability and nervousness	Depression/mania Violence
Cognitive	Impairment of function	Difficulty in learning new skills Short-term memory problems Difficulty with complex tasks Slow reaction time
Neurological	Mild and quickly reversible effects	Cerebellar ataxia, nystagmus, tremor, ptosis, slurred speech, increased reflexes, increased sensitivity to pain
Biochemical	Increased metabolic rate Increased thyroid activity Insulin resistance	Decreased weight despite increased caloric intake (in animals) Diabetes, obesity (in humans)
Others	Hypothermia Immune function impairment	Susceptibility to viral illness

the City's Environmental Health Department to discuss measurement criteria and techniques which are to be applied on a site specific basis.



City of Cockburn Noise Attenuation Guidelines

**3.4 What will happen if the Acoustic Report submitted does not follow these Guidelines?**

~~It is likely that delays will result in the Application Process (Development Application or Building Permit Application) until an amended report or supplementary information addressing the City's concerns is submitted to the City's satisfaction has been submitted, or the City may refuse your aDevelopment or Building Permit Application.~~

**Comment [AP6]:** Consider removing, would this not be assumed. Less words the better

~~New road or rail infrastructure or proposed freight handling facilities subject to a Planning Approval by the City, must also address the relevant requirements of SPP 5.4.~~

**Important note:**  
~~Acoustic Reports may be submitted by the City to the Department of Water and Environmental Regulation Department of Environment Regulation's Noise Branch for comment or to another Acoustic Consultant for peer review, at the City's discretion.~~

**Formatted:** Keep lines together

~~4.0~~

**Formatted:** Justified, Keep lines together, Border: Box: (Double solid lines, Auto, 0.5 pt Line width)





City of Cockburn Noise Attenuation Guidelines

5.04.0 Noise Source Identification

Acoustic reports must identify all noise sources relevant to a development, including those which may require detailed assessment at a later stage. Ambient Appendix A of this Guideline contains a map to assist proponents in identifying noise sources that may affect different areas of the City. These noise sources may include major roads and rail-lines, areas affected by current and future aircraft noise as well as intense mixed use community areas where higher ambient noise levels may be present, now or in the future.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Environmental noise sources that are relevant within the City of Cockburn include the following:

5.4.1 Noise from Road, and Rail and Freight Infrastructure

Formatted: Not Highlight

Major roads and railways contribute to the ambient environmental noise of an area, and can cause health and amenity impacts to noise sensitive receivers. The City can provide road traffic forecast information for major roads within the City as well as providing advice on future roads that may be proposed in the vicinity of a proposed development.

Formatted: Font: Italic

Under SPP 5.4 Road and Rail Noise (September 2019), a proponent may choose to submit either a Noise Exposure Forecast Worksheet or an Acoustic Report with their subdivision or development application. Appendix B of this Guideline includes a Noise Exposure Forecast Worksheet template based on the requirements of SPP 5.4, which may be completed by a person other than an acoustic consultant using information from the City's Intramaps website as well as using the Department of Planning Lands and Heritage Plan WA website.

Formatted: Font: Bold

Formatted: Font: Bold

In relation to acoustic reports Acoustic Reports for freight rail, the report must provide detailed information on the noise and vibration levels measured for a representative sample of trains. The Applicant is to ensure that the Acoustic Report accompanying the Development Application demonstrates compliance with the requirements of SPP 5.4 and the associated Implementation Guidelines. Consistent with the SPP 5.4 Guidelines, noise and vibration levels for a representative number of trains must be included within the report. The City suggests that, consistent with the requirements for road noise investigation, undertaking unattended noise and vibration monitoring for a minimum of 5 days will ensure that the duration of the measurement account for potential changes in freight traffic at different time periods over the course of the week.

Appendix A shows some of the Major Roads (identified as Primary, District and Regional Distributor Roads in accordance with the Main Road WA's road hierarchy) and freight rail lines within the City of Cockburn. This may assist Applicants to identify roads in the vicinity



City of Cockburn Noise Attenuation Guidelines

of their development which may be a source of noise. Applicants should seek advice on future traffic counts of nearby major roads as well as seeking advice on future roads which may be proposed in the vicinity of the proposed development.

Acoustic reports must address the projected future traffic counts and freight rail movements under SPP 5.4. Future traffic counts for many of the City's Major Roads may be obtained from the City's Engineering Section or from Main Roads WA.

**important note:**

*In relation to noise from freight rail lines, State Planning Policy 5.4 requires compliance with a  $L_{Aeq}(night)$  target of 50dB(A) for the 8-hour period between 10pm and 6am. It is however strongly recommended that a  $L_{Aeq}$  noise emission of a single train pass (for instance a  $L_{Aeq}(120sec)$  or similar) be used to determine noise attenuation requirements, in order to ensure that residential amenity is adequately protected, particularly with regard to sleeping areas.*

Where ground borne vibration or low frequency noise are identified as a concern (such as for noise sensitive development within 80m of the freight rail lines) the Acoustic Report must clearly identify the levels of low frequency noise, ground borne and air borne vibration measured for each train pass (see Section 4.6) must clearly identify low frequency noise, ground borne vibration and air borne vibration levels.

**Comment [P07]:** This setback is consistent with investigations undertaken within the City.

Where the acoustic report determines that vibration levels exceed the criteria set out in section 3.3 above, the report must demonstrate that vibration mitigation solutions have been investigated. The City encourages best practice in the practicable mitigation of noise and vibration, and developers are encouraged to consider vibration mitigation in accordance with industry best practice.

**Comment [P08]:** I have drawn this from page 23 of the SPP 5.4 guidelines and slightly reworded it...

Final details of proposed noise and vibration attenuation measures must be provided to the satisfaction of the City either:

- a) PRIOR to the submission of the Building Permit Application for Development Applications; or
- b) PRIOR to the determination of the Structure Plan, Subdivision Application or Subdivision Clearance.

Where ground borne vibration or low frequency noise are identified as a concern (such as in association with the freight rail lines) the Acoustic Report must clearly identify low frequency noise, ground borne vibration and air borne vibration levels.

**Formatted:** Indent: Left: 1.27 cm

**important note:**





City of Cockburn Noise Attenuation Guidelines

~~Where a noise sensitive development is subject to the noise levels exceeding the Target, noise attenuation measures must be implemented to provide suitably attenuated indoor and outdoor living areas. SPP 5.4 identifies that the design of a development proposal should aim for external noise levels to achieve compliance with the target, and that a reasonable degree of acoustic amenity should be provided to at least one outdoor living area on each lot.~~

~~The City would further suggest that where land is found to be exposed to a noise level in excess of LAeq 65dB, consideration should be given to the use of non-noise sensitive land uses, multiple dwellings or apartment developments to screen any noise sensitive development beyond. A combination of external noise mitigation such as screening developments, noise walls, earth berms and other development design solutions, may be necessary to ensure that external noise levels are effectively reduced.~~

~~An absence of external noise mitigation, where noise levels significantly exceed the Noise Limit imposed by SPP 5.4, can result in a significant cost burden to prospective home purchasers where Quiet House Design Treatment Packages are necessary to achieve compliance with the internal noise levels for noise sensitive areas. For noise sensitive developments in close proximity to freight rail infrastructure or other sources of vibration, the Acoustic Report should also address ground-borne vibration levels to ensure that occupants of the development are not exposed to an unacceptable level of vibration. To protect the residential amenity of noise sensitive development in the vicinity of the Spearwood Crossing Loop, noise sensitive development in this area must be designed to attenuate received noise levels from the idling train, to achieve indoor compliance with the EPNRs.~~

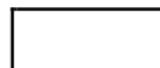
Formatted: Space After: 10 pt, Line spacing: Multiple 1.15 li, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Notifications on title will be required as a condition of development or subdivision approval (including strata subdivision) to inform future residents of the existence of future ambient noise levels that may affect amenity of residential premises. This is provided as follows:

"A Notification under Section Section 165 of the *Planning and Development Act 2005* is to be placed on the Certificate(s) of Title of the ~~proposed lot(s) / subject lot~~ resultant lot(s). [DELETE AS APPLICABLE]. Notice of this Notification is to be included on the diagram or plan of survey (Deposited Plan)."

The Notification is to state words to the effect

'This lot or dwelling is in the vicinity of an operating freight rail line servicing the Ports and industrial areas of Fremantle and/or Kwinana [DELETE AS APPLICABLE] and operates 24 hours a day, 7 days a week. Residential amenity may be affected by noise and vibration and other impacts from freight rail traffic using the rail line.'





City of Cockburn Noise Attenuation Guidelines

The report should make reference to:

Australian Standard 2670.2-1990 "Evaluation of human exposure to whole-body vibration: Part 2: Continuous and shock induced vibration in buildings (1 to 80 Hz)";

ISO 2631-2:2003 "Evaluation of human exposure to whole-body vibration Part 2: Vibration in buildings (1 Hz to 80 Hz)";

British Standard BS6472-2008 "Evaluation of Human Exposure to Vibration in Buildings (1 Hz to 80 Hz)";

IMPORTANT NOTE:

In relation to noise from freight rail lines, State Planning Policy 5.4 requires compliance with a LAeq(night) target of 50dB(A) for the 8 hours period between 10pm and 6am. It is however strongly recommended that a more conservative assessment method be considered, such as the LAeq(night) noise emission of a single representative train pass (LAeq(120sec) or similar) or consideration of the LAmax levels as proposed by the Freight and Logistics Council's Bulletin No 7 (dated October 2015) to ensure that residential amenity is adequately protected, particularly with regard to sleeping areas.

Formatted: Justified, Space After: 6 pt, Line spacing: Multiple 1.2 li, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Border: Left: (Double solid lines, Auto, 0.5 pt Line width), Right: (Double solid lines, Auto, 0.5 pt Line width)

Formatted: Font: Bold, Not Italic

Formatted: Not Highlight

Vibration from Rail and Freight Infrastructure

For noise sensitive developments in close proximity (within 80m) of rail infrastructure or other sources of vibration, an Acoustic Report should also assess ground-borne vibration levels to ensure that occupants of the development are not exposed to an adverse amenity impact.

An Acoustic Report assessing vibration should make reference to the criteria described in Section 3.2 based on monitoring of trains over a three to four day period necessary to ensure a 'representative' number of train movements have been observed. The number of trains observed must be sufficient to obtain an acceptable level of repeatability, particularly during periods of low traffic and may require the monitoring equipment to be left for a longer period.

The Acoustic Report is to address the vibration levels of each train during the monitoring period and address compliance with either:

Australian Standard 2670.2-1990 "Evaluation of human exposure to whole-body vibration: Part 2: Continuous and shock induced vibration in buildings (1 to 80 Hz)";

ISO 2631-2:2003 "Evaluation of human exposure to whole-body vibration Part 2: Vibration in buildings (1 Hz to 80 Hz)"; or

British Standard BS6472-2008 "Evaluation of Human Exposure to Vibration in Buildings (1 Hz to 80 Hz)";

Formatted: Normal, No bullets or numbering





## City of Cockburn Noise Attenuation Guidelines

Formatted: Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border)

## 5.2 Breakout and Street Noise

Developments in the vicinity of that accommodate or are in close proximity to lifestyle uses such as marinas, cafes, restaurants, shops, hotels and entertainment venues such as small bars, nightclubs, are integral to the vitality and enjoyment of town centre and intense mixed use community areas. Outdoor eating areas associated with hotels, cafes and restaurants can also be a major source of breakout noise.

Urban locations containing a mix of lifestyle uses contribute to the vitality of an area and are characterised by increased levels of pedestrian activity. This noise may include movement to and from different establishments, persons getting into and out of parked cars, and occasional anti-social behaviour, and can contribute significantly to general ambient environmental noise (particularly when this occurs late at night), impacting on the amenity of residential premises.

Formatted: Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

The Applicant is to ensure that the Acoustic Report:

- a) Identifies all breakout noise sources that are likely to impact on sound levels received at the subject property, and in particular those noise sources within a 400m radius;
- b) Provides comment on the likely amenity impact of all localised street noise sources (factors such as proximity to local business districts, late night venues, setbacks from footpaths and proximity to schools which may be adversely affected by noise emissions shall be considered); and
- c) Specifies sound levels recorded at the property during representative time periods that (corresponding to with related breakout noise sources or peak periods of street noise; for example):
  - Nightclubs to be monitored during hours of operation after 10.00pm at night on a Friday or Saturday;
  - Cafes and Outdoor Eating Areas to be monitored during peak trade periods;
  - Street and Background Noise to be monitored during peak periods; or
  - Locations near sports grounds and stadiums are to be monitored during periods of normal use; particularly when used at capacity (where practicable);
- d) Nightclubs to be monitored during hours of operation after 10.00pm at night on a Friday or Saturday;
- e) Cafes and Outdoor Eating Areas to be monitored during peak trade periods;
- f) Street and Background Noise to be monitored during peak periods;



City of Cockburn Noise Attenuation Guidelines

- g) ~~Locations near sports grounds and stadiums are to be monitored during periods of normal use, particularly when used at capacity (where practicable).~~
- h) ~~Addresses the character of noise sources in terms of frequency analysis, and in particular identifies whether low frequency noise is present (minimum of octave bands to be provided); and~~
- i) ~~Thereafter, provides comment on practical building design solutions to minimise the impact of such noise sources.~~

~~For noise sensitive land uses, mixed use or multistorey residential developments within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West (as identified in Appendix A), where potential sources of break out noise are not yet present, the applicant is to liaise with the City for guidance on determining potential noise sources, potential street and break out noise levels for the modelling of potential noise impacts.~~

~~Notifications on title will be required as a condition of development or subdivision approval (including strata subdivision) to inform future residents of the existence of future ambient noise levels that may affect amenity of residential premises. A Notification under Section 70A of the Transfer of Land Act with wording to the effect:~~

~~*"This land is located within the <insert description here> town centre. The vision for this town centre is that of a vibrant mixed use area. Residential amenity, therefore, may be affected by the mixed use nature of the location, including noise and other impacts. Further information is available on request from the City of Cockburn."*~~

Formatted: Font: Italic

**IMPORTANT NOTE:**

~~Standardised theoretical sound level limits should not be used for calculation purposes, unless such use is absolutely necessary due to noise sources (to be modelled) occurring so infrequently that performing measurements on-site is impractical, or where potential noise sources are not yet present.~~

Formatted: Underline

**5.34.2 Mechanical Plant and Equipment**

~~Applicants for activities which may be a source of noise, are to detail anticipated noise levels from increased vehicular traffic as a result of the development (truck movements, loading activities, car doors slamming etc) as part of the development application. Where noise from an activity exceeds, or significantly contributes to, a noise level that exceeds the assigned levels, an acoustic report Acoustic Report must be provided demonstrating how noise levels will be suitably attenuated and any potential amenity impact minimised.~~





## City of Cockburn Noise Attenuation Guidelines

~~The mechanical plant associated with a development will vary widely from development to development.~~

~~The~~With relation to Mechanical Plant and Equipment noise, the acoustic report Acoustic Report is to comment on:

- a) the likely impact of mechanical plant and equipment noise sources (such as air conditioners, traffic gates, exhaust systems);
- b) practical building design solutions that could be implemented to minimise the impact of existing mechanical plant and equipment noise sources; and
- c) the proposed location of all mechanical plant and equipment at the development site; and provide details of how noise emissions from these sources will be contained, so as not to create unwanted sound at nearby properties.

~~d) Applicants for activities which may be a source of noise, are to detail anticipated noise levels from increased vehicular traffic as a result of the development (truck movements, loading activities, car doors slamming etc) as part of the development application. Where noise from an activity exceeds, or significantly contributes to, a noise level that exceeds the assigned levels, an Acoustic Report must be provided demonstrating how noise levels will be suitably attenuated and any potential amenity impact minimised.~~

Formatted: Normal, No bullets or numbering

**IMPORTANT NOTE:**

*Noise from mechanical equipment used in emergency situations which are an integral part of the development (for instance fire pumps, smoke exhaust fans and the like) must comply with the assigned levels for routine testing and maintenance purposes. However, where regular testing of emergency plant is necessary in close proximity to noise sensitive developments, noise emissions associated with these testing requirements must comply with the relevant standards.*

*Where it is determined that compliance may not be achieved, the Acoustic Consultant shall discuss the findings with the City in-developing-to develop appropriate solutions and must be able to demonstrate that all practicable and reasonable measures will be implemented to minimise the noise impact onto nearby receivers to ensure that the noise*



City of Cockburn Noise Attenuation Guidelines

~~is appropriately attenuated, prior to the submission of the final Acoustic Report. However, where regular testing of emergency plant is necessary in close proximity to noise sensitive developments, noise emissions associated with these testing requirements must comply with the relevant standards.~~

~~Applicants for activities which may be a source of noise, are to detail anticipated noise levels from increased vehicular traffic as a result of the development (truck movements, reversing beepers, car doors slamming etc) as part of the development application. Where noise from an activity exceeds, or significantly contributes to, a noise level that exceeds the assigned levels, a Noise Management Plan must be provided demonstrating how noise levels will be suitably attenuated and any potential amenity impact minimised.~~

5.44.3 Co-existing Land Uses

Whilst it is important to ensure that a proposed development is designed to reasonably negate external/existing noise sources from impacting on noise sensitive areas within the proposed development, it is equally important that a development is designed to ensure that internal noise sources do not impact on surrounding existing or future land uses.

In some instances, pre-existing non-conforming uses may remain in close proximity to proposed noise sensitive development. Where a noise sensitive development is proposed in the vicinity of a pre-existing commercial or industrial land use, the Applicant must provide an Acoustic Report demonstrating noise attenuation suitable [address any adverse amenity impact in to achieve compliance accordance](#) with these Guidelines.

5.54.4 Noise Sensitive Developments in Proximity to Jandakot Airport

[The Jandakot Airport is the principal general aviation airport in Western Australia. Aircraft training movements can have a substantial effect on the amenity of surrounding noise sensitive land uses, due to the frequency of noise events and the inability to screen aircraft noise emissions from reaching affected parties on the ground.](#)

**[Development in the 20ANEF and 25 ANEF Contours for Jandakot Airport \(as identified by the Jandakot Airport Master Plan\)](#)**

Formatted: Font: Bold

[Applications for noise sensitive development or subdivision will require:](#)

- [Support by an acoustic report demonstrating compliance within SPP 5.3 and AS2021:2015 "Acoustics – Aircraft Noise Intrusion - Building Siting and Construction"](#).

Formatted: List Paragraph, Indent: Left: 0.37 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

[Applications for other development will require:](#)

Formatted: Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers





City of Cockburn Noise Attenuation Guidelines

- Support by an acoustic report demonstrating compliance with the Indoor Design Sound Levels identified in Appendix 2 of SPP 5.3

Formatted: List Paragraph, Indent: Left: 0.37 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Applications for noise sensitive development or subdivision within the 20 ANEF and 25 ANEF contours for Jandakot Airport (as identified by the Jandakot Airport Master Plan) are to be supported by an Acoustic Report demonstrating compliance within SPP 5.3 and AS 2021:2015 "Acoustics – Aircraft Noise Intrusion – Building Siting and Construction". Applications for other development within the 20 ANEF and 25 ANEF contours for Jandakot Airport are to be supported by an Acoustic Report demonstrating compliance with the Indoor Design Sound Levels identified in Appendix 2 of SPP 5.3

Comment [PO9]: The description of a Core Area has been removed from SPP 5.3, to align with the ANEF contours in the Jandakot Airport Master Plan

Formatted: Font: Italic

Appendix A of this Guideline shows the **Frame Area** within the City of Cockburn, identified by SPP 5.3. Applications for noise sensitive development or subdivision within the Frame Area for Jandakot Airport are required encouraged to provide 6.38mm laminated glass to all habitable rooms (including kitchens), in accordance with the requirements of the Western Australian Planning Commission publication "*Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport*" 2004. For more details refer to the *Jandakot Airport Masterplan*.

Formatted: Font: Italic

Appropriate conditions of approval will be applied or recommended to ensure that noise management requirements within the 20 ANEF and 25 ANEF contours and Frame areas. For subdivision this may necessitate a Local Development Plan to implement façade treatment to future noise sensitive development.

A condition requiring the Applicant to place a Notification under Section 165 of the Planning and Development Act on the Certificate of Title will be required for all noise sensitive development sites subject of a subdivision or development application within the 20 ANEF and 25 ANEF contours and Frame areas. The wording of the Notification must be consistent with the wording provided in SPP 5.3.

The City of Cockburn recognises the *Jandakot Airport Masterplan* refers to the 'N Contours', rather than the 'ANEF Contours'. The *Jandakot Airport Masterplan* provides further justification in this regard. Please see OCM report on the City's website dated 10 March 2016, Item 14.4 for more details.

~~The Jandakot Airport is the principal general aviation airport in Western Australia. Aircraft training movements can have a substantial effect on the amenity of surrounding noise sensitive land uses, due to the frequency of noise events and the inability to screen aircraft noise emissions from reaching affected parties on the ground.~~

~~SPP 4.1, SPP 5.3 and Draft SPP 5.3 aim to address the amenity impacts associated with noise sensitive development in the vicinity of the Jandakot Airport and to protect the Airport from encroachment by incompatible development. Applicants for noise sensitive development within both the Core Area and Frame Area for Jandakot Airport (as identified~~



City of Cockburn Noise Attenuation Guidelines

in Appendix A), are to provide an Acoustic Report to the City addressing noise intrusion to residential developments.

In particular, the Acoustic Report is to address compliance with SPP 5.3 and Draft SPP 5.3. The Report should also address noise attenuation measures necessary to ensure that noise sensitive development complies with the requirements of the Western Australian Planning Commission publication "Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport" 2004.

A condition requiring the Applicant to place a Notification under Section 165 of the Planning and Development Act on the Certificate of Title will be required for all noise sensitive development sites subject of a subdivision or development application within the Core and Frame areas. The wording of the Notification must be consistent with the wording provided in Draft SPP 5.3.

**Important note:**

In relation to noise from general aviation aircraft movements from Jandakot Airport, much of the Frame area identified by State Planning Policy 5.3 falls within the area identified by the "Noise Above Contours" identified by the Jandakot Airport Master Plan corresponding with:

- a. 20 or more daily events greater than 70 dB(A);
- b. 50 or more daily events of greater than 65 dB(A);
- c. 100 events or more daily events of greater than 60 dB(A); or
- d. 6 or more events of greater than 60 dB(A) between the hours of 11pm and 6am.

Comment [PO10]: need to review the current Master plan 1 make sure this is still current.

**4.5 Breakout and Street Noise**

Developments in the vicinity of lifestyle uses such as marinas, cafes, restaurants, hotels and entertainment venues such as small bars, are integral to the vitality and enjoyment of town centre and intense mixed use community areas. Outdoor eating areas associated with hotels, cafes and restaurants can also be a source of breakout noise.

Urban locations containing a mix of lifestyle uses contribute to the vitality of an area and are characterised by increased levels of pedestrian activity.

Noise associated with these uses may include:

- Movement to and from different establishments,
- Persons getting into and out of parked cars, and





## City of Cockburn Noise Attenuation Guidelines

- Occasional anti-social behaviour.

The above can contribute significantly to general ambient environmental noise (particularly when this occurs late at night), impacting on the amenity of residential premises.

The Applicant is to ensure that the acoustic report:

- Identifies breakout noise sources that impact on sound levels received at the subject property, and in particular those noise sources within a 100m radius;
- Provides comment on the likely amenity impact of all localised street noise sources (factors such as proximity to local business districts, late night venues, setbacks from footpaths and proximity to schools which may be adversely affected by noise emissions shall be considered); and
- Specifies sound levels recorded at the property during representative time periods (corresponding with related breakout noise sources or peak periods of street noise; for example):
  - Nightclubs to be monitored during hours of operation after 10.00pm at night on a Friday or Saturday;
  - Cafes and Outdoor Eating Areas to be monitored during peak trade periods;
  - Street and Background Noise to be monitored during peak periods; or
  - Locations near sports grounds and stadiums are to be monitored during periods of normal use, particularly when used at capacity (where practicable);
- Addresses the character of noise sources in terms of frequency analysis, and in particular identifies whether low frequency noise is present (minimum of octave bands to be provided); and
- Thereafter, provides comment on practical building design solutions to minimise the impact of such noise sources.

For noise sensitive land uses, mixed use or multistorey residential developments within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West (as identified in Appendix A), where potential sources of break out noise are not yet present, the applicant is to liaise with the City for guidance on determining potential noise sources, potential street and break out noise levels for the modelling of potential noise impacts.

Notifications on title will be required as a condition of development and/or subdivision approval (including strata subdivision) to inform future residents of the existence of future ambient noise levels that may affect amenity of residential premises. A Notification under Section 70A of the Transfer of Land Act with wording to the effect:

"This land is located within the <insert description here> town centre. The vision for this town centre is that of a vibrant mixed use area. Residential amenity, therefore,



City of Cockburn Noise Attenuation Guidelines

may be affected by the mixed use nature of the location, including noise and other impacts. Further information is available on request from the City of Cockburn."

**IMPORTANT NOTE:**

Standardised theoretical sound level limits should not be used for calculation purposes, unless such use is absolutely necessary due to noise sources (to be modelled) occurring so infrequently that performing measurements on-site is impractical, or where potential noise sources are not yet present.

—

**Vibration from Rail and Freight Infrastructure**

For noise sensitive developments in close proximity (within 80m) of rail infrastructure or other sources of vibration, an Acoustic Report should also assess ground-borne vibration levels to ensure that occupants of the development are not exposed to an adverse amenity impact.

An Acoustic Report assessing vibration should make reference to the criteria described in Section 3.2 based on monitoring of trains over a three to four day period necessary to ensure a 'representative' number of train movements have been observed. The number of trains observed must be sufficient to obtain an acceptable level of repeatability, particularly during periods of low traffic and may require the monitoring equipment to be left for a longer period.

The Acoustic Report is to address the vibration levels of each train during the monitoring period and address compliance with either:

Australian Standard 2670.2-1990 "Evaluation of human exposure to whole-body vibration: Part 2: Continuous and shock induced vibration in buildings (1 to 80 Hz)";

ISO 2631-2:2003 "Evaluation of human exposure to whole-body vibration Part 2: Vibration in buildings (1 Hz to 80 Hz)", or

British Standard BS6472-2008: "Evaluation of Human Exposure to Vibration in Buildings (1 Hz to 80 Hz)";

**Table 2: Acceptable Vibration Treatment Options**

Development Area	Vibration Level	Potential Treatment Responses
------------------	-----------------	-------------------------------

Formatted: Indent: Left: 0 cm, Hanging: 0.76 cm, No bullets or numbering

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Highlight

Formatted: Highlight

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: No bullets or numbering

Formatted: Font: 12 pt

Formatted Table

Formatted: Centered

Formatted: Font: 12 pt, Font color: Auto

Formatted: Font: 12 pt







City of Cockburn Noise Attenuation Guidelines

PRIOR to the submission of the Building Permit Application for Development Applications; or  
PRIOR to the determination of the Structure Plan or Subdivision Clearance;

Where ground borne vibration or low frequency noise are identified as a concern Acoustic Report must clearly identify low frequency noise, ground borne vibration and air borne vibration levels.

**Formatted:** Left, Space After: 10 pt, Line spacing: Multiple 1.15 li, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers





City of Cockburn Noise Attenuation Guidelines

~~Consideration of the noise impacts based on the Noise Above Contours is consistent with the Federal Department of Infrastructure and Regional Development's National Airports Safeguarding Framework.~~

~~Consideration should be given to noise attenuation for noise sensitive premises within the Frame area corresponding to the requirements of Western Australian Planning Commission publication "Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport" 2004 (such as the installation of 6.38mm laminated glazing), in order to ensure that residential amenity is adequately protected within noise sensitive developments.~~

**6.05.0 Noise Treatment Solutions**

The aim of applying intent of noise treatments is to provide appropriate opportunities for rest and respite within noise sensitive premises (where people rest and sleep) and to allow a multitude of diverse land uses to co-exist.

**6.15.1 Development Planning and Design**

~~After having identified Once all of the relevant noise sources outlined in Section 4.0 have been identified, it will now be possible for the design team to informatively consider the use of development design techniques to attenuate the noise sources identified minimise noise intrusion and emission. Seeking the advice of an acoustic consultant at the earliest planning stage provides greater opportunities to consider for the applicant to accommodate a variety of potential noise solutions. The consideration of noise attenuation options, which during design of a development can minimise or reduce the construction costs associated with the application of noise attenuation methods.~~

When considering the land use planning strategies, the following hierarchy of controls is suggested:

- a)1. Increasing the distance between noise sources and noises sensitive premises;
- b)2. Using zoning mechanisms to limit the potential for land use conflict;
- c)3. The use of buildings, barriers, walls and bunds as shields or similar acoustic design principals;
- d)4. The use of quiet house design.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.14 cm + Indent at: 1.77 cm

~~Obtaining suitable advice at the design stage can combine these strategies to take site specific features and characteristics into account at the initial design phase.~~

Formatted: Font: Italic



City of Cockburn Noise Attenuation Guidelines

Where final lot levels have not been determined at the time of a Subdivision Application, a draft ~~Noise Management Plan~~ ~~acoustic report~~ ~~Acoustic Report~~ based on estimated or existing lot levels must be provided to demonstrate that compliance with the relevant requirements can be achieved.

To effectively implement ~~a Noise Management Plan~~ ~~an acoustic report~~ ~~Acoustic Report~~, a Local Development Plan may be necessary to control construction materials and methods for individual lots. Arrangements should be made to ensure that prospective purchasers are made aware of noise attenuation requirements. ~~The use of a Notification under Section 165 of the Planning and Development Act on the Certificate of Title may also be necessary to inform prospective purchasers of noise requirements and potential amenity impacts.~~

~~It is suggested that the following factors to be considered in the design of a development:~~

- ~~a) the noise sources identified in Section 4;~~
- ~~b) development orientation and layout, considering existing/potential noise sources;~~
- ~~c) the location where practicable of bedrooms, habitable rooms, balconies and windows away from external noise sources;~~
- ~~d) the location and size of windows – all windows must comply with the requirements of the National Construction Code and the Building Code of Australia (as amended) by being a minimum of 10% of the floor area of the room, with 5% floor area for ventilation, or other methods accepted under the National Construction Code);~~
- ~~e) the use of building design elements to reduce the noise impact on windows;~~
- ~~f) Fire Management Plan requirements – Consider whether the development is subject to Bushfire Management requirements under the National Construction Code, local planning or other legislation. Design requirements imposed under AS 3959-2009 for the appropriate Bushfire Attack Level should also be considered in the development design.~~

Formatted: Normal, No bullets or numbering, Tab stops: Not at 1.25 cm

The Applicant is to ensure that the Acoustic Consultant's recommendations have been incorporated into the development design and documentation.

**6.25.2 Construction Methods and Materials**

Prior to submission of the Building Permit Application, ~~the an acoustic report~~ ~~Acoustic Report~~ detailing all relevant sources of noise, and ~~the~~ final design specifications and structural methods by which noise will be attenuated ~~to comply with the relevant standards~~ must be submitted to the City.

**IMPORTANT NOTE:**





City of Cockburn Noise Attenuation Guidelines

All buildings and structures are to comply with the relevant fire rating and noise attenuation requirements as set out in the National Construction Code (as amended) and the Building Code of Australia (as amended). Acoustic attenuation methods shall not compromise the safety or structural integrity of the development.

**Noise Insulation (Protection against noise intrusion)**

- a. **Windows:** consider window size and location; selection of fixed panels or operable windows; use of heavyweight or thicker glass, double glazing and laminated glazing; window frame type and window seal construction; and specific acoustic performance requirements.
- **Walls:** consider construction/product detail for walls requiring higher acoustic performance (brick, stud, concrete tilt panel, rammed earth); acoustic attenuation for exhaust vents, conduits and piping through walls; and requirements for external doors, including the door construction (solid timber, laminated glazing or double glazing), frame construction and application of door seals.
- 
- 
- 
- b.

Formatted: Left, Indent: Left: 0.27 cm, Hanging: 1 cm, Spacing After: 6 pt, Line spacing: Multiple 1.2 li, No bullets or numbering

**IMPORTANT NOTE:**

Where stud wall construction is proposed, evidence should be provided to demonstrate that low frequency sound, regenerated noise, airborne and ground borne vibration will be suitably attenuated. Detail of the recommended construction façade is to demonstrate suitable attenuation where these characteristics are identified, by favouring solutions with high Rw+Ctr acoustic rating in lieu of construction with high Rw only

- c. **Roof and Ceiling:** consider the selection of roof; specific acoustic requirements for sealing of roof (such as use of sark or anticon insulation); upgraded acoustic performance for ceilings; closing, sealing or elimination of eaves; and insulation of ceiling voids.
- d. **Ventilation:** consider the potential for noise intrusion from ventilation services (such as service ducts or commercial exhaust systems) to enter into noise sensitive areas through walls and ceilings; attenuation of service ducts and all air paths, such as through ducts to the exterior, suitably attenuate low frequency noise and vibration.



City of Cockburn Noise Attenuation Guidelines

**Noise Emission Mitigation Measures**

Formatted: Left

- a. The "assigned levels" detailed in the EPRs must be complied with in relation to noise generated/emitted from the premises. Applicants are encouraged to consider design and construction measures that are tailored specific to the ~~problematic~~ noise characteristics ~~source for~~ identified with that development.





City of Cockburn Noise Attenuation Guidelines

**7.0 Document Requirements for Acoustic Compliance**

**IMPORTANT NOTE:**

*The earlier in the development process that sound attenuation/treatment solutions are considered, the better the outcomes will likely be, from a cost and effectiveness perspective.*

Where a planning application is received for which there has been no prior Noise Impact Assessment conducted, it should be supported by an acoustic report which also addresses the requirements of the preceding stage. Similarly, where a Noise Impact Assessment of sufficient detail has been provided at an earlier stage, it may be used at the stages following until a Noise Management Plan is required in the final subdivision and development application stages.

Development Stage	Type of Acoustic Report
<b>STRUCTURE PLANNING</b>	
District Structure Plan or Local Structure Plan	<ul style="list-style-type: none"> <li>A Structure Plan must be supported by either a Screening Assessment or a detailed Noise Impact Assessment where it is affected by proximity to road or rail infrastructure, Jandakot Airport or an existing commercial or industrial zoning, as identified in Section 3 of these Guidelines.</li> <li>The Noise Impact Assessment should include sufficient detail to demonstrate that the design of the proposed development can comply with the relevant requirements to protect proposed noise sensitive premises from excessive noise. Modelling of existing and/or future noise levels is required with detail of the anticipated noise management measures.</li> </ul>
<b>SUBDIVISION</b>	



City of Cockburn Noise Attenuation Guidelines

Subdivision Application	<ul style="list-style-type: none"> <li>• Where a previous Noise Impact Assessment has been approved by the City: The Subdivision Application must be supported by a Noise Management Plan demonstrating how the design of the proposed development will protect the proposed noise sensitive premises from excessive noise, or</li> <li>• Where there has been no prior Noise Impact Assessment approved by the City: The Subdivision Application should be supported by either a Screening Noise Assessment (to demonstrate compliance with the Target levels imposed under SPP 5.4) or a Noise Impact Assessment including a Noise Management Plan.</li> <li>• Where it is not possible for modelling to reference the final lot levels, the City would request that a draft Noise Management Plan be provided (or included within the Noise Impact Assessment) referencing the existing or estimated ground levels. This must then be confirmed by a final Noise Management Plan addressing finished lot levels and confirming final noise attenuation requirements for the development.</li> </ul>
Local Development Plan	<ul style="list-style-type: none"> <li>• This should implement the requirements of the Noise Management Plan for the development.</li> </ul>
Subdivision (Clearance)	<ul style="list-style-type: none"> <li>• Compliance with all recommendations of the Noise Management Plan must be demonstrated and measures implemented to enable the City to apply requirements to future land holders, for a condition requiring compliance with a Noise Management Plan to be cleared by the City.</li> </ul>
DEVELOPMENT	





City of Cockburn Noise Attenuation Guidelines

<p><del>Development Application – including Joint-Development-Assessment-Panels</del></p>	<ul style="list-style-type: none"> <li><del>• Development Applications for which there are concerns regarding potential noise impacts as a result of proximity to road or rail infrastructure, Jandakot Airport or an existing commercial or industrial zoning as identified in Section 3 of these Guidelines, must be supported by a Noise Management Plan.</del></li> <li><del>or</del></li> <li><del>• Where a Development Application is required within a subdivision for which there was an earlier Acoustic Report and the Development Application proposes to either:</del></li> <li><del>• Vary the requirements of the preceding Acoustic Report; or</del></li> <li><del>• The preceding Acoustic Report was/is not suitably detailed; the Development Application must be accompanied by a new Noise Management Plan for that development.</del></li> </ul>
<p><b>NOTE:</b></p> <p><del>All buildings and structures are to comply with the relevant fire rating and Building Code of Australia requirements. Acoustic attenuation methods shall not compromise the safety or structural integrity of the development.</del></p>	
<p><b>CONSTRUCTION</b></p>	
<p><del>Prior to the Building Permit Application being submitted (as a condition of Development Approval)</del></p>	<ul style="list-style-type: none"> <li><del>• Where required by the Development Approval, an Acoustic Report is to be provided PRIOR to submission of the Building Permit Application. The Acoustic Report is to detail final design specifications and structural methods by which noise will be attenuated to comply with the relevant requirements.</del></li> </ul>





City of Cockburn Noise Attenuation Guidelines

<p><b>Building Permit Application</b></p>	<ul style="list-style-type: none"> <li>• The Building Permit Application is to be accompanied by written confirmation that the plans and supporting documents comply with the relevant Acoustic Report(s).</li> </ul> <p>Building Permit Application (subject to compliance with a DAP)</p> <ul style="list-style-type: none"> <li>• The Plans accompanying the Building Permit Application are to clearly demonstrate that all Noise Management requirements imposed by the Local Development Plan have been included in the structure of the dwelling, including the provision of mechanical ventilation/air conditioning where required.</li> </ul>
<p><b>Building Occupancy or Strata Approval Certificates</b></p>	<ul style="list-style-type: none"> <li>• The Form BA7 Notice of Completion or Form BA15 Building Approval Certificate Strata should be accompanied by written confirmation from the Builder to demonstrate that all requirements of the relevant Acoustic Report(s) were incorporated into the completed development.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Where required by a Condition of Development Approval, the City may require the builder to provide with the Form BA7 Notice of Completion written confirmation from an acoustic consultant that the building complies with the requirements of the acoustic report or that a final assessment of the completed development has been completed.</li> </ul>





City of Cockburn Noise Attenuation Guidelines

**8.06.0 Related Legislation and Documents**

List of empowering and related legislative documents-Related legislation:

- The *Environmental Protection Act 1986 (EPA)* and the *Environmental Protection (Noise) Regulations 1997 (EPNRs)* – ~~this legislation~~ provides powers for officers of the Department of Environment Regulation, WA Police Service and authorised Environmental Health Officers from Local Governments to deal with noise.
- The *Liquor Act 1988* – under Section 117 of this legislation the Director Liquor Licensing Division has the power to deal with noise issues and anti-social behaviour.
- The *Planning and Development Act 2005 (P&D Act)* - this legislation provides the determining authority with the power to impose conditions on ~~Development-Planning~~ Approvals that protect the amenity of an area ~~or development~~.
- The *Building Act 2011* - this legislation provides the authority to set building standards and ensure that they are met through the issue of building and occupancy permits to protect the health and safety of ~~the a~~ buildings inhabitants.
- The *Freight and Logistics Council of Western Australia- Bulletin #07* – Issued October 2015 – This Bulletin collates research into freight rail noise and vibration, and its impact to residents along freight rail corridors.

Formatted: Font: Italic  
Formatted: Font: Italic  
Formatted: Font: Italic  
Formatted: Font: Italic  
Formatted: Font: Italic

In addition to the above listed legislation, reference is made in these Guidelines to the following State Planning documents prepared and adopted under the P&D Act:

- State Planning Policy 4.1 "State Industrial Buffer", November 2017 (SPP 4.1);
- State Planning Policy 5.3 "Land Use Planning in the Vicinity of Jandakot Airport", ~~2006-2017~~ (SPP 5.3);
- State Planning Policy 5.4 "Road and Rail Noise", dated September 2019 (SPP 5.4);
- Road and Rail Noise Guidelines, dated September 2019 (the Guidelines);
- Western Australian Planning Commission publication "Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport" 2004.

In relation to Federal Aviation requirements, reference is ~~also~~ made to the following ~~Federal~~ documents prepared ~~and~~ in accordance with the requirements of the Federal Department of Infrastructure and Regional Development:

- National Airports Safeguarding Framework;
- Jandakot Airport Master Plan and references to the "Noise Above Contours" identified by the Master Plan.

*Disclaimer: This document is a guide only. It does not replace professional specialised acoustic advice by a suitably qualified and experienced acoustic consultant. For full details of legislative requirements refer to the Environmental Protection Act 1986, the Environmental Protection (Noise) Regulations 1997, the Liquor Act 1988, the Planning and Development Act 2005, the Building Act 2011, State Planning Policy 4.1 "State Industrial Buffer", State Planning Policy 5.3 "Land Use Planning in the Vicinity of Jandakot Airport", State Planning Policy 5.4 "Road and Rail Noise" and the Road and Rail Noise Guidelines.*

Formatted: Justified, Space After: 6 pt, Line spacing: Multiple 1.2 li



9.07.0 Definitions

“Acoustic Consultant” is the term used to describe a specialist consultant with expertise in the science of acoustics, noise, and/or vibration. This highly technical field is further divided into broad areas of expertise. See also Section 2.1 - Who can help me with preparing an Acoustic Report?

Formatted: Font: Italic

IMPORTANT NOTE:

An appropriately qualified and experienced acoustic consultant can assist a developer by providing technical advice and guidance on noise and vibration as well as how to manage their impact, assisting in the design and construction of a development. See also Section XXX - Who can help me with preparing an Acoustic Report?

“Acoustic Report” a specialist report prepared by an Acoustic Consultant addressing noise and vibration emissions from or received by a development or site.

An Acoustic Report may take a number of the form of:

- A “Noise Impact Assessment” - a detailed Acoustic Report that shows a report that assesses the noise impacts of a how a noise sensitive development with regard to noise emissions or received will be affected by nearby noise sources. This information is then used in designing a development to ensure that potential noise impacts are suitably attenuated to protect the amenity of occupants and ensure compliance with legislative standards. A Noise Impact Assessment may make recommendations on what measures could be considered for inclusion in a Noise Management Plan.
- A “Noise Management Plan” - a n Acoustic Report that demonstrates how the noise levels will be attenuated or otherwise managed for a development to comply with the relevant criteria standards. The Noise Management Plans may address noise emissions from the development, noise levels received by the development or both. A Noise Management Plan may either include a Noise Impact Assessment, or refer to a preceding Noise Impact Assessment.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

“Screening Assessment” is a brief initial assessment conducted under SPP 5.4 to demonstrate whether outdoor noise levels from a transport source, when received at a development site, will comply with the Target Noise Levels. Where a screening assessment determines the Target Level for outdoor noise is likely to be exceeded, a detailed Noise Impact Assessment and Noise Management Plan are required.

“Ambient Environmental Noise” is sound emitted from the full complement of activities and land uses within an area that is not easily discernible and includes a combination of





## City of Cockburn Noise Attenuation Guidelines

~~sound from sources such as traffic, wind, rustling trees, wildlife, pets, mechanical equipment and people, including break out noise.~~

~~“Ambient Noise” is sound emitted from the full complement of activities and land uses within an area that is not easily discernible and includes a combination of sound from sources such as traffic, wind, rustling trees, wildlife, pets, mechanical equipment and people.~~

~~“Assigned Level” has that same meaning given to it under the EPNRs.~~

~~“Breakout Noise” is a clearly distinguishable sound emitted from local land use activities such as outdoor eating areas, public gathering areas and pedestrian routes, pubs, nightclubs and the like.~~

~~“Core Area” for Jandakot Airport has the same meaning as under SPP 5.3, being the area within the 20 ANEF Contour for Jandakot Airport, which may have a reduced level of residential amenity due to aircraft noise.~~

~~“Development” has the same meaning given to it under the P&D Act being: “the development or use of any land, including —~~

- ~~1. any demolition, erection, construction, alteration of or addition to any building or structure on the land;~~
- ~~2. the carrying out on the land of any excavation or other works...”~~

~~“Development Application” has the same meaning given to it under the P&D Act being: “an application under a planning scheme, or under an interim development order, for approval of development.~~

~~“Environmental Noise” in this guideline refers to a combination of all noise that exists and fluctuates within a location at any given time and it includes both ambient and breakout noise.~~

~~“Essential Infrastructure” has that same meaning given to it under Draft SPP 4.1.~~

~~“Frame Area” for Jandakot Airport has the same meaning as under SPP 5.3, being the area between the 20ANEF contour and Roe Highway, Ranford Road, Warton Road, Armadale Road and Kwinana Freeway, which may have a reduced level of residential amenity due to aircraft noise. The Frame Area is shown in Appendix A.~~

~~“Limit Noise Level” is the level of outdoor noise identified in SPP 5.4 as exceeding that appropriate for noise sensitive development.~~

**IMPORTANT NOTE:**

~~Where a noise sensitive development is subject to the Limit Noise Level, noise mitigation measures must be implemented to provide suitable noise levels to indoor and outdoor~~



City of Cockburn Noise Attenuation Guidelines

~~living areas. SPP 5.4 states: "In most situations in which either the noise-sensitive land use or the major road or railway already exists, it should be practicable to achieve outdoor noise levels within this acceptable margin. In relation to greenfield sites, however, there is an expectation that the design of the proposal will be consistent with the target ultimately being achieved."~~

~~"Margin" the margin for compliance between the Target and the Limit under SPP 5.4. Within the Margin, noise mitigation measures are necessary to protect indoor and outdoor amenity, but the area is recognised as suitable for noise-sensitive development.~~

~~"Noise" is defined as unwanted sound or vibration.~~

~~"Noise Exposure Forecast" is a brief initial assessment conducted under SPP 5.4 to demonstrate whether outdoor noise levels from a transport source, , will comply with the Target Noise Levels when received at a development site.~~

~~"Noise-Sensitive Land Use" and "Noise-Sensitive Development" have the same meaning as under SPP 5.4 and the EPNRs, being premises occupied solely or mainly for residential or accommodation purposes, rural premises and premises including (but not limited to):~~

- ~~(a) a caravan park or camping ground, a tavern, hotel or other premises that provide accommodation for the public;~~
- ~~(b) a hospital, aged care facility, home or institution for the care of persons;~~
- ~~(c) an education facility;~~
- ~~(d) child care facility; and~~
- ~~(e) places of worship.~~

~~"Noise Target" is the level of noise set by Table 2 in SPP 5.4 as an acceptable level of noise for development in proximity to road and rail infrastructure. If a development takes place in an area where outdoor noise levels meet the Noise Target, no attenuation measures are required.~~

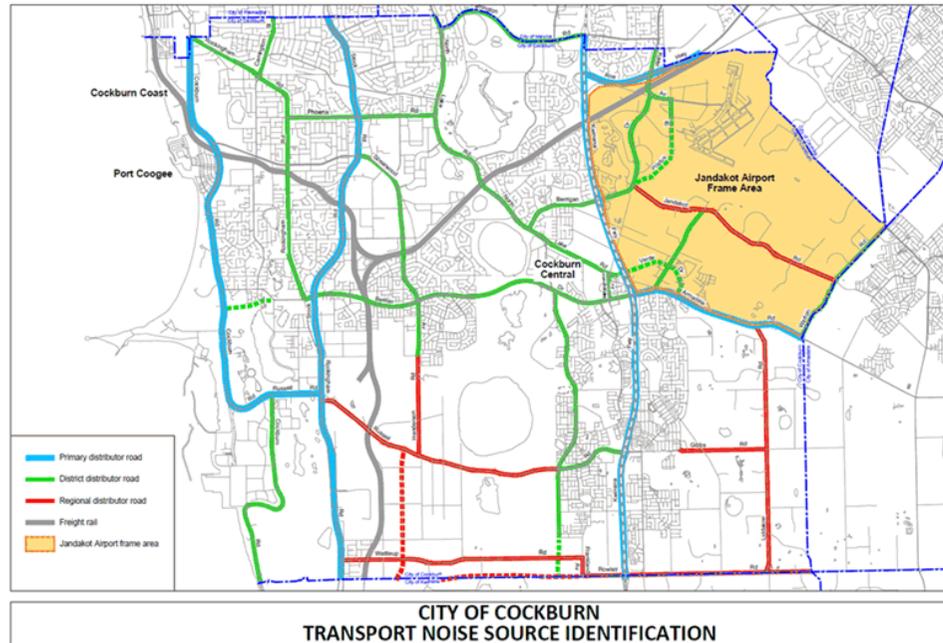
~~"Residential development" has the same meaning as in the Residential Design Codes, being development of permanent accommodation for people, and may include all dwellings, the residential component of mixed-use development, and residential buildings proposing permanent accommodation.~~

~~"Target Noise Level" is the level of noise set by the SPP 5.4 as an acceptable level of outdoor noise for noise-sensitive development in proximity to road and rail infrastructure. If a noise-sensitive development takes place in an area where outdoor noise levels meet the Noise Target, no attenuation measures are required.~~



10.08.0 Appendix A – Transport Noise Source Identification Map

Formatted: Font color: Blue





City of Cockburn Noise Attenuation Guidelines

11.09.0 Appendix B – Forecasting Noise Exposure for SPP 5.4 “Road and Rail Noise Exposure Forecast Worksheet” -

Formatted: Normal, Space After: 10 pt, Line spacing: Multiple 1.15 li

Formatted: Font color: Blue

Formatted: Font color: Blue

Formatted: Font color: Blue

Formatted: Font color: Blue





SPP 5.4 "Road and Rail Noise" (September 2019) is intended to protect noise sensitive land uses from the adverse health and amenity impacts of road and rail noise. An assessment against SPP 5.4 is required where any part of the lot is within the specified trigger distance. This assessment may be in the form of a Noise Exposure Forecast, as described in the Road and Rail Noise Guidelines (the Guidelines).

The City has prepared a **Noise Exposure Forecast Worksheet** to assist developers of noise sensitive development within the trigger distances to provide the information required by the City to assess the application and to assist applicants to determine whether a development specific acoustic report is required.

Applicant's Details:		
Applicant's Name:		Phone:
Contact Person:		Mobile:
Email:		ABN:
Mail Address:	Street address	
	Suburb	Post code

Development Details:		
Property Address:	Street address	
	Suburb	Post code
Description of development:		

To complete the Worksheet overleaf, you will need to consider all road and rail corridors within 200-300 metre of the development site. You can determine whether the road or rail corridor needs to be considered by reviewing the property location on the:

1. Department of Planning, Lands and Heritage's Plan WA website at [www.planning.wa.gov.au](http://www.planning.wa.gov.au) – use the SPP theme and select the 5.4 layer to view the strategic road and rail corridor trigger distances; and
2. the City of Cockburn's Intramaps Online Mapping System at [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au) - use the Planning-Zoning Module to locate other significant transport routes in the vicinity of the proposed development.

This information is used to complete the Noise Exposure Forecast Summary overleaf.



Item 8.3 Attachment 1

DAP 26/08/2021

City Of Cockburn - SPP 5.4 "Road and Rail Noise"

## Noise Exposure Forecast Worksheet

**Part A: Noise Exposure Level**

Complete a screening assessment of noise levels for the proposed development below using Table 2 of the Guidelines:

List below the relevant road transport corridor(s)	Distance between development and transport corridor	Number of lanes on road (both directions)	Noise level
	metres	Lanes	dB
	metres	Lanes	dB

**Adjustment up where multiple roads:**

- Where dB levels for each road is equal to or within 1dB of one another, add 3dB to the highest noise level
- Where there is a 2 or 3dB difference between noise levels, add 2 dB to the highest noise level

**Adjustment down for shielded single storey development:**

- Where screening development of a similar height / scale covers more than 50% of the noise exposed frontage, reduce the noise level by 4dB

<b>Final Noise Level</b>	dB
--------------------------	----

**Part B: Noise Exposure Category**

tick  appropriate box

<input type="checkbox"/> Package A	<input type="checkbox"/> Package B	<input type="checkbox"/> Package C
<input type="checkbox"/> Package A + (freight rail only)	<input type="checkbox"/> Package B + (freight rail only)	<input type="checkbox"/> Package C + (freight rail only)

**NOTE:**

- Where the Exposure Category is D or E, noise-sensitive land-use or development is not recommended under SPP 5.4.
- Larger or more complex developments, or noise sensitive subdivisions directly abutting a strategic road and rail corridors, may require a development specific acoustic report to be prepared.
- This assessment does not address noise mitigation / emissions associated with the development. These will need to be subject of a development specific acoustic report.

**Declaration:**

I, the person completing this Noise Exposure Forecast Worksheet understand that:

- Quiet House Design treatments, noise barriers and other controls identified in the Road and Rail Noise Guidelines for this Noise Exposure Category will be applied as Conditions of Approval for this development; and
- Implementation of the relevant Quiet House Design treatments for a subdivision application will necessitate a Local Development Plan to implement the requirements of SPP 5.4.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

In the case of a company, the signing officer must state position in the company.

**Contact details:**  
 City of Cockburn | 9 Coleville Crescent Spearwood | PO BOX 1215, Bibra Lake DC WA 6965 | T: 08 9411 3444





# CITY OF COCKBURN

## NOISE ATTENUATION GUIDELINES



### Table of Contents

- 1.0 Introduction .....3
- 2.0 Acoustic Reports .....3
  - 2.1 Who can help me with preparing an Acoustic Report? .....3
  - 2.2 When must I submit an Acoustic Report? .....4
  - 2.3 What must the Acoustic Report contain? .....4
- 3.0 What criteria should the Acoustic Report address? .....5
  - 3.1 Noise Intrusion (Noise Sensitive Development) .....5
  - 3.2 Noise Emissions (All Developments) .....5
- 4.0 Noise Source Identification .....6
  - 4.1 Noise from Road, Rail and Freight Infrastructure .....6
  - 4.2 Mechanical Plant and Equipment .....8
  - 4.3 Co-existing Land Uses .....9
  - 4.4 Noise Sensitive Developments in Proximity to Jandakot Airport .....9
  - 4.5 Breakout and Street Noise .....11
- 5.0 Noise Treatment Solutions .....12
  - 5.1 Development Planning and Design .....12
  - 5.2 Construction Methods and Materials .....13
- 6.0 Related Legislation and Documents .....14
- 7.0 Definitions .....15
- 8.0 Appendix A – Transport Noise Source Identification Map .....18
- 9.0 Appendix B – “Noise Exposure Forecast Worksheet” .....19





## 1.0 Introduction

Mixed land use areas, with residential and commercial land uses in close proximity, are actively encouraged by the City of Cockburn in town centre and intense mixed use community areas. A mix of residential and commercial activities provides residents and visitors to an area with access to places of employment, shops and cafes, and can contribute to the vibrancy of a community.

Locating residential land uses close to main roads, marina's, other transport infrastructure and non-residential areas, assists in maintaining the sustainability of the City and encourages active transport within the locality. Notwithstanding, this mix of non-residential and residential land uses, and proximity to transport infrastructure, can result in an increase in ambient noise levels which may impact residents amenity.

It is therefore necessary to consider and mitigate potential noise and amenity impacts throughout the planning process. This is to ensure appropriate noise attenuation measures are incorporated into the design and construction of developments within the City.

## 2.0 Acoustic Reports

The purpose of an Acoustic Report is to assess the noise environment either affecting, or affected by, a proposed development. It demonstrates how the proposed development will be designed, constructed or otherwise managed, to minimise noise emissions from a development and/or noise intrusion upon a development.

### 2.1 Who can help me with preparing an Acoustic Report?

The acoustic report must be prepared by a recognised Acoustic Consultant with suitable qualifications, appropriate expertise and local experience in the assessment of transport and environmental noise. They and/or their organisation meet the following minimum criteria;

- eligible to hold membership of the Australian Acoustical Society (AAS) in the grade of Member or Fellow (designated by the post-nominal letters M.A.A.S. or F.A.A.S. respectively); and/or
- represent a company holding current corporate membership to the Australian Association of Acoustical Consultants (AAAC); and or
- an acoustics engineer, defined as a person eligible for professional membership to the Institute of Engineers Australia (MIEAust).



## City of Cockburn Noise Attenuation Guidelines

*An Acoustic Report may not be accepted in the absence of proof of membership or for other technical deficiencies, at the City's discretion. Notwithstanding the City will work with proponents to identify areas of concern and for amendments to be provided*

## 2.2 When must I submit an Acoustic Report?

An acoustic report must be submitted at the earliest practicable planning stage for a development, in accordance with the City of Cockburn's Noise Attenuation Policy. Notwithstanding this, an acoustic report may be requested after initial assessment of a proposal by the City's Officers.

*Applicants may contact the City's Environmental Health Service for assistance in determining whether an Acoustic Report is required..*

## 2.3 What must the Acoustic Report contain?

The acoustic report must address all matters necessary to demonstrate that the outcomes for reporting have been achieved as detailed by these Guidelines, to the City's satisfaction.

The acoustic report should identify:

- The name and qualification/experience of the person preparing the report
- A description of the project with suitably detailed plans.
- Details of noise measurements and predictions, as well as the criteria of the assessment and the assessed sources of noise should be clearly identified in the acoustic report.
- Proposed treatment solutions should be clearly identified.
- Clear calculations and information demonstrating how the assigned noise levels required under the Environmental Protection (Noise) Regulations 1997 (EPNR's) have been determined must also be provided.
- The acoustic report should align with the requirements of Department of Water and Environment Regulation (DWER) draft "Guideline: Assessment of environmental noise emissions". This guideline provides technical support from DWER on what should be considered for environmental impact assessment and consideration of noise emissions.

### 3.0 What criteria should the Acoustic Report address?

The following minimum standards shall be applied as the relevant reference criteria upon which the Acoustic Report is to be prepared:

#### 3.1 Noise Intrusion (Noise Sensitive Development)

Noise sensitive developments are to be designed to achieve the following sound levels:

- a)  $L_{eq}$  35 dB<sub>(A)</sub> in sleeping areas (bedrooms); and
- b)  $L_{eq}$  40 dB<sub>(A)</sub> in living/work areas and other habitable rooms.

For all other developments, noise intrusion is to be controlled to achieve the indoor design sound levels for buildings as set out in Australian Standard AS/NZS2107: "Acoustics - Recommended Design Sound Levels and Reverberation Times for Building Interiors".

For noise sensitive developments within the trigger distance of future or existing road and rail infrastructure, the report must address the requirements of SPP 5.4.

**Important note about low frequency noise:**

*The  $L_{eq}$  level should not be unduly biased toward the lower frequencies of the octave band spectrum. If lower frequencies are dominant in sound levels taken during the sampling phase of reporting (below 200Hz or a 15-20dB difference between  $L_A$  and  $L_C$  levels), the Acoustic Consultant shall discuss the findings with the City in developing appropriate solutions to ensure that low frequency noise is appropriately attenuated, prior to the submission of the final Acoustic Report.*

#### 3.2 Noise Emissions (All Developments)

Noise emissions from all developments including freight handling facilities and new infrastructure, is to comply with the "Assigned Levels" as detailed in the EPNRs.

New road or rail infrastructure, must also address the relevant requirements of SPP 5.4.

#### 3.3 Vibration Emissions (Freight Rail Emissions)

The City recognises that vibration, especially from freight railways, can in some instances; contribute to adverse amenity impacts. As a result of this, it is encouraged to consult with



City of Cockburn Noise Attenuation Guidelines

the City's Environmental Health Department to discuss measurement criteria and techniques which are to be applied on a site specific basis.

**Ground-Borne Vibration Propagation**

Source: Guidelines for New Development in Proximity to Railway Operations – Prepared for the Federation of Canadian Municipalities and the Railway Association of Canada – May 2013

**Consequences of sleep deprivation by type and term**  
Source: World Health Organisation (Europe)  
'Night Noise Guidelines for Europe'

Type	Short-term	Long-term
Behavioural	Sleepiness Mood changes Irritability and nervousness	Depression/mania Violence
Cognitive	Impairment of function	Difficulty in learning new skills Short-term memory problems Difficulty with complex tasks Slow reaction time
Neurological	Mild and quickly reversible effects	Cerebellar ataxia, nystagmus, tremor, ptosis, slurred speech, increased reflexes, increased sensitivity to pain
Biochemical	Increased metabolic rate Increased thyroid activity Insulin resistance	Decreased weight despite increased caloric intake (in animals) Diabetes, obesity (in humans)
Others	Hypothermia Immune function impairment	Susceptibility to viral illness

### 4.0 Noise Source Identification

Acoustic reports must identify all noise sources relevant to a development, including those which may require detailed assessment at a later stage. **Appendix A** of this Guideline contains a map to assist proponents in identifying noise sources that may affect different areas of the City. These noise sources may include major roads and rail-lines, areas affected by current and future aircraft noise as well as intense mixed use community areas where higher ambient noise levels may be present, now or in the future.

Environmental noise sources that are relevant within the City of Cockburn include the following:

#### 4.1 Noise from Road and Rail Infrastructure

Major roads and railways contribute to the ambient environmental noise of an area, and can cause health and amenity impacts to noise sensitive receivers. *The City can provide road traffic forecast information for major roads within the City as well as providing advice on future roads that may be proposed in the vicinity of a proposed development.*





## City of Cockburn Noise Attenuation Guidelines

Under SPP 5.4 Road and Rail Noise (September 2019), a proponent may choose to submit either a Noise Exposure Forecast Worksheet or an Acoustic Report with their subdivision or development application. **Appendix B** of this Guideline includes a **Noise Exposure Forecast Worksheet template** based on the requirements of SPP 5.4, which may be completed by a person other than an acoustic consultant using information from the City's Intramaps website as well as using the Department of Planning Lands and Heritage Plan WA website.

In relation to acoustic reports for freight rail, the report must provide detailed information on the noise and vibration levels measured for a representative sample of trains. Consistent with the SPP 5.4 Guidelines, noise and vibration levels for a representative number of trains must be included within the report. The City suggests that, consistent with the requirements for road noise investigation, undertaking unattended noise and vibration monitoring for a minimum of 5 days will ensure that the duration of the measurement account for potential changes in freight traffic at different time periods over the course of the week.

Where ground borne vibration or low frequency noise are identified as a concern (such as for noise sensitive development within 80m of the freight rail lines) the acoustic report must clearly identify the levels of low frequency noise, ground borne and air borne vibration measured for each train pass.

Where the acoustic report determines that vibration levels exceed the criteria set out in section 3.3 above, the report must demonstrate that vibration mitigation solutions have been investigated. The City encourages best practice in the practicable mitigation of noise and vibration, and developers are encouraged to consider vibration mitigation in accordance with industry best practice.

Final details of proposed noise and vibration attenuation measures must be provided to the satisfaction of the City either:

- a) PRIOR to the submission of the Building Permit Application for Development Applications; or
- b) PRIOR to the determination of the Structure Plan, Subdivision Application or Subdivision Clearance.

Notifications on title will be required as a condition of development or subdivision approval (including strata subdivision) to inform future residents of the existence of future ambient noise levels that may affect amenity of residential premises. This is provided as follows:

"A Notification under Section Section 165 of the *Planning and Development Act 2005* is to be placed on the Certificate(s) of Title of the resultant lot(s) [DELETE AS APPLICABLE]. Notice of this Notification is to be included on the diagram or plan of survey (Deposited Plan)."



City of Cockburn Noise Attenuation Guidelines

The Notification is to state words to the effect:

*'This lot or dwelling is in the vicinity of an operating freight rail line servicing the Ports and industrial areas of Fremantle and/or Kwinana [DELETE AS APPLICABLE] and operates 24 hours a day, 7 days a week. Residential amenity may be affected by noise and vibration and other impacts from freight rail traffic using the rail line'*

**IMPORTANT NOTE:**

*In relation to noise from freight rail lines, State Planning Policy 5.4 requires compliance with a  $L_{Aeq(night)}$  target of 50dB(A) for the 8 hours period between 10pm and 6am. It is however strongly recommended that a more conservative assessment method be considered, such as the  $L_{Aeq(night)}$  noise emission of a single representative train pass ( $L_{Aeq(120sec)}$  or similar) or consideration of the  $L_{Amax}$  levels as proposed by the Freight and Logistics Council's Bulletin No 7 (dated October 2015) to ensure that residential amenity is adequately protected, particularly with regard to sleeping areas.*

**4.2 Mechanical Plant and Equipment**

Applicants for activities which may be a source of noise, are to detail anticipated noise levels from increased vehicular traffic as a result of the development (truck movements, loading activities, car doors slamming etc) as part of the development application. Where noise from an activity exceeds, or significantly contributes to, a noise level that exceeds the assigned levels, an acoustic report must be provided demonstrating how noise levels will be suitably attenuated and any potential amenity impact minimised.

With relation to Mechanical Plant and Equipment noise, the acoustic report is to comment on:

- a) the likely impact of mechanical plant and equipment noise sources (such as air conditioners, traffic gates, exhaust systems);
- b) practical building design solutions that could be implemented to minimise the impact of existing mechanical plant and equipment noise sources; and
- c) the proposed location of all mechanical plant and equipment at the development site; and provide details of how noise emissions from these sources will be contained, so as not to create unwanted sound at nearby properties.



**IMPORTANT NOTE:**

*Noise from mechanical equipment used in emergency situations which are an integral part of the development (for instance fire pumps, smoke exhaust fans and the like) must comply with the assigned levels for routine testing and maintenance purposes.*

*Where it is determined that compliance may not be achieved, the Acoustic Consultant shall discuss the findings with the City to develop appropriate solutions and must be able to demonstrate that all practicable and reasonable measures will be implemented to minimise the noise impact onto nearby receivers, prior to the submission of the final Acoustic Report.*

**4.3 Co-existing Land Uses**

Whilst it is important to ensure that a proposed development is designed to reasonably negate external/existing noise sources from impacting on noise sensitive areas within the proposed development, it is equally important that a development is designed to ensure that internal noise sources do not impact on surrounding existing or future land uses.

In some instances, pre-existing non-conforming uses may remain in close proximity to proposed noise sensitive development. Where a noise sensitive development is proposed in the vicinity of a pre-existing commercial or industrial land use, the Applicant must provide an Acoustic Report demonstrating noise attenuation suitable address any adverse amenity impact in accordance with these Guidelines.

**4.4 Noise Sensitive Developments in Proximity to Jandakot Airport**

The Jandakot Airport is the principal general aviation airport in Western Australia. Aircraft training movements can have a substantial effect on the amenity of surrounding noise sensitive land uses, due to the frequency of noise events and the inability to screen aircraft noise emissions from reaching affected parties on the ground.

**Development in the 20ANEF and 25 ANEF Contours for Jandakot Airport (as identified by the Jandakot Airport Master Plan)**

Applications for noise sensitive development or subdivision will require:



City of Cockburn Noise Attenuation Guidelines

- Support by an acoustic report demonstrating compliance within SPP 5.3 and AS2021:2015 “Acoustics – Aircraft Noise Intrusion - Building Siting and Construction”.

Applications for other development will require:

- Support by an acoustic report demonstrating compliance with the Indoor Design Sound Levels identified in Appendix 2 of SPP 5.3

Appendix A of this Guideline shows the **Frame Area** within the City of Cockburn, identified by SPP 5.3. Applications for noise sensitive development or subdivision within the Frame Area for Jandakot Airport are encouraged to provide 6.38mm laminated glass to all habitable rooms (including kitchens), in accordance with the requirements of the Western Australian Planning Commission publication “Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport” 2004. For more details refer to the *Jandakot Airport Masterplan*.

Appropriate conditions of approval will be applied or recommended to ensure that noise management requirements within the 20 ANEF and 25 ANEF contours and Frame areas. *For subdivision this may necessitate a Local Development Plan to implement façade treatment to future noise sensitive development.*

A condition requiring the Applicant to place a Notification under Section 165 of the Planning and Development Act on the Certificate of Title will be required for all noise sensitive development sites subject of a subdivision or development application within the 20 ANEF and 25 ANEF contours and Frame areas. The wording of the Notification must be consistent with the wording provided in SPP 5.3.

The City of Cockburn recognises the *Jandakot Airport Masterplan* refers to the ‘N Contours’, rather than the ‘ANEF Contours’. The *Jandakot Airport Masterplan* provides further justification in this regard. Please see OCM report on the City’s website dated 10 March 2016, Item 14.4 for more details.

**Important note:**

*In relation to noise from general aviation aircraft movements from Jandakot Airport, much of the Frame area falls within the area identified by the “Noise Above Contours” identified by the Jandakot Airport Master Plan corresponding with:*

- a. 20 or more daily events greater than 70 dB(A);*
- b. 50 or more daily events of greater than 65 dB(A);*
- c. 100 events or more daily events of greater than 60 dB(A); or*





*d. 6 or more events of greater than 60 dB(A) between the hours of 11pm and 6am.*

#### 4.5 Breakout and Street Noise

Developments in the vicinity of lifestyle uses such as marinas, cafes, restaurants, hotels and entertainment venues such as small bars, are integral to the vitality and enjoyment of town centre and intense mixed use community areas. Outdoor eating areas associated with hotels, cafés and restaurants can also be a source of breakout noise.

Urban locations containing a mix of lifestyle uses contribute to the vitality of an area and are characterised by increased levels of pedestrian activity.

Noise associated with these uses may include:

- Movement to and from different establishments,
- Persons getting into and out of parked cars, and
- Occasional anti-social behaviour.

The above can contribute significantly to general ambient environmental noise (particularly when this occurs late at night), impacting on the amenity of residential premises.

The Applicant is to ensure that the acoustic report:

- a) Identifies breakout noise sources that impact on sound levels received at the subject property, and in particular those noise sources within a 100m radius;
- b) Provides comment on the likely amenity impact of all localised street noise sources (factors such as proximity to local business districts, late night venues, setbacks from footpaths and proximity to schools which may be adversely affected by noise emissions shall be considered); and
- c) Specifies sound levels recorded at the property during representative time periods (corresponding with related breakout noise sources or peak periods of street noise; for example):
  - i. Nightclubs to be monitored during hours of operation after 10.00pm at night on a Friday or Saturday;
  - ii. Cafes and Outdoor Eating Areas to be monitored during peak trade periods;
  - iii. Street and Background Noise to be monitored during peak periods; or
  - iv. Locations near sports grounds and stadiums are to be monitored during periods of normal use; particularly when used at capacity (where practicable);
- d) Addresses the character of noise sources in terms of frequency analysis, and in particular identifies whether low frequency noise is present (minimum of octave bands to be provided); and



City of Cockburn Noise Attenuation Guidelines

- e) Thereafter, provides comment on practical building design solutions to minimise the impact of such noise sources.

For noise sensitive land uses, mixed use or multistorey residential developments within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West (as identified in Appendix A), where potential sources of break out noise are not yet present, the applicant is to liaise with the City for guidance on determining potential noise sources, potential street and break out noise levels for the modelling of potential noise impacts.

Notifications on title will be required as a condition of development and/or subdivision approval (including strata subdivision) to inform future residents of the existence of future ambient noise levels that may affect amenity of residential premises. A Notification under Section 70A of the Transfer of Land Act with wording to the effect:

*“This land is located within the <insert description here> town centre. The vision for this town centre is that of a vibrant mixed use area. Residential amenity, therefore, may be affected by the mixed use nature of the location, including noise and other impacts. Further information is available on request from the City of Cockburn.”*

**IMPORTANT NOTE:**

*Standardised theoretical sound level limits should not be used for calculation purposes, unless such use is absolutely necessary due to noise sources (to be modelled) occurring so infrequently that performing measurements on-site is impractical, or where potential noise sources are not yet present.*

## 5.0 Noise Treatment Solutions

The intent of noise treatments is to provide appropriate opportunities for rest and respite within noise sensitive premises (where people rest and sleep) and to allow a multitude of diverse land uses to co-exist.

### 5.1 Development Planning and Design

Once all relevant noise sources have been identified, it will be possible for the design team to consider the use of development design techniques to minimise noise intrusion and emission. Seeking the advice of an acoustic consultant at the earliest planning stage provides greater opportunity to consider noise attenuation options, which can minimise or reduce the construction costs.





## City of Cockburn Noise Attenuation Guidelines

When considering the land use planning strategies, the following hierarchy of controls is suggested:

1. Increasing the distance between noise sources and noises sensitive premises;
2. Using zoning mechanisms to limit the potential for land use conflict;
3. The use of buildings, barriers, walls and bunds as shields or similar acoustic design principals;
4. The use of quiet house design.

Where final lot levels have not been determined at the time of a Subdivision Application, a draft acoustic report based on estimated or existing lot levels must be provided to demonstrate that compliance with the relevant requirements can be achieved.

To effectively implement an acoustic report, a Local Development Plan may be necessary to control construction materials and methods for individual lots. Arrangements should be made to ensure that prospective purchasers are made aware of noise attenuation requirements.

The Applicant is to ensure that the Acoustic Consultant's recommendations have been incorporated into the development design and documentation.

## 5.2 Construction Methods and Materials

Prior to submission of the Building Permit Application, an acoustic report detailing all relevant sources of noise, and the final design specifications and structural methods by which noise will be attenuated must be submitted to the City.

### IMPORTANT NOTE:

*All buildings and structures are to comply with the relevant fire rating and noise attenuation requirements as set out in the National Construction Code (as amended) and the Building Code of Australia (as amended). Acoustic attenuation methods shall not compromise the safety or structural integrity of the development.*

### Noise Insulation (Protection against noise intrusion)

- a. **Windows:** consider window size and location; selection of fixed panels or operable windows; use of heavyweight or thicker glass, double glazing and laminated glazing; window frame type and window seal construction; and specific acoustic performance requirements.
- b. **Walls:** consider construction/product detail for walls requiring higher acoustic performance (brick, stud, concrete tilt panel, rammed earth); acoustic attenuation for exhaust vents, conduits and piping through walls; and requirements for external



doors, including the door construction (solid timber, laminated glazing or double glazing), frame construction and application of door seals.

**IMPORTANT NOTE:**

*Where stud wall construction is proposed, evidence should be provided to demonstrate that low frequency sound, regenerated noise, airborne and ground borne vibration will be suitably attenuated. Detail of the recommended construction façade is to demonstrate suitable attenuation where these characteristics are identified, by favouring solutions with high  $Rw+Ctr$  acoustic rating in lieu of construction with high  $Rw$  only*

- c. **Roof and Ceiling:** consider the selection of roof; specific acoustic requirements for sealing of roof (such as use of sark or anticon insulation); upgraded acoustic performance for ceilings; closing, sealing or elimination of eaves; and insulation of ceiling voids.
- d. **Ventilation:** consider the potential for noise intrusion from ventilation services (such as service ducts or commercial exhaust systems) to enter into noise sensitive areas through walls and ceilings; attenuation of service ducts and all air paths, such as through ducts to the exterior, suitably attenuate low frequency noise and vibration.

**Noise Emission Mitigation Measures**

- a. The "assigned levels" detailed in the EPRs must be complied with in relation to noise generated/emitted from the premises. Applicants are encouraged to consider design and construction measures that are tailored specific to the noise source for that development.

**6.0 Related Legislation and Documents**

Related legislation:

- The *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997* (EPNRs) –provide powers for officers of the Department of Environment Regulation, WA Police Service and authorised Environmental Health Officers from Local Governments to deal with noise.
- The *Liquor Act 1988* – under Section 117 of this legislation the Director Liquor Licensing Division has the power to deal with noise issues and anti-social behaviour.
- The *Planning and Development Act 2005* (P&D Act) - this legislation provides the determining authority with the power to impose conditions on Planning Approvals that protect the amenity of an area or development.





## City of Cockburn Noise Attenuation Guidelines

- The *Building Act 2011* - this legislation provides the authority to set building standards and ensure that they are met through the issue of building and occupancy permits to protect the health and safety of a buildings inhabitants.
- The *Freight and Logistics Council of Western Australia- Bulletin #07* – Issued October 2015 – This Bulletin collates research into freight rail noise and vibration, and its impact to residents along freight rail corridors.

In addition to the above listed legislation, reference is made in these Guidelines to the following State Planning documents prepared and adopted under the P&D Act:

- State Planning Policy 4.1 “State Industrial Buffer”, November 2017 (SPP 4.1);
- State Planning Policy 5.3 “Land Use Planning in the Vicinity of Jandakot Airport”, 2017 (SPP 5.3);
- State Planning Policy 5.4 “Road and Rail Noise”, dated September 2019 (SPP 5.4);
- Road and Rail Noise Guidelines, dated September 2019 (the Guidelines);
- Western Australian Planning Commission publication “Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport” 2004.

In relation to Federal Aviation requirements, reference is also made to the following documents prepared in accordance with the requirements of the Federal Department of Infrastructure and Regional Development:

- National Airports Safeguarding Framework;
- Jandakot Airport Master Plan and references to the “Noise Above Contours” identified by the Master Plan.

## 7.0 Definitions

“**Acoustic Consultant**” is the term used to describe a specialist consultant with expertise in the science of acoustics, noise, and/or vibration. This highly technical field is further divided into broad areas of expertise. *See also Section 2.1 - Who can help me with preparing an Acoustic Report?*

“**Acoustic Report**” a specialist report prepared by an Acoustic Consultant addressing noise and vibration emissions from or received by a development or site.

An Acoustic Report may take the form of:

- A “**Noise Impact Assessment**”- a report that assesses the noise impacts of a development with regard to noise emissions or received.



## City of Cockburn Noise Attenuation Guidelines

- A **"Noise Management Plan"**- a Report that demonstrates how the noise levels will be attenuated or otherwise managed for a development to comply with the relevant criteria.

**"Ambient Environmental Noise"** is sound emitted from the full complement of activities and land uses within an area that is not easily discernible and includes a combination of sound from sources such as traffic, wind, rustling trees, wildlife, pets, mechanical equipment and people, including break out noise.

**"Assigned Level"** has that same meaning given to it under the EPNRs.

**"Breakout Noise"** is a clearly distinguishable sound emitted from local land use activities such as outdoor eating areas, public gathering areas and pedestrian routes, pubs, nightclubs and the like.

**"Development"** has the same meaning given to it under the P&D Act being: *"the development or use of any land, including —*

1. *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
2. *the carrying out on the land of any excavation or other works..."*

**"Development Application"** has the same meaning given to it under the P&D Act being: *"an application under a planning scheme, or under an interim development order, for approval of development.*

**"Frame Area"** for Jandakot Airport has the same meaning as under SPP 5.3, being the area between the 20ANEF contour and Roe Highway, Ranford Road, Warton Road, Armadale Road and Kwinana Freeway, which may have a reduced level of residential amenity due to aircraft noise. The Frame Area is shown in Appendix A.

**"Noise"** is defined as unwanted sound or vibration.

**"Noise Exposure Forecast"** is a brief initial assessment conducted under SPP 5.4 to demonstrate whether outdoor noise levels from a transport source, , will comply with the Target Noise Levels when received at a development site.

**"Noise-Sensitive Land Use" and "Noise-Sensitive Development"** have the same meaning as under SPP 5.4 and the EPNRs, being premises occupied solely or mainly for residential or accommodation purposes, rural premises and premises including (but not limited to):

- (a) a caravan park or camping ground, a tavern, hotel or other premises that provide accommodation for the public;
- (b) a hospital, aged care facility, home or institution for the care of persons;





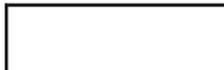
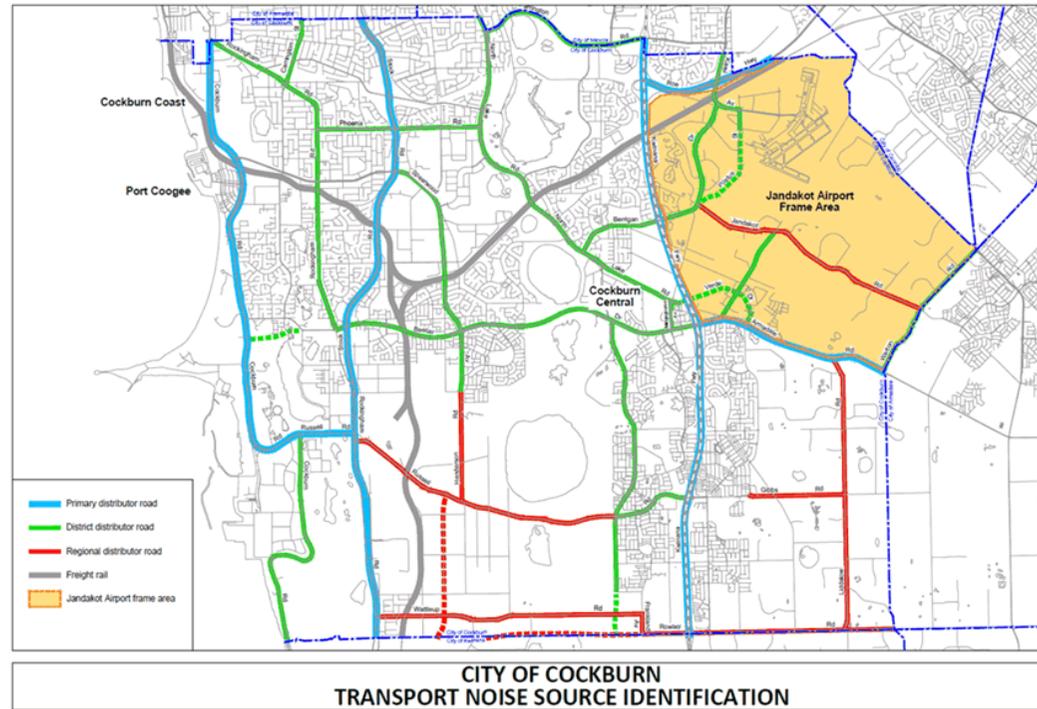
City of Cockburn Noise Attenuation Guidelines

- (c) an education facility;
- (d) child care facility; and
- (e) places of worship.

**“Noise Target”** is the level of noise set by Table 2 in SPP 5.4 as an acceptable level of noise for development in proximity to road and rail infrastructure. If a development takes place in an area where outdoor noise levels meet the Noise Target, no attenuation measures are required.

**“Residential development”** has the same meaning as in the Residential Design Codes, being development of permanent accommodation for people, and may include all dwellings, the residential component of mixed-use development, and residential buildings proposing permanent accommodation.

8.0 Appendix A –Noise Source Identification Map



DAP 26/08/2021

Item 8.3 Attachment 2

---

**9.0 Appendix B – “Noise Exposure Forecast  
Worksheet”**



SPP 5.4 "Road and Rail Noise" (September 2019) is intended to protect noise sensitive land uses from the adverse health and amenity impacts of road and rail noise. An assessment against SPP 5.4 is required where any part of the lot is within the specified trigger distance. This assessment may be in the form of a Noise Exposure Forecast, as described in the Road and Rail Noise Guidelines (the Guidelines).

The City has prepared a **Noise Exposure Forecast Worksheet** to assist developers of noise sensitive development within the trigger distances to provide the information required by the City to assess the application and to assist applicants to determine whether a development specific acoustic report is required.

Applicant's Details:		
Applicant's Name:		Phone:
Contact Person:		Mobile:
Email:		ABN:
Mail Address:	Street address	
	Suburb	Post code

Development Details:		
Property Address:	Street address	
	Suburb	Post code
Description of development:		

To complete the Worksheet overleaf, you will need to consider all road and rail corridors within 200-300 metre of the development site. You can determine whether the road or rail corridor needs to be considered by reviewing the property location on the:

1. Department of Planning, Lands and Heritage's Plan WA website at [www.planning.wa.gov.au](http://www.planning.wa.gov.au) – use the SPP theme and select the 5.4 layer to view the strategic road and rail corridor trigger distances; and
2. the City of Cockburn's Intramaps Online Mapping System at [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au) - use the Planning-Zoning Module to locate other significant transport routes in the vicinity of the proposed development.

This information is used to complete the Noise Exposure Forecast Summary overleaf.





**Part A: Noise Exposure Level**

Complete a screening assessment of noise levels for the proposed development below using Table 2 of the Guidelines:

List below the relevant road transport corridor(s)	Distance between development and transport corridor	Number of lanes on road (both directions)	Noise level
	metres	Lanes	dB
	metres	Lanes	dB
<u>Adjustment up where multiple roads:</u>			
<ul style="list-style-type: none"> <li>Where dB levels for each road is equal to or within 1dB of one another, add 3dB to the highest noise level</li> <li>Where there is a 2 or 3dB difference between noise levels, add 2 dB to the highest noise level</li> </ul>			dB
<u>Adjustment down for shielded single storey development:</u>			
<ul style="list-style-type: none"> <li>Where screening development of a similar height / scale covers more than 50% of the noise exposed frontage, reduce the noise level by 4dB</li> </ul>			dB
<b>Final Noise Level</b>			dB

**Part B: Noise Exposure Category**

tick  appropriate box

Package A                       Package B                       Package C  
 Package A + (freight rail only)     Package B + (freight rail only)     Package C + (freight rail only)

**NOTE:**

- Where the Exposure Category is D or E, noise-sensitive land-use or development is not recommended under SPP 5.4.
- Larger or more complex developments, or noise sensitive subdivisions directly abutting a strategic road and rail corridors, may require a development specific acoustic report to be prepared.
- This assessment does not address noise mitigation for emissions associated with the development. These will need to be subject of a development specific acoustic report.

**Declaration:**

I, the person completing this Noise Exposure Forecast Worksheet understand that:

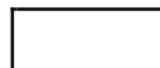
- Quiet House Design treatments, noise barriers and other controls identified in the Road and Rail Noise Guidelines for this Noise Exposure Category will be applied as Conditions of Approval for this development; and
- Implementation of the relevant Quiet House Design treatments for a subdivision application will necessitate a Local Development Plan to implement the requirements of SPP 5.4.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

In the case of a company, the signing officer must state position in the company.

**Contact details:**

City of Cockburn | 9 Coleville Crescent Spearwood | PO BOX 1215, Bibra Lake DC WA 6965 | T: 08 9411 3444



<b>Title</b>	<b>Noise Attenuation</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 1.12</b>



Formatted: Left: 2 cm, Right: 2 cm, Top: 3.7 cm, Bottom: 1 cm, Width: 21 cm, Height: 29.7 cm

**Policy Type**

Local Planning Policy

**Policy Purpose**

~~Increasingly,~~ Residential development within the City of Cockburn is ~~increasingly~~ occurring within town centres and intense mixed use community areas, with a mix of residential and non-residential land uses. Maintaining the sustainability of the City and encouraging ~~the~~ vibrant communities with residential land uses close to transport corridors, places of employment, shops and cafes, requires buildings to be designed and constructed with appropriate noise attenuation measures ~~to protect the amenity of residents.~~

~~In order to protect the long-term health and amenity of residents from road, rail and aircraft noise, noise from non-residential land uses and other sources, (Where residences are located in areas subject to;~~

- Noise Attenuation Guidelines Section 4.2 - ~~Road, rail or aircraft noise~~
- Noise Attenuation Guidelines Section 4.3-4.5- ~~Close proximity to non-residential land uses or other significant noise sources~~

~~The City of Cockburn requires noise attenuation of residential and other noise-sensitive land uses to protect the long-term health and amenity of residents. The City of Cockburn requires noise attenuation of residential and other noise-sensitive land uses, to protect the long-term health and amenity of residents from road, rail and aircraft noise, as well as noise from non-residential land uses and other sources. This is to~~ Appropriate noise attenuation ~~must~~ be demonstrated and implemented through the development process ~~to achieve~~ing compliance with ~~appropriate~~ noise legislation, standards and policies.

The purpose of the Noise Attenuation Policy and associated Guideline is to:

- (1) Detail the noise attenuation and noise management reporting process when undertaking development within the City of Cockburn.
- (2) Provide details of the City's requirements for the different types of acoustic reports.
- (3) Provide guidance to applicants as to when an acoustic consultant should be engaged and provide information on the type of assistance an acoustic consultant should provide.

[1]



DAP 26/08/2021

Item 8.3 Attachment 3

<b>Title</b>	Noise Attenuation
<b>Policy Number</b> (Governance Purpose)	LPP 1.12



**Policy Statement**

~~1. Acoustic Reports, Noise Management Plans and/or Noise Exposure Forecast Worksheets will be required as per the below Acoustic Reporting Requirements Table:~~

~~(1) An Acoustic Report must accompany a Structure Plan, variations to a Structure Plan that materially alter the Plans intent, or a Local Development Plan. The Acoustic Report shall be prepared in accordance with the attached City of Cockburn Noise Attenuation Guidelines where:~~

- ~~1. Noise sensitive development is proposed in the vicinity of an existing or future major road, rail infrastructure or a freight handling facility as required by SPP 5.4;~~
- ~~2. The land is located within either the Core Area or Frame Area for Jandakot Airport as identified by SPP 5.3; or~~
- ~~3. Noise sensitive development and commercial, industrial or light industry land uses or essential infrastructure facilities are proposed in close proximity.~~

~~(2) An Acoustic Report must accompany a Development Application, in accordance with the attached City of Cockburn Noise Attenuation Guidelines where:~~

- ~~1. Non-residential development which that includes plant and equipment which is likely to be a source of noise (such as air conditioning systems, compressors, public address systems, amplified music, musical instruments) within 100m of noise sensitive land uses; or~~
- ~~2. A change of use is proposed that may involve noise emitting activity such as entertainment or amplified music; or~~
- ~~3. A Land uses which cause large numbers of people to congregate (such as hotels, sporting clubs, taverns and other licensed/non-licensed premises) are is proposed, including accommodation premises (such as lodging houses and backpacker establishments); or~~

**Formatted:** List Paragraph, Indent: Left: 0 cm, First line: 0 cm

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**Formatted:** Font: Italic

**Comment [PO1]:** Alteration to align terminology with revised Draft SPP 4.1

[2]



Item 8.3 Attachment 3

DAP 26/08/2021

<b>Title</b>	Noise Attenuation
<b>Policy Number</b> <small>(Governance Purpose)</small>	LPP 1.12



~~4. Noise sensitive developments are proposed in the vicinity of an existing or future major road or rail infrastructure as required by SPP 5.4; or~~

~~5. A freight handling facility is proposed in the vicinity of noise sensitive land uses as required by SPP 5.4; or~~

~~6. Noise sensitive developments within the Core Area or Frame Area for Jandakot Airport as identified by SPP 5.3; or~~

~~7. Noise sensitive land uses, mixed use or multistorey residential developments are proposed within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West; or~~

~~8. An application is deemed likely to contribute to, or be exposed to, heightened ambient noise, at the discretion of the City.~~

~~(3) At the Subdivision stage the City will request the preparation of either a Noise Exposure Forecast Worksheet OR a suitable Noise Management Plan as a condition of consent as well as appropriate conditions to implement noise requirements through the development process as described in the City of Cockburn Noise Attenuation Guidelines, as detailed in Clause 1.~~

~~(4) Further Acoustic Reports prepared in accordance with the attached City of Cockburn Noise Attenuation Guidelines may be required as a condition of Development Approval, to ensure that appropriate noise mitigation measures are implemented as the development proceeds, including prior to the submission of the Building Permit Application.~~

~~(5) Further supporting information may also be required to demonstrate that the completed development complies with the requirements of the Acoustic Report, with the Building Permit Application, the BA7 Building Completion Form or the BA15 Building Approval Certificate Strata.~~

~~(5) Where an Acoustic Report prepared for noise sensitive land uses, mixed use or multistorey residential developments within an intense mixed use community area demonstrates future ambient noise levels exceeding the City of Cockburn Noise Attenuation Guidelines, notification on title will be required to adequately inform future purchasers of the potential impact on residential amenity.~~

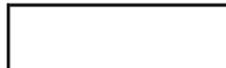
Formatted: Tab stops: 1.27 cm, Left

Formatted: Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Tab stops: 1.27 cm, Left

Formatted: Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left

[3]



DAP 26/08/2021

Item 8.3 Attachment 3

<b>Title</b>	Noise Attenuation
<b>Policy Number</b> (Governance Purpose)	LPP 1.12



<b>Development Stage</b>	<b>Acoustic Reporting Requirements</b>	Formatted: Font: (Default) Arial, 12 pt Formatted Table
<b>Structure Planning Stage</b>	<p>At Structure Planning stage, the proponent must demonstrate that the proposed development can be made to comply with the relevant requirements. Suitable modelling of existing and/or future noise levels may be required, as well as detail of the anticipated noise mitigation measures.</p> <p>An Acoustic Report must accompany a Structure Plan, variations to a Structure Plan that materially alter the Plans intent, or a Local Development Plan. The Acoustic Report shall be prepared in accordance with the City of Cockburn Noise Attenuation Guidelines where:</p> <ol style="list-style-type: none"> <li>Noise sensitive development is proposed in the vicinity of an existing or future major road, rail infrastructure or a freight handling facility as required by SPP 5.4;</li> <li>The land is located within either the Core Area or Frame Area for Jandakot Airport as identified by SPP 5.3; or</li> <li>Noise sensitive development and commercial, industrial or light industry land uses or infrastructure facilities are proposed in close proximity.</li> </ol>	Formatted: Font: (Default) Arial, 12 pt Formatted: Font: (Default) Arial Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm
<b>Subdivision Application</b>	At Subdivision stage the City will request the preparation of either a Noise Exposure Forecast Worksheet OR a suitable Noise Management Plan, as well as appropriate conditions to implement noise requirements through the development process as described in the City of Cockburn Noise Attenuation Guidelines.	Formatted: Font: (Default) Arial, 12 pt Formatted: Font: (Default) Arial, 12 pt Formatted: Indent: Left: 0.08 cm, Space Before: 0 pt
<b>Local Development Plan</b>	<p>Where appropriate, the Local Development Plan must implement the requirements of the Noise Exposure Forecast Worksheet or Acoustic Report.</p> <p>An Acoustic Report or Noise Management Plan should be provided with a Local Development Plan to demonstrate how the Noise Management requirements of an earlier development stage will be implemented and/or how noise sensitive land uses proposed within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West will be protected from adverse amenity impact.</p> <p>Wording of the noise management requirements of a Local Development Plan must be in plain language that is suitably clear for prospective purchasers to understand.</p>	Formatted: Underline Formatted: Font: (Default) Arial, 12 pt Formatted: Font: (Default) Arial
<b>Subdivision (Clearance)</b>	All noise mitigation requirements of the Noise Exposure Forecast Worksheet or Acoustic Report must be implemented for subdivision conditions to be cleared.	Formatted: Font: (Default) Arial

[4]



Item 8.3 Attachment 3

DAP 26/08/2021

<b>Title</b>	Noise Attenuation
<b>Policy Number</b> (Governance Purpose)	LPP 1.12



	<p>Where Quiet House Design packages are recommended, all design requirements (including the provision of fresh air where relevant), must be implemented by a Local Development Plan. Any noise mitigation walls or barriers are to have been constructed prior to clearance being sought. Notifications on title must be suitably demonstrated prior to clearance being sought.</p>
<b>Development Application</b>	<p>An Acoustic Report or Noise Management Plan must accompany a Development Application, in accordance with the City of Cockburn Noise Attenuation Guidelines where:</p> <ol style="list-style-type: none"> <li>1. Non-residential development that includes plant and equipment which is likely to be a source of noise (such as air conditioning systems, compressors, public address systems, amplified music, musical instruments) is proposed within 100m of noise sensitive land uses; or</li> <li>2. A change of use is proposed that may introduce a noise emitting activity such as entertainment or amplified music; or</li> <li>3. A land use which cause large numbers of people to congregate (such as hotels, sporting clubs, taverns and other licensed/non-licensed premises) is proposed, including accommodation premises (such as lodging houses and backpacker establishments); or</li> <li>4. Noise sensitive developments and use are proposed in the vicinity of an existing or future major road or rail infrastructure as required by SPP 5.4; or</li> <li>5. A freight handling facility is proposed in the vicinity of noise sensitive land uses as identified by SPP 4.1; or</li> <li>6. Noise sensitive developments within an area identified as within the 20 ANEF or greater noise contour, the relevant 'N-Contour' or Frame Area for Jandakot Airport as identified by SPP 5.3; or</li> <li>7. Noise sensitive land uses, mixed use or multistorey residential developments are proposed within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West; or</li> <li>8. An application is deemed likely to contribute to, or be exposed to, heightened ambient noise, at the discretion of the City.</li> </ol>

Formatted: Font: (Default) Arial

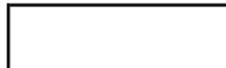
Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Comment [PO2]: Our intent within the teh Frame would be to require 6.38mm laminated glass without a full acoustic report being required... as described within the Guidelines

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: (Default) Arial

[5]



DAP 26/08/2021

Item 8.3 Attachment 3

<b>Title</b>	Noise Attenuation
<b>Policy Number</b> <small>(Governance Purpose)</small>	LPP 1.12



<p><b><u>Prior to the submission of the Building Permit Application (as condition of DA)</u></b></p>	<p>Final development design must achieve compliance with the identified noise criteria and suitably implement any noise mitigation requirements.</p> <p>In accordance with the conditions of Development Approval for a development:</p> <p>An Acoustic Report is to be submitted to the City for approval PRIOR to submission of the Building Permit Application. <i>This Acoustic Report is to detail final design specifications and construction methods with which the proposed development will ensure compliance with the relevant noise criteria.</i></p>	Formatted: Font: (Default) Arial
<p><b><u>Building Permit Application</u></b></p>	<p>Building Permit Applications must clearly demonstrate compliance with all relevant Planning requirements.</p> <ul style="list-style-type: none"> <li>Where a Building Permit Application is required to comply with a Local Development Plan, the plans submitted with the Building Permit Application must clearly demonstrate that all Noise Management requirements will be incorporated into the structure of the dwelling (for instance specific window suite construction and glazing). Where air conditioning or mechanical ventilation is required, installation details suitable to demonstrate compliance with the noise mitigation requirements must be included on the Building Permit plans.</li> <li>Where a Building Permit Application is required to comply with conditions of Development Approval, all relevant documents specified by those condition(s) must be submitted and all relevant conditions complied with. <i>This may include a requirement for written confirmation from a recognised acoustic consultant that the plans have been checked and confirmed as compliant with the requirements of the relevant Acoustic Reports.</i></li> </ul>	Formatted: Font: (Default) Arial
<p><b><u>Building Occupancy or Strata Approval Certificates</u></b></p>	<p>Upon completion of construction and in accordance with conditions of Development Approval, a Form BA7 Notice of Completion or Form BA15 Building Approval Certificate Strata must be accompanied by written confirmation from the Builder to demonstrate that all requirements of the relevant Acoustic Report(s) were incorporated into the completed development.</p> <p>Where deemed appropriate, the City may require the builder to provide with the FormBA7 Notice of Completion written confirmation from an acoustic consultant that the building complies with the requirements of the acoustic report or that a final acoustic assessment of the finished development has been undertaken.</p>	Formatted: Font: (Default) Arial
<p><b><u>Important note: All buildings and structures are to comply with the relevant fire rating, safety, BAL and National Construction Code requirements. Noise attenuation methods shall not compromise the safety or structural integrity of the development.</u></b></p>		<p>Formatted: Indent: Left: 0 cm, First line: 0 cm</p> <p>Comment [PO3]: Noise Attenuation Guidelines removed from Policy document</p> <p>Formatted: Indent: Hanging: 1.27 cm, Right: 0 cm, Space Before: 0 pt, Tab stops: Not at 15.92 cm</p>

[6]

Item 8.3 Attachment 3

DAP 26/08/2021

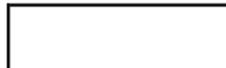
<b>Title</b>	Noise Attenuation
<b>Policy Number</b> <small>(Governance Purpose)</small>	LPP 1.12



<b>Strategic-Link:</b>	Town Planning Scheme No. 3
<b>Category</b>	Planning – Town Planning & Development
<b>Lead-Business-Unit:</b>	Statutory Planning
<b>Public-Consultation:</b> <small>(Yes or No)</small>	Yes
<b>Adoption-Date:</b> <small>(Governance Purpose Only)</small>	12-December-2019XXX
<b>Next-Review-Due:</b> <small>(Governance Purpose Only)</small>	December-2021XXX
<b>ECM-Doc-Set-ID:</b> <small>(Governance Purpose Only)</small>	4518974

Formatted: Indent: Hanging: 1.27 cm  
Formatted Table

[7]



DAP 26/08/2021

Item 8.3 Attachment 3

<b>Title</b>	Noise Attenuation
<b>Policy Number</b> <small>(Governance Purpose)</small>	LPP 1.12



<b>Strategic Link:</b>	<a href="#">Town Planning Scheme No. 3</a>
<b>Category</b>	<a href="#">Planning - Town Planning &amp; Development</a>
<b>Lead Business Unit:</b>	<a href="#">Statutory Planning</a>
<b>Public Consultation:</b> <small>(Yes or No)</small>	Yes
<b>Adoption Date:</b> <small>(Governance Purpose Only)</small>	XXX
<b>Next Review Due:</b> <small>(Governance Purpose Only)</small>	XXX
<b>ECM Doc Set ID:</b> <small>(Governance Purpose Only)</small>	

**Formatted:** Left: 1 cm, Right: 3.7 cm, Top: 2 cm, Bottom: 2 cm, Width: 29.7 cm, Height: 21 cm

[8]



Item 8.3 Attachment 4

DAP 26/08/2021

<b>Title</b>	<b>Noise Attenuation</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 1.12</b>



**Policy Type**

Local Planning Policy

**Policy Purpose**

Residential development within the City of Cockburn is increasingly occurring within town centres and intense mixed use community areas, with a mix of residential and non-residential land uses. Maintaining the sustainability of the City and encouraging vibrant communities with residential land uses close to transport corridors, places of employment, shops and cafes, requires buildings to be designed and constructed with appropriate noise attenuation measures.

Where residences are located in areas subject to;

- Noise Attenuation Guidelines Section 4.2 - Road, rail or aircraft noise
- Noise Attenuation Guidelines Section 4.3-4.5- Close proximity to non-residential land uses or other significant noise sources

The City of Cockburn requires noise attenuation of residential and other noise-sensitive land uses to protect the long-term health and amenity of residents. Appropriate noise attenuation must be demonstrated and implemented through the development process to achieve compliance with appropriate noise legislation, standards and policies.

The purpose of the Noise Attenuation Policy and associated Guideline is to:

- (1) Detail the noise attenuation and noise management reporting process when undertaking development within the City of Cockburn.
- (2) Provide details of the City's requirements for the different types of acoustic reports.
- (3) Provide guidance to applicants as to when an acoustic consultant should be engaged and provide information on the type of assistance an acoustic consultant should provide.

[1]



DAP 26/08/2021

Item 8.3 Attachment 4

<b>Title</b>	<b>Noise Attenuation</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 1.12</b>



**Policy Statement**

1. Acoustic Reports, Noise Management Plans and/or Noise Exposure Forecast Worksheets will be required as per the below *Acoustic Reporting Requirements Table*:

Development Stage	Acoustic Reporting Requirements
<b>Structure Planning Stage</b>	<p>At Structure Planning stage, the proponent must demonstrate that the proposed development can be made to comply with the relevant requirements. <i>Suitable modelling of existing and/or future noise levels may be required, as well as detail of the anticipated noise mitigation measures.</i></p> <p>An Acoustic Report must accompany a Structure Plan, variations to a Structure Plan that materially alter the Plans intent, or a Local Development Plan. The Acoustic Report shall be prepared in accordance with the City of Cockburn Noise Attenuation Guidelines where:</p> <ol style="list-style-type: none"> <li>1. Noise sensitive development is proposed in the vicinity of an existing or future major road, rail infrastructure or a freight handling facility as required by SPP 5.4;</li> <li>2. The land is located within either the Core Area or Frame Area for Jandakot Airport as identified by SPP 5.3; or</li> <li>3. Noise sensitive development and commercial, industrial or light industry land uses or infrastructure facilities are proposed in close proximity.</li> </ol>
<b>Subdivision Application</b>	At Subdivision stage the City will request the preparation of either a Noise Exposure Forecast Worksheet <u>OR</u> a suitable Noise Management Plan, as well as appropriate conditions to implement noise requirements through the development process as described in the City of Cockburn Noise Attenuation Guidelines.
<b>Local Development Plan</b>	<p>Where appropriate, the Local Development Plan must implement the requirements of the Noise Exposure Forecast Worksheet or Acoustic Report.</p> <p>An Acoustic Report or Noise Management Plan should be provided with a Local Development Plan to demonstrate how the Noise Management requirements of an earlier development stage will be implemented and/or how noise sensitive land uses proposed within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn</p>

[2]



Item 8.3 Attachment 4

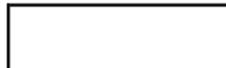
DAP 26/08/2021

<b>Title</b>	<b>Noise Attenuation</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 1.12</b>



	<p>Central Town Centre and Cockburn Central West will be protected from adverse amenity impact.</p> <p>Wording of the noise management requirements of a Local Development Plan must be in plain language that is suitably clear for prospective purchasers to understand.</p>
<b>Subdivision (Clearance)</b>	<p>All noise mitigation requirements of the Noise Exposure Forecast Worksheet or Acoustic Report must be implemented for subdivision conditions to be cleared.</p> <p>Where Quiet House Design packages are recommended, all design requirements (including the provision of fresh air where relevant), must be implemented by a Local Development Plan. Any noise mitigation walls or barriers are to have been constructed prior to clearance being sought. Notifications on title must be suitably demonstrated prior to clearance being sought.</p>
<b>Development Application</b>	<p>An Acoustic Report or Noise Management Plan must accompany a Development Application, in accordance with the City of Cockburn Noise Attenuation Guidelines where:</p> <ol style="list-style-type: none"> <li>1. Non-residential development that includes plant and equipment which is likely to be a source of noise (such as air conditioning systems, compressors, public address systems, amplified music, musical instruments) is proposed within 100m of noise sensitive land uses; or</li> <li>2. A change of use is proposed that may introduce a noise emitting activity such as entertainment or amplified music; or</li> <li>3. A land use which cause large numbers of people to congregate (such as hotels, sporting clubs, taverns and other licensed/non-licensed premises) is proposed, including accommodation premises (such as lodging houses and backpacker establishments); or</li> <li>4. Noise sensitive developments and use are proposed in the vicinity of an existing or future major road or rail infrastructure as required by SPP 5.4; or</li> <li>5. A freight handling facility is proposed in the vicinity of noise sensitive land uses as identified by SPP 4.1; or</li> <li>6. Noise sensitive developments within an area identified as within the 20 ANEF or greater noise contour, the relevant 'N-Contour' or Frame Area for Jandakot Airport as identified by SPP 5.3; or</li> <li>7. Noise sensitive land uses, mixed use or multistorey residential developments are proposed within intense mixed use community areas such as Cockburn Coast, Port Coogee, Muriel Court, Cockburn Central Town Centre and Cockburn Central West; or</li> <li>8. An application is deemed likely to contribute to, or be exposed to, heightened ambient noise, at the discretion of the</li> </ol>

[3]



DAP 26/08/2021

Item 8.3 Attachment 4

<b>Title</b>	<b>Noise Attenuation</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 1.12</b>



City.	
<b>Prior to the submission of the Building Permit Application (as condition of DA)</b>	<p>Final development design must achieve compliance with the identified noise criteria and suitably implement any noise mitigation requirements.</p> <p>In accordance with the conditions of Development Approval for a development:</p> <p>An Acoustic Report is to be submitted to the City for approval PRIOR to submission of the Building Permit Application. <i>This Acoustic Report is to detail final design specifications and construction methods with which the proposed development will ensure compliance with the relevant noise criteria.</i></p>
<b>Building Permit Application</b>	<p>Building Permit Applications must clearly demonstrate compliance with all relevant Planning requirements.</p> <ul style="list-style-type: none"> <li>Where a Building Permit Application is required to comply with a Local Development Plan, the <u>plans</u> submitted with the Building Permit Application must clearly demonstrate that all Noise Management requirements will be incorporated into the structure of the dwelling (for instance specific window suite construction and glazing). Where air conditioning or mechanical ventilation is required, installation details suitable to demonstrate compliance with the noise mitigation requirements must be included on the Building Permit plans.</li> <li>Where a Building Permit Application is required to comply with conditions of Development Approval, all relevant documents specified by those condition(s) must be submitted and all relevant conditions complied with. <i>This may include a requirement for written confirmation from a recognised acoustic consultant that the plans have been checked and confirmed as compliant with the requirements of the relevant Acoustic Reports.</i></li> </ul>
<b>Building Occupancy or Strata Approval Certificates</b>	<p>Upon completion of construction and in accordance with conditions of Development Approval, a Form BA7 Notice of Completion or Form BA15 Building Approval Certificate Strata must be accompanied by written confirmation from the Builder to demonstrate that all requirements of the relevant Acoustic Report(s) were incorporated into the completed development.</p> <p>Where deemed appropriate, the City may require the builder to provide with the FormBA7 Notice of Completion written confirmation from an acoustic consultant that the building complies with the requirements of the acoustic report or that a final acoustic assessment of the finished development has been undertaken.</p>
<b>Important note: All buildings and structures are to comply with the relevant fire rating, safety, BAL and National Construction Code requirements. Noise attenuation methods shall not compromise the safety or structural integrity of the development.</b>	

[4]



Item 8.3 Attachment 4

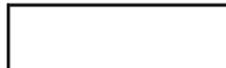
DAP 26/08/2021

<b>Title</b>	<b>Noise Attenuation</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 1.12</b>



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

[5]



Item 8.4

DAP 26/08/2021

#### 8.4 (2021/MINUTE NO 0033) Proposed Amendments to Local Planning Policy 5.9 'Renewable Energy Systems'

**Author(s)** C Wilson

**Attachments**

1. Local Planning Policy - LPP5.9 'Renewable Energy Systems' (Current) [↓](#)
2. Proposed amendments to Local Planning Policy - LPP5.9 'Renewable Energy Systems' [↓](#)

##### RECOMMENDATION

The Committee recommends that Council ADOPTS the proposed changes to Local Planning Policy 5.9 – 'Renewable Energy Systems' for the purposes of advertising in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in Attachment 2 to the Agenda.

##### Committee Recommendation

MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

##### Background

The existing Local Planning Policy 5.9 (LPP 5.9) for Renewable Energy Systems has been reviewed and updated to encourage sustainable development in private properties across the City.

The developments subject to this policy; including but not limited to solar panels, small-scaled wind turbines and rain water tanks, are not sufficiently addressed and controlled through the State and Local Planning Framework. The existing policy is vital to supporting renewable energy sources in the area.

The intent of the review is to address whether the existing policy can be improved for transparency, develop a set of criteria to exempt the requirement of development approval for certain proposals, and give further guidance and allowances for renewable energy installations.

##### Submission

N/A

##### Report

LPP 5.9 applies to all zones throughout the City of Cockburn and is specific to renewable and self-sufficient energy systems.

109 of 284

DAP 26/08/2021

Item 8.4

It is not the intent of LPP 5.9 to provide more onerous requirements than the requirement for assessment under the City’s Town Planning Scheme No. 3 (TPS3) and the Regulations. Rather, the review of the policy is to give greater allowances for these developments than what is already within the policy.

The amended LPP 5.9 has two clear parts; the stated development and detail of where an exemption of the development applies. In the event that a proposal addresses the detail of the exemption, a development approval is not required.

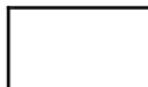
The LPP 5.9 discusses the development approval criteria for:

- Solar Panels (both roof-mounted and ground-based)
- Wind Energy Systems (small turbines and windmills)
- Rain Water Tanks
- Battery Installations.

Whilst also permitting some flexibility in allowing minor development to occur without development approval, to the discretion of the City.

The modifications of LPP 5.9 can be listed and explained as follows:

Part of Local Planning Policy	Change Summary
Policy Purpose (Page 1)	Reworded and updated to reflect the City’s current values;  Statement is outdated regarding ‘Recent Developments’. Revised to be consistent with modern-day issues with Renewable Energy (climate change, reduced red-tape in the planning framework); and  Reiterate the new intent of the policy.
Application and Implementation (new)	Not currently within LPP 5.9. Added to give a clear understanding of when or where the policy applies; and  Information on the implementation of the policy (exemption to a development application subject to compliance with the specified conditions).
Policy Statement (new)	Added numbering to differentiate provisions and explanatory notes for greater transparency.
Entire Document (Policy Statement Onwards)	In a list-format but varies between development requirements and explanatory notes.  Change the formatting into a Table which states the type of development proposal, its zoning and what conditions apply to make the development exempt  Refer to ‘Modification 1’ in report below.



## Item 8.4

DAP 26/08/2021

Part of Local Planning Policy	Change Summary
Figures 1 and 2 (removed)	Not necessary. Consideration was given to create an appendix for examples. Unclear if pictures were copyright.
Provisions	Implemented through a clear table with 2 columns; the nature of the works and the conditions required to be exempt from a development application.  Refer to 'Modification 2' in report below.
Free standing (ground mounted) solar energy systems	Current: <i>Not exempt from the requirement of a planning application. No assessment requirements.</i> Proposed: <i>Exempt in most zones subject to maximum height and size requirements. All works to be not visible from the public realm. Exemptions proposed based on planning approvals issued under current LPP requirement and what would generally be expected before having an (potential) amenity impact to adjoining properties.</i>
Other Solar Energy Systems (new)	Part proposed to give discretion to the City in writing to exempt minor development and future energy systems.
Horizontal Axis Wind Turbine	Current: <i>Not exempt from the requirement of a planning application. A few specifications in the current LPP to guide planning applications.</i> Proposed: <i>Exempt subject to height and size requirements in all zones except Residential.</i>
Vertical Axis Wind Turbine	Current: <i>Not exempt from the requirement of a planning application. Assessment criteria in current LPP.</i> Proposed: <i>Exempt in all zones subject to height requirements. Specifications added for Residential-zoned properties.</i>
Windmills (new)	Proposed section for windmills that may not be of a similar nature to a Horizontal Axis Wind Turbine. Exempt subject to size requirements for non-residential zoned properties.
Other Wind Energy Systems (new)	Part proposed to give discretion to the City in writing to exempt minor development and future energy systems.
Rain Water Tanks (Residential and Commercial) (new)	Specifications proposed for residential and commercial developments. Added bonus for residential properties to have rain water tanks subject to complementary materials/colours and not being visible from the primary street.
Rain Water Tanks (Rural) (new)	Proposed exemptions for any rain water tank on a Rural-zoned property subject to maximum height requirements, setbacks, screening and complementary materials/colours.
Rain Water Tanks (Industrial) (new)	Proposed exemptions for any rain water tank on an Industrial-zoned property subject to not being visible from the public

 111 of 284

DAP 26/08/2021

Item 8.4

Part of Local Planning Policy	Change Summary
	realm and with complementary colours/materials.
Other Rain Water Tanks or Collection Systems (new)	Part proposed to give discretion to the City in writing to exempt minor development and future energy systems.
Battery Systems and Installations (new)	Proposed exemptions for any battery system or installation given most are minor in nature and do not have amenity impacts.
Other Renewable Energy Systems (new)	Part proposed to give discretion to the City in writing to exempt minor development and future energy systems.

Modification 1 – Structure

The current policy addresses the set requirements by a list that does not separate exemptions from the requirement of a development approval and the explanatory notes.

To increase legibility and make the policy more user-friendly, the policy now has the provisions in a table with two columns that clearly refers to what the subject development is and how an exemption from the requirement of a development approval can be applied.

The use of a table in this manner is consistent with recent amendments to the Regulations and has proven to be transparent and accessible to users.

Modification 2 – Requirements

The existing policy refers to a singular exemption from the requirement of a development approval (for roof-mounted solar panels); with the rest of the policy being explanatory in nature. It is also acknowledged that the existing requirements needed to be reviewed due to inconsistencies across different legislations and practice.

It is noted that the majority of the existing LPP 5.9 is in reference to potential development assessments of Renewable Energy Systems. However, the assessment criteria including noise, amenity and visual impact is now covered with Clause 67 of the Regulations (procedure for dealing with applications for development approval).

It is envisaged that renewable energy systems that cannot reasonably be fit-in to the exemptions set in the amended LPP 5.9 would be assessed with due regard given to Clause 67.



## Item 8.4

DAP 26/08/2021

The Regulations were amended in February 2021 to introduce a sweep of changes to cut red-tape. Rain water tanks were addressed as having the potential for being exempt subject to certain height, size and contextual requirements. Whilst this is a welcomed change, further guidance is required for rain water tanks of sizes greater than that specified above.

TPS 3 currently requires a 90,000L rain water tank for any rural-zoned property without a potable water supply but there are no development controls or guiding matters for rain water tanks other than this.

In addition to these changes, an explanatory note section to the policy has been included to further explain the conditions within Column 2. This includes:

1. Reiteration of compliance against the Building Codes of Australia and the *Environmental Protection (Noise) Regulations 1997* for any proposal;
2. Explanation of the implementation of the policy and what zones 'Residential', 'Rural', 'Commercial' or 'Industrial' applies to under the City's TPS 3; and
3. Information of compliance against other policies.

### Summary

These changes will encourage sustainable development throughout the City and will strengthen the City's integral values of environmental responsibility and advocacy for self-sufficient communities.

It is aspired that this policy will address the current void in detail regarding how to approach these development proposals and incentivise applicants and landowners to consider these additions.

Given the large overhaul to the policy, the amendments could not reasonably be considered minor amendments and would therefore require public consultation to the specifications of the Deemed Provisions.

### Strategic Plans/Policy Implications

#### Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

- Increased investment, economic growth and local employment
- A City that is 'easy to do business with'.

#### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources

- Sustainable resource management including waste, water and energy.
- Address Climate Change.

#### City Growth and Moving Around

A growing City that is easy to move around and provides great places to live.

- An attractive, socially connected and diverse built environment.



113 of 284

DAP 26/08/2021

Item 8.4

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

Under clause 5 (1) of the of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, amending a Local Planning Policy requires public advertising unless the local government deems the amendment to be minor.

The proposed amendments are not considered to be minor; therefore, public consultation for a minimum period of 21 days is required.

**Risk Management Implications**

If the amendment to LPP 5.9 is not adopted, and therefore not progressed, some inconsistencies would occur in relation to existing practices. This practice needs to be formalised for consistency, reliability, good governance and transparency.

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

N/A

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

Nil

114 of 284



517 of 708

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



**Policy Type**

Local Planning Policy

**Policy Purpose**

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

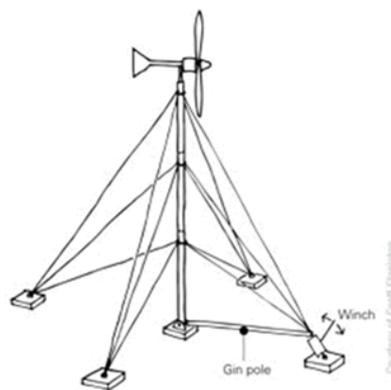
The City of Cockburn has been at the forefront of these developments with the installation of both wind and solar energy systems on Council facilities. New technologies and incentives for renewable energy systems will continue to create increasing levels of interest in the development of renewable energy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

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

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

**Policy Statement**

Figure 1: Horizontal Axis Wind Turbine



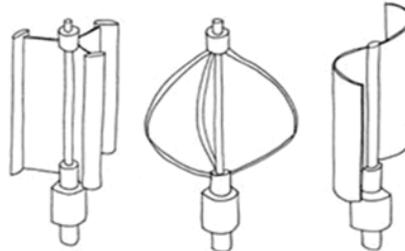
[1]

Document Set ID: 4517385  
Version: 5, Version Date: 23/12/2019

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



Figure 2: Vertical Axis Wind Turbine



(1) Solar Energy Systems

1. Development approval is not required for domestic solar energy systems located on residential dwellings and structures in accordance with the Residential Design Codes Section 5.4.4 External Fixtures.
2. Development approval is required despite the above clause for the installation of solar energy systems on any listed heritage structure or within a Heritage Area or Precinct or was subject to control under a Scheme Provision, Structure Plan, Policy, or the like.
3. Development approval is required for all free standing (ground mounted) solar energy systems.
4. Development approval is required for all commercial power generation solar energy systems. A commercial system is a system that is not designed to supplement a primary land use. It is a use on its own generating power to directly supply the integrated power network.
5. Development Approval is not required for roof mounted solar energy systems on Commercial, Industrial and Rural buildings provided that the system does not adversely impact on the streetscape or amenity of the area.
6. A building permit is not required for solar energy systems unless the structure of the building is being altered.
7. It is the property owner's duty of care to ensure that a solar energy system does not impact on the structural integrity of the building on which it is installed or any other structure.
8. Grid connected solar energy systems must comply with the requirements of relevant public authorities.

(2) Wind Energy Systems

1. Development Approval is required for all wind energy system installations within the City of Cockburn.

[2]

Document Set ID: 4517385  
Version: 5, Version Date: 23/12/2019



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



2. Consultation with abutting landowners will generally be undertaken for all wind energy systems. This will comprise written notification to adjoining landowners for domestic and small commercial systems. Larger wind turbines or arrays (including wind farms) may be advertised to a wider area and may include notices on site and in a locally circulating newspaper.
  3. Wind energy systems shall be set back from a boundary a distance equal to or greater than the total height of the system. The total height of the system is taken from the existing ground level below the system. For example a turbine (including blade height) that has a height of 8m above the existing ground level where it is to be positioned, requires a minimum setback of 8m from a lot boundary.
  4. Wind turbines may be permitted in association with residential dwellings subject to the height of the structure not exceeding 6m. Horizontal axis turbines on lots less than 2000m<sup>2</sup> will only be considered where the blade diameter is 2m or less. A greater height may be permitted on sites over 2000m<sup>2</sup>.
  5. Wind energy systems will generally not be supported within a street setback of a residential dwelling or commercial building, nor on the planes of a roof structure facing a public street or the like.
  6. A building permit may be required for a wind energy system.
  7. All wind energy system installations must comply with the *Environmental Protection (Noise) Regulations 1997*. A noise impact assessment shall be submitted with all applications demonstrating the system's compliance with the Regulations.
  8. Non-compliance with the *Environmental Protection (Noise) Regulations 1997* or the terms of a Development approval will result in enforcement action being initiated by the City.
  9. Grid connected wind energy systems must comply with the requirements of relevant public authorities.
  10. Wind energy systems shall be finished using non reflective materials and colours which complement the context of the immediately surrounding area.
  11. Applications for wind energy systems will provide and assessment of the impact of light flicker on adjoining properties.
- (3) Other Renewable Systems
- Development Approval and a Building Permit may be required for other renewable energy system installations within the City of Cockburn. Contact the City of Cockburn for advice prior to any works.

[3]

Document Set ID: 4517385  
Version: 5, Version Date: 23/12/2019

Item 8.4 Attachment 1

DAP 26/08/2021

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



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517385

[4]

Document Set ID: 4517385  
Version: 5, Version Date: 23/12/2019



DAP 26/08/2021

Item 8.4 Attachment 2

<b>Title</b>	<b>Rain Water Tanks and Renewable Energy Systems</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.9</b>



### Policy Type

Local Planning Policy (LPP)

### Policy Purpose

The City of Cockburn supports the installation of renewable energy systems and welcomes new technologies or solutions to facilitate sustainable development outcomes. With global changes to the world's climate and an increased pressure to local residents and businesses to adopt sustainable development practices, the City needs to ensure that the increased level of interest to and adoption of alternative development options will not result in an adverse impact to the community.

Rain water tanks, renewable energy systems and similar developments have the potential to be visually intrusive and of an inappropriate bulk and scale; which, in some circumstances, lead to an undesirable impact and poor built-form outcomes. Whilst it is important that the City is positioned to manage the development of incidental development, there is a need to encourage and accommodate these systems to promote sustainable communities.

The purpose of this policy is to provide guidance on the development of rain water tanks, renewable energy systems and similar developments in the City of Cockburn whilst minimising any impacts on the streetscape and the amenity of nearby properties.

#### (1) Application

This policy applies to all zones within the City of Cockburn.

It is not the intention of this policy to provide more onerous requirements than the requirements for assessment under the City Town Planning Scheme.

#### (2) Implementation

1. Where a proposal meets the conditions found in 'Column 2' of the specified development, a development approval is not required with the City of Cockburn.
2. Where a proposal does not meet the provisions of or is not addressed in this policy, a development approval is required, and advertising may be required for assessment of the impact to adjoining landowners.

[1]

Item 8.4 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Rain Water Tanks and Renewable Energy Systems</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.9</b>



**Policy Statement**

(1) Provisions

<b>Solar Panels</b>		
	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
1.	Roof-mounted solar energy systems	<ul style="list-style-type: none"> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
2.	Free standing (ground mounted) solar energy systems	<ul style="list-style-type: none"> <li>The works, if located on a residential or commercial-zoned lot, do not occupy an area greater than 25m<sup>2</sup> and have a maximum height of 3m as measured from the natural ground level;</li> <li>The works, if located on a residential zoned lot, any system is required to be setback from side and rear boundaries in accordance with Table 2a of the Residential Design Codes (as if it were a wall with no major opening/s).</li> <li>The works, if located on a rural or industrial-zoned lot, do not occupy an area greater than 50m<sup>2</sup> and a maximum height of 3m as measured from the natural ground level;</li> <li>The works are not the predominant use of the lot;</li> <li>The works are not visible from the public realm; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
3.	Other solar collector or energy systems	<ul style="list-style-type: none"> <li>The works are determined by the local government, in writing, to be minor works;</li> <li>The works are not the predominant use of the lot; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
<b>Wind Energy Systems</b>		
	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
4.	Horizontal Axis Wind Turbine	<ul style="list-style-type: none"> <li>The works are located on a Commercial, Industrial or Rural-zoned lot;</li> <li>For any lot which is 2000m<sup>2</sup> or less in area, the maximum blade diameter does not exceed 2m;</li> <li>The works are not the predominant use of the lot;</li> <li>The works are not visible from the public realm; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
5.	Vertical Axis Wind Turbine	<ul style="list-style-type: none"> <li>The works, where located on an existing residential building, do not exceed the maximum height requirements applicable to the site by 1m;</li> <li>The works, where not installed on an existing building, are not located on a residential-zoned lot;</li> <li>The works are not the predominant use of the lot; and</li> </ul>

[2]



<b>Title</b>	<b>Rain Water Tanks and Renewable Energy Systems</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.9</b>



		<ul style="list-style-type: none"> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
6.	Windmills	<ul style="list-style-type: none"> <li>The works are not located in a residential-zoned lot;</li> <li>For any lot which is 2000m<sup>2</sup> or less in area, the maximum blade diameter does not exceed 2m;</li> <li>The works are not the predominant use of the lot;</li> <li>The works are not visible from the public realm; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
7.	Other wind energy or collection systems	<ul style="list-style-type: none"> <li>The works are determined by the local government, in writing, to be minor works;</li> <li>The works are not the predominant use of the lot; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
<b>Rain Water Tanks</b>		
	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
8.	Rain Water Tanks (Residential & Commercial)	<ul style="list-style-type: none"> <li>The works are located on a Residential or Commercial zoned lot;</li> <li>The works comply with the requirements of a 'small outbuilding' as defined in the Residential Design Codes, except for the number of outbuildings or rainwater tanks per site;</li> <li>The works are not visible from the public realm and complementary in colours or materials to the premises; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
9.	Rain Water Tanks (Rural)	<ul style="list-style-type: none"> <li>The works are located on a Rural-zoned lot;</li> <li>The height of the works does not exceed 5m above the natural ground level;</li> <li>The works are located within an approved building envelope OR where the lot does not have an assigned building envelope, the structure complies with Scheme setback requirements for Rural Properties;</li> <li>The works, if forward of the dwelling alignment, is appropriately screened from any street with landscape screening and/or vegetation and are complementary in colours and materials to the surrounding environment;</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
10.	Rain Water Tanks (Industrial)	<ul style="list-style-type: none"> <li>The works are not visible from the public realm and complementary in colours or materials to the lot; and</li> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
11.	Other Rain Water Tanks or Collection Systems	<ul style="list-style-type: none"> <li>The works are determined by the local government, in writing, to be minor works;</li> <li>The works are not the predominant use of the lot; and</li> </ul>

[3]

Item 8.4 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Rain Water Tanks and Renewable Energy Systems</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.9</b>



		<ul style="list-style-type: none"> <li>The works are not located on a heritage-protected building or within a heritage-protected place.</li> </ul>
<b>Battery Installations</b>		
	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
12.	Battery Systems and Installations	<ul style="list-style-type: none"> <li>The works are determined by the local government, in writing, to be minor works; and</li> <li>The works are not the predominant use of the lot.</li> </ul>
<b>Other Renewable Energy Systems</b>		
	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
13.	Other Renewable Energy Systems	<ul style="list-style-type: none"> <li>The works are determined by the local government, in writing, to be minor works; and</li> <li>The works are not the predominant use of the lot.</li> </ul>

(2) Explanatory Notes

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

2.2 The zones of 'Rural', 'Commercial' and 'Industrial' are in reference to the applicable zone of the City's Town Planning Scheme No. 3 and the Metropolitan Region Scheme (e.g. rural as referred to in this policy applies to the Resource, Rural or Rural Living zone). The terms used should be practically applied to the subject site. In the event of any ambiguity, please contact the City of Cockburn for advice prior to the commencement of any works.

2.3 Proponents and/or landowners are reminded of their obligation to comply with the *Environmental Protection (Noise) Regulations 1997*. Prior to the installation of any system, information should be provided to the City which demonstrates the system's compliance with the Regulations.

2.4 For residential and commercial developments, a rain water tank that complies with the requirements for a 'small outbuilding' pursuant to the Residential Design Codes will be in addition to any other outbuilding proposed or existing on-site (e.g. a residential site can have one outbuilding and one rain water tank on-site, both complying against the 'small outbuilding' requirements of the Residential Design Codes).

2.5 A rain water tank for a rural-zoned property does not contribute to the maximum permitted floor area for other outbuildings or structures on-site.

[4]



DAP 26/08/2021

Item 8.4 Attachment 2

<b>Title</b>	<b>Rain Water Tanks and Renewable Energy Systems</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 5.9</b>



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

[5]

DAP 26/08/2021

Item 8.5

**8.5 (2021/MINUTE NO 0034) Proposed Amendments to Local Planning Policy LPP 3.7 'Signs and Advertising'**

- Author(s)** C Hill
- Attachments**
1. Local Planning Policy - LPP 3.7 'Signs and Advertising' (Current) [↓](#)
  2. Proposed amendments to Local Planning Policy - LPP 3.7 'Signs and Advertising' [↓](#)

**RECOMMENDATION**

The Committee recommends that Council APOPTS the proposed changes to Local Planning Policy 3.7 – Signs and Advertising, for the purposes of advertising in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in Attachment 2 to the Agenda.

---

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

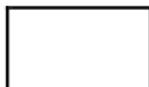
The proposed modifications to *Local Planning Policy 3.7 – Signs and Advertising* (LPP 3.7) have been drafted to provide clarification on the types of signage that require development approval and those that are exempt. Additionally, the modifications introduce a new signage type; Estate Entry Signage.

LPP 3.7 is read in conjunction with the City's Town Planning Scheme No. 3 (TPS 3) and the recently-amended *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

The proposed modifications do not alter the intent of LPP 3.7, which is to ensure that signage and advertising does not adversely impact on the amenity of the area in which it is located, whilst still providing opportunity for business exposure.

**Submission**

N/A



## Item 8.5

DAP 26/08/2021

**Report**

The proposed modifications to LPP 3.7 are summarised as follows:

- Amendments to the 'Application' and 'General Development Provisions' sections of the policy
- The different types of signage are proposed to be separated into two tables, identifying those that are exempt from development approval, and those that require development approval
- Amendments to some provisions for signs that are exempt from requiring development approval
- Providing guidance on what the City would generally accept for the signs that require development approval.

The modifications are detailed further in the table below:

Part of Local Planning Policy	Change Summary
Part (1) 'Application'	Add section: Clarifying that this policy applies to all advertisements as defined within the Regulations.
Part (1) 'Application'	Amend section: To align with Clause 61 of the Regulations. Where signage complies with requirements specified in a Local Planning Policy, it is exempt from requiring development approval.
Part (1) 'Application'	Add section: To state that development approval is required where signage meets the expectations of the new table in Part (4). Added to clarify when development approval is, or is not, required.
Part (2) 'General Development Provisions'	Amend section: Signs on Residential properties, signs on Heritage Buildings, Temporary signs and safety/Warning signs have been shifted into the two main tables in Parts (3) and (4), to condense the section.
Part (3) 'Permissible Signs and Standards'	Rename section: ' <i>Specific Sign Development Standards</i> ' To the following wording: ' <i>Permissible Signs and Standards</i> '. Rename column from 'Standards' to 'Provisions'. The table provides provisions for different types of signage that do not require development approval.
Part (3) 'Permissible Signs and Standards'	Amend 'Provisions' column: Maximum 6m <sup>2</sup> size for all exempt signs, excluding Residential property signs, Safety/warning signs and Variable message signs. Currently, some signs are exempt where they were a maximum size of 4m <sup>2</sup> , and some are exempt at 6m <sup>2</sup> . The types of signage that are in Part (3) are considered relatively low impact and 6m <sup>2</sup> would be unlikely to have a detrimental impact to the streetscape.

 125 of 284

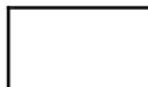
DAP 26/08/2021

Item 8.5

Part of Local Planning Policy	Change Summary
Part (3) 'Permissible Signs and Standards'	Removed provision: For Fence signs; <i>"Not permitted on lots located on district distributor roads"</i> . The policy allows only one sign per street frontage on any lot, which sufficiently reduces any visual impact that a fence sign would pose to a district distributor road.
Part (3) 'Permissible Signs and Standards'	Added provision: To allow up to three Ground based signs where they distinguish an outdoor dining area. The impact of a Ground based sign when used in an outdoor dining area is considered to be low, so this provides more flexibility for businesses.
Part (3) 'Permissible Signs and Standards'	Amended provision: For Pylon signs; The maximum size will now be 6m <sup>2</sup> , and the setback required at a distance of half the sign's overall height to the front lot boundary. The standards for Pylon Signs were conflicting as there were two maximum sizes. It was also unclear how the required street setback is measured.

Addition of new Part (4) 'Signage that Requires Development Approval'	
Part of Local Planning Policy	Change Summary
Part (4) Signage that Requires Development Approval'	Add 'Expectations' column: All signs specified in Part (4) require development approval. The 'Expectations' column is proposed to be added to provide guidance on what the City might accept when assessing the development application.
Part (4) Signage that Requires Development Approval'	Amended provision: For Advisory signs; expectation of 20m <sup>2</sup> maximum size, with the City taking a bond, where necessary, to cover any costs for removal of the sign. Advisory signs generally encompass large-scale development across several lots and therefore a larger-sized sign is expected.
Part (4) Signage that Requires Development Approval'	Add 'Estate Entry Signage' as a sign type: There is currently no appropriate category for this type of signage. Estate Entry signage has the potential to cause confusion as the estate name can at times be confused with the suburb name. The requirement for development approval will ensure a temporary timeframe can be placed on the signage. The development approval requirement will also allow the City to take a bond, where necessary, to cover any costs for removal of the sign.

126 of 284



## Item 8.5

DAP 26/08/2021

**Summary**

The modifications to LPP 3.7 will provide clarity for businesses/individuals seeking to erect signage. The intent of LPP 3.7 will remain.

**Strategic Plans/Policy Implications**Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

- Thriving local commercial centres, local businesses and tourism industry.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money
- High quality and effective community engagement and customer service experiences.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

Under clause 5 (1) of the of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, amending a local planning policy requires public advertising unless the local government deems the amendment to be minor. The proposed amendments are not considered to be minor, therefore public consultation for a minimum period of 21 days is required.

**Risk Management Implications**

If the amendment to LPP 3.7 is not adopted, and therefore not progressed, some inconsistencies would occur in relation to existing practices.

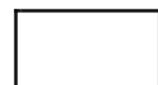
This practice needs to be formalised for consistency, reliability, good governance and transparency.

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

N/A

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

Nil



127 of 284

Item 8.5 Attachment 1

DAP 26/08/2021

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



**Policy Type**

Local Planning Policy

**Policy Purpose**

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

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

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

**Policy Statement**

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

[1]

Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019



DAP 26/08/2021

Item 8.5 Attachment 1

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>

(2) General Development Provisions

1. *All Signs shall:*
  - a) Not pose a threat to public safety or health.
  - b) Only relate to services and products on the subject site.
  - c) Not consist of inappropriate or offensive language or material.
  - d) Not protrude over Council property, including footpaths (unless allowed under a verandah or attached to a fascia) or neighbour's property.
2. *Illuminated Signs shall:*
  - a) Not cause a nuisance, by way of light spillage, to abutting sites.
  - b) Not comprise flashing, intermittent or running lights.
  - c) Not interfere with or be likely to be confused with, traffic control signals.
  - d) Have a minimum clearance of 2.75m from finished ground level to the lowest part of the sign.
  - e) Have any boxing or casing in which it is enclosed constructed of incombustible material.
  - f) Have its electrical installation constructed and maintained to the satisfaction of Western Power Corporation or the appropriate electricity supply authority and in accordance with the S.A.A. Code 3000-1991.
  - g) Be maintained to operate as an illuminated sign.
  - h) Not have a light of such intensity as to cause annoyance to the public.
3. *Signs on Residential Properties (including Home Occupation) shall:*
  - a) Not exceed 0.2m<sup>2</sup> in area and only for the purpose of identifying the name of the dwelling and/or nature of an approved home occupation operating from the dwelling.
  - b) Not exceed 0.5m in height where they are of a single line of letters fixed to the facade of a building.
4. *Signs on Heritage Buildings shall:*
  - a) Contribute to the significance of a Heritage Place and existing signs should be retained and maintained.
  - b) Not dominate a Heritage Place. Instead, new signs should be placed where they would have traditionally been placed, and should be limited to a level consistent with traditional coverage.
  - c) Not be located where they would obscure or detract from a feature of the building.
  - d) Be located so as to ensure views to individually significant signs are maintained.
  - e) Not result in physical damage to any significant fabric. Signage should be readily removable, with careful consideration given in regards to the method of installation, in order to ensure that the original material can be reinstated.

[2]

Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019

 129 of 284

Item 8.5 Attachment 1

DAP 26/08/2021

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



- f) If included on the State Heritage Register, be referred to the Heritage Council of Western Australia for comment.
  - g) Not require reproduction of historic advertising styles. Rather, respectful but clearly modern design is preferred for new signs.
  - h) Colours should be appropriate to the Heritage Place and in some instances which may require departure from standard company advertising colours.
5. *Temporary Signs (for events) shall:*
- a) Require planning approval if greater than 4m<sup>2</sup>.
  - b) Not be exhibited more than 4 weeks prior to the event advertised and must be removed by the end of the day following the event.
  - c) Be located on the site of an event or the property of the organisation holding the event.
6. *Safety/Warning Signs shall*
- a) Not require planning approval if deemed necessary to comply with occupational, health and safety requirements.

[3]

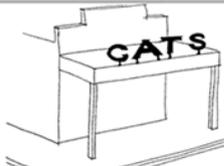
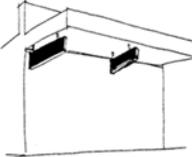
Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019



<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



(3) Specific Sign Development Standards

Sign Type	Definition	Standards
<p>1. <b>3D Replica Model or Shape / Object</b></p> 	<p>A three dimensional replica object or shape used as an advertising device and designated to replicate or copy a real world object or shape. The replica may be freestanding or attached to a building or other sign.</p>	<ul style="list-style-type: none"> <li>a) Planning approval is required for all 3D replica model or shape/object signs.</li> <li>b) Maximum volume of 4m<sup>3</sup>.</li> <li>c) Maximum height of 3m.</li> <li>d) Must not be erected for more than 4 weeks in any 12 month period.</li> </ul>
<p>2. <b>Advisory Sign</b></p> 	<p>A sign erected on land which has been approved for subdivision, advertising the lots for sale.</p>	<ul style="list-style-type: none"> <li>a) Planning approval is required for all advisory signs greater than 6m<sup>2</sup>.</li> <li>b) Erected at the ratio of 1m<sup>2</sup> of area per hectare with no individual sign exceeding 20m<sup>2</sup>.</li> <li>c) Shall be removed from the site within two years or when 80% of the lots in the subdivision have been sold, whichever comes first.</li> <li>d) The City may condition a bond to cover any costs associated to the removal of Advisory signage (particularly where signage includes lighting and any water features).</li> </ul>
<p>3. <b>Awning Sign (Above)</b></p> 	<p>A sign located above the outer fascia of a verandah, balcony or awning.</p>	<ul style="list-style-type: none"> <li>a) Planning approval is required for all awning signs (above).</li> <li>b) Lettering shall not exceed 1m in height.</li> <li>c) Maximum area of 6m<sup>2</sup>.</li> </ul>
<p>4. <b>Awning Sign (Below)</b></p> 	<p>A sign fixed to or suspended from the underside of a verandah, balcony or awning.</p>	<ul style="list-style-type: none"> <li>a) Planning approval is required for awning signs (below) that propose a minimum headway of less than 2.75m and are 4m<sup>2</sup> in area or greater.</li> </ul>

[4]

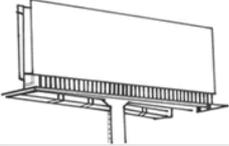
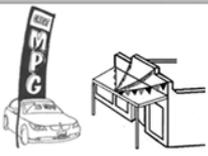
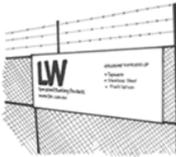
Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019

Item 8.5 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



	Sign Type	Definition	Standards
5.	<b>Billboard Sign</b> 	A sign fixed to a free-standing structure that is not a building and has one or more supports.	a) Planning approval is required for all billboard signs. b) Billboard signs are generally not supported unless the City deems that the sign has a public/community purpose.
6.	<b>Bunting / Flag / Tethered</b> 	A single or group of flags or material that may be freestanding or attached to a rope or line stretched between two or more points.	a) Planning approval is required for all bunting, flags or tethered advertising signs. b) Bunting, flags and tethered signs are generally not supported unless the City deems the sign has a public/community purpose.
7.	<b>Construction Sign</b> 	A sign which is displayed for the duration of the construction period which displays the project or contractors details relating to the site.	a) Planning approval is required for construction signs that exceed 6m <sup>2</sup> for single/grouped dwellings, 10m <sup>2</sup> for multiple dwellings, commercial and industrial development or 20m <sup>2</sup> for shopping centre development. b) Construction signs shall only be in place for the duration of construction/development works.
8.	<b>Fence Sign</b> 	Any sign attached to a fence.	a) Planning approval is required for fence signs greater than 6m <sup>2</sup> per street frontage. b) Maximum of one sign per street frontage on any one lot. c) Not permitted on lots located on district distributor roads.
9.	<b>Ground Based Sign</b> 	A sign which is not attached or otherwise affixed to a building and no portion of which is higher than 1.2m above natural ground level.	a) Planning approval is required for ground based signs exceeding 4m <sup>2</sup> . b) Maximum of one sign per tenancy on a lot unless incorporated in a barrier that distinguishes an outdoor dining area.

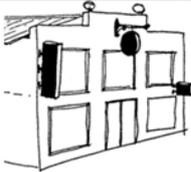
[5]

Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019



<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



	Sign Type	Definition	Standards
10.	<b>Product Display Sign</b> 	An object which is displayed for the purposes of advertisement; or an advertisement sign which is attached to or placed on a vehicle (car, truck, boat, trailer, caravan, machinery, whether moveable or not).	a) Planning approval is required for all product display signs. b) Product display signs are generally not supported within the City unless the sign has a public/community purpose.
11.	<b>Projecting Sign</b> 	A sign which projects more than 300mm from a wall of the building below the eaves or ceiling height.	a) Planning approval is required for projecting signs that propose a minimum headway of less than 2.75m and are 4m <sup>2</sup> or less. b) Shall not project more than 1m from the wall.
12.	<b>Pylon Sign</b> 	A sign supported by one or more piers and not attached to a building.	a) Planning approval is required for all pylon signs greater than 3m in height or 4m <sup>2</sup> . b) Maximum area of 20m <sup>2</sup> on any face. c) Maximum of one sign per street frontage. d) Setback at a minimum distance of its own overall height to street or right of way. e) Setback 6m from any other sign erected on the same lot. f) Maximum height of 6m above natural ground level.
13.	<b>Real Estate Sign</b> 	A sign advertising the display, sale or lease of the property.	a) Planning approval required for real estate signs greater than 6m <sup>2</sup> . b) Limited to one sign per lot.

[6]

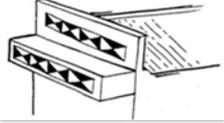
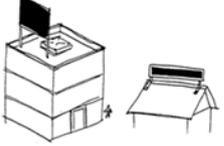
Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019

Item 8.5 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



	Sign Type	Definition	Standards
14.	<b>Roof Sign</b> 	A sign which is affixed to the fascia or parapet, or forms part of a projection above the eaves of the building.	a) Planning approval is required for roof signs greater than 6m <sup>2</sup> . b) Not be within 0.5m of either end of the external walls of the building. c) Not permitted if there is a roof sign (above) on the same lot. d) Complements the architectural style of the building.
15.	<b>Roof Sign (Above)</b> 	A sign erected on or attached to the roof of a building.	a) Planning approval is required for all roof signs. b) Not permitted if there is a roof sign on the same lot. c) Shall not project higher than 2m above the roof or 50% of the height of the building to which it is attached (whichever is higher).
16.	<b>Tower Sign</b> 	A sign affixed to, or placed on an open structural mast or tower.	a) Planning approval is required for all tower signs. b) Maximum height and width of the sign shall not exceed the height or width of the structure to which it is attached. c) Maximum area of 6m <sup>2</sup> .
17.	<b>Variable Message Sign</b> 	A sign which is permanent or portable and displays electronically generated variable messages.	a) Planning approval is not required for public authorities to use variable message signs. b) Variable message signs are not supported within the City unless used by public authorities for public purposes. c) Planning approval is required for all Variable Message Signs that display Service Station fuel prices in a variable/LED Format. Advertised fuel prices are restricted to change only once in a 24 hour period.
18.	<b>Wall Sign</b> 	A sign which is affixed to the external part of a wall of the building but does not project above the lowest point of the eaves or ceiling of the	a) Planning approval is required for wall signs greater than 6m <sup>2</sup> . b) Shall not exceed 10% in area on any one wall. c) If the background colour of the sign matches the balance of the colour of the wall on which it is

[7]

Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019



<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



	Sign Type	Definition	Standards
		building.	located, then the area of the sign shall be determined by measuring around the words of the sign. If the background colour of the sign does not match the balance of the colour of the wall on which it is located, the area of the sign is to be measured around the borders of the entire sign.
<b>19.</b>	<b>Window Sign</b>	Sign which is affixed to either the interior or exterior of the glazed area of a window.	<ul style="list-style-type: none"> <li>a) Planning approval required for any window signs greater than 6m<sup>2</sup>.</li> <li>b) Not to exceed more than 25% of the window panel (which is calculated as the window shopfront).</li> <li>c) Lettering shall not exceed 1m in height.</li> </ul>

[8]

Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019

Item 8.5 Attachment 1

DAP 26/08/2021

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



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4518397

[9]

Document Set ID: 4518397  
Version: 8, Version Date: 23/12/2019



DAP 26/08/2021

Item 8.5 Attachment 2

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



### Policy Type

Local Planning Policy

### Policy Purpose

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

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

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

### Policy Statement

- (1) Application
  - a) This policy applies to all advertisements as defined within *Planning and Development (Local Planning Schemes) Regulations 2015*. All references here within to the words 'sign' or 'signage' shall also be read as advertisement.
  - b) In accordance with Clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, development approval is not required where signage meets all of the following:
    - a. Meets the criteria of the 'General Development Provisions' in Part (2) below;
    - b. Meets the definition and provisions of the 'Permissible Signs and Standards' table in Part (3) below;
    - c. Is not erected or installed within 1.5m of any part of a crossover or street truncation;

[1]

137 of 284

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



- d. Is erected within the boundaries of a freehold lot;
  - e. Is not proposed on land reserved (partially or wholly) under the MRS;
  - f. The works are not located within a heritage-protected place.
- c) Where signage does not meet the criteria set out in Part 1b above, development approval is required. Development applications shall be determined in accordance with clause 67 of *Planning and Development (Local Planning Schemes) Regulations 2015*.
- d) Development approval is required for all signage which meets the expectations of the table 'Signage that Requires Development Approval' in Part (4) below. The 'expectations' column of the table provides guidance on what the City would generally accept in relation to each type of sign, however an assessment against clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* is still required.
- e) Where a property is subject to specific Design Guidelines which contain provisions inconsistent with this policy, the Design Guidelines shall prevail.
- f) Signs proposed on or adjacent to land reserved (partially or wholly) under the MRS shall be referred to the relevant Public Authority in accordance with the relevant WAPC Instrument of Delegation.
- g) The maximum signage area contained in the policy refers to an aggregate of signage across the site.
- (2) General Development Provisions
1. *All Signs shall:*
- a) Not pose a threat to public safety or health;
  - b) Only relate to services and products on the subject site;
  - c) Not consist of inappropriate or offensive language or material;
  - d) Not protrude over Council property or Council managed land (except awning sign (below) or projecting signs);
  - e) Be in accordance with the requirements of Australian Standard AS 4282 - 2019 "Control of the Obtrusive Effects of Outdoor Lighting";
  - f) Not comprise flashing, intermittent or running lights;
  - g) Have any boxing or casing in which it is enclosed, constructed of incombustible material;
  - h) 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;

[2]



DAP 26/08/2021

Item 8.5 Attachment 2

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



- i) Be maintained to operate as an illuminated sign where proposed as such.

[3]

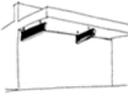
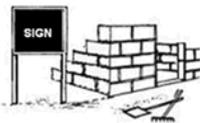
Item 8.5 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



(3) Permissible Signs and Standards

	<b>Sign Type</b>	<b>Definition</b>	<b>Provisions</b>
1.	<b>Awning Sign (Below)</b> 	A sign fixed to or suspended from the underside of a verandah, balcony or awning.	a) Maximum size of 6m <sup>2</sup> . b) Minimum headway/clearance of 2.75m.
2.	<b>Construction Sign</b> 	A sign which is displayed for the duration of the construction period which displays the project or contractors details relating to the site.	a) Maximum size of 6m <sup>2</sup> for single/grouped dwellings. b) Maximum size of 12m <sup>2</sup> for multiple dwellings, commercial development not within centre zoned land and industrial development. c) Maximum size of 20m <sup>2</sup> for centre zoned development. d) In place for the duration of construction/development works only.
3.	<b>Fence Sign</b> 	Any sign attached to a fence.	a) Maximum size of 6m <sup>2</sup> per street frontage. b) Maximum of one sign per street frontage on any one lot.
4.	<b>Ground Based Sign</b> 	A sign which is not attached or otherwise affixed to a building and no portion of which is higher than 1.2m above natural ground level.	a) Maximum size of 6m <sup>2</sup> . b) Maximum of one sign per tenancy on a lot. c) Where incorporated in a barrier that distinguishes an outdoor dining area, clause b above is varied to allow up to three signs per tenancy on a lot.
5.	<b>Projecting Sign</b>	A sign which projects from a	a) Maximum size of 6m <sup>2</sup> . b) Minimum

[4]



<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



		wall of the building below the eaves or ceiling height.	headway/clearance of 2.75m. c) Shall not project more than 1m from the wall.
6.	<b>Pylon Sign</b> 	A sign supported by one or more piers and not attached to a building.	a) Maximum size of 6m <sup>2</sup> per street frontage. b) Maximum height of 3m. c) Maximum of one sign per street frontage. d) Setback a minimum distance of half its own overall height to the front property boundary. e) Setback 6m from any other sign erected on the same lot.
7.	<b>Real Estate Sign</b> 	A sign advertising the display, sale or lease of the property.	a) Maximum size of 6m <sup>2</sup> . b) Limited to one sign per lot.
8.	<b>Residential Property Sign</b> 	A sign affixed to, or located on, a Residential property, and includes signs relating to Home Occupations and approved Home Businesses.	a) Maximum size of 0.2m <sup>2</sup> . b) Maximum height of 0.5m where the sign is a single line of letters fixed to the facade of a building. c) Only used for the purpose of identifying the name of the dwelling and/or nature of a Home Occupation or approved Home Business

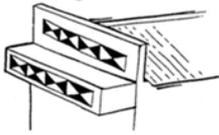
[5]

Item 8.5 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



			operating from the dwelling.
9.	<b>Roof Sign</b> 	A sign which is affixed to the fascia or parapet, or forms part of a projection above the eaves of the building.	a) Maximum size of 6m <sup>2</sup> . b) Not located within 0.5m of either end of the external walls of the building.
10.	<b>Safety/Warning Signs</b> 	A sign which displays safety or warning messages relating to a potential hazard on or around a site.	a) Necessary to comply with occupational, health and safety requirements.
11.	<b>Temporary Signs (for events)</b> 	A sign which advertises an upcoming event.	a) Maximum size of 6m <sup>2</sup> . b) Exhibited up to a maximum of four (4) weeks prior to the event advertised and removed by the end of the day following the event.
12.	<b>Variable Message Sign</b> 	A sign which is permanent or portable and displays electronically generated variable messages.	a) Used by public authorities for public purposes only.
13.	<b>Wall Sign</b> 	A sign which is affixed to the external part of a wall of the building but does not project above the lowest point of the eaves or	a) Maximum size of 6m <sup>2</sup> . b) Not exceeding 10% in area on any one wall.  Note: If the background colour of the sign matches the balance of the colour of the wall on which it is

[6]



<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



		ceiling of the building.	located, then the area of the sign shall be determined by measuring around the words of the sign.
14.	<b>Window Sign</b> 	Sign which is affixed to either the interior or exterior of the glazed area of a window.	a) Maximum size of 6m <sup>2</sup> . b) Not exceeding more than 25% of the overall area of glazing of the individual façade. c) Lettering shall not exceed 1m in height.

(4) Signage that Requires Development Approval

	<b>Sign type</b>	<b>Definition</b>	<b>Expectations</b>
1.	<b>3D Replica Model or Shape / Object</b> 	A three dimensional replica object or shape used as an advertising device and designated to replicate or copy a real world object or shape. The replica may be freestanding or attached to a building or other sign.	a) Maximum volume of 4m <sup>3</sup> . b) Maximum height of 5m. c) Must not be erected for more than 4 weeks in any 12 month period.
2.	<b>Advisory Sign</b> 	A sign erected on land which has been approved for subdivision, advertising the lots for sale.	a) Does not exceed 20m <sup>2</sup> . b) One sign per subdivision. c) Shall be removed from the site within two years or when 80% of the lots in the subdivision have been sold, whichever comes first. d) A bond received by the City

[7]

Item 8.5 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



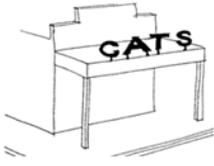
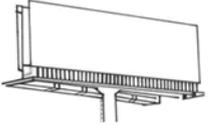
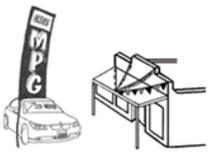
			to cover any costs associated to the removal of Advisory signage (particularly where signage includes lighting and any water features).
3.	<b>Any sign on a Heritage Place</b>	Any sign located in a heritage-protected place.	<ul style="list-style-type: none"> <li>a) Shall contribute to the significance of a Heritage Place and existing signs should be retained and maintained.</li> <li>b) Shall not dominate a Heritage Place. Instead, new signs should be placed where they would have traditionally been placed, and should be limited to a level consistent with traditional coverage.</li> <li>c) Shall not be located where they would obscure or detract from a feature of the building.</li> <li>d) Shall be located so as to ensure views to individually significant signs are maintained.</li> <li>e) Shall not result in physical damage to any 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.</li> <li>f) If included on the State Heritage Register, shall be referred to the Heritage Council of Western Australia for comment.</li> <li>g) Shall not require reproduction of historic advertising styles. Rather, respectful but clearly</li> </ul>

[8]



<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



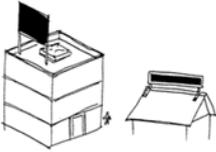
			<p>modern design is preferred for new signs.</p> <p>h) Colours should be appropriate to the Heritage Place and in some instances which may require departure from standard company advertising colours.</p>
4.	<p><b>Awning Sign (Above)</b></p> 	<p>A sign located above the outer fascia of a verandah, balcony or awning.</p>	<p>a) Maximum area of 6m<sup>2</sup>.</p> <p>b) Lettering shall not exceed 1m in height.</p>
5.	<p><b>Billboard Sign</b></p> 	<p>A sign fixed to a free-standing structure that is not a building and has one or more supports.</p>	<p>a) Billboard signs are generally not supported unless the City deems that the sign has a public/community purpose</p>
6.	<p><b>Bunting / Flag / Tethered</b></p> 	<p>A single or group of flags or material that may be freestanding or attached to a rope or line stretched between two or more points.</p>	<p>a) Bunting, flags and tethered signs are generally not supported unless the City deems the sign has a public/community purpose</p>
7.	<p><b>Estate Entry Signage</b></p> 	<p>A sign which serves to announce the entry to an estate or new residential development.</p>	<p>a) Temporary only.</p> <p>b) A bond being received, where the estate entry signage is located on land vested to the Crown and/or the City, to cover any costs associated to the removal of the signage (particularly where signage includes lighting and any water</p>

Item 8.5 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Signs &amp; Advertising</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.7</b>



			features).
8.	<b>Product Display Sign</b> 	An object which is displayed for the purposes of advertisement; or an advertisement sign which is attached to or placed on a vehicle (car, truck, boat, trailer, caravan, machinery, whether moveable or not).	a) Product display signs are generally not supported within the City unless the sign has a public/community purpose.
9.	<b>Roof Sign (Above)</b> 	A sign erected on or attached to the roof of a building.	a) Not permitted if there is a roof sign on the same lot. b) Shall not project higher than 2m above the roof or 50% of the height of the building to which it is attached (whichever is higher).
10.	<b>Tower Sign</b> 	A sign affixed to, or placed on an open structural mast or tower.	a) Maximum area of 6m <sup>2</sup> . b) Where applicable a minimum headway/clearance of 2.75m.

[10]



DAP 26/08/2021

Item 8.5 Attachment 2

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



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4518397

[11]

DAP 26/08/2021

Item 8.6

**8.6 (2021/MINUTE NO 0035) Proposed Amendments to Local Planning Policy 1.8 'Flagpoles and Camera Poles' and Deletion of Local Planning Policy 1.9 'Domestic Satellite Dishes'**

- Author(s)** L De Carvalho
- Attachments**
1. Local Planning Policy 1.8 'Flagpoles and Camera Poles' (Current) [↓](#)
  2. Proposed Amendments to Local Planning Policy 1.8 'Incidental Structures' [↓](#)
  3. Policy - Proposed Deletion - Local Planning Policy 1.9 'Domestic Satellite Dishes' [↓](#)

**RECOMMENDATION**  
That the Committee recommends that Council:

- (1) ADOPTS the proposed revised Local Planning Policy 1.8 – 'Incidental Structures, for the purposes of advertising in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in Attachment 2 to the Agenda; and
- (2) DELETES Local Planning Policy 1.9 'Domestic Satellite Dishes' in accordance with Clause 6 (a) of the *Planning and Development (Local Planning Schemes) Regulations 2015* Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in Attachment 3 to the Agenda.

---

**Committee Recommendation**  
MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

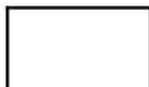
**Background**

In February 2021 amendments were made to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), which introduced multiple criteria for incidental development into the planning framework.

Currently, the City has two separate Local Planning Policies (LPPs) relating to incidental and minor development which provide development guidance, these are:

- LPP 1.8 Flagpoles and Camera Poles (refer Attachment 1)
- LPP 1.9 Domestic Satellite Dishes (refer Attachment 3).

Rather than introducing a new LPP to provide development guidance specific to the City of Cockburn, and to streamline the number of LPPs, it is proposed that the two LPPs are combined into one LPP.



## Item 8.6

DAP 26/08/2021

In addition to rationalising the policies in accordance with Clause 61 of the Regulations, several modifications are proposed to provide consistency and greater clarity.

**Submission**

N/A

**Report**

The proposed modifications to LPP 1.8 - 'Flagpoles and Camera Poles' (refer Attachment 2) are summarised as follows:

1. The Policy shall be renamed to 'Incidental Structures' to reflect the intent of the policy,
2. Amendments to the 'Policy Purpose', 'Application' and 'Definitions' sections of the policy.

The modifications are detailed further in the table below:

Part of Local Planning Policy	Change Summary
Policy Purpose	Amended to reflect incidental structures to align with Clause 61 of the Amendment Regulations.
Part (1) 'Scope'	Rename section: 'Application' To reflect that this policy shall be applied throughout the City.
Part (2) 'Definitions'	Add section: To include all different types of structures that are covered by the policy.
Part (3) 'Exemptions from Planning Approval – Flagpoles'	Rename section: 'Cubby Houses' To align with Clause 61 of the Amendment Regulations which have introduced regulations for cubby houses into the planning framework. Where cubby houses comply with requirements specified in the Local Planning Policy, it is exempt from requiring development approval.
Part (4) 'Exemptions from Planning Approval - Camera Poles'	Rename section: 'Shade Sails' To align with Clause 61 of the Amendment Regulations which have introduced regulations for shade sails into the planning framework. Where shade sails comply with requirements specified in the Local Planning Policy, it is exempt from requiring development approval.
Part (5)	Insert section: 'Flagpoles' To align with Clause 61 of the Amendment Regulations which have introduced different conditions to current LPP 1.8. Where flagpoles comply with the requirements specified in a Local Planning Policy, it is exempt from requiring development approval.
Part (6) 'Exemptions from Planning'	Rename section: 'Camera Poles' Where camera poles comply with requirements specified in a Local

 149 of 284

DAP 26/08/2021

Item 8.6

Part of Local Planning Policy	Change Summary
Approval - Camera Poles'	Planning Policy, it is exempt from requiring development approval.
Part (7) 'Exemptions from Planning Approval - Camera Poles'	Insert section: <i>'Satellite Dishes'</i> To incorporate satellite dishes into this policy. Where signage complies with requirements specified in a Local Planning Policy, it is exempt from requiring development approval.
Part (8) 'Exemptions from Planning Approval - Camera Poles'	Insert section: <i>'Pergolas/Vergolas'</i> To align with Clause 61 of the Amendment Regulations which have introduced regulations for pergolas into the planning framework. Where pergolas and vergolas comply with requirements specified in a Local Planning Policy, it is exempt from requiring development approval.
Part (7) 'Exemptions from Planning Approval - Camera Poles'	Insert section: <i>'Other minor works'</i> To encapsulate all other forms of minor works into the policy, allowing the City to formally assess and determine on a case by case basis when minor development is exempt from requiring development approval.

**Summary**

LPP 1.8 – ‘Incidental Structures’ will include requirements for satellite dishes and therefore the existing LPP 1.9 – Satellite Dishes is redundant.

The intent of LPP 1.8 – ‘Incidental Structures’ is considered to encapsulate a greater variety of development types and will streamline the City’s planning framework, incorporating two policies into one policy and aligning the requirements with Clause 61 of the Regulations.

The modifications to LPP 1.8 will provide clarity for businesses and individuals seeking to erect/install minor development that is incidental to existing development and install confidence in the community with regards to minor and incidental development.

**Strategic Plans/Policy Implications**

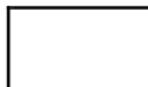
Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money
- 5.2. High quality and effective community engagement and customer service experiences.

**Budget/Financial Implications**

N/A



## Item 8.6

DAP 26/08/2021

**Legal Implications**

N/A

**Community Consultation**

Under clause 5 (1) of the of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, amending a local planning policy requires public advertising unless the local government deems the amendment to be minor.

The proposed amendments are not considered to be minor, therefore, public consultation for a minimum period of 21 days is required.

**Risk Management Implications**

If the amendment to LPP 1.8 is not adopted and LPP 1.9 is not revoked, and therefore not progressed, some inconsistencies would occur in relation to existing practices.

This practice needs to be formalised for consistency, reliability, good governance and transparency.

**Advice to Proponents/Submitters**

N/A

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

Nil



151 of 284



Item 8.6 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Flagpoles Camera Poles</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 1.8</b>



**Policy Type**

Local Planning Policy

**Policy Purpose**

Flag poles and camera poles in residential areas have the potential to negatively impact the visual amenity of adjoining properties and the streetscape. Development requirements can control the location and characteristics of these structures to limit their impact on adjoining properties and the streetscape. The Residential Design Codes (R-Codes) don't provide specific guidance for this type of development.

The policy provides guidelines to outline the development requirements for flag poles and camera poles within the Residential zone. A set of criteria are provided to determine those proposals that are considered exempt from requiring planning approval.

**Policy Statement**

(1) Scope

This policy applies to the development of land within the residential zone as identified in the Town Planning Scheme No. 3 (TPS 3).

(2) Definitions

Flagpole: A structure designed to support a flag and containing nothing other than a flag.

Camera pole: A structure designed to support security cameras.

(3) Exemptions from Planning Approval - Flagpoles

If all of the following criteria are met, a flagpole is considered exempt from requiring planning approval:

1. Where the maximum height of structure does not exceed 6 metres from natural ground level.
2. Where the structure is located behind the minimum primary street setback (as detailed below):
  - o R20-R25 – 3m
  - o R30-R40 – 2m
  - o R50-R60 – 1m
  - o R80 – 0.5m

[1]



DAP 26/08/2021

Item 8.6 Attachment 1

<b>Title</b>	<b>Flagpoles Camera Poles</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 1.8</b>



3. Where only one (1) flagpole is proposed per lot.
4. Where the structure is setback from side boundaries as if they were treated as a wall with no major openings in accordance with table 2a of the R-Codes.
5. Where the structure is not used for commercial advertising.
6. Where the structure is not proposed on a lot on the Heritage List identified under TPS 3.

(4) Exemptions from Planning Approval - Camera Poles

If all of the following criteria are met, a camera pole is considered exempt from requiring planning approval:

1. Where the maximum height of the structure does not exceed the height (wall height) of the existing/proposed dwelling on-site to a maximum height of 6m.
2. Where the structure is located behind the alignment of the existing/proposed dwelling.
3. Where only one (1) camera pole is proposed per lot.
4. Where the structure is setback from side boundaries as if they were treated as a wall with no major openings in accordance with table 2a of the R-codes.
5. Where the structure is not proposed on a lot on the Heritage List identified under TPS 3.
6. Where no more than two (2) security cameras are fixed to the structure and the security cameras are directed towards the subject site and/or the street, not adjoining properties.
7. In the event that a proposed flagpole or camera pole does not meet the above provisions, a development application shall be lodged for approval by the City including justification clearly demonstrating why a variation is being sought and how the proposal will not detrimentally impact adjoining properties and the streetscape. In this regard the proposal will be advertised to potentially affected adjoining and nearby landowners for comment.
8. Overall, camera poles are not encouraged in residential areas and security cameras (if required) should be fixed to the existing/proposed dwelling.

[2]

153 of 284

Item 8.6 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Flagpoles Camera Poles</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 1.8</b>



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4518813

**Current**

[3]



DAP 26/08/2021

Item 8.6 Attachment 2

<b>Title</b>	<b>Incidental Structures Policy</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP1.8</b>



### Policy Type

Local Planning Policy.

### Policy Purpose

The purpose of this policy is to identify structures of an incidental nature, and establish criteria specific to the City of Cockburn to determine when planning approval is required in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Incidental structures are structures which are considered minor or incidental in nature to established development.

### Policy Statement

#### (1) Application

This policy applies to the development of land within all land zoned under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

#### (2) Definitions

##### Cubby house:

*Means an enclosed structure, such as a small-scale replica of a dwelling, and includes tree houses, which is usually of simple construction and used primarily by children for the purposes of play, but excludes unenclosed platforms. A cubby house may also be commonly referred to by other names, such as an outdoor fort or children's den.*

##### Flagpole:

*A structure designed to support a flag and containing nothing other than a flag.*

##### Camera pole:

*A structure designed to support security cameras.*

##### Pergola/Vergola:

*An open-framed structure covered in water permeable material, or operable louvered roofing, which may or may not be attached to a dwelling*

#### 1. **Cubby houses:**

##### 1.1 Resource and Rural Zones

- 1.1.1 Planning Approval is not required for any cubby houses, except if located in a heritage-protected place.

[1]

Item 8.6 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Incidental Structures Policy</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP1.8</b>



1.2 Rural Living Zone

1.2.1 Planning Approval is not required for any cubby house where the development complies with the following criteria:

- 1.2.1.1 Located a minimum 6m from the primary street;
- 1.2.1.2 Located a minimum 2.5m from any other boundary; and
- 1.2.1.3 Is not located within a heritage-protected place.

1.3 All Other Zones

1.3.1 Planning Approval is not required for the development of a cubby house where the development complies with the following criteria:

- The lot is subject to the Residential Design Codes of WA;
- The lot is deemed a Single House or Grouped Dwelling;
- There is only one cubby on the lot;
- Located behind the primary street setback area;
- Does not have a footprint or floor area of greater than 10m<sup>2</sup>;
- Is not located within a heritage-protected place; and
- Does not exceed a building height of 3 metres measured from the existing natural ground level.

1.4 In all other instances, a cubby houses is required to obtain Planning Approval.

2. Shade Sails

2.1 Mixed Business, Light and Service Industry, Industry and Strategic Industry Zones

2.1.1 Planning Approval is not required for shade sails where the development complies with the following criteria:

- 2.1.1.1 Located a minimum 15m from the primary street lot boundary;
- 2.1.1.2 Located a minimum 3m from any other boundary;
- 2.1.1.3 Where a lot has frontages to two streets (excluding the secondary street) then both street setbacks shall be 15m; and
- 2.1.1.4 Is not located within a heritage-protected place.

2.2 All Other Zones

2.2.1 Planning Approval is not required for the development of shade sails where the development complies with the following criteria:

- The lot is subject to the Residential Design Codes of WA;
- The lot is deemed a Single House or Grouped Dwelling; and
- Is not located within a heritage-protected place.

[2]



DAP 26/08/2021

Item 8.6 Attachment 2

<b>Title</b>	<b>Incidental Structures Policy</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP1.8</b>



2.3 In all other instances, shade sails are required to obtain Planning Approval.

### 3. Flagpoles

3.1 The erection of a flagpole is considered exempt from requiring planning approval where the proposed flagpole is in accordance with Cl 61 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

### 4. Camera Poles

#### 4.1 Resource and Rural Zones

4.1.1 Planning Approval is not required for any camera poles where the development complies with the following criteria:

- 4.1.1.1 Located a minimum 20 m from the primary street;
- 4.1.1.2 Located a minimum 10 m from any other boundary; and
- 4.1.1.3 Is not located within a heritage-protected place.

#### 4.2 Rural Living Zone

4.2.1 Planning Approval is not required for any camera poles where the development complies with the following criteria:

- 4.2.1.1 Located a minimum 6m from the primary street;
- 4.2.1.2 Located a minimum 2.5m from any other boundary; and
- 4.2.1.3 Is not located within a heritage-protected place.

#### 4.3 All Other Zones

4.3.1 Planning Approval is not required for any camera poles where the development complies with the following criteria:

- 4.3.1.1 Where the height of the structure does not exceed the wall height of the existing/proposed dwelling on-site, to a maximum height of 6m;
- 4.3.1.2 Where the structure is located behind the alignment of the existing/proposed dwelling;
- 4.3.1.3 Where only one (1) camera pole is proposed per lot;
- 4.3.1.4 Where the structure is setback from lot boundaries as if they were treated as a wall with no major openings in accordance with table 2a of the R-codes;
- 4.3.1.5 Where the structure is not proposed on a lot on the Heritage List identified under TPS 3;
- 4.3.1.6 Where no more than two (2) security cameras are fixed to the structure and the security cameras are directed towards the subject site and/or the street, not adjoining properties; and
- 4.3.1.7 Is not located within a heritage-protected place.

[3]

Item 8.6 Attachment 2

DAP 26/08/2021

<b>Title</b>	<b>Incidental Structures Policy</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP1.8</b>



- 4.4 In all other instances, camera poles are required to obtain Planning Approval. The development application must be advertised to potentially affected adjoining and nearby properties for comment.
- 4.5 Camera poles are not encouraged in residential areas and security cameras (if required) should be fixed to the existing/proposed dwelling.

**5. Satellite Dishes**

5.1 All Zones

5.1.1 Planning Approval is not required for any satellite dishes where the development complies with the following criteria:

- 5.1.1.1 Less than 1.2m in diameter on land zoned Residential or Local Centre;
- 5.1.1.2 Less than 3m in diameter on land zoned Regional Centre, District Centre, Mixed Business, Rural, Rural Living, Resource, Light and Service Industry or Industry;
- 5.1.1.3 Where two or more dishes, including those for which approval is not required, are located within the one lot;
- 5.1.1.4 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; and
- 5.1.1.5 Is not located within a heritage-protected place.

5.2 In all other instances, camera poles are required to obtain Planning Approval and the General Guidelines below are to be addressed:

General Guidelines

- Dishes must be located to minimise their visual impact from neighbouring properties, the street or other public areas.
- Dishes must be ground mounted with a maximum diameter of 3m.
- 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.

[4]



<b>Title</b>	<b>Incidental Structures Policy</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP1.8</b>



**6. Pergolas/Vergolas**

**6.1 Mixed Business, Light and Service Industry, Industry and Strategic Industry Zones**

6.1.1 Planning Approval is not required for pergolas/vergolas where the development complies with the following criteria:

- 6.1.1.1 Located a minimum 15m from the primary street lot boundary;
- 6.1.1.2 Located a minimum 3m from any other boundary;
- 6.1.1.3 Where a lot has frontages to two streets (excluding the secondary street) then both street setbacks shall be 15m; and
- 6.1.1.4 Is not located within a heritage-protected place.

**6.2 All Other Zones**

6.2.1 Planning Approval is not required for the development of pergolas where the development complies with the following criteria:

- The lot is subject to the Residential Design Codes of WA; and
- Is not located within a heritage-protected place.

6.3 In all other instances, pergolas are required to obtain Planning Approval.

**7. Other minor works**

7.1 Any other minor works require Written Planning Advice and shall be determined on a case by case basis by the Local Government.

Strategic Link:	City of Cockburn Town Planning Scheme No. 3
Category	Planning – Town Planning and Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Item 8.6 Attachment 3

DAP 26/08/2021

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



**Policy Type**

Local Planning Policy

**Policy Purpose**

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

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

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

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

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

**Policy Statement**

(1) General Guidelines

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

Screening measures include the following:

- (a) establishment of mature fast growing plantings;

[1]

Document Set ID: 4514502  
Version: 7, Version Date: 23/12/2019



DAP 26/08/2021

Item 8.6 Attachment 3

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



- (b) construction of standalone lattice screening (or similar) inside the property boundary i.e. in close proximity to the dish itself;
  - (c) planting of fast growing creepers to cover the lattice or screening device; and
  - (d) painting the dish and/or lattice structure to 'colour match' its background.
- (2) Planning Approval
1. Planning Approval is required for:
- (a) any dish in greater than 1.2m in diameter on land zoned Residential.
  - (b) any dish greater than 1.5m in diameter on land zoned Regional Centre, District Centre, Local Centre or Mixed Business.
  - (c) any dish greater than 1.8m in diameter on land zoned Rural Living, Rural, Resource, Light and Service Industry or Industry.
  - (d) where two or more dishes, including those for which approval is not required, are proposed on one property.
- Development applications for satellite dishes in a Development Zone will be required based on the above requirements and the content of any Structure Plan that applies i.e. in terms of land use identified in the Structure Plan. In the event a Structure Plan does not apply, a Development Application will be required and will be determined on its merits taking into account the above and of the requirements under Town Planning Scheme No. 3 (TPS 3).
- In those instances where development approval is not required, the General Guidelines mentioned above are to be addressed.
2. Planning Approval is not required for:
- Dishes associated with:-
- (a) Temporary mobile communication facilities; located at any one specific place for a period not exceeding one week; or
  - (b) State Emergency Services Communication Equipment; or
  - (c) Any other public authority communications infrastructure.
3. Exemption from the requirement to obtain planning approval as set out in this Policy will not apply in the following instances:
- (a) Properties listed on the State Register of Heritage Places.
- (3) Application Procedure
1. Each application shall include the following information:
- (a) Application for Development Approval;

[2]

Document Set ID: 4514502  
Version: 7, Version Date: 23/12/2019

 161 of 284

Item 8.6 Attachment 3

DAP 26/08/2021

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



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

The City will be primarily concerned with the location and height of any proposed dish. In this regard, the City will look closely at any potential impact on the visual amenity of adjoining property(s), and the likely effectiveness of proposed screening measures.

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

[3]

Document Set ID: 4514502  
Version: 7, Version Date: 23/12/2019



DAP 26/08/2021

Item 8.6 Attachment 3

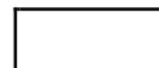
<b>Title</b>	<b>Domestic Satellite Dishes</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 1.9</b>



Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	12 December 2019
Next Review Due: <small>(Governance Purpose Only)</small>	December 2021
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4514502

[4]

Document Set ID: 4514502  
Version: 7, Version Date: 23/12/2019



163 of 284



DAP 26/08/2021

Item 8.7

**8.7 (2021/MINUTE NO 0036) Proposed Amendments to Local Planning Policy 3.9 'Industrial Development'**

**Author(s)** R Wallin

**Attachments** 1. Proposed amendments to Local Planning Policy 3.9 - Industrial Development [↓](#)

<p><b>RECOMMENDATION</b>                  The Committee recommends that Council:</p> <ol style="list-style-type: none"> <li>(1) DETERMINES that the amendments to Local Planning Policy 3.9 – Industrial Development, are minor in nature in accordance with Clause 5 (2) of the Deemed Provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the Regulations); and</li> <li>(2) ADOPTS the proposed amendments to Local Planning Policy 3.9 – Industrial Development, as included in Attachment 1, for final approval in accordance with the Regulations.</li> </ol>
<p><b>Committee Recommendation</b>                  MOVED Cr M Separovich SECONDED Cr C Terblanche</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><b><u>CARRIED 5/0</u></b></p>

**Background**

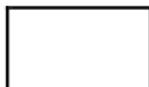
Council at its 10 June 2021 Ordinary Council meeting resolved:

*“That Council adopts the draft revised Local Planning Policy 3.9 – Industrial Development, as included in Attachment 2, for final approval in accordance with Clause 6 of the Deemed Provisions for Local Planning Schemes pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015.”*

Following the implementation of the revised Local Planning Policy 3.9 – Industrial Development (Policy), a number of operational and formatting matters have come to light that require addressing.

**Submission**

N/A



## Item 8.7

DAP 26/08/2021

**Report**

The proposed changes to the policy, as detailed in Attachment 1, are summarised with reasons for the proposed changes in the table below:

No.	Proposed Change (including reference to page numbers in Attachment 1)	Reason
1	Page 5 Format change to dot points in 2. Precinct B (b) requirements to include an additional indent for points following the clause relating to considerations to be given for uses that encourage general public access, such as "Motor Vehicle, Boat or Caravan Sales"	To improve clarity by showing that the dot points criteria specifically relate to the above clause and do not apply generally.
2	Page 6 Remove clause 2. Precinct B (c) (ii) relating to the need to provide a risk assessment for service stations to demonstrate that the use will not compromise the safety and continuity of operations and strategic infrastructure within the AMC	To improve practicality of implementation. The clause is difficult for applicants to comply with and alternative avenues are available, such as Clause 67 of the Regulations, which can achieve the intended outcomes to reduce risk and disruptions to the activity on surrounding strategic industrial activity in the event of accidents.
3	Page 7 Insert clarifying text to clause (3) General Provisions 2(iv) relating to the location of street numbering	To provide clarity and certainty on location and size of street numbering in order to improve legibility within the AMC.
6	Page 8 Delete clause (3) General Provisions 6 (ii) relating to car parking standards associated with warehouse developments that requires a higher rate of parking provision.	To acknowledge that this provision conflicts with the town planning scheme (which has precedent). To achieve the objective of requiring a higher parking standard to improve adaptability of land uses over time, it will be necessary to amend the town planning scheme. This is a separate process.
7	Page 9 Insert clarifying text to clause (3) General Provisions 6 (g) relating to the designing and constructing car parking areas to include reference to the City's specifications.	To ensure that hard stand areas are constructed to appropriate standards for local conditions and site contexts.

 165 of 284

DAP 26/08/2021

Item 8.7

The proposed changes are recommended on the following basis:

- will improve clarity and intent that will ensure improved certainty for developers and consistency in assessment
- are minor in nature with respect to impacts on overall outcome objectives and vision for the City's "Industrial" and "Mixed Business" zoned land.

### Strategic Plans/Policy Implications

#### Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

- Thriving local commercial centres, local businesses and tourism industry.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- High quality and effective community engagement and customer service experiences.

### Budget/Financial Implications

N/A

### Legal Implications

N/A

### Community Consultation

The City undertook extensive community consultation when revising the policy initially (early this year). This included:

- A notice in the local paper
- A submission period greater than the minimum 21 days (46 days from 21 January 2021 to 8 March 2021)
- Letter drop to all landowners/operators within the AMC with information flyer
- A public information session (held at the AMC Jakovich Centre).

Clause 5 (2) of the Regulations enable the local government to amend a local planning policy without advertising if the amendment is minor. In this instance, the amendments to the policy are considered minor on the grounds that the changes are:

- not adding further requirements/constraints
- providing minor points of clarification
- include elements of formatting to improve readability.

166 of 284



569 of 708



Item 8.7

DAP 26/08/2021

**Risk Management Implications**

Not proceeding with revision of the policy will result in creating potential for preventable uncertainty for developers and delays in assessment within the Strategic Industry zone.

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

N/A

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

Nil



Item 8.7 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



**Policy Type**

Local Planning Policy

**Policy Purpose**

The purpose of this policy is to:

- (1) 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; and
- (2) Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex (AMC) by guiding land use decisions

**Policy Statement**

- (1) Scope
  1. This policy applies to all land within the following Town Planning Scheme No. 3 (TPS3) zones:
    - Strategic Industry;
    - Industry;
    - Light and Service Industry;
    - Mixed Business; and
    - Development (where an approved Structure Plan indicates the use as Industry, Light and Service Industry, Mixed Business or similar).
  2. This policy does not apply in the following instances:
    - Where a Local Development Plan (LDP) has been adopted to guide the built form and where provisions of the LDP 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) Strategic Industry zone - Australian Marine Complex (AMC)
 

The strategic intent of the AMC is to provide for the national and international expansion of Western Australia's defence, marine and resource industry activities; and to facilitate and enhance economic and diversification opportunities created by the clustering of these activities. To facilitate this, application of discretionary uses

[1]



<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



within the Strategic Industry zone shall be considered in accordance with the Precinct Map (Figure 1 - see below).

The Precinct Map contains two precincts: these are:

- Precinct A
- Precinct B

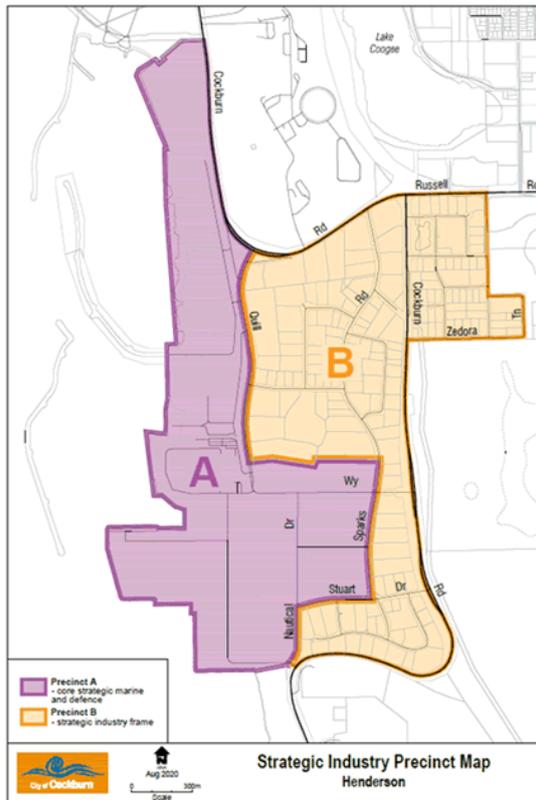
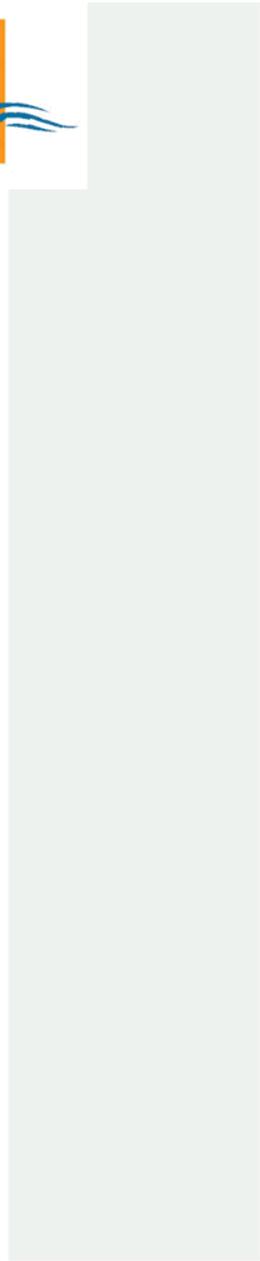


Figure 1 – Strategic Industry Precinct – AMC Map

[2]



Item 8.7 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>



1. Precinct A

(a) Objectives

Precinct A is located adjacent to or within proximity to the waterfront and includes mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objectives of the zone. In this regard, Precinct A objectives are:

- To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.
- (i) To protect the ongoing functioning and viability of key strategic infrastructure, such as the Common User Facility, that support the marine, resource and defence sectors;
- (ii) To ensure safe and convenient access and movement within the precinct is maintained; and
- (iii) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct A should demonstrate consistency with the objectives of the precinct; and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- (i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.
- (ii) All proposals must demonstrate that they support key strategic infrastructure, such as the Common User Facility; and that they assist in the support of investment attractiveness of the AMC.
- (iii) Proposals should support safe and convenient pedestrian and vehicular access, and should not compromise existing movement networks and High Wide Loads (HWL) corridors.

(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct A, as relevant:

- (i) All uses are to include details demonstrating a direct relationship with the marine, resource or defence sector.

[3]



DAP 26/08/2021

Item 8.7 Attachment 1

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



- (ii) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses.

2. Precinct B

(a) Objectives

Precinct B provides for land uses associated with, and/or supporting the delivery of goods and services for the marine, resources and defence sector. In recognition of market and demand changes that will occur over time, some flexibility is provided where the strategic intent of the AMC is not compromised. In this regard Precinct B objectives are:

- (i) To provide for land uses that support the delivery of goods and services for the marine, resources and defence sector.
- (ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC.
- (iii) To ensure safe and convenient access and movement within the AMC;
- (iv) To ensure land uses do not compromise the ongoing delivery and operations of State and Nationally important land use activities within Precinct A;
- (v) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct B should demonstrate consistency with the objectives of the precinct, and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- All proposals are to demonstrate that the land use proposed will not negatively impact on the strategic intent of Precinct A, or to constrain the ability of marine, resource or defence activities to function within the AMC generally.

[4]

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



- Proposals must demonstrate a reasonable level of adaptability for future land uses aligned with the marine, resource or defence sector, including consideration of the built form and parking.
- All car parking requirements are to be accommodated on-site to future-proof the precinct for its strategic purpose; provide for the safe movement of traffic; protect HWL corridors; and allow for attractive and high amenity streetscapes.
- Proposals must not increase any existing short falls for on-site car parking for uses not directly associated with the marine, resource or defence sector.
- To ensure future adaptability, 'Warehouse' land use proposals are to demonstrate there is sufficient space on-site to accommodate car parking spaces calculated at a rate of 'Industry General' as set out in the Scheme.
- Proposals must contribute positively to safe and convenient pedestrian and vehicular access and connectivity.
- In exercising discretion for uses that encourage general public access, such as a "Motor Vehicle, Boat or Caravan Sales", consideration will be given to the following:
  - Security risk to activities within Precinct A;
  - Traffic conflicts/congestion and/or impede movement of heavy vehicle traffic servicing Precinct A; and
  - Ability to restrict direct access to Nautical Drive and Quill Way when alternative road frontages are available.
- In exercising discretion for uses that by their nature have limited adaptability potential for specific marine, defence and resources uses, such as 'Service Station', consideration will be given to the following:
  - Need and demand for the use within the precinct;
  - Impact on the movement network; and
  - Contribution it makes toward the provision of amenity for the AMC workforce/visitors over and above that provided by the use itself and in addition to incidental convenience store/fast food services

Formatted: Font: (Default) Arial  
 Formatted: Indent: Left: 4.75 cm, Hanging: 0.5 cm, Right: -0.08 cm, Space Before: 0.1 pt, Bulleted + Level 1 + Aligned at: 2.38 cm + Indent at: 3.65 cm, Tab stops: 3.65 cm, Left + 15.92 cm, Left  
 Formatted: Font: (Default) Arial  
 Formatted: Indent: Left: 4.75 cm, Hanging: 0.5 cm

[5]



<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>



(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct B.

- (i) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses

~~(ii) Service Station and Fuel Depots shall include a risk assessment prepared by a suitably qualified professional demonstrating that the activity will not compromise the safety and continuity of operations and strategic infrastructure within the AMC Strategic Industry zone.~~

- ~~(iii)(ii) Change of land use applications shall demonstrate that any increase in car parking requirements can be accommodated on-site.~~

- ~~(iv)(iii) Transport related uses are to be supported by a traffic study to demonstrate that access and movement can be safely accommodated within the site and on the existing road network, including access to Precinct A and impact on the HWL network.~~

- ~~(v)(iv) For uses not related to marine, defence and resources that do not demonstrate high levels of adaptability potential, such as 'Service Station', information and site plans are to be provided depicting the provision of features for the benefit of the AMC workforce.~~

(3) General Provisions

1. Land Use

- (a) For 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. Built Form

- (a) Building Frontage and Entry

[6]

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Font: (Default) Arial  
Formatted: Normal, Indent: Left: 1.27 cm, First line: 0 cm

Formatted: Normal, Indent: Left: 0 cm, First line: 0 cm

Item 8.7 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



- (i) 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.
- (ii) Entrances shall contain a covered portico, awning, canopy or verandah to further emphasise it and provide weather protection.
- (iii) Large expanses of unrelieved sections of wall or roof where seen from the primary street and (if applicable) secondary street, shall not be permitted.

(v) ~~(iv)~~ Street numbering is to be facing the primary street and to be clearly visible from the public realm as follows: Each number and/or letter shall be a minimum 0.2m<sup>2</sup> in size where attached on a fence along the primary street or minimum 0.4m<sup>2</sup> in size where on the building façade or other location.

3. Roofs

- (a) An above roof awning, creating a visual top to the building facade is to be provided where flat; skillion or similar roofs are proposed.

4. Materials, Colours and Finishes

- (a) Broad facades are to be broken down into separate sections through different materials, colours and finishes to provide interest and enhance the streetscape.
- (b) 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.
- (c) Any development proposal with a construction value exceeding \$500,000 shall include a set of coloured perspectives with the application.
- (d) External fixtures and equipment such as roof ventilation, exhaust towers and plumbing pipes should be effectively screened from the primary street elevation using roof structures and architectural elements.

5. Setbacks

- (a) The minimum primary street setback shall be in accordance with the following table (Table 3).

Table 3 – Setback requirements

[7]

Formatted: Tab stops: 3.75 cm, Left  
 Formatted: Font: (Default) Arial  
 Formatted: Font: (Default) Arial  
 Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 2.52 cm + Indent at: 3.79 cm  
 Formatted: Font: (Default) Arial  
 Formatted: List Paragraph, Indent: Left: 3.79 cm, First line: 0 cm  
 Formatted: Font: (Default) Arial  
 Formatted: Superscript  
 Formatted: Font: (Default) Arial  
 Formatted: Font: (Default) Arial

Formatted: Indent: Left: 2.77 cm, Hanging: 1.04 cm

Formatted: Indent: Left: 2.77 cm, Hanging: 1.04 cm



<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



Primary Street Setback or dual road frontage (excluding secondary street)	Secondary Street	Side and rear boundary
15m (may be reduced where it can be clearly demonstrated that it is consistent with the existing streetscape for land zoned outside the Strategic Industry zone).	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).	As per the Building Code of Australia.

- (b) 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.
  - (c) The main entry and access to the building is to be obtained from the primary street frontage.
  - (d) Where future road widening is required, the setback shall be measured from the Main Roads Western Australia Road Widening Plans.
6. Vehicle Access & Parking
- (a) Car Parking
    - (i) Car parking provision shall be in accordance with the minimum requirements of Tables 3 and 4 of TPS 3.
    - (ii) ~~Notwithstanding 3.4.1.1 above, warehouse proposals shall be required to demonstrate how additional parking can be provided to accommodate more intensive future land uses calculated at 1 car parking bay per 50sqm gla.~~
    - (iii) Any industrial use class as contained in TPS 3, containing more than one tenancy or unit, shall provide a minimum of 5 car parking bays per unit (unless TPS 3 requires more than 5 car parking bays per unit and then TPS 3 requirements shall prevail). (For example a 300m<sup>2</sup> 'warehouse' shall provide 5 car parking bays).
  - (b) All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
  - (c) Cash Payment in Lieu of Providing Car Parking Spaces contained in Clause 4.9.6 TPS 3 shall not be applied for discretionary uses.
  - (d) Joint use of car parking facilities in Clause 4.9.7 of TPS 3 shall not be applied for discretionary uses.

Formatted: Indent: Left: 0 cm, First line: 0 cm

[8]

Item 8.7 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



- (e) 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.
  - (f) Car parking inside an existing building will not be included in calculations for car parking provision. However, purpose-built undercover car parking will be considered.
  - (g) Car parking areas shall be designed and constructed in accordance with the most recent version of Australian Standard AS2890.1 (as amended) [and the City's relevant specifications for hardstand and drainage.](#)
7. Bicycle Parking
- (a) 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 AS2890.3-2015.
8. Service, Loading & Delivery Areas
- (a) 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.
9. End of Trip Facilities
- (a) All developments that are required to provide five or more bicycle parking bays in accordance with the minimum provisions of TPS 3 are required to provide End of Trip Facilities, which are to be designed in accordance with the following criteria:
    - A minimum of one female shower and one male shower, located in separate change rooms or a minimum of two separate unisex shower and change rooms;
    - Additional shower facilities to be provided at a rate of one female shower and one male shower for every additional 10 bicycle parking bays, to a maximum of five female and five male showers per development;
    - The showers must dispense both hot and cold water;
    - The end of trip facilities shall include non-slip surfaces, hooks and/or benches for peoples belongings, adequate lighting and ventilation;

Formatted: Indent: Left: 2.75 cm, Hanging: 1 cm

Formatted: Indent: Left: 2.77 cm, Hanging: 0.98 cm

[9]



DAP 26/08/2021

Item 8.7 Attachment 1

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 3.9</b>



- The end of trip facilities should be located as close as possible to the bicycle parking facilities;
- Secure change rooms capable of being locked; and
- A locker for every bicycle parking bay provided.

10. Fencing

- (a) 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 equivalent. All gates, posts, and fittings shall be black galvanised steel.
- (b) Fencing which exceeds the minimum standard shall complement the building and landscaping design.

11. Stormwater Management

- (a) Development shall be designed to contain all stormwater on site.
- (b) Specific drainage requirements shall be in accordance with the Building Code of Australia.
- (c) Stormwater drainage plans shall be lodged up front at the development application stage.

12. Landscaping

- (a) General
  - (i) A detailed landscape plan shall be submitted with a development application.
  - (ii) The area of landscaping to be provided shall be in accordance with the requirements of TPS 3.
  - (iii) Trees shall be a minimum of 2m in height (approx. 45 litre pot size at time of planting).
  - (iv) Landscaping to be irrigated and maintained by landowner/occupier.
  - (v) Landscaping proposals which seek a reduction in accordance with TPS 3 shall be required to include the verge landscaping in the landscape plan.

[10]

Item 8.7 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>



13. Verges Improvements

- (a) Verges are to be improved in accordance with the City of Cockburn 'Verge Improvement Guidelines'
- (b) Verges trees shall:
  - (i) Be a minimum of 2m in height (approx. 45 litre pot size at time of planting);
  - (ii) Be planted on the correct utility alignment;
  - (iii) be positioned to allow space for bin presentation;
  - (iv) Consider tree height at maturity if under power lines; and
  - (v) Provide a shade canopy.
- (c) The verges trees shall be irrigated by the landowner/occupier until established. As the verges trees become an asset of the City's verges, the City will be responsible for any pruning of the verges tree. The maintenance of all other forms of landscaping to the verges shall be the responsibility of the landowner /occupier.
- (d) The maintenance of shrub planting, turf or any improvement other than the trees shall be the responsibility of the landowner/occupier.
- (e) The verges shall not be used for car parking purposes unless approved by the City of Cockburn.

14. Waste Management

- (a) 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 sized according to the waste generation rates of the on-site activities.
- (b) Internal bin storage shall be adequately sized to contain all waste bins and consist of a concrete wash-down pad of at least 2sqm graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (c) External bin storage enclosures shall be adequately sized to contain all waste generated in one week and be a minimum of 1.8m high, fitted with a gate and graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (d) External bin storage enclosures shall be located behind the building alignment and be screened from view of the street and roofed when greater than 20sqm.

[11]



<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>



(e) A secondary treatment system will be required where reticulated sewerage cannot be reasonably be connected and any wash down bays required will be constructed and maintained to the satisfaction of the City.

15. Staged Development

(a) Future stages of any development shall be considered and included on the site plan along with any necessary expansion to vehicle parking.

16. Future Road Networks

(a) 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.

(b) 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.

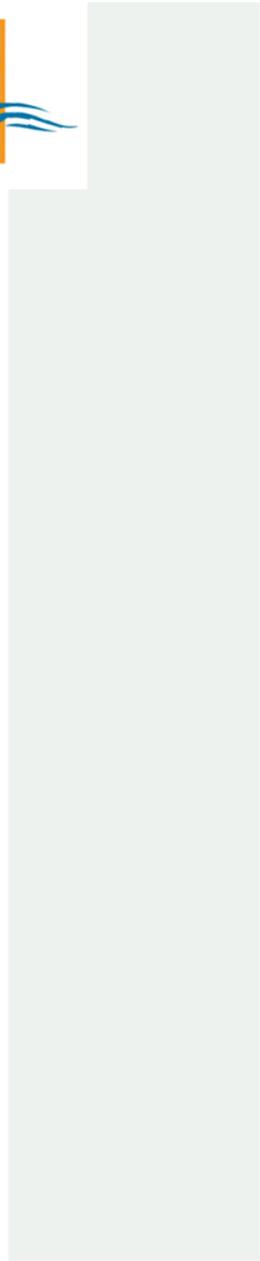
(c) Proposals incorporating road networks or as otherwise determined by the City, shall demonstrate integration with adjoining development.

17. Vehicle Crossovers

(a) Crossovers are to be located, designed and constructed in accordance with the "City of Cockburn Vehicle Crossover Specification and Forms".

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development, Assessment and Compliance
Public Consultation: <small>(Yes or No)</small>	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	10 June 2021
Next Review Due: <small>(Governance Purpose Only)</small>	June 2023
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4517879

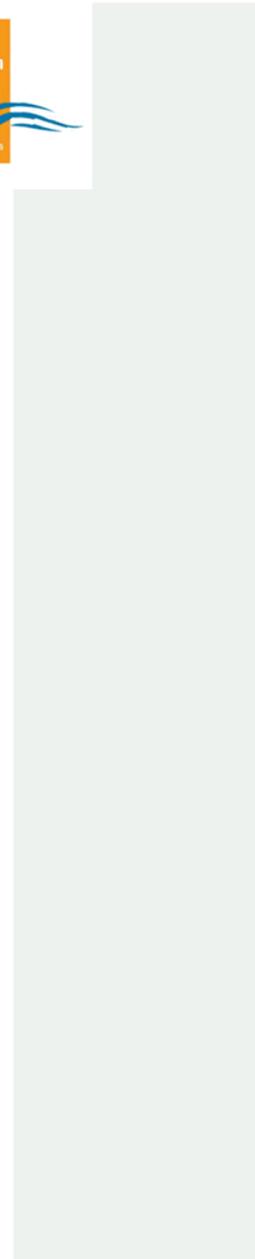
[12]



Item 8.7 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>



[13]



<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>

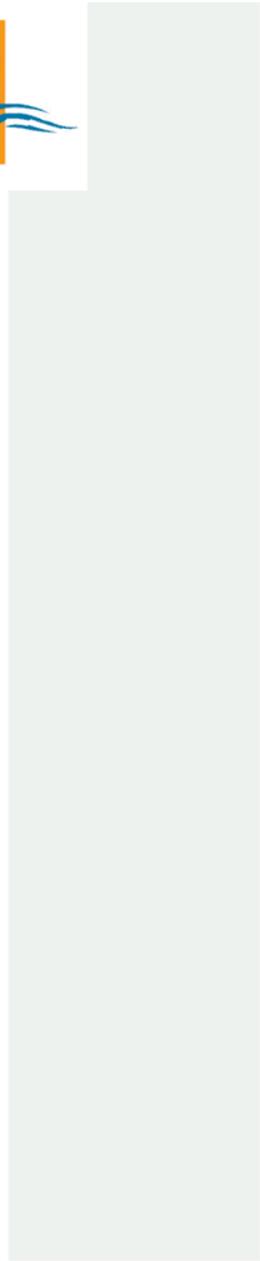


**APPENDIX A: INTENDED FUTURE CHARACTER – AUSTRALIAN MARINE COMPLEX**

<b>PRECINCT A</b>	
<b>1.0 Streetscapes</b>	1.1 The majority of the precinct is designed to maximise the functionality of the precinct for marine, defence and resources, however public road reserves are to include street trees and landscaping to enhance the appearance of the precinct and offer amenity for pedestrians and cyclists wherever possible.
<b>2.0 Land use</b>	2.1 A clustering of uses associated with marine, defence and resources adjacent to and within close proximity to the waterfront.
<b>3.0 Built form</b>	3.1 Where built form addresses a public street it contributes positively to an attractive streetscape.
<b>4.0 Amenity</b>	4.1 Development undertaken in a way that supports the amenity of the precinct and the needs of employees to the greatest extent possible.
<b>5.0 Movement network</b>	<p>5.1 A safe and efficient movement network that includes High Wide Load (HWL) routes that is permanent and protected from on street parking and inappropriate development.</p> <p>5.2 A safe and connected pedestrian network that:</p> <ul style="list-style-type: none"> <li>• Enhances the amenity of the precinct.</li> <li>• Enhances the health and wellbeing of visitors and employees of the precinct.</li> </ul> <p>5.3 Parking accommodated on site to the greatest extent possible, ensuring that safe traffic movement and verges are not compromised.</p>

<b>PRECINCT B</b>	
<b>1.0 Streetscapes</b>	1.1 Attractive streetscapes that include street trees and offer high levels of amenity for pedestrians and cyclists, and contribute to the City's tree canopy cover wherever possible.
<b>2.0 Land use</b>	2.1 Land uses that support the amenity of the precinct and the needs of employees without compromising the strategic intent of the AMC and the long term ability for the area to be used wholly for marine, defence and resources projects.
<b>3.0 Built form</b>	<p>3.1 Built form that contributes to attractive streetscapes.</p> <p>3.2 Built form that demonstrates adaptability to accommodate future marine, defence and resources uses</p>
<b>4.0 Amenity</b>	2.2 Land uses that by their nature have limited adaptability potential for specific marine, defence and resources include features/facilities that contribute positively to the amenity for the AMC workforce/visitors over and above that provided by the use itself.

[14]



<b>Title</b>	<b>Industrial Development</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	<b>LPP 3.9</b>



PRECINCT B	
<b>5.0 Movement network</b>	<p>5.1 A safe and efficient road network that includes High Wide Load (HWL) routes that is permanent and protected from on street parking and inappropriate development.</p> <p>5.2 A safe and connected pedestrian network that:</p> <ul style="list-style-type: none"> <li>• Enhances the amenity of the precinct.</li> <li>• Enhances the health and wellbeing of visitors and employees of the precinct.</li> </ul> <p>5.3 Parking accommodated on site, ensuring that safe traffic movement and verges are not negatively impacted.</p>

[15]



Item 8.8

DAP 26/08/2021

**8.8 (2021/MINUTE NO 0037) Proposed Amendments to Policy 'Local Area Traffic Management Investigation'**

**Author(s)** C Catherwood

**Attachments** 1. Proposed amendments to Policy 'Local Area Traffic Management Investigation' [↓](#)

**RECOMMENDATION**

The Committee recommends that Council ADOPTS the proposed amendments to Policy 'Local Area Traffic Management Investigation', as shown in the attachment to the Agenda.

**Committee Recommendation**

MOVED Cr P Corke SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

The City receives numerous requests for traffic management devices to be installed in local streets to improve the road safety and to address other traffic related amenity issues.

For the purposes of this policy, the definition of traffic management is considered to include traffic calming devices such as speed humps, speed platforms and slow points within local street contexts.

The purpose of this policy is to define an objective and transparent methodology, using recognised criteria, to evaluate public requests for traffic management treatments and devices to manage the behaviour of vehicle traffic in local streets within residential and commercial areas to provide a safe and efficient road network.

**Submission**

N/A

**Report**

The City receives numerous customer requests, seeking the installation of traffic management devices and servicing those requests in a timely manner, as per the Customer Service Charter is important.



183 of 284

DAP 26/08/2021

Item 8.8

It is proposed to delete the reference to the score shown in section 11 of the policy, as shown below:

*The investigation outcomes including the score, level of investigation and the recommended action is to be reported to the person initiating the request for LATM treatments.*

The Local Area Traffic Management Investigation (LATM) Policy is based on the Austroads template developed by the City of Stirling and used Statewide.

It is unusual for a local government to include the score results in a report to a customer, it is not a matter the City of Stirling include for example. The focus of reporting should be on the recommendation itself and the provision of that result in a timely manner to the customer, rather than slowing down the process with information they don't need.

With the volume of assessments, the City's Transport and Traffic team deals with, it is important that the process for each is clear and the expectations realistic for a reasonable level of service. That service needs to be mindful of the capacity of this small team, with an ever-growing traffic network and community.

Deletion of this element is considered minor in terms of policy impact. Customers are still to be provided with the critical information which addresses what they have queried. It also ensures that all customer queries can be responded to within the customer service charter expectations.

The positive impact on the team from a resourcing viewpoint is significant. In the past years there have been times where only 3% of customer requests were responded to as per the current policy reporting. That is not a situation we can return to and the current team have worked to improve these results substantially. Maintaining this level of service provision is not sustainable.

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

#### Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment.

- A City that is 'easy to do business with'.

#### City Growth and Moving Around

A growing City that is easy to move around and provides great places to live.

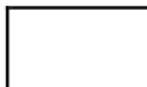
- An integrated, accessible and improved transport network.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.

184 of 284



587 of 708

## Item 8.8

DAP 26/08/2021

**Budget/Financial Implications**

The City has a small Transport and Traffic team who currently answer all traffic queries 'in house'. Each assessment requires inspection, assessment and reporting all within a short turnaround time.

**Legal Implications**

N/A

**Community Consultation**

This is an administrative change with the customer's interest (assessment of the issue and reporting of the outcome) still preserved – and enhanced by this proposed change

**Risk Management Implications**

Should this minor change to the policy to focus the customer reporting of these assessments not occur there is a real risk that:

- Customer satisfaction will reduce given the timeframes needed to provide the score aspect of the report;
- Time frames under our Customer Services Charter will not be able to be met consistently;
- Officers will be spending time providing information that customers and Elected Members aren't really interested in and/or don't value;
- To service the growing number of traffic queries, an alternative will need to be found (i.e. additional traffic staff or outsourcing responses to consultants at a higher cost, likely with a longer response time)

Instead, this simple reporting change will enable officers to give the information to our customers they need within a reasonable timeframe.

It is important to note, this will not mean all customers are happy with the outcomes of the matter investigated. But they should be more satisfied with the time taken to provide that response.

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

N/A

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

Nil



185 of 284

Item 8.8 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Local Area Traffic Management Investigation</b>
--------------	--



**Policy Type**

Council

**Policy Purpose**

The City receives many requests for traffic management devices to be installed in local streets to improve the road safety and to address other traffic related amenity issues. For the purposes of this policy, the definition of traffic management is considered to include traffic calming devices such as speed humps, speed platforms and slow points within local street contexts.

The purpose of this policy is to define an objective and transparent methodology, using recognised criteria, to evaluate public requests for traffic management treatments and devices to manage the behaviour of vehicle traffic in local streets within residential and commercial areas to provide a safe and efficient road network.

**Policy Statement**

This policy provides a consistent, transparent, and accountable evaluation procedure to prioritise the provision of Local Area Traffic Management (LATM) treatments in appropriate locations where they will be of great benefit to the community, through the use of a warrant analysis and a point score procedure which takes into account various factors including reported crash history, recorded traffic speed and traffic volume data.

This policy will assist as a guide in identifying opportunities of possible funding and priority; however it should not be treated as the sole basis on which funds are allocated or prioritised for road safety and traffic calming projects. Other financial or timing factors including the availability of funding opportunities and the coordination of the proposed works with other ongoing programs will be taken into consideration when justifying the implementation of these projects.

(1) Scope

This policy applies to the local road network under the control of the City of Cockburn. Roads eligible for the investigation using the procedure outlined in this policy include Access Roads or Local Distributor roads as defined in the City of Cockburn Functional Road Hierarchy.

(2) Implementation

City officers shall refer to this policy for evaluating the need for the installation of remedial traffic calming measures. The following procedure shall be undertaken as follows:

1. All public requests for LATM devices in local streets shall be submitted in writing, and supported by substantiated reasons, together with details of the

[1]



<b>Title</b>	<b>Local Area Traffic Management Investigation</b>
--------------	--



name of the street, the suggested location of the device (if any), and the name and address of the person or persons lodging the request.

2. The assessment of traffic calming using this procedure will be limited to "Local Distributor" or "Access" type roads either at intersections or along lengths of less than 500 metres of these road classes.
3. It is not the intention of this policy to include the assessment of road sections or major intersections within Primary or District Distributor (A, B) corridors, as these generally operate at higher speeds and will carry higher traffic volumes, and so LATM devices will adversely affect their operations.
4. The Traffic and Transport Team officers shall provide the applicant(s) with an initial response acknowledging the request and an interim advice (if possible) on an anticipated final reply date.
5. The level of investigation will be guided through the following criteria outlined in Table 1, noting that this criteria is in line with Austroads Guide to Traffic Management Part 8: Local Area Traffic Management (2016) and is being used increasingly by Local Government authorities nationally.

Table 1: Traffic Management Investigation Levels

Investigation level	Criteria
Level 1 - No investigation	The road has been investigated within the last 5 years; or The road is a cul-de-sac or road with no straight section greater than 100 metres; or Land development in the traffic catchment is not substantially complete (90% residential occupancy); or The road is classified as a District Distributor road
Level 2 - Investigate without the need for new traffic data	Traffic data exists and is less than 2 years old in areas where changes in land use are occurring slowly; or Traffic data exists and is less than 4 years old in areas with less than 10% change in traffic catchment or traffic generators.
Level 3 - Investigate by collecting new traffic data	When none of the above criteria apply

6. When investigation is justified (i.e. Levels 2 and 3), City officers will evaluate each LATM proposal using the Traffic Management Warrant System (TMWS) outlined in Table 2 below.
7. Reported crash data for the previous 5 years shall be obtained from Main Roads WA. Traffic speed and volume data shall be sourced from the City of Cockburn internal traffic database.
8. As indicated in Table 1, in the event that traffic data is not available or more than 2 years old along the section of concern, the Traffic and Transport Team

[2]

Item 8.8 Attachment 1

DAP 26/08/2021

Title	Local Area Traffic Management Investigation
-------	---



will commission the collection of this data for a period of approximately one week if existing data is not available or more than 2 years old).

9. The Traffic and Transport Team officers will undertake a site inspection to confirm their understanding of the local area and generally observe traffic conditions and vehicle movements and operations in the vicinity of the subject site.

Table 2: TMWS Criteria and Weightings

Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
1 Traffic Speed as 85 <sup>th</sup> percentile in 50km/hr zone	< 50	0	0
	50 – 53	2	2
	54 – 57	5	5
	58 – 61	10	10
	62 – 65	15	15
	66 – 68	25	25
	69 – 72	40	40
	73 – 76	65	65
2 Traffic volumes in vehicles per day (Average Weekday traffic flow)	1000 – 1499	4	0
	1500 – 1999	7	0
	2000 – 2499	10	0
	2500 – 2999	14	0
	3000 – 3999	18	4
	4000 – 4999	24	7
	5000 – 5999	30	12
≥ 6000	39 + 9 per 1000	18 + 7 per 1000	
3.1 Crash data <sup>1</sup> (5 years – Fatal)	1 fatal	4	4
	2 fatal	20	20
	3 fatal	45	45
	more than 3	45 + 25 per fatal	45 + 25 per fatal
3.2 Crash data <sup>1</sup> (5 years – Injury)	1 injury	3	3
	2 injuries	12	12
	3 injuries	27	27
	more than 3	27 + 15 per injury	27 + 15 per injury
3.3 Crash data <sup>1</sup>	1 non injury	2	2

<sup>1</sup> Crash reduction factor to account for higher traffic volumes applies.

Traffic volume factor	
0 – 1000	1.0
1000 – 2000	0.9
2000 – 3000	0.8
3000 – 4000	0.7
4000 – 5000	0.6
over 5000	0.5

[3]



DAP 26/08/2021

Item 8.8 Attachment 1

Title	Local Area Traffic Management Investigation
-------	---



Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
(5 years – non injury)	2 non injuries	6	6
	3 non injuries	11	11
	more than 3	11 + 5 per non injury	11 + 5 per non injury
4.1 Road design and topography Restricted sight crest curve	< 50 km/h	2	2
	50-60 km/h	6	6
	> 60 km/h	18	18
4.2 Road design and topography Restricted sight horizontal curve	< 50 km/h	2	2
	50-60 km/h	6	6
	> 60 km/h	18	18
4.3 Road design and topography Bends with unrestricted sight	< 50 km/h	0	0
	50-60 km/h	2	2
	> 60 km/h	6	6
4.4 Road design and topography Steep hill	< 50 km/h	1	1
	50-60 km/h	4	4
	> 60 km/h	10	10
5.1 Vulnerable road users Major bicycle or pedestrian crossing point	< 1000 vehicles	1	1
	1000 – 2000 vehs	2	2
	2000 – 3000 vehs	4	4
	3000 – 4000 vehs	6	6
	4000 – 5000 vehs	8	8
5.2 Vulnerable road users Important bicycle route	< 1000 vehicles	0	0
	1000 – 2000 vehs	1	1
	2000 – 3000 vehs	2	2
	3000 – 4000 vehs	3	3
	4000 – 5000 vehs	4	4
6.1 Activity Generators College	< 30 km/h	0	0
	30-40 km/h	0	0
	40-50 km/h	4	4
	50-60 km/h	10	10
	> 60 km/h	12	12
6.2 Activity Generators School	< 30 km/h	0	0
	30-40 km/h	2	2
	40-50 km/h	4	4
	50-60 km/h	8	8
	> 60 km/h	10	10
6.3 Activity Generators Retail	Under 30 km/h	0	0
	30-40 km/h	0	0
	40-50 km/h	2	2

[4]

189 of 284
------------

Item 8.8 Attachment 1

DAP 26/08/2021

Title	Local Area Traffic Management Investigation
-------	---



Traffic Parameter	Range/Item	Point Scores for Each Parameter	
		Local Road	Local Distributor
	50-60 km/h	4	4
	> 60 km/hr	8	8
7.1 Amenity factors	< 1%	0	0
Trucks ( ≥Austroads Class 3 )	1 - 2%	2	0
	2 – 3%	4	1
	3 – 4%	7	3
	4 – 5%	10	6
	> 5%	12	8
7.2 Amenity factors	< 10%	0	0
Peak hour traffic (Max. peak hour volume as % of total traffic)	10 – 20%	5	3
	20 – 40%	15	10
	> 40%	20	15

10. A score shall then be determined in accordance with the details provided in Table 2, and based on this score the City officers will determine the level of action to be taken and whether or not the proposal can be supported. Table 3 in the next page demonstrates the level of action associated with each score range.

Table 3: Intervention Warrants

Decision	Total Point Score	Recommended Action
Criteria A - Denoted as technical problem site	More than 50	Considered to be a site that has problems. Suitable solutions to be considered for funding and implementation.
Criteria B - Denoted as minor technical problem site	30 to 50 points	Consider low cost non-capital works solutions (e.g. signing and pavement marking) if appropriate. Review again after 2 years.
Criteria C - Denoted as a site with low safety and amenity concerns	Under 30 points	No further action required.

11. The investigation outcomes including the score<sub>f</sub>, level of investigation<sub>f</sub> and the recommended action is to be reported to the person initiating the request for LATM treatments.

[5]



<b>Title</b>	<b>Local Area Traffic Management Investigation</b>
--------------	--



12. Where the proposal is not supported (i.e. Criteria C), the person or persons requesting the LATM treatment will be advised accordingly.
13. Where the proposal can be supported (i.e. Criteria A and B), further investigation is to be undertaken by the Traffic and Transport Team to determine the suitability of various LATM options and to prepare concept plans, community consultation and cost estimates for Council approval and consideration.
14. Following receipt of any comments during the public consultation phase, a report providing justification for the proposed remedial LATM treatment will be prepared for the Council's consideration.

Strategic Link:	Strategic Community Plan & Integrated Transport Strategy
Category	Transport, Traffic & Parking
Lead Business Unit:	Traffic and Transport
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>12 September 2019</del>
Next Review Due: (Governance Purpose Only)	September 2021
ECM Doc Set ID: (Governance Purpose Only)	4133532

[6]

DAP 26/08/2021

---

**9. Finance**

Nil

**10. Operations**

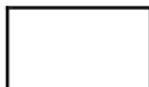
Nil

**11. Community Services**

Nil

---

192 of 284



Item 12.1

DAP 26/08/2021

**12. Governance and Strategy****12.1 (2021/MINUTE NO 0038) Proposed Amendments to Policy 'Corporate Strategic Planning and Budget'****Author(s)** C Thomson and N Mauricio**Attachments** 1. Proposed amendments to Policy 'Corporate Strategic Planning and Budget' [↓](#)**RECOMMENDATION**

The Committee recommends that Council ADOPTS the proposed amendments to Policy 'Corporate Strategic Planning and Budget', as shown in the attachment to the Agenda.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0****Background**

The City's Policy 'Corporate Strategic Planning and Budget' is subject to review following the adoption of the reviewed Strategic Community Plan 2020-2030, Corporate Business Plan 2020-2021 to 2023-2024 and the City's organisational purpose at the 24 June Special Council Meeting.

**Submission**

N/A

**Report**

The Strategic Community Plan 2020-2030 (SCP) recently underwent a minor review to consolidate the objectives to better reflect the strategic priorities and to align accountabilities within the organisation for reporting purposes.

During the minor review process it was identified that to better align the SCP, the current organisational purpose "*Together we strive to create a sustainable, connected, healthy and happy Cockburn*", needs to be reviewed and developed to guide the City in achieving the strategic outcomes and objectives.

The City's reviewed purpose '*Support our communities to thrive by providing inclusive and sustainable services which reflect their aspirations*' was endorsed by Council at the 24 June 2021 Special Council Meeting, following a workshop with senior staff to provide input into this important factor.



193 of 284

DAP 26/08/2021

Item 12.1

The main reasoning for the proposed change is for the City’s purpose statement to project a more definitive focus. The organisational purpose in the attached Policy has been updated to reflect this change.

Other proposed minor amendments to the Policy have been made to better reflect the Integrated Planning and Reporting Framework and Guidelines and the City’s corporate strategic planning process.

There are also some minor changes made to the policy content dealing with budget principles and annual budget formulation. These are mostly cosmetic and have been updated to reflect latest practices, terminology, and requirements more accurately.

The changes requiring more explanation are those relating to budget principles for setting the percentage of rates budget allocated towards the City’s Community Grants and Donations and Community Events programs.

The current policy allows for maximum allocations of 2.0% and 1.0% of rates revenue respectively. However, the rates revenue amount is to be adjusted by excluding equivalent waste management service charges, community surveillance service charges, and interim rates.

This is a legacy issue from when Council incorporated waste and security charges into the general rates several years ago in 2015/16, with the calculation now a complex one using hypothetical and ambiguous values.

The lower percentages proposed of 1.5% and 0.8% respectively, work off a higher and more transparent rates base, being the total rates revenue less any specified area rates. These adjusted percentages result in essentially the same financial outcomes for each program as demonstrated below:

FY 2021-22	Current Policy Max.	Proposed Policy Max.
Grants and Donations Program	1,718,341 (2.0%)	1,682,550 (1.5%)
Community Events Program	859,171 (1.0%)	897,360 (0.8%)

This change to the rates revenue base and necessary percentage adjustments ensures a more transparent policy setting that is more easily understood.

**Strategic Plans/Policy Implications**

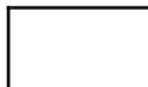
Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

There are no direct budget or financial implications from the proposed policy changes, but improved accountability in delivering strategic priorities through the budget and corporate performance reporting is expected.



Item 12.1

DAP 26/08/2021

**Legal Implications**

*Local Government Act 1995* Section 5.56 and Regulation 19C and 19D of the *Local Government (Administration) Regulations 1996* refer.

**Community Consultation**

N/A

**Risk Management Implications**

Given the minor nature of the proposed policy changes, there are minimal risk implications. However, adopting the proposed changes will increase accountability and reduce ambiguity, improving Council's reputation.

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

N/A

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

Nil



Item 12.1 Attachment 1

DAP 26/08/2021

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



Policy Type

Council

Policy Purpose

The City's vision is 'Cockburn, the best place to be' is underpinned by our purpose 'Support our communities to thrive by providing inclusive and sustainable services which reflect their aspirations' 'Together we strive to create a sustainable, connected, healthy and happy Cockburn Community'. To achieve this vision high level long term strategic objectives and business planning processes have been established. The Strategic Community Plan outlines the community's long-term vision, aspirations and priorities, provides the over-arching guidance for development of the City. It contains details of the City's Vision, (of what the future would look like), the desired change or outcomes and the key factors that will help deliver these outcomes – referred to as the 'Strategic Objectives'.

The Strategic Community Plan undergoes a major review (including community consultation) every four years and a desktop review ~~minor review~~ every two years. The Strategic Community Plan is functionally delivered and resourced through the Corporate Business Plan and the Annual Budget process. The Corporate Business Plan is reviewed annually every year and outlines the actions, projects, and services that the City's administration will undertake over a four year period to achieve the Strategic Community Plan outcomes and objectives ~~objectives and outcomes~~. Whereas the Annual Budget provides the financial allocations and resources for the relevant financial year.

The Local Government (Administration) Regulations 1996, Regulations 19C and 19D, set the have the requirements for the Strategic Community Plan and Corporate Business Plan. They derive stem from the Local Government Act 1995 Section 5.56.

Section 6.2 (1) of the Local Government Act 1995 requires Council to prepare and adopt a budget for it municipal fund during the period 1 June to 31 August for the following financial year.

Section 6.2 (2) requires Council to have regard to the contents of the plan for the future of the district in the preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget. Ministerial approval is required to vary this limit.

Part 3 of the Local Government (Financial Management) Regulations 1996 prescribes the form and content for the annual budget and the requirement to review the performance of the budget between 1 January and 31 March each year.

This policy has been formulated to articulate Council's requirements and processes for Strategic and Corporate planning and managing the annual budget in a manner that is both compliant with legislative requirements and pertinent to Council's operating needs.

[1]

For  
For  
For



DAP 26/08/2021

Item 12.1 Attachment 1

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



### Policy Statement

This policy establishes a framework for the City of Cockburn's Strategic and Corporate Planning processes that focuses on community priorities, statutory requirements, and the Integrated Planning and Reporting Framework and Guidelines. This policy provides the strategic guidance for an integrated business planning and resourcing approach when considering major decisions which will affect the City into the future.

This policy establishes a framework for the formulation, administration and management of Council's budget that meets both statutory and Council's requirements. It serves to provide strategic guidance to staff and sets out various guiding principles to be followed when developing the annual budget.

#### (1) Budget Formulation Principles

The following principles shall guide the preparation of the initial draft budget:

1. The Strategic Community Plan, Corporate Business Plan, Council adopted strategies, informing strategies, ~~and~~ the Community Survey and the Customer Satisfaction Survey should provide strategic guidance to management in determining budget priorities.
2. The projects and financial indicators listed within Council's Long Term Financial Plan (10 year Plan), and the Corporate Business Plan will form the basis and provide the general parameters for the annual budget. Budget submissions should be congruent with the objectives listed within the Strategic Community Plan.
3. Rating revenue is to be set at a level that will produce a balanced or small surplus budget. For this purpose, surplus/deficit calculations will be made in accordance with Local Government Operational Guidelines - Number 08 June 2005-2013 "Net Current Assets (Opening and Closing Funds) Used in the Annual Budget and the Annual Financial Report~~Opening and Closing Funds used in the Annual Budget (Includes Reference to Surplus and Deficit Budgets)~~".
4. Provisional allocation for Donations and Grants is to be up to a maximum of ~~2.01.5%~~ 5% of Rates Revenue (excluding any specified area rates)~~the equivalent waste management and community surveillance service charges and interim rates~~. The Council committee (established for this purpose) ~~is to make~~ recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of ~~1.00.8%~~ 8% of Rates Revenue (excluding ~~the equivalent waste management and community surveillance service charges and interim rates~~any specified area rates). ~~With Council to approve the annual a~~ calendar of events each year.

[2]

197 of 284
------------

Item 12.1 Attachment 1

DAP 26/08/2021

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



6. Provisional allocation for project contingency fund is to be up to a maximum of ~~40.5%~~ of rates revenue (excluding ~~the equivalent waste management and community surveillance service charges and interim rates any specified area rates~~). These funds are set aside for the purpose of funding high priority projects identified during the year.
  - 6.1 Contingency funds are to be used for capital and operating projects identified either through:
    - 6.1.1 the budget preparation process and not funded; or
    - 6.1.2 ~~identified~~ during the relevant financial year ~~and but~~ there are insufficient funds ~~available~~ ~~located~~ to complete the project.
  - 6.2 ~~Funds must be expended during the current budget year as the project is to be completed prior to the end of the current budget year.~~
  - 6.3 Request to access the contingency fund will require the relevant ~~Senior Manager~~ ~~Department Head~~ and/or Divisional ~~Director~~ ~~Executive~~ to submit a request ~~to and~~ the ~~Chief Financial Officer~~ ~~Director Finance and Corporate Services~~ and CEO to ~~approve~~ ~~counter sign~~ the request. Where an allocation greater than \$25010,000 is ~~approved~~ to be made from the Contingency Fund, Elected Members ~~will be~~ ~~are to~~ advised in advance of ~~the such~~ allocation and ~~its the purpose reasons why it is required.~~
  - 6.4 Any ~~advance~~ allocation of contingency ~~of~~ funds ~~is to be~~ submitted to Council ~~at the next Ordinary Council Meeting as a budget amendment for adoption.~~ ~~to be approved as per current practice.~~
  - 6.5 A reconciliation is to be ~~included provided~~ in the monthly financial report ~~to Council, listing all allocations made and the balance~~ of funds ~~remaining used~~ in the Contingency Fund.
7. All budget submissions ~~made~~ are to include detailed cash flow requirements ~~in order to facilitate budget variance reporting each month.~~
8. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.
9. Standards established in other City policies, (such as verge maintenance), are to be adhered to. Where this causes a significant increase in costs, alternatives may be recommended.
10. The end of year current surplus/deficit position (~~excluding carried forward works and projects~~) will need to be estimated during the formulation of the annual budget. This estimate, together with ~~the addition of~~ carried forward works and projects, will be brought to Council as a budget amendment to reflect actual positions once the end of year accounts have been finalised.

[3]



DAP 26/08/2021

Item 12.1 Attachment 1

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



11. General Rates revenue will be budgeted using a Differential Rates model pursuant to with the Local Government Act 1995 that seeks to rate land in the district equitably and proportionally based on appropriate land use/type characteristics.
12. Modelling of the proposed Differential Rates is to be presented to the Elected Members at a Budget Concept Forum, with a focus on the residential improved rate in the dollar/minimum payment, particularly during a Gross Rental Value (GRV) revaluation year.
13. Specified Area Rates adopted by Council will be reviewed annually and set at levels that raise sufficient funding to meet anticipated needs (both short and long term).

(2) Budget Considerations for Reserve Funds

The requirement for each Reserve Fund and associated target values will be reviewed each budget cycle and net transfers to Reserves will be managed in line with the objective of attaining target values set within Council's Long Term Financial Plan (LTFP). Any budget surplus identified at the end of each financial year is to be transferred to an appropriate Reserve consistent with the objective of attaining target values.

A number of Reserves are subject to budget discipline and quarantining requirements as follows:

1. Carried Forwards Reserve – Municipal funding for carried forward works and projects included in the end of year surplus is to be quarantined into this reserve to fund the completion of those works in the following year.
2. Plant & Vehicle Reserve - the replacement program for major plant and fleet vehicles will be funded from the annual replenishing of this reserve, that based on the depreciation charge for applicable assets.
3. CIHF Building Maintenance Reserve – is replenished from the net commercial lease revenue from the Cockburn Integrated Health & Community Facility.
4. Waste & Recycling Reserve – net surplus/deficit for the Henderson Waste Recovery Park is managed through this reserve.
5. Waste Collection Reserve – transfers to this reserve are based on a hypothetical profit and loss for the Waste Collection Service.
6. Land Development & Investment Fund Reserve – net proceeds from land sales under the City's Land Management Strategy are transferred into this reserve, as is net commercial lease revenue from the Coogee caravan park and other commercial properties.

[4]

199 of 284

Item 12.1 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Corporate Strategic Planning &amp; Budget</b>
--------------	--



7. Developer Contribution Area (DCA) Reserves – net contributions from each DCA area are transferred into each respective reserve in accordance with the City’s Town Planning Scheme.
8. Specified Area Rate Reserves – surplus funds raised and unspent at year end are to be quarantined into the respective reserve for future use in accordance with the LG Act.
9. Naval Base Shack/Shack Removal Reserves – net lease revenue is managed through these reserves for current and future maintenance and capital costs.
10. Marina Asset Replacement Reserve – net revenue from the lease of pens is required to be transferred into this reserve for future asset renewal and replacement needs. This should at least cover annual depreciation.
11. Insurance Reserve – any annual savings attained and surplus dividends given by LGIS are to be quarantined to this reserve, which is used to smooth out future spikes in premiums and excess payments.
12. Restricted Grants & Contributions Reserve – ~~any some~~ external funding ~~received with attached conditions~~ remaining unspent at year end ~~and not resulting in an accounting liability will needs to~~ be quarantined within this reserve.

(3) Form and Content of Budget and Working Papers

Before presentation to Council, the budget will be developed and considered at a series of executive briefings and ~~concept budget~~ forums involving the Elected Members.

The ~~form of the~~ draft budget to be presented to and considered at the various executive briefings and ~~concept budget~~ forums ~~is to~~ includes the following elements:

1. A Rating Objects and Reasons paper. ~~(as per Delegated Authority LGAFCS1 – Advertising Property Differential Rates).~~
2. A summary of all Reserve Funds and their anticipated movements based on known capital works/replacement programs and any other relevant information.
3. Details of proposed new initiatives, both capital and operating.
4. Details of proposed Capital Works program for Infrastructure.
5. Details of proposed new Staff positions.
6. Details of proposed new Information Technology.
7. A fees and charges ~~schedule register.~~
8. A summary of the Corporate Business Plan projects, service changes, strategies and actions for the upcoming year.

The formal budget presented to Council for adoption will be in a format that complies with the Part 3 of the Local Government (Financial Management) Regulations 1996

[5]



DAP 26/08/2021

Item 12.1 Attachment 1

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



and is to include any other information deemed relevant (e.g. summaries of the new initiatives and capital programs).

Council's significant accounting policies are to be updated and included within the formal budget to provide direction for the year ahead and explain the basis of preparation for the statutory financial statements

(4) Adjustment for Estimated Surplus/Deficit and Addition of Carried Forwards

Once the end of financial year accounts have been finalised and audited, the actual opening budget surplus/deficit will be determined and reported to Council. Any excess surplus to the estimated final position will be transferred to Reserves in accordance with this policy. Also at this time, a detailed listing of carried forward works and projects will be presented to Council for incorporation addition-in to the City's amended annual budget.

(5) Mid-Year Budget Review and Corporate Business Plan Progress Report

Council will conduct a mid-year budget review for the principal purpose of addressing budget variations that may arise or come to the attention of management during the first half of the year, in line with financial regulations.

The review is not intended for the purpose of funding including new initiatives or capital works. New initiatives will only be submitted to Council where they are deemed essential and have an identified funding source of funding. In this regard, the Project Contingency Fund should be considered is available as a source of a funding source for essential items.

Council is bound by legislation to conduct a review of the budget between January and March each year.

A six monthly progress report for the current year of the Corporate Business Plan will be provided to Council between January and March each year.

(6) Community Engagement of Draft Budget

Upon At the completion of the Ddraft Municipal Budget, (due by the end of April each year), (in the relevant financial year), the draft Ccapital and operating new initiatives, Expenditure Budget (including the rating objects and reasons and proposed increases in differential rates plus Fees and the draft fees and Ccharges schedule will be:

1. Placed on Comment on Cockburn providing 28 days to allow provide feedback.
2. Presented to a meeting of the Cockburn Community Development Group (Ccommunity resident Ggroups), and Business Group (Chambers of Commerce) leaders

[6]

201 of 284
------------



<b>Title</b>	<b>Corporate Strategic Planning &amp; Budget</b>
--------------	--



February	<ul style="list-style-type: none"> <li>• New initiatives/capital works submissions due back to Management Accounting.</li> <li>• Proposed new initiatives/capital works considered by the Executive.</li> <li>• Advertising of differential rates.</li> <li>• Review of fees and charges register by management.</li> <li>• Completed operational budgets returned to Finance</li> <li>• Council to adopt the Budget Review and consider the Corporate Business Plan progress review.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Review &amp; Update of Activity Based Costing Model.</li> <li>• Annual review of the Corporate Business Plan prepared by management.</li> <li>• The Executive considers initial draft of Budget and Corporate Business Plan review.</li> <li>• First Budget and Corporate Business Plan <b>Concept Forum for Elected Members</b> – covering the Summary of Corporate Business Plan, service plans, corporate projects, capital works projects budget and community resident group submission expenditure projects.</li> <li>• Fees &amp; Charges <b>Schedule Register</b> updated.</li> <li>• Summary of Corporate Business Plan services, activities, and projects.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Second Budget <b>Concept Forum for Elected Members</b> covering the operational budget and differential rating models.</li> <li>• <b>Third Budget Concept Forum for Elected Members covering Rates Modelling (if required)</b></li> <li>• <b>Differential Rating report to Council</b></li> <li>• <b>Carried forward projects estimated by management.</b></li> <li>• Review of completed budget by the Executive.</li> <li>• Finalisation of Statutory Budget and draft annual review of the Corporate Business Plan.</li> </ul>
May	<ul style="list-style-type: none"> <li>• At beginning of May, <b>commence community engagement of draft place draft capital works budget</b> on Comment on Cockburn providing 28 days to provide feedback.</li> <li>• <b>Presented to Cockburn Community Development Group meeting, Community Group and Business Group (Chambers of Commerce) leaders</b></li> <li>• Advertise proposed differential rates <b>including objects and reasons as required by the Local Government Act</b> seeking <b>additional (and formal) feedback.</b></li> </ul>



[8]



Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



June	<ul style="list-style-type: none"> <li>• <del>Provide a briefing</del> <u>Elected Members on feedback from community engagement.</u></li> <li>• <del>Report back</del> <u>Provide feedback to Community Resident Groups on their budget submissions included in the draft budget for consideration by Council.</u> <del>Community and Business Groups on budget submissions</del></li> <li>• <u>Carried forward projects estimated by management.</u></li> <li>• Adoption of reviewed Corporate Business Plan and Budget at Special Council Meeting.</li> </ul>
<del>September</del> <u>October</u>	<ul style="list-style-type: none"> <li>• Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.</li> </ul>

[9]



<b>Title</b>	<b>Corporate Strategic Planning &amp; Budget</b>
--------------	--

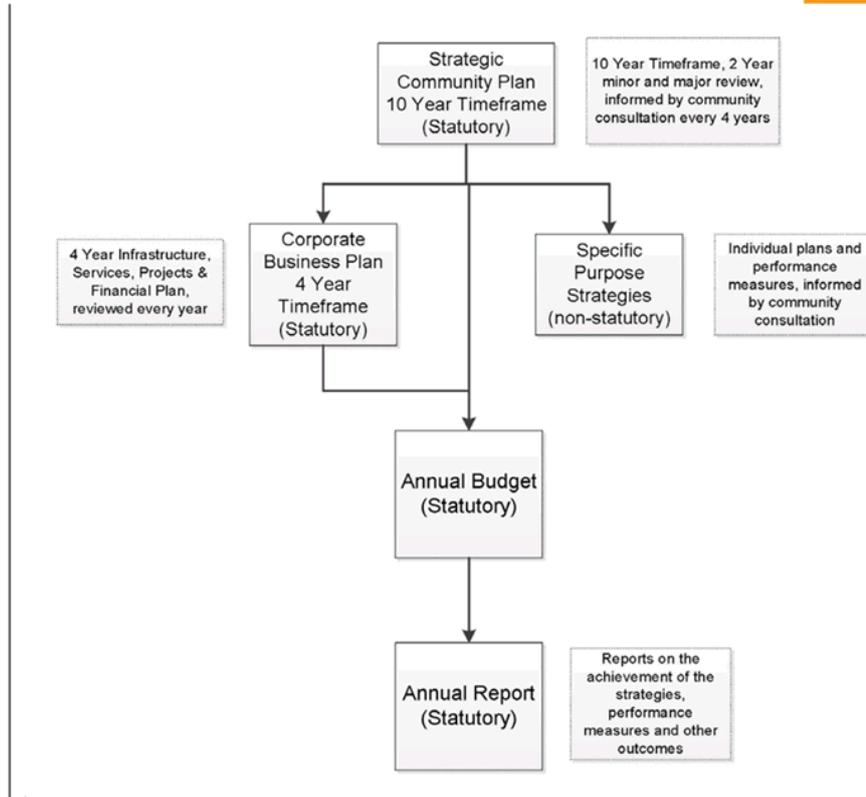


**Corporate Strategic Planning Process**



[10]

<b>Title</b>	<b>Corporate Strategic Planning &amp; Budget</b>
--------------	--



<b>Strategic Link:</b>	Long Term Financial Plan, Strategic Community Plan
<b>Category</b>	Corporate Planning, Budgeting & Procurement
<b>Lead Business Units:</b>	Finance; Strategy
<b>Public Consultation: (Yes or No)</b>	Yes (budget only)
<b>Adoption Date: (Governance Purpose Only)</b>	11 March 2021
<b>Next Review Due: (Governance Purpose Only)</b>	March 2023
<b>ECM Doc Set ID: (Governance Purpose Only)</b>	4134024

[11]



Item 12.2

DAP 26/08/2021

### 12.2 (2021/MINUTE NO 0039) Review and Proposed Minor Amendments to Various Council Policies

**Author(s)** B Pinto

**Attachments** 1. Proposed Amendment - Investment of Funds Policy [↓](#)

#### RECOMMENDATION

The Committee recommends that Council ADOPTS:

- (1) the proposed amendments to Policy 'Investment of Funds', as shown in the attachment to the Agenda; and
- (2) the following policies with no changes:
  1. Maintenance of Public Open Space and Road Reservations following Residential Subdivision;
  2. Street and Public Open Space Lighting;
  3. Street and Reserve Tree Management;
  4. Crossovers;
  5. Kerbside House Numbering;
  6. Promotional and Advertising Sign Within Road Reserve;
  7. Subdivision Construction Standards;
  8. Records Management;
  9. Installation of Private Memorial Plaques in Public Open Space.

#### Committee Recommendation

MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

#### Background

Following the completion of the Policy Review Project, all policies and associated Delegated Authorities are proposed to be reviewed over a two year cycle.

#### Submission

N/A



207 of 284

DAP 26/08/2021

Item 12.2

**Report**

The following Council Policies have been reviewed, amended and presented for consideration as outlined in the table below:

Policy Title	Description	Comment
Investment of Funds	Policy Statement updated	The amendment corrects a contradiction in the approved investments listed under section (2) 1, which currently states that investments with foreign owned banks operating in Australia are included. However, these are explicitly prohibited under section (2) 2 of the policy.

The following Council Policies have been reviewed and presented with no changes, for consideration as outlined in the table below:

Policy Title	Comment
Maintenance of Public Open Space and Road Reservations following Residential Subdivision	No change
Street and Public Open Space Lighting	No change
Street and Reserve Tree Management	No change
Crossovers	No change
Kerbside House Numbering	No change
Promotional and Advertising Sign Within Road Reserve	No change
Subdivision Construction Standards	No change
Records Management	No change
Installation of Private Memorial Plaques in Public Open Space	No change

The Policies can be viewed on the City's website from the 'City and Council' heading and 'Related Links' – 'Council Policies' tab.

**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

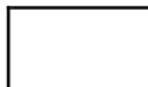
**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 3.1(1) of the *Local Government Act 1995* refer.

208 of 284



611 of 708

Item 12.2

DAP 26/08/2021

**Community Consultation**

N/A

**Risk Management Implications**

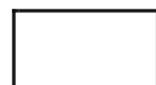
Adoption of the recommendation will ensure Council Policies are aligned to the adopted Policy Framework and provide a consistent approach for the development, review and implementation of policies.

**Advice to Proponents/Submitters**

N/A

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

Nil



209 of 284



<b>Title</b>	<b>Investment of Funds</b>
--------------	----------------------------



**Policy Type**

Council

**Policy Purpose**

The principal objective of this policy is to set the City's risk tolerance relating to the investments of surplus funds.

Section 6.14 of the Local Government Act 1995 provides for monies held in the Municipal and Trust funds to be invested in accordance with Part III of the Trustees Act 1962. Regulation 19C of the Local Government (Financial Management) Regulations has placed restrictions on what local governments can invest in and for how long.

This policy aims to ensure investments made by the City comply with these legislative requirements whilst also enabling investment performance to be optimised within a conservative, risk averse framework. It also provides policy direction for investing with certain types of financial institutions.

**Policy Statement**

- (1) The investment portfolio aims to achieve an optimal average rate of return that consistently outperforms the adopted benchmark by a level reflecting prevailing market conditions. Management of the investment portfolio will be in accordance with the following principles:
  - 1. Preservation of Capital – Protecting the principal amount invested is the paramount consideration for all investment decisions and these are to be made exercising the care, diligence and skill that a prudent person with those responsibilities would exercise.
  - 2. Effective Cash Flow Management - The City's cash flows are to be effectively managed to ensure sufficient liquidity to meet operational requirements and allow flexibility in choosing investment terms.
  - 3. Optimising Investment Return – Investment decisions should aim to optimise investment returns within the legislative, credit framework, cash flow and other policy constraints.
  - 4. Held to Maturity - Investments are to be made with the objective of being held to maturity.
  - 5. Fossil Fuel Free Investments - All other things being equal (deposit rates, credit ratings), the City will preference financial institutions deemed free from funding fossil fuel related industries (as determined from time to time by Market Forces, an affiliate project of Friends of the Earth Australia).
  - 6. Ensuring Compliance - Appropriate internal control measures are to be developed and maintained to ensure compliance with Regulation 19 of the Local Government

[1]



DAP 26/08/2021

Item 12.2 Attachment 1

Title	Investment of Funds
-------	---------------------



(Financial Management) Regulations, compliance with this policy and ensuring the power to invest is only exercised by appropriately authorised officers.

7. Operational Efficiency – The City will transact its investments through the Austraclear licensed clearing and settlement facility (when available) in order to minimise operational and settlement risk (through the reduction of manual processing of funds transfer).
- (2) Approved Investments

Regulation 19C of the Local Government (Financial Management) Regulations 1996 requires the investment of surplus funds to only be made with an authorised deposit-taking institution (ADI) as defined in the Banking Act 1959, the WA Treasury Corporation or in Commonwealth, State or Territory government guaranteed bonds. This regulation also restricts the fixed terms to no more than 3 years for each type of investment.

In responding to the requirements of Regulation 19C, Council has determined the following policy for its approved investments:

1. Investments will be held in interest bearing term deposits with authorised deposit-taking institutions (ADIs) for a maximum fixed term of three years (includes major and regional Australian banks, building societies and credit unions ~~and foreign owned banks operating in Australia~~) – maximum term allowed under legislation.
2. Investments with foreign owned ADI's are prohibited, noting that foreign owned ADI's operating in Australia are regulated by APRA but are exempt from Div 2 of the Banking Act (Protection of Depositors), lessening APRA's intervention powers.
3. Government guaranteed bonds with a term to maturity of up to 3 years may be invested in, but only where investment returns are comparable to those achievable from ADI's – maximum term allowed under legislation.

For the avoidance of doubt, all managed investment products, bank bills, floating rate notes, commercial paper, tradeable securities or any derivative based instruments are prohibited investments under this policy and current legislation.

Any non-conforming investments held as at 4 April 2012 being the date of the revised Local Government (Financial Management) Amendment Regulations 2012 and that were compliant with the prevailing Legislation prior to that date, remain eligible to be held to maturity (grandfathered).

- (3) Performance Benchmarks

1. Bank Bill Swap (BBSW) Rate

The performance of the City's investment portfolio will be benchmarked against the Bank Bill Swap (BBSW) Rate, a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities

[2]

211 of 284

Item 12.2 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Investment of Funds</b>
--------------	----------------------------



2. RBA Cash Rate

The official RBA cash rate will also be used to compare the portfolio's performance as it is an industry standard and provides an accurate measure.

(4) Credit Management

1. Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard and Poors (S & P) ratings system criteria determined for each institution. A description of each rating category is included in Section 7.

For authorised deposit-taking institution (ADI) investments the portfolio limits for each credit rating group are as follows:

S & P Short Term Rating (1 Year)	S & P Long Term Rating (over 1 Year)	Max Direct Investment
A-1	AAA, AA	100%
A-2	A, BBB	100%
A-3 to Unrated	BB to Unrated	Nil

2. Institution Credit Framework

Exposure to an individual institution will be restricted by their S&P rating and the single entity exposure limits detailed in the table below:

Short Term Credit Rating	S & P Long Term Rating (over 1 Year)	Direct Investment Maximum
A-1	AAA, AA	50%
A-2*	A, BBB	40%
A-3 to Unrated	BB to Unrated	Nil

3. Government Issued Bonds

For Bonds guaranteed by the Commonwealth, State or Territory of Australia, the credit rating will be that of the guaranteeing government and will be deemed to be adequate under this policy.

(5) Reporting Requirements

1. A report will be provided to Elected Members each month containing a concise overview of the City's investment portfolio and its performance. This will include a summary of investments held in the portfolio including the following:

- (a) Investments held compared to the Institution Credit Framework.
- (b) Investments held compared to the Global Credit Framework.
- (c) Investments held by sector including foreign owned banks.

[3]



DAP 26/08/2021

Item 12.2 Attachment 1

Title	Investment of Funds
-------	---------------------



- (d) Percentage of investments held deemed free from funding fossil fuel related industries.
- (e) The portfolio's performance against the Performance Benchmark over varying terms.
- (f) The weighted duration of the portfolio.
- (g) Overall status of compliance against this policy.
2. An annual report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year.
- (6) Standard & Poors Credit Ratings:

Standard & Poor's (S & P) is a professional organisation that provides analytical services. An S & P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk. Short-Term Obligation Ratings are:

**A-1**

This is the highest short-term category used by S&P. The institution's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

**A-2**

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institution's capacity to meet its financial commitment on the obligation is satisfactory.

**A-3**

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

[4]

213 of 284

Item 12.2 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Investment of Funds</b>
--------------	----------------------------



Long-Term Ratings are:

**AAA**

An institution rated AAA has the highest rating assigned by S&P. The institution's capacity to meet its financial commitment on the obligation is extremely strong.

**AA**

An institution rated AA differs from the highest rated obligations only in a small degree. The institution's capacity to meet its financial commitment on the obligations is very strong.

**A**

An institution rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than institutions in higher rated categories. However, the institutions capacity to meet its financial commitment on the obligation is still strong.

**BBB**

An institution rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the institution to meet its financial commitment on the obligation.

**UNRATED**

Securities issued by institutions that cannot justify going through the formal and expensive exercise of attaining a credit rating from a credit rating agency such as Standard and Poors.

**Plus (+) or Minus (-):** The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

Strategic Link:	Local Government Act 1995
Category	Business, Economy & Technology
Lead Business Unit:	Financial Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>12 December 2019</del>
Next Review Due: (Governance Purpose Only)	December 2021
ECM Doc Set ID: (Governance Purpose Only)	4133535

[5]



Item 12.3

DAP 26/08/2021

**12.3 (2021/MINUTE NO 0040) Proposed New Policy 'Elected Member Code of Conduct - Complaints of Alleged Behaviour Breach'**

**Author(s)** D Green

**Attachments** 1. Proposed New Policy 'Elected Member Code of Conduct - Complaints of Alleged Behaviour Breach' [↓](#)  
2. Elected Member Code of Conduct Complaints Committee - Terms of Reference [↓](#)

**RECOMMENDATION**

The Committee recommends that Council:

- (1) ADOPTS the Policy "Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach", as shown in the attachment to the Agenda;
- (2) ESTABLISHES, pursuant to Section 5.10 (1) (a) of the Local Government Act 1995, a Code of Conduct Complaints Committee (the Committee), comprising of all elected members;
- (3) DELEGATES the power for the Committee to act as Council for the purposes of determining the outcome of any Complaints received, following the receipt of a Report from an Investigator;
- (4) ADOPTS the Terms of Reference for the Committee, as shown in the attachment to the Agenda; and
- (5) SEEKS submissions of interest from suitably qualified practitioners to the role of Investigator for the purpose of reviewing Complaints received.

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

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0**

**Background**

In March 2021, Council adopted a Code of Conduct to be observed by Elected Members. The Code contains a number of prescriptive clauses which relate to the behavioural standards of Elected Members.

In addition, the Code refers to a Complaints process, to be used in cases where a breach of the Code's behavioural standards is alleged to have occurred. However, the Code only requires a Complaint Form to be adopted by Council for use by persons wishing to lodge a Complaint of an alleged breach, by either an Elected Member or a candidate for a local government election.



215 of 284

DAP 26/08/2021

Item 12.3

There is no procedure outlined in the Code which governs the process for dealing with any Complaints of alleged breaches. Hence, the need for a Policy which can be used as guidance for managing the process, otherwise any Complaints received must be reviewed and determined by resolution of Council.

For this purpose, Council utilised the services of Denis McLeod, of McLeod, Barristers and Solicitors, to address Elected Members on the subject and propose a Draft Policy template for consideration by Council.

**Submission**

N/A

**Report**

Mr McLeod provided the Elected Members with a presentation on the intent and potential impacts of the Code and followed up with a session on a Draft Policy which he had prepared to enable the Complaints process to be effectively dealt with in an impartial and equitable manner.

The Policy outlines a procedure to be followed in the event of a Complaint being received, which is reasonably involved, but should satisfy the requirements of the Code, as well as ensuring that any Complaints received are appropriately dealt with.

This enables the City's appointed Behaviour Complaints Officer (Executive, Governance and Strategy) to following a clear and rational procedure when Complaints of alleged breaches are received.

Further, the appointment of an external Investigator allows for Complaints to be independently assessed and reported to Council, through the establishment of a Complaints Committee, with the delegated function of determining the outcome of Complaints, following the receipt of the investigator's Report.

By endorsing the proposed Policy, Council will enable the City's administration to effectively process any allegations of unacceptable behaviour displayed by Elected Members, or candidates who nominate for election to Council.

It should be emphasised that any allegations of a breach by a candidate can only be accepted in the event of the relevant candidate being elected to Council.

**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

216 of 284



619 of 708

**Item 12.3**

**DAP 26/08/2021**

**Budget/Financial Implications**

Reasonable costs for the services of an independent investigator are available within the City's municipal budget.

**Legal Implications**

Regulation 12 of the Local Government (Model Code of Conduct) Regulations 2021 refer

**Community Consultation**

N/A

**Risk Management Implications**

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

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

N/A

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

Nil



Item 12.3 Attachment 1

DAP 26/08/2021

<b>Policy</b>	<b>Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach</b>
---------------	--



**Policy Type**

Council

**Policy Purpose**

The objective of the policy is to prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.

**Policy Statement**

(1) Scope

- 1.1 This Policy is limited to Complaints about behaviour breaches by council members, committee members and candidates.
- 1.2 A person may make a Complaint, in accordance with the Code of Conduct, alleging a behaviour breach.

(2) Definitions

**'behaviour breach'** means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

**'Behaviour Complaints Officer'** means a person authorised in writing by the council of the local government, or by the CEO exercising authority delegated by the council, to receive complaints and withdrawals of complaints under clause 10 of the Code of Conduct, and the person so authorised in writing may be the same person as the local government's complaints officer under section 5.120 of the LG Act.

**'candidate'** - a person who is not already a council or committee member is considered a candidate for the purpose of this Policy when their nomination for election is accepted by a Returning Officer under section 4.49 of the LG Act. The Code of Conduct applies to the person from that point, but any alleged behaviour breach may only be dealt with if and when the candidate is elected as a council member.

**'Code of Conduct'** or **'Code'** means the Code of Conduct applying to the local government under section 5.104 of the LG Act.

**'committee member'** - includes any council member, local government employee or unelected member of the community, in any of those cases, who has been appointed by the council to be a member of a council committee.

**'complainant'** means a person complaining of a behaviour breach by a council or committee member of the local government or a candidate.

[1]



Policy

Elected Member Code of Conduct –  
Complaints of Alleged Behaviour Breach

**'complaint'** means a complaint made under clause 11(1) of the Code of Conduct.

**'Complaints Committee'** means a council committee to which the council has delegated the powers and duties of the local government of dealing with a Report under clauses 10 and 13. The membership of the Complaints Committee for the consideration any Complaint is to include all members of the council except a council member who is a complainant or a respondent in that Complaint.

**'Complaints Investigation Panel'** means a panel of persons appointed under clause 4.2 to consider and determine Complaints, as an alternative to appointment of an individual as Investigator.

**'council'** means the council of the local government.

**'council member'** means a person who has been elected as a council member of the local government under the LG Act.

**'council committee'** means a committee to which any power or duty of the council is delegated.

**'evidence'** means the available facts or information which go to indicate whether or not an allegation of a breach is true or valid. The local government must use evidence provided by the complainant and by the respondent, as well as any other available evidence, to decide whether a breach has occurred.

**'Investigator'** means as the context requires either an individual appointed as Investigator or a Complaints Investigation Panel, appointed in either case under clause 4.1 of this Policy.

**'LG Act'** or **'Act'** means the *Local Government Act 1995* (WA).

**'local government'** for the purpose of this Policy means the City of Cockburn.

**'mediator'** means a person appointed as mediator under clause 6.1 or clause 8.2(a).

**'report'** means the report for the Complaints Committee of the outcome of the investigation of a Complaint dealing with the following:

- (1) whether or not the Investigator considers that the behaviour breach, the subject of the Complaint, has occurred;
- (2) the evidence relied on by the Investigator under clause 12(3) of the Code of Conduct for that conclusion; and
- (3) a recommendation as to whether no further action should be taken on the Complaint, or as to the terms of a plan under clause 12(4)(b) of the Code.

**'respondent'** means a council or committee member against or about whom a Complaint is made under clause 5 of this Policy.

[2]

## Item 12.3 Attachment 1

DAP 26/08/2021

Policy

Elected Member Code of Conduct –  
Complaints of Alleged Behaviour Breach

Other terms used in this Policy that are also used in the LG Act or the Code have the same meaning as they have in the Act or the Code unless the contrary intention appears.

- (3) Appointment of Investigator or Complaints Panel
- 3.1 The CEO is to appoint a person with relevant legal knowledge who is not an employee of the local government, as Investigator to review and consider one or more Complaints of behaviour breach and to report on the outcome of any investigation to the CEO for provision to the Complaints Committee.
- 3.2 As an alternative to appointment of an Investigator, in any case where the CEO considers it appropriate, the CEO may appoint a Complaints Investigation Panel of three persons to perform the function of the Investigator under this Policy. At least one of the number of such a panel must be a person with relevant legal knowledge. Any such panel is to make its decisions by a majority vote and is to appoint one of its number as chair and to perform its investigation, consideration and determination on a Complaint in accordance with due process and consistently with the provisions of this Policy.
- 3.3 The CEO is to deal with the remuneration of an Investigator or the members of a Complaints Investigation Panel, and a complaints mediator, in accordance with clause 17.
- (4) Process for making a complaint
- 4.1 Initiation of Complaint
- (a) any person may make a Complaint alleging a behaviour breach.
- (b) a Complaint must be in writing on the local government's approved form – 'Complaint About Alleged Behaviour Breach form'.
- (c) the complainant must lodge the Complaint with the local government's Behaviour Complaints Officer.
- (d) the complainant must provide with the Complaint, details of the alleged behaviour breach together with any supporting evidence.
- (e) the Complaint must be lodged within one calendar month of the occurrence of the alleged behaviour breach.
- (f) a Complaint must be submitted by the complainant.
- 4.2 A complaint cannot be submitted anonymously.
- 4.3 The Behaviour Complaints Officer is to provide all complaints to the Investigator in accordance with the following clause.

[3]



DAP 26/08/2021

Item 12.3 Attachment 1

<b>Policy</b>	<b>Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach</b>
---------------	--



- 4.4 The Behaviour Complaints Officer as soon as possible and if possible within 14 days of receiving a Complaint:
- (a) must contact the complainant acknowledging that the Complaint has been received;
  - (b) as part of the acknowledgment process, must provide the complainant with a copy of the local government's Complaints Policy;
  - (c) must provide the respondent with a copy of this Complaints Policy and a copy of the Complaint; and
  - (d) must send to the Investigator the Complaint together with details of the alleged breach and any supporting evidence provided by the complainant.
- 4.5 Complaints are to be dealt with and considered so far as is practicable in an order based on the order in which they are received by the Behaviour Complaints Officer.
- 4.6 A Complaint relating to a candidate is only to be referred to an Investigator if and when the candidate is elected as a council member, but in any event the Complaint must be lodged within one calendar month of the occurrence of the alleged behaviour breach.
5. Mediation
- 5.1 The Investigator must offer to both parties mediation by an independent mediator to be appointed by the CEO, as the first option for dealing with a Complaint and before progressing with the consideration or determination of the Complaint. Mediation can only proceed if agreed to by both parties.
- 5.2 If issues raised in the Complaint are resolved to the satisfaction of both parties in mediation or otherwise before the determination of the Complaint, the complainant must lodge a Withdrawal of Complaint in writing with the Behaviour Complaints Officer.
6. Investigator making a determination
- 6.1 Within 14 days of the notification of the Complaint to the respondent by the Behaviour Complaints Officer, and before making a determination in relation to a Complaint the Investigator must provide the respondent with an opportunity to respond to the allegations in the Complaint and to provide their own comments and evidence for consideration. The Investigator may extend the 14 day period for good reason provided by the respondent

[4]

--

 221 of 284

Item 12.3 Attachment 1

DAP 26/08/2021

<b>Policy</b>	<b>Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach</b>
---------------	--



- 6.2 After considering a Complaint, the Investigator must make a determination as to whether or not the alleged behaviour breach has occurred. The Investigator must perform their investigation, consideration and determination on a Complaint in accordance with due process and consistent with the provisions of this Policy.
- 6.3 The determination must be made within 21 days:
  - (a) from receiving a Complaint from the Behaviour Complaints Officer; or
  - (b) from the date of termination of a mediation if that does not resolve the matter; or
  - (c) from receiving a copy of the response to the allegations by the respondent,

whichever is the later. Provided that in any case the Investigator may seek from the CEO such additional time to make a determination as is appropriate in the circumstances of the case.
- 6.4 A determination by the Investigator that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- 6.5 Having made a determination on the alleged behaviour breach, the Investigator must inform the Behaviour Complaints Officer by providing a determination and reasons for it in a Determination and Reasons Report (**Report**).
- 6.6 The Report must be provided to the Behaviour Complaints Officer within 14 days of making the determination.
- 6.7 If the Investigator makes a determination that the alleged breach has occurred, the Report must make a recommendation if further action is required and make a recommendation on the plan to address the behaviour of the respondent (**action plan**).
- 6.8 The Investigator may recommend to the Complaints Committee to dismiss a Complaint in accordance with clause 13 of the Code, and if the Investigator concludes that the behaviour the subject of the Complaint is an offence under a local law that deals with meeting procedures, the Complaint should not be dealt with further as a behaviour breach, but should be referred back to the Behaviour Complaints Officer.
- 6.9 The Investigator’s deliberations and determination are to be confidential and reported only to the Behaviour Complaints Officer, but subject to any consultation with the respondent under the following clause, and subject to provision by the Complaints Officer of a confidential report to the Complaints Committee under clause 9.

[5]



DAP 26/08/2021

Item 12.3 Attachment 1

Policy

Elected Member Code of Conduct –  
Complaints of Alleged Behaviour Breach

## (7) Action Plans

- 7.1 When preparing an action plan under clause 7.7 of this Policy, the Investigator must consult with the respondent. The respondent must be provided with the opportunity to be involved in matters such as the timing of meetings or training.
- 7.2 An action plan may include a requirement for the respondent to do one or more of the following –
- (a) Engage in mediation;
  - (b) Undertake counselling;
  - (c) Undertake training; or
  - (d) Take other action of an **instructive** but not **punitive** nature, as is appropriate to the circumstances of the case.
- 7.3 An action plan should be designed to provide the respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives. The plan should outline:
- (a) the behaviour(s) of concern;
  - (b) the actions to be taken to address the behaviour(s);
  - (c) who is responsible for the actions; and
  - (d) an agreed timeframe for the actions to be completed.

## (8) Report provided to Complaints Committee

- 8.1 The Behaviour Complaints Officer must as soon as possible provide a **confidential** report to the Complaints Committee including:
- (a) a copy of the Complaint;
  - (b) the Report of the Investigator together with the evidence received by the Investigator and any submissions or other communications from the parties;
  - (c) a recommendation on the question whether or not a behaviour breach has occurred;
  - (d) a recommendation as to whether any and if so what further action is required; and

[6]

223 of 284

## Item 12.3 Attachment 1

DAP 26/08/2021

Policy

Elected Member Code of Conduct –  
Complaints of Alleged Behaviour Breach

- (e) if further action is required, a recommendation must be provided to the Complaints Committee on an action plan to address the behaviour of the person to whom the Complaint relates.
- (9) Complaints Committee finding
- 9.1 The Complaints Committee must not make a finding that a behaviour breach has occurred without the respondent first having been given a reasonable opportunity to be heard. The Complaints Committee may accept compliance with clause 7.1 of this Policy as provision of a reasonable opportunity to be heard.
- 9.2 A finding that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- 9.3 If the Complaints Committee makes a finding that the alleged breach has occurred, it may resolve to –
- (a) take no further action; or
- (b) prepare and implement an action plan recommended by the Investigator with or without modifications as it thinks fit.
- 9.4 Based on the Investigator's Report, the evidence and any further comments or submissions by the parties, the Complaints Committee may:
- (a) dismiss the Complaint in accordance with clause 13 of this Policy; or
- (b) find that the alleged breach has occurred; or
- (c) find that the alleged breach has not occurred; or
- (d) if the finding is that the breach has occurred, decide that no further action is required; or
- (e) if the finding is that a breach has occurred, decide that further action is required and consider the adoption of an action plan; or
- (f) adopt an action plan to address the behaviour of the respondent.
- 9.5 If the Complaints Committee makes a finding that the alleged breach has occurred, it must give reasons for that finding.
- (10) Behaviour Complaints Officer acting on Complaints Committee finding
- When the Complaints Committee makes a finding in relation to a Complaint, the Behaviour Complaints Officer must give the complainant and the respondent written notice of:

[7]



DAP 26/08/2021

Item 12.3 Attachment 1

Policy

Elected Member Code of Conduct –  
Complaints of Alleged Behaviour Breach

- (a) the finding and the reasons for the finding; and
  - (b) if the finding is that the alleged breach has occurred, the Complaints Committee's decision on the course of action to be taken including the options in clause 8.2 above
- (11) Confidentiality of Complaints
- The fact of a Complaint having been made and the details of a Complaint and the processes undertaken in connection with a Complaint including the referral to an Investigator are **confidential** matters and **must** not be disclosed unless and until the Complaints Committee has made a formal finding of breach in respect of the Complaint. Whether disclosure is to occur, and if so the manner and extent of disclosure, are to be decided by the Complaints Committee.
- (12) Dismissal of Complaint
- 12.1 The Complaints Committee must dismiss a Complaint where:
- (a) the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting; and
  - (b) either:
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with the local law of the local government that deals with meeting procedures.
- 12.2 In any event, behaviour that is an offence under a local law that deals with meeting procedures cannot be dealt with as a behaviour breach.
- (13) Withdrawal of Complaint
- 13.1 A complainant may withdraw their Complaint any time before it is considered by the Complaints Committee.
- 13.2 The withdrawal of a Complaint must be –
- (a) in writing; and
  - (b) given to the Behaviour Complaints Officer.
- 13.3 When a Complaint is withdrawn, the fact of the Complaint having been made, and any details of the Complaint and its withdrawal, must be treated as **confidential** and not disclosed.

[8]

--

 225 of 284

Item 12.3 Attachment 1

DAP 26/08/2021

<b>Policy</b>	<b>Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach</b>
---------------	--



(14) Compliance with plan requirement

- 14.1 The Behaviour Complaints Officer is to monitor the actions in timeframes set out in an action plan.
- 14.2 If an action plan includes any of the requirements in clause 8.2 above (i.e. in clause 12.6 of the Code), failure to comply with that requirement is a breach of clause 23 of the Code and as a breach of the Rules of Conduct, is a minor breach under section 5.105(1) of the LG Act.

(15) Complaints that are inappropriate under this Policy

The purpose of the Code of Conduct is to guide the decisions, actions and behaviours of council members, committee members, and of candidates running for election as a council member. A breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act, and is not the intended subject of this Policy. The objective of this Policy is to deal with matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct, and all Complaints under this Policy should be made with that objective in mind. Consequently, Complaints such as the following are inappropriate to be dealt with under this Policy:

- (a) Complaints made with the intent of addressing personal grievances or disagreements;
- (b) Complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;
- (c) Minor breaches under section 5.105(1) of the LG Act;
- (d) Serious breaches under section 5.114 of the LG Act; and
- (e) Allegations of corruption.

(16) Cost in the complaints process

- 16.1 No fee is charged to lodge a Complaint under this Policy.
- 16. The Investigator or the members of a Complaints Investigation Panel, or a mediator, appointed pursuant to the Policy may charge the local government a fee to cover the costs of dealing with the Complaint whether or not a breach is ultimately found.
- 16.3 Any fee charged by an Investigator or the members of a Complaints Investigation Panel, or a mediator, is to be based on the time spent in connection with the Complaint and may be established in advance on a quotation, or otherwise in accordance with the local government's purchasing policy

[9]



DAP 26/08/2021

Item 12.3 Attachment 1

<b>Policy</b>	<b>Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach</b>
---------------	--



Strategic Link:	
Category:	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	N/A
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[10]



## Elected Member Code of Conduct Complaints Committee (CCC)

### Terms of Reference

#### 1. Background

- 1.1 The Elected Member Code of Conduct Complaints (CCC) Committee is a formally appointed Committee of Council.
- 1.2 Section 5.103 of the Local Government Act 1995 and Regulation 12 of the Local Government (Model Code of Conduct) Regulations 2021 require the Council to adopt a Code of Conduct to be observed by council members and candidates for local government elections

#### 2. Objectives and Duties

- 2.1 The CCC Committee is responsible for receiving and reviewing the Investigator's Report related to a Complaint or Complaints received for an alleged breach of the Code against a council member or candidate and determining the outcome, in accordance with the powers delegated by Council.
- 2.2 The Committee will be responsible for the effective determination of the outcome based on the evidence presented and take into account any recommendations provided in the Investigator's Report.
- 2.3 Should the Committee find that a breach has occurred, it will be responsible for issuing an appropriate sanction, in accordance with Council Policy "Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach"

#### 3. Membership

- 3.1 The CCC Committee will comprise of all elected members upon the resolution of Council to that effect.
- 3.2 Any member who is either a Complainant or Respondent to an alleged Breach which is the subject of a Meeting, will be excluded from attending the Meeting at which the alleged Breach is to be presented.
- 3.3 City staff, under the direction of the CEO, shall provide secretarial and administrative support to the Committee.

[1]





4. Meetings

- 4.1 The Committee shall meet on an as required basis and in accordance with the procedures as outlined in the Council Policy.
- 4.2 Any external Consultant or officer of the City of Cockburn may be invited to attend any Meeting of the Committee to address a particular item of business on the Agenda.
- 4.3 Any external Consultant or City officers in attendance at the Committee Meetings may be required to leave the Meeting upon a motion to that effect being carried at the Meeting.

[2]

DAP 26/08/2021

Item 12.4

**Declaration**

Cr Terblanche submitted a Declaration of Financial Interest, pursuant to Section 5.60A of the *Local Government Act 1995* for Item 12.4.

Nature of Interest: Cr Terblanche held a membership for the Australian Institute of Company Directors at the time of enquiring about potential reimbursement for Elected Members.

6.20pm Having declared a financial interest in this item, Cr Terblanche departed the meeting.

**12.4 (2021/MINUTE NO 0041) Proposed Amendment to Policy - "Elected Members Entitlements - Allowances and Reimbursements"**

**Author(s)** D Green

- Attachments**
1. Policy - Proposed Amendments - Elected Members Entitlements - Allowances and Reimbursements [↓](#)
  2. Australian Institute of Company Directors - Membership Information [↓](#)

**RECOMMENDATION**

The Committee recommends that Council:

- (1) AMENDS the Policy "Elected Members Entitlements – Allowances and Reimbursements", as shown in Clause (2) 1 in the attachment to the Agenda; and
- (2) AMENDS Clause (3) 4 of the Policy to add the payment of personal subscriptions (up to a maximum of \$1,000 per year) to professional organisations as an approved expense which may be reimbursed to Elected Members.

**Committee Recommendation**

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the Committee recommends that Council ADOPTS Policy 'Elected Members Entitlements – Allowances and Reimbursements', subject to Clause (2) 1 - Travel Expenses being amended as follows:

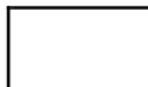
- (2) 1. Travel

Elected Members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses.

Councillors will be automatically paid the prescribed mileage allowance for attendance at formal Council meetings and Standing Committee Meetings, in accordance with Clause (9) (2)(a) of this Policy, subject to confirmation that they are not entitled to payment or reimbursement from any other source.

**CARRIED 4/0**

230 of 284



## Item 12.4

DAP 26/08/2021

Reason

It is possible for Councillors to have employment or business arrangements which provide for them to be issued with a fully serviced vehicle or an allowance which would cover the cost of private use. In such circumstances, it would not be appropriate for travel expenses to be paid pursuant to this Policy.

Accordingly, it would be incumbent on all Councillors to provide written confirmation that they are not receiving any such benefit, prior to this entitlement being effected.

6.29pm Cr Terblanche returned to the meeting.

**Background**

1. At the 8 July 2021 Ordinary Council Meeting, an item was presented for consideration of retrospective payment of mileage expenses for a former Councillor who had not submitted a claim prior to the completion of the Term of Office.

Subsequently, the Councillor sought to have travel expenses reimbursed for attendance at Council and Committee Meetings, as well as a number of other functions and events, attended in the role of an Elected Member of the City, some dating back to 2017.

However, as the claims were not submitted within the period stated in the Policy (3 months), it was necessary for the matter to be referred to Council for determination, as stipulated by the Policy.

The Claim of over \$3,000 was considered and accepted by Council. An adjunct of the Council decision was for the relevant Policy to be reviewed by the Committee, to ensure relevance and compliance with the statutory provisions of the Act and Regulations.

2. In addition, by email received by the Chief Executive Officer on 29 July 2021, Cr Terblanche submitted the following Notice of Motion for consideration by the Committee:

*“That the Committee considers recommending an amendment to the Policy to include the provision for relevant membership (subscriptions), which relates directly to the role of an Elected Member, to be approved as expenses which will be reimbursed (by the City).”*

Reason

Elected Members are expected to be aware of their corporate responsibilities as the City's 'board members' also known as Elected Members. They are expected to keep themselves abreast of new developments in the governance and 'board member's' sphere in order to perform the functions to the best of their abilities.



231 of 284



DAP 26/08/2021

Item 12.4

At present, Elected Members are able to access funding to complete studies from various types of organisations, amongst others from the Australian Institute of Company Directors (AICD).

It would only make sense if the City would also cover costs for Elected Members to maintain their memberships like the AICD, for the same reasons as why Elected Members are expected to participate in continuous professional development programs.

It is similar to that expected of so many professions, (e.g. doctors, real estate agents etc), where they have to obtain CPD points annually to ensure best practice of their skillset required to fulfil their duties.

### Submission

N/A

### Report

#### 1. Travel Expenses

In relation to the matter regarding the claim for retrospective reimbursement of travel expenses, the *Local Government Act 1995* is clear that the claims are defined as an expense to which members are entitled to be reimbursed, where such expenses relate directly to their attendance at a Council or (Standing) Committee Meeting of Council. However, it is not so clear in relation to whether persons who are no longer members would be entitled to claim for expenses of this type, after they have left office.

In addition, the Policy covering this subject specifies that claims for reimbursements must be submitted within three months of being incurred. Clearly, this did not occur in the case of the former Councillor. However, as a number of personal family circumstances were cited in support of the claim, Council resolved to support the reimbursement on an *ex gratia* basis on this occasion.

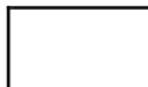
Given that the statute is unequivocal in regards to the issue, it is proposed that, moving forward, all Councillors are paid the prescribed amount for attending all Council and relevant (Standing) Committee Meetings as a matter of course during their term of office.

For this purpose, it is proposed that all current Councillors who have not submitted reimbursement claims during their current term, be automatically reimbursed the equivalent mileage cost, as calculated by using the relevant prescribed allowance rate, which is determined on the capacity (size) of the vehicle engine. Accordingly, the relevant Clause of the Policy ((2) 1. (c)), has been amended to reflect this process.

As for attendance at other non-statutory meetings, briefings and City related functions, any reimbursement for these expenses would need to be submitted separately by the Councillor for payment.

---

232 of 284



635 of 708

## Item 12.4

DAP 26/08/2021

2. Reimbursement of Membership Subscriptions

Cr Terblanche has provided a Notice of Motion to the effect that the City reimburses Elected Members the cost of subscriptions to become a member of professional organisations, as noted in the background of this Report.

This was raised as a result of Cr Terblanche receiving a membership renewal notice from the Australian Institute of Company Directors (AICD) and seeking advice on whether this could constitute an expense related to her Councillor role.

In response, Cr Terblanche was informed that such expenditure is not contained within Council Policy and as such is not able to be paid in a City related capacity.

Upon receipt of the Notice from Cr Terblanche, the City sought further information from AICD on the basis of its membership structure and how it specifically related to the role and responsibilities of Elected Members of local government.

The response received was very comprehensive and well-articulated, however, was non-descript in its application to the local government sector. It is apparent from the AICD response that its membership is primarily focussed on the conduct of Boards relative to the private sector and publicly listed companies, not for profit and other business enterprises.

The relevance of the AICD to the role and functions of a local government Council is related to the sector in the area of Corporate Governance, although the governance activities and requirements of local government are primarily specified in the applicable statute under which local government is established.

In addition, the AICD has a membership structure which only provides for personal membership and does not have a corporate category, which would normally be expected of organisations with a close association with its subscription base.

More broadly, there is an increasing requirement for elected members of local government to undertake training and professional development related to the roles, responsibilities and functions associated with their role.

Accordingly, the training related to the functions of local government can involve many service providers which offer specific subject based training, and which is not available through the usual industry / sector trainers.

Many such organisations have membership categories which can enable members to access a variety of development opportunities on a range of topics, most of which are offered at discounted rates.

On this basis, it is plausible that elected members may wish to avail themselves of training and professional development courses which could enhance their capacity in the local government environment, by joining a professional association.



233 of 284



DAP 26/08/2021

Item 12.4

Therefore, it is proposed that elected members have an option to join a professional, or industry related organisation, on the basis that it is clearly identifiable as one which has relativity to the role of an elected official of the sector.

This is similar to a Contract clause which could be inserted in most senior employee Contracts enabling a staff member to have such a benefit included in the terms of employment. There is a proposed ceiling of \$1,000 per year per member, to ensure a level of probity and transparency in the process is maintained.

**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

Membership Fees for AICD are \$825.00 per member.

**Legal Implications**

Regulation 32 (1) (c) of the *Local Government (Administration) Regulations 1996* refers

**Community Consultation**

N/A

**Risk Management Implications**

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

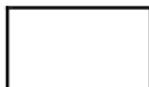
**Advice to Proponent(s)/Submitters**

The proponent has been advised that this matter is to be considered at the 26 August 2021 Delegated Authorities and Policies Committee.

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

Nil

234 of 284



637 of 708

DAP 26/08/2021

Item 12.4 Attachment 1

Title	Elected Members Entitlements – Allowances & Reimbursements
-------	--



### Policy Type

Council

### Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 ( the Act) and Local Government (Administration) Regulations 1996 ( the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

### Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

#### (1) Prescribed allowances

##### 1. Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

##### 2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and-Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

[1]

235 of 284

<b>Title</b>	<b>Elected Members Entitlements – Allowances &amp; Reimbursements</b>
--------------	---



3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

(2) Prescribed expense reimbursements (Administration Regulation 31(1)(b))

1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses. [Councillors will be automatically paid the prescribed mileage, allowance for attendance at formal Council meetings and Standing Committee meetings, in accordance with Clause \(9\) 2\(a\) of this Policy.](#)

2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

(3) Discretionary expense reimbursements (Administration Regulation 32(1))

1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

3. consumable Office supplies

[2]



DAP 26/08/2021

Item 12.4 Attachment 1

Title	Elected Members Entitlements – Allowances & Reimbursements
-------	--



Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".
- (e) Reimbursement of one (1) Membership of a Professional Association per year, subject to the purpose of the Association being related to the role or function of an elected member, up to a maximum value of \$1,000

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
  - appropriate software
  - printer/scanner
  - broadband internet access and router
  - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

[3]

## Item 12.4 Attachment 1

DAP 26/08/2021

Title	Elected Members Entitlements – Allowances & Reimbursements
-------	--



## 1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.
- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
  - i. Business cards, and
  - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

## (6) Mayoral Vehicle Provision

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

## (7) Provision of Support

## 1. Mayor

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

[4]



DAP 26/08/2021

Item 12.4 Attachment 1

<b>Title</b>	<b>Elected Members Entitlements – Allowances &amp; Reimbursements</b>
--------------	---



- (a) the use of an office;
- (b) a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

2. Deputy Mayor and other Councillors:

The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary by the CEO to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

(8) Insurance

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

(9) Policy Administration

- 1. Time Limit on Claims and Approval Process
  - (a) Elected Members applying to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
  - (b) Requests for reimbursement must be received within three (3) calendar months after the expenses were incurred.
- 2. Payment of fees/allowances

[5]

Item 12.4 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Elected Members Entitlements – Allowances &amp; Reimbursements</b>
--------------	---



- (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
- (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
- (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
- (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.
- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.

3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

Strategic Link:	Corporate Governance Charter
Category	Elected Members
Lead Business Unit:	Executive
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<a href="#">11 March 2021</a>
Next Review Due: (Governance Purpose Only)	The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.  March 2023
ECM Doc Set ID: (Governance Purpose Only)	8232292

[6]



DAP 26/08/2021

Item 12.4 Attachment 2

From: Erin Smith <ErSmith@aicd.com.au>  
 Sent: Monday, 2 August 2021 2:11 PM  
 To: Bernadette Pinto <bernie@cockburn.wa.gov.au>  
 Subject: RE: Query - Membership



External Email: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon Bernadette,

Thank you for your email. I have just returned your call and left a message on your phone.

Please see below some information on membership with AICD.

Thank you for your interest in becoming a member of Australian Institute of Company Directors (AICD). The AICD is committed to excellence in governance.

**Membership Benefits:**

Develop a director mindset – understand directors duties and responsibilities, take the next step in your governance journey. Whether you are new, aspiring or an experienced director, membership with AICD recognises your commitment to directorship and achieving better outcomes through good governance.

- ✓ access to valuable professional support, strategic briefings & quality professional development.
  - ✓ products and services to strengthen your knowledge and reputation
  - ✓ networking opportunities via courses and events
- With over 45,000 members across Australia, the Institute holds a unique leadership position in the director community.
  - Our network includes a growing international presence with approximately 1600 members living overseas.
  - This gives you an opportunity to connect with directors and senior leaders both face-to-face and online, from private & public ASX-listed companies, government sector, not-for-profit and small/medium enterprise.
  - In addition to these individual benefits, AICD can support entire organisations by providing advice, consulting services, and bespoke professional development programs in-house for boards and leadership groups. There is a minimum requirement for bespoke In-House programs that there is 12 or more participants.
  - We offer a wide range of [Courses for directors and senior executives](#), and also deliver numerous professional development resources for our members (details below). Our courses are facilitated by experts who are themselves practicing directors.
  - Access to our [member-only LinkedIn group](#) with over 12,000 participants
  - [Dedicated Membership Partner](#) – upon joining, one of our Membership Partners will reach out to you. *Please make the time to take their call as they will have some important details to discuss with you about membership and what to expect on your Governance journey with AICD.*
  - [Complimentary Resources](#) – AICD offers both members and non-members access to a range of free resources on our website. While members have greater access to resources on the website, many of our articles, reports and documents are available to non-members also.
  - Free [COVID-19 resources](#) including articles and webinars are being updated regularly to keep up with the continually changing landscape for Directors and business.
  - [Director Resource Centre](#) – access to leading content on key governance issues through the Member only website content
  - Discounted rates on all Education Programs - information can be found on our website at [Courses](#)
  - Prime access and discounted rates to a variety of networking opportunities - breakfasts, briefings, luncheons and workshop information available at [Events](#). Our flagship events include: the annual Australian

2

241 of 284

## Item 12.4 Attachment 2

DAP 26/08/2021

Governance Summit and Essential Director Update. A Critical yearly review of the governance landscape, complimentary and exclusive to members.

- Director Self-Assessment Tool – A free member only tool that allows members to self-assess their current director capability against a framework of practice that underpins good directorship
- Continued use of the respected AICD post-nominal (AAICD, MAICD, GAICD - for graduates of the Company Directors Course
- Company Director Magazine – sent out monthly, and now available digitally & The Boardroom Report – fortnightly e-newsletter
- Exclusive access to our Business Centre and Member Lounge – this modern, multi-functional space can be used for informal meetings, private work or to simply unwind
- Discounts in our online Bookstore a range of publications written by directors, focused on governance and board operations to help you continue to grow your understanding and effectiveness
- Find your next Board Role by subscribing to Directorship Opportunities - an exclusive subscription service available to members of the AICD. An annual subscription of \$75.00 (+GST).
- Essential Directors Update (EDU) – Complimentary invitation to our annual seminar on current issues and recent changes affecting directors' duties and responsibilities
- Webinars, presentations, podcasts and speaker materials
- Scholarships – range of scholarships available

**Membership Cost:** The membership fees are made up of a join fee of \$220, and the member fee of \$605 = total \$825. NB - Membership is for 12 months from payment date (as opposed to calendar or financial year).

**Director Professional Development:**

- When selecting your Membership Category please consider that Member (MAICD) category includes Director Professional Development (DPD).
- DPD units help to track your individual professional development throughout the year. Accrue DPD units (*a minimum of 60 DPD units over a 3yr rolling cycle*) by participating in an extensive range of professional development activities.
- **Affiliate (AAICD)** - As an Affiliate Member you are not required to earn points under the AICD DPD Programme however it is strongly encouraged that you undertake DPD by participating in an extensive range of professional development activities. (*N.B. DPD activities cannot be logged*).
- For more information visit <http://aicd.companydirectors.com.au/membership/director-professional-development>.

Please find attached a Membership Application, you can return this form directly to me via email.

If you wanted to have a discussion to go into more detail, please let me know a suitable time to call.

Kind regards  
Erin

**Erin Smith**  
Membership Partner - Engagement  
Members and Clients

AUSTRALIAN INSTITUTE of COMPANY DIRECTORS  
T: +61 8 9320 1769  
E: ErSmith@aicd.com.au  
Office Address : Level 1, Allendale Square, 77 St Georges Terrace, Perth WA 6000 Australia  
Postal Address : PO Box Z5333, St Georges Terrace, Perth WA 6831 Australia  
*Traditional land of the Whadjuk people*  
ABN 11 008 484 197  
[www.companydirectors.com.au](http://www.companydirectors.com.au)

3

242 of 284



645 of 708



Item 12.5

DAP 26/08/2021

**12.5 (2021/MINUTE NO 0042) Proposed New Policy 'Privacy Management'****Author(s)** S Seymour-Eyles**Attachments** 1. Proposed New Policy 'Privacy Management' [↓](#)**RECOMMENDATION**

The Committee recommends that Council:

- (1) RECEIVES the public comments and feedback on the proposed Privacy Management Policy for noting; and
- (2) ADOPTS the "Privacy Management" Policy as shown in the attachment to the Agenda.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Terblanche

That the recommendation be adopted.

**CARRIED 5/0****Background**

At its meeting in May 2021 the Delegated Authorities and Policies (DAP) Committee adopted the following documents:

- City of Cockburn Privacy Management Policy for public consultation
- City of Cockburn Privacy Management Framework.

This report provides an update to the DAP committee on the public information process undertaken by the City to inform the public of, and invite their feedback on, the proposed policy.

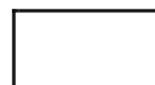
**Submission**

N/A

**Report****1. Process**

The City communicated the opportunity to comment on the draft policy in the following ways:

- Project page on the City's consultation website, 'Comment on Cockburn'
- Information on the City of Cockburn website
- Newspaper advertisement in the 'Cockburn Gazette'
- Hard copy project materials at City of Cockburn Administration Building, libraries and Seniors Centre



243 of 284

DAP 26/08/2021

Item 12.5

- Project graphic with hyperlink in City of Cockburn staff email signatures
- E-newsletter to 'Comment on Cockburn' subscribers (7,265 people)
- E-newsletter to residents' groups and associations (23 groups)
- Link provided in 'City of Cockburn E-news' (2,086 people)
- Email invitation to a random sample of the ratepayer database (200 people).

Queries and feedback from the public could be submitted in the following ways:

- Online via the 'Comment on Cockburn' project page
- In hard copy via the feedback forms provided at locations around the City (administration building, libraries and Seniors Centre)
- Over the phone by contacting the City of Cockburn
- Via email to the 'Comment on Cockburn' inbox.

**2. Summary of Findings**

Project communications reached over 9,000 people, resulting in 218 visitors to the project website during the comment period.

The draft privacy policy was viewed 101 times and seven people (all of whom are Cockburn residents) submitted feedback.

Six of the seven submissions were received via the 'Comment on Cockburn' site. One submission was received via hard copy.

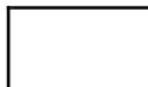
Submissions fall into three primary themes or subjects:

- Individual preference around collection and distribution of personal information (3)
- Questions/further clarification required (3)
- Policy scope suggestion (1).

**3. Submissions and City Responses**

In the interest of transparency, responses are as received with minimal editing; therefore, some spelling and grammatical errors may exist.

Submission Number	Submission Received	City Response
1.	I did not see any specific GDPR, has this been considered?	<p>The GDPR is the acronym for the <i>General Data Protection Regulation</i> (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.</p> <p>Also known as the right to erase, the GDPR was enacted to protect natural persons with regard to the processing of personal data and on the free movement of such data. It gives individuals the right to ask</p>



## Item 12.5

DAP 26/08/2021

Submission Number	Submission Received	City Response
		<p>organisations in the EU to delete their personal data.</p> <p>As a sovereign nation, the GDPR does not apply to the Commonwealth of Australia or any of the Australian legal jurisdictions.</p>
2.	<p>I don't see the purpose in City of Cockburn having its own Privacy policy, isn't the Government Privacy Act sufficient in covering everything?</p> <p>If I were to phone up and ask for information about someone, it wouldn't be given to me as it would already be covered in the Privacy Act.</p> <p>So once the City has its own policy then the answer would be, "No we can't give that information out as it is against City of Cockburn Privacy Policy".</p> <p>As the draft policy is based on the Privacy Act, is there any particular reason to have a local government privacy policy covering what is already covered in the Privacy Act?</p> <p>Sorry, but it just seems like a waste of human resources reinventing the wheel.</p>	<p>As at July 2021, Western Australia and South Australia are the only two Australian legal jurisdictions which do not have specific privacy legislation applicable to local government.</p> <p>The Australian government's <i>Privacy Act 1988</i> applies to Commonwealth agencies, however, the City of Cockburn is not compelled to follow this legislation.</p> <p>In the absence of applicable legislation, the proposed 'City of Cockburn Privacy Management Policy' is designed to guide the City in its collection, use, handling, storage, protection and disclosure of personal information, and is consistent with key provisions of the Australian Privacy Principles contained in the <i>Privacy Act 1988</i>.</p>
3.	<p>Why is it still the <i>Commonwealth Government's Privacy Act 1988</i> when it's now</p>	<p>The Australian government's <i>Privacy Act 1988</i>, enacted to make provision to protect the privacy of individuals, was given Royal Assent on 14 December 1988 and</p>



245 of 284



DAP 26/08/2021

Item 12.5

Submission Number	Submission Received	City Response
	<p>the year 2021? That was some time ago? Not sure if you've realised this error or not? I thought it could be something? When things are so stringent it seems very outdated to me.</p>	<p>commenced on 1 January 1989. It has been amended since then but is still cited in legislation as <i>Privacy Act 1988</i> (Cwth).</p>
4.	<p>I would prefer it my personal information was kept within the City only and not provided to outsiders for marketing purposes</p>	<p>The City of Cockburn will only use any personal information collected for the purpose that it was collected, as well as for ongoing research and development of the City's services. Under no circumstances will it be provided to third parties for marketing purposes.</p> <p>The City provides limited information to third parties such as:</p> <ul style="list-style-type: none"> <li>• organisations or consultants who undertake community engagement and market research on behalf of the City</li> <li>• inter-governmental departments.</li> </ul> <p>In such instances where the City's operations and services to the community require that information be shared with third party organisations and service providers, information will only be shared where a process of due diligence has been undertaken and where the third party has signed a binding non-disclosure agreement (NDA) with the City.</p>
5.	<p>I do not agree with the City collecting personal information that is not directly relevant to rates, or services, or security connected to my place of residence.</p> <p>I don't wish for the City to know my place of business, for example,</p>	<p>Same as 4 above</p>

246 of 284



649 of 708

## Item 12.5

DAP 26/08/2021

Submission Number	Submission Received	City Response
	to submit to a marketing firm.	
6.	<p>Any / all information collected or shared should be transparent, any individual should have an option to respect privacy and given the option to opt OUT.</p> <p>Given City of Cockburn's reputation, I can safely say I do not trust nor consent to any accumulation of any data collecting or data sharing.</p>	<p>The City of Cockburn will manage personal information in an open and transparent way, in accordance with Australian Privacy Principle 1.</p> <p>In accordance with Australian Privacy Principle 2, the City will give individuals the option of not identifying themselves, or of using a pseudonym, in relation to a particular matter.</p> <p>For example, all telephone calls to the City are announced as being recorded for the purpose of ongoing research and development of the City's services – the caller is given an option of not having their call recorded.</p> <p>All ratepayers or residents of the City have some necessary personal information recorded by the City, for example name and address for rates invoice.</p>
7.	<p>The draft policy appears incomplete.</p> <p>There is nothing about how the City will capture, store, manage, secure and audit the information, nor about how it will protect the information given to third parties, nor how it will enable people to access, and where necessary correct, the information that pertains to them.</p>	<p>In accordance with Australian Privacy Principle 11, personal information collected by the City of Cockburn will be:</p> <ul style="list-style-type: none"> <li>• used for a lawful purpose and is kept for no longer than is necessary</li> <li>• stored securely in accordance with the 'City of Cockburn Records Management Policy', and the 'General Disposal Authority for Local Government Records' (DA 2015-001/1) pursuant to the <i>State Records Act 2000</i></li> <li>• protected against: <ul style="list-style-type: none"> <li>- loss,</li> <li>- unauthorised access, use, modification or disclosure, and</li> <li>- all other misuse</li> </ul> </li> <li>• disposed of securely in accordance with the <i>State Records act 2000</i></li> </ul> <p>If it is necessary to release the information</p>



247 of 284



DAP 26/08/2021

Item 12.5

Submission Number	Submission Received	City Response
		to a person / agent in connection with the provision / procurement of a service to the City, this will be undertaken in accordance with the Policy, which includes acquiring a Non-disclosure Agreement (NDA) to prevent unauthorised use or disclosure of the information by the service provider.

As can be seen from the public submissions, none of the comments contradict the policy intent or warrant its amendment.

**Strategic Plans/Policy Implications**

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

**Budget/Financial Implications**

N/A

**Legal Implications**

*Privacy Act 1998* (Commonwealth) refers

**Community Consultation**

As detailed in the report.

**Risk Management Implications**

Failure to adopt the recommendations will result in the inability to support an integrated and effective approach to the management of privacy of data and information at the City and a lack of guidance on the arrangements for designing, implementing, monitoring and continually improving the City's data and information privacy management processes.

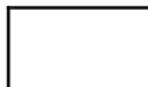
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

248 of 284



Item 12.5 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Privacy Management</b>
--------------	---------------------------



- hardware identifiers (for installation of City approved apps)
- community surveys involving the collection of personal data
- use of data collected via websites to personalise information presented via the website
- the collection of data through our procurement processes and systems
- information provided by a third-party government agency through the course of collaborative services and information sharing.

The City also provides information to third parties such as:

- organisations or consultants who undertake community engagement and market research on behalf of the City
  - intergovernmental government departments
  - Western Australian Local Government Association (WALGA) and other Local Government.
- (1) All information is data – not all data is information. The terms *Data*, *Information*, *Personal Information* and *Personally Identifiable Information (PII)* are defined and compared below, together with a practical approach to their meanings:

<b>Data</b>	<b>Information</b>	<b>Personal Information</b>	<b>Personally Identifiable Information (PII)</b>
Representations of real world facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing by human beings or automatic means.	Data (or facts), that are interpreted, organised and structured in such a way as to be meaningful to the person who receives it.	Information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.	Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
Source: AS 5021-2005 (R2016) <i>The language of health concept representation.</i>	Source: AS 5021-2005 (R2016) <i>The language of health concept representation.</i>	Source: Privacy Act section 6(1).	Source: Australian Cyber Security Centre, Australian Signals Directorate, Department of Defence.

[2]



<b>Title</b>	<b>Privacy Management</b>
--------------	---------------------------



<b>Data</b>	<b>Information</b>	<b>Personal Information</b>	<b>Personally Identifiable Information (PII)</b>
<i>In practice: images, sound recordings, text and numbers captured about someone or some matter (sometimes bare and random), which have not been analysed or processed in any manner.</i>	<i>In practice: data (or facts), about someone or some matter, which have being analysed, and can be communicated to provide understanding, knowledge or insight about someone or some matter and which generate value in some form.</i>	<i>In practice: any information relating to a person, directly or indirectly.</i>	<i>In practice: any information that can be used to distinguish one individual from another.</i>

Numerous types of information are explicitly recognised as constituting personal information under the Privacy Act, including but not limited to:

1. *Sensitive information* - includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion or otherwise meets the definition of personal information;
2. Health information, which is also personal information;
3. Some types of credit information;
4. Some types of employee record information (subject to exemptions); and
5. Tax file information.

Although not explicitly recognised as personal information under the Privacy Act, information may be explicitly recognised as personal information under other legislation. For example, under the *Telecommunications (Interception and Access) Act 1979* (Cth), certain telecommunications data (sometimes referred to as 'metadata') is taken to be personal information for the purposes of the Privacy Act).

- (2) Personal information collected by the City will be afforded protection consistent with key provisions of the APP. The 13 APP are:

**APP1 - Open and transparent management of personal information**

**APP2 - Anonymity and pseudonymity**

**APP3 - Collection of solicited personal information**

**APP4 – Dealing with unsolicited personal information**

**APP5 - Notification of the collection of personal information**

**APP6 – Use or disclosure of personal information**

[3]

Item 12.5 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Privacy Management</b>
--------------	---------------------------



- APP7 – Direct marketing**
- APP8 – Cross-border disclosure of personal information**
- APP9 – Adoption, use or disclosure of government related identifiers**
- APP10 – Quality of personal information**
- APP11 – Security of personal information**
- APP12 – Access to personal information**
- APP13 – Correction of personal information**

Strategic Link:	Communication Strategy and Action Plan 2018-2022
Category	Governance
Lead Business Unit:	Governance
Public Consultation:	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	10322721

[4]



Item 12.6

DAP 26/08/2021

**12.6 (2021/MINUTE NO 0043) Proposed New Policy 'Elected Members Leave of Absence'**

**Author(s)** D Green

**Attachments** 1. Proposed New Policy 'Elected Members Leave of Absence' [↓](#)

<p><b>RECOMMENDATION</b>                  The Committee recommends that Council ADOPTS the proposed new Policy "Elected Members Leave of Absence", as shown in the attachment to the Agenda.</p>
<p><b>Committee Recommendation</b>                  MOVED Cr M Separovich SECONDED Cr C Terblanche</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><b><u>CARRIED 5/0</u></b></p>

**Background**

In accordance with the provisions of the *Local Government Act 1995*, (Section 2.25 – Disqualification for Failure to Attend Meetings), Elected Members are able to be granted Leave of Absence by Council.

However, the Act is silent on what the implications of the granting of leave applies to. In recent times, Council has granted a number of requests for such leave by councillors.

There have been some queries from Elected Members on whether there are any restrictions which could affect the member granted leave, in relation to their role as a member, apart from the protection from being disqualified for missing three consecutive ordinary meetings of Council.

**Submission**

N/A

**Report**

The proposal to adopt a Policy position on this matter is on the basis that Elected Members should be provided with some guidance on what would constitute reasonable circumstances to seek formal Council approval for leave of absence and, importantly, what the implications of being granted such leave would follow.

It has been a routine procedure for Elected Members to seek leave of absence for any extended period that they believe will, or may, impact on their capacity to attend scheduled Ordinary Council Meetings. However, there has never been criteria by which to administratively assess whether the application should be supported or not.

DAP 26/08/2021

Item 12.6

It is not unusual for leave requests from members to cover a greater spread of time and apply for a period of up to three months, which coincides with the maximum number of allowable consecutive Ordinary Council Meetings not attended by a member, without being granted a leave of absence, to avoid not being disqualified.

Should a member wish to be absent from one or two successive Council meetings, it is preferable for the member to lodge an apology for the Council meeting, without any impact on the possibility that the circumstances of their foreseen inability to attend may change at short notice.

Accordingly, it is considered appropriate that some criteria be established in a Policy Statement, which enables the administration and Council to provide a more balanced view on applications for leave of absence, including whether the application should be supported, on a case by case basis.

This leads to a number of assumptions which should be considered as part of an assessment process when presenting such applications to Council. These include the following circumstances:

- extended holiday
- extended medical leave
- extended family carer leave
- work or career requirements
- other unforeseen commitments or prohibitions.

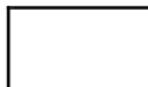
Upon establishing the validity of any application, it is reasonable to then consider the associated expectations that the relevant member will be absent from all Council related responsibilities, including all formal Council and Committee Meetings, Briefing Sessions/Workshops and Council related functions and events, in their capacity as an Elected Member.

In essence, it means that, upon the granting of a leave of absence by Council for a specified period, it is expected that the relevant member will not attend any meeting or other event arranged by the City during the time period specified in the Council decision.

This way, Council can be certain that any decision to grant leave of absence to one of its members is accompanied by the member's obligation to adhere to the associated terms of its Policy position and not return for occasional meetings, briefings or events on an ad hoc basis.

In summary, it is considered appropriate that a guideline be set to account for Elected Members to follow, who have reason to believe that they will be absent from attending a Council meeting, or meetings, which enables them to determine whether an application for a leave of absence, or an apology, would be more suitable to the circumstances.

254 of 284



---

**Item 12.6****DAP 26/08/2021****Strategic Plans/Policy Implications**Listening and Leading

*A community focused, sustainable, accountable and progressive organisation.*

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

Elected Members are paid an annual meeting fee in lieu of attending Council and / or Standing Committee Meetings.

**Legal Implications**

Sections 2.25 and 5.98 of the *Local Government Act 1995* refer.

**Community Consultation**

N/A

**Risk Management Implications**

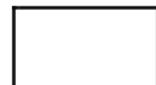
There is a "Moderate" level of "Compliance" risk associated with this item.

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

N/A

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

Nil



255 of 284



657 of 708

## Item 12.6 Attachment 1

DAP 26/08/2021

Policy

ELECTED MEMBERS LEAVE OF ABSENCE

**Policy Type**

Council

**Policy Purpose**

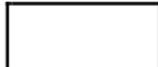
To provide guidance and criteria for elected members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the Local Government Act 1995

**Policy Statement**

- (1) Applications by elected members for formal Leave of Absence from Council commitments are to be provided in writing to the CEO
- (2) Applications are required to include the following information, as a minimum:
  1. Period of Leave sought (dates from beginning to end)
  2. Reason for Absence (e.g. Holiday, Health, Work Related)
  3. Expected number of Ordinary Council Meetings held during applicable period of leave
  4. Any Meetings, Briefings or other functions conducted by the City during the requested period of leave which the member expressly wishes to attend
- (3) Where the period of absence is anticipated to be less than three (3) months, members should consider lodging an apology for Ordinary Council Meetings which fall within the related leave of absence period.
- (4) Any application for a period of leave which would result in the relevant member being absent for three (3) or more consecutive Ordinary Council Meetings will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner
- (5) All applications will be subject to an officer report and recommendation, on the following basis:
  1. The application conforms with the requirements of (1) and (2) above,
  2. The details and reasons provided in the application are considered valid,
  3. The member is unable to submit an apology on or before an Ordinary Council Meeting, where the period of leave requested is for less than three (3) months
  4. The member is expected to be absent from all City related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the member has already notified their attendance

[1]

256 of 284



Policy	<b>ELECTED MEMBERS LEAVE OF ABSENCE</b>
--------	---



Strategic Link:	Strategic Community Plan
Category:	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

DAP 26/08/2021

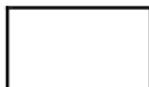
---

**13. Corporate Affairs**

Nil

---

258 of 284



Item 14.1

DAP 26/08/2021

**14. Office of the CEO**

**14.1 (2021/MINUTE NO 0044) Proposed Amendments to Policy 'Structure for Administering the City of Cockburn'**

**Author(s)** T Brun

**Attachments** 1. Proposed Amendments to Policy 'Structure for Administering the City of Cockburn' [↓](#)

<p><b>RECOMMENDATION</b>                  The Committee recommends that Council APPROVES the updated Policy 'Structure for Administering the City of Cockburn', as shown in the attachment to the Agenda.</p>
<p><b>Committee Recommendation</b>                  MOVED Mayor L Howlett SECONDED Cr P Corke</p> <p>That Committee recommend that Council DEFERS Policy 'Structure for Administering the City of Cockburn' to the next Delegated Authorities and Policies Committee Meeting.</p> <p style="text-align: right;"><b><u>CARRIED 5/0</u></b></p>

**Reason**

The organisational structure that commenced in April 2021 has been further amended as a result of consultation with Heads of Department and their staff.

The Policy as presented does not capture all of those changes in the structure, including their service functions and therefore it is recommended for deferral to the next DAP meeting, to ensure the structure is correctly reflected.

**Background**

Council adopted the new structure for the administration of the City in March 2021.

Since adoption, the Chief Executive Officer (CEO) has undertaken a recruitment process for the new members of the Executive Team and implemented the new structure as at 1 April 2021, and had the business and finance systems (including the FY22 budget) reflect the new structure.

During the implementation and recruitment phase, based on skills and experience of some of the new members of the Executive, and through the organisational consultation, there were several minor amendments to the structure made, consistent with the CEO's delegation.

This paper seeks to update the Policy to reflect the minor amendments and structural changes.



DAP 26/08/2021

Item 14.1

**Submission**

N/A

**Report**

Section 5.2 of the *Local Government Act 1995* requires Council to have an appropriate structure for administering the local government.

- 5.2. *Administration of local governments*  
*'The Council of a local government is to ensure that there is an appropriate structure for administering the local government.'*

**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

**Budget/Financial Implications**

Nil

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Operations/Service Disruption' risk associated with this item.

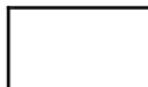
**Advice to Proponent(s)/Submitters**

N/A

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

Nil.

260 of 284



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**Policy Type**

Council

**Policy Purpose**

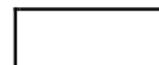
The City of Cockburn is administered through a structure of seven Divisions, 13 Business Units and 51 Service Units. This structure is managed by a Chief Executive Officer, one Senior Officer, four Chiefs, three Executives and a number of Managers and Coordinators. The structure is aligned to the activities and functions of the City 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.

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".

**Policy Statement**

- (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* in relation to the seven divisions, however the CEO may undertake minor variations as they see fit with regards to the allocations of functions and resources across those seven divisions.
- (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) above, Council notes the CEO will allocate employees across functions and activities, where he or she considers doing so increases organisational efficiency.
- (6) The role of Executive Governance and Strategy is deemed to be a senior role and designated as a Senior Employee, pursuant to Section 5.37 of the Act. This is to

[1]



Item 14.1 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



ensure a distinction in this role between the Governance function of the organisation and the Governance responsibilities of the Council.

Proposed

[2]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## GOVERNANCE & STRATEGY DIVISION

### Executive Governance and Strategy

**Corporate Strategy Service Unit**

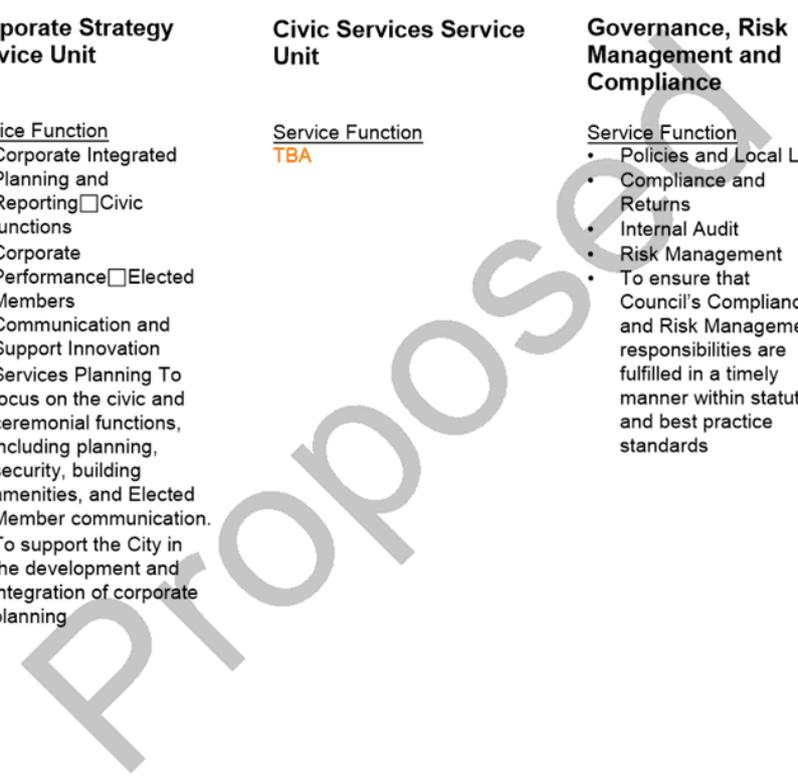
- Service Function
- Corporate Integrated Planning and Reporting  Civic functions
  - Corporate Performance  Elected Members Communication and Support Innovation
  - Services Planning To focus on the civic and ceremonial functions, including planning, security, building amenities, and Elected Member communication.
  - To support the City in the development and integration of corporate planning

**Civic Services Service Unit**

Service Function  
TBA

**Governance, Risk Management and Compliance**

- Service Function
- Policies and Local Laws
  - Compliance and Returns
  - Internal Audit
  - Risk Management
  - To ensure that Council's Compliance and Risk Management responsibilities are fulfilled in a timely manner within statutory and best practice standards



[3]

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**COMMUNITY SERVICES DIVISION**

Library & Cultural Services Business Unit  
Head of Library and Cultural Services

**Young Peoples Services Service Unit**

Service Function

- Provide and support a range of inclusive library programs, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.

**Adult Services Service Unit**

Service Function

- Provide and support a range of programs and events in collaboration with major stakeholders that support lifelong learning and community engagement for Cockburn residents

**Technology and Digital Services Service Unit**

Service Function

- Support and manage information technology for the library service to ensure that the systems run efficiently and meet the contemporary needs of a modern library service. Coordinate and support the delivery of the library's virtual network.

Proposed

[4]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## COMMUNITY SERVICES DIVISION

Library & Cultural Services Business Unit  
Head of Library and Cultural Services

### Cultural Services Service Unit

Service Function

- To provide a range of entertainment, cultural and heritage events and activities, to the community that properly and positively reflect the City's commitment to deliver quality and cost effective programs, services and activities. Manage the arts, culture and events occurring in the City, including the calendar of municipally funded annual events.

### Branch Libraries Service Unit

Service Function

- Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.

Proposed

[5]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**COMMUNITY SERVICES DIVISION**

**Recreation Services Business Unit**  
**Head of Recreation Infrastructure and Services**

**Recreation Services Service Unit**

Service Function

- Undertake leisure planning to identify community needs, future provision and design requirements for recreation and community facilities.
- Provide and manage effective high-quality community-based recreation services programs and leisure facilities that meet community needs.

**Cockburn ARC Service Unit**

Service Function

- Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.

Proposed

[6]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**COMMUNITY SERVICES DIVISION**

Community Development Business Unit  
Head of Community Development

**Childcare Service Unit**

Service Function

- Provide and support a range of inclusive library programs, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.

**Seniors Service Unit**

Service Function

- Administer Council funded services, programs and facilities aimed at providing and developing increased social support, activity, and leisure opportunities for the senior citizens of Cockburn

**Cockburn Care Service Unit**

Service Function

- Administer grant funds provided to Council for the operation of the Home and Community Care and Community Aged Care packages. Provide programs and services for aged and disabled citizens to assist them in maintaining their independence.

Proposed

[7]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**COMMUNITY SERVICES DIVISION**

Community Development Business Unit  
Head of Community Development

**Family and Community development Services Unit**

Service Function

- Provide a range of individual, family and child focused services for residents, via a community development approach or direct service delivery, including information, referral, advocacy or direct assistance and support.
- To provide capacity building and community engagement mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn

**Youth Services Unit**

Service Function

- Administer grant and Council funded services, programs and facilities aimed at providing and developing increased social support, amenity, activity and leisure opportunities for the young people of Cockburn. Youth services offers three streams of services for young people – youth work, youth centre programs and youth development.

**Community Grants Unit**

Service Function

- To provide a central City of Cockburn coordinating service for the distribution of grants, donations and sponsorship to community organisations and individuals.



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**COMMUNITY SERVICES DIVISION**

Community Safety & Rangers Services Business Unit  
Head of Community Safety & Rangers Services

**Rangers Service Unit**

Service Function

- These services work to improve the safety and security of City residents and visitors through the administration of local laws and state legislation utilising a range of education, prevention and mitigation strategies.

**CoSafe Service Unit**

Service Function

- To deliver the CoSafe service to the residents of the City in accordance with the strategy. In addition, deliver the CCTV plan in accordance with Council's agreed requirements

**Fire and Emergency Services Service Unit**

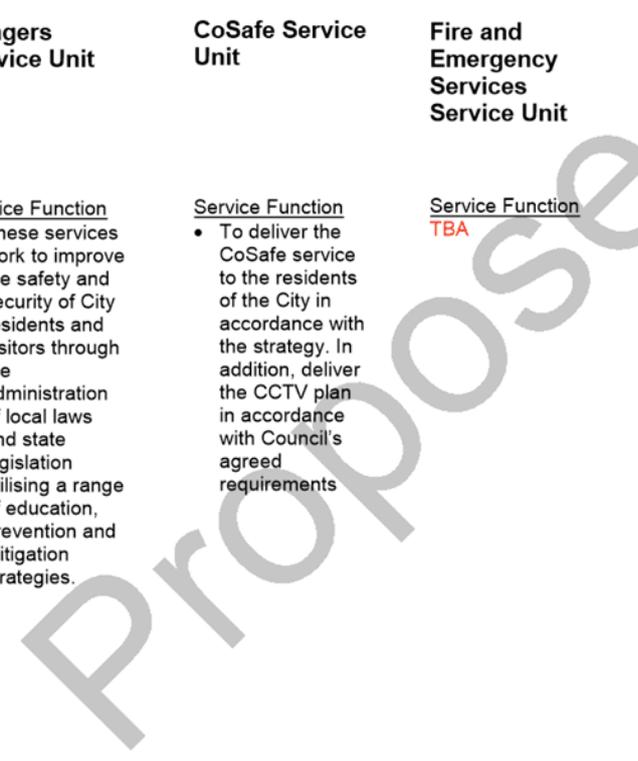
Service Function

TBA

**Community Safety & Rangers Customer Experience Unit**

Service Function

TBA .



[9]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



**BUILT AND NATURAL ENVIRONMENT DIVISION**

**Development Assessment & Compliance Business Unit**  
**Head of Development Assessment & Compliance**

**Building Services Service Unit**

Service Function

- These services work to improve the safety and security of City residents and visitors through the administration of local laws and state legislation utilising a range of education, prevention and mitigation strategies.

**Statutory Planning Service Unit**

Service Function

- To deliver the CoSafe service to the residents of the City in accordance with the strategy. In addition, deliver the CCTV plan in accordance with Council's agreed requirements

**Environmental Health Service Unit**

Service Function  
TBA

**Subdivisional Service Unit**

Service Function  
TBA

Proposed



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## BUILT AND NATURAL ENVIRONMENT DIVISION

### Planning Business Unit Head of Planning

#### **Infrastructure and Roads Design Planning Service Unit**

Service Function

- To provide design services provide strategic direction and guidance in the future provision and design for roads, paths, drains, development assessment and traffic management treatments, and sport and recreation facilities/reserves that are under the responsibility of Council in accordance with Australian Standards and industry best practice, and to ensure they adequately meet the needs of the community.

#### **Traffic and Transport Service Unit**

Service Function

- To ensure that planning and development of the transport network within the City meets people and industry needs while minimising environmental impact.

#### **Strategic Land Planning Service Unit**

Service Function

- Prepares structure plans, formulates strategies, adopts policies which provide formal guidance and direction for the planning and development of the district, maintains the City's development contribution plans, provides cartographic and GIS expertise relevant to planning and administers geographic naming and street numbering.
- Recreation and Leisure Planning Service Unit
- Provides strategic direction and guidance in the future provision and design of sport and recreation facilities/reserves to ensure they adequately meet the needs of the community.

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**BUILT AND NATURAL ENVIRONMENT DIVISION**

Sustainability & Environment Business Unit  
Head of Sustainability and Environment

**Sustainability and Climate Change Service Unit**

Service Function

- To develop strategies and plans which guide the City's sustainability
- To develop environmental and planning policies, undertake studies and climate change aspirations to make a better tomorrow. and provide advice on environmental matters for the protection and management of areas of environmental significance and lead towards a sustainable built environment

**Environmental Policy and Planning Service Unit**

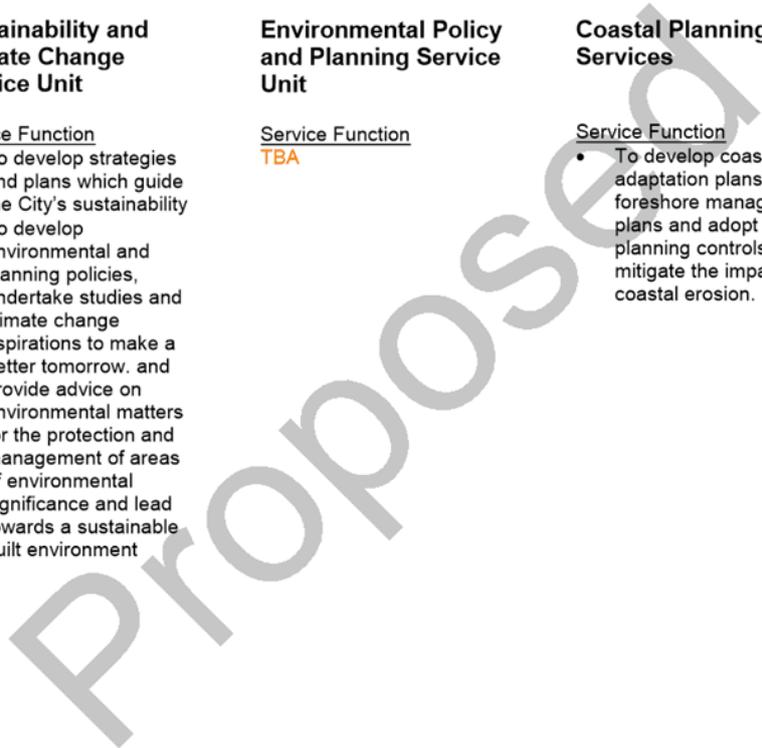
Service Function

TBA

**Coastal Planning Services**

Service Function

- To develop coastal adaptation plans, foreshore management plans and adopt planning controls to mitigate the impacts of coastal erosion.



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## OPERATIONS DIVISION

### Operations and Maintenance Business Unit Head of Operations & Maintenance Unit

**Environment, Parks and Landscape Service Unit**

Service Function

- The operational maintenance of Public Open Space, Natural Areas and Streetscapes to provide functional and attractive locations for recreational activities by the Community
- The operational maintenance of Public Open Space, Natural Areas and Streetscapes to provide functional and attractive locations for

recreational activities by the Community

• **Civil Infra Service Unit**

Service Function

- This service unit will review, implement and manage all activities associated with the extensive civil infrastructure including roads, drains, sumps, footpaths and cycle ways.
- To review, implement and manage all activities associated with the extensive civil infrastructure including roads, drains, sumps, footpaths and cycle ways.

**Fleet Management Service Unit**

Service Function

- To repair, maintain, replace and manage the City's fleet, plant and equipment.
- Waste Services Service Unit**
- 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.
- 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
- To repair, maintain, replace and manage the City's fleet, plant and equipment.

[13]



Item 14.1 Attachment 1

DAP 26/08/2021

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



**Waste Services Service Unit**

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.
- 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.

Proposed



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



**OPERATIONS DIVISION**

**Project Management Business Unit**  
**Head of Projects**

**Project Development Service Unit**

Service Function

- Lead the development and design (concept to construction) phases of the City's major and minor infrastructure projects

**Project Delivery Service Unit**

Service Function

- Lead the construction and close out phases of the City's major and minor infrastructure projects

**Project Management Office Service Unit**

Service Function

- Provide support to the Projects B/U and Organisation to plan, develop and deliver capital works programs covering governance, compliance, frameworks, documentation, scheduling, quality assurance & solutions

Proposed

[15]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



**OPERATIONS DIVISION**

Property and Assets Business Unit  
Head of Property and Assets

**Land and Property Service Unit**

Service Function

- To administer leases and licenses which span commercial, community and tourism purposes, along with the disposal and acquisition of land according to the adopted strategy of the City and ensures that all property interests and the City's land portfolio are appropriate and sufficient.

**Facilities, Building and Utilities Management Service Unit**

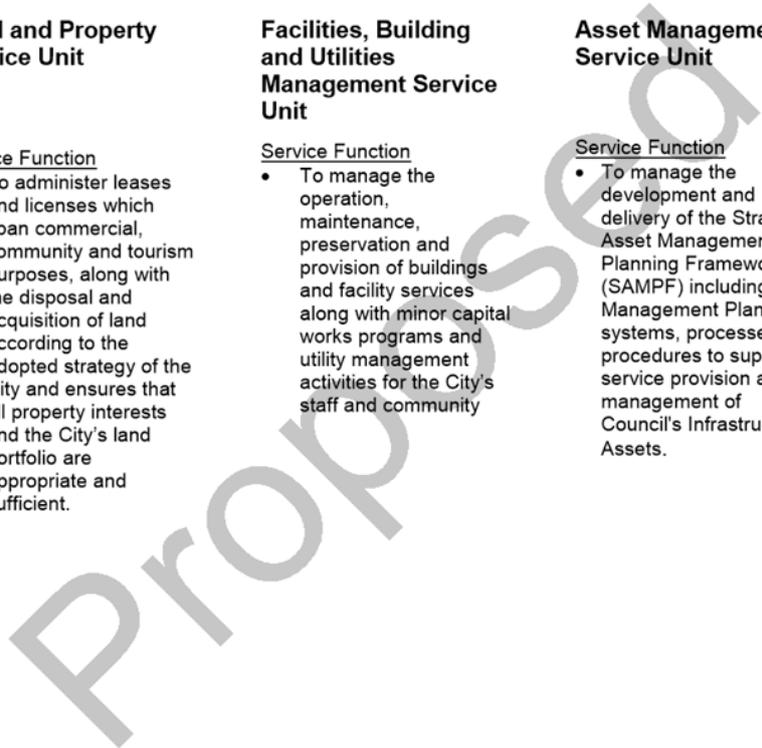
Service Function

- To manage the operation, maintenance, preservation and provision of buildings and facility services along with minor capital works programs and utility management activities for the City's staff and community

**Asset Management Service Unit**

Service Function

- To manage the development and delivery of the Strategic Asset Management Planning Framework (SAMPF) including Asset Management Plans, systems, processes and procedures to support service provision and management of Council's Infrastructure Assets.



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



• **FINANCE DIVISION**

- [Property and Assets Business Unit](#)
  - [Head of Property and Assets](#)

**Management Accounting Service Unit**

Service Function

- To establish and maintain systems and processes enabling the transacting and management of the City's financial information, as well as providing accounting support and services for the City's business activities, financial planning, performance reporting and auditing needs.
  - Budgeting
  - Insurance

**Rates and Revenue Service Units**

Service Function

- To raise, collect and account for the City's rates and other revenue and administer its banking and online payment systems, as well as maintaining the City's property database and co-ordinating preparation of the electors roll for Council.

Proposed

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## FINANCE DIVISION

### Information and Technology Business Unit Head of Information and Technology

**Technology Service Unit**

Service Function

- To deliver support technical services and planning for future enhancement/ growth in respect of Council's information technology requirements

**Information Management Service Unit**

Service Function

- To provide a high standard of technologically advanced Records Management Services 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.

**GIS Service Unit**

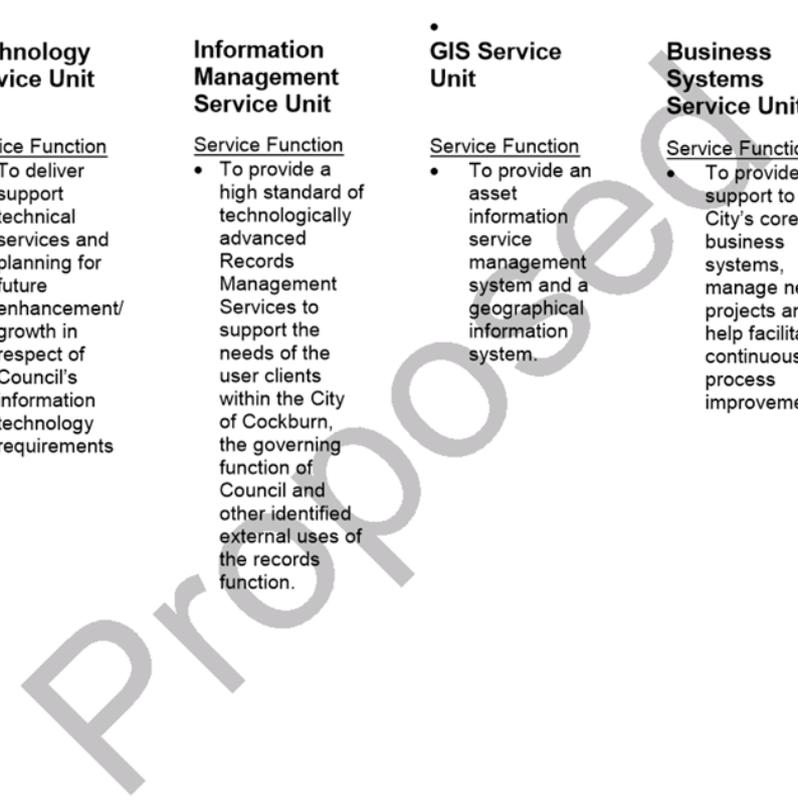
Service Function

- To provide an asset information service management system and a geographical information system.

**Business Systems Service Unit**

Service Function

- To provide support to the City's core business systems, manage new projects and help facilitate continuous process improvement



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## FINANCE DIVISION

Procurement Business Unit  
Procurement Coordinator

### Technology Service Unit

Service Function

- To provide effective centred procurement services and support for competitive sourcing and the associated contract management, whilst also ensuring organisational compliance with statutory tendering and internal procurement requirements
- Contracts and Compliance

Proposed

[19]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## CORPORATE AFFAIRS DIVISION

### Executive Corporate Affairs

**Stakeholder Management, Advocacy and Engagement Unit**

Service Function

- To manage engagement with all stakeholders and ensure that the engagement is provided to Council and management in a timely manner.
- To manage our key stakeholder and influencer understanding of City, and Council, priorities and issues.
- To undertake advocacy with State and Federal Government and industry on City and Council issues and priorities.
- To consult and engage with the community on things that may impact them.

**Communications and Marketing Service Unit**

Service Function

- To provide a range of communications material and services that ensures that the community is informed about the City's services and programs.
- To ensure whole of City marketing services are undertaken to enhance our brand, reputation and recognition

**Customer Experience Service Unit**

Service Function

- To provide a range of services that deliver quality, timely and cost-effective customer service to the community.
- To deliver one view of the customer and continuously improve the overall customer experience.

[20]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## CORPORATE AFFAIRS DIVISION

### Executive Corporate Affairs

#### **Business and Economic Development Service Unit**

##### Service Function

- To plan and implement the Business Engagement and Economic Development Framework

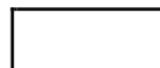
#### **Grants and Research Service Units**

##### Service Function

- To raise, collect and account for the City's To seek grants from Commonwealth, State Government and other sources for services and facilities for residents of the City.
- To carry out research on matters related to issues of concern and interest to the City of Cockburn.
- To coordinate Award nominations and to promote the interests of the City

Proposed

[21]



<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## PEOPLE CULTURE & SAFETY DIVISION

### Executive People, Culture and Safety

#### Human Resources Service Unit

Service Function

- To provide policy, programs and advice which shape the workforce to ensure it is capable of achieving the business objectives now and in the future.
- To pay employees and maintain accurate information in regard to leave, personal details and entitlements.
- Payroll
- Business partners
- Learning and development

#### People Experiences Service Unit

Service Function

- TBA

#### Workplace Health and Safety Service Unit

Service Function

- To provide advice and support in the development of the To provide advice and support in the areas of safety, workers' organisation culture including internal workplace communications compensation and rehabilitation. and staff surveys.
- Workplace Health and Safety
- Organisational Culture Development □ Workers' Compensation and Rehabilitation
- Internal Workplace Communications
- Staff survey.

Proposed

[22]



DAP 26/08/2021

Item 14.1 Attachment 1

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> <small>(Governance Purpose)</small>	



Strategic Link:	Workforce Plan
Category	Governance
Lead Business Unit:	Human Resources
Public Consultation: <small>(Yes or No)</small>	No
Adoption Date: <small>(Governance Purpose Only)</small>	11 March 2021
Next Review Due: <small>(Governance Purpose Only)</small>	March 2023
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	4131297

Proposed

[23]

DAP 26/08/2021

---

**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 Members or Officers**

Nil

**18. Matters to be Noted for Investigation, Without Debate**

Nil

**19. Confidential Business**

Nil

**20. Closure of Meeting**

The Presiding Member closed the meeting at 6.31pm.

---

284 of 284



**18. Corporate Affairs**

Nil

**19. Office of the CEO**

Nil



**20. Motions of Which Previous Notice Has Been Given**

A Declaration of Interest was submitted by Cr Widenbar.  
 The Presiding Member noted that Cr Widenbar is currently on a Leave of Absence.

**20.1 (2021/MINUTE NO 0163) 12 Month Trial - Free Electric Vehicle Charging - Spearwood Library Electronic Vehicle Charger**

**Author(s)** N Mauricio  
**Attachments** N/A

**EXECUTIVE RECOMMENDATION**

That Council:

- (1) ADOPTS a fee of \$0.45 per kWh (via the Chargefox app) for the City’s Electric Vehicle (EC) Charging Stations located at Cockburn Central and the Spearwood Library carpark;
- (2) AMENDS the Fees and Charges Schedule with the inclusion of the EV charging fees for both locations; and
- (3) REQUIRES additional locations to be researched and presented in the draft 2022-23 capital budget for consideration.

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

**Council Decision**

MOVED Cr P Corke SECONDED Cr C Stone

That Council:

- (1) ADOPTS a fee of \$0.45 per kWh (via the Chargefox app) for the City’s Electric Vehicle Charging Station located at Cockburn Central;
- (2) ADOPTS a fee of \$0.00 per kWh for the City’s Electric Vehicle Charging Station located at the Spearwood Library carpark;
- (3) AMENDS the Fees and Charges Schedule with the inclusion of the Electric Vehicle charging fees for both locations;
- (4) REQUIRES additional locations for installing Electric Vehicle Charge stations to be researched and presented in the draft 2022-23 capital budget for consideration; and
- (5) REVIEWS the status and usage of the Spearwood Library carpark Electric Vehicle Charging Station after one year.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/0**



**Reason**

Making the Electric Vehicle Charging Station located at the Spearwood Library car park free to use will offer an incentive for use and purchase of electric vehicles.

A review after 12 months will show if this is working.

**Background****Cr Widenbar Notice of Motion**

On 10 August 2021, Cr Widenbar submitted the following Notice of Motion:

That Council:

- (1) request Chargefox to change the fee of the Spearwood Library Electric Vehicle Charging Station on their network from \$0.45/kwh to \$0 for a period of 12 months, to commence in or before October 2021;
- (2) provide a report to Council prior to the completion of the 12 month period, consisting of at least nine months of usage data, on the usage of the Electric Vehicle charging; and
- (3) identify strategic locations for the installation of further Electric Vehicle Charging Stations within the City of Cockburn, that may then be considered for inclusion in the 2022/2023 budget.

**Reason**

In the 2020/21 Financial Year, the Spearwood Electric Vehicle Charging Station dispensed 19kwh, worth \$8.59 in revenue, for a total charging time of approximately 51 minutes.

The Electric Vehicle Station currently charges a rate of \$0.45/kwh, which is approximately 2.5 times higher than the household Electric Vehicle rate offered by Synergy, and is also the equal highest rate charged in the metro area for its type of charger.

The City of Cockburn Climate Change Strategy 2020-2030 states we will work with the Cockburn Community and State Government to achieve net zero emissions by 2050.

Under the strategy, we acknowledge that the City is well placed to support the community in this goal, and that the City is to provide infrastructure such as Electric Vehicle charging stations to facilitate sustainable transport.

Based on the usage, we clearly need to rethink our strategy for the Spearwood Electronic Vehicle station, and as such I am proposing we trial free charging at this location for all City of Cockburn residents and staff, for a period of 12 months.



The City is then to provide a report to Council detailing the usage of the Electric Vehicle station, containing at least nine months of usage data, to allow Council to consider if it wishes to reinstate a fee or continue providing this service for no cost to the user.

### Submission

N/A

### Report

The City has Electric Vehicle (EV) charging infrastructure located at two sites, Cockburn Central (Junction Boulevard near train station) and Spearwood Library carpark. Charging infrastructure has an expected useful life of between 7-10 year, although obsolescence may shorten this.

The City installed two 7kW AC chargers at the Spearwood Library site, which are considered slow (basic level) chargers. These types of units currently cost around \$4,000 each installed, including the connection to a power supply.

The charger at Cockburn Central is a high end 50 kW DC fast charger, which costs around \$35,000 installed. This was installed at the cost of a local resident who had no other option due to living in an apartment nearby. This charger is one of the top 10 busiest in Australia on the Chargefox network (largest network in Australia).

A company called Chargefox provides Australia's largest public EV charging network via a smartphone App. They do not own most of the charging infrastructure but allow infrastructure owners to monetise their charging assets.

Their network allows EV owners to establish an account and access EV chargers on the network for a fee (set by the charger owner). They also partner with a range of car manufacturers to offer free or discounted charging to drivers of selected EV models (cost covered by car manufacturer)

Chargefox charge the City an annual subscription fee of \$390 per charger and take a 5% commission on each sale to cover merchant and other banking transaction costs. Any fee set by Council needs to consider these costs, cost of electricity and whether it wishes to recover a contribution towards the capital outlay.

The current charge per kW for the City's EV chargers has been set at \$0.45 per kWh. This is the most common rate across the Chargefox network and also the rate set on all of the RAC charging stations.

Those sites providing free or subsidised lower charges are generally business owners attracting patronage (e.g. shopping centres, retail centres, fast food outlets etc.). The fee of \$0.45 per kWh is considered reasonable, given an average electricity cost of \$0.26 per kWh and subscription and capital costs to be recovered.



This fee hasn't previously been included in the City's annually adopted fees and charges schedule, as the customer transaction is made with a third part provider (Chargefox). However, given the rate is determined by the City and it receives the net revenue, it makes sense for this fee to be set by Council in future as part of its budget deliberations and fee setting each year.

Should Council introduce free charging at the Spearwood Library site, it is expected this would result in a marked increase to usage.

Users on the Chargefox network are likely very adept at taking advantage of free charging facilities and this could not be limited to only City of Cockburn residents or staff. A better outcome would be to install faster charging infrastructure, although this would need to be considered against other more potentially suitable locations.

#### Strategic Locations for installation of further EV Charging Stations

An industry representative has stated that demand for charging on slow AC type chargers has fallen dramatically, with consumers preferring the fast charging provided by DC type chargers when out and about.

A key consideration for any future EV charging stations is for them to be placed in high activity or vibrant areas, near main roads and close to local businesses. These characteristics will attract drivers to stop and support the local businesses while they are charging.

Cockburn Central's existing 50kw DC charger is a great example of a fast charger attracting users. Users are turning off the Freeway to charge at 50kW, but this would be unlikely for a 7kw charger.

Given the changing consumer requirements, it would not be recommended installing any further AC type chargers. While capital costs are low, expected low usage will not support the business case.

There is no budget allocation in the 2021-22 budget for the installation of additional chargers. The City's Greenhouse Action Fund Reserve has funding available for any future installations considered by Council.

The following list of potential sites has been developed by an industry representative and City officers:

- Cockburn Central - second DC charger next to the existing one (a second charger in this location would be ideal as there are already complaints from drivers about the charger always in use)
- ARC - new carpark (future proof during construction)
- Coogee Beach Surf Club carpark, Poore Grove
- Port Coogee Marina precinct (vicinity of Ngarkal Beach parking)
- Bibra Lake Adventure Playground (heavy use during summertime)
- Cockburn Bowling and Recreation Club.



It is also worth noting that the Australian Renewable Energy Agency (ARENA) recently announced funding for over 400 public fast charging EV stations nationwide, including over 30 in the Perth metropolitan area.

The state government is also accelerating the roll out of EV charging stations with up to 90 chargers across 45 locations along key travel routes averaging less than 200 kilometres apart.

Any project delivered by the City will complement the increased effort to ramp up EV infrastructure and further research will be undertaken by the City to ensure recommendations for installation sites in the 2022-23 budget are appropriate and feasible.

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

#### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Sustainable resource management including waste, water and energy.

#### City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An integrated, accessible and improved transport network.

### **Budget/Financial Implications**

The City has a budget of \$3,200 for revenue from EV charging stations in 2021-22 and received \$3,286 (GST inc) in 2020-21, net of fees and surcharges. Any change to the charging fee will have a minimal impact on the budget, but equity should be a consideration for the use of Council resources.

### **Legal Implications**

Clause 4.10 of the *City of Cockburn Standing Orders Local Law 2016* refers to Community Consultation

No specific community consultation has been undertaken arising from the Notice of Motion, however, there is an increasing demand for charging stations as the number of EV Motor Vehicles in Australia's fleet increases. This asset will also fit into the recently released State Government EV Charging Station Strategy.

### **Risk Management Implications**

Should Council provide free access to EV charging stations, this could be construed as an inequitable use of public monies, favouring only a very small percentage of the population.

Given requirements for the imposition of fees and charges under Section 6.16 of the Local Government Act 1995, this recommendation ensures the City's compliance.



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

N/A

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

Nil



## 20.2 (2021/MINUTE NO 0164) Leaf Litter during the Autumn and Early Winter Months in Suburbs and Areas with High Amounts of Deciduous Street Trees, such as London Plane Trees

**Author(s)** L Vieira

**Attachments** N/A

### RECOMMENDATION

That Council RECEIVES the Officer's report.

### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

## Background

On 31 July 2021, Cr Stone submitted the following Notice of Motion:

That Council cater for the increased amount of leaf litter during the autumn and early winter months in suburbs and areas with high amounts of deciduous street trees such as London Plane Trees by:

- (1) Increase the green-waste bin collection schedule frequency to weekly during this period,
- (2) Increase the street sweeper schedule in these areas to a weekly service,
- (3) Provide a weekly bag (1m<sup>3</sup>) service to residents who require additional support to manage excessive leaf litter.

## Reason

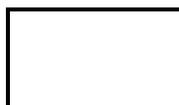
Deciduous trees create a huge amount of leaf litter during the times they shed, with residents unable to maintain the cleanliness of their suburbs, homes, yards and streets due to not having bins emptied and roads swept frequently enough during these times.

## Submission

N/A

## Report

During the seasonal deciduous tree leaf drop in April 2020, the City received several complaints regarding the large volumes of leaf litter in the suburbs of Atwell and Jandakot. Unplanned operational works were implemented to cope with the leaf litter issue, including additional green-waste bin collections and an increase to the frequency of street sweeping to weekly.



Post the leaf drop period, an internal review of the actions undertaken was completed along with the development of a list of tree species with excessive leaf drop and their location across the City.

The information provided the metrics to amend the levels of service and budget allocations in the Parks, Waste and Civil Service Units for the 2020/21 FY to cover the following initiatives in Atwell and Jandakot:

1. Increase the street sweeping schedule to weekly to selected streets;
2. Increase the greenwaste bin collection schedule to weekly to selected streets;
3. Provide a weekly 1m<sup>3</sup> bag collection service to selected properties with a higher than normal volume of leaf litter.

In March 2021 prior to the seasonal leaf drop, the City contacted approximately 600 residents in specific streets in the suburbs of Jandakot and Atwell to notify of the proposed increase in waste collection and street sweeping services, with the aim to mitigate the effects of the large amount of leaf litter drop encountered by residents at these locations in previous years.

All services were well received by the residents, resulting in lower volumes of leaf litter complaints and residents being more proactive in leaf litter collection.

Following the 2021 leaf drop period (April – June), an internal review found the strategies were a successful management tool to the seasonal leaf drop issue and could be rolled out across the City as the Urban Canopy levels increase.

It was also identified the increase in the level of service has the added benefit of ensuring the City's infrastructure assets are maintained in a safe manner and fit for purpose, including drainage assets, road networks, cycle ways and footpaths.

The seasonal deciduous tree leaf drop experienced in the suburbs of Jandakot and Atwell have, for a period of time, caused a degree of frustration and hardship with residents in these suburbs, generating a number of customer requests/complaints.

There are 315 London Plane trees spread across the two suburbs of Atwell and Jandakot, affecting approximately 600 residents. The table below shows the number of customer requests relating to leaf litter complaints have almost halved for this year's leaf drop period, compared to the same period in 2020 by implementing these initiatives.

	<b>Parks Leaf Litter</b>	<b>Roads Sweep Leaf Litter</b>
Jan 2020-Jan 2021	15	24
Mar 2021-Aug 2021	6	14
	<b>-9</b>	<b>-10</b>



The initiatives implemented by the Operations team have demonstrated an improved outcome in the managed of the City's trees and can be progressively rolled out, subject to annual budget increases, as the urban canopy increases.

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

#### Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.

### **Budget/Financial Implications**

Operational budgets across the Parks, Waste and Civil Infrastructure Service units were readjusted in the 2021/2022 financial year, to cater for the initiatives. As the City's tree canopy increases future budgets will require addition funds above the general 1% - 2% budget increases.

### **Legal Implications**

Clause 4.10 of the *City of Cockburn Standing Orders Local Law 2016* refers.

### **Community Consultation**

Letters advising residents of the increased bin collection and street sweeping schedules were sent prior to the leaf drop period.

### **Risk Management Implications**

Substantial risk of customer dissatisfaction, and the corresponding damage to the City reputation and brand.

Mitigation of drainage issues created by leaf litter blockages to the City's drainage assets and the substantial risk of localised flooding.

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

N/A

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

Nil



**20.3 (2021/MINUTE NO 0165) Social and Affordable Housing****Author(s)** K Jamieson**Attachments** N/A**RECOMMENDATION**

That Council ENDORSES writing to the Minister for Housing, Local Government the Honourable John Carey MLA, the Minister for Child Protection, Women's Interests, Prevention of Family and Domestic Violence, Community Services the Honourable Simone McGurk MLA, and the Director General of the Department of Communities seeking the following outcome:

- (1) that they provide support to Imagined Futures Housing and Homelessness Working Group which is comprised of representatives from the City of Cockburn, the Department of the Communities and other relevant agencies to:
1. Investigate options for providing new social and affordable rental homes within the City of Cockburn,
  2. Investigate options for working in partnership with the community housing sector to deliver new, affordable housing within the City of Cockburn,
  3. Investigate options for providing short to medium term crisis accommodation within the City of Cockburn,
  4. Investigate possibilities of building demountable or other such temporary housing on currently vacant Crown, or other, land,
  5. Review what can be done in Cockburn in order to help significantly reduce rental stress, homelessness and rough sleeping.

**Council Decision**

MOVED Cr C Terblanche SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/0**

**Background**

Cr Corke requested the following Notice of Motion on 23 August 2021:

That Council writes to the Minister for Housing; Local Government the Honourable John Carey MLA, the Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services the Honourable Simone McGurk MLA, and the Director General of the Department of Communities seeking the following outcome:



- (1) That they provide support to Imagined Futures Housing and Homelessness working group which is comprised of representatives from the City of Cockburn, the Department of the Communities and other relevant agencies to:
1. Investigate options for providing new social and affordable rental homes within the City of Cockburn,
  2. Investigate options for working in partnership with the community housing sector to deliver new, affordable housing within the City of Cockburn,
  3. Investigate options for providing short to medium term crisis accommodation within the City of Cockburn,
  4. Investigate possibilities of building demountable or other such temporary housing on currently vacant Crown, or other, land,
  5. Review what can be done in Cockburn in order to help significantly reduce rental stress, homelessness and rough sleeping.

### Reason

The most recent, available, statistics from Feb 2021 show that in WA:

- Over 30,000 people are on the wait list for social housing
- Over 70,000 renters on low incomes are in rental stress (paying over 30% of income on rent)
- Over 9,000 people experience homelessness every day in WA
- There is a shortfall of 39,200 social and 19,300 affordable homes across WA

Source: February 2021 by Painted Dog Research Group

Anecdotal evidence from a substantial proportion of service providers suggests that the situation has worsened considerably over the past 7 months since this research was conducted.

The City of Cockburn has adopted a Housing Affordability and Diversity Strategy which includes the objective of providing housing that is affordable to households of varying financial capacities. It is in keeping with this Strategy to formally gather and offer support to the experts who are working to attempt alleviate this situation.

Imagine Futures (IF) is a collective impact partnership that brings together the three tiers of government, human service providers, businesses and community members to trial collaborative and innovative approaches to respond to complex social issues.

This includes homelessness in the South West Metropolitan region, comprising the local government areas of Cockburn, Fremantle and Melville. IF is also the State Government endorsed District Leadership Group. The City of Cockburn is on the Leadership Group, Steering Committee and subgroups of IF.



Imagined Futures have an established and active sub-group regarding Housing and Homelessness that includes representatives from the City of Cockburn, Department of Communities, St Patrick's, Shelter WA and other relevant agencies which need Council and State Government support as described below:

- **Housing and Homelessness Group** – works in partnership with the Western Australian Alliance to End Homelessness (WAAEH), Home Hub, St Patrick's and others. The working group has an action plan working on housing pathways, a clinic focused on reducing rough sleeping, public information sessions to include hosting a homelessness panel, a service information project progressing service mapping. They are also progressing work with Shelter WA on temporary housing options, and with Home Hub who have a funded project of an affordable housing marketplace, designed to meet niche needs in affordable housing.

### Submission

N/A

### Report

The City of Cockburn adopted the Housing Affordability and Diversity Strategy in 2014 which was updated in 2018. The Strategy identifies the City's key housing issues and opportunities, including:

- The need to encourage affordable living options for a range of low to moderate income households
- The need for a greater provision of aged care facilities and crisis accommodation.

The Strategy focuses on:

- Planning mechanisms to remove housing supply barriers and promote key housing needs
- Promotion of partnership opportunities
- Opportunities for leadership, advocacy and communication by the City and others.

Imagined Futures (IF) is a collective impact partnership. The partnership brings together the three tiers of government, human service providers, businesses and community members to trial collaborative and innovative approaches to respond to complex social issues in the South West Metropolitan region (comprising the local government areas of Cockburn, Fremantle and Melville).

The City of Cockburn is represented at the Imagined Futures Leadership Group, Steering Committee and subgroups of Imagined Futures. Imagined Futures is regularly hosted by the City of Cockburn.

The Council awarded Imagined Futures \$15,000 on 13 May 2021, as a donation towards operating costs for collaboration and coordination of services to address



complex social issues including homelessness. Similarly in 2019/20, Imagined Futures received a \$15,000 donation through Council decision.

The Imagined Futures Housing and Homelessness Working Group was convened in 2019, to support the State Government's 10-Year Strategy on Homelessness 2020–2030 with place-based interventions supporting the State Government's strategy to end homelessness by 2030.

Imagined Futures aim to facilitate greater unity and collaboration to better make use of local resources and foster an effective ecosystem for reducing homelessness in Cockburn, Fremantle and Melville.

The working group is spearheading these issues and engaging with policy makers and key agencies. Prevention is the goal, with rapid and early responses to prevent future chronic homelessness.

Should Council endorse writing to the relevant Ministers and the Departmental Director General to support the IF Housing and Homelessness Working Group, this would support the goals of the IF group and would also be aligned with the City's Housing and Affordability Strategy's objectives.

The existing IF Housing and Homelessness working group is considered by the City to be the most appropriate regional group for the State Government to support to investigate housing options in relation to homelessness, social and affordable housing and crisis accommodation in Cockburn.

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

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

#### City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

Choose an item.

- An attractive, socially connected and diverse built environment.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Clause 4.10 of the *City of Cockburn Standing Orders Local Law 2016* refers.

### **Community Consultation**

N/A



**Risk Management Implications**

There is low risk of reputation damage if there is no support shown for the Housing Diversity and Affordability Strategy objectives adopted by Council.

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

N/A

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

Nil



**21. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**

Nil

**22. New Business of an Urgent Nature Introduced by Members or Officers**

Nil



## 23. Matters to be Noted for Investigation, Without Debate

### 23.1 (2021/MINUTE NO 0166) Lockers at City of Cockburn Controlled Beach Locations

**Author(s)** M Emery

**Attachments** N/A

#### RECOMMENDATION

That Council RECEIVES the Officer's report.

#### Council Decision

MOVED Cr C Terblanche SECONDED Cr M Separovich  
That Council RECEIVES the Officer's report.

**CARRIED 8/0**

### Background

At the 10 September 2020 Ordinary Council Meeting, a Matter for Investigation without Debate was requested by Cr Stone as follows:

Item 22.6 Cr Stone has requested that a report be prepared to a future meeting of Council to investigate the provision of lockers at City of Cockburn controlled beach locations.

### Reason

During summer, WA Police acknowledges an increase in theft from vehicles at our popular beach locations.

A report was prepared for this matter for investigation and presented to the OCM held in October 2020 with Council resolving the following:

### **Lockers at City of Cockburn Controlled Beach Locations (2020/Minute No 0264)**

That Council receive the reports and requests that the following information be provided in a revised report to a future meeting of Council:

- The return on investment for all options;
- The statistics on thefts from vehicles for all beach sites identified;
- The estimated cost savings from theft prevention (CoSafe footage requests from WA Police, additional monitoring and patrols etc.);
- details previous beach locker investigations and grant applications; and
- options on a suitable trial location for the 21/22 Summer Period (only) and costings of such a trial.



**Reason**

This information was missing from the report and I believe it to be key information required to make an informed decision on this item.

The provision of beach lockers during peak times may assist in the reduction of crime in Cockburn, which according to the annual community scorecard, is still a major concern of residents.

The City has prepared the report with this additional information for Council consideration.

**Submission**

N/A

**Report**

The City is in the process of finalising the draft Community Safety and Crime Prevention Plan 2022–2027 which considers whether there is an identified community need for beach lockers to be provided at a Cockburn location. The Plan will be presented to Council at a future date with the interim key findings and proposed recommendations about lockers included in this report for Council consideration.

The City commissioned Edith Cowan University (ECU) to review crime data and consult with the broader community on the perception of crime to inform the development of a revised Strategy. The ECU report highlighted the community's support for preventative programs, such as beach lockers and engraving of goods.

As part of this process, several beach locker locations were explored. However, there were no suitable City controlled coastal options that had a building with sufficient space to accommodate lockers identified for a trial for the 21/22 Summer period.

The draft Plan instead proposes a pilot project at the Port Coogee Southern (Omeo Park) Amenities building, scheduled for completion in early 2023. The draft concept plan for the Amenities building therefore includes space for lockers to be accommodated in a secure sheltered location.

The Omeo Park area has a projected growth in visitors as a destination for local tourism, and most users were not parking within the immediate area creating a higher level of security risk.

The proposed pilot site is located near to the popular Omeo Wreck and Port Coogee Dive Trail attractions, resulting in a high demand on parking in this vicinity with people currently parking several streets away, leaving valuables in their unattended vehicles.



Table 1 (below) shows the number of incidents of stealing from a motor vehicle or a person (close to beach areas) reported to WA Police and anti-social activity reported to CoSafe.

Table 1 - Incidents between December 2020 and February 2021

<b>Incidents between December 2020 and February 2021</b>		
<b>Location</b>	<b>WA Police Reports</b>	<b>CoSafe Reports</b>
CY O'Connor	1	5
Port Coogee	4	6
Coogee Beach	9	3
Coogee Surf Live Saving Club	1	1

*Note: these incident numbers were compiled from individually reviewing reports and cross-referencing these to beach locations.*

The City has an extensive array of CCTV cameras within the carpark areas near beach locations. To date, there have been minimal requests for footage due to vehicle break-ins or personal belongings being stolen from beach areas. The lack of reports does not necessarily correlate to a lack of thefts but possible underreporting by victims.

The City's officers have proposed the allocation of \$30,000 within the Plan for the pilot project. This allocation should supply approximately 60 lockers (approximately \$350 each), installation and the set up cost for a third-party APP for users.

In 2019, the City prepared a grant application for a "look, lock, leave" project. However, the application was not submitted as the project did not meet the grant criteria. Accordingly, the City did not apply and municipal funding would be required to commence this project, unless another funding source is identified.

Initial research has shown that a cost-sharing arrangement with the locker manufacturer is possible. Normally these arrangements would provide a 70% return on gross income to the City.

The 30% retained by the locker manufacturer will provide 24-hour support for users, payment gateway and APP upgrades for customers. Industry APPs will allow users to monitor the availability of lockers, create a passcode, book and pay.

The lockers could be rented for approximately \$4 per hour. Research has shown that typical locker setups in beach locations attract average hire periods of 2 hours per hirer.

Based on very conservative estimated usage and research of other local governments with similar systems in place, the City could generate approximately \$20,000 per annum in revenue from a locker system.

Hours of operation for the lockers will require more research, but these could be between 6am–9pm with seasonal changes and will need to correlate with the amenities building opening times.



The use of hired lockers was explored, but due to the current domestic travel restrictions in place by the COVID-19 pandemic, the City was limited to a number of companies that service Western Australia.

Typical heavy duty plastic lockers suitable for coastal areas would cost the City approximately \$2.00 per locker per day for a 3 month hire period during summer. This does not include freight charges, installation or overall management of the system. The installation and freight fees would be approximately \$8,000 per year.

A temporary locker solution would cost approximately \$18,800 (for a 3 month hire period) per location based on the hire rates obtained by the City. Given that a permanent solution represents a better quality installation, service to our community and long asset lifespan, the asset cost would provide a return on investment within the first three years of operation without considering any possible revenue, versus the ongoing hiring.

Other returns on investments, such as a reduced requirement for CoSafe to patrol beach locations or review CCTV footage, are likely to be negligible.

Once installed, it is likely that three summer periods would be needed to comprehensively evaluate any locker system's success and ongoing use before they are implemented at any additional beach location.

CoSafe would oversee ongoing support for the lockers, and a periodic cleaning schedule would need be created at an additional cost to ensure frequent touch areas are sanitised and cleaned regularly.

## **Strategic Plans/Policy Implications**

### Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

- Thriving local commercial centres, local businesses and tourism industry.
- A City that is 'easy to do business with'.

### Community, Lifestyle and Security

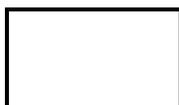
A vibrant healthy, safe, inclusive and connected community

- A safe and healthy community that is socially connected.

### Listening and Leading

*A community focused, sustainable, accountable and progressive organisation.*

- High quality and effective community engagement and customer service experiences.



**Budget/Financial Implications**

The beach locker pilot project will require an estimated budget of \$30,000 and this has been included in the draft Community Safety and Crime Prevention Plan 2022-2027. If the Plan is adopted by Council inclusive of the pilot project any budget requests would then need to be considered by Council in the relevant future financial year.

**Legal Implications**

Clause 4.12 of the *City of Cockburn Standing Orders Local Law 2016* refers.

**Community Consultation**

N/A

**Risk Management Implications**

Victims of crime may be critical of Council's decision if they do not support the installation of the lockers, given that community safety is the highest priority within the City's Community Scorecard results. Accordingly, there may be some "minor" risk of reputation damage if the lockers are not supported.

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

N/A

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

Nil



**24. Confidential Business**

Nil

**25. (2021/MINUTE NO 0167) Resolution of Compliance**

**RECOMMENDATION**

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

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

**Council Decision**

MOVED Cr C Stone SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED 8/0**

**26. Closure of Meeting**

The Presiding Member closed the meeting at 8.24pm.

