City of Cockburn

Governance Committee

Minutes

For Tuesday, 24 February 2026

These Minutes are subject to confirmation

Presiding Member's signature

Date: 21 April 2026

Governance Committee Meeting, 6pm, Tuesday, 24 February 2026

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Governance Committee Meeting, 6pm, Tuesday, 24 February 2026

Agenda

Committee Membersip
Cr C Stone
Deputy Mayor P Corke
Cr T Dewan
Cr P Eva
Cr C Reeve-Fowkes
Cr H Srhoy
Cr T Widenbar
Cr C Zhang

1. Declaration of Meeting

Acknowledgement of Country
The City of Cockburn acknowledges the Nyungar people of Beeliar Boodjar. Long ago, now and in the future they care for Country. We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to the Elders, past and present.

2. Appointment of Presiding Member

3. Disclaimer

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position.

Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

4. Acknowledgement of receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)

5. Apologies & Leave of Absence

6. Public Question Time

7. Confirmation of Minutes

7.1 Minutes of the Governance Committee Meeting - 18/11/2025

Recommendation
That Committee confirms the Minutes of the Governance Committee Meeting held on Tuesday, 18 November 2025 as a true and accurate record.

8. Business Left Over from Previous Meeting (if adjourned)

Nil

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

10. Reports - CEO (and Delegates)

10.1 Sustainable Development and Safety

10.1.1 Final Adoption – Amendment to Local Planning Policy 5.18 – Street Trees

Executive	Director Sustainable Development and Safety
Author	Landscape Officer
Attachments	1. Local Planning Policy 5.18 (track changes) ⇩ 2. Local Planning Policy 5.18 ⇩ 3. List of comments with officer response ⇩

Recommendation
The Committee recommends Council:

(1) ADOPTS the amended Local Planning Policy 5.18 – Street Trees as shown in Attachment 2;

(2) PUBLISHES a notice of the Policy in accordance with Schedule 2, Part 12, Clause 87 of the Planning and Development (Local Planning Scheme) Regulations 2015; and

(3) ADVISES those who made a submission of Council's decision accordingly.

Background

Local Planning Policy (LPP) 5.18 Street Trees was adopted 10 November 2022.

The objective of the 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 associated with subdivision and development within the City.

It applies to land which is zoned Residential, Regional Centre, District Centre, Local Centre, Mixed Business, Mixed Use, Light and Service Industry and Industry.

The Policy has been amended to include tree removal requirements, align with current fees and charges, apply to the entire local government area, and to establish a clear standard for new tree plantings.

The draft was advertised between 17 November and 15 December 2025 on Comment on Cockburn and received three submissions, all of which were supportive. A summary of submissions, with Officer responses, is provided in Appendix 2.

In addition, during the advertising period, a developer noted that the current policy did not specify minimum pot sizes. As a result, a minor amendment has been made to include a minimum pot size of 45 litres, consistent with the City's Fees and Charges List and current City street tree planting practices.

Submission

N/A

Report

The provisions of LPP 5.18 have been mostly retained, with the below changes being proposed:

1. Street tree contribution fee update: The existing $600 fee for street tree contributions has been removed. The fees are now specified in the City's Fees and Charges Schedule (currently set at $980 + GST). This approach ensures that fees remain current and can be adjusted as needed without requiring a policy review.
2. Inclusion of street tree removal requirements: The previous policy did not address street tree removals. The revised policy formalises the requirement for financial contributions related to tree removals associated with planning applications. This strengthens the City's ability to recover costs for removals and asset loss while encouraging the retention of existing street trees.
3. Developer planted street trees: Developers will now have the option to plant street trees as part of their Development Application landscaping plan or to meet subdivision clearance requirements. Previously, only bonding or financial contributions were accepted by the City. This amendment provides greater flexibility for proponents while reducing the burden on City resources for tree planting.
4. Improved planting and procurement standards: The previous Policy was absent on formal standards for street tree planting and procurement. The revised policy introduces new requirements for subdivisions and Development Applications to address concerns from the Streetscape Team regarding poor tree stock, soil quality, and substandard planting practices.
   Developers will be held accountable for the quality of tree planting, particularly in commercial and industrial developments, where compliance evidence must be provided before an occupancy permit is issued. These changes will improve planting outcomes, reduce the City's long-term costs for replacement planting, and result in healthier, more robust trees.
5. Reduced administration: For large-scale, multi-stage subdivisions, the policy now includes an option to bond only the final stage of development. This reduces the administrative burden of managing multiple bonds for low-risk subdivisions while maintaining oversight of tree planting commitments.
6. Expanded scope: The policy has been updated to apply to the entire local government area, rather than being limited to specific zones. This ensures consistency across all areas and future-proofs the policy against potential zoning changes or ambiguities

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'.

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.

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.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The *Planning and Development (Local Planning Schemes) Regulations 2015* set out the statutory requirements for consultation on LPPs. This requires a minimum advertising period of 21 days and display of the draft LPP at Council offices.

The draft was advertised between 17 November 2025 and 15 December 2025 on Comment on Cockburn and received three responses, all supportive. The list of submissions, with Officer responses is detailed in Attachment 3.

Risk Management Implications
Should Council resolve not to adopt the draft policy, several challenges may arise:

1. Increased maintenance costs: Without formal planting and procurement standards, poor-quality tree stock and planting practices may continue to be used. This would result in higher maintenance and replacement costs for the City, placing additional strain on operational resources.

2. Reduced canopy coverage: Substandard planting practices and poor tree stock contribute to lower survival rates and slower canopy growth. This would negatively impact the City’s long-term objectives for urban greening, shade provision, and environmental benefits.

3. Financial constraints: Without the proposed price adjustment for street tree contributions, the City’s resources for tree planting and maintenance will be constrained. The existing fee structure does not reflect current costs, limiting the City's ability to effectively manage and expand the urban forest.

Advice to Proponent(s)/Submitters

Those who lodged a submission on the proposal were advised that the matter would be considered at the next Governance Committee meeting and will be advised of Council’s decision accordingly.

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	**Subdivision & Development - Street Trees**
Policy Number (Governance Purpose)	**LPP 5.18**

Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn (City) manages over ~~35,000~~ 65,000 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.

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:

Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

- 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:

- Local Planning Policy 1.2 'Residential Design Guidelines'
- AEW1 'Street Verge Improvements'
- SEW1 'Maintenance of Public Open Space and Road Reservations 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 applies to the entire Local Government area.

This policy is made 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 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~~

Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

~~referred to as "proponent")~~ A 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.

3.1.3 Removal of existing street trees:

A proponent receiving a development approval from the City of Cockburn, where a development seeks to make modifications to the verge, creates a crossover for access, or any other works that results in the need for removal of an existing street tree, will receive a condition imposed on such approval for the requirement to provide compensation for the removal of the asset and/or install and maintain new street tree/s.

Compensation will be determined by the cost of tree removal, the cost of stump removal, the cost of new tree planting, the cost of establishment watering, as well as the loss in asset value of the tree being removed, as determined by the Helliwell tree valuation method.

Unless specified, the City will be responsible for all works associated with the removal of the tree and stump and the replanting and establishment of new tree/s. All payments are to be made to the City prior to the removal of the tree.

3.2 Quantity of trees required:

Street trees are to be provided at the rate listed below.

3.2.1 Subdivisions:

One street 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 Removal of street trees:

A payment to the City to cover the cost of removal of street tree/s and associated stump grinding, the replanting and watering of new replacement street tree/s as well as a compensatory payment to the

Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

City for the loss of asset value of the tree/s. Refer to the City's current Fees and Charges List.

3.2.4 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~~ three options are ~~to be used~~ available (subject to City support):

3.3.1 Option1: 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~~ a monetary value as listed in the City's Fees and Charges List 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.

3.3.2 Option 2: Proponent plants the trees.

In this option, the proponent plants the required number of trees as depicted in the approved plans. The planting must be done prior to seeking clearance for subdivision or issue of building permit for development. A qualified arborist or landscaping contractor must carry out the work. To ensure that the trees are of good health and have the highest possible chance of success, the following must be demonstrated for each tree:

- Size of Trees – Trees must be provided in a minimum pot size of 45 litres.
- Source of Trees – Trees must be sourced from an accredited nursery and comply with AS 2303:2015 standards. They should generally be single stemmed with an appropriately sized calliper/trunk diameter and capable of standing upright unassisted within a container. Tree roots must be well established but not container bound, with no "J" roots touching the bottom of the bag.

Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

- Health of Trees - Trees must be a healthy specimen typical of its growing habit, free of disease or notable defects, such as snapped branches, poor form, ring barking, pollarding or thinned canopy.

- Planting Location – Trees must be planted in the exact locations specified in the approved plan.

- Excavation of Soil – The existing soil must be excavated and removed to a minimum dimension of 1500mm x 1500mm x 500mm deep or at least twice the size of the root ball, whichever provides a larger footprint. The final excavation size may be adjusted at the discretion of the City's representative.

- New Soil – Backfill with 3:1 site soil to imported soil mix.

- Granular Wetting – A soil wetting additive (such as Grosorb) must be evenly incorporated into the backfill soil at a rate of 60 grams per square meter or as specified by the manufacturer.

- Mulch and Catch Basin – Apply pine bark or bushland mulch to a depth of 100mm within a 1000mm diameter around the tree root ball. Ensure the mulch is evenly spread, with a berm installed along the 1-metre perimeter.

- Tree Stakes and Ties – Secure a 'rainbow tie' at the base of the tree canopy to provide support while allowing natural movement to encourage root establishment. Install two 50x50x2100mm pointed treated pine or hardwood stakes, setting them 450mm into the ground. Ensure the stakes do not pierce the root ball.

- Irrigation – Install a dedicated irrigation system capable of providing ongoing water supply to the tree, either in perpetuity or for a minimum of three years until the tree is fully established.

3.3.3 Option 3: 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. Refer to the City's current Fees and Charges List for cost per tree.

Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

The City will return the bond, only in one amount, once all bonded street trees have been planted and maintained, consistent with any approvals.

For multistage subdivisions exceeding 100 lots, the City may consider bonding only the trees present in the final subdivision stage, provided sufficient evidence is presented to demonstrate that tree planting will occur periodically as part of the residential landscaping package, in accordance with the requirements outlined in section 3.3.2.

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~~. A condition of development approval requiring the planting of the trees must be met before occupation. The City may require evidence that the requirements relating to the planting of trees under clause 3.3.2 have been met.

3.5 Species, maintenance, and longevity:

Street trees must comprise of species which will mature to a sufficient size and canopy~~,~~ and be located 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.

3.6 Protection of trees:

All existing or proposed street trees shall be protected from adjoining development in accordance with Australian Standard AS4970-2009 via maintenance of a *Tree Protection Zone* and any relevant measures to ensure protection of the asset accordingly.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024

Title	**Subdivision & Development - Street Trees**
Policy Number (Governance Purpose)	**LPP 5.18**

ECM Doc Set ID: (Governance Purpose Only)	5670114

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[7]

Title	**Subdivision & Development - Street Trees**
Policy Number (Governance Purpose)	**LPP 5.18**

Policy Type

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- AEW1 'Street Verge Improvements'
- SEW1 'Maintenance of Public Open Space and Road Reservations following Residential Subdivision'

(2) Application

This policy applies to the entire Local Government area.

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(3) Provisions

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For the purposes of approving the civil /engineering drawings, this policy requires these drawings 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.

3.1.2 Development:

A 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.

Title	**Subdivision & Development - Street Trees**
Policy Number (Governance Purpose)	**LPP 5.18**

3.1.3 Removal of existing street trees:

A proponent receiving a development approval from the City of Cockburn, where a development seeks to make modifications to the verge, creates a crossover for access, or any other works that results in the need for removal of an existing street tree, will receive a condition imposed on such approval for the requirement to provide compensation for the removal of the asset and/or install and maintain new street tree/s.

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Unless specified, the City will be responsible for all works associated with the removal of the tree and stump and the replanting and establishment of new tree/s. All payments are to be made to the City prior to the removal of the tree.

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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 Removal of street trees:

A payment to the City to cover the cost of removal of street tree/s and associated stump grinding, the replanting and watering of new replacement street tree/s as well as a compensatory payment to the City for the loss of asset value of the tree. Refer to the City's current Fees and Charges List.

3.2.4 All other development:

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Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

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:

To satisfy the conditions of the WAPC subdivisional approval or City of Cockburn development approval noted above, the following three options are available (subject to City support):

3.3.1 Option1: Proponent provides contribution payment to City of Cockburn who then takes responsibility for planting and management.

In this option, the proponent pays the City a monetary value as listed in the City's Fees and Charges List 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.

3.3.2 Option 2: Proponent plants the trees.

In this option, the proponent plants the required number of trees as depicted in the approved plans. The planting must be done prior to seeking clearance for subdivision or issue of building permit for development. A qualified arborist or landscaping contractor must carry out the work. To ensure that the trees are of good health and have the highest possible chance of success, the following must be demonstrated for each tree:

- Size of Trees – Trees must be provided in a minimum pot size of 45 litres.
- Source of Trees – Trees must be sourced from an accredited nursery and comply with AS 2303:2015 standards. They should generally be single stemmed with an appropriately sized calliper/trunk diameter and capable of standing upright unassisted within a container. Tree roots must be well established but not container bound, with no "J" roots touching the bottom of the bag.
- Health of Trees - Trees must be a healthy specimen typical of its growing habit, free of disease or notable defects, such as snapped branches, poor form, ring barking, pollarding or thinned canopy.

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Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

- Planting Location – Trees must be planted in the exact locations specified in the approved plan.
- Excavation of Soil – The existing soil must be excavated and removed to a minimum dimension of 1500mm x 1500mm x 500mm deep or at least twice the size of the root ball, whichever provides a larger footprint. The final excavation size may be adjusted at the discretion of the City's representative.
- New Soil – Backfill with 3:1 site soil to imported soil mix.
- Granular Wetting – A soil wetting additive (such as Grosorb) must be evenly incorporated into the backfill soil at a rate of 60 grams per square meter or as specified by the manufacturer.
- Mulch and Catch Basin – Apply pine bark or bushland mulch to a depth of 100mm within a 1000mm diameter around the tree root ball. Ensure the mulch is evenly spread, with a berm installed along the 1-metre perimeter.
- Tree Stakes and Ties – Secure a 'rainbow tie' at the base of the tree canopy to provide support while allowing natural movement to encourage root establishment. Install two 50x50x2100mm pointed treated pine or hardwood stakes, setting them 450mm into the ground. Ensure the stakes do not pierce the root ball.
- Irrigation – Install a dedicated irrigation system capable of providing ongoing water supply to the tree, either in perpetuity or for a minimum of three years until the tree is fully established.

3.3.3 Option 3: 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. Refer to the City's current Fees and Charges List for cost per tree.

The City will return the bond, only in one amount, once all bonded street trees have been planted and maintained, consistent with any approvals.

For multistage subdivisions exceeding 100 lots, the City may consider bonding only the trees present in the final subdivision stage, provided

Title	Subdivision & Development - Street Trees
Policy Number (Governance Purpose)	**LPP 5.18**

sufficient evidence is presented to demonstrate that tree planting will occur periodically as part of the residential landscaping package, in accordance with the requirements outlined in section 3.3.2.

3.4 Prior to Occupation:

A condition of development approval requiring the planting of the trees must be met before occupation. The City may require evidence that the requirements relating to the planting of trees under clause 3.3.2 have been met.

3.5 Species, maintenance, and longevity:

Street trees must comprise of species which will mature to a sufficient size and canopy and be located 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.

3.6 Protection of trees:

All existing or proposed street trees shall be protected from adjoining development in accordance with Australian Standard AS4970-2009 via maintenance of a *Tree Protection Zone* and any relevant measures to ensure protection of the asset accordingly.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	10 November 2022
Next Review Due: (Governance Purpose Only)	November 2024
ECM Doc Set ID: (Governance Purpose Only)	5670114

DRAFT

Amendment To Local Planning Policy 5.18 - Street Trees						
Contribution ID	Do you support or oppose the proposed local planning policy?				Please let us know why:	
	Support	Oppose	No opinion	Support with changes		Officer Response
13544	1				Street trees are fast disappearing in metropolitan areas due to a combination of factors: rezoning in older suburbs where developments are occurring has resulted in multiple dwellings on properties and commensurate increases in the number of vehicles being used on a property. Often the verge is used for parking vehicles and trees are removed to accommodate more vehicles. In addition the rental crisis has also resulted in an increase in the number of people sharing houses and the amount of space on verges required for vehicles often reduces the amount of space available for trees. Tree canopy is important to mitigate the effects of climate change mitigation, reduce urban heat, and improve amenity and liveability.	Noted. No action required
13506	1				I've read through the tracked changes and they all appear appropriate and responsible	Noted. No action required
13473				1	Stop planting trees in narrow lane separation strips such as shown in your picture. The trees require water during establishment phase and maintenance which obstructs traffic movement and is potentially dangerous. Also storm damage to the trees often leaves tree debris on the road which creates driving hazards. There's plenty of room for trees on the sides back from the road kerb .	Noted. The picture used on Comment on Cockburn included a Median island with tree planting. The policy however is for verges, which the comment is supportive of. No action required

10.1.2 Final Adoption - Draft Council Policy - Fireworks

Executive	Director Sustainable Development and Safety
Author	Service Lead Environment and Service Manager Sustainability
Attachments	1. Advertised Draft Council Policy - Fireworks Policy ⇩ 2. Amended Draft Council Policy - Fireworks Policy (tracked changes) ⇩ 3. Fireworks Policy ⇩ 4. Community Feedback Report ⇩ 5. Sustainability and Environment Reference Group - City Response to feedback on Fireworks Policy ⇩ 6. Cardile Fireworks Feedback - Draft Fireworks Policy ⇩ 7. Cardile Submission CIty Response ⇩

Recommendation
The Committee recommends Council:

(1) ADOPTS the Council Policy – Fireworks, as set out in Attachment 3, subject to the following modifications:
   (a) Remove all references to the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) and replace these with references to the Department of Local Government, Industry Regulation and Safety (DLGIRS)
   (b) Remove the definition for 'Adjacent to City managed conservation reserves'

(2) REQUESTS the Chief Executive Officer to advise those who provided feedback of Council's decision.

Background

Approvals for fireworks displays are administered by the Department of Local Government, Industry Regulation and Safety (DLGIRS) under the *Dangerous Goods Safety Act* 2004.

As part of the approval process, DLGIRS consults with Local Governments to seek feedback on:

- the level of public interest
- risks to the public, property or the environment.

At the March 2021 Ordinary Council Meeting, Council was presented with a Desktop Review and Impact Assessment (DRIA) of Fireworks. Following review of this document, Council resolved to:

(1) Develop a policy in relation to fireworks events.

A draft Council Policy was subsequently prepared in 2024 to address this recommendation.

The Policy does not seek to either facilitate or prohibit fireworks in the City of Cockburn, rather, it establishes the minimum criteria for fireworks event applications to be supported.

A copy of the draft Policy was sent to DLGIRS on 1 July 2024. This is because advice from the Department in 2021 recommended the City should prepare a policy outlining Council's stance on fireworks displays and the circumstances in which they would be supported.

With an established policy position, DLGIRS indicated it would be more likely to support recommendations from the City as part of its formal review.

On 17 July 2024, DLGIRS wrote to the City to confirm its support of the draft Policy, and it considered it a great initiative.

The draft Policy was presented to the Sustainability and Environment Reference Group (SERG) at its meeting on 28 August 2024.

Following the meeting, SERG noted support of the draft Policy and provided formal feedback to the City on 18 September 2024.

The recommendations from the SERG and the relevant responses from the City are attached to this report.

The SERG feedback resulted in several minor modifications being made to the draft Policy before it was distributed to the major fireworks providers in Western Australia.

On 4 November 2024, the draft Policy was sent to the following companies:

- Cardile Fireworks
- West Coast Fireworks
- Howard's Fireworks.

A copy of the draft Policy was also sent to Adventure World because fireworks displays have been hosted by the amusement park in the past.

Of the four companies involved in early consultation, only one submission was received. The submission was from Cardile Fireworks.

Overall, Cardile Fireworks was not supportive of the draft Policy as it considers the fireworks industry is being unfairly targeted when other entertainment options for community events also have comparable environmental impacts.

The feedback from Cardile Fireworks resulted in a single modification to the draft Policy, whereby a provision excluding fireworks displays from occurring in declared Bushfire Prone Areas was removed.

The Cardile Fireworks feedback highlighted the Department of Fire and Emergency Services and DEMIRS already have an established process for mitigating the risk of bushfires caused by fireworks displays and the subject policy provision served as unnecessary duplication.

This was the only change made following this consultation exercise as the submission from Cardile Fireworks did not disprove any of the findings of the DRIA.

Following the conclusion of the targeted consultation with fireworks contractors and Adventure World, the draft Policy was presented to the Governance Committee and Council.

At the 13 May 2025 Ordinary Council Meeting, Council adopted the draft Council Policy – Fireworks for a 28-day public consultation period. Council made several modifications to the draft policy for the purpose of advertising.

The amended draft Council Policy was subsequently advertised for a 28-day community consultation period. The consultation outcomes, along with a recommendation for final adoption with minor amendments, are outlined in this report.

Submission

The submission from Cardile Fireworks is included in the attachments, along with another document outlining key feedback and comments from the City.

Report

The purpose of this report is for Council to consider the outcomes of consultation and decide whether to adopt the draft Council Policy – Fireworks for final approval.

The City ran community consultation on the draft Council Policy for a 28-day period between 1 and 29 August 2025.

The Community Feedback Report is provided in Attachment 4.

The City received 244 submissions during the 28-day consultation period (227 via online survey, 17 via email). Of these, 198 respondents lived within the City of Cockburn. While this represents less than 0.1% of the population, it provides useful insights into community sentiment.

47.5% of local respondents enjoy fireworks and would like to see them at events, 19.7% like them but have concerns about their impacts, and 33.8% do not like them.

When asked if people support the Policy allowing fireworks at City-run events, 55.4% were supportive and 44.6% opposed.

Evidently, feedback on the draft Policy was polarised, with no clear majority position. For private events, a similar split was observed: 47.8% were supportive, 39.8% opposed, and 12.4% liked fireworks but had concerns. While slightly more

respondents expressed support than opposition, the difference is marginal, highlighting that community opinion is mixed.

Respondents who supported fireworks highlighted their cultural and social value, describing them as an important tradition that creates excitement, brings families together, and enhances major celebrations and community festivals.

Supporters also noted that professionally managed fireworks are safe under existing regulations and argued that the City of Cockburn should not fall behind other local governments by restricting them.

Those who opposed fireworks raised strong concerns about environmental and wildlife impacts, particularly near sensitive areas like Manning Park and Bibra Lake, and highlighted the need for explicit wildlife protection clauses in the Policy.

Many cited harm to pets, distress for people with sensory sensitivities or Post-Traumatic Stress Disorder, and broader health risks from smoke and noise.

Other common objections included fire hazards, pollution, and the perception that fireworks are an outdated and wasteful use of public funds.

The environmental and public health concerns are consistent with the findings of the DRIA.

While support for the draft Policy was polarised, sentiment from both sides indicated that the Policy is unnecessary as fireworks are already regulated by DLGIRS. Some feedback considered that the draft Policy only served to duplicate existing State Government processes.

Suggested modifications

Community feedback on the draft Policy was mixed, with no clear majority for or against fireworks at City events.

While support outweighed opposition by a small margin, the consultation did not present any new information or specific policy changes for consideration.

The City is already aware of all issues raised through the information provided by the DRIA and previous targeted stakeholder engagement.

In addition, the draft Policy already addresses the key issues of concern from those who opposed fireworks at both City-run and private events.

These concerns primarily related to environmental impacts, wildlife disturbance, or concerns for pets. The draft Policy retains a clause that enables the City to object to fireworks applications where an event is not considered in the public interest, or where it presents an unacceptable risk to people, property, animals, or the environment.

This provides a clear mechanism for the City to consider and respond to site-specific risks and community concerns during the event approval process.

Given this, no major amendments are recommended in response to the issues raised during consultation. However, minor amendments are recommended prior to adoption to reflect the recent renaming of DLGIRS and to ensure the policy aligns with the version adopted at the 13 May 2025 OCM. These amendments are as follows:

(1) Remove all references to the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) and replace these with references to the Department of Local Government, Industry Regulation and Safety (DLGIRS)
(2) Remove the definition for 'Adjacent to City managed conservation reserves'.

This definition is from an older draft of the Policy. Its removal is recommended because the version adopted by Council in May 2025 no longer includes provisions relating to areas adjacent to City managed conservation reserves.

An amended draft Policy incorporating these changes is provided (refer Attachment 3).

Conclusion

The proposed Council Policy – Fireworks reflects the mixed community sentiment expressed through consultation. It balances support for fireworks with concerns about environmental impacts and the welfare of pets by permitting displays where appropriate, while retaining a clause allowing the City to object to applications that present unacceptable risks.

Recommendations to DLGIRS will be made using the Policy and its criteria, with event specific risks assessed on a case-by-case basis.

It is recommended Council adopts the proposed Council Policy – Fireworks (refer Attachment 3) for final approval, subject to the minor amendments discussed in this report and outlined in the recommendation.

Alternative Option

Many local governments operate without a Policy to manage the impacts of fireworks.

This recognises that the DLGIRS process still provides a framework for local governments to have input into fireworks event applications.

DLGIRS will still consider feedback on the level of public interest and the various risks associated with the displays, however, DLGIRS has advised it would be less likely to support recommendations without a policy.

Notwithstanding, Council has the option to decline support for the draft Policy and continue with a business-as-usual approach.

Alternatives to fireworks

While not addressed by the draft Policy, 44% of survey respondents rated it very important (5/5) for the City to consider alternatives such as drone or light shows, with an overall weighted average of 3.48 out of 5 for the importance of exploring alternatives.

Many respondents suggested drone shows, light or laser displays, and large-scale projections as modern, environmentally responsible options. These were viewed as quieter, reducing distress for pets and people with sensory sensitivities, and eliminating pollution and fire risks associated with fireworks.

Supporters of alternatives also noted they can be more inclusive and innovative, aligning with the City's sustainability goals.

Some respondents, however, raised concerns about cost and questioned whether drones deliver the same emotional impact as fireworks.

Overall, there was strong interest in exploring creative, low-impact celebration options as part of future City events.

Non-pyrotechnic sky displays such as drone and light shows are increasingly being adopted across Perth.

The Fremantle Biennale has presented large-scale drone art experiences, including installations that occurred partly within the City of Cockburn. The City played a facilitative role in supporting the event, demonstrating that alternative technologies can be successfully delivered in partnership with external event organisers.

This example shows that although fireworks remain the dominant sky display, alternative technologies are emerging as practical and attractive options for major events.

Given the specialist expertise, approvals and budgets required for large-scale productions, it is unlikely the City will deliver its own large-scale drone or advanced light shows in the short term. However, the City will continue to support and encourage the use of alternative sky displays by private event organisers where suitable and will assess proposals through established event and land use approval processes.

Strategic Plans/Policy Implications

Our Economy
Attracting investment, supporting business and visitor growth and boosting local jobs through vibrant hubs.
• Empower and support local businesses.
Facilitate vibrant, connected commercial hubs and visitor experiences.
Attract investment to the City by promoting innovation and economic opportunity.

Our Environment
Valuing natural assets, building climate resilience and using resources sustainably. • Protect and enhance our natural areas and streetscapes.
Facilitate sustainable waste management and resource conservation.

Our Community
A diverse, active, and connected community that feels safe and has access to local services.
• Foster connected, accessible communities and services.

Budget/Financial Implications

N/A

Legal Implications

N/A. The Dangerous Goods and Safety Act 2004 is administered by DLGIRS.

Community Consultation

The Draft Council Policy was advertised between the 1-29 August 2025.

Risk Management Implications

The harmful impacts to people and the environment identified by the Desktop Review and Impact Assessment of Fireworks are more likely to occur if there is not a Council Policy to govern firework events in the City of Cockburn.

A review of the City's Risk Management Framework indicates the risk classification is 'low'.

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 24 February 2026 Governance Committee.

Implications of Section 3.18(3) Local Government Act 1995

Nil

Policy	Fireworks
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

The purpose of this Policy is to set the principles to apply when responding to a Fireworks Events Notice ('Notice') administered by the Department of Energy, Mines, Industry Regulation and Safety ('DEMIRS') under the *Dangerous Goods Safety Act 2004*.

The City's role in assessing a Notice is restricted to an assessment of the impacts the event may have on the community and the environment. DEMIRS will then consider the City's position before deciding on whether a Fireworks Permit should be issued.

Policy Statement

This Policy applies to any event seeking to use Fireworks in the district of the City of Cockburn excluding Rottnest Island.

Definitions

'Adjacent to City managed conservation reserves' means any parcel of land that shares a boundary with a reserve managed by the City for the purpose of conservation.

'Events' include all civic, commercial or community events, meetings, functions, workshops, markets, festivals, expos, parties, information sessions, conferences and organised/formal sport or recreational events. This includes any event requiring the City's Public Health Approval in accordance with the provisions of the *Health (Public Buildings) Regulations 1992.*

'Fireworks' means an article or substance, containing one or more explosives with or without other substances, that is designed to entertain people by producing light, sound, gas, smoke, or a combination of them, by means of exothermic chemical reaction that does not rely on oxygen from external sources to sustain the reaction, but not a rocket motor.

'Close proximity fireworks' means a firework that is designed to be electrically initiated only and either:

- Manufactured commercially and is designed and labelled as suitable to be used in close proximity to a person; or
- Manufactured from commercially available constituents that are designed and labelled as suitable to manufacture fireworks to be used in close proximity to a person.

'Fireworks Event' has the meaning given to that term in Regulation 136 of the *Dangerous Goods Safety (Explosives) Regulations 2007,* being: "an event or show that involves the use of a firework outdoors to entertain one or more people, whether at a public or Private

Policy	Fireworks
Policy Number (Governance Purpose)	

Event or show". For the purposes of this policy, fireworks displays that occur over a number of days/times at one venue for the same purpose are regarded as one event.

'Fireworks Event Notice' refers to the relevant DEMIRS form or notice submitted to the City for a fireworks event. The Notice is a prerequisite for a Fireworks Event Permit, issued by the Department.

'Licensed Fireworks Contractor' means the contractor licensed by DEMIRS as stipulated in the Fireworks Event Notice.

'Responsible Approving Authority' refers to the authority who is responsible for approving the venue's Noise Management Plan under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997. The responsible approving authority includes the Chief Executive Officer of the City of Cockburn for all venues located within the City, and the Department of Water and Environmental Regulation for prescribed premises.

Principal Considerations

When considering the use of fireworks in relation to a Fireworks Events Notice, the City's primary considerations will include:

- the risk in relation to people, property, environment; and
- ensuring people in the vicinity of the proposed event are notified to minimise any disturbance to those people.

City Events

- Firework displays are supported at City events.

Other Events

- Firework displays are supported at other events with prior approval from City's Manager Public Health and Building Services.

Minimum criteria to be met for a Fireworks Event to be supported:

Having regard for the principal considerations outlined above, the following conditions and criteria must be met for a fireworks event to be supported by the City:

(1) The event venue has not had more than three firework events in any twelve (12) month period unless a separate Noise Management Plan has been approved by the Responsible Approving Authority.

(2) The fireworks event is scheduled to occur between the hours of 8am to 10pm Monday to Saturday and 9am to 10pm Sundays and Public Holidays, unless the event is a Community/Public Event, or an exemption has been approved by the Responsible Approving Authority.

(3) The fireworks display should not exceed 30 minutes in duration.

Policy	Fireworks
Policy Number (Governance Purpose)	

(4) A Fireworks Event Notice should be received by the City at least 2 weeks prior to the date of the event. This will allow sufficient time to review the proposal.

(5) The Licensed Fireworks Contractor must notify residents within the vicinity of a proposal to conduct a Fireworks Event at least two weeks prior to the date of the event. Notification is to be through publication and promotion of the Fireworks Event using social media, letter box drops, traditional media and other media sufficient to provide general notice to residents impacted by a Fireworks Event.

Close Proximity Fireworks

In accordance with the *DEMIRS Code of Practice – Safe Use of Close Proximity Fireworks* in Western Australia, a Fireworks Management Plan is not required for events seeking to use close proximity fireworks, however, prior consent to use City land for the proposed activity is required.

The Minimum Criteria for outdoor Fireworks Events do not apply to events seeking to use Close Proximity Fireworks, however, the City will assess applications against the Principal Considerations listed in this Policy.

Objection to a Fireworks Event

Applications may be objected to when the City considers that the Fireworks Event is not in the public interest, or it presents an unacceptable risk to people, property or the environment.

If the City intends to object after considering a Fireworks Event Notice, it will provide the Licensed Fireworks Contractor with a right of reply to the objection before it completes the Fireworks Event Notice.

Strategic Link:	
Category:	
Lead Business Unit:	
Public Consultation: **(Yes or No)**	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Policy	**Fireworks**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

The purpose of this Policy is to set the principles to apply when responding to a Fireworks Events Notice ('Notice') administered by the Department of Local Government, Industry Regulation and Safety ('DLGIRS') ~~Department of Energy, Mines, Industry Regulation and Safety ('DEMIRS')~~ under the *Dangerous Goods Safety Act 2004*.

The City's role in assessing a Notice is restricted to an assessment of the impacts the event may have on the community and the environment. ~~-~~DLGIRS ~~DEMIRS~~ will then consider the City's position before deciding on whether a Fireworks Permit should be issued.

Policy Statement

This Policy applies to any event seeking to use Fireworks in the district of the City of Cockburn excluding Rottnest Island.

Definitions

~~'Adjacent to City managed conservation reserves' means any parcel of land that shares a boundary with a reserve managed by the City for the purpose of conservation.~~

'Events' include all civic, commercial or community events, meetings, functions, workshops, markets, festivals, expos, parties, information sessions, conferences and organised/formal sport or recreational events. This includes any event requiring the City's Public Health Approval in accordance with the provisions of the *Health (Public Buildings) Regulations 1992.*

'Fireworks' means an article or substance, containing one or more explosives with or without other substances, that is designed to entertain people by producing light, sound, gas, smoke, or a combination of them, by means of exothermic chemical reaction that does not rely on oxygen from external sources to sustain the reaction, but not a rocket motor.

'Close proximity fireworks' means a firework that is designed to be electrically initiated only and either:

- Manufactured commercially and is designed and labelled as suitable to be used in close proximity to a person; or
- Manufactured from commercially available constituents that are designed and labelled as suitable to manufacture fireworks to be used in close proximity to a person.

Policy	**Fireworks**
Policy Number (Governance Purpose)	

'Fireworks Event' has the meaning given to that term in Regulation 136 of the *Dangerous Goods Safety (Explosives) Regulations 2007,* being: "an event or show that involves the use of a firework outdoors to entertain one or more people, whether at a public or Private Event or show". For the purposes of this policy, fireworks displays that occur over a number of days/times at one venue for the same purpose are regarded as one event.

'Fireworks Event Notice' refers to the relevant DLGIRS ~~DEMIRS~~ form or notice submitted to the City for a fireworks event. The Notice is a prerequisite for a Fireworks Event Permit, issued by the Department.

'Licensed Fireworks Contractor' means the contractor licensed by DLGIRS ~~DEMIRS~~ as stipulated in the Fireworks Event Notice.

'Responsible Approving Authority' refers to the authority who is responsible for approving the venue's Noise Management Plan under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997. The responsible approving authority includes the Chief Executive Officer of the City of Cockburn for all venues located within the City, and the Department of Water and Environmental Regulation for prescribed premises.

Principal Considerations

When considering the use of fireworks in relation to a Fireworks Events Notice, the City's primary considerations will include:

- the risk in relation to people, property, environment; and
- ensuring people in the vicinity of the proposed event are notified to minimise any disturbance to those people.

City Events

- Firework displays are supported at City events.

Other Events

- Firework displays are supported at other events with prior approval from City's Manager Public Health and Building Services.

Minimum criteria to be met for a Fireworks Event to be supported:

Having regard for the principal considerations outlined above, the following conditions and criteria must be met for a fireworks event to be supported by the City:

(1) The event venue has not had more than three firework events in any twelve (12) month period unless a separate Noise Management Plan has been approved by the Responsible Approving Authority.

(2) The fireworks event is scheduled to occur between the hours of 8am to 10pm Monday to Saturday and 9am to 10pm Sundays and Public Holidays, unless the event is a Community/Public Event, or an exemption has been approved by the Responsible Approving Authority.

Policy	Fireworks
Policy Number (Governance Purpose)	

(3) The fireworks display should not exceed 30 minutes in duration.

(4) A Fireworks Event Notice should be received by the City at least 2 weeks prior to the date of the event. This will allow sufficient time to review the proposal.

(5) The Licensed Fireworks Contractor must notify residents within the vicinity of a proposal to conduct a Fireworks Event at least two weeks prior to the date of the event. Notification is to be through publication and promotion of the Fireworks Event using social media, letter box drops, traditional media and other media sufficient to provide general notice to residents impacted by a Fireworks Event.

Close Proximity Fireworks

In accordance with the *DEMIRS Code of Practice – Safe Use of Close Proximity Fireworks* in Western Australia, a Fireworks Management Plan is not required for events seeking to use close proximity fireworks, however, prior consent to use City land for the proposed activity is required.

The Minimum Criteria for outdoor Fireworks Events do not apply to events seeking to use Close Proximity Fireworks, however, the City will assess applications against the Principal Considerations listed in this Policy.

Objection to a Fireworks Event

Applications may be objected to when the City considers that the Fireworks Event is not in the public interest, or it presents an unacceptable risk to people, property or the environment.

If the City intends to object after considering a Fireworks Event Notice, it will provide the Licensed Fireworks Contractor with a right of reply to the objection before it completes the Fireworks Event Notice.

Strategic Link:	
Category:	
Lead Business Unit:	
Public Consultation: **(Yes or No)**	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Policy	**Fireworks**
Policy Number (Governance Purpose)	

Policy Type

Council

Policy Purpose

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The City's role in assessing a Notice is restricted to an assessment of the impacts the event may have on the community and the environment. DLGIRS will then consider the City's position before deciding on whether a Fireworks Permit should be issued.

Policy Statement

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Definitions

'Events' include all civic, commercial or community events, meetings, functions, workshops, markets, festivals, expos, parties, information sessions, conferences and organised/formal sport or recreational events. This includes any event requiring the City's Public Health Approval in accordance with the provisions of the *Health (Public Buildings) Regulations 1992.*

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Policy	Fireworks
Policy Number (Governance Purpose)	

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‘Responsible Approving Authority’ refers to the authority who is responsible for approving the venue’s Noise Management Plan under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997. The responsible approving authority includes the Chief Executive Officer of the City of Cockburn for all venues located within the City, and the Department of Water and Environmental Regulation for prescribed premises.

Principal Considerations

When considering the use of fireworks in relation to a Fireworks Events Notice, the City’s primary considerations will include:

- the risk in relation to people, property, environment; and
- ensuring people in the vicinity of the proposed event are notified to minimise any disturbance to those people.

City Events

- Firework displays are supported at City events.

Other Events

- Firework displays are supported at other events with prior approval from City’s Manager Public Health and Building Services.

Minimum criteria to be met for a Fireworks Event to be supported:

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(2) The fireworks event is scheduled to occur between the hours of 8am to 10pm Monday to Saturday and 9am to 10pm Sundays and Public Holidays, unless the event is a Community/Public Event, or an exemption has been approved by the Responsible Approving Authority.

(3) The fireworks display should not exceed 30 minutes in duration.

(4) A Fireworks Event Notice should be received by the City at least 2 weeks prior to the date of the event. This will allow sufficient time to review the proposal.

Policy	**Fireworks**
Policy Number (Governance Purpose)	

(5) The Licensed Fireworks Contractor must notify residents within the vicinity of a proposal to conduct a Fireworks Event at least two weeks prior to the date of the event. Notification is to be through publication and promotion of the Fireworks Event using social media, letter box drops, traditional media and other media sufficient to provide general notice to residents impacted by a Fireworks Event.

Close Proximity Fireworks

In accordance with the *DMIRS Code of Practice – Safe Use of Close Proximity Fireworks* in Western Australia, a Fireworks Management Plan is not required for events seeking to use close proximity fireworks, however, prior consent to use City land for the proposed activity is required.

The Minimum Criteria for outdoor Fireworks Events do not apply to events seeking to use Close Proximity Fireworks, however, the City will assess applications against the Principal Considerations listed in this Policy.

Objection to a Fireworks Event

Applications may be objected to when the City considers that the Fireworks Event is not in the public interest, or it presents an unacceptable risk to people, property or the environment.

If the City intends to object after considering a Fireworks Event Notice, it will provide the Licensed Fireworks Contractor with a right of reply to the objection before it completes the Fireworks Event Notice.

Strategic Link:	
Category:	
Lead Business Unit:	
Public Consultation: **(Yes or No)**	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Community Feedback Report

Draft Fireworks Policy

September 2025



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Response Demographics 6
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Next Steps 21

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 and present.

Background

At the May 2025 Ordinary Council Meeting (OCM), Council adopted the Draft Council Policy – Fireworks for a 28-day public consultation period. The consultation sought community sentiment on the use of fireworks in Cockburn, at both City of Cockburn events and private events, to help inform Council's decision on the Draft Policy, which outlined minimum requirements for supporting fireworks events in the City. Feedback was invited on the environmental, cultural, social, and economic impacts of fireworks.

Approvals for fireworks displays continue to be administered by the Department of Local Government, Industry Regulation and Safety (DLGIRS) under the Dangerous Goods Safety Act 2004. Adoption of the Draft Policy would not automatically enable fireworks in Cockburn but would establish that fireworks may be supported at City events. The policy aimed to guide the City in responding to DLGIRS when feedback was requested on public interest and potential risks.

The Draft Policy followed a March 2021 OCM resolution for the City to develop a fireworks policy. On 17 July 2024, DEMIRS (Department of Energy, Mines, Industry Regulation and Safety, now restructured and replaced by DLGIRS) confirmed its support for the draft and noted that with an established position, it would be more likely to support the City's recommendations. A copy of the Draft Policy was sent to DEMIRS on 1 July 2024, following its earlier advice for the City to prepare a formal stance on fireworks displays.

Stakeholder engagement included consultation with the Sustainability and Environment Reference Group (SERG) on 28 August 2024, as well as feedback from three WA fireworks companies and Adventure World. Minor amendments were made in response.

The Policy did not propose banning fireworks at private events. Instead, it set principles and criteria for assessing applications and responding to Fireworks Event Notices under the Act, ensuring potential environmental and health impacts were managed. The consultation asked whether people supported the policy, opposed it, or supported it with changes.

Consultation ran from 1 August to 29 August 2025.

This document summarises the consultation process and the feedback received.

Process

Between Friday 1 August 2025 and Friday 29 August 2025, the City invited participants to provide feedback in the following ways:

- Online survey
- Hard copy feedback form (available at City libraries and City administration centre)
- Phone call
- Email

To raise awareness and encourage input, the City distributed the following communications about the project:

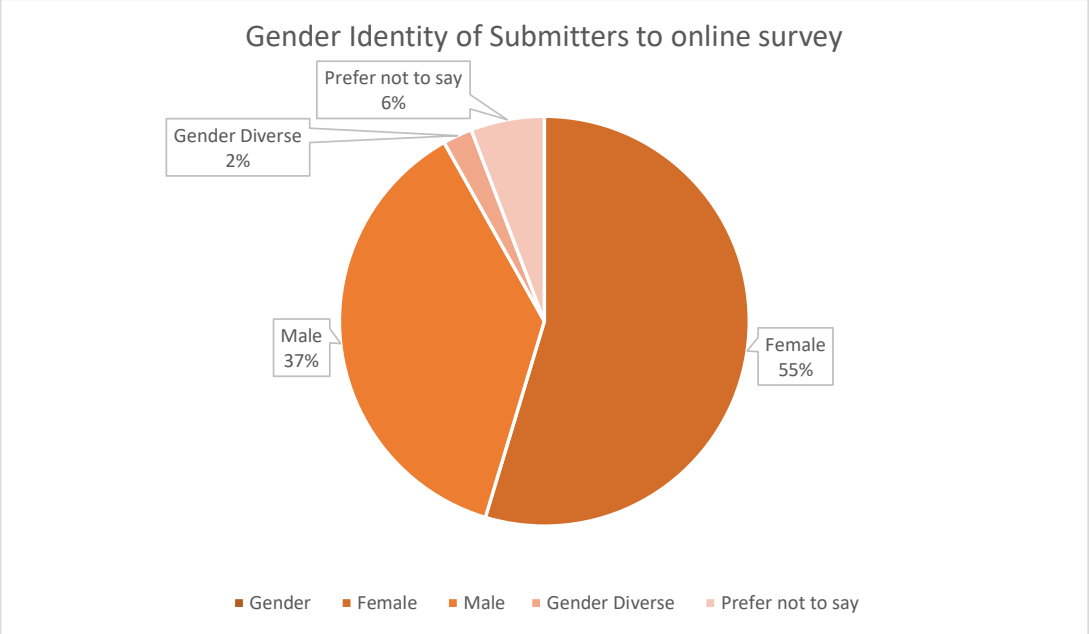
- E-news to 11,146 subscribers on the Comment on Cockburn database. The enews was opened 5,661 time and 365 people clicked on the link to go to the Comment on Cockburn page.
- Social media post on the City of Cockburn Facebook page on 8 August received 3,838 views and 84 link clicks.
- Tile on the City of Cockburn website homepage
- Inclusion in the August Soundings Magazine on page three which was delivered to all households in the City
- Internal email requesting promotion of the consultation to:
    - Public Health
    - Community Development
    - Facilitator of the Multicultural Reference Group
    - Facilitator of the Disability Reference Group
    - Facilitator of the Youth Advisory Committee
    - Service manager Rangers and Community safety
    - Service Lead Events and Culture
- Project page on the City's Comment on Cockburn website.

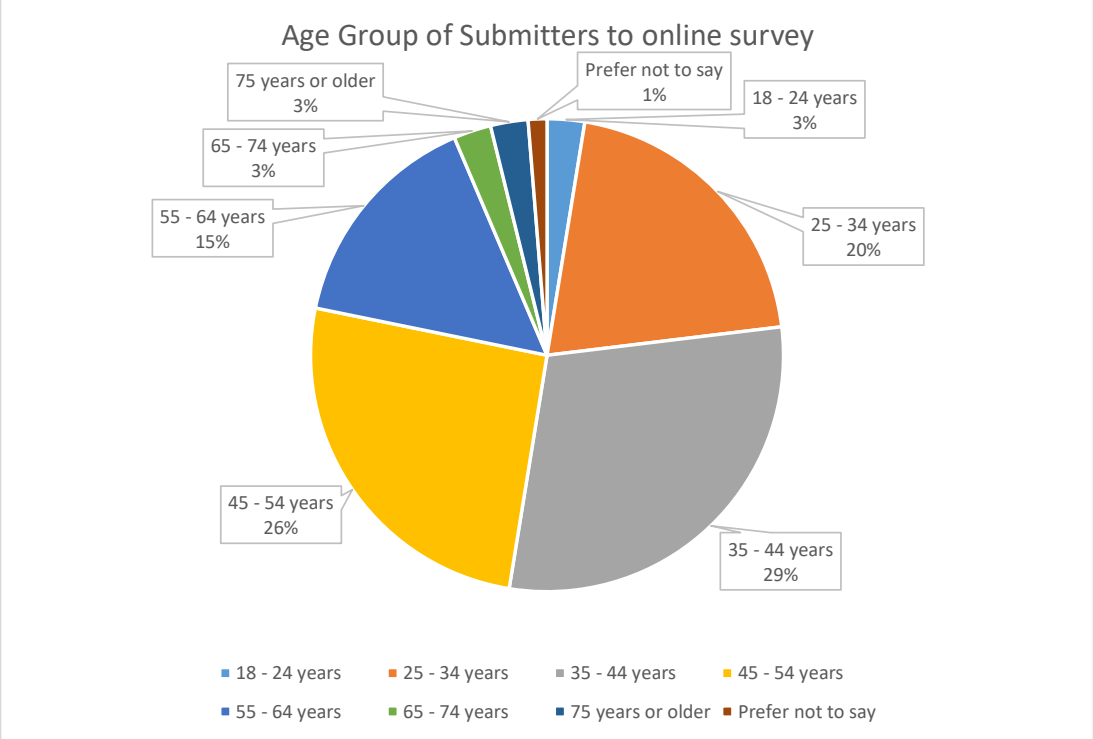
Community-led conversations about the project also took place, including:

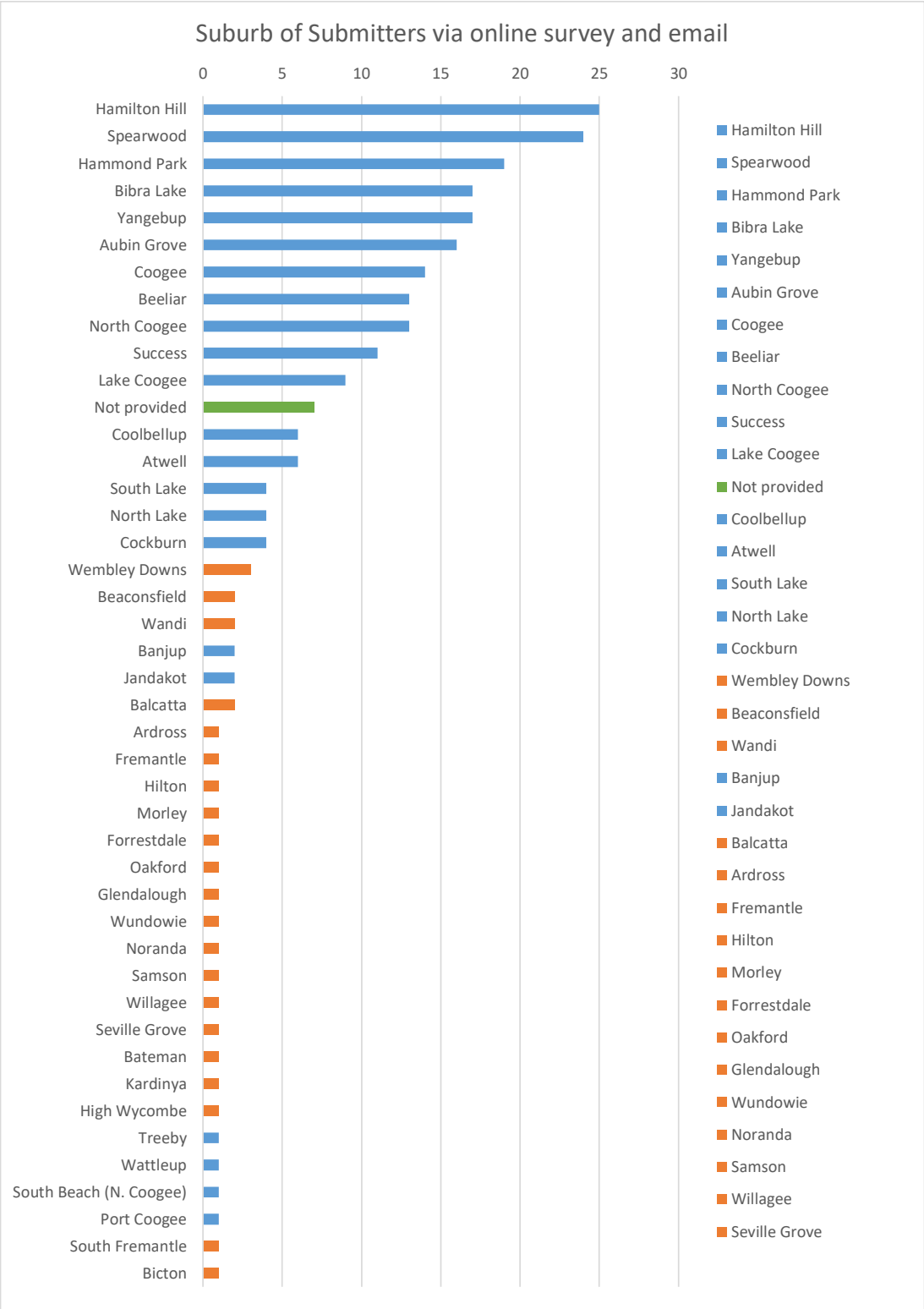
- On air radio discussions on 4 August on 6PR
- Fremantle Herald Articles prior to and during the consultation period on 16 May 2025 and 22 August 2025
- Social media sharing of the Comment on Cockburn link on or in a variety of public pages and groups including:
    - Current Councillors and those running in the 2025 election
    - Animal Justice Party WA
    - Walliabup Wildlife Warriors
    - Local Residents Group pages
    - Private suburb-based pages
    - Cockburn Chat Facebook page

During the comment period, the project page on the Comment on Cockburn website received 1,170 visits, and 227 people provided feedback via the online survey. Additionally, 17 people provided feedback via email. Whilst the following feedback provides valuable insights, it represents less than 0.2% of the population and should not be considered fully representative.

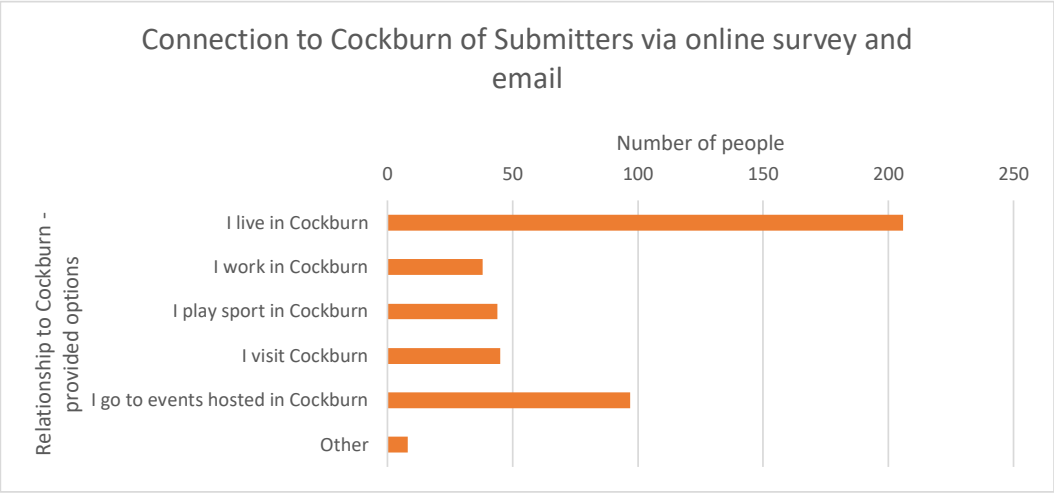
Response Demographics



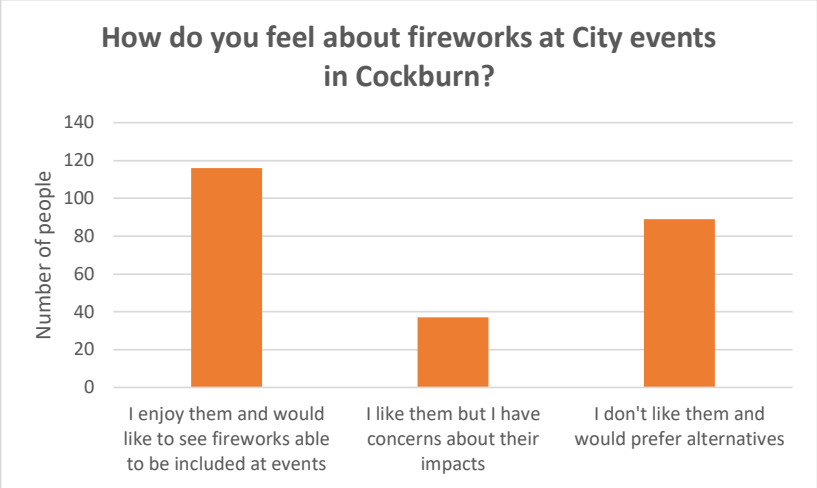



Suburb of Submitters via online survey and email
0
5
10
15
20
25
30
Hamilton Hill
Spearwood
Hammond Park
Bibra Lake
Yangebup
Aubin Grove
Coogee
Beeliar
North Coogee
Success
Lake Coogee
Not provided
Coolbellup
Atwell
South Lake
North Lake
Cockburn
Wembley Downs
Beaconsfield
Wandi
Banjup
Jandakot
Balcatta
Ardross
Fremantle
Hilton
Morley
Forrestdale
Oakford
Glendalough
Wundowie
Noranda
Samson
Willagee
Seville Grove
Bateman
Kardinya
High Wycombe
Treeby
Wattleup
South Beach (N. Coogee)
Port Coogee
South Fremantle
Bicton

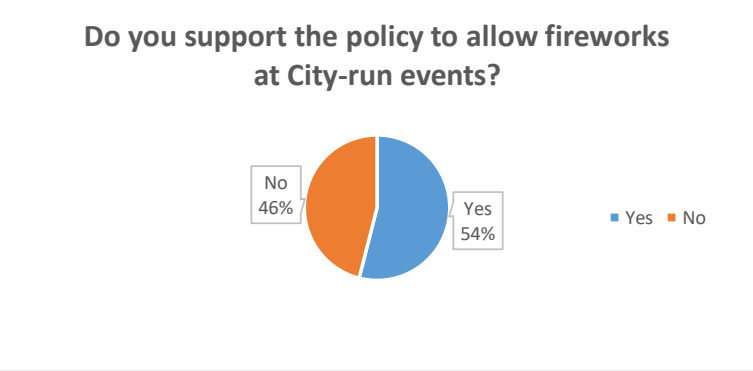
Seven responses did not identify their suburb. Feedback received from both within Cockburn (blue) and external to Cockburn (orange). All feedback on the project was welcomed and will be considered as part of the engagement process. It is, however, important to note that some contributions came from individuals who do not live within the City of Cockburn. Identifying this helps provide context around the perspectives received, ensuring that decision-making is informed primarily by the views of the local community, while still recognising the broader interest and input from others. 26 submitters identified that they are from suburbs that are not within Cockburn.



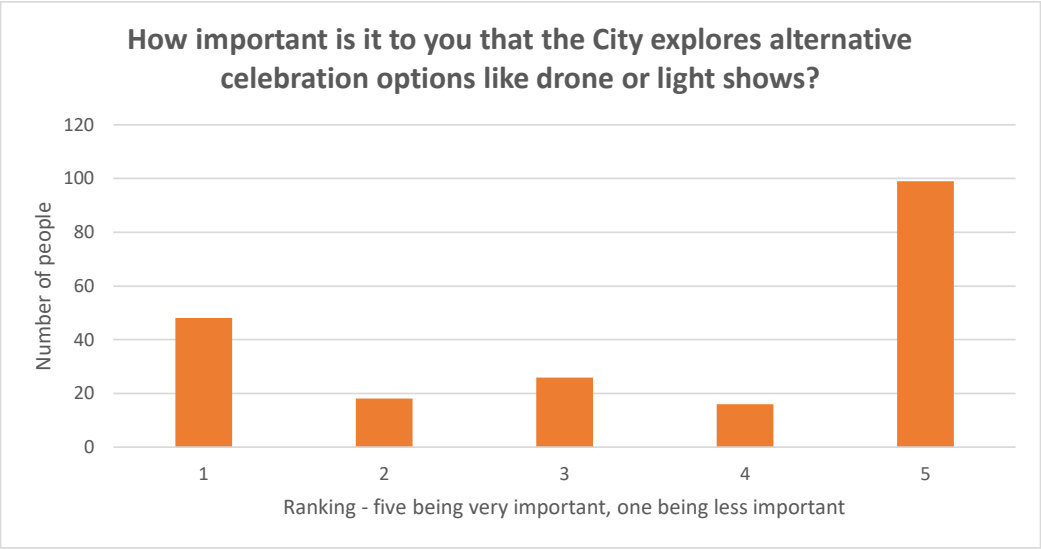
Feedback Summary



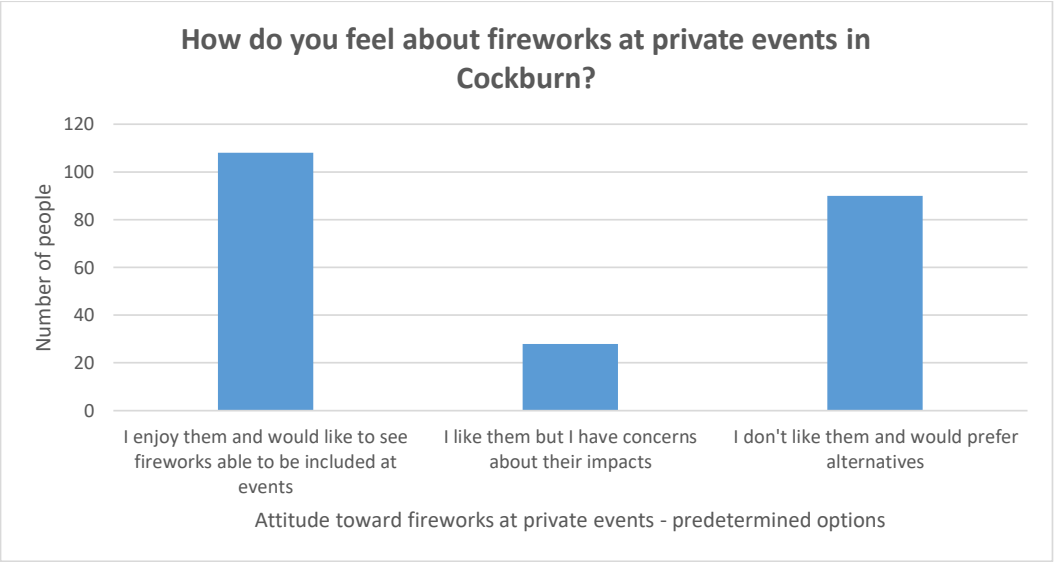
When asked ‘How do you feel about fireworks at City events in Cockburn?’ 116 people responded that they enjoy them and would like to see fireworks able to be included at events. 89 people responded that they do not like them and would prefer alternatives. 37 people responded that they like them but do have concerns about the impacts fireworks have. The online survey was analysed to understand how these results would differ when considering just people who indicated their relationship to the City of Cockburn as ‘I live here'. Of the 198 responses, 94 (47.5%) enjoy fireworks and would like to see them at events, 37 (18.7%) like them but have concerns about their impacts. 67 (33.8%) responded that they do not like them.



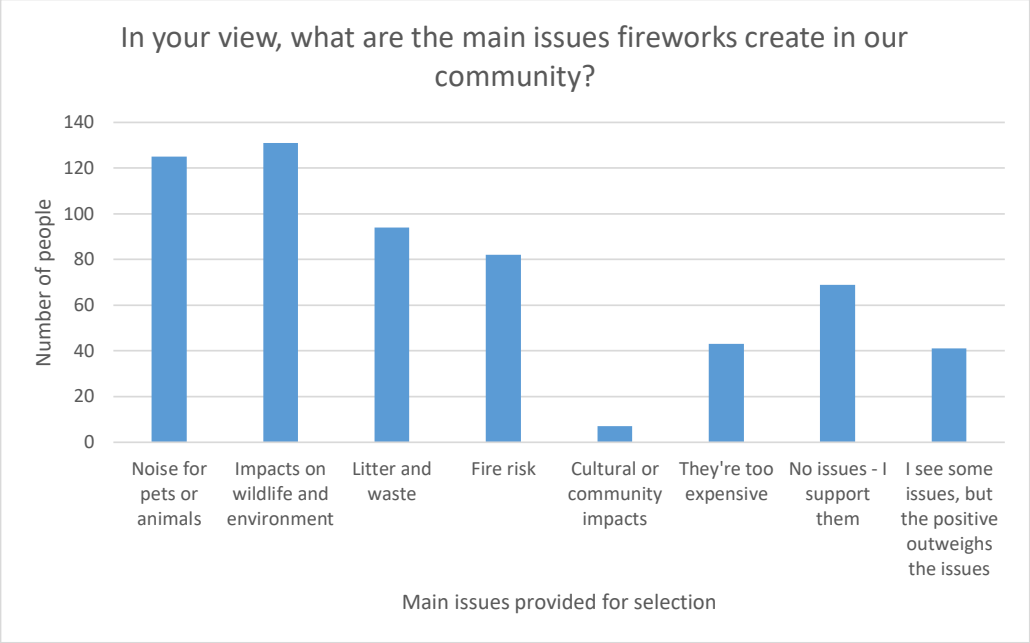
The survey explicity asked if people support the policy to allow fireworks at City-run events, this data has been combined with the information received via email to give a full picture of the feedback. 54% of people said yes, 46% of people said no.
The online survey was analysed to understand how these results would differ when considering just people who indicated their relationship to the City of Cockburn as ‘I live here'. Of the 195 responses, 108 (55.4%) indicated they support the policy to allow fireworks at City run events. In contrast 87 (44.6%) do not.



Respondents were asked to indicate, on a scale of 1 to 5, how important it is that the City considers alternative celebration options, such as drone or light shows. This information comes exclusively from the survey, as it was not possible to include email responses. A total of 99 respondents rated it as very important (5/5), with an overall weighted average of 3.48 out of 5.



When asked ‘How do you feel about fireworks at private events in Cockburn?’ 108 people responded that they they enjoy them and would like to see fireworks able to be included at private events. 90 people responded that they do not like them and would prefer alternatives. 28 people responded that they like them but do have concerns about the impacts fireworks have. This data is from online surveys only as emails did not specify thoughts on private events.



When asked 'In your view, what are the main issues fireworks create in our community?' 131 people selected impacts on wildlife and environment. 125 respondents selected noise for pets or animals. 41 people selected that they see some issues but that the positives of fireworks outweigh the issues. Respondents were able to select up to four responses. An 'other' option was also provided.

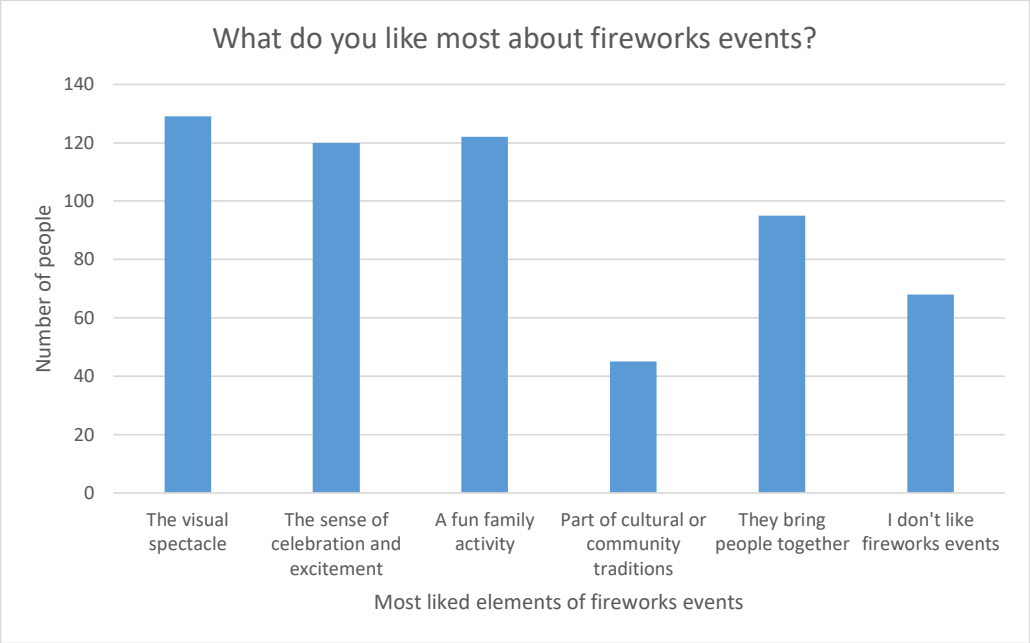
Respondents who selected *Other* most frequently raised concerns about the wellbeing of people and animals, the environmental impacts of fireworks, and the use of public funds.

Most Common Themes

1. **Impacts on People and Mental Health**
   Many respondents highlighted fireworks can trigger anxiety, stress and trauma responses, particularly for people with PTSD, including refugees and veterans.
2. **Effects on Animals and Wildlife**
   Concerns were raised about distress, phobic reactions, and the potential for injury or death among pets and native wildlife.
3. **Environmental Impacts**
   Respondents noted issues such as chemical pollution, air and land contamination, and broader impacts on the natural environment.
4. **Use of Public Funds**
   Several respondents felt fireworks are an unnecessary or poor use of ratepayer money, suggesting funds should be directed towards more meaningful community or environmental initiatives.

Other Themes Noted

- **Government Regulation**
  One respondent raised concern about excessive regulation of fireworks, suggesting restrictions may limit community freedom to celebrate.
- **Safety and Compliance Context**
  One response emphasised that fireworks in WA are already highly regulated, with modern low-smoke and low-noise technologies reducing environmental and safety risks.



When asked ‘What do you like most about fireworks events?’ 129 respondents selected the visual spectacle. Respondents were able to select up to four answers. 68 respondents selected that they do not like fireworks events. An ‘other’ option was also provided.

Most respondents who selected *Other* used this question to express concerns rather than positives, focusing on environmental impacts, harm to animals, and the perceived lack of necessity for fireworks events.

Most Common Themes

1. **Environmental and Health Concerns**
   Respondents noted that while fireworks may look visually impressive, they contribute to pollution, respiratory issues, and long-term environmental harm, including impacts on waterways, flora and fauna.

2. **Impacts on Animals and Wildlife**
   Several comments highlighted distress and injury to pets and wildlife, noting that the negative impacts outweigh the visual enjoyment fireworks provide.
3. **Perception That Fireworks Are Unnecessary**
   Some felt fireworks are outdated, unnecessary, or add little value to events that are otherwise already full and enjoyable.
4. **Use of Public Funds**
   A number of respondents described fireworks as a poor or wasteful use of money, particularly given the short duration of the display compared to the cost.

Other Themes Noted

- **Recognition of Visual Appeal**
  Some respondents acknowledged that fireworks can look great, but still felt their impacts make them an unsuitable choice.
- **Preference for Alternatives**
  Several suggested that more responsible, non-harmful alternatives exist and should be considered for future events.

The final two questions of the survey were open ended and no prompts or selections were provided. These questions were not compulsory.

The first of these asked people 'Do you have any suggestions or comments about how the proposed policy could be improved/amended?', 127 people answered this question online and results were very polarising, with many using this question to share their support or opposition to fireworks generally.

1. **Strong opposition to fireworks - calls for a full ban**
This was the single most dominant theme.
Many respondents stated there should be no fireworks at all, no policy supporting fireworks, and that fireworks are outdated, harmful, unnecessary, and should be eliminated entirely.
Key reasons included:

- Harm to wildlife, especially at Manning Park, Bibra Lake, wetlands, and bird nesting areas.
- Pets becoming distressed for days.
- Noise impacts on children and neurodivergent community members.
- Environmental concerns: pollution, debris, smoke.
- Fire risk, especially in summer.
- Waste of ratepayer money.

2. Wildlife and environmental protection concerns

- Many residents felt fireworks are incompatible with the City's sustainability focus.
- A very strong theme even among respondents who were not strictly "anti-fireworks."
  Comments highlighted:
  - Manning Park environmental fragility, bird and turtle breeding seasons, osprey nesting.
  - Avoiding events adjacent to wetlands and bushland.
  - Need for explicit wildlife protection clauses.
  - Concern for turtles, waterbirds, roosting species, and general ecological disturbance.
  - Some requested location bans, particularly for Manning Park and Bibra Lake.

3. Preference for alternatives (drone shows, light shows, laser shows, cultural activities)

- A high number of respondents recommended alternatives including:
  - Drone shows
  - Light shows
  - Large-scale projections
  - Artistic performances, fire twirlers, music, community celebrations
- Many noted these as:
  - Environmentally friendlier
  - Quieter

    - More modern and progressive
    - Inclusive for all ages and needs
- Some warned drones can still be expensive or environmentally problematic if mishandled.
- Low-noise or low-smoke fireworks, where fireworks must continue

4. Requests to redirect funding to other priorities

- Several suggested fireworks funding should instead support:
    - Tree canopy improvements
    - Public open space
    - Environmental restoration
    - Wildlife protection
    - Essential services
    - Health or community development programs

5. Policy improvement suggestions (moderate positions)

- Some respondents accepted fireworks *if* tightly controlled and suggested:
    - Clear notification requirements
    - Time limits (e.g., before 9pm; no more than 5–10 minutes)
    - Restricting frequency (though some objected to limits being too strict)
    - Safety procedures clearly advertised
    - Encouraging low-noise/low-smoke fireworks
    - Allowing events only in low-impact locations (such as sports ovals)
- A small group felt the proposed policy was “fine as is.”

6. Support for fireworks- keep or expand their use

- This was a **significant minority**
- Supportive comments included:
    - Fireworks are loved by families and children.
    - They build community spirit and create memorable celebrations.
    - They are culturally important for events such as NYE, Australia Day, Pride, and Spring Fair.
    - They are safe when professionally run due to existing DEMIRS, CASA, DFES, and WA Police regulation.
    - Cockburn risks “falling behind other councils” if it restricts or bans them.
    - Perception that environmental impacts are overstated or negligible.
    - Some suggested removing limits on locations or number of annual displays.
- Supporters frequently argued regulators already manage safety, so the City should not duplicate processes.

7. Criticism of the policy or City’s approach

- A recurring theme from both sides:
    - The policy is unnecessary because fireworks are already highly regulated, and the City does not have approval authority.

- The City “tries too hard to please everyone” or is making things overly complicated.
- Questions about whether drone/light show costs would burden ratepayers.

The second open ended question asked people ‘Is there anything else you would like to tell us about fireworks in Cockburn?’
The following summary is for responses received via the online survey.

1. Fireworks cause Environmental harm and wildlife impacts - 42 mentions

- This was the most frequently raised theme.
  Includes concerns about:
  - Harm, trauma, fleeing, abandonment of young
  - Death of birds and wildlife
  - Impacts on nesting seasons/extinction-risk species (e.g., Carnaby’s)
  - Pollution, debris, toxicity, chemical residue
  - Disruption to bushland and wetlands
  - Fire risk in natural areas

2. Fireworks cause distress to pets, domestic animals and people with sensory needs - 22 mentions

- Includes references to:
  - Pets becoming distressed or terrified
  - People with anxiety, PTSD, trauma
  - Veterans and refugees with triggers
  - Sensory sensitivities (autism, babies)

3. Support for fireworks and positive community experiences - 28 mentions

- Strong support group emphasising:
  - Fireworks as cultural tradition, “magic”, emotional impact
  - Bringing families together
  - Positive experience at Hammond Park event
  - Fireworks as essential to celebrations (NYE, Diwali, Eid, CNY, Australia Day)
  - “No alternatives compare” sentiment
  - Desire for more, not fewer, fireworks
  - “If you don’t like them, don’t attend” perspective

4. Alternatives suggested (drones, light shows, lasers, projections) - 19 mentions

- Mixed views: some want alternatives; some strongly oppose drones
- Recognised as quieter / more environmentally friendly
- Some say drones “don’t have the same emotional impact”
- Several call for City-led innovation

5. Cost and value-for-money concerns - 18 mentions

- Fireworks as a “waste of rates”

- View that funds should go to better uses
- Expensive for short effect
- Concerns about paying for outdated practices
- Comparisons with environmental or community priorities

6. Fire safety risks - 11 mentions

- Concern about risk of bushfire
- Particularly inappropriate near bushland/wetlands
- Fire hazard concerns heightened by dry climate

7. Location matters (not near wetlands/bushland; appropriate spaces only) -14 mentions

- Several say **no fireworks near wetlands / Beeliar / Manning Park**
- Some suggest using open ovals or coastal areas instead
- Others say Cockburn topography means few can see them anyway

8. Calls to ban fireworks entirely - 15 mentions

- Includes “Ban them”, “Don’t have them”, “Not needed”, “Never again”, “Outdated”.

9. Support fireworks under strict regulation/safety controls - 10 mentions

- Fireworks okay if regulated by professionals
- Respect DEMIRS, CASA, DFES processes
- Some say the City should not add more red tape beyond existing approvals

10. Fireworks as outdated / archaic / inappropriate in modern era - 13 mentions

- Outdated celebration of war
- Society has moved on
- Time for modern, kinder, environmentally aware celebrations

11. Negative impacts on residents (noise, disturbance) - 8 mentions

- Disturbance to babies, sleep, neighbourhood peace
- “Half an hour of suffering” sentiment

12. Tradition, culture and community identity - 11 mentions

- Mentions of:
  - Embedded in many cultural celebrations
  - Part of childhood memories
  - Essential part of Spring Fair historically
  - “Losing community pride without them”

13. Criticism of council process / frustration with consultation - 7 mentions

- Includes:
  - Claims that the City has wasted time, money, or is creating red tape
  - Perception that decisions are driven by minority voices

- Concern about “nanny state” mentality

14. Perception that environmental impacts are overstated or unproven - 5 mentions

- Reference to desktop review finding minimal harm
- Some believe environmental impact is negligible
- Claims that harm is exaggerated

The following summary is for responses received via email during the submission period. The majority of respondents who provided comment are strongly opposed to the reintroduction of fireworks in the City of Cockburn. Only one submission expressed enjoyment of fireworks, but even that highlighted concerns about wildlife trauma.

Key Reasons for Opposition:

1. **Impact on Animals:**
    - Fireworks cause severe stress, panic, injury, and sometimes death to pets, wildlife, and birds.
    - Specific examples include pets escaping and injuring themselves, birds abandoning nests, and wildlife suffering lasting anxiety or fatal accidents.
    - Respondents emphasized that Manning Park and other local natural areas are particularly sensitive.
2. **Environmental Concerns:**
    - Fireworks release toxic chemicals, heavy metals, and plastics that contaminate soil, water, and ecosystems.
    - Noise and debris pose risks of bushfires and environmental degradation.
    - Several responses cited the protection of areas like Beeliar Wetlands and Clontarf Hill.
3. **Human Health and Safety:**
    - Smoke and particulates worsen respiratory conditions (asthma, COPD) and can harm vulnerable populations.
    - Loud explosions can trigger PTSD, anxiety, and distress.
    - Fireworks carry a fire risk and have caused injuries historically.
4. **Financial and Practical Considerations:**
    - Many viewed fireworks as an unnecessary and expensive form of entertainment.
    - Suggested alternatives include drone shows, light/projection displays, water shows, and performing arts, which are safer, more inclusive, and environmentally responsible.
5. **Policy and Ethical Concerns:**
    - Respondents questioned why the City is reconsidering fireworks after the 2021 review and the 2022 ban.
    - Highlighted that the previous decision demonstrated leadership in environmental and animal welfare responsibility.
    - Some raised concerns that current surveys appear biased toward supporting fireworks.

Summary Quote Examples:

- “The decision to cease fireworks in 2022 was the right one… It should be upheld.”
- “All the negative repercussions on native wildlife (not to mention terrified pets) for 20 minutes of entertainment!”
- “Fireworks are not only upsetting & frightening but are not environmentally friendly & acceptable on ANY level.”

- “Please maintain the ban on fireworks for Cockburn, and maintain the word given by the City in protecting our environment.”

Next Steps

The City of Cockburn would like to thank the community for their involvement in the community consultation process for the Draft Council Policy – Fireworks.

Community feedback will be taken into consideration, with next steps, as well as any outcomes or decisions about this project published on the Comment on Cockburn website when available.

For further information, please contact the City of Cockburn at 08 9411 3444 or email comment@cockburn.wa.gov.au.



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Whadjuk Boodja

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www.cockburn.wa.gov.au

ABN 27 471 341 209



Sustainability and Environment Reference Group Review of Draft Council Policy: Fireworks

	SERG Recommendation	City Comment	Outcome
1.1	Update references to the 'Department of Mines, Industry Regulation and Safety' to 'Department of Energy, Mines, Industry Regulation and Safety' which is the current name.		Change made
1.2	Update the policy so that fireworks are not permitted at City managed events, with the exception of Close Proximity Fireworks which can be approved by the CEO	The suggestion to ban fireworks at City managed events is supported. The use of close proximity fireworks does not require CEO approval and can be approved by City staff. This is because referral to DEMIRS is not required.	Recommendation partially supported
1.3	Remove the term "conservation reserves" or define it in the policy or provide a list	As this policy will be applied by City staff, definitions and lists of conservation reserves is not considered necessary. The City manages 93 conservation reserves. A full list of the reserves can be sent to the SERG group for awareness.	Recommendation not supported

	SERG Recommendation	City Comment	Outcome
1.4	Fireworks should not be permitted within 500m of conservation reserves. This can be extended to 1km based on wind direction and strength	An arbitrary distance for separation is very difficult to justify without undertaking further technical studies which the City is unwilling to pay for. The City is confident that the existing restricted zones (within or adjacent to) would rule out most events that could impact upon natural areas. As part of the DEMIRS approval, consideration is given to weather conditions and restrictions are applied accordingly.	Recommendation not supported.
1.5	Exclude fireworks from a 500m radius of hospitals, aged care facilities and animal management places	Hospitals and aged care facilities are already governed by separate requirements in relation to noise sensitive premises. A setback of 1km already applies under the Noise Regulations. With respect to animal management, major facilities only exist in two areas within the City. These being the City's Animal Management Facility and the Treeby Kennel Zone. Neither area has any public open space within the recommended 500m exclusion zone so it is not possible for fireworks to be approved in close	Recommendation not supported.

	SERG Recommendation	City Comment	Outcome
		proximity to these sites. Outside of this, there are some small-scale kennels and catteries that exist as part of veterinaries. Given the small number of animals at these facilities, it is considered that they should be subject to the same protections as the residential areas where domestic pets also reside. The City considers that the establishment of new large scale animal management facilities would be very unlikely.	
1.6	Include a requirement for the contractor to indemnify the City against claims for damage to the natural environment including, but not limited to flora, fauna and waterways.	Natural environment added.	Recommendation supported.
1.7	Include an exclusion zone of 500m around Aboriginal Heritage Sites.	The preservation of Aboriginal Heritage Sites is administered by the Department of Planning, Lands and Heritage under specific legislation. It is not the	Recommendation not supported

	SERG Recommendation	City Comment	Outcome
		responsibility of Local Government and falls outside of the scope of this policy.	
1.8	Include a time-based limitation on the duration of fireworks displays	The Management Plans will include a requirement to specify that displays will not exceed 30 minute duration to reduce amenity impacts	Recommendation supported.
1.9	Ban fireworks in bushfire prone areas	Already addressed in the draft policy. Refer to criterion 6.	Change not required.
2	Do not support fireworks events in restricted burning period	Fireworks displays during declared Total Fire Bans are regulated by the Department of Fire and Emergency Services under State Government legislation. DFES would typically revoke any existing permissions but exemptions do apply. This recommendation falls outside the City's scope of responsibility and cannot be included in the policy.	Recommendation not supported.
2.1	Include previous experience in list of documentation provided by contractors in Fireworks Management Plans		Change made.

	SERG Recommendation	City Comment	Outcome
2.2	Additional suggestions for management plans: volume	Volume is addressed by the 1km setback from sensitive premises as per the Noise Regulations. A 30 minute time limitation has been added, as per suggestion 1.8. Monitoring of waste, fauna and emissions would be too challenging to pursue any follow up compliance and there is no suitable regulatory framework applicable. It is difficult to prove changes to any of these parameters could be caused by a fireworks display exclusively.	Time limitation included. Other monitoring parameters not added to the policy.
2.3	Include requirements to ensure a separation to waterbodies and threatened species habitat	Minimum Criteria section updated to ensure that fireworks displays will not occur within or adjacent to any reserves containing waterbodies or known Black Cockatoo roost sites.	Recommendation supported and addressed in separate section of Policy.
2.4	Update Policy to give the City authority to cancel or revoke approved fireworks displays.	The City is unable to make any changes to approvals issued by DEMIRS.	Recommendation not supported.

Cardile International Fireworks Pty Ltd
15 Bushey Road, Wembley Downs, WA 6019
Jim Cardile - OH&S Manager
jim@cardilefireworks.com.au | +61 427 674 907

Attention: City of Cockburn

Whadjuk Boodja

52 Wellard Street

BIBRA LAKE WA 6163

DRAFT FIREWORKS POLICY

Dear City of Cockburn,

Thank you for sharing the draft policy regarding Fireworks Events Notices via email on 4 November 2024, "*Re: City of Cockburn - Draft Fireworks Policy),* and for identifying Cardile Fireworks as a key stakeholder. We appreciate the opportunity to provide feedback on this important matter.

As a local WA company, Cardile Fireworks is committed to delivering safe, spectacular, and environmentally conscious fireworks displays. We recognise the importance of developing a policy that balances community enjoyment with environmental sustainability. We value the City of Cockburn's (the City) dedication to sustainability and are keen to collaborate in refining and implementing this policy.

Cardile Fireworks has been a family owned, Western Australian business for over 100 years. Currently in our fifth generation of family management, our journey began in 1890, growing from humble beginnings to becoming a trusted name in the pyrotechnic industry. Our extensive experience and unwavering commitment to safety, creativity, community and environment have allowed us to light up countless events, from small local gatherings to grand city-wide celebrations, currently producing over 200 fireworks displays across Western Australia annually.

At Cardile Fireworks, we recognise the importance of protecting our environment and are committed to minimising our ecological footprint. As a leading fireworks display company in Australia since 1909, we strive to balance the excitement and beauty of our pyrotechnic shows with our responsibility to the planet. Our dedication to environmental stewardship is reflected in every aspect of our operations, from the materials we use to the way we conduct our displays.

Environmental Impacts of Fireworks Displays

Cardile Fireworks have closely followed the City's focus on the environmental impacts of fireworks displays since the publication of the City's *"Desktop Review and Impact Assessment of Fireworks Display - Manning Park Spring Fair Case Study" (16 Feb 2021).*

As per the Desktop Review and Impact Assessment (DRIA) and the summary of information provided in the "*City of Cockburn Ordinary Council Meeting Minutes - Thursday 11 March 2021"*, it is clear that fireworks displays, such as those at Manning Park, are managed with considerable care to minimise environmental impact.

The DRIA concluded that "the impacts associated with the Manning Park fireworks display are likely to be minor", and any potential pollutants from fireworks "are unlikely to produce contaminants in concentrations high enough to impact the quality of soil and water, and health of flora and fauna."

Furthermore, oxidising agents like perchlorate, which can initially contaminate soil and water, have been found to decrease over time following fireworks displays, suggesting that the immediate impact is manageable and not lasting. The deployment of silent fireworks and advance notifications to residents further mitigate effects on local wildlife and pets, ensuring they aren't exposed to chronic stress or injury.

Additionally, while alternatives to fireworks such as light shows, water shows, and drone shows have been suggested, these options are not cost effective for events like the Manning Park Spring Fair. The current cost of the fireworks is around $5,000, whereas the cost of alternatives far exceeds the entire event budget of $73,000, making them financially unviable.

The comprehensive measures taken, such as thorough cleanups, the use of reusable launch canisters, and real time noise management, demonstrate that fireworks can be a responsible choice for community celebrations without significant long-term environmental issues.

Thus, the findings of the report do not substantiate claims that fireworks are damaging to the environment, especially given the minor impacts associated with the carefully managed displays at a location such as Manning Park.

The thoughtful precautions and low frequency of these events clearly demonstrate and ensure that the community can continue to enjoy fireworks in an environmentally responsible manner.

The City demonstrated its commitment to environmental responsibility by investing in a comprehensive DRIA. This extensive study, which evaluated the potential impacts of fireworks on the local environment and wildlife, found that the effects of the Manning Park fireworks display are likely to be minimal. The findings highlight that pollutants from fireworks are unlikely to contaminate soil and water to a degree that would harm flora and fauna. Moreover, the city has implemented robust measures to mitigate short term impacts, such as thorough clean-ups and the use of silent fireworks.

Given the thoroughness of the DRIA and its conclusions, it is clear that well-managed fireworks displays, like those at Manning Park, do not pose significant environmental risks and can continue be enjoyed by the community.

The below summarises these findings and seeks clarification on particular items noted in the draft copy of City's Fireworks Policy provided.

Findings & Clarification

Based on our understanding, the DRIA suggests that the environmental impact of fireworks displays, particularly those at Manning Park, is minimal. The report indicates that the pollutants produced are unlikely to significantly affect the soil, water, flora, and fauna, provided that the current management practices are maintained. Additionally, the use of silent fireworks and other mitigative measures have been implemented to address any immediate concerns for wildlife and residents.

Given these findings, we are seeking clarification on the items outlined below:

1. Policy on Fireworks at City Events**:** The current policy states that fireworks displays are not supported at City events. Could the City provide a more detailed reasoning behind this decision? Considering the DRIA's conclusion that the environmental impact of well managed fireworks displays is minor, what specific concerns or criteria led to this policy?

2. Approval for Other Events: Fireworks displays for other events require prior approval from the City's Manager Public Health and Building Services. Can the City elaborate on the approval process and the factors considered in granting permission? How do these align with the findings of the DRIA, which suggest minimal environmental impact for small, short duration displays like those traditionally held at Manning Park?

3. Exploring Alternatives: The DRIA recommends that the City should look at financially viable alternatives to fireworks, with the aim of potentially phasing out their use. Given that the current cost of alternatives, such as light shows, water shows, and drone shows, far exceeds the budget for events like the Manning Park Spring Fair, how does the City plan to address this financial challenge? Are there specific alternatives being prioritised, and what is the timeline for their implementation?

4. Environmental Impact Findings: The DRIA report and summary state that the environmental impact of the Manning Park fireworks display is minimal. Could the City explain why, despite these findings, the City is still pursuing a policy to potentially phase out fireworks? What additional data or considerations are influencing this decision?

Our aim is to ensure that we are fully aligned with the City's environmental and public health goals while also continuing to provide the community with enjoyable and safe fireworks displays. We believe that further dialogue and transparency on these matters will be beneficial for all stakeholders.

We also seek clarification on the following items regarding the City's stance on fireworks:

5. Community Engagement and Feedback: How has the City incorporated community feedback into its policy on fireworks displays? Given that many community members enjoy fireworks, how does the City plan to balance these preferences with these low-level environmental concerns?

6. Consistency in Environmental Policies: Can the City clarify why it seeks to phase out fireworks despite the DRIA's findings, while other events or activities with similar or greater impacts may not face the same scrutiny. The DRIA findings confirm that fireworks have a low environmental impact, targeting them for phase out seems inconsistent and perhaps even a slippery slope?

   Consider the emissions from food trucks, which release significant amounts of carbon dioxide, particulate matter, and nitrogen oxides into the atmosphere, contributing to air pollution and greenhouse gas emissions. Additionally, the extensive use of lighting at events consumes considerable electricity, often sourced from non-renewable energy, further adding to the carbon footprint. Amusement rides similarly consume large amount of energy and can produce waste and noise pollution. If these activities, which have more substantial environmental impacts, are not being phased out, why are fireworks? The approach appears unfair and misaligned with the principle of targeting the most significant contributors to environmental degradation first. Is it not essential to ensure that policies are equitable and based on comprehensive, comparative assessments of all activities' environmental impacts?

7. Economic and Cultural Impact: Has the City considered the cultural significance and economic benefits of fireworks displays, especially for local businesses and community events? What are the projected economic impacts on vendors and local businesses if fireworks are phased out in favour of more costly alternatives?

8. Scientific Basis for Decisions: Can the City provide more details on the scientific methodology used in the DRIA to ensure transparency and reliability of the findings? How does the City plan to address any limitations or gaps identified in the DRIA to ensure that decisions are based on comprehensive data?

9. Evaluation of Alternatives: What specific criteria are being used to evaluate the feasibility and effectiveness of alternatives to fireworks? Given the significantly higher costs of alternatives, how does the City plan to secure funding without compromising other community services or events?

10. Long-Term Monitoring and Data Collection: How does the City plan to continue monitoring the environmental impact of fireworks displays in the future, particularly the potential accumulation of contaminants? What additional studies or data collection efforts are planned to further substantiate any decisions regarding fireworks displays?

11. Cultural & Community Sentiment: Fireworks hold significant cultural importance across many communities, being central to celebrations such as Diwali, Eid, Chinese New Year, Blessing of the Fleet (European Cultural Festivals) and New Year's Eve. These vibrant displays not only symbolise joy and festivity but also carry deep-rooted traditions that bring people together. For instance, fireworks during Diwali represent Diwali represent the triumph of light over darkness, while for Chinese New Year and Fishing Fleet Festivals, they are believed to ward off evil spirits and bring good luck. Phasing out fireworks may inadvertently dampen these cultural celebrations failing to serve the diverse and multicultural fabric of the local community. Ensuring that such significant traditions are honoured and preserved is essential for maintaining the cultural richness and unity of our society. Therefore, it is vital to consider the broader cultural implications and the community's sentiments when discussing the phasing out of fireworks. How does the City seek to value and manage the traditions and multi-cultural nature of the community while seeking to "phase out" fireworks?

12. Future Entertainment & Events: The future of the entertainment industry is rapidly evolving with the integration of cutting-edge technologies, such as the emerging technology of fireworks being launched from drones and the integration of drones and fireworks displays. This innovative approach not only enhances the visual spectacle but also allows for greater precision and reduced environmental impact. For instance, major global events like the Paris Olympics and Paralympic Games and 4th of July celebrations in the United States are already adopting these advanced pyrotechnic and drone techniques. If the City were to phase out fireworks, it risks being left behind, unable to provide state-of-the-art displays that are becoming the standard worldwide. This could diminish the City's appeal and its ability to host contemporary, technologically advanced events. To stay competitive and relevant, it is crucial for the city to embrace these advancements and ensure that its policies support the adoption of new technologies in entertainment, keeping pace with global trends and community expectations.

    Here are some examples of integrated fireworks and drone displays:

- **Paris Fireworks from Drones**: For the 2024 Paralympic Games and Olympic Games Ceremonies in Paris, fireworks were launched from drones providing a state of the art and globally renowned artistic display.

- **USA 4th July Fireworks from Drones**: In 2024, many displays across the USA integrated both fireworks and drone displays, with fireworks being launched from drones to create illuminating designs in major US cities.

These examples highlight how integrating drones with fireworks and launching fireworks from drones is becoming a popular trend, offering innovative and environmentally friendly displays.

We would like to ensure that the City's policies are transparent, scientifically sound, considering the broader implications for the community and local businesses and the future of outdoor entertainment technologies.

We would like to make note of the following items raised in the City's minutes:

a) Fireworks Displays: Bushfires
Cardile Fireworks has been proudly producing spectacular displays across Western Australia for over 100 years, and we take our responsibility for safety very seriously. Notably, in all this time, we have never been the cause of a bushfire. Each of our displays is rigorously approved by the Department of Fire and Emergency Services (DFES), ensuring that all safety standards are meticulously adhered to. Every display we conduct has a fire appliance on site, along with two trained firefighters, ready to respond to any potential issues.

Moreover, if a location is deemed unsuitable for a fireworks display, we will not proceed with the event at that site. Both DFES and the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) must approve all our display locations, ensuring they meet stringent safety criteria. This comprehensive approach underscores our commitment to the highest safety standards and the wellbeing of the communities we serve.

b) Fireworks Displays: Post Display Clean-Up
Fireworks displays can leave behind biodegradable cardboard remnants on the ground. At Cardile Fireworks, we are committed to maintaining the cleanliness and environmental integrity of our display sites. For every display we produce, our crew conducts a comprehensive clean-up on-site. Additionally, we arrange for an independent cleaning contractor to ensure that all biodegradable cardboard and other remnants are thoroughly collected and disposed of responsibly. This meticulous clean-up process is a standard practice for all our displays across Western Australia, reflecting our dedication to environmental stewardship and community satisfaction.

c) Alternative Forms of Entertainment - Drones vs Fireworks: Sustainability
Cardile Fireworks have conducted significant research into alternative forms of entertainment.

- **Environmental Impacts of Drone Shows**
  Drone shows are often labelled as the "environmentally friendly" alternative to fireworks, but how true is this? Every drone in a drone show contains a lithium-ion battery, which is considered one of the most hazardous wastes ever made by humans. Lithium is finite and cannot be recycled, meaning that when the batteries are no longer functioning, they need to be disposed of. Batteries are extremely toxic to the environment; the chemicals inside will never decompose and will only pollute the soil around them. It takes more than 100 years for the metal part of batteries to decompose.

  A typical drone show consists of 300-1000 drones, each with a lithium battery. This means there are 300-1000 lithium-ion batteries present in every drone show, which need to be fully charged for each show. Lithium mining is also a major source of pollution and has its own negative environmental impacts. For every tonne of mined lithium, 15 tonnes of CO2 are emitted into the air. Creating these batteries is also a process with large CO2 emissions.

- **Lithium Batteries**
  For example, each drone holds a Lithium Polymer (LiPo) Battery. Lithium Polymer (LiPo) batteries, like other lithium-based batteries, have significant environmental impacts throughout their lifecycle, from extraction to disposal. The extraction of lithium, a key component in LiPo batteries, is a resource-intensive process. It requires large amounts of water, which can lead to water depletion in arid regions. For example, in Chile's Salar de Atacama, lithium mining activities consume 65% of the region's water, impacting local farmers and communities.

- **Lithium Mining**
  Additionally, the mining process can lead to soil degradation, loss of biodiversity, and contamination of water sources with toxic chemicals such as hydrochloric acid. The production of LiPo batteries involves significant energy consumption and carbon emissions. Manufacturing processes for lithium-ion batteries can emit between 50-65 kWh of electricity per kWh of battery capacity. This high energy usage contributes to a substantial carbon footprint.

- **Battery Disposal**
  Disposal of LiPo batteries poses environmental hazards due to the presence of heavy metals such as cobalt, nickel, and manganese. Improper disposal can lead to soil and water contamination, as these metals can leach out of landfills. There have been several incidents highlighting the environmental risks associated with LiPo batteries. For example, in 2016, a toxic chemical leak from a lithium mine in Tibet led to the death of fish and livestock in the Liqi River. More recently, drone shows using LiPo batteries have faced criticism for their environmental impact. In Perth, several drones malfunctioned and fell into the Swan River, raising concerns about the safety and environmental impact of drone shows.

- **Drone Show Incidents & Reliability: Wind Speeds & Weather**
  Recent incidents have highlighted the potential risks associated with drone shows. Such incidents underscore the potential hazards of drone shows, which can be mitigated with traditional fireworks displays. Drone shows are also unable to perform in rain and in winds exceeding 24km/h, as recently seen at Sydney Vivid 2024, hundreds of thousands of spectators were sent home without a display, due to wind speeds preventing the drone show from proceeding. Fireworks displays can proceed in winds up to 50km/h and in the rain, delivering a reliable spectacle to audiences.

- **Cost Comparison**
  Firework displays are also much more economical than drone shows. A small drone show in Australia typically costs in excess of $30,000, while larger shows can climb to well over six figures. These drone shows may include <100 drones, not allowing for detailed shapes or images to be created. In contrast, a typical fireworks display costs significantly less, typically under $8,000.

- **Other Alternatives**
  Alternatives like light shows, water shows, and other musical acts do indeed offer their own charm, but they come with significant costs and environmental considerations.

  Light shows and projections can be incredibly expensive to set up and operate. They require high-end equipment, extensive powder usage and often specialised technicians, which drives up the cost far beyond that of a traditional fireworks display. The energy consumption associated with these displays contributes to a higher carbon footprint due to the reliance on electricity, typically sourced from non-renewable energy.

Water shows, while visually stunning, also demand a significant amount of resources. They involve complex plumbing systems, water pumps, and lighting that collectively consume a lot of energy. The installation and maintenance of these systems can be costly and resource-intensive, impacting both finances and environmental sustainability.

Other musical acts and performances necessitate considerable infrastructure, including stages, sound systems, and lighting, all of which increase both the carbon footprint and the financial outlay. Transporting equipment, artists, and crews to and from the venue adds to the environmental impact due to fuel emissions and logistical requirements.

In contrast, well managed fireworks displays, as the DRIA has shown, have a relatively low environmental impact, particularly when proper measures are taken to mitigate any potential harm.

Given the findings that the impact of fireworks is minimal, it seems disproportionate to phase them out in favour of alternatives that may not only be less cost-effective but also have a higher environmental and carbon footprint. Therefore, a more balanced approach considering all factors is crucial.

d) Carbon Emissions & Environmental Studies: Large Scale Fireworks Display
Cardile Fireworks have also conducted our own environmental studies into the impacts of our fireworks displays, ranging from close proximity pyrotechnic displays, small scale fireworks displays and large scale fireworks displays.

The carbon emissions of a large scale fireworks display by Cardile Fireworks (as per 2023) are 14.97kg. **For reference, the displays provided at previous Cockburn Spring Fair's had a carbon emission of approximately 6kg.**

Black Powder Compositions Utilised: 59.883kg NEQ
Carbon Emissions: 14.97kg
**The justification of this calculation can be found below.*

What does this equate to?
To put 15kg of carbon emissions into perspective, These examples illustrate how relatively small 15 kg of CO2 emissions is when compared to everyday activities.

Comparison	Equivalent CO2 Emissions
Driving a Car	The average passenger vehicle emits about 252 grams of CO2 per kilometre driven. Therefore, 15 kg of CO2 emissions is equivalent to driving approximately 60 kilometres
Fuel	1 litre of petrol will produce about 2.3 kg of carbon dioxide and 1 litre of diesel will produce about 2.7 kg of carbon dioxide. Therefore, the displays produce an equivalent emission of approximately 5.5L of petrol or diesel
Electricity Usage	15 kg of CO2 emissions is roughly equivalent to using about 36 kWh of electricity, which is about the amount of electricity a typical household uses in a day.
Air Travel	A short domestic flight (about 1 hour) emits approximately 90 kg of CO2 per passenger. So, 15 kg of CO2 emissions is equivalent to about 10 minutes of flight time, for one passenger.

Compared to a drone battery?
Let's consider a drone battery, such as a 6S 22.2V 10,000mAh LiPo battery, which stores about 222 Wh (watt-hours) of energy. Charging this battery typically requires around 0.25 kWh (kilowatt-hours) of electricity, considering some energy loss during the charging process.

Carbon Intensity in Australia
Australia's carbon intensity for electricity generation is approximately 0.81 kg of CO2 per kWh.

Calculating Carbon Emissions
Using the carbon intensity value, we can calculate the carbon emissions for charging the larger drone battery:

Carbon Emissions = Energy Required x Carbon Intensity
Carbon Emissions= 0.25 x 0.81
Carbon Emissions = 0.2025

So, charging a single larger drone battery results in approximately 0.2025 kg (202.5 grams) of CO2 emissions.

Comparison to 14.97kg of CO2 Emissions
To put this into perspective, 14.96kg of CO2 emissions is equivalent to charging approximately 74 drone batteries. Remember, the average drone show uses 100-500 drones and drone batteries per show.

**** Calculation of Carbon Footprint & Carbon Emissions of Fireworks***
14th ISF-Changsha Moderated Session Roger L. Schneider, Ph.D. The principal source of CO2 from the discharging of fireworks is Black Powder and similar compositions, such as Burst Charges. Ref: Encyclopedia of Explosives and Related Items (US ARDEC) (1) Sukharevskii, et al, balanced reaction
(2) 74 KNO3 + 16 C6H2O + 32 S -> 56 CO2 + 3 CH4 + 2 H2S + 4 H2 + 35 N2 + 14 CO + 19 K2CO3 + 7 K2SO4 + 2 K2S + 8K2S2O3 + 2 KCNS + (NH4)2CO3 + C + 3S
KNO3 FW = 101 g/mole
C AW = 12 g/g-atom
C6H2O FW = 90 g/mole
C6H2 FW = 74 g/mole;
S AW = 32 g/g-atom
(74 moles)(101 g/mole) = 7,474 g (16 moles)(90 g/mole) = 1,440 g
(32 g-atoms)(32 g/g-atom) = 1,024 g Total = 9,938 g
KNO3 (7,474 g/9,938 g)(100%) = 75.2 % w/w C6H2O (1,440 g/9,938 g)(100%) = 14.5% w/w S (1,024 g/9,938 g)(100%) = 10.3% w/w
Even at STP, ammonium carbonate will likely decompose to release more CO2, so (NH4)2CO3. 2 NH3 + H2O + CO2 and the 3 moles of CH4 will unlikely survive the BP combustion under normal fireworks discharge conditions, therefore;
The total CO2 production is then, 60 moles, or 0.26 g CO2 per gram BP But, use 0.25 g CO2 per gram BP (2) Stettbacker, et al, balanced reaction: 2 KNO3 + 3 C + S. K2S + N2 + 3 CO2

In conclusion: 1 Tonne of Black Powder in Firework Compositions 'releases 250kg of CO2 emissions.

CARDILE
FIREWORKS

ENVIRONMENTAL AWARENESS & SUSTAINABILITY PLEDGE



A detailed summary of Cardile's sustainability accomplishments and our ongoing commitment toward sustainable spectaculars of the future.

At Cardile Fireworks, we recognise the importance of protecting our environment and are committed to minimising our ecological footprint. As a leading fireworks display company in Australia since 1909, spanning five generations of family management, we strive to balance the excitement and beauty of our pyrotechnic shows with our responsibility to the planet. Our dedication to environmental stewardship is reflected in every aspect of our operations, from the materials we use to the way we conduct our displays.

Sustainability and Safety Pledge

1. **Eco-Friendly Materials**: We pledge to use environmentally friendly materials in our fireworks, including biodegradable and low-impact components, to reduce pollution and waste.
2. **Responsible Sourcing**: We are committed to sourcing our materials from suppliers who adhere to sustainable practices and share our commitment to environmental protection.
3. **Waste Reduction**: We will implement waste reduction strategies, including recycling and proper disposal of all materials used in our displays, to minimise our impact on the environment.
4. **Energy Efficiency**: We will strive to reduce our energy consumption by using energy-efficient equipment and practices in our operations.
5. **Community Engagement**: We will engage with local communities to promote environmental awareness and encourage sustainable practices in all aspects of our business.
6. **Continuous Improvement**: We pledge to continuously evaluate and improve our environmental practices, staying informed about the latest advancements in sustainability and incorporating them into our operations.

Safety Measures

1. **Compliance with Regulations**: We strictly adhere to all local, state, and federal regulations governing the use of fireworks to ensure the safety of our displays.
2. **Professional Training**: Our team of pyrotechnicians undergoes rigorous training and certification to handle fireworks safely and effectively.
3. **Risk Assessments**: We conduct thorough risk assessments for each display, identifying potential hazards and implementing measures to mitigate them.
4. **Emergency Preparedness**: We have comprehensive emergency response plans in place, including coordination with local fire and emergency services, to ensure a swift and effective response in case of an incident.
5. **Safe Distances**: We establish and maintain safe distances between the fireworks launch site and spectators, buildings, and other structures to prevent accidents.
6. **Protective Equipment**: Our team uses appropriate protective equipment and follows strict safety protocols during the setup, execution, and cleanup of fireworks displays.

By adhering to these principles and safety measures, Cardile Fireworks aims to create spectacular displays that not only entertain but also respect and protect our environment and ensure the safety of our audiences and team members.

Environmental Procedures

At Cardile Fireworks, we are committed to being an environmentally aware organisation and proactively embrace and implement sustainable business practices. We strive to reduce our environmental impact not only through our production and manufacturing processes but also through strategies and protocols followed during display preparation and on-site at each event.

Low Smoke & Debris-less Technology

Cardile Fireworks uses only the most innovative and environmentally friendly firework and pyrotechnic items available. These pyrotechnic items are manufactured with specific chemicals and compounds to ensure the lowest possible smoke production. We have created exclusive smokeless and debris-less mid-level firework effects, ensuring minimal smoke and no debris.

100% Biodegradable & Recycled Materials – No Plastics

We use 100% biodegradable cardboard in our firework manufacturing and packaging. After the fireworks have been fired, all remaining cardboard tubes and packaging are collected and recycled. None of our pyrotechnic items include or contain plastics, nor do they drop plastic debris.

Reusable Fibreglass Mortars

Cardile Fireworks uses reusable fibreglass firing mortars for launching all aerial shells, roman candles, and mine effects. This environmentally friendly option allows these mortars to be reused for countless future displays.

Reusing and Recycling

We implement the following sustainable business practices at each display:

- Reusing and recycling all copper wiring from electrical ignitors.
- Reusing and recycling all copper wiring used to interconnect field modules.
- Reusing and recycling all copper wiring used to connect field modules to firing panels.11
- Reusing and recycling all cardboard boxes and cartons.
- Recycling all biodegradable pyrotechnic cardboards.

Computer Fired & Programmed Displays

Computer firing does not require long lengths of fuses or port fire devices to hand fire each pyrotechnic item, reducing the amount of combustibles used. Programming and computer-controlled displays allow us to control the amount of pyrotechnics fired, ensuring that the environmental footprint of each display is kept to a minimum through selective use of pyrotechnic items, firing patterns, and centralised locations.

Wireless Technology

We strive to use wireless technology and firing systems at as many display locations as possible. Where wireless technology can be used, the use of cables and wires is greatly reduced.

Clean-Up Procedures

Cardile Fireworks implements strict clean-up procedures and protocols at all displays. These procedures involve thorough clean-up by our crew immediately after each display and a second clean-up and site check the following morning at first light, ensuring no debris or cardboard remnants are left on site.

All Cardile employees are aware of the priority we place on environmental responsibility and are committed to upholding these standards in all aspects of our operations.

Summary:

Cardile Fireworks seeks clarification and response from the City of Cockburn. After evaluation of the *"Desktop Review and Impact Assessment of Fireworks Display - Manning Park Spring Fair Case Study" (16 Feb 2021) &* as per the summary of information provided in the "*City of Cockburn Ordinary Council Meeting Minutes - Thursday 11 March 2021",* Cardile Fireworks outlines the following items; as detailed in the letter above:

Environmental Impact Findings:

- The Desktop Review and Impact Assessment (DRIA) has concluded that the environmental impact of fireworks displays at Manning Park is minimal. The pollutants from these displays are unlikely to significantly affect the soil, water, flora, and fauna, provided that current management practices are maintained. Therefore, we question why the City is pursuing a policy to phase out fireworks despite these findings and why fireworks displays are not supported at City events.

Approval and Safety Measures:

- Cardile Fireworks has been producing displays in WA for over 100 years without ever causing a bushfire. Each display is approved by DFES, and we always have a fire appliance and trained firefighters on site. If a location is deemed unsuitable, we do not proceed. Both DFES and the DEMIRS must approve all display locations, ensuring the highest safety standards are met.

Clean-Up and Environmental Responsibility:

- We acknowledge that fireworks displays result in biodegradable cardboard remnants. Our crew conducts thorough on-site clean-ups, and we also hire independent cleaning contractors to ensure all remnants are responsibly disposed of, reflecting our commitment to environmental stewardship.

Cultural Significance:

- Fireworks are integral to many cultural celebrations, such as Diwali, Eid, Chinese New Year, and New Year's Eve. Phasing out fireworks may inadvertently undermine these cultural traditions and fail to serve the diverse community of Cockburn.

Comparison with Other Activities:

- The environmental impact of fireworks is relatively low compared to other common activities. For example, food trucks, event lighting, and amusement rides generate significant emissions and waste. Given these larger impacts, it seems disproportionate to single out fireworks. We ask if other activities with greater environmental footprints are being scrutinised or phased out, and if not, why fireworks are specifically targeted.

Feasibility and Cost of Alternatives:

- Alternatives such as light shows, water shows, and drone displays are not only costly but also have higher environmental impacts. The current cost of these alternatives far exceeds the budget for events like the Manning Park Spring Fair. We seek clarification on the feasibility and funding for these alternatives.

Future Events & Emerging Firework & Drone Technologies

- Cardile Fireworks are currently developing our firework drones in liaison with a local drone company to be debuted in Western Australia in 2025, following the technologies developed in Europe and the USA. These drones will be set to revolutionise both firework and drone displays in Australia. It would be wise for the City to consider this entertainment and

emergence of future technologies in their policy. If the City of Cockburn are to phase out fireworks, it risks being left behind, unable to provide state-of-the-art displays that are becoming the standard worldwide, as already demonstrated at the Paris Olympics and Paralympic Ceremonies and American 4th of July Celebrations in 2024.

Conclusion and Request:
Given the minimal environmental impact of fireworks as supported by the DRIA and our established practices, we respectfully request that the City review its policy on phasing out fireworks and the stance that fireworks displays are not supported at City events. We also seek responses to our questions raised in this letter (items 1-12) and consideration of the comprehensive data and analysis provided by the DRIA, our environmental studies, and the cost and feasibility of alternatives.

We appreciate your attention to these matters and look forward to your detailed response.

Best regards,



Jim Cardile
Cardile Fireworks
Occupational Health & Safety Manager | *Grad Cert. Occupational Health & Safety Curtin University*



11 November 2024

Submitter Details	Feedback Item	Comment	City Comment	Outcome
Cardile International Fireworks Pty Ltd jim@cardilefireworks.com.au	1.	The impacts associated with the Manning Park fireworks display are likely to be minor and any potential pollutants from fireworks are unlikely to produce contaminants in concentrations high enough to impact the quality of soil and water	The Desktop Review and Impact Assessment ('DRIA') notes that soil and water quality is unlikely to be impacted from a single fireworks event. However, it also identified a potential for these contaminants to build up over multiple events and cause long-term impacts.	Policy not changed.
	2.	Oxidising agents like perchlorate, which can initially contaminate soil and water, have been found to decrease over time following fireworks displays, suggesting that the immediate impact is manageable and not lasting.	Perchlorate is a known contaminant of soil, surface water and groundwater. The impacts of cumulative perchlorate exposure had never been studied at the time the DRIA was produced. It is also listed on the Department of Water and Environment Regulation's Guideline – *Assessment and Management of Contaminated Sites*	Policy not changed.
	3.	The deployment of silent fireworks and advance notifications to residents further mitigate effects on local wildlife and pets,	While silent fireworks may address the issue of alarming pets and wildlife, the other detrimental impacts identified in the DRIA remain a concern. These include:	Policy not changed.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
		ensuring they aren't exposed to chronic stress or injury.	- The creation of by-products that are carcinogenic and have the potential to cause respiratory issues. - The release of toxins. - Soil, surface water and groundwater contamination. - Light pollution - Waste and litter generation - Bushfire risk	
	4.	Alternatives to fireworks are not cost effective for events like the Manning Park Spring Fair. The current cost of the fireworks is around $5,000 and the cost of alternatives would exceed the budget for the entire Spring Fair event.	The purpose of the draft policy is to manage the potential impacts that fireworks have on the environment and public health. It applies to both the City and other event organisers. The cost of alternative entertainment displays is not relevant to the intended purpose of the draft policy.	Policy not changed.
	5.	Thorough cleanups, the use of reusable launch canisters, and real time noise management, demonstrate that fireworks can be a responsible choice for community celebrations	The draft policy indicates that Fireworks Events may be supported subject to the approval of a Fireworks Management Plan that includes a Waste Removal and Disposal Plan.	Policy not changed.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
		without significant long-term environmental issues.		
	6.	The current policy states that fireworks displays are not supported at City events. Could the City provide a more detailed reasoning behind this decision? Considering the DRIA's conclusion that the environmental impact of well managed fireworks displays is minor, what specific concerns or criteria led to this policy?	At the 11 March 2021 Ordinary Council Meeting, Council resolved to 'phase out City sponsored fireworks in the long-term'. The meeting minutes are available here: ECM_10333788_v3_Ordinary Council Meeting - Minutes - 11 March 2021	Policy not changed.
	8.	Fireworks displays for other events require prior approval from the City's Manager Public Health and Building Services. Can the City elaborate on the approval process and the factors considered in granting permission? How do these align with the	The draft policy outlines the City's process for responding to Fireworks Events Notices that are referred by the Department of Energy, Mines, Industry Regulation and Safety. This includes the process for responding to applications that are not from the City.	Policy not changed.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
		findings of the DRIA, which suggest minimal environmental impact for small, short duration displays like those traditionally held at Manning Park?		
	9.	The DRIA recommends that the City should look at financially viable alternatives to fireworks, with the aim of potentially phasing out their use. Given that the current cost of alternatives, such as light shows, water shows, and drone shows, far exceeds the budget for events like the Manning Park Spring Fair, how does the City plan to address this financial challenge?	Budgeting for events is outside the scope of this policy. Funding for events will be sought as part of the City's usual budgeting process.	Policy not changed.
	10.	The DRIA report and summary state that the environmental	The intent of the policy is not to phase out fireworks, it is to establish the minimum criteria for fireworks events applications to	

Submitter Details	Feedback Item	Comment	City Comment	Outcome
		impact of the Manning Park fireworks display is minimal. Could the City explain why, despite these findings, the City is still pursuing a policy to potentially phase out fireworks? What additional data or considerations are influencing this decision?	be supported. The decision to prepare a policy was made at the abovementioned 11 March 2021 Council meeting. A summary of the information that influenced this decision is available from the minutes.	
	11.	There are other activities involved in hosting events that also have an environmental impact. These activities are not subject to a Council Policy. Examples include food trucks and amusement rides.	The environmental impact of other activities are assessed as part of the City's review of Public Building Event Applications. As fireworks events approvals are not issued by the City, a specific policy is required to guide the process for responding to DEMIRS. DEMIRS has previously advised that it would be more likely to support the City's decisions on fireworks applications if they were backed up by a formal policy.	Policy not changed.
	12.	Has the City considered the cultural significance and economic benefits of fireworks displays,	The intent of the policy is not to phase out fireworks, it is to establish the minimum criteria for fireworks events applications to be supported.	Policy not changed.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
		especially for local businesses and community events? What are the projected economic impacts on vendors and local businesses if fireworks are phased out in favour of more costly alternatives?		
	13.	Can the City provide more details on the scientific methodology used in the DRIA to ensure transparency and reliability of the findings? How does the City plan to address any limitations or gaps identified in the DRIA to ensure that decisions are based on comprehensive data?	In the interests of transparency, the DRIA is publicly available from the City's website. ECM_10264942_v1_Desktop Review and Impact Assessment of Fireworks Display - Manning Park Spring Fair Case Study The study was undertaken by expert consultants, Integrate Sustainability, and the information was generated from: - Peer reviewed scientific articles - Government reports - News articles - Accredited websites. The methodology used is summarized in section 1.2 of the DRIA.	Policy not changed.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
			The assumptions and limitations of the study are also included in the DRIA. These were considered by Council prior to making the decision at the 11 March 2021 Ordinary Council Meeting.	
	14.	What specific criteria are being used to evaluate the feasibility and effectiveness of alternatives to fireworks?	The City's review of alternatives is outside the scope of this policy.	Policy not changed.
	15.	How does the City plan to continue monitoring the environmental impact of fireworks displays in the future, particularly the potential accumulation of contaminants?	Unfortunately, the City does not have the resources to undertake detailed monitoring of contaminants following fireworks events. To address the issue, the draft policy proposes a precautionary approach whereby the risk of contaminants entering sensitive environments is minimised by excluding fireworks displays from occurring within or adjacent to conservation reserves or reserves containing waterbodies. The policy also requires the Licensed Fireworks Contractor to prepare a Waste Removal and Disposal Plan	Policy not changed.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
	16.	Fireworks displays are sometimes a significant component or important cultural events like Diwali, Eid and Chinese New Year, how does the City intend to honour these cultural traditions without fireworks?	The intent of the policy is not to phase out fireworks, it is to establish the minimum criteria for fireworks events applications to be supported.	Policy not changed.
	17.	The City risks missing out on technological advancements, such as displays where fireworks are launched off drones.	The intent of the policy is not to phase out fireworks, it is to establish the minimum criteria for fireworks events applications to be supported.	Policy not changed.
	18.	The draft Policy excludes fireworks displays from occurring within declared Bushfire Prone Areas. This is considered to be over-regulation as there a process where the Department of Fire and Emergency Services and the Department of Energy, Mines, Industry Regulation and Safety must approve	The City agrees that the review process undertaken by DFES and DEMIRS is sufficient for addressing the risk of fireworks displays causing bushfires. The policy provision excluding fireworks events from occurring within declared Bushfire Prone Areas will be removed.	Policy amended.

Submitter Details	Feedback Item	Comment	City Comment	Outcome
		proposed fireworks display locations.		
	19.	Cardile Fireworks undertakes a comprehensive clean up after every event.	This aligns with the policy requirement to prepare a Waste Removal and Disposal Plan prior to approval.	Policy not changed.
	20.	Drone shows cause more land pollution and typically emit more carbon than a standard fireworks display.	The City's review of event applications seeking to use drones falls outside the scope of this policy.	Policy not changed.

10.1.3 Landowner Biodiversity Conservation Grant Policy Review

Executive	Director Sustainable Development and Safety
Author	Envronmental Officer and Service Manager Sustainability
Attachments	1. Landowner Biodiversity Conservation Policy (tracked changes) ⇩ 2. Landowner Biodiversity Conservation Grant Program Policy 2026 ⇩

Recommendation

The Committee recommends Council ADOPTS the amended Policy 'Landowner Biodiversity Conservation Grant Program', as shown in Attachment 2.

Background

The Landowner Biodiversity Conservation Grant Program Policy was adopted in June 1997.

The objective of the program is to provide financial support towards conservation and enhancement of natural bushland and wetland areas on privately owned land.

Funding can be used for a range of land management projects including:

- Weed control
- Revegetation
- Fencing to exclude stock
- Dieback control
- Habitat creation
- Feral animal control
- Water quality enhancement.

Single and groups of properties in the 'rural', 'rural living' or 'resource' zones are eligible. Receipts are required for all grant funding spent and any unspent funds must be returned to The City for the grant to be acquitted.

Eligible landowners can apply for a maximum of $3,000 per property, per year.

This is provided on the understanding that the funding is matched with financial or in-kind support. The Policy is accompanied by an internal Procedures Manual which assists with the processing and review of applications.

The City undertook a review of the Policy in 2024 and this was presented to the Sustainability and Environmental Reference Group (SERG) at its meeting on 13 March 2025. After the meeting, the SERG noted its support for the Policy on August 2025 and provided no recommendations.

Submission

N/A

Report

Proposed amendments to the policy are described in this section of the Report.

Copies of the original policy and the track changes review are included as attachments.

Minor changes to the policy wording are proposed for readability and use of current environmental terminology such as ‘ecological linkages’ and ‘genetic diversity’.

The policy now includes provisions previously addressed by the Procedures Manual stipulating that groups or individuals that are subject to an active compliance investigation or prosecution involving the City of Cockburn will not be considered. Additionally, funds will not be provided to assist with planning approval compliance or other legislative requirements, for example the fire control orders.

The Policy now includes the commitment to apply for funding for a minimum of three years. A three-year minimum duration for an environmental restoration program is more likely to produce better results as multiple years of weed germination can be controlled and planted natives can be nurtured. After the initial three years, recipients are permitted to continue applying but new applicants will be given priority.

Acquittal reports for grants will now be required to be submitted by 30 September the year following the application approval. The original policy required it 12 months after receiving the grant. This change puts the grant process on an annual schedule suitable to be utilised over consecutive years. This update will streamline the entire process with all applicants submitting grants, receiving approval, attending an information session and expending the funds according to the same timeline.

Should Council resolve to adopt the amended policy, the Procedures Manual will also be updated for consistency. As an internal document, the amended Procedures Manual will not require review by the SERG, the Governance Committee or Council.

<u>Reallocation of the Landowner Biodiversity Conservation Grant Funding Option</u>

As part of the review there is an opportunity for Council to consider whether the adopted budget for this program of $35,000 could be reallocated to a similar environmental project.

One option available is to reallocate the funds to the Street Tree Planting Program.

The cost to supply, plant, and maintain a tree for a 3-year period is $790 per tree. Based on the current budget, approximately 44 trees could be planted to improve the City’s canopy cover.

There are further options should Council determine this approach is worth further investigation.

Strategic Plans/Policy Implications

Our Environment
Valuing natural assets, building climate resilience and using resources sustainably.
• Protect and enhance our natural areas and streetscapes.
Enhance climate resilience aned champion environmental initiatives to mitigate impacts.

Our Community
A diverse, active, and connected community that feels safe and has access to local services.
• Promote and support active, healthy lifestyles through recreation and wellness.

Budget/Financial Implications

Investing in these works for multiple years not only assists in ensuring more enduring environmental outcomes but is a more sustainable use of funding.

Legal Implications

Working with landowners for multiple years also builds capacity in our local environmental champions to encourage positive land care activities and assists reduction of environmental compliance issues.

Community Consultation

Letters will be sent to owners of properties that are deemed to meet the grant eligibility criteria to advise of the Council decision.

Risk Management Implications

Should the amended policy be adopted by Council, additional promotion will be undertaken to reduce the risk of low uptake caused by extending the minimum time commitment to three years.

Should Council resolve not to adopt the reviewed Policy, the City risks:

- Efficiency loss: Additional administration and consultation time with applicants regarding deadlines, project timeline commitments and acceptable uses for funds
- Environmental outcomes: Shorter projects with less maintenance may lead to lesser long-term outcomes.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	**Landowner Biodiversity Conservation Grant Program**
Policy Number (Governance Purpose)	**AEW5**

Policy Type

Council

Policy Purpose

To provide financial support and deliver environmental education to local landowners with the intent to provide assistance with conservation and enhancement of natural bushland and wetland areas on privately owned land.

Policy Statement

As a consequence of urbanisation, local bushland has become fragmented and is increasingly under threat from a variety of causes that contribute to its degradation and overall loss of biodiversity.

Privately owned bushland is therefore an important resource, forming part of ~~wildlife~~ecological corridors and bushland linkages for the migration of ~~birds and animals~~wildlife. ~~It plays a vital role in maintaining both the diversity of species at the individual plant level as well as diversity within the gene pool.~~ Ecological corridors and linkages provide habitat and safe passage for fauna, which aids in maintaining or enhancing genetic diversity and protects biodiversity.

In recognition of the importance of conserving natural bushland and wetland areas on privately owned land, the Council will provide up to ~~a maximum of~~ $3,000 per lot to eligible landowners. Landowners are eligible to lodge an application for each round of funding provided previous grants have been acquitted. ~~for a maximum of three consecutive yearsLandowners will not become eligible to apply for funding again until after a period of three years has elapsed.~~

Conditions of Approval

Landowners need to ~~complete~~submit an application ~~form~~ prior to the end of October and may be awarded a grant if they meet the eligible criteria.

Groups or individuals that are subject to an active compliance investigation or prosecution involving the City of Cockburn will not be considered. ~~may not be successful~~.

Funds will not be provided to assist with complying with a pre-existing planning or environmental approval.

The City of Cockburn Town Planning Scheme provisions state that no vegetation on a lot in the ‘Rural’ or 'Resource' Zone can be removed without approval. If any un-approved

Title	**Landowner Biodiversity Conservation Grant Program**
Policy Number (Governance Purpose)	**AEW5**

clearing is found on a relevant property, the landowner may be ineligible to receive the grant during a current, or future grant round.

Grant Conditions

All successful applicants are required to:

1. Complete and sign a Voluntary Management Agreement and Conditions of Funding form, which includes a commitment to manage the grant funded activities/outcomes for a minimum of 3 years~~;~~(for example revegetation must be watered and weeded for a minimum 3 years to ensure survivability);
2. Complete a Statement by Supplier form or provide an ABN. This will avoid withholding tax being deducted from the grant;
3. ~~Develop a Property Management Plan with the assistance of the City's environmental staff;~~
4. ~~4.~~3. Attend a minimum of one half-day environmental management workshop hosted by the City and;
5. ~~5.~~4. Submit an ~~final Report~~ Aacquittal Report ~~form within 12 months of receiving the grant~~by 30th September ~~for~~the following year.

Allocation of Grants

Applications for grants will be evaluated and awarded:

1. In order of merit until the annual funding allocation is exhausted. ~~pool approved in the Council's annual operating budget is exhausted; and In order of~~ Preference given to properties with larger remnant bushland or wetland areas that are of good biodiversity value. Smaller areas ~~of bushland shall~~will be considered if they are linked to adjoining properties or green corridors or if the conservation value of the area in question is extremely high.

~~Applicants that are in years 2 or 3 of the required 3 year commitment will be prioritised over new applicants.~~

~~1.~~2. A new applicant will be given preference over an applicant that has previously received funding in three or more consecutive years. ~~been receiving the grant for >3 years in a row.~~

Acquittal of Grants

Grant recipients shall be required to complete and submit a ~~final report acquittal form~~n Acquittal Report to the delegated officer ~~within~~by ~~twelve months of receiving a grant~~by 30th September the following year, confirming that funds have been expended in accordance with the Voluntary Management Agreement and Conditions of Funding ~~form~~.

Supporting Documentation

1. Brochure~~Procedure Manual~~
~~1.~~2. Voluntary Management Agreement and Conditions Funding Form

Title	**Landowner Biodiversity Conservation Grant Program**
Policy Number (Governance Purpose)	**AEW5**

~~2.~~3. Application Form (integrated into SmartyGrants)
~~3.~~4. Property Eligibility Checklist Form (integrated into SmartyGrants)
~~4.~~5. Final Report Acquittal Form (integrated into SmartyGrants)

Strategic Link:	Natural Area Management Strategy
Category	?
Lead Business Unit:	~~Parks and Environment~~Sustainability and Environment
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	14 June 1997 Updated March 2024
Next Review Due: (Governance Purpose Only)	2028~~8~~
ECM Doc Set ID: (Governance Purpose Only)	~~———~~10959241

[3]

Title	**Landowner Biodiversity Conservation Grant Program**
Policy Number (Governance Purpose)	**AEW5**

Policy Type

Council

Policy Purpose

To provide financial support and deliver environmental education to local landowners with the intent to provide assistance with conservation and enhancement of natural bushland and wetland areas on privately owned land.

Policy Statement

As a consequence of urbanisation, local bushland has become fragmented and is increasingly under threat from a variety of causes that contribute to its degradation and overall loss of biodiversity.

Privately owned bushland is therefore an important resource, forming part of ecological corridors and bushland linkages for the migration of wildlife. Ecological corridors and linkages provide habitat and safe passage for fauna, which aids in maintaining or enhancing genetic diversity and protects biodiversity.

In recognition of the importance of conserving natural bushland and wetland areas on privately owned land, the Council will provide up to $3,000 per lot to eligible landowners. Landowners are eligible to lodge an application for each round of funding provided previous grants have been acquitted.

Conditions of Approval

Landowners need to submit an application prior to the end of October and may be awarded a grant if they meet the eligible criteria.

Groups or individuals that are subject to an active compliance investigation or prosecution involving the City of Cockburn will not be considered.

Funds will not be provided to assist with complying with a pre-existing planning or environmental approval.

The City of Cockburn Town Planning Scheme provisions state that no vegetation on a lot in the ‘Rural’ or 'Resource' Zone can be removed without approval. If any un-approved clearing is found on a relevant property, the landowner may be ineligible to receive the grant during a current, or future grant round.

Grant Conditions

All successful applicants are required to:

[1]

Title	**Landowner Biodiversity Conservation Grant Program**
Policy Number (Governance Purpose)	**AEW5**

1. Complete and sign a Voluntary Management Agreement and Conditions of Funding form, which includes a commitment to manage the grant funded activities/outcomes for a minimum of 3 years (for example revegetation must be watered and weeded for a minimum 3 years to ensure survivability);
2. Complete a Statement by Supplier form or provide an ABN. This will avoid withholding tax being deducted from the grant;
3. Attend a minimum of one half-day environmental management workshop hosted by the City and;
4. Submit an Acquittal Report by 30th September the following year.

Allocation of Grants

Applications for grants will be evaluated and awarded:

1. In order of merit until the annual funding allocation is exhausted. Preference is given to properties with larger remnant bushland or wetland areas that are of good biodiversity value. Smaller areas will be considered if they are linked to adjoining properties or green corridors, or if the conservation value of the area in question is extremely high.
2. A new applicant will be given preference over an applicant that has previously received funding in consecutive years.

Acquittal of Grants

Grant recipients shall be required to complete and submit an Acquittal Report to the delegated officer by 30th September the following year, confirming that funds have been expended in accordance with the Voluntary Management Agreement and Conditions of Funding.

Supporting Documentation

1. Brochure
2. Voluntary Management Agreement and Conditions of Funding Form
3. Application Form (integrated into SmartyGrants)
4. Property Eligibility Checklist Form (integrated into SmartyGrants)
5. Final Report Acquittal Form (integrated into SmartyGrants)

Strategic Link:	Natural Area Management Strategy
Category	?
Lead Business Unit:	Sustainability and Environment
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	14 June 1997 Updated March 2024

Title	**Landowner Biodiversity Conservation Grant Program**
Policy Number (Governance Purpose)	**AEW5**

Next Review Due: (Governance Purpose Only)	2028
ECM Doc Set ID: (Governance Purpose Only)	10959241

[3]

10.2 Corporate and System Services

10.2.1 Amendment to Elected Members Recordkeeping Guidelines

Executive	Director Corporate and System Services
Author	Service Lead Information Management
Attachments	1. Elected Members Recordkeeping Guidelines (tracked changes) ⇩ 2. Elected Members Recordkeeping Guidelines ⇩

Recommendation

The Committee recommends Council ADOPTS the amended 'Elected Members Recordkeeping Guidelines', as shown in Attachment 2.

Background

The Elected Members Recordkeeping Guidelines, adopted by Council on 10 December 2015, detail procedures for Elected Members at the City of Cockburn to fulfill their recordkeeping obligations under the City's Records Management Policy.

Since then, amendments to the Guidelines have been approved by the Chief Executive Officer and shared with Elected Members through the Elected ember Portal or as hard copies.

Submission

N/A

Report

The State Records Office of Western Australia has recently updated the guidance on its website regarding Local Government Council Members' Records, which is included as Attachment 1 to the Guidelines.

As this attachment required updating, a full review of the Guidelines was undertaken. This review identified the need to amend several position titles and document titles to ensure the Guidelines remain accurate and up to date.

The core purpose of the Guidelines remains unchanged, and all amendments have been clearly marked using track changes.

To support Elected Members in understanding and meeting their recordkeeping obligations, the revised Guidelines are being presented to Council through the Governance Committee for formal endorsement.

Strategic Plans/Policy Implications

Our Governance
Transparent leadership that listens, communicates openly and plans for a sustainable future.
• Facilitate transparent and accountable governance for today and tomorrow.
Strive for financial sustainability and operational excellence.

Budget/Financial Implications

N/A

Legal Implications

The Guidelines assist Elected Members to meet their recordkeeping obligations under the *State Records Act 2000* and to comply with the *State Records Commission's Policy: Local Government Council Members' Records*.

Community Consultation

N/A

Risk Management Implications

Sound recordkeeping practices for Elected Members records are essential to supporting transparency and accountability in Council decision making. Non-compliance with statutory requirements, including the *State Records Act 2000* and the State Records Commission's Policy on Local Government Council Members' Records, can expose the Council to legal, regulatory, and reputational risk.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Elected Members

Recordkeeping Guidelines

Revision History

Date amended	Description of Change	Version	Revised by	Approved by	Date approved
02/11/2015	Document Creation	1	Records Manager	Ordinary Council Meeting	10/12/2015
24/10/2016	Changes made to Emails section to reflect integration now available between the recordkeeping system and customer request system. Change to email address for PA to Elected Members also updated	2	Records Manager	Chief Executive Officer	07/12/2016
27/02/2020	Updated responses section and emails section to include relevant email address and updated Attachment 1 with latest version of information sheet	3	Records Manager	A/Chief Executive Officer	28/02/2020
21/09/2021	Updated position title and service unit name to reflect new organisation structure	4	Records Manager	Chief Executive Officer	29/09/2021
07/06/2023	Updated position title for Executive Assistant to the Mayor and Councillors and amended heading of Attachment 1	5	Records Manager	A/Chief Executive Officer	07/06/2023
11/11/2025	Updated position title of Executive Assistant to the Mayor and Councillors. Updated title of General Retention and Disposal Authority for Local Government Information Replaced Attachment 1 with updated Records Management Advice published by the SRO	6	Service Lead Information Management	Ordinary Council Meeting	dd/mm/yyyy

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INTRODUCTION

The State Records Act 2000 is the primary legislation that governs recordkeeping in Western Australia.

The State Records Commission was established under the terms of Part 8 of the *State Records Act 2000*.

The State Records Commission's policy for Local Government Elected Members records is as follows:

"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

These guidelines have been prepared for Elected Members to assist them in meeting their recordkeeping requirements.

POLICY STATEMENT

The City of Cockburn recognises that its records are an important information resource and that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

Good records management practices also enable:

- Access to accurate information
- Demonstration of accountability
- Evidence of events and decisions
- Compliance with legislative requirements; and
- Provision of an historical record for the business and society

Complete and accurate records of all business decisions and transactions regardless of format are to be recorded in the City's recordkeeping system and managed in accordance with legislative requirements, the City of Cockburn's Recordkeeping Plan, records management policies and procedures.

**Refer to Definitions later in this document.*

ELECTED MEMBERS ROLES AND RESPONSIBILITIES

Creating and Keeping Records

All Elected Members are to create and maintain records relating to their role as an Elected Member, which convey information relating to local government business or functions. These records should be forwarded to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors for capture into the City of Cockburn's recordkeeping system.

Elected Members must ensure that:

- All records created are dated and the originator is identified.
- Records are factual and non-emotive as they could be subject to Freedom of Information application/s.
- Records in their possession are securely stored and protected from damage and unauthorised access.
- Records relating to the business of the local government are distinguished from those that relate to their political responsibilities or any personal matters.
- *Vital** and *significant** records relating to the business of the Council are identified and distinguished from *ephemeral** records.
- Vital and significant records are sent as soon as practicable to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors for capture into the recordkeeping system.

Refer to **Attachment 1** – ~~*Information Sheet*~~*Guidance: Records Management Advice produced by the State Records Office of WA "Local Government ~~Elected~~ Council Members' Records~~: Which Records to Capture?~~"* for examples of what should be captured into the City's recordkeeping system.

Disposal of Records

Disposal of records is by way of archiving (either with the State Records Office or within the local government as a state archive), permanent retention within the local government, or destruction.

Elected Members must not personally ~~undertake destruction of~~destroy any original records.

At the end of an Elected Member's term in office, any original records in their possession must be returned to the City of Cockburn's Information Management department via the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors.

Information Management will then arrange for the destruction or retention of the records in accordance with the *General Retention and Disposal Authority for Local Government ~~Records~~Information**.

Any duplicates/copies of records held by an Elected Member can be destroyed by way of shredding or secure disposal arranged by the City during or at the end of their

**Refer to Definitions later in this document.*

term in office. ~~Alternatively, the copies (clearly marked as such) can be returned to the Executive Officer to the Mayor and Councillors who will arrange for them to be destroyed.~~

**Refer to Definitions later in this document.*

PROCEDURES

Incoming Correspondence

All mail received by the City of Cockburn addressed to Elected Members, including that which is marked private, personal or confidential, will be opened by Information Management staff and processed with the rest of the organisation's incoming mail.

NOTE: It is recommended that personal mail for Elected Members is sent to an alternative personal address and not to the City of Cockburn.

Where possible all vital and significant records will be scanned and registered into the organisation's recordkeeping system and tasked to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors, who will email the document to the Elected Member using the Send option within the recordkeeping system.

The hard copy documents will be retained within Information Management and placed in the appropriate retention box for storage; in compliance with the General Retention and Disposal Authority for Local Government ~~Records~~Information.

Invitations received for Elected Members will be treated in the same way as other incoming correspondence. However, if the original invitation is required by the Elected Member to gain entry to an event/function, the invitation will be scanned into the recordkeeping system and the hard copy will be given to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors who will arrange for it to be forwarded to the Elected Member.

Incoming mail for Elected Members that is considered to be *ephemeral*, party political or personal* will not be scanned into the recordkeeping system and instead will be given to the ~~Executive Offier to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors who will arrange for it to be forwarded to the Elected Member.

Mail received directly by Elected Members at their personal address, that relates to local government business, should be forwarded to the City of Cockburn's Information Management department via the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors for recording in the recordkeeping system and for appropriate storage and retention.

Elected Members Responses

If an Elected Member responds directly to a ratepayer/customer (other than simply providing routine information), a copy of the response should be provided to the City for capture into the recordkeeping system. This can be done by:

- Forwarding a copy of the emailed response to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors via emrecordkeeping@cockburn.wa.gov.au who will register the email in the recordkeeping system, or
- Scanning the response and emailing it to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors via

**Refer to Definitions later in this document.*

emrecoredkeeping@cockburn.wa.gov.au who will register the response in the recordkeeping system, or

- Sending a hard copy of the response to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors who will scan and register the response in the recordkeeping system.
- Making a record of a verbal response in the form of a file note or record of conversation and sending a copy by email (emrecordkeeping@cockburn.wa.gov.au) or in hard copy to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors who will register it into the recordkeeping system.

It is acknowledged that a lot of ratepayer/customer communication is done on an informal basis and where these discussions do not impact on the business outcomes of the City, or constitute a vital or significant record; then a record does not need to be captured into the City's recordkeeping system.

Emails

If an Elected Member receives an email directly to their City of Cockburn email address (or to any other personal email address) that relates to local government business; a copy of the email (and any responses sent by the Elected Member) must be forwarded to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors via emrecordkeeping@cockburn.wa.gov.au who will register the email/s into the recordkeeping system.

When to Forward an Email to be Registered into the Recordkeeping System

The following is recommended regarding when to forward an email to the ~~Executive Officer to the Mayor and Councillors~~Executive Assistant to the Mayor and Councillors to register into the recordkeeping system:

- As soon as possible after the email has been sent or received (or cc emrecordkeeping@cockburn.wa.gov.au when sending the email).
- If having a conversation by email, send it to or cc emrecordkeeping@cockburn.wa.gov.au at the end of the conversation so the entire conversation string is registered as one email.
- Be aware of emails containing attachments – if you use "reply" during a conversation, the attachment is removed. Ensure the email is sent to or cc'd to emrecordkeeping@cockburn.wa.gov.au at the point when the attachment is still present (or ensure the attachment is inserted into the final email before sending it to be registered into the recordkeeping system).

**Refer to Definitions later in this document.*

DEFINITIONS

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short term value to the City, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts, rough notes and records of routine enquiries.

General Retention and Disposal Authority (GDA) for Local Government ~~Records~~Information

The General Retention and Disposal Authority for Local Government ~~Records~~ Information is approved by the State Records Commission and is designed to provide consistency throughout local government in disposal activities and decisions. It is the official and continuing authority for the disposal of local government records within Western Australia.

Record

A record is information recorded in any form that is created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.

Vital Records

Vital Records are records which are essential to the continued business of the City of Cockburn. Vital records include those that protect the rights of the individual and the City, and are absolutely essential for the City's reconstruction in the event of a disaster.

End of Document

ATTACHMENT 1 – Guidance: Records Management Advice~~Information Sheet~~ – ~~Elected~~ Local Government Council Members' Records~~: Which Records to Capture~~ (Extract)

GOVERNMENT OF WESTERN AUSTRALIA

WA.gov.au

Local Government Council Members' Records

Guidance
Records Management Advice

Last updated: 26 November 2025

Contents

— What is a record?
— When to create and capture a record?
— Which records should be captured?
— What about confidential documents / records?
— How should Council records be disposed of?
— Further information

Council Members have a unique and pivotal role within the local government and the community. They represent the interests of electors, residents and ratepayers, take account of the interests of other persons who work in, or visit, the district, participate in local government decision making at council and committee meetings, and facilitate communication between the community about council decisions.

The State Records Commission policy regarding the records of local government Council Members requires the creation and retention of records of the:

"…communications and transactions of elected members which constitute evidence affecting the accountability of the Council, the local Government and the discharge of its business."

This policy applies regardless of a record's format or where it was received or created.

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government, including Council Member records, are properly kept for the purposes of the Act and any other written law. Accurately created and managed records provide reliable legally verifiable evidence of decisions and actions.

What is a record?

A record is any recorded information, in any format, created or received by a government organisation during its business or conduct of its affairs.

Records created or received by Council Members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the *State Records Act 2000* and the local government's record keeping plan (RKP).

When to create and capture a record?

When performing your Council Member role, you will need to create and / or capture local government records when:

• information is related to local government business

• an action is required

• a decision or commitment is made

• local government business need: for future reference by yourself or others

• historical: identifies local government activity over time.

Which records should be captured?

The following types of records created or received by Council Members should be forwarded to the local government administration for capture in the Record Keeping System (RKS).

YES - forward to your local government administration
Communications, such as: • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Records / file notes documenting **verbal communications** related to local government business activities, including: • telephone calls • meetings • informal conversations
Lobbying – correspondence or petitions, relating to lobbying matters
Social Media – where the posts or comments on a post: • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Messages – including texts and those posted on messaging apps such as WhatsApp, pertaining to local government business activities
Work diaries / Appointment books – containing information that may be significant to the conduct of the Council member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of a Council member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where a Council member is ***not*** representing Council or the local government
Telephone, meetings and other verbal conversations which: • convey routine information only; **or** • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to a Council member's official duties

What about confidential documents / records?

Records held within a digital RKS and/or on hard copy files can be restricted so that only the appropriate officers can access them. If the Council Member believes that some of the documentation required for capture into the RKS is of a highly sensitive or confidential nature, the Council Member should advise the local government to treat the information as confidential so that appropriate access controls can be applied to those records.

How should Council records be disposed of?

All Council Members' records that have been determined to be government records, including copies made for reference purposes, must be returned to the local government's administration for appropriate disposal in accordance with the General Retention and Disposal Authority for Local Government Information and the organisation's RKP.

Further information

For further information, contact your local government administration or the State Records Office at sro@sro.wa.gov.au

For further information on Council member record keeping training, contact the Department of Local Government, Industry Regulation and Safety and refer to the operational guideline on Council member induction; or contact the WALGA training services team for more information about the Council Members Essentials mandatory training training@walga.asn.au .

Published

25 September 2025

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State Records Office of Western Australia

Previous publication that will be deleted from the Guidelines

Government of Western Australia
Department of Local Government, Sport and Cultural Industries
State Records Office of Western Australia

Information Management Advice *October 2019*

Local Government Elected Members' Records: Which records to capture?

Elected members have a unique and pivotal role within the local government and the community. They represent the interests of electors, residents and ratepayers, participate in local government decision making at council and committee meetings, and facilitate communication between the community and the Council.

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

> *"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."*

This policy applies regardless of a record's format or where it was received.

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government are kept in accordance with relevant legislation. Accurately created and managed records provide reliable, legally verifiable evidence of decisions and actions.

Records created or received by elected members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the local government's Recordkeeping Plan.

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs
- Email
- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

When to create and capture a record:

- Information is related to council business
- An action is required
- A decision or commitment is made
- Business need: for future reference by yourself or others
- Historical: identifies Council activity over time.

Government of Western Australia
Department of Local Government, Sport and Cultural Industries
State Records Office of Western Australia

Which records should be captured?

YES – forward to your local government administration
Communications, such as: • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Lobbying – correspondence or petitions, relating to lobbying matters
Telephone, meetings and other verbal conversations – regarding local government projects or business activities
Social Media – where the posts: • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Work diaries / Appointment books – containing information that may be significant to the conduct of the elected member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of an elected member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where an elected member is ***not*** representing Council or the local government
Telephone, meetings and other verbal conversations which: • convey routine information only; **or** • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to an elected member's official duties

State Records Office of Western Australia www.sro.wa.gov.au

Elected Members

Recordkeeping Guidelines

Revision History

Date amended	Description of Change	Version	Revised by	Approved by	Date approved
02/11/2015	Document Creation	1	Records Manager	Ordinary Council Meeting	10/12/2015
24/10/2016	Changes made to Emails section to reflect integration now available between the recordkeeping system and customer request system. Change to email address for PA to Elected Members also updated	2	Records Manager	Chief Executive Officer	07/12/2016
27/02/2020	Updated responses section and emails section to include relevant email address and updated Attachment 1 with latest version of information sheet	3	Records Manager	A/Chief Executive Officer	28/02/2020
21/09/2021	Updated position title and service unit name to reflect new organisation structure	4	Records Manager	Chief Executive Officer	29/09/2021
07/06/2023	Updated position title for Executive Assistant to the Mayor and Councillors and amended heading of Attachment 1	5	Records Manager	A/Chief Executive Officer	07/06/2023
11/11/2025	Updated position title of Executive Assistant to the Mayor and Councillors. Updated title of General Retention and Disposal Authority for Local Government Information Replaced Attachment 1 with updated Records Management Advice published by the SRO	6	Service Lead Information Management	Ordinary Council Meeting	dd/mm/yyyy

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INTRODUCTION

The State Records Act 2000 is the primary legislation that governs recordkeeping in Western Australia.

The State Records Commission was established under the terms of Part 8 of the *State Records Act 2000*.

The State Records Commission's policy for Local Government Elected Members records is as follows:

"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

These guidelines have been prepared for Elected Members to assist them in meeting their recordkeeping requirements.

POLICY STATEMENT

The City of Cockburn recognises that its records are an important information resource and that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

Good records management practices also enable:

- Access to accurate information
- Demonstration of accountability
- Evidence of events and decisions
- Compliance with legislative requirements; and
- Provision of an historical record for the business and society

Complete and accurate records of all business decisions and transactions regardless of format are to be recorded in the City's recordkeeping system and managed in accordance with legislative requirements, the City of Cockburn's Recordkeeping Plan, records management policies and procedures.

**Refer to Definitions later in this document.*

ELECTED MEMBERS ROLES AND RESPONSIBILITIES

Creating and Keeping Records

All Elected Members are to create and maintain records relating to their role as an Elected Member, which convey information relating to local government business or functions. These records should be forwarded to the Executive Assistant to the Mayor and Councillors for capture into the City of Cockburn's recordkeeping system.

Elected Members must ensure that:

- All records created are dated and the originator is identified.
- Records are factual and non-emotive as they could be subject to Freedom of Information application/s.
- Records in their possession are securely stored and protected from damage and unauthorised access.
- Records relating to the business of the local government are distinguished from those that relate to their political responsibilities or any personal matters.
- *Vital** and *significant** records relating to the business of the Council are identified and distinguished from *ephemeral** records.
- Vital and significant records are sent as soon as practicable to the Executive Assistant to the Mayor and Councillors for capture into the recordkeeping system.

Refer to **Attachment 1** – *Guidance: Records Management Advice produced by the State Records Office of WA "Local Government Council Members' Records"* for examples of what should be captured into the City's recordkeeping system.

Disposal of Records

Disposal of records is by way of archiving (either with the State Records Office or within the local government as a state archive), permanent retention within the local government, or destruction.

Elected Members must not personally destroy any original records.

At the end of an Elected Member's term in office, any original records in their possession must be returned to the City of Cockburn's Information Management department via the Executive Assistant to the Mayor and Councillors.

Information Management will then arrange for the destruction or retention of the records in accordance with the *General Retention and Disposal Authority for Local Government Information**.

Any duplicates/copies of records held by an Elected Member can be destroyed by way of shredding or secure disposal arranged by the City during or at the end of their term in office.

**Refer to Definitions later in this document.*

PROCEDURES

Incoming Correspondence

All mail received by the City of Cockburn addressed to Elected Members, including that which is marked private, personal or confidential, will be opened by Information Management staff and processed with the rest of the organisation's incoming mail.

NOTE: It is recommended that personal mail for Elected Members is sent to an alternative personal address and not to the City of Cockburn.

Where possible all vital and significant records will be scanned and registered into the organisation's recordkeeping system and tasked to the Executive Assistant to the Mayor and Councillors, who will email the document to the Elected Member using the Send option within the recordkeeping system.

The hard copy documents will be retained within Information Management and placed in the appropriate retention box for storage; in compliance with the General Retention and Disposal Authority for Local Government Information.

Invitations received for Elected Members will be treated in the same way as other incoming correspondence. However, if the original invitation is required by the Elected Member to gain entry to an event/function, the invitation will be scanned into the recordkeeping system and the hard copy will be given to the Executive Assistant to the Mayor and Councillors who will arrange for it to be forwarded to the Elected Member.

Incoming mail for Elected Members that is considered to be *ephemeral*, party political or personal* will not be scanned into the recordkeeping system and instead will be given to the Executive Assistant to the Mayor and Councillors who will arrange for it to be forwarded to the Elected Member.

Mail received directly by Elected Members at their personal address, that relates to local government business, should be forwarded to the City of Cockburn's Information Management department via the Executive Assistant to the Mayor and Councillors for recording in the recordkeeping system and for appropriate storage and retention.

Elected Members Responses

If an Elected Member responds directly to a ratepayer/customer (other than simply providing routine information), a copy of the response should be provided to the City for capture into the recordkeeping system. This can be done by:

- Forwarding a copy of the emailed response to the Executive Assistant to the Mayor and Councillors via emrecordkeeping@cockburn.wa.gov.au who will register the email in the recordkeeping system, or
- Scanning the response and emailing it to the Executive Assistant to the Mayor and Councillors via emrecoredkeeping@cockburn.wa.gov.au who will register the response in the recordkeeping system, or

**Refer to Definitions later in this document.*

- Sending a hard copy of the response to the Executive Assistant to the Mayor and Councillors who will scan and register the response in the recordkeeping system.
- Making a record of a verbal response in the form of a file note or record of conversation and sending a copy by email (emrecordkeeping@cockburn.wa.gov.au) or in hard copy to the Executive Assistant to the Mayor and Councillors who will register it into the recordkeeping system.

It is acknowledged that a lot of ratepayer/customer communication is done on an informal basis and where these discussions do not impact on the business outcomes of the City, or constitute a vital or significant record; then a record does not need to be captured into the City's recordkeeping system.

Emails

If an Elected Member receives an email directly to their City of Cockburn email address (or to any other personal email address) that relates to local government business; a copy of the email (and any responses sent by the Elected Member) must be forwarded to the Executive Assistant to the Mayor and Councillors via emrecordkeeping@cockburn.wa.gov.au who will register the email/s into the recordkeeping system.

When to Forward an Email to be Registered into the Recordkeeping System

The following is recommended regarding when to forward an email to the Executive Assistant to the Mayor and Councillors to register into the recordkeeping system:

- As soon as possible after the email has been sent or received (or cc emrecordkeeping@cockburn.wa.gov.au when sending the email).
- If having a conversation by email, send it to or cc emrecordkeeping@cockburn.wa.gov.au at the end of the conversation so the entire conversation string is registered as one email.
- Be aware of emails containing attachments – if you use "reply" during a conversation, the attachment is removed. Ensure the email is sent to or cc'd to emrecordkeeping@cockburn.wa.gov.au at the point when the attachment is still present (or ensure the attachment is inserted into the final email before sending it to be registered into the recordkeeping system).

**Refer to Definitions later in this document.*

DEFINITIONS

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short term value to the City, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts, rough notes and records of routine enquiries.

General Retention and Disposal Authority (GDA) for Local Government Information

The General Retention and Disposal Authority for Local Government Information is approved by the State Records Commission and is designed to provide consistency throughout local government in disposal activities and decisions. It is the official and continuing authority for the disposal of local government records within Western Australia.

Record

A record is information recorded in any form that is created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.

Vital Records

Vital Records are records which are essential to the continued business of the City of Cockburn. Vital records include those that protect the rights of the individual and the City, and are absolutely essential for the City's reconstruction in the event of a disaster.

End of Document

ATTACHMENT 1 – Guidance: Records Management Advice – Local Government Council Members' Records (Extract)

GOVERNMENT OF WESTERN AUSTRALIA

WA.gov.au

Local Government Council Members' Records

Guidance
Records Management Advice

Last updated: 26 November 2025

Contents

— What is a record?
— When to create and capture a record?
— Which records should be captured?
— What about confidential documents / records?
— How should Council records be disposed of?
— Further information

Council Members have a unique and pivotal role within the local government and the community. They represent the interests of electors, residents and ratepayers, take account of the interests of other persons who work in, or visit, the district, participate in local government decision making at council and committee meetings, and facilitate communication between the community about council decisions.

The State Records Commission policy regarding the records of local government Council Members requires the creation and retention of records of the:

"…communications and transactions of elected members which constitute evidence affecting the accountability of the Council, the local Government and the discharge of its business."

This policy applies regardless of a record's format or where it was received or created.

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government, including Council Member records, are properly kept for the purposes of the Act and any other written law. Accurately created and managed records provide reliable legally verifiable evidence of decisions and actions.

What is a record?

A record is any recorded information, in any format, created or received by a government organisation during its business or conduct of its affairs.

Records created or received by Council Members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the *State Records Act 2000* and the local government's record keeping plan (RKP).

When to create and capture a record?

When performing your Council Member role, you will need to create and / or capture local government records when:

• information is related to local government business

• an action is required

• a decision or commitment is made

• local government business need: for future reference by yourself or others

• historical: identifies local government activity over time.

Which records should be captured?

The following types of records created or received by Council Members should be forwarded to the local government administration for capture in the Record Keeping System (RKS).

YES - forward to your local government administration
Communications, such as: • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Records / file notes documenting **verbal communications** related to local government business activities, including: • telephone calls • meetings • informal conversations
Lobbying – correspondence or petitions, relating to lobbying matters
Social Media – where the posts or comments on a post: • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Messages – including texts and those posted on messaging apps such as WhatsApp, pertaining to local government business activities
Work diaries / Appointment books – containing information that may be significant to the conduct of the Council member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of a Council member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where a Council member is ***not*** representing Council or the local government
Telephone, meetings and other verbal conversations which: • convey routine information only; **or** • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to a Council member's official duties

What about confidential documents / records?

Records held within a digital RKS and/or on hard copy files can be restricted so that only the appropriate officers can access them. If the Council Member believes that some of the documentation required for capture into the RKS is of a highly sensitive or confidential nature, the Council Member should advise the local government to treat the information as confidential so that appropriate access controls can be applied to those records.

How should Council records be disposed of?

All Council Members' records that have been determined to be government records, including copies made for reference purposes, must be returned to the local government's administration for appropriate disposal in accordance with the General Retention and Disposal Authority for Local Government Information and the organisation's RKP.

Further information

For further information, contact your local government administration or the State Records Office at sro@sro.wa.gov.au

For further information on Council member record keeping training, contact the Department of Local Government, Industry Regulation and Safety and refer to the operational guideline on Council member induction; or contact the WALGA training services team for more information about the Council Members Essentials mandatory training training@walga.asn.au .

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10.3 Office of the CEO

10.3.1 Policy Review - Elected Member Professional Development and Attendance at Events Policies

Executive	Chief Executive Officer
Author	Service Lead Governance and Council Support
Attachments	1. Elected Member Professional Development Policy (tracked changes) ⇩ 2. Elected Member Professional Development Policy ⇩ 3. Attendance at Events Policy (tracked changes) ⇩ 4. Attendance at Events Policy ⇩

Recommendation
That Committee recommends Council:

(1) REVIEWS and ADOPTS the amended Council Policy 'Elected Member Professional Development' as shown by Attachment 2; and

(2) ADOPTS the amended Council Policy 'Attendance at Events' as shown by Attachment 4.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

Section 5.128 of the Local Government Act 1995 (The Act) imposes a statutory obligation on Council's to have an Elected Member continuing professional development policy, and to review it after each local government election.

Further, at the 10 November 2024 Ordinary Meeting of Council, Council resolved to adopt a Policy dealing with the management and distribution of invitations to events directed to Council.

This report presents a reviewed Elected Member Professional Development Policy and an updated Attendance at Events Policy, for Council consideration.

Submission

N/A

Report

Elected Member Professional Development

The current Elected Member Professional Development Policy was last reviewed in September 2023.

The Policy has been substantially re-written to improve clarity, strengthen governance controls and provide more practical guidance. Key changes are:

- Providing that continuing professional development (CPD) will not be approved where an Elected Member has not completed all statutory Mandatory Training.
- Introducing greater guidance on the categories of CPD which are relevant to the role of an Elected Member.
- Specifying the training delivery methods which are available for funding (i.e., in-person, online, mentoring and coaching etc.).
- Removing all references to mandatory CPD, as this has not been consistently applied. This includes annual risk, Code of Conduct and recordkeeping training, the mock Council meeting, the biennial Council effectiveness review and the Life Styles Inventory assessment.
- Removing the requirement for a professional development plan, though it is strongly encouraged as CPD identified in a plan is prioritised for funding from the Elected Member professional development budget. As a result, the template plan has been removed from the Policy but will be available on the Elected Members Portal.
- Specifying circumstances where CPD cannot be approved by the CEO.
- Requiring Council approval for any CPD involving overseas travel, or where more than three Elected Members wish to attend the same conference, seminar or convention happening outside the Perth metropolitan area (excluding the ALGA National General Assembly and WALGA Convention).
- Requiring the CEO to consider certain matters when determining CPD applications.
- Providing that CPD cannot be approved in the three months prior to a local government election where the Elected Member's term expires at that election (as required by legislation).
- Specifying the way in which applications for CPD are to be made.
- Introducing reimbursement requirements where an Elected Member commences but does not complete formal training without a reasonable excuse.
- Requiring a Council resolution for the City to fund spousal travel in respect of CPD. The CEO may approve funding for a carer to travel with an Elected Member to ensure compliance with anti-discrimination legislation.
- Specifying that where the CPD is a conference, seminar or convention, funding extends to optional events which form part of the formal program.
- Removing any references to the class of travel, as this is already covered in the Elected Members Entitlement Policy.
- Introducing a dispute resolution clause.

Attendance At Events Policy

The current Attendance at Events Policy was last reviewed in November 2024.

Key changes include:
- Removing redundant or repetitive content.
- Clarifying that tickets or invitations offered by residents' associations, or tickets or invitations for civic/cultural/sporting or community events occurring within the City are Pre-Approved under the Policy.
- Introducing a clause clarifying the extent of travel expenses which will be funded for Elected Members or the CEO to attend events. The clause provides that:
    - for events held within the city of Cockburn or Perth metropolitan area – travel expenses i.e., mileage, cab, Uber, public transport etc. are reimbursable
    - for events held outside the Perth metropolitan area or interstate – the City will only fund travel where the Elected Member is performing some sort of role in the event, or they have sought prior approval and they can demonstrate their attendance is in the public/community interest
    - For events held overseas – Council approval is required for travel to be funded.
- Introducing a dispute resolution clause.

At the 10 November 2024 Ordinary Meeting of Council, Council resolved to develop a separate Policy dealing with the management of invitations to events directed to Council. The City considers it more expedient and efficient to include clauses in the Attendance at Events Policy, rather than developing a separate Policy. These clauses have been inserted and largely mirror the current accepted practice.

Strategic Plans/Policy Implications

Our Governance
Transparent leadership that listens, communicates openly and plans for a sustainable future.
• Facilitate transparent and accountable governance for today and tomorrow.

Budget/Financial Implications

There are no significant budget/financial implications arising from the recommendations of this report. Council already budget for continuing professional development for Elected Members, as well as for Elected Members to attend events. The changes proposed to the policy do not materially affect these budgets.

Legal Implications

Council are under a statutory obligation to review the Elected Member Professional Development Policy after a local government election (see section 5.128 of the Act). Further, Council have a statutory obligation to have an Attendance at Events Policy (see section 5.90A of the Act).

Both revised Policies are considered compliant with the Act.

Community Consultation

N/A

Risk Management Implications

There is a low level of risk associated with adopting the officer recommendations as presented to Council. The proposed amendments enhance the clarity of the policies and remove existing ambiguities, making them clearer to administer and apply.

There is a moderate to substantial level of ‘Compliance’ risk if Council were not to review the Elected Member Professional Development Policy, as Council are under a statutory obligation to do so after each local government election.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	Elected Member Professional Development

Policy Type

Council

Policy Purpose

The aim of this policy is to:

1. Ensure Elected Members are afforded opportunities to develop the skills and knowledge necessary to undertake their legislative duties and responsibilities

2. ~~To~~ Provide clear guidance on when personal and professional development for Elected Members will be funded by the City.

3. Meet the requirements of section 5.128 of the Local Government Act 1995 for the City to have a policy about the continued professional development of Elected Members.

~~support Elected Members participation in professional development, as required under section 5.126 and 5.128(1) of the *Local Government Act* 1995 (the Act) continued professional development that will improve their skills and knowledge is essential to fulfill their duties and responsibilities.~~

~~Training undertaken by elected members must be reported annually.~~

Policy Statement

1. Introduction
   - 1.1. The City supports the ongoing professional development of its Elected Members to ensure they have the ~~Continuing professional development for Elected Members ensures they have the~~ necessary skills, knowledge and resources to fulfil their statutory duties and responsibilities.

2. Mandatory Training
   - 2.1. All Elected Members must complete mandatory training as required by the Local Government Act 1995.
   - 2.2. The City will fund mandatory training as required by the Local Government Act 1995.
   - 2.3. Continuing Professional Development for an Elected Member will not be funded by the City if that Elected Member has not completed their mandatory training.

[1]

Title	Elected Member Professional Development

3. Continuing Professional Development
   - 3.1. The City will fund Continuing Professional Development which is relevant to the role of Council or an Elected Member, as provided in the Local Government Act 1995 or any other written law.
   - 3.2. The following categories of Continuing Professional Development are acknowledged as relevant to the role of an Elected Member:
     - 3.2.1. Governance, ethics and legislative responsibilities
     - 3.2.2. Strategic organisational planning and policy development
     - 3.2.3. Financial management and budgeting
     - 3.2.4. Community and stakeholder engagement
     - 3.2.5. Leadership, conduct and decision-making (including meeting procedures)
     - 3.2.6. Government relations and intergovernmental engagement
     - 3.2.7. Risk, audit, -compliance and integrity
     - 3.2.8. Digital capability and information management
     - 3.2.9. Data governance and artificial intelligence governance
     - 3.2.10. CEO selection, recruitment and performance review
     - 3.2.11. Urban planning
     - 3.2.12. Environmental sustainability and climate change
     - 3.2.13. Economic development & State/Regional economic context
     - 3.2.14. Cultural awareness and diversity
     - 3.2.15. Knowledge of enabling legislation (i.e. legislation for which Council has powers, functions or duties)
     - 3.2.16. Personal effectiveness and professional skills
     - 3.2.17. Any other category approved in writing by the CEO
   - 3.3. Continuing Professional Development includes:
     - 3.3.1. Formal education through a Registered Training Organisation
     - 3.3.2. Workshops and Seminars
     - 3.3.3. Online Learning
     - 3.3.4. Mentoring and Coaching
     - 3.3.5. Support and Wellbeing ~~s~~Services
     - 3.3.6. Attendance at Conferences, Seminars and Conventions (but not Events – which may be funded through the Elected Members yearly Professional Allowance)
   - 3.4. While not mandatory, the City encourages Elected Members to complete a Professional Development Plan to assist them to identify areas of interest and development opportunities.
   - 3.5. Continuing Professional Development identified in a Professional Development Plan is approved for funding once the CEO has approved the Professional Development Plan.
   - 3.6. For Continuing Professional Development not identified in a Professional Development Plan to be funded, approval from the CEO must be sought.
   - 3.7. In the event of there being more applications for Continuing Professional Development then there are funds available in the budget, priority for funding is to be given to:
     - i. Mandatory Training; then
     - ii. Continuing Professional Development identified in a Professional Development Plan.

[2]

Title	Elected Member Professional Development

4. Approval Process
   - 4.1. Requests for approval of a Professional Development Plan or for Continuing Professional Development are to be determined by the CEO.
   - 4.2. The CEO must not approve Continuing Professional Development if:
     - 4.2.1. the application does not comply with this Policy;
     - 4.2.2. the budget for that year has or will be expended by that request;
     - 4.2.3. more than three Elected Members have requested to attend the same Conference, Seminar or Convention outside the Perth Metropolitan Area (except for the annual ALGA NGA and annual WALGA convention); or
     - 4.2.4. it involves travel overseas
   - 4.3. Where the Continuing Professional Development involves international travel, or more than three Elected Members have requested to attend the same Conference, Seminar or Convention outside the Perth Metropolitan Are, a Council resolution is required.
   - 4.4. When determining applications for Continuing Professional Development, the CEO must have regard to:
     - 4.4.1. the impact the approval of that request may have on the ability for other Elected Members to access funding for Continuing Professional Development; and
     - 4.4.2. whether the approval will impact the ability for Council to form a quorum for a Council or Committee Meeting
   - 4.5. In accordance with the Local Government Act 1995, the City must not fund any Continuing Professional Development in the 3 months prior to a local government election, if that Elected Member's term of office expires at that election.
   - 4.6. Elected Members should submit requests for Continuing Professional Development well in advance to allow for sufficient time for the request to be considered, and for any bookings or travel arrangements to be made.
   - 4.7. Requests for Continuing Professional Development are to be made by completing the relevant form on the Elected Members Portal.
   - 4.8. Elected Members must, in their application, demonstrate the relevance of the Continuing Professional Development to the role of Council or of an Elected Member. If no details or insufficient or unclear details are provided, the CEO may decline the request.

Title	Elected Member Professional Development

5. Conditions of Approval
   - 5.1. Where the City funds formal education for an Elected Member, the Elected Member is expected to complete that education. If the education is not successfully completed at least three months prior to the end of their term of office without reasonable excuse, the CEO may require the Elected Member to reimburse the City for some or all of the costs of that formal education.
   - 5.2. Where the City funds attendance at a Conference, Seminar or Convention requiring accommodation of more than 5 days, the Elected Member must, within 60 days of returning from the event, provide a written report, attaching any event papers, for publication on the Elected Members Portal.

6. Funding
   - 6.1. The City will include funding for Mandatory Training and Continuing Professional Development in each Annual Budget.
   - 6.2. Funding will be a global budget for access by all Elected Members, i.e., there will not be individual Elected Member budgets.
   - 6.3. Funding from the budget will cover the cost of the Mandatory Training or Continuing Professional Development, as well as any travel expenses required to attend the Mandatory Training or Continuing Professional Development, to the extent as provided in the Elected Member Entitlements Policy.
   - 6.4. A Council resolution is required for the City to fund partners, spouses or other persons to accompany an Elected Member.
   - 6.5. The CEO may approve funding for a carer to travel with an Elected Member, to ensure compliance with anti-discrimination legislation.
   - 6.6. Where the Continuing Professional Development is a Conference, Seminar or Convention, the City will also fund the Elected Member to attend any optional events offered by the Event Organiser which form part of the formal program.

7. Dispute Resolution
   - 7.1. Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be referred to Council for determination.

Related policies:
- Attendance at Events Policy
- Elected Member Entitlements Policy

Title	Elected Member Professional Development

1.1. effectively govern, make informed decisions, engage with stakeholders, and adapt to changing environments. It promotes good governance accountability, and the overall well-being of the community.

1.2.

The Professional Development Plan outlines four focus areas to support Elected Members to fulfill their duties as prescribed in the Act.

(1) Mandatory Professional Development

Key focus areas for mandatory training are orientation, legal and ethical training, governance and decision-making, policy development and analysis and financial management.

All new Elected Members are required to undertake the following mandatory training within 12 months of their election to Council, consisting of the following modules:

1.1 Understanding Local Government
1.2 Serving on Council
1.3 Meeting Procedures
1.4 Conflicts of Interest
1.5 Understanding Financial Reports and Budgets.

Exemptions for completion of the Council Member Essentials Course are prescribed in the *Local Government (Administration) Regulations 1996*.

The following training is mandatory for Elected Members:

1.6 Annual review and certification of the Code of Conduct for Council Members, Committee Members and Candidates (online).
1.7 Annual training on the principles of risk management for local government (online).
1.8 Record-keeping awareness for Elected Members (online, once per term).

(2) Recommended Training

Key focus areas for recommended training are strategic decision-making and oversight, leadership and teamwork, effective communication, and stakeholder engagement.

There are several WALGA courses that are recommended to Elected Members in the Professional Development Plan.

Some courses are delivered to the whole Council to facilitate collective understanding of process and knowledge.

2.1 CEO Recruitment
2.2 CEO Performance Review
2.3 Annual mock Council meeting to support effective Council meetings and a collegiate environment.

Title	Elected Member Professional Development

(3) Collaboration and Networking

Key focus areas for collaboration and networking are conferences and workshops, intergovernmental collaboration and mentoring and peer support.

3.1 Elected Members participate in the *Life Styles Inventory*™. This is an organisational tool that uses both self-assessment and peer feedback to identify individual thinking and behavioural styles.

3.2 Elected Members participate in a skills and experience analysis to understand the collective base in the context of the perceived needs of the City.

3.3 Council undertakes a biennial review and evaluation of its own effectiveness.

3.4 Elected Members may join at least one Standing Committee of Council and may represent the Council on City of Cockburn Reference Groups. There are also External Groups at which Elected Members can represent the City of Cockburn. Appointment to these is made as a decision of Council following an election cycle.

(4) Personal Development

Individual Development Plans, Continued Learning and Evaluation and Feedback.

4.1 A template is provided to Elected Members to create their individual Development Plans. An individual development plan is unique, with the flexibility to tailor it to specific circumstances and achievement of personal and professional goals.

For continuing professional development identified in the individual Development Plans to be funded, they must meet the following criteria:

4.2 Build the skills and knowledge of Elected Members
4.3 Meet the needs of the community
4.4 Fill the gaps of expertise of the Council as a whole
4.5 Align with the City's strategic direction and values

Requests for continuing professional development and memberships to professional bodies are required to be submitted to the CEO for prior assessment and determination in accordance with the above criteria.

(5) Funding

5.1 Professional Development will be funded by the City and met from the Elected Member's Training Allocation, except for the *Life Styles Inventory*™.

5.2 Budget allocations will be made annually, with unspent funds rolled.
5.3 Expenses for approved Professional Development are:

5.3.1 Registration Fees (including conference dinner and official delegate tours).
5.3.2 Accommodation costs.
5.3.3 All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.

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Title	Elected Member Professional Development

~~5.3.4 State and Interstate - Economy return air fare (allowing flexibility for preferred travel arrangements).~~
~~5.3.5 International - Business Class travel for flights longer than six hours duration leaving Australia.~~ Definitions

Carer has the meaning given in the Carer Recognition Act 2004.

CEO means the Chief Executive Officer of the City of Cockburn.

Continuing Professional Development means professional development funded under clause 3.

Event means any organised gathering or activity, typically held for social, cultural, civic, recreational or community-focused purposes, and does not include any activity primarily intended to provide structured learning, skills and knowledge development, industry engagement or professional accreditation.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	~~Legal and Compliance~~Governance and Council Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~14~~ 10 ~~September~~ March ~~2023~~2026
Next Review Due: (Governance Purpose Only)	~~September 2025~~March 2028
ECM Doc Set ID: (Governance Purpose Only)	11304587

Title	Elected Member Professional Development

Policy Type

Council

Policy Purpose

The aim of this policy is to:

1. Ensure Elected Members are afforded opportunities to develop the skills and knowledge necessary to undertake their legislative duties and responsibilities

2. Provide clear guidance on when personal and professional development for Elected Members will be funded by the City.

3. Meet the requirements of section 5.128 of the Local Government Act 1995 for the City to have a policy about the continued professional development of Elected Members.

Policy Statement

1. Introduction
   1.1. The City supports the ongoing professional development of its Elected Members to ensure they have the necessary skills, knowledge and resources to fulfil their statutory duties and responsibilities.

2. Mandatory Training
   2.1. All Elected Members must complete mandatory training as required by the Local Government Act 1995.
   2.2. The City will fund mandatory training as required by the Local Government Act 1995.
   2.3. Continuing Professional Development for an Elected Member will not be funded by the City if that Elected Member has not completed their mandatory training.

Title	Elected Member Professional Development

3. Continuing Professional Development
   - 3.1. The City will fund Continuing Professional Development which is relevant to the role of Council or an Elected Member, as provided in the Local Government Act 1995 or any other written law.
   - 3.2. The following categories of Continuing Professional Development are acknowledged as relevant to the role of an Elected Member:
     - 3.2.1. Governance, ethics and legislative responsibilities
     - 3.2.2. Strategic organisational planning and policy development
     - 3.2.3. Financial management and budgeting
     - 3.2.4. Community and stakeholder engagement
     - 3.2.5. Leadership, conduct and decision-making (including meeting procedures)
     - 3.2.6. Government relations and intergovernmental engagement
     - 3.2.7. Risk, audit, compliance and integrity
     - 3.2.8. Digital capability and information management
     - 3.2.9. Data governance and artificial intelligence governance
     - 3.2.10. CEO selection, recruitment and performance review
     - 3.2.11. Urban planning
     - 3.2.12. Environmental sustainability and climate change
     - 3.2.13. Economic development & State/Regional economic context
     - 3.2.14. Cultural awareness and diversity
     - 3.2.15. Knowledge of enabling legislation (i.e. legislation for which Council has powers, functions or duties)
     - 3.2.16. Personal effectiveness and professional skills
     - 3.2.17. Any other category approved in writing by the CEO
   - 3.3. Continuing Professional Development includes:
     - 3.3.1. Formal education through a Registered Training Organisation
     - 3.3.2. Workshops and Seminars
     - 3.3.3. Online Learning
     - 3.3.4. Mentoring and Coaching
     - 3.3.5. Support and Wellbeing Services
     - 3.3.6. Attendance at Conferences, Seminars and Conventions (but not Events – which may be funded through the Elected Members yearly Professional Allowance)
   - 3.4. While not mandatory, the City encourages Elected Members to complete a Professional Development Plan to assist them to identify areas of interest and development opportunities.
   - 3.5. Continuing Professional Development identified in a Professional Development Plan is approved for funding once the CEO has approved the Professional Development Plan.
   - 3.6. For Continuing Professional Development not identified in a Professional Development Plan to be funded, approval from the CEO must be sought.
   - 3.7. In the event of there being more applications for Continuing Professional Development then there are funds available in the budget, priority for funding is to be given to:
     - i. Mandatory Training; then
     - ii. Continuing Professional Development identified in a Professional Development Plan.

Title	Elected Member Professional Development

4. Approval Process
   - 4.1. Requests for approval of a Professional Development Plan or for Continuing Professional Development are to be determined by the CEO.
   - 4.2. The CEO must not approve Continuing Professional Development if:
     - 4.2.1. the application does not comply with this Policy;
     - 4.2.2. the budget for that year has or will be expended by that request;
     - 4.2.3. more than three Elected Members have requested to attend the same Conference, Seminar or Convention outside the Perth Metropolitan Area (except for the annual ALGA NGA and annual WALGA convention); or
     - 4.2.4. it involves travel overseas
   - 4.3. Where the Continuing Professional Development involves international travel, or more than three Elected Members have requested to attend the same Conference, Seminar or Convention outside the Perth Metropolitan Are, a Council resolution is required.
   - 4.4. When determining applications for Continuing Professional Development, the CEO must have regard to:
     - 4.4.1. the impact the approval of that request may have on the ability for other Elected Members to access funding for Continuing Professional Development; and
     - 4.4.2. whether the approval will impact the ability for Council to form a quorum for a Council or Committee Meeting
   - 4.5. In accordance with the Local Government Act 1995, the City must not fund any Continuing Professional Development in the 3 months prior to a local government election, if that Elected Member's term of office expires at that election.
   - 4.6. Elected Members should submit requests for Continuing Professional Development well in advance to allow for sufficient time for the request to be considered, and for any bookings or travel arrangements to be made.
   - 4.7. Requests for Continuing Professional Development are to be made by completing the relevant form on the Elected Members Portal.
   - 4.8. Elected Members must, in their application, demonstrate the relevance of the Continuing Professional Development to the role of Council or of an Elected Member. If no details or insufficient or unclear details are provided, the CEO may decline the request.

5. Conditions of Approval
   - 5.1. Where the City funds formal education for an Elected Member, the Elected Member is expected to complete that education. If the education is not successfully completed at least three months prior to the end of their term of office without reasonable excuse, the CEO may require the Elected Member to reimburse the City for some or all of the costs of that formal education.
   - 5.2. Where the City funds attendance at a Conference, Seminar or Convention requiring accommodation of more than 5 days, the Elected Member must, within 60 days of returning from the event, provide a written report, attaching any event papers, for publication on the Elected Members Portal.

6. Funding

Title	Elected Member Professional Development

6.1. The City will include funding for Mandatory Training and Continuing Professional Development in each Annual Budget.
6.2. Funding will be a global budget for access by all Elected Members, i.e., there will not be individual Elected Member budgets.
6.3. Funding from the budget will cover the cost of the Mandatory Training or Continuing Professional Development, as well as any travel expenses required to attend the Mandatory Training or Continuing Professional Development, to the extent as provided in the Elected Member Entitlements Policy.
6.4. A Council resolution is required for the City to fund partners, spouses or other persons to accompany an Elected Member.
6.5. The CEO may approve funding for a carer to travel with an Elected Member, to ensure compliance with anti-discrimination legislation.
6.6. Where the Continuing Professional Development is a Conference, Seminar or Convention, the City will also fund the Elected Member to attend any optional events offered by the Event Organiser which form part of the formal program.

7. Dispute Resolution
7.1. Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be referred to Council for determination.

Related policies:
- Attendance at Events Policy
- Elected Member Entitlements Policy

Definitions

Carer has the meaning given in the Carer Recognition Act 2004.

CEO means the Chief Executive Officer of the City of Cockburn.

Continuing Professional Development means professional development funded under clause 3.

Event means any organised gathering or activity, typically held for social, cultural, civic, recreational or community-focused purposes, and does not include any activity primarily intended to provide structured learning, skills and knowledge development, industry engagement or professional accreditation.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Governance and Council Support
Public Consultation: **(Yes or No)**	No

[4]

Title	Elected Member Professional Development

Adoption Date: (Governance Purpose Only)	10 March 2026
Next Review Due: (Governance Purpose Only)	March 2028
ECM Doc Set ID: (Governance Purpose Only)	11304587

Title	Attendance at Events

Policy Type

Council

Policy Purpose

The aim of this policy is to:

1. Ensure Council actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events.

2. Provide a framework for the acceptance and sharing of tickets or invitations to events, and clarify who pays for tickets or the equivalent value of an invitation.

3. Meet the requirements of section 5.90A of the Local Government Act 1995 (The Act) for the City to have a policy about attendance by Elected Members and the CEO at events.

~~1. Section 5.90A of the *Local Government Act 1995* (the Act) requires that local governments~~
~~prepare and adopt (by absolute majority) an Attendance at Events policy. This policy is made in accordance with those provisions.~~

~~This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the Chief Executive Officer (CEO).~~

~~Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before Council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.~~

Policy Statement

1. Introduction~~Objective~~
1.1. ~~3.3.~~ The~~-~~ Act~~Act~~ recognises that a relationship is formed between a gift donor and recipient, ~~.~~

~~——~~which could be perceived to affect the decisions made by the recipient.
1~~3~~.24. The Act requires that ~~Council Members~~Elected Members must disclose an interest and not
participate in any discussion or decision-making about a matter involving the donor of a Gift (or Gifts) valued at over $300, unless the Gift is an Excluded Gift.
1~~3~~.3~~5~~. The Act requires that the CEO must disclose an interest and not provide advice or a
report (directly or indirectly) about a matter involving the donor of a Gift (or Gifts)

[1]

Title	Attendance at Events

valued at over $300 unless the Gift is an Excluded Gift.

13.46. In accordance with section 5.62(1)(b) of the Act, ~~Gift~~ gifted tickets or invitations are an Excluded Gift if they relate to an event that is:

13.46.1. a Pre-Approved Event in accordance with c~~C~~lause 2 of this policy; or

13.46.2. approved in accordance with c~~C~~lause ~~3~~3 this policy.

~~The purpose of the policy is for Council to actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events.~~

~~1.2. Where Elected Member and CEO attendance delivers a benefit to the community, this policy provides a framework for:~~

~~1.2.1. Elected Member and CEO acceptance of gifted tickets to events without affecting their capacity to participate in Council decision-making.~~

~~2. Scope~~

~~2.1. This policy applies to Elected Members and the CEO in attending an event in their official capacity.~~

~~2.2. This policy does not apply to Elected Member attendance at professional development approved in accordance with the City's Elected Member Professional Development Policy.~~

~~3. Gifts~~

~~3.1. Any event tickets accepted by an Elected Member or CEO without payment, where a member of the public is required to pay, will generally be classified as a Gift.~~

~~3.2. In accordance with Part 5, Division 6 of the Act, Elected Members and CEOs are required to disclose Gifts with a value over $300. This includes where two or more gifts are received from the same donor within 12 months, and the total value exceeds $300.~~

~~3.3. The Act recognises that a relationship is formed between a gift donor and recipient, which could be perceived to affect the decisions made by the recipient.~~

~~3.4. The Act requires that Council Members must disclose an interest and not participate in any discussion or decision-making about a matter involving the donor of a Gift (or Gifts) valued at over $300, unless the Gift is an Excluded Gift.~~

~~3.5. The Act requires that the CEO must disclose an interest and not provide advice or a report (directly or indirectly) about a matter involving the donor of a Gift (or Gifts) valued at over $300 unless the Gift is an Excluded Gift.~~

~~3.6. In accordance with section 5.62(1)(b) of the Act, Gift tickets are an Excluded Gift if they relate to an event that is:~~

~~3.6.1. A Pre-Approved Event in accordance with Clause 2 of this policy; or~~

~~3.6.2. Approved in accordance with Clause 3 this policy.~~

42. Pre-Approved Events

42.1. Events ~~within the~~ that meet any of the following criteria are Pre-Approved Events under this Policy:

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42.1.1. Where the Elected Member or the CEO is attending in an official capacity,

such as:

42.1.1.1. performing a speaking role or some other welcoming role

42.1.1.2. participating as a member of a discussion panel or judging panel

42.1.1.3. presenting at the event as part of the official event program

~~4.1.1.4. representing the City of at a sponsorship acknowledgement event or award ceremony, where the primary purpose of attendance is not for the entertainment of the individual Elected Member or employee, but enable the City to fulfil its role, and exercise its rights and benefits, as a sponsor~~

42.1.1.~~4~~5. presenting awards or prizes to others on behalf of the City

42.1.1.~~5~~6. attending an exhibition or display where the City, its programs or services are being showcased at the event; or~~.~~

Title	Attendance at Events

2.1.1.6. representing the City pursuant to a sponsorship agreement, but only where the primary purpose of attendance is not for the entertainment of the Elected Member or CEO, but enable the City to fulfil its role~~,~~
~~and exercise its rights and benefits,~~ as a sponsor.

~~4~~2.1.2. Where the gifted ticket or invitation is offered by or is:
42.1.2.1. the Western Australian Local Government Association
42.1.2.2. the Australian Local Government Association
42.1.2.3. Local Government Professionals WA
2.1.2.4 South West Metropolitan Alliance
42.1.2.5~~4~~. a department of the Public Service
42.1.2.6~~5~~. a government department of another State, a Territory or Commonwealth
42.1.2.7~~6~~. a State or Federal Member of Parliament, other than ~~for~~ party political events or fundraisers
42.1.2.8~~7~~. a local government, regional local government, or alliance of local governments
42.1.2.9~~8~~. major professional or industry association(s) relevant to local government activities
42.1.2.10~~9~~. a stakeholder partner of the City
42.1.2.11~~0~~. a civic~~-~~/~~-~~cultural~~-~~/~~-~~sporting or~~-~~/ community organisation within the City
2.1.2.12. a~~A~~ civic~~-~~/~~-~~cultural~~-~~/~~-~~sporting or community event occurring within the City~~;~~
2.1.2.13 a residents association representing residents of the City;
42.1.2.14~~1~~. educational institutions; or
42.1.2.15~~2~~. a not-for profit organisation.

~~5~~3. Approval for Events to Become an Excluded Gift
~~5~~3.1. Attendance at events not listed in ~~Clause~~ clause 2 of this Policy will require approval under this clause in order for a ~~Gift~~ gifted ticket or invitation to ~~that~~ an event to become an Excluded Gift.
~~5~~3.2. Approval may be granted by:
~~53~~.2.1. t~~T~~he CEO for Mayor and ~~Elected Member~~Councillor attendance at events~~;~~
~~53~~.2.2. t~~T~~he Mayor for CEO attendance at events; or~~,~~
~~53~~.2.3. s~~S~~imple majority resolution of Council, if considered appropriate by the Mayor or CEO.

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53.3. The An application for approval must address the following, for the decision-maker to consider:

- 5.3.1. the donor (if a Gift ticket);
- 5.3.2. the location of the event in relation to the district of the City;
- 5.3.3. the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution; ,
- 5.3.4. the City's position as a sponsor of the event (if applicable),
- 5.3.5. the benefit to the City by the applicant attending the eventof City representation at the event; and
- 5.3.6. the number of invitations / ticketstickets/invitations offered received or requested.

6. Non-Approved Events

6.1. Any event that is not a Pre-Approved Event as perunder cClause 2, or aApproved under cClause 3 is is considered to be a a Non-Approved Event.

6.2. A gifted Gift ticket or invitation to a Non-Approved Event is not an Excluded Gift and the Act's disclosure of interest provisions apply.

6.3. If the event is free to the public and no reimbursement is requested then no action is required. This ticket would not be considered a Gift.

6.4. If the event is a paid event and Elected Member or CEO pays the full ticketed price and does not seek reimbursement or expenses, then no action is required.

7. Disclosure Requirements

7.1. Gift Disclosures

7.1.1. The Act's Gift disclosure obligations require Elected Members (s5.87A) and the CEO (s5.87B) to disclose Gifts over the specified value threshold

- regardless of a Gift being an Excluded Gift under s.5.62(1B).

7.1.2. The acceptance of a ticket orn invitation to an event , including tickets, is considered a

- Gift and where required, is to be disclosed and added to the City's Gift
- Register published on the City's website.

7.1.3. Where the Gift is an Excluded Gift due to approval under this policy, the date

- and reasons for approval must also be recorded in the Gift Register.

7.1.4. Elected Members and the CEO may make discretionary disclosures of Giftsgifted tickets and invitations to events that do not meet the specified value threshold. These disclosures will be published in the City's Gift Register.

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7.2. Interest Disclosures

7.2.1. Elected Members and the CEO are required to disclose an interest in a matter concerning a donor which is to be considered by Council, unless the gift is an Excluded Gift.

7.2.2. A Gift is an Excluded Gift if:

7.2.2.1. the Gift relates to attendance at an event where attendance has been approved in accordance with this Policy (refer section 5.62(1B) of the Act), or

7.2.2.2. the Gift is from specified entities ~~(~~detailed in regulation 20B of the Local Government (Administration) Regulations 1996. ~~regulation 20B).~~

7.2.3. However, to support transparency in decision making, Elected Members and the CEO are strongly encouraged to disclose an impartiality interest where a matter concerning the donor ~~detailing attendance at an event, if a relevant matter were~~is to be considered by Council.

7.3. Gifts That Do Not Need To Be Disclosed

~~7.3. Voluntary Attendance Disclosures~~

~~7.3.1. Elected Members may choose to provide details of events attended in their capacity as a Council Member.~~

~~7.3.2. These details will be published on the Mayor and Councillors Calendar page of the City's website.~~

7~~6~~.3.1. If the event is free to the public and no reimbursement is requested then no action is required. This ticket would not be considered a Gift.

6~~7~~.43.2. If the event is a paid event and Elected Member or CEO pays the full ticketed price and does not seek reimbursement or expenses, then no action is required.

8. Payment of Travel Expenses

8.1. For Pre-Approved Events or events approved under clause 3:

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8.1.1. which are being held within the district or Perth metropolitan area - the City will pay travel expenses for travel to and from the event (i.e., Mileage, cab, Uber, public transport etc.)
8.1.2. which are being held outside the Perth metropolitan area or interstate – the the City will only fund travel expenses, accommodation and incidentals for events pre-approved under clause 2.1.1 only OR if the Elected Member or -CEO has sought prior approval to attend the event and they can demonstrate their attendance is in the public/community interest.
8.1.2. which are being held overseas – the City will only fund travel expenses, accommodation and other incidentals where there is a resolution of Council supporting that Elected Member or CEO attendance at the event.

9. Sharing of Invitations to Events
9.1. Application
9.1.1. The objective of this clause is to ensure fairness, equity and transparency in the allocation of tickets or invitations addressed to the Mayor or Council generally.
9.1.2. This clause applies to tickets or invitations addressed to the Mayor or Council generally.
9.1.3. This clause does not apply to:
9.1.3.1. tickets or invitations addressed personally to Councillors, who may accept or decline invitations or tickets as they see fit; or
9.1.3.2. tickets or invitations addressed to the Mayor which the event organiser has indicated are non-transferable
9.1.3.2. tickets or invitations to events which are open to the public, unless the invitee is playing a formal role or part of the official event proceedings, or there are some other benefits offered to the invitee such as a VIP pass or parking etc.
9.1.3.1. tickets or invitations addressed to the CEO
9.1.4. Notwithstanding clause 9.1.3.1 above, this policy does apply to tickets or invitations received and declined by a Councillor, which are transferable and the event organiser has indicated a desire for Councillor attendance.
9.1.5. Where ticket or invitation is ambiguous in respect of whether it is transferable or directed to an Elected Member personally or not, the CEO may make enquiries of the event organiser for the purposes of understanding if this clause applies.

9.2. Principles
9.2.1. Where tickets or invitations are addressed to the Mayor or Council generally, the Mayor will have the first right of acceptance.
9.2.2. If the Mayor is unavailable, unwilling, or unable to attend, the ticket or Invitation will be offered to the Deputy Mayor.
9.2.3. If the Deputy Mayor is unavailable, unwilling, or unable to attend, the ticket or invitation will be offered to Councillors on a rotational and equitable basis, except as provided in clause 9.2.4
9.2.4. For school graduation invitations, the Mayor and Deputy Mayor retain first right of acceptance. If both decline, the invitation will be offered to Councillors of the Ward in which the school is located, on a rotational and equitable basis.
9.2.5. The CEO will determine which Councillor is next in line to be offered a

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ticket or invitation under this clause, applying the principles of fairness and equity.

9.2.6. Councillors are expected to respond to tickets or invitations offered under this clause in a timely manner to allow re-offering if necessary. If a response is not received within 2 business days, the ticket or invitation may be re-offered to another Councillor.

9.2.7. Councillors who receive and decline tickets or invitations captured by clause 9.1.4 must, in a timely manner, forward the invitation to the CEO for allocation under this clause.

9.2.8. The CEO is to keep a register of tickets or invitations allocated under this clause, and upload it on the Elected Members Portal.

9.2.9. This clause does not oblige the CEO to advocate to any event organiser to make a ticket or invitation transferable, where the event organiser has indicated a ticket is non-transferable.

9.2.10. The CEO may allocate a ticket or invitation addressed to the CEO to an employee or Elected Member at the CEO's discretion.

9.3 Dispute Resolution

9.3.1 Any disputes regarding this clause will be referred to the CEO in the first instance, or in the case of the CEO, the Mayor. If the Mayor or the CEO cannot achieve an agreement, the matter will be referred to Council for determination.

Related policies:

- Elected Member Entitlements Policy
- Elected Member Professional Development Policy

Definitions

CEO means the Chief Executive Officer of the City of Cockburn.

Councillors means Elected members of the City of Cockburn Council, excluding the Mayor.

Deputy Mayor means the elected Deputy Mayor of the City of Cockburn, who assumes the responsibilities of the Mayor when the Mayor is unwilling, unavailable or unable to act.

Event is defined under s5.90A(1) of the Act as including a:

- concert;
- conference;
- function;
- sporting event;
- prescribed occasion.

Excluded Gift is defined under s5.62(1B) of the Act as a ticket to an event where

Title	Attendance at Events

attendance at the event is approved in accordance with this Policy OR the gift is made by prescribed entities (refer Admin Regulation 20B).

~~Strategic Link:~~	~~Governance Framework~~
~~Category~~	~~Elected Members~~
~~Lead Business Unit:~~	~~Legal and Compliance~~
~~Public Consultation: (Yes or No)~~	~~No~~
~~Adoption Date: (Governance Purpose Only)~~	~~12 November 2024~~
~~Next Review Due: (Governance Purpose Only)~~	~~November 2026~~
~~ECM Doc Set ID: (Governance Purpose Only)~~	~~11304363~~

Gift is defined under s5.57 of the Act as:

- the conferral of financial benefit from one person to another, unless adequate consideration in money or money's worth is provided to the donor in return; or
- a travel contribution (including accommodation incidental to a journey).

Mayor means the elected Mayor of the City of Cockburn, recognised as the spokesperson of the City of Cockburn under the Local Government Act 1995

Rotational Basis means a system of offering invitations or tickets to Councillors in turn, ensuring equal opportunity over time.

~~**Guest** for the purpose of this policy does not include a Council Member or City of Cockburn employee.~~

Ticket includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Ward means the electoral district within the City of Cockburn to which a Councillor is elected.

Title	Attendance at Events

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Governance and Council Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	10 March 2026
Next Review Due: (Governance Purpose Only)	March 2028
ECM Doc Set ID: (Governance Purpose Only)	11304363

Title	Attendance at Events

Policy Type

Council

Policy Purpose

The aim of this policy is to:

1. Ensure Council actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events.

2. Provide a framework for the acceptance and sharing of tickets or invitations to events, and clarify who pays for tickets or the equivalent value of an invitation.

3. Meet the requirements of section 5.90A of the Local Government Act 1995 (The Act) for the City to have a policy about attendance by Elected Members and the CEO at events.

Policy Statement

1. Introduction
   1.1. The Act recognises that a relationship is formed between a gift donor and recipient, which could be perceived to affect the decisions made by the recipient.
   1.2. The Act requires that Elected Members must disclose an interest and not participate in any discussion or decision-making about a matter involving the donor of a Gift (or Gifts) valued at over $300, unless the Gift is an Excluded Gift.
   1.3. The Act requires that the CEO must disclose an interest and not provide advice or a report (directly or indirectly) about a matter involving the donor of a Gift (or Gifts) valued at over $300 unless the Gift is an Excluded Gift.
   1.4. In accordance with section 5.62(1)(b) of the Act, gifted tickets or invitations are an Excluded Gift if they relate to an event that is:
      1.4.1. a Pre-Approved Event in accordance with clause 2 of this policy; or
      1.4.2. approved in accordance with clause 3 this policy.

2. Pre-Approved Events
   2.1. Events that meet any of the following criteria are Pre-Approved Events under this Policy:
      2.1.1. Where the Elected Member or the CEO is attending in an official capacity, such as:
         2.1.1.1. performing a speaking role or some other welcoming role
         2.1.1.2. participating as a member of a discussion panel or judging panel
         2.1.1.3. presenting at the event as part of the official event program
         2.1.1.4. presenting awards or prizes to others on behalf of the City
         2.1.1.5. attending an exhibition or display where the City, its programs or services are being showcased at the event; or

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2.1.1.6. representing the City pursuant to a sponsorship agreement, but only where the primary purpose of attendance is not for the entertainment of the Elected Member or CEO, but enable the City to fulfil its role as a sponsor.

2.1.2. Where the gifted ticket or invitation is offered by or is:
2.1.2.1. the Western Australian Local Government Association
2.1.2.2. the Australian Local Government Association
2.1.2.3. Local Government Professionals WA
2.1.2.4 South West Metropolitan Alliance
2.1.2.5. a department of the Public Service
2.1.2.6. a government department of another State, a Territory or Commonwealth
2.1.2.7. a State or Federal Member of Parliament, other than party political events or fundraisers
2.1.2.8. a local government, regional local government, or alliance of local governments
2.1.2.9. major professional or industry association(s) relevant to local government activities
2.1.2.10. a stakeholder partner of the City
2.1.2.11. a civic/cultural/sporting or community organisation within the City
2.1.2.12. a civic/cultural/sporting or community event occurring within the City
2.1.2.13 a residents association representing residents of the City;
2.1.2.14. educational institutions; or
2.1.2.15. a not-for profit organisation.

3. Approval for Events to Become an Excluded Gift
3.1. Attendance at events not listed in clause 2 of this Policy will require approval under this clause in order for a gifted ticket or invitation to an event to become an Excluded Gift.
3.2. Approval may be granted by:
3.2.1. the CEO for Mayor and Councillor attendance at events;
3.2.2. the Mayor for CEO attendance at events; or
3.2.3. simple majority resolution of Council, if considered appropriate by the Mayor or CEO.
3.3. An application for approval must address the following, for the decision-maker to consider:
5.3.1. the donor;
5.3.2. the location of the event;
5.3.3. the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
5.3.5. the benefit to the City by the applicant attending the event; and
5.3.6. the number of tickets/invitations offered.

6. Non-Approved Events
6.1. Any event that is not a Pre-Approved Event under clause 2 or approved under clause 3 is considered to be a Non-Approved Event.
6.2. A gifted ticket or invitation to a Non-Approved Event is not an Excluded Gift and the

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Act's disclosure of interest provisions apply.

7. Disclosure Requirements
   7.1. Gift Disclosures
      7.1.1. The Act's Gift disclosure obligations require Elected Members (s5.87A) and the CEO (s5.87B) to disclose Gifts over the specified value threshold regardless of a Gift being an Excluded Gift under s.5.62(1B).
      7.1.2. The acceptance of a ticket or invitation to an event is considered a Gift and where required, is to be disclosed and added to the City's Gift Register published on the City's website.
      7.1.3. Where the Gift is an Excluded Gift due to approval under this policy, the date and reasons for approval must also be recorded in the Gift Register.
      7.1.4. Elected Members and the CEO may make discretionary disclosures of gifted tickets and invitations to events that do not meet the specified value threshold. These disclosures will be published in the City's Gift Register.

   7.2. Interest Disclosures
      7.2.1. Elected Members and the CEO are required to disclose an interest in a matter concerning a donor which is to be considered by Council, unless the gift is an Excluded Gift.
      7.2.2. A Gift is an Excluded Gift if:
         7.2.2.1. the Gift relates to attendance at an event where attendance has been approved in accordance with this Policy (refer section 5.62(1B) of the Act), or
         7.2.2.2. the Gift is from specified entities detailed in regulation 20B of the Local Government (Administration) Regulations 1996.
      7.2.3. However, to support transparency in decision making, Elected Members and the CEO are strongly encouraged to disclose an impartiality interest where a matter concerning the donor is to be considered by Council.

   7.3. Gifts That Do Not Need To Be Disclosed
      7.3.1. If the event is free to the public and no reimbursement is requested then no action is required. This ticket would not be considered a Gift.
      7.3.2. If the event is a paid event and Elected Member or CEO pays the full ticketed price and does not seek reimbursement or expenses, then no action is required.

8. Payment of Travel Expenses
   8.1. For Pre-Approved Events or events approved under clause 3:
      8.1.1. which are being held within the district or Perth metropolitan area - the City will pay travel expenses for travel to and from the event (i.e., Mileage, cab, Uber, public transport etc.)
      8.1.2. which are being held outside the Perth metropolitan area or interstate – the the City will only fund travel expenses, accommodation and incidentals for events pre-approved under clause 2.1.1 only OR if the Elected Member or CEO has sought prior approval to attend the event and they can demonstrate their attendance is in the public/community interest.
      8.1.2. which are being held overseas – the City will only fund travel expenses, accommodation and other incidentals where there is a resolution of Council

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supporting that Elected Member or CEO attendance at the event.

9. Sharing of Invitations to Events
   9.1. Application
      9.1.1. The objective of this clause is to ensure fairness, equity and transparency in the allocation of tickets or invitations addressed to the Mayor or Council generally.
      9.1.2. This clause applies to tickets or invitations addressed to the Mayor or Council generally.
      9.1.3. This clause does not apply to:
         9.1.3.1. tickets or invitations addressed personally to Councillors, who may accept or decline invitations or tickets as they see fit; or
         9.1.3.2. tickets or invitations addressed to the Mayor which the event organiser has indicated are non-transferable
         9.1.3.2. tickets or invitations to events which are open to the public, unless the invitee is playing a formal role or part of the official event proceedings, or there are some other benefits offered to the invitee such as a VIP pass or parking etc.
         9.1.3.1. tickets or invitations addressed to the CEO
      9.1.4. Notwithstanding clause 9.1.3.1 above, this policy does apply to tickets or invitations received and declined by a Councillor, which are transferable and the event organiser has indicated a desire for Councillor attendance.
      9.1.5. Where ticket or invitation is ambiguous in respect of whether it is transferable or directed to an Elected Member personally or not, the CEO may make enquiries of the event organiser for the purposes of understanding if this clause applies.

   9.2. Principles
      9.2.1. Where tickets or invitations are addressed to the Mayor or Council generally, the Mayor will have the first right of acceptance.
      9.2.2. If the Mayor is unavailable, unwilling, or unable to attend, the ticket or Invitation will be offered to the Deputy Mayor.
      9.2.3. If the Deputy Mayor is unavailable, unwilling, or unable to attend, the ticket or invitation will be offered to Councillors on a rotational and equitable basis, except as provided in clause 9.2.4
      9.2.4. For school graduation invitations, the Mayor and Deputy Mayor retain first right of acceptance. If both decline, the invitation will be offered to Councillors of the Ward in which the school is located, on a rotational and equitable basis.
      9.2.5. The CEO will determine which Councillor is next in line to be offered a ticket or invitation under this clause, applying the principles of fairness and equity.
      9.2.6. Councillors are expected to respond to tickets or invitations offered under this clause in a timely manner to allow re-offering if necessary. If a response is not
      received within 2 business days, the ticket or invitation may be re-offered to another Councillor.
      9.2.7. Councillors who receive and decline tickets or invitations captured by clause 9.1.4 must, in a timely manner, forward the invitation to the CEO for allocation under this clause.

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9.2.8. The CEO is to keep a register of tickets or invitations allocated under this clause, and upload it on the Elected Members Portal.
9.2.9. This clause does not oblige the CEO to advocate to any event organiser to make a ticket or invitation transferable, where the event organiser has indicated a ticket is non-transferable.
9.2.10. The CEO may allocate a ticket or invitation addressed to the CEO to an employee or Elected Member at the CEO's discretion.

9.3 Dispute Resolution
9.3.1 Any disputes regarding this clause will be referred to the CEO in the first Instance, or in the case of the CEO, the Mayor. If the Mayor or the CEO cannot achieve an agreement, the matter will be referred to Council for determination.

Related policies:
- Elected Member Entitlements Policy
- Elected Member Professional Development Policy

Definitions

CEO means the Chief Executive Officer of the City of Cockburn.

Councillors means Elected members of the City of Cockburn Council, excluding the Mayor.

Deputy Mayor means the elected Deputy Mayor of the City of Cockburn, who assumes the responsibilities of the Mayor when the Mayor is unwilling, unavailable or unable to act.

Event is defined under s5.90A(1) of the Act as including a:
- concert;
- conference;
- function;
- sporting event;
- prescribed occasion.

Excluded Gift is defined under s5.62(1B) of the Act as a ticket to an event where attendance at the event is approved in accordance with this Policy OR the gift is made by prescribed entities (refer Admin Regulation 20B).

Gift is defined under s5.57 of the Act as:
- the conferral of financial benefit from one person to another, unless adequate consideration in money or money's worth is provided to the donor in return; or
- a travel contribution (including accommodation incidental to a journey).

Mayor means the elected Mayor of the City of Cockburn, recognised as the spokesperson of the City of Cockburn under the Local Government Act 1995

Rotational Basis means a system of offering invitations or tickets to Councillors in turn, ensuring equal opportunity over time.

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Ticket includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Ward means the electoral district within the City of Cockburn to which a Councillor is elected.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Governance and Council Support
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	10 March 2026
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11. Motions of Which Previous Notice Has Been Given

Nil

12. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

13. New Business of an Urgent Nature Introduced by Members or Officers

14. Matters to be Noted for Investigation Without Debate

Nil

15. Confidential Business

Nil

16. Closure of Meeting