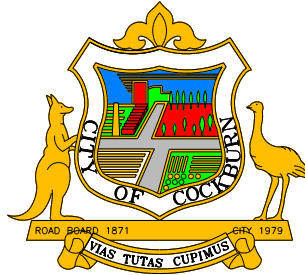


CITY OF COCKBURN



ORDINARY COUNCIL

AGENDA PAPER

FOR

THURSDAY, 14 MARCH 2013

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 14 MARCH 2013 AT 7:00 PM

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CITY OF COCKBURN**AGENDA TO BE PRESENTED TO THE ORDINARY
COUNCIL MEETING TO BE HELD ON
THURSDAY, 14 MARCH 2013 AT 7:00 PM**

1. **DECLARATION OF MEETING**
2. **APPOINTMENT OF PRESIDING MEMBER (If required)**
3. **DISCLAIMER (To be read aloud by Presiding Member)**

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

4. **ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (by Presiding Member)**
5. **APOLOGIES AND LEAVE OF ABSENCE**
6. **ACTION TAKEN ON PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
7. **PUBLIC QUESTION TIME**
8. **(OCM 14/03/2013) - CONFIRMATION OF MINUTES**

RECOMMENDATION

That Council: adopt the Minutes of the Ordinary Council Meeting held on Thursday, 14 February 2013, as a true and accurate record.

COUNCIL DECISION

8.1 (OCM 14/03/2013) - SPECIAL COUNCIL MEETING - 5 DECEMBER 2012

RECOMMENDATION

That Council adopt the Minutes of the Special Council Meeting held on Wednesday, 5 December 2012, as a true and accurate record.

COUNCIL DECISION

8.2 (OCM 14/03/2013) - ORDINARY COUNCIL MEETING - 14 FEBRUARY 2013

RECOMMENDATION

That Council adopt the Minutes of the Ordinary Council Meeting held on Thursday, 14 February 2013, as a true and accurate record.

COUNCIL DECISION

9. WRITTEN REQUESTS FOR LEAVE OF ABSENCE

10. DEPUTATIONS AND PETITIONS

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

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

13. COUNCIL MATTERS

13.1 (OCM 14/03/2013) - CITY OF COCKBURN WORKFORCE PLAN 2012-2017 (HR/S/012) (M TOBIN) (ATTACH)

RECOMMENDATION

That Council adopt the City of Cockburn Workforce Plan 2012-2017, as attached to the Agenda.

COUNCIL DECISION

Background

Workforce planning is one of the core components of the WA Department of Local Government Integrated Planning and Reporting Framework. The Workforce Plan is an informing strategy to the Corporate Strategic Plan. The Workforce Plan details how the City will achieve its vision, aspirations and strategic priorities for the community through its people and the services they provide. It is based on an analysis of the internal and external environment, identifying economic, market and labour issues which impact on the City's ability to deliver services and provide support to the community and civic infrastructure. Workforce data has been mapped with gaps and risks identified. It is a Plan that is continually evolving in response to internal and external changes.

Submission

N/A

Report

By definition, Workforce Planning is "a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future." (Australian National Audit Office (2004), ANAO Audit Report No.55 2004-05: Workforce Planning, Commonwealth of Australia).

The Workforce Plan begins with an analysis of the internal and external environment and workforce including gaps and risk areas. The implications of the Strategic Community Plan are detailed and include community expectations, the Plan's vision, priorities and objectives, gaps, issues and risks as well as impact of our current and future environment.

Strategies to meet future workforce needs are detailed including supporting policies and frameworks, the structure and organisational design of the City and a five year forecast of new staff positions required by Business Unit, Position Title, Level and Full Time Equivalent (FTE). Organisational and workforce development strategies are listed under the areas of Recruitment and Retention; Capacity Building; Aboriginal Employment; Succession Planning; and Safety and Wellbeing.

Strategic Plan/Policy Implications

The Workforce Plan is a plan which details how the City will achieve the vision, aspirations and strategic priorities as listed in the Corporate Strategic Plan. It is an enabling document to the Corporate Strategic Plan. The relevant section of the Corporate Strategic plan is:

Leading & Listening

- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.
- A skilled and engaged workforce.

Budget/Financial Implications

A significant cost within the Workforce Plan is the cost of new staff. The cost of the Staffing Forecast is included in the Long Term Financial Plan. New areas of business that the City may undertake, in-sourcing functions which are currently outsourced, outsourcing functions which are currently undertaken in-house and increases in services such as longer opening hours or new programs are not included other than those specifically provided for in the Staffing Forecast.

A further major implication is the cost of providing competitive remuneration and working environments for the City's staff. This cost is also incorporated in the Long Term Financial Plan.

The cost of policies, procedures, workforce development strategies and actions listed in the Workforce Plan are subject to the annual budget

process. Most of these are part of the Human Resources Business Unit budgets with the remainder being raised by the relevant service area.

Legal Implications

There are no specific legal implications to the Workforce Plan as a whole. Individual aspects of the Plan will fall under various pieces of legislation such as the Fair Work Act 2009 and Occupational Safety and Health Act 1984.

Community Consultation

N/A

Attachment(s)

City of Cockburn Workforce Plan 2012-2017.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13.2 (OCM 14/03/2013) - ASSET MANAGEMENT PLAN (ES/M/010) (D VICKERY) (ATTACH)

RECOMMENDATION
That Council adopts the Asset Management Plan (AMP) 2013 Summaries for the five major Asset categories:

1. Road Infrastructure
2. Drainage Infrastructure
3. Buildings
4. Parks & Environment
5. Footpath Infrastructure

COUNCIL DECISION

Background

The City of Cockburn has over the last several years been progressing the further development of its asset management processes, culminating in the creation of Asset Management Plans covering its principal asset management groupings.

In keeping with the implementation of the Strategic Community Plan 2012-2022, Asset Management Plans have been developed, to deliver sustainable financial management and continuous improvement of the City's Infrastructure assets.

The requirement of the Western Australian Government's Local Government Reform Program and Asset Management Framework and Guidelines require all Councils to have developed Asset Management Plans, and that these contribute to the Council's Long Term Financial Plans.

Submission

That Council adopt the following plans:

1. Road Infrastructure Asset Management Plan Summary 2013
2. Drainage Infrastructure Asset Management Plan Summary 2013
3. Buildings Asset Management Plan Summary 2013
4. Parks & Environment Asset Management Plan Summary 2013
5. Footpath Asset Management Plan Summary 2013

Report

The City has developed Asset Management Plans (AMP's) covering its principal infrastructure asset groupings of roads, paths, buildings, parks and drainage infrastructure, aligned to the Asset Management National Framework and Guidelines.

The AMP's reflect the City's attention to the management of its various infrastructure assets in a manner that provides appropriate levels of service, addresses risk, and optimises the whole of life cost of its asset base.

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

Each of the AMP's has been condensed into a Summary document (as attached) for the purpose of Council adoption. Information in the AMP's has been utilised in the formulation of the Long Term Financial

Plan 2012-2022 and in the preparation of the 2013/14 budget submissions.

The AMP's are developed incorporating and drawing from, the following:

- 5 to 10 year long term capital work programs consisting of New and upgraded infrastructure.
- 10 Year Renewal Plans identifying optimum replacement/rehabilitation intervals to reduce whole of life costs, meet level of service whilst mitigating risk to the Community.
- Current and required future Maintenance and Operational budgets up to 2021/2022

Following the adoption of the 2013/14 (and subsequent) budgets, the AMP's will be updated to reflect the adopted funding strategy, including to reflect any residual funding gap. The process is repeated each year, with the 2014/15 AMP preparation commencing in late 2013.

The 2013 AMP's have a 'core' level status which reflects the City's current level of maturity in asset management planning, whilst setting out an improvement strategy to develop the AMP's yearly to reach 'advanced' status by:

1. Advanced deterioration modelling for asset renewal/rehabilitation.
2. Monitoring & recommending appropriate Level of Service.
3. Enhanced recording and reporting of maintenance and project expenditure.
4. Asset Ownership.
5. Scheduled audits of major asset categories.
6. Useful life scenarios to determine greater accuracy of asset life.

Key messages contained in the 2013 AMP's are as follows:

Asset Valuations

Asset Valuations took place from August 2012 in preparation for the creation of the City's AMP's. The valuation procedure was developed with Engineering Services and Finance Services to ensure alignment of both operational and financial registers.

AMP	Asset Included	2013
Roads	Road Surface, Road Items and Car Parks	\$414.02 M
Drainage	Pits, Pipes, Sumps and Fencing	\$214.07 M
Buildings	Civic, Community and Recreation	\$125.81 M
Parks &	Irrigation, Amenities	\$59.4 M

Environment	Playground equipment, signs, minor structure assets	
Footpaths	Parks and Roads	\$46.77 M
	Total	\$860.07 M

Asset Growth – Future Projections

Future growth projections are supported by the City's Strategic Planning Service population and demographic research and in the case of Buildings the City's 10 year capital works program.

AMP	Period (Years)	Growth (Over Period)	\$ (CRC Increase over period)	% (per annum)
Roads	5	73.3 km	\$36.85 M	1.86 %
Drainage	5	65.95 km	\$3 M	1.46 %
Buildings	10	\$270 M	\$395 M	39 %
Parks & Environment	5	66.54 ha	\$2.70 M	0.94 %
Footpaths	5	55 km	\$1.9 M	1.91 %

Lifecycle Management - Maintenance and Operational Expenditure

Ongoing maintenance expenditure is required to ensure that the City's assets are maintained to meet desired service Levels. Asset growth (detailed in the future projections table above) is calculated to determine projected budgets for the year 21/22.

AMP	2012 / 2013 (Current)	2021/2022 (Projection)
Roads	\$4,429,951	\$6,507,107
Drainage	\$782,540	\$3,037,280
Building	\$3,832,584	\$10,673,424
Parks & Environment	\$13,202,207	\$16,745,000
Footpaths	\$546,172	\$845,845
Total	\$22,793,454	\$37,808,656

Condition Analysis

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

AMP	1 (Excellent)	2 (Good)	3 (Moderate)	4 (Poor)	5 (Very Poor)
Roads Surface	31.73 %	42.44 %	20.04 %	5.38 %	0.41 %
Drainage	66.16 %	26.54 %	6.59 %	0.71 %	0 %
Buildings	56.34 %	32.22 %	8.23 %	2.05 %	1.15 %
Parks & Environment	22.16 %	54.02 %	15.44 %	4.54 %	3.84 %
Footpaths	33.08 %	43.92 %	17.37 %	5.60 %	0.03 %

Department of Local Government Sustainability of Service Delivery

From June 2013 there will be a legislative requirement for the City to report its performance in relation to the Department of Local Government's Asset Management Guidelines and Framework. Based on actual expenditure in 2011/12, the following table indicates the City's performance.

	Based on 11/12 Valuations	Based on 12/13 Renewal budget allocation	
	Consumption Ratio 11/12 Benchmark 50%	Sustainability Ratio 12/13 Benchmark 90%	10 Year Renewal Funding Ratio Benchmark 75%
Road Surface	68.53 % Achieved (A)	41.59 % Not Met	72.94% Not Met
Drainage	82 % Achieved (B)	10 % Not Met	23 % Not Met
Buildings	55 % Achieved (B)	117 % Achieved (B)	93 % Achieved (B)
Parks & Environment	67.38 % Achieved (A)	21.40 % Not Met	39.12 % Not Met
Footpaths	70 % Achieved (A)	45 % Not Met	94 % Achieved (B)
Organisational Performance	56.3 % Achieved (B)	47 % Not Met	64.4 % Not Met

Asset Renewals – The Cumulative Gap

The cumulative gap is derived by developing long term asset renewal programs to determine optimum renewal periods and to deliver greater financial sustainability for the City by providing funding requirements up to 2021/22.

AMP	2021 / 2022
Roads	\$17.6 M
Drainage	\$8.2 M
Buildings	\$1.2 M
Parks & Environment	\$12.3 M
Footpaths	\$0.37 M
Total	\$39.67 M

Strategic Plan/Policy Implications

Infrastructure

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

Leading & Listening

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

Budget/Financial Implications

Financial Analysis within the AMP's identify the funding needs to manage current assets to targeted levels of service and risk exposure, plus accommodate the handover of assets arising from growth of the City and changing demand for services.

Legal Implications

The AMP's provide the status of the City's Asset Management practice in respect to the Department of Local Government's key performance indicators of financial sustainability of Service Delivery, being:

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

Community Consultation

N/A

Attachment(s)

1. Road Infrastructure Asset Management Plan Summary 2013
2. Drainage Infrastructure Asset Management Plan Summary 2013
3. Buildings Asset Management Plan Summary 2013
4. Parks & Environment Asset Management Plan Summary 2013
5. Footpath Asset Management Plan Summary 2013

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13.3 (OCM 14/03/2013) - CITY OF COCKBURN LONG TERM FINANCIAL PLAN 2012/13 - 2021/22 (FS/B/002) (S DOWNING) (ATTACH)

RECOMMENDATION

That Council adopt the City of Cockburn Long Term Financial Plan 2012/13 – 2021/22, as attached to the Agenda.

COUNCIL DECISION

Background

The Long Term Financial Plan (LTFP) is one of the core components of the Department of Local Government's Integrated Planning and Reporting Framework. The LTFP is an informing strategy to the Corporate Business Plan. The LTFP details how the City will achieve its vision, aspirations and strategic priorities for the community through

its long term financial planning in a sustainable manner. It is based on an analysis of the internal and external environment, identifying economic, market and labour issues which impact on the City's ability to deliver services and provide support to the community and civic infrastructure. Data has been mapped with gaps and risks identified.

The LTFP is a plan that is continually evolving in response to internal and external changes. The LTFP will be reviewed annually along with all Informing Strategies.

Submission

N/A

Report

Long term financial planning is a key element for the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community priorities,

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

The LTFP indicates a local government's long term financial sustainability, allows early identification of financial issues and their longer term impacts, how the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the Community.

The LTFP has adopted the Long Term Financial Planning Framework and Guidelines as to methodology and structure for local governments in the development of this LTFP so as to inform the Corporate Business Plan.

The LTFP is a high-level document that can be easily understood by the community.

The high-level LTFP is supported by detailed spreadsheets and other information that would normally be prepared for internal use, although not included in the published plan.

The attached LTFP includes Ten year financial forecasts comprising:

- Forecast income statement;
- Statement of cash flows;
- Statement of financial position;

- Equity statement.

These statements are supported by:

- Details of assumptions on which the plan has been developed;
- Projected income and expenditure;
- Methods of measuring performance - Key Performance Indicators (KPIs);
- Major capital works schedules;
- Risk assessments of major projects.

Strategic Plan/Policy Implications

The LTFP is a plan which details how the City will achieve the vision, aspirations and strategic priorities as listed in the Strategic Plan. It is an enabling document to the Strategic Plan.

Leading & Listening

- A responsive, accountable and sustainable organisation.
- Quality customer service that promotes business process improvement and innovation that delivers our strategic goals.

Budget/Financial Implications

The LTFP is a guiding or informing document only. Council and its officers will use this document as a guide in the preparation of future annual budgets.

Legal Implications

There are no specific legal implications to the Long Term Financial Plan. This document is a guide and direction to Council. The Local Government Act 1995 requires the Council adopt a budget annually and is thereby restrained from committing funds beyond the adoption of the annual budget.

Community Consultation

N/A

Attachment(s)

City of Cockburn Long Term Financial Plan 2012/13-2021/22.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13.4 (OCM 14/03/2013) - ADOPTION OF THE CORPORATE BUSINESS PLAN 2012/13 - 2016/17 (1029) (S CAIN) (ATTACH)

RECOMMENDATION

That Council

- (1) adopt the *Corporate Business Plan 2012/13 – 2016/17*; and
- (2) invite public comment on the proposed strategic outcomes for Financial Year 2013/14 until 30 April 2013, as part of the preparation for the Financial Year 2013/14 Annual Business Plan and Budget.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

The City has progressed the implementation of the State Government's 'Integrated Planning and Reporting Framework' for Local Governments, established through the Local Government Act [Administration] Regulations. This framework required Local Governments to adopt a new hierarchy of strategic documents, as follows:

- A minimum 10 year Strategic Community Plan;
- A minimum 4 year Corporate Business Plan;
- A series of Informing Strategies that included;
 - A 10 year Financial Management Strategy
 - An Asset Management Strategy;
 - A Workforce Development Strategy; and
- With all of the above linked to the Annual Budget

Throughout 2012 the City undertook a review of its Strategic Plan. At the October 2012 Ordinary Council Meeting the new plan, *Strategic Community Plan 2012 – 2022*, was formally adopted.

Simultaneous with this review process the City was working on a draft Corporate Business Plan as well as the ancillary informing strategies. These documents are now finalised and ready for public release.

Submission

N/A

Report

The City undertook a comprehensive approach to the preparation of its *Strategic Community Plan 2012 – 2022*. This plan identified seven key themes that would affect the City's future development:

1. Growing the City
2. Community and Lifestyles
3. A Prosperous City
4. Environment and Sustainability
5. Infrastructure
6. Moving Around
7. Leading and Listening

In order to deliver the vision of the Strategic Plan, each of these themes has a comprehensive range of 'Strategic Objectives' to be achieved. A copy of the Plan can be accessed from the following link:

<http://www.cockburn.wa.gov.au/templates/template48/frame2.asp?url=/Your Council/Corporate Strategic Plans/3027-strategic community plan 2012-22-web.pdf&EventID=3027&TemplateID=48>

The function of the Corporate Business Plan (CPB) is to activate these 'Strategic Objectives'. While the Strategic Plan has a ten year horizon, the CPB has a five year focus. The CPB is reviewed annually, so that after five years the horizon of the CPB will have reached the outer years of the current Strategic Plan, necessitating a full review of that Plan in 2016/17. This iterative process ensures that the CPB and Strategic Plan are connected and relevant to the circumstances that prevail at the time.

Corporate Business Plan

This Plan is intended to be a high-level document. It 'activates' the Strategic Objectives by focussing on the relevant strategic level tasks that must be delivered. Therefore, it is not a summary of 'operational' level tasks. That level of planning is identified through other 'informing strategies', e.g. the *Library Strategic Plan (2007 – 10)* identifies how the City will expand the delivery of information and education services to the community. Operational tasks are derived from these

strategies, then annually summarised in the Annual Business Plan and financed through the Budget.

Over many years the Council has adopted a wide range of issue specific strategies; e.g. Youth Services Strategic Plan (2011 – 16), Hamilton Hill Revitalisation Strategy (2012), Local Commercial Centres Activity Strategy (2012), Strategic Waste Management Plan (2008). A full list of all current strategies is available at:

http://www.cockburn.wa.gov.au/Your_Council/Corporate_Strategic_Plans/

In seeking to deliver the 'Strategic Objectives' in the Strategic Community Plan, the CBP incorporates each of these issue specific plans, including all of their individual objectives. The CBP also looks for gaps in this mix of strategies. For instance, under the theme of 'Growing the City' and delivery of:

Strategic Objective 1.1.1- Ensure our strategic land use land planning embraces sustainable development principles and reflects the values held by the community,

it was realised that the City would benefit from adopting a *Housing Affordability and Diversity* strategy. The review process has also identified a range of other strategies for development across all themes.

As the CBP does not seek to be a single compendium of all information sources, it includes links to the current issue specific strategies in the form of a 'Plan on a Page' summary. This allows the reader to see where these different strategies fit into the overall hierarchy, as well as to have a snapshot of what they seek to achieve. Strategies identified for future development do not yet have a 'Plan on a Page' summary, but have their proposed development dates listed.

Delivering the Strategic Objectives

The heart of the CBP is the list of tasks to be delivered under each of the Strategic Objectives. To reduce the complexity of accessing and updating this data, these tasks are contained in a spreadsheet that is linked to the CBP.

Each task contains the following information:

- Responsible staff member
- Year of delivery
- KPI measures
- Links to other Strategic Objectives

An example of this is shown below:

Strategies and Council Actions	Responsibility	Corporate Business Plan: Delivery Program					KPI	Is this task relevant to other strategies? If so, which ones?
		Operational 2012/13	2013/14	2014/15	2015/16	2016/17		
Strategy 7.3.1 Determine community requirements and report on performance and outcomes								
Review and implement new Governance Charter	Director, Community and Administration Services	✓					New Governance Charter adopted by Council	No
Internal/External Audit Management Plans	Director, Finance and Corporate Services	✓					<ul style="list-style-type: none"> Reporting structure on how to measure implement Target of 80% of audit programs completed Target of issues raised less than 10% 	

As the CBP is an evolving document, the first year of its delivery starts with the current Financial Year. The tasks in this FY set the baseline for evolution of tasks for the succeeding years. In preparing the timeline for all tasks, management has been careful to balance these across the five years, making sure there is an equal effort in the number of tasks to be achieved and workload of individual managers, over this timeframe.

The priority for each task has been considered as part of the 'balancing' effort, but it is open to Council to advance or push back tasks as part of the review of the CBP. In preparing the initial CBP details were workshopped with Elected Members on Saturday 23 February. The CBP will also be reviewed annually at similar Elected Member workshops, thereby providing an annual opportunity to consider any change in priorities based on the circumstances that prevail at that time.

In adopting the framework of the CBP it is recommended that the community input into tasks and priorities for FY13/14 be sought. While it was important to seek community input as a precursor to developing the 'Strategic Objectives' contained in the *Strategic Community Plan 2012 - 22*, having done this, it is the Council's role to set the City's directions and priorities to achieve these. By seeking feedback from the community, Council can ensure it is making adequate progress in achieving the community's needs and aspirations.

Informing Strategies

The 'Integrated Planning and Reporting Framework' requires that a number of mandatory informing strategies be adopted; i.e. a Workforce Plan, Asset Management Plan and Long-Term Financial Plan.

The City has had various forms of these documents for many years, with a workforce and financial plan forming part of the *Plan for the District* and a separate Asset Management policy. The 'mandatory' requirement, however, has also mandated specific components for these strategies.

Each of these strategies will be presented to Council for adoption independently. Pending this outcome, the CBP includes links to the draft version of the above strategies. Similar to the other informing strategies, the CBP contains an overview of the purpose of these strategies rather than full details of the plans.

Conclusion

The development of the CBP has allowed staff to take a comprehensive review of all the City's strategies. The linkages contained within the CBP bring to life the relationships that exist between these strategies, as well as the workforce, infrastructure and financial plans that underpin them.

Complementary to this process, the City has also developed sophisticated information systems to assist in the delivery of the CBP. Likewise, these are integrated so that the asset management system provides data to the financial system, which in turn is supported by an electronic document management system that also links to key workforce systems, e.g. payroll, employee records and performance reporting, etc. This interrelationship ensures that all parts of the City remain connected and share information that is vital to the whole organisation.

Local Governments were given until June 2013 to finalise delivery of the Integrated Planning and Reporting Framework. With the *Strategic Community Plan* already adopted, the adoption of the CBP and the other mandatory informing strategies will have been completed well before this deadline.

Strategic Plan/Policy Implications

Leading & Listening

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

Budget/Financial Implications

The City received \$40,000 in financial support from the State Government towards this project. The total cost of preparation of the plan, inclusive of staff time, is approximately \$100,000.

Legal Implications

Local Government Act (1995), section 5.56 and Local Government (Administration) Regulations 19DA refer.

Community Consultation

The public consultation on the tasks identified for FY 13/14 in the *Corporate Business Plan* will be undertaken through advertising in the City update in the *Cockburn Gazette* newspaper and *Cockburn Soundings*; on-line survey on the City's website and promotion to the Regional Community Development forum on 26 March 2013.

Attachment(s)

Corporate Business Plan 2012/13 – 2016/17

Advice to Proponent(s)/Submissioners

N/A

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

Nil

14. PLANNING AND DEVELOPMENT DIVISION ISSUES

- 14.1 (OCM 14/03/2013) - AMEND THE CITY OF COCKBURN FENCING LOCAL LAW 2010, (PROPOSED CITY OF COCKBURN FENCING LOCAL LAW AMENDMENT 2013) (CC/P/099) (J NGOROYEMOTO) (ATTACH)**

RECOMMENDATION
That Council make a Local Law to amend the City of Cockburn Fencing Local Law 2010, as shown in the attachment to the Agenda, pursuant to Section 3.12 of the Local Government Act 1995.
TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

Council at its meeting of 14 June resolved to adopt the *City of Cockburn Fencing Local Law 2012*.

All local laws are forwarded to the Joint Standing Committee on Delegated Legislation (JSCDL) following gazettal for their information and scrutiny.

The City adopted the *City of Cockburn Fencing Local Law 2012*. Clause 4.1(1) (a) (iii) and 4.1(2) (b) of the local law refer to a superseded Australian Standard AS/NZS 3016:1994. AS/NZS 3016:1994 has been superseded by AS/NZS 3016:2002. Therefore Clause 4.1 is inoperative under section 3.7 of the *Local Government Act 1995*, to the extent of the inconsistency and void under section 43(1) of the *Interpretation Act 1993* to the extent of the inconsistency.

As the City's Fencing Local Law 2012 contains a Clause that is invalid and not authorised by the empowering enactment, the JSCDL required an undertaking from Council to ensure that this clause is amended and correct the definition of a standard.

The amendment was advertised in accordance with the *Local Government Act 1995* requirements and copies sent to the relevant Ministers for consideration. No public comments were received.

Council approval is sought to adopt the *City of Cockburn Fencing local law Amendment 2013* by an absolute majority.

Submission

N/A

Report

Council resolved to adopt the *City of Cockburn Fencing Local Law 2012* in its final form at its meeting of 14 June 2012. The local law was gazetted on the 3 July 2012 and came into force on 18 July 2012.

The City received advice on 12 September 2012 from the JSCDL that the *City of Cockburn Fencing Local Law 2012* contains a Clause that has been superseded.

Council resolved that it amend that part of the local law, the purpose and effect as follows:-

Purpose – to amend the *City of Cockburn Fencing Local Law 2012* to provide clarity, ensure that empowering enactments prevail, and correct drafting errors contained in the local law.

Effect – to enable the City to regulate, manage, control fences, and establish the standard of a “sufficient fence” according to

land use with correct referencing to the Australian Standards.

Section 3.12 of the *Local Government Act 1995* contains the procedure for the making and amendment of local laws. S.3.12(4) states that:

“after the last day for submissions, the local government is to consider any submissions made and may make the local law (by an absolute majority) as proposed or make a local law that is not significantly different from what was proposed”.

It is recommended that Council make the local law as per Attachment 1 as it does not significantly differ from what was originally proposed. The local law can then be forwarded to both the Minister for Local Government and the Minister for Heritage; Citizenship and Multicultural Interests and following gazettal, to the Parliamentary Joint Standing Committee on Delegated Legislation.

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Budget/Financial Implications

N/A

Legal Implications

Section 3.12 of the *Local Government Act* refers.

Community Consultation

Copy of draft gazette notice.

Attachment(s)

Proposed City of Cockburn Fencing Local Law Amendment 2012.

Advice to Proponent(s)/Submissioners

Nil.

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

Nil.

14.2 (OCM 14/03/2013) - CITY OF COCKBURN HEALTH AMENDMENT LOCAL LAW 2013, (CC/P/099) (J NGOROYEMOTO) (ATTACH

RECOMMENDATION

That Council make a Local Law to amend the City of Cockburn Health (Amendment) Local Law, as shown in the attachments to the Agenda, pursuant to Section 3.12 of the Local Government Act 1995.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

Council has previously resolved to publicly advertise its intent to amend the City of Cockburn Health Local Law. The minor amendments were formulated to ensure that the empowering enactments prevail and correct minor drafting errors, in accordance with Joint Standing Committee on Delegated Legislation's recommendation.

The amendment was advertised in accordance with the *Local Government Act 1995* requirements and copies sent to the relevant Ministers for consideration. No public comments were received.

Council approval is sought to adopt the proposed City of Cockburn Health amendment Local Law 2013 by an absolute majority.

Submission

Nil

Report

The City amended the *City of Cockburn Health Local Law 2000* based on consultation with relevant officers who are responsible for the administration of the Local Law.

All Local Laws are forwarded to the Joint Standing Committee on Delegated Legislation (JSCDL) following gazettal for their information and scrutiny.

The Local Law was gazetted on the 6 July 2012 and came into force on 23 July 2012.

The City received advice on 12 September 2012 from the JSCDL that the *City of Cockburn Health Amendment Local Law 2012* contains a Clause that is invalid and not authorised by the empowering enactment.

Council resolved on 11 October 2012 that it amend that part of Local Law, the purpose and effect as follows:-

Purpose – To amend the *City of Cockburn Health Local Law 2000* to provide clarity, ensure that empowering enactments prevail, and correct drafting errors contained in the *Cockburn Health Amendment Local Law 2012*.

Effect – To enable the City to control various matters as they relate to day to day operations of the Health Services area, and make the *Cockburn Health Amendment Local Law 2012* consistent with the principal Local Laws.

Section 3.12 of the *Local Government Act 1995* contains the procedure for the making and amendment of Local Laws S.3.12(4) states that:

“after the last day for submissions, the local government is to consider any submissions made and may make the Local Law (by an absolute majority) as proposed or make a Local Law that is not significantly different from what was proposed”.

Following the closure of the public submission period, no responses were received.

It is recommended that Council make the Local Law as per Attachment 1 as it does not significantly differ from what was originally proposed. Copies of the Local Law will be sent to the Director, Environmental Health on behalf of the Minister of Department of Health for consent. The Local Law can then be forwarded to both the Minister for Local Government and the Minister for Heritage; Citizenship and Multicultural Interests and Minister of Health, and following gazettal, to the Parliamentary Joint Standing Committee on Delegated Legislation.

Strategic Plan/Policy Implications

Nil

Leading & Listening

- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Budget/Financial Implications

N/A

Legal Implications

Section 3.12 of the Local Government Act refers.

Community Consultation

Copy of draft gazette notice which was advertised for public submissions.

Attachment(s)

Proposed City of Cockburn Amendment (No. 2) Local Law 2012.

Advice to Proponent(s)/Submissioners

Nil.

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

Nil.

14.3 (OCM 14/03/2013) - PROPOSED LIQUOR LICENSE - COOGEE BEACH SURF LIFESAVING CLUB (3300004) (N JONES)

RECOMMENDATION

That Council lodge a submission with the Director of Liquor Licensing supporting the proposed Club Restricted Liquor license at the new Coogee Beach Surf Lifesaving Club premises in Poore Grove, Coogee.

COUNCIL DECISION

Background

The Coogee Beach Surf Lifesaving Club has lodged an application with the Director of Liquor Licensing for a Club Restricted Liquor license at the new premises in Poore Grove, Coogee. Guided by the City's Position Statement – Liquor Licensed Premises, the City will form an opinion on each new liquor license and lodge a submission to the Director of Liquor Licensing to outline this opinion.

Submission

Coogee Beach Surf Lifesaving Club Public Interest Assessment Report.

Report

The Coogee Beach Surf Lifesaving Club facility at Poore Grove, Coogee was granted Planning Approval in 2009 and is due to be completed in mid 2013. Planning of the club has consistently incorporated facilities for a bar and functions/events for members and guests.

The Club has provided a Public Interest Assessment Report (PIA) to prove to the Director of Liquor Licensing that the proposed Liquor License is in the public interest. The following information within the PIA is particularly significant:-

Sales of liquor will be limited to on-premises consumption only, for use during the restricted club hours and restricted to Club members and their guests or people invited to a function at the Club premises. No liquor will be sold or supplied to juveniles, including juvenile Club members.

There will be no take away packaged alcohol sold.

The Coogee Beach Surf Life Saving Club will not advertise, promote or serve alcohol at junior events or activities, and will provide alcohol-free social events for young people and families.

The maximum proposed hours of trading are:

<i>Monday to Thursday</i>	<i>4.00 p.m. – 12.00 p.m.</i>
<i>Friday</i>	<i>4.00 p.m. – 12.00 p.m.</i>
<i>Saturday</i>	<i>11.00 a.m. – 12.00 p.m.</i>
<i>Sunday & public holidays</i>	<i>11.00 a.m. – 10.00 p.m.</i>

Plus extended trading to 2.00 a.m. on New Year's Day

Juveniles may only be present on the premises in the liquor licence area if they are in the company of a responsible adult.

The location of the facility is isolated and therefore is not near to or likely to influence the users of schools, youth facilities, churches or any facilities frequented by at-risk groups. The key cause of concern associated with the proposed liquor licence is the presence of children and young people on the premises and in the adjacent beach reserve.

The managers of the Surf Club have developed stringent measures within their House Management Plan, Code of Conduct, and House Management Policy to ensure that juveniles have restricted access to the licensed area. The Club will pursue a philosophy of responsible service of alcohol, responsible drinking will be encouraged, and bar staff will be properly trained.

The premises will not be used for the sale of packaged liquor and there are no existing bottle shops or taverns in the vicinity i.e. within 200m of the site. With the exception of the adjacent caravan park the nearest residential area is about 400m away from the premises. The measures proposed to minimise any impacts (particularly noise) on the amenity of the residents of the caravan park appear to be satisfactory.

As the Club is located on Crown land, the consent of the State Government Minister for Lands is required for permission to allow the Club to lodge an application for a Liquor License with the Director of Liquor Licensing. This consent was granted on 22 January 2013.

In conclusion the measures proposed to be employed by the club to restrict access by juveniles to alcohol are considered to be adequate. The use of the facility for functions is inevitable due to its location next to the beach and these functions will be managed by the Surf Club in compliance with a set of rules that are strict and appropriate. The approval of this liquor licence does not appear to represent a proliferation of liquor outlets in this area. Therefore the City should advise the Director of Liquor Licensing that it supports the proposed Club Restricted Liquor license at the new Coogee Beach Surf Lifesaving Club premises in Poore Grove, Coogee

Strategic Plan/Policy Implications

Community & Lifestyle

- Safe communities and to improve the community's sense of safety.
- Promotion of active and healthy communities.

Environment & Sustainability

- Identification and minimisation of impacts to human health risk.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

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

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

Nil.

14.4 (OCM 14/03/2013) - CONSIDERATION TO INITIATE PROPOSED SCHEME AMENDMENT NO. 101 - LOCATION: PORTION LOT 10 AND 11 BRENCHLEY DRIVE ATWELL - OWNER: ATWELL GREENS PTY LTD - APPLICANT: WHELANS (93101) (C HOSSEN) (ATTACH)

RECOMMENDATION

That Council

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005*, amend City of Cockburn Town Planning Scheme No. 3 ("Scheme") by:
1. Rezoning portion of Lots 10 and 11 Brenchley Drive, Atwell from "Residential R20" to "Residential R40".
 2. Reserving portion of Lots 10 and 11 Brenchley Drive, Atwell as "Parks and Recreation" reserve.
 3. Amending the Scheme Map accordingly.

- (2) as the amendment is in the opinion of Council consistent with Regulation 25(2) of the *Town Planning Regulations 1967* (“Regulations”), and upon the preparation of the necessary amendment documentation, the amendment be referred to the Environmental Protection Authority (“EPA”) as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, be advertised for a period of 42 days in accordance with the Regulations. In the event that the EPA determines that the amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to advertising of the amendment.

COUNCIL DECISION

Background

The subject land comprises a portion of Lots 10 and 11 Brenchley Drive, Atwell and is zoned “Urban” under the Metropolitan Region Scheme (“MRS”) and “Residential “R20” under the City’s Town Planning Scheme No. 3 (“Scheme”).

The subject site is located between Brenchley Drive, the Kwinana Freeway and existing residential development to the south. Atwell Reserve and Brenchley Park are located directly to the east and north of the site respectively.

The site is subject to an existing approved subdivision (WAPC ref: 144837) for 24 residential lots and a cul-de-sac. Site works associated with the approved subdivision are currently underway.

The purpose of this amendment is to consider recoding portion of the land to R40 and reserving portion of the land which is consistent with that being ceded for Parks and Recreation reserve as part of the subdivision application.

Submission

The Proposed Scheme Amendment has been lodged by Whelan’s Town Planning on behalf of the Landowner, Atwell Greens Pty Ltd.

Report

The Proposed Scheme Amendment seeks to amend the Scheme by rezoning a portion of Lot 10 and Lot 11 Brenchley Drive, Atwell from “Residential R20” to “Residential R40”, as well as reserving portion of the land as “Parks and Recreation”.

The proposal seeks to rezone two individual parcels to R40. The two parcels are located in the north of the subject site, on either side of the yet to be constructed cul-de-sac. The two areas to be rezoned to R40 have a total an area of 3,328 m².

The area to be reserved for Parks and Recreation is 401m² in size and will be incorporated into Brenchley Park. This land is required, as a condition of the previously mentioned subdivision approval, to be ceded to the Crown free of cost in accordance with Section 152 of the *Planning and Development Act 2005*. The rezoning of this land to ‘Parks and Recreation’ is a logical proposal and will ensure that the extension of Brenchley Park is zoned appropriately for its land use.

Directions 2031

Directions 2031 seek to establish a 50% increase in current average residential densities from the current average of 10 dwelling per gross hectare of urban zoned land. The approved subdivision on Lots 10 and 11 Brenchley Avenue currently allows for development of 27 dwellings at a density of R20. The applicant has noted that under the proposed densities, this could realistically be increased to 34 for grouped housing or 39 for multiple dwellings. Therefore, the increase in total dwelling yield on the overall site would be between 7 and 12.

The applicant has listed a number of justifications to rationalise the proposed rezoning to R40. These include:

1. Variety of zoning leading to variety in housing stock; and
2. Proximity to Open Space

With regard to point 1 above, Directions 2031 and Liveable Neighbourhoods discuss the importance of ensuring a variety of housing stock provision in providing choice and affordability.

With regard to point 2 above, Liveable Neighbourhoods notes the benefits of locating areas of higher density in proximity to areas of higher amenity, such as parks. Moreover, with the possibility of multiple dwellings the likelihood of better passive surveillance of the surrounding areas of public open space is strong.

Conclusion

In summary, the recommendation is that the City initiates the proposed Scheme Amendment No. 101.

Strategic Plan/Policy Implications

Growing City

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

Environment & Sustainability

- To protect, manage and enhance our natural environment, open spaces and coastal landscapes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

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

Attachment(s)

1. Locality Plan
2. Current and Proposed Zoning Map

Advice to Proponent(s)/Applicant

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

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

Nil.

14.5 (OCM 14/03/2013) - PROPOSED AMENDMENT TO APD58 'RESIDENTIAL DESIGN GUIDELINES' LOCATION: CITY OF COCKBURN OWNER: N/A APPLICANT: N/A (3002) (D DI RENZO) (ATTACH)

RECOMMENDATION

That Council

- (1) adopt the amended Policy APD58 'Residential Design Guidelines' as shown in Attachment 1 to this item for the purposes of advertising;
- (2) advertise the amended Policy APD58 'Residential Design Guidelines' in accordance with clause 2.5.1 of Town Planning Scheme No. 3; and
- (3) following advertising of the amended Policy APD58 'Residential Design Guidelines' this be referred to the DAPPS committee for further consideration.

COUNCIL DECISION

Background

APD58 'Residential Design Guidelines' (the "Policy") was first adopted by Council on 8 April 2010. It was prepared and adopted as a Local Planning Policy pursuant to Section 2.5 of Town Planning Scheme No. 3 ("Scheme"). The Policy currently applies throughout the City and applies to medium density development and subdivision.

The Policy was prepared in conjunction with the Phoenix Central Revitalisation Strategy and associated Scheme Amendment. It was developed, in part, to guide development at the higher code of the R30/40 split codes implemented by the Phoenix Central Revitalisation Strategy.

Council resolved to adopt the Hamilton Hill Revitalisation Strategy at the Ordinary Meeting of Council on 8 November 2012. The Strategy recommends a number of changes to the Policy, including the addition of a new section to guide the application of a new proposed split coding R30/40/60.

At the Ordinary Meeting of Council 14 February 2013 Council resolved to initiate Scheme Amendment No. 100 which will implement the proposed rezonings set out in the Strategy, including the rezoning of some land to 'Residential R30/40/60'.

Therefore it is now proposed that the Policy be modified to include provisions to guide the new proposed R30/40/60 split coding, and that other updates to the Policy be undertaken.

Submission

N/A

Report

The purpose of this report is for Council to consider adopting modifications to the Policy for the purposes of community consultation. The key recommended modification is the introduction of a section to guide the application of the new proposed split coding of R30/40/60.

The review of the Policy has also identified a number of other issues, and this report includes recommended modifications to address these issues.

Proposed Split Coding Provisions (R30/40/60)

The Hamilton Hill Revitalisation Strategy identifies a split coding of R30/40/60 over a number of areas that are comprised of large underdeveloped lots (shown in Attachment 2). This is a new split density coding which has not been applied in the City of Cockburn previously. The purpose of this split density is to encourage improved redevelopment outcomes through:

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

This split coding provides for a base coding of R30, with development at the higher coding of R40 or R60 possible if specific criteria are met.

Additional development criteria apply as the density increases, as set out in the table below.

Development Criteria for R40 and R60 under R30/40/60 Coding	
R40 Development Criteria	R60 Development Criteria
<p>Dwellings/buildings fronting/adjacent to a public street are two storey.</p> <p>Dwellings fronting a public street must address the primary street by way of design, fenestration, entry and must contain major opening(s) to a living area and/or master bedroom.</p> <p>The minimum average site area per dwelling shall not exceed 240m².</p> <p>Development shall demonstrate a suitable level of variety in design, height and rooflines and promote surveillance of the street and private access way.</p> <p>Development adjacent to POS must comply with the criteria set out in Section 11.</p>	<p>Development assembles more than one existing lot or the development site is over 2,500m² in area.</p> <p>The majority of dwellings (above 50%) are two storeys or more.</p> <p>Dwellings fronting a public street must address the primary street by way of design, fenestration, entry and must contain major opening(s) to a living area and/or master bedroom.</p> <p>The minimum average site area per dwelling shall not exceed 190m².</p> <p>Development shall demonstrate a suitable level of variety in design, height and rooflines, and promote surveillance of the street and private access way.</p> <p>Development adjacent to POS must comply with the requirements set out in Section 11.</p>

The development criteria for R40 and R60 include a minimum average site area per dwelling (240m² for R40 and 190m² for R60). The purpose of specifying these minimum average site areas is to ensure that the corresponding dwelling densities are achieved, rather than the R40 or R60 development requirements being applied to a density of development that is lower.

A number of the built form design criteria apply to either an R40 or R60 coding and seek to achieve an improved balance between open space and dwelling floorspace, better surveillance of the public realm, and variety in design.

The key additional requirement for achieving an R60 coding is that development must assemble more than one existing lot, or comprise a development site that is over 2,500m². The purpose of this is to encourage assembly of parcels of land into larger development sites that can be developed at the higher density in a more coordinated manner. Larger development sites provide more flexibility for good built form outcomes at a higher density, rather than needing to design within the constraints of a smaller site.

Vehicle Access and Parking

The Policy currently does not allow the introduction of additional crossovers to lots abutting major roads identified in the Policy, unless it can be demonstrated that an existing crossover cannot be utilised for the proposed development.

However, the introduction of additional vehicle crossovers can also have a negative impact on local roads. Vehicle crossings interrupt the flow of street traffic for pedestrians, cyclists and motorists. Minimising the number of locations where a vehicle can cross the footpath into private property reduces the potential conflict between pedestrians, cyclists and cars.

Additional crossovers impact on the amenity of the streetscape by increasing the amount of hardstanding/paving area in the verge and front setback, and reducing the available area for landscaping and street trees.

Multiple crossovers also result in a loss of on street parking potential (where on street parking is permitted), and reduces the area available for placement of bins.

It is therefore, considered appropriate that the Policy also restrict the introduction of additional crossovers in all circumstances, as follows:

'New grouped or multiple dwelling developments containing a shared/common property access way shall utilise that shared/common property access way for vehicle access without the need for an additional crossover(s) unless it can be clearly demonstrated to the satisfaction of the City that access from the shared/common property access way is not possible.'

Landscaping and Driveways

To improve amenity and safety for larger grouped dwelling sites (over three dwellings), it is recommended that the following lighting requirement be added to the Policy:

'Bollard style lighting in the shared/common property access way shall be included for all development involving three or more grouped or multiple dwellings.'

It is recommended that provisions be added to the Policy to ensure that common areas (including accessways) are adequately developed, landscaped and lit where vacant strata lots are proposed in the absence of built form. This is to avoid the situation where vacant strata lots are sold to individual landowners, and the responsibility of

developing common areas and driveways is neglected. The proposed provisions are outlined below:

- * *'In the case of three vacant strata lots or more (or one existing dwelling and two vacant strata lots) containing a shared/common property access way being created in the absence of built form, the access way shall be fully sealed and drained prior to subdivision clearance and bonding shall generally not be accepted. In this case, it is recommended that the treatment of the access way be constructed of asphalt or similar to avoid damage during dwelling construction.'*
- * *'In the case of three vacant strata lots or more (or one existing dwelling and two vacant strata lots) containing a shared/common property access way being created in the absence of built form, landscaping of the shared/common property access way shall be installed prior to subdivision clearance. Alternatively the City may accept the provision of a bond for the cost of the landscaping works plus a 25% contingency fee.'*
- * *'In the case of three vacant strata lots (or one existing dwelling and two vacant strata lots) or more containing a shared/common property access way being created in the absence of built form, bollard lighting shall be installed prior to subdivision clearance.'*

Outdoor Living Areas

To ensure that outdoor living areas created in the front setback are useable and provide good amenity for residents it is recommended that Clause 8.2 be modified to include the following:

'Outdoor living areas proposed in the front setback area shall be fully developed including provision of a level area which is either paved and drained or lawned and shall be semi-privatised through the use of fencing compliant with the front fencing requirements of the R-Codes and the area shall be directly accessible from a habitable room. In this regard, a floor plan of the existing dwelling may be required to be submitted which demonstrates that this has been achieved.'

Other Modifications

A number of other modifications are proposed to the Policy, as reflected in Attachment 1, including the following:

- * Inclusion of references to 'multiple dwellings', to require the Policy to apply to proposals for multiple dwelling developments.

- * Broadening the scope of the Policy so that it applies to dwellings on lots with a frontage less than 10m wide.
- * Minor modifications and corrections as shown in Attachment 1.

Conclusion

In summary, it is recommended Council adopt the proposed modifications to the Policy for the purposes of community consultation. The modifications provide guidance for the application of the proposed R30/40/60 split codings, and strengthen the scope of the Policy. Following the community consultation, the Policy will be referred to the DAPPS Committee for final consideration.

Strategic Plan/Policy Implications

Growing City

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

If adopted by Council the modified Policy will be advertised in accordance with Clause 2.5 of Town Planning Scheme No. 3, which requires advertising for a minimum period of 21 days. Amendment No. 100 proposes the R30/40/60 recodings, therefore it is intended to advertise the Policy concurrently with Amendment No. 100, which is required to be advertised for a minimum period of 42 days in accordance with the *Town Planning Regulations 1967*.

Separate submission forms will be provided to enable comments to be made on the Policy and Amendment No. 100 separately.

Attachment(s)

1. Draft APD58 'Residential Design Guidelines' (with proposed modifications).

2. Proposed Hamilton Hill Revitalisation Strategy Rezoning (Scheme Amendment No. 100).

Advice to Proponent(s)/Applicant

N/A

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

N/A

15. FINANCE AND CORPORATE SERVICES DIVISION ISSUES

15.1 (OCM 14/03/2013) - LIST OF CREDITORS PAID - JANUARY 2013 (FS/L/001) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council adopt the List of Creditors Paid for January 2013, as attached to the Agenda.

COUNCIL DECISION

Background

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

Submission

N/A

Report

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

Strategic Plan/Policy Implications

Leading & Listening

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

List of Creditors Paid – January 2013.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

15.2 (OCM 14/03/2013) - STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - JANUARY 2013 (FS/S/001) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council adopt the Statement of Financial Activity and associated reports for January 2013, as attached to the Agenda.

COUNCIL DECISION

Background

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

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

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

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

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

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

Submission

N/A

Report

This revised budget figures include the budget review completed for the July to December period and adopted by Council at its February meeting.

Closing Funds

The City's closing municipal position of \$56.2M was \$2.3M higher than the revised YTD budget target of \$53.9M for the end of January. This represents a favourable position overall made up of numerous factors as detailed further in this report.

The revised budget for the end of year closing position is currently showing a \$16k surplus. This has reduced from the \$177k surplus reported in the mid-year budget review due to Council's decision to fund \$80k of tree planting in Forrest Road, a \$59k adjustment related to funding HACC depreciation from grant funds and a \$23k adjustment required for cash balancing grant funded activities.

The closing funds position will fluctuate throughout the year as it is impacted upon by various Council decisions and minor system adjustments and corrections. Details on the composition of the budgeted closing position are outlined in Note 3 to the financial report.

Operating Revenue

YTD operating revenue of \$100M is tracking ahead of budget by \$2.9M. The key contributor to this result is \$1.5M of additional revenue from Waste Services commercial landfill fees.

Human Services grant funding is collectively \$0.6M ahead of the YTD budget due to timing issues. Client fees for the out of school care programs are collectively down over \$0.1M due to the closure of the Harvest Lakes and Atwell services in July last year.

Revenue generated from rates administration fees are \$0.1M ahead of budget and underground power service charges raised to date are also \$0.2M over the full year budget. Interest earnings on Council's investments are now \$0.1M ahead of YTD budget as a result of the downwards revision made in the mid-year review due to falling rates of return. In the Planning and Development Division, administration fees for administering the developer contribution schemes are yet to be accounted for, causing an unfavourable variance of just under \$0.2M.

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

Operating Expenditure

Overall operating expenditure of \$61.2M (including depreciation) is tracking slightly under budget by around \$2.2M.

Community Services is collectively \$0.5M under budget comprising favourable variances in Law and Public Safety (\$155k), SLLC (\$146k) and Council's donation program (\$199k).

Corporate Communications are showing a budget underspend of \$0.3M under the Summer of Fun Events budget. This is a timing issue only as expenditure will be recognised following completion of the events program.

Parks and Environment Services are showing an overall net underspend of \$0.7M against their YTD budget of \$6.3M. This comprises variances in Parks Maintenance (\$251k) and Environmental Management (\$487k), mainly under materials and contracts.

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

Waste Services is over budget by \$0.7M. However, this includes additional landfill levy accrued of \$1.1M that the City may be liable for in the future. The Waste Collection budget is \$0.4M below YTD budget.

Health Services are \$0.2M under YTD budget primarily due to non-spending on contaminated sites.

Operating costs for the Libraries unit are \$0.1M below budget due to savings in the Spearwood Library salaries budget.

Depreciation is now tracking on budget following the budget adjustments made in the mid-year review.

Material variances by business unit are also disclosed in the agenda attachment.

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

Nature or Type Classification	Actual	YTD Amended Budget	Variance to Budget
	\$	\$	%
Employee Costs	\$22.5M	\$22.5M	0.1%
Materials and Contracts	\$18.6M	\$20.9M	11.1%
Utilities	\$2.2M	\$2.5M	13.1%
Insurances	\$1.8M	\$1.9M	4.7%
Other Expenses	\$5.2M	\$4.1M	-14.4%
Depreciation (non cash)	\$12.1M	\$12.1M	0.3%

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

Capital Expenditure

The City's capital budget has incurred expenditure of \$26.9M versus the YTD budget of \$41.2M, resulting in an YTD variance of \$14.3M.

Building works in progress contribute \$9.3M of this variance, due to the integrated health facilities project. Computer infrastructure and

software projects contribute \$1.3M, roads and footpath infrastructure \$1.8M and land development projects another \$1.1M.

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

Capital Funding

Proceeds from land sales are \$14.1M behind the YTD budget, comprising the sale of lot 9001 Ivankovich Avenue (\$11.9M balance owing) Grandpre Crescent development (\$0.4M balance still to settle), sale of lots 485 & 489 Bourbon St (\$0.5M still to settle) and subdivision of Lot 702 Bellier Place and Lot 65 Erpingham Road (\$1.1M). Settlement for Ivankovich Avenue is now expected in March.

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

Grants and developer contributions were collectively \$3.2M behind YTD targets. These are however subject to the respective projects capital spending and formal claims processes and will be achieved in due course.

Loan funds of \$1.0M for the Emergency Services building project are yet to be raised, but will be done so within the next two months.

Transfers to and from Reserves are \$14.9M and \$13.3M behind budget respectively. However these are highly correlated to the capital spending and capital income from land sales budgets, which are showing large variances currently.

Cash & Investments

Council's cash and current/non-current investment holding reduced to \$102.8M from \$103.3M the previous month in line with the City's operating activities.

\$46.7M of this holding represents the City's cash backed reserves with another \$5.2M representing funds held for other restricted purposes (such as bonds, restricted grants and capital infrastructure contributions). The remainder of \$50.9M represents the cash and investment components of the City's working capital, required to fund ongoing operations and the capital program.

The City's investment portfolio made a weighted annualised return of 5.13% for the month of December, unchanged from the previous month. The benchmark BBSW performance for the corresponding period was 3.21%.

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

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

However, given the extent of the past rate cuts and the potential for more in the near future, the budget for interest earnings on municipal funds have been revised downwards by \$0.5M in the mid-year budget review.

Interest earnings on reserve funds however, are expected to meet budget given their YTD performance. This result has been aided by the delayed capital spending on the integrated health facilities project and the long investment terms locking in high rates of return. Also, the imminent sale proceeds from Ivankovich Avenue should boost interest earnings for the remainder of the year.

Description of Graphs and Charts

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

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

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

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

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

Strategic Plan/Policy Implications

Leading & Listening

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

Budget/Financial Implications

Material variances identified of a permanent nature (ie. not due to timing issues) may impact on Council's final budget position (depending upon the nature of the item).

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

Statement of Financial Activity and associated Reports – January 2013.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

15.3 (OCM 14/03/2013) - ANNUAL GENERAL MEETING OUTCOMES - COCKBURN CENTRAL WEST (082/012) (S DOWNING)

RECOMMENDATION

That Council receive the report.

COUNCIL DECISION**Background**

The Council held the Annual General Meeting (AGM) for the City of Cockburn on Tuesday 5 February 2013. As part of the AGM process, electors of the City of Cockburn can ask questions and move motions at the AGM, although it is noted that motions passed at the AGM are not binding on the Council under the Local Government Act.

Submission

N/A

Report

At the Annual General Meeting three motions were successfully passed as noted below. Electors present in the public gallery are the only persons entitled to vote on the motions moved and seconded. There were twelve electors present in the public gallery.

Two other motions were moved but were lost due to want of a seconder.

First Motion – Lost due to want of a seconder

SECOND MOTION**MOTION**

MOVED Chris Lewis (Coogee) SECONDED Mike Armson (Success) that the City of Cockburn agree not to take out borrowings that rely on future Developer Contributions to make the interest and/or capital repayments.

CARRIED 4/2

Officer Comment

The Developer Contribution Scheme (DCA13) is to fund in part community infrastructure that is the building of community assets such as swimming pools, playing ovals, bike ways amongst a range of other projects. The funds will be collected over twenty years but the range of community assets to be constructed will be built over the next ten years. As part of the gap in the funding, it was always envisaged the gap would be filled by borrowing funds from the WA Treasury Corporation. Repayments would be made using the developer contributions. This was to be undertaken so that the community assets could be constructed now and the repayments structured so that the general municipal funds would not have to be used to fund borrowings of this nature. The facility at Cockburn Central West is still subject to further Council decisions before any borrowings are undertaken.

THIRD MOTION

MOTION

MOVED Chris Lewis (Coogee) SECONDED Don Miguel (North Lake) that the City of Cockburn provide details of who is providing the capital to build the following elements at the proposed Cockburn Central West Sport and Recreation project:

- The main AFL oval.
- The secondary playing ovals.
- The lighting for the main oval.
- The Dockers' administration and rooms.
- The education complex.
- Parking for the Dockers.

CARRIED 5/0

Officer Comment

The Fremantle Football Club will provided the capital for their Administration Centre and Rooms, the cost of upgrading the primary community football oval to an AFL grade oval and parking for the Staff and Players. The secondary playing ovals/grounds will be provided by the developer/council. Responsibility for the lighting for the main oval is yet to be determined given the FFC will be training primarily during daylight hours. The education complex will be the responsibility of the relevant education institution.

FOURTH MOTION**MOTION**

MOVED Chris Lewis (Coogee) SECONDED Arie Hol (South Lake) that the City of Cockburn provide details of who will be paying the operational and maintenance costs for the following elements at the proposed Cockburn Central West Sport and Recreation project:

1. The main AFL oval.
2. The secondary playing ovals.
3. The lighting for the main oval.
4. The Dockers' administration and rooms.
5. The education complex.
6. Parking for the Dockers.

CARRIED 3/1**Officer Comment**

The Fremantle Football Club will be responsible for operational and maintenance costs of their Administration Centre and Rooms, the main AFL grade oval and parking for the Staff and Players. The secondary playing ovals/grounds will be maintained by the council. Responsibility for the lighting for the main oval is yet to be determined given the FFC will be training primarily during daylight hours. The maintenance of the education complex will be the responsibility of the relevant education institution.

Fifth Motion – Lost due to want of a seconder

Strategic Plan/Policy Implications

N/A

Leading & Listening

- A responsive, accountable and sustainable organisation.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

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

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

N/A

16. ENGINEERING AND WORKS DIVISION ISSUES

16.1 (OCM 14/03/2013) - GREENHOUSE GAS EMISSION REDUCTION STRATEGY (HS/M/008) (J HARRISON) (ATTACH)

RECOMMENDATION

That Council adopt the revised City of Cockburn Greenhouse Gas Emission Reduction Strategy 2011–2020.

COUNCIL DECISION

Background

In July 2011, Council adopted the *City of Cockburn Greenhouse Gas Emission Reduction Strategy 2011-2020 (GHG Strategy)* to reduce greenhouse gas emissions and secure a more sustainable energy future.

The *GHG Strategy* included emissions reductions targets for 2020 and 2050, supported by a 3-year action plan. A Greenhouse Action Fund was established under the *GHG Strategy*, enabling a shift away from the purchase of greenpower to increased investment in renewable energy infrastructure, offsets and energy efficiency programs.

In developing the *GHG Strategy*, the City acknowledged the impending Carbon Tax and noted '*Should legislation be passed to adopt a price on carbon, the City will immediately commence an out of plan review to understand any liabilities and ensure this strategy and its funding sources are still appropriate.*'

The City also made a commitment to review the *GHG Strategy* on an annual basis.

This report seeks endorsement of the revised *City of Cockburn Greenhouse Gas Emission Reduction Strategy 2011-2020 (2013 Review)*.

Submission

N/A

Report

The *GHG Strategy* review has been informed by a number of projects:

1. Carbon Tax Review

On 8 November 2011, the Senate passed the Clean Energy Future legislation. The legislation placed a fixed price on carbon of \$23 a tonne from 1 July 2012, moving to a flexible price after three years.

Following this, the City initiated an in-house review of the broad impacts and opportunities the Carbon Tax legislation package on the City's operations.

The review found that the *GHG Strategy* provides sufficient directive to the City in regards to reducing emissions. Budget amendments have been required to manage energy and service cost increases as retailers pass on the costs they have incurred as a result of the carbon price

Separately the City commissioned Aurecon to undertake the *Henderson Waste Recovery Park (HWRP) – Clean Energy Future Assessment Carbon Cost Management Plan*. The outcomes of the assessment included:

- 1.1. Legal advice on the Clean Energy Act and National Greenhouse and Energy Reporting Act 2007.
- 1.2. A carbon price calculation tool for HWRP.
- 1.3. A recommendation on the carbon price surcharge for HWRP.
- 1.4. Assessment of potential carbon liability reduction scenarios.

- 1.5. It is anticipated that HWRP may reach the Carbon Tax threshold in 2012/13.
- 1.6. The City is managing the impacts of the Carbon Tax on its operations by:
 1. Applying a carbon price gate fee surcharge.
 2. Factoring the impact of rising costs in energy and services into its budgeting.
 3. Implementing energy management actions from the GHG strategy to reduce energy consumption and associated emissions.
 4. Developing a Waste Management Strategy to minimise waste to landfill and associated emissions at HWRP.
 5. Reporting landfill emissions to the Federal Government under the National Greenhouse and Energy Reporting Act 2007.
 6. Investigating Carbon Farming Initiative (CFI) opportunities for HWRP.
 7. Continuing to improve accuracy of emissions estimation.

2. Greenhouse Gas Inventory, 2011/12

In December 2012 the City completed its greenhouse gas inventory for 2011/12 which recommended changes to the City's emission targets and offset programs.

3. WALGA determination on the Scope of Street lighting

Advice from WALGA has confirmed that '*Western Power will be moving to reporting greenhouse gas emissions associated with streetlights to a Scope 2 emission under the National Greenhouse and Energy Reporting Act, commencing with the 2011/12 reporting year*'. This means that Local Government is not directly liable for the emissions and can move to report them as a Scope 3 emissions source.

The recommendations from each of these 'reviews' have been incorporated into the revised version of the *Greenhouse Gas Emission Reduction Strategy 2011-2020*.

The major changes to the *GHG Strategy* are summarized below:

- 3.1. Information added on the implications of the Carbon tax.
- 3.2. Data updated for the base year 2008/09
- 3.3. Actions added to the Strategy's Action Plan to assist in reducing waste emissions and manage the City's carbon price liability.
- 3.4. Emission reduction targets added for Western Power Streetlights and the Zero Emission Fleet Program.
- 3.5. Renewable Energy Target added.
- 3.6. Carbon offsets program reduced to only include fleet emissions (this will save the City up to \$30,000 per annum).

- 3.7. Strategy aligned to the City's new Community Strategic Plan.
- 3.8. Information on the Cities for Climate Protection targets (superseded) removed.
- 3.9. Progress against the Action Plan updated.
- 3.10. Appendix A - Past Actions updated.

In summary the City's greenhouse gas emission reduction targets are as follows:

	2020 Target	2050 Target
Electricity & Gas	20% below 2008/09	80% below 2008/09
Street lighting (Western Power)	10% below 2008/09	60% below 2008/09
Fleet	Zero Emissions from 2011/12	Zero Emissions from 2011/12
Waste	45% cap above 2008/09	50% below 2008/09
Combined	12% cap above 2008/09	60% below 2008/09

The City has also committed to a renewable energy target aligned to the federal government target of 20% by 2020:

2020 Target	
Renewable Energy Target	20% of electricity for Council Buildings generated by renewable energy by 2020.

The revised version of the *Greenhouse Gas Emission Reduction Strategy 2011-2020* incorporating the above changes has been provided as an attachment to this Council Report for adoption.

The next review of the strategy is scheduled for February 2014 and will establish the next 3 year action plan from 2014/15 to 2017/18.

Strategic Plan/Policy Implications

Growing City

- Reduction in energy dependency and greenhouse gas emissions within our City.

Infrastructure

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

Environment & Sustainability

- Greenhouse gas emission and energy management objectives set, achieved and reported.

Budget/Financial Implications

Funds to implement the Action Plan will be sought from the Greenhouse Action Fund and through normal budget processes.

Legal Implications

N/A

Community Consultation

N/A

Attachment

City of Cockburn Greenhouse Gas Emission Reduction Strategy 2011 – 2020 (version 1.7)

Advice to Proponent(s)/Submissioners

N/A

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

N/A

16.2 (OCM 14/03/2013) - PROPOSED ESTABLISHMENT OF A ROAD SAFETY AND TRAFFIC MANAGEMENT REFERENCE GROUP (ES/R/002) (J MCDONALD)

RECOMMENDATION

That Council

- (1) support the concept of establishing a Road Safety and Travelsmart Reference Group based on the WALGA Roadwise framework;
- (2) seek a briefing on the Roadwise Program by WALGA at its April General Briefing; and
- (3) receive a Draft Terms of Reference for the Road Safety and Travelsmart Reference Group at the May Ordinary Council Meeting.

<p>COUNCIL DECISION</p>

Background

At the Ordinary Meeting of Council on 13 December 2012 the following Matter to be noted for investigation was requested by Mayor Logan Howlett:

That a report be presented to the March 2013 Council meeting aimed at establishing a Road Safety and Traffic Management Committee of Council.

The objectives to include but not be limited to:

- *Establishing a Youth Driver Education and Training Centre.*
- *Creating an 'on-line' district wide car-pooling facility*
- *Examining speed reduction strategies on identified roads*
- *Signalised intersections*
- *Pedestrian safety*
- *Bike rider safety*
- *Improved bus routes*
- *Major road infrastructure projects & local road synergies*
- *TravelSmart Program Initiatives*
- *exploring potential partnerships and funding opportunities including:*
 - *Local governments in the south west metropolitan area*
 - *The Western Australian Police*
 - *Department of Health*
 - *Road Safety Council*
 - *Royal Automobile Association of WA*
 - *The Department of the Attorney General (Confiscation Grants program)*
 - *Insurance Council of Australia*
 - *Lotterywest*
 - *Department of Education*
 - *Motor Vehicle Dealers Association; etc*

Submission

Nil.

Report

The scope outlined by Mayor Howlett for the Road Safety and Traffic Management Committee generally reflects the scope of the WALGA initiated Roadwise Program. WALGA's RoadWise Program was formed in 1994 and has served as an important, effective framework by which the Association has pursued road safety objectives throughout Western Australia in conjunction with its stakeholder partners. The Program is aimed at securing greater community and regional stakeholder involvement in delivering road safety initiatives.

From a local community level perspective, RoadWise Committees exist throughout the State, are operational in every region and aim to enhance the capacity for external groups and individuals to participate in local road safety issues. Under this model, the scope of involvement of local agency representatives, groups, networks and individuals in road safety initiatives includes obtaining advice, developing projects and activities and/or developing/pursuing grant applications.

Focus for WALGA's RoadWise Program

WALGA's RoadWise Program operates under a community organisation model and is based upon consultation with and engagement of the community to identify and address local needs, whilst meeting broader road safety priorities identified by the Road Safety Council as being most effective in reducing the level of road trauma in Western Australia.

Pursuit of the WA Road Safety Strategy is facilitated through the RoadWise Program engaging other Road Safety Council stakeholder agencies for coordination and implementation at the community level. WALGA's RoadWise program aims to achieve the WA Road Safety Strategy outcomes through the following goals and targets:

Ensuring effective implementation (local and regional level):

- Strengthened community support
- Increased community participation
- Focused road safety efforts
- Improved inter-agency collaboration and coordination.

Enhanced public education and increased promotion and advocacy (local and regional level):

- Safe Road and Roadsides
- Safe Speeds
- Safe Vehicles
- Safe Road Use

Committee/Reference Group Structure

The WALGA RoadWise Committee structure provides a regular forum within which stakeholders can consider and discuss road safety issues, together with the mechanism for planning, implementing and evaluating community-based road safety social marketing activities. The RoadWise Program activities centre on identifying appropriate countermeasures to negative attitudinal, behavioural and environmental factors.

RoadWise Committees can apply to the Local Government and Community Road Safety Committee (LGCRSC) for funding for specific road safety projects under the Community Road Safety Grants Program.

Establishment

There are a couple of different types of meeting structures that can be set up to address road safety issues.

These comprise the following:

- Committees of Council – these are formal committees of Council that have been set up in accordance with the Local Government Act and usually include council member(s), employees and other persons as members. Under Section 5.22 of the Local Government Act, the minutes of this committee must be submitted to the next ordinary meeting of council or the committee, as the case requires, for confirmation.
- Road Safety Reference Groups or informal committees which can comprise of Council employees and Councillors working with agencies and community members on road safety initiatives. As these committees are not formal committees of Council, there is no requirement for the minutes of these meetings to be confirmed by Council.

A Reference Group is preferred over a Council Committee as it reduces the amount of administration and bureaucracy that applies to the meeting process. A Reference Group will be more readily able to explore the many issues, options and opportunities around traffic safety and travelsmart and will be less encumbered by process and meeting structure.

Representation

It would appear both logical and appropriate that stakeholder representation be reflected with membership to comprise a selection of the following members:

- Local Government - Elected Member(s)
- Local Government – technical staff
- WALGA Road Safety Officer
- WA Police
- Main Roads WA
- Department for Planning and Infrastructure (DPI)
- Health Department of Western Australia
- Department of Education / Parents & Citizens or Parents & Friends
- Community representative(s) i.e. youth (YAC) or Seniors representative
- Other representatives i.e. RAC, Driver Training representatives

Provision of administrative support (agenda and minutes) for meetings is generally provided by Local Government and would be the preferred option.

Quorum

The quorum for any meeting would be at least 50% of the number of member positions, whether vacant or not.

Meeting Frequency

Frequency of meetings is a matter for determination by the group, taking into consideration the fact that appropriate opportunity must be provided within this framework for community groups, networks and stakeholders to:

- Plan activities/events for the upcoming year.
- Develop an Action Plan to guide activities and to align activities to the WA Road Safety Strategy
- Develop and submit projects for assessment and determination by the group, and if required seek funding allocation from the LGCRSC.
- Report on the progress of activities listed within the Action Plan

Given the increased profile of traffic and road safety in a growing municipality such as Cockburn, there is some value in the establishing a group of key stakeholders to address the growing social aspects that accompany growth.

Strategic Plan/Policy Implications

Moving Around

- Facilitate and promote healthy transport opportunities.
- A safe and efficient transport system.
- Infrastructure that supports the uptake of public transport and pedestrian movement.

Budget/Financial Implications

Additional staff resources, administration may be required dependant on the scope of the Group.

Legal Implications

Any committee would need to be established and operated in compliance with the requirements of the Local Government Act 1995

Community Consultation

Nil.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A.

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

Nil.

17. COMMUNITY SERVICES DIVISION ISSUES

18. EXECUTIVE DIVISION ISSUES

18.1 (OCM 14/03/2013) - MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE AND SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE - 21 FEBRUARY 2013

RECOMMENDATION

That Council receive the Minutes of the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal committee dated 21 February 2013 as provided under separate confidential cover, and adopt the recommendations contained therein.

COUNCIL DECISION

Background

The Chief Executive Officer Performance and Senior Staff Key Projects Appraisal Committee met on 21 February 2013. The minutes of that meeting are required to be presented to Council and its recommendations considered by Council.

Submission

N/A

Report

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

Strategic Plan/Policy Implications

Leading & Listening

- A skilled and engaged workforce.

Budget/Financial Implications

Committee Minutes refer.

Legal Implications

Committee Minutes refer.

Community Consultation

N/A

Attachment(s)

Minutes of the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee 21 February 2013 are provided to the Elected Members as confidential attachments.

Advice to Proponent(s)/Submissioners

The CEO and Senior Staff have been advised that this item will be considered at the March 2013 OCM.

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

Committee Minutes refer.

19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
20. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING
21. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY COUNCILLORS OR OFFICERS
22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE
23. CONFIDENTIAL BUSINESS

24 (OCM 14/03/2013) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995)

RECOMMENDATION

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

COUNCIL DECISION

25. CLOSURE OF MEETING