City of Cockburn

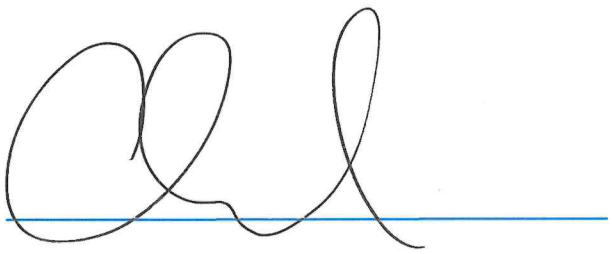
Governance Committee

Minutes

For Tuesday, 16 June 2026

These Minutes are confirmed

Presiding Member's signature



Date: 18 August 2026

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Minutes

Attendance

Elected Members
Cr C Stone (Presiding Member)
Deputy Mayor P Corke (Arrive 6.02pm)
Cr T Dewan
Cr P Eva
Cr C Reeve-Fowkes
Cr H Srhoy
Cr C Zhang

Observers
Mayor L Howlett
Cr K Allen

Staff

Mr D Simms	Chief Executive Officer
Mr D Arndt	Director Sustainable Development and Safety (Depart 6.35 and did not return)
Ms C Bywater	Director Corporate and System Services
Mr A Lees	Director Infrastructure Services
Ms K Jamieson	Acting Director Community and Place
Mr J Blanchard	General Counsel
Ms T Hardmeier	Service Lead Governance and Council Support
Mr B Thorne	Systems Support Analyst (IT Support)
Ms A Schutz	Assistant Governance Officer

1. Declaration of Meeting

The Presiding Member declared the meeting open at 6.00pm.

The Presiding Member acknowledged that the meeting was being held on the Whadjuk Nyungar lands and thanked her Elders for their strength and resilience. It is due to their strength and resilience they are the oldest culture in the world.

2. Appointment of Presiding Member

Nil

3. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)

Item	Name	Type/Nature of Interest
8.1.3 Policy Review: Amendments to Local Planning Policy 4.5 – Naval Base Holiday Park Heritage Area	Cr Hilda Srhoy	**Financial Interest** I have a shack at Naval Base Holiday Park.

6.02pm Deputy Mayor Corke entered the meeting.

4. Apologies & Leave of Absence

Apology
Cr T Widenbar
Ms K Johnson, Director Community and Place

5. Confirmation of Minutes

5.1 (2026/MINUTE NO 0035) Minutes of the Governance Committee Meeting - 21/04/2026

Committee Recommendation
MOVED Cr T Dewan SECONDED Cr H Srhoy

That Committee confirms the Minutes of the Governance Committee Meeting held on Tuesday, 21 April 2026 as a true and accurate record.

CARRIED 7/0

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

Nil

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

Nil

En Bloc Resolution

6.05pm Having declared a financial interest in Item 8.1.3, Cr Hilda Srhoy left the meeting.

6.05pm The following items were carried by En Bloc resolution:

8.1.1
8.1.2
8.1.3
8.3.1
8.3.3
8.3.4
8.3.5
8.4.2
11.1

6.06pm Cr Srhoy returned to the meeting.

8 Reports - CEO (and Delegates)

8.1 Sustainable Development and Safety

8.1.1 (2026/MINUTE NO 0036) Draft Council Policy - Environmental Offsets on City Land

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Service Lead Environment and Service Manager Sustainability and Environment
Attachments	1. Draft Council Policy - Environmental Offsets on City Land ⇩ 2. SERG and DCCEWW Feedback Table ⇩ 3. SERG DCCEWW - City of Cockburn Environmental Offset Policy - tracked changes ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang

That Council ADOPTS the draft Council Policy – Environmental Offsets on City Land.

CARRIED 6/0

Background

Under State and Commonwealth environmental legislation, any development proposal that has an unavoidable impact on a Matter of National Environmental Significance (MNES) or other protected vegetation will likely require an offset.

An offset compensates for damage to protected environmental matters through actions like protecting, restoring or improving similar biodiversity values in another location.

Offsets are legally enforceable and are attached to environmental approvals. Compliance and enforcement on the delivery of offsets is administered by the State or Commonwealth Department that issued the relevant approval. These agencies are:

- The Department of Water and Environmental Regulation (‘DWER’) and
- The Department of Climate Change, Energy, the Environment and Water (‘DCCEEW’)

Responsibility for delivering and funding the offset sits with the approval holder (the proponent).

Extensive clearing of native vegetation in southwestern Australia has reduced the area of land suitable to deliver these offsets. As demand for offset sites increases, local governments are receiving more requests from commercial entities seeking partnerships to deliver offsets in land under Local Government management.

Allowing third party entities to provide offsets in City owned or managed reserves presents as an opportunity to improve natural area condition at no cost to ratepayers. The restoration standards that are typically prescribed by environmental approvals exceed the following levels of service adopted as part of the Parks and Environment Asset Management Plan:

- 70% of bushland vegetation area is in good or better condition (as per Keighery Scale 1994)
- 70% or more of mapped actively managed reserves have no high priority weed species mapped as 61% or greater density. (Note that the City's High Priority Weed Species List is used to assign priority classifications).

It is therefore in the City's interest to seek partnerships with third parties to allow for offsets to be delivered in City reserves.

Accordingly, at the 9 December 2025 Ordinary Council Meeting, Council resolved to:

> (5) REQUESTS the Chief Executive Officer to present an Environmental Offsets Policy and updated delegation to the Governance Committee to enable the broader use of City owned land for the purpose of environmental offsets.

Submission

N/A

Report

The purpose of this report is to present the Governance Committee and Council with a Draft Council Policy - Environmental Offsets on City Land that:

1. Addresses the recommendation of the December 2025 Ordinary Council Meeting
2. Establishes a framework to guide the use of City-owned or managed land for environmental offsets
3. Incorporates feedback from the Sustainability and Environment Reference Group (SERG)
4. Incorporates feedback from the Commonwealth environmental regulator, the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

The draft Council Policy is provided at Attachment 1.

The existing Delegations Register (Delegation 1.2.24 - Disposal of Property) already provides authority for the City to make land available for the purpose of environmental offsets.

Delegation 1.2.24 gives powers under Section 3.58 of the *Local Government Act* to dispose ("includes to sell, lease, or otherwise dispose of, whether absolutely or not") Government property without going to tender so long as:

a) Public notice is given that describes the property concerned, gives details of the disposition and invites submissions; and
b) Submissions to the notice are considered.

On this basis, the existing delegation framework is considered sufficient to support the draft Council Policy, and no amendments are proposed.

SERG Feedback

The Draft Council Policy was presented at the 12 March 2026 Sustainability and Environment Reference Group (SERG) meeting. SERG feedback is provided in Attachment 2.

Minor amendments were made to the draft Council Policy following the SERG feedback, including:

1. Change 'public consultation' to 'advertising' in Section 1.2.
2. Amended clause to clarify process if the license duration exceeds a 20-year period in Section 5.5

The amended terminology in Section 1.2 necessitated similar amendments being made to Section 6, where the requirements for community advertising are outlined. The SERG provides strategic level advice so the intent of what they are commenting upon has been extrapolated further through the policy by the City to ensure the operation of the policy correctly.

SERG recommended stronger requirements be stipulated for fauna and animal welfare management within the Offset Management Plan (OMP). However, the policy is intended to provide a high-level framework and is not considered the appropriate place to prescribe detailed management requirements. Doing so would also require similarly detailed provisions for other environmental values.

Fauna and animal welfare requirements will be assessed against the City's existing approach to fauna conservation during review of the OMP.

SERG also recommended adding a clause to mandate that a portion of the offset funding be directed to community-led environmental organisations. This is not recommended, as it is considered that all offset funding should be directed towards land management to remove any reliance on City expenditure.

This becomes far easier to track from a transparency view, while still relieving pressure on municipal funds for other programs. Additionally, there is no statutory head of power that can be used to require approval holders to provide funds to environmental organisations. Significant funding opportunities for community groups already exist under the Community Funding for Community Organisations & Individuals Council Policy.

Commonwealth Government Feedback

The City sought feedback from the Department of Climate Change, Energy, the Environment and Water (DCCEEW) regarding the draft Council Policy (Section 9) in March 2026

DCCEEW provided feedback on the draft policy which included advice relating to terminating offset agreements. As per DCCEEW communications, the City retains the right to terminate an offset even if it undermines the proponent's offset obligations under approval conditions. In such circumstances, DCCEEW advised that the responsibility to secure an alternative offset site would rest with the proponent.

It was acknowledged by both the City and DCCEEW that termination would only occur in serious circumstances, as neither party seeks to see approved offsets fail. The City advised that it intends to undertake monitoring of offset delivery, and DCCEEW indicated it would support the City in relation to compliance matters where required.

DCCEEW's feedback on the draft Council Policy is included (refer Attachment 2).

The DCCEEW review provides the City with a high level of confidence that the draft Council Policy is robust, fit for purpose, and appropriately aligned with Commonwealth regulatory expectations.

Strategic Plans/Policy Implications

Our Economy
• Attract investment to the City by promoting innovation and economic opportunity.

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

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

Budget/Financial Implications

Where the City enters into a licence agreement with proponents to deliver environmental offsets, responsibility for rehabilitation and ongoing management of the offset area will rest with the proponent for the duration of the approval. This will reduce the operational expenditure otherwise required by the City in managing these reserves.

The 2025/26 operational budget allocates approximately $2,500 per hectare per annum for natural area management. As offset approvals typically extend over a period of around 20 years, the avoided operational expenditure is estimated at approximately $50,000 per hectare over the life of an agreement.

In addition, licence arrangements will generate ongoing revenue through annual preliminary and formal licences.

Consistent with Section 4 of the Draft Council Policy, proponents will be responsible for all costs associated with facilitating and delivering offsets and will be required to reimburse the City for costs incurred in administering offset agreements, including staff time and overheads.

Legal Implications

For Crown Reserves, the Management Order under the Land Administration Act 1997 must be in favour of the City. Minister for Lands approval will be required for individual proposals and any offset extensions.

Community Consultation

It is not proposed that the Draft Council Policy be subject to public consultation prior to adoption. The policy is technical in nature and is intended to guide internal decision-making.

It is considered likely that the public consultation process will attract submissions focused on native vegetation clearing and objections to the City facilitating environmental offsets in principle, rather than on the contents of the policy. Public concerns relating to environmental approvals are better addressed by the State and Commonwealth Governments as the agencies that administer the relevant legislation.

Public advertising will still occur in accordance with the requirements of the Local Government Act for the disposal of property to facilitate an offset agreement.

Risk Management Implications

Risks that might be encountered if the recommendations presented are not followed or deferred include:

- Potential loss of partnership due to delays resulting in reputational risk. The City has received two expressions of interest from proponents this calendar year
- Ongoing operational management of reserves incurring financial, staff resourcing, and opportunity costs of rehabilitation and maintenance costs
- Lower quality of environmental benefit to Reserves due to the City's significantly lower budget.

Per the City's Risk Management framework, this financial risk is considered Minor.

A risk associated with adoption of the Draft Council Policy is that the City may enter into an offset partnership that is less favourable than future opportunities, noting that interest is being received from multiple proponents at different stages of regulatory approval.

As the environmental offset process is proponent-driven and subject to regulatory timeframes, decisions may need to be made based on proposals available at the time, rather than through a comparative assessment of all potential proponents. This creates a risk of a “first-come” outcome limiting future options. A prioritisation framework is included in the draft policy as a means of ensuring the City only enters into favourable partnerships.

Advice to Proponent(s)/Submitters

SERG and DCCEEW representatives have been notified that the draft policy will be considered at the 16 June Governance Committee Meeting and the 14 July Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Environmental offsets can be offered by other landowners. However, there are limited opportunities for environmental offsets in the South-West of Western Australia which means that the City of Cockburn offering these environmental offsets will not adversely impact the market.

Public notice and consultation will occur in accordance with Section 3.58 of the Local Government Act 1995 where required for proposed Leases or Licences.

Policy
Environmental Offsets on City Land

Policy Type
Council

Policy Purpose
To establish a framework for prioritising and guiding partnerships that the City of Cockburn (the City) will enter to provide land to external parties for environmental offsets. This Policy ensures that offsets deliver transparent, locally beneficial outcomes aligned with the City's approach to natural area management and community values.

Policy Statement
This Policy applies to any requests to use reserves, land owned by, or property under direct control of the City for the purpose of providing environmental offsets.

It applies to requests from third parties and for any environmental offsets that the City is required to deliver itself.

The Policy does not apply to land under the care and control of the State Government or privately owned property.

Definitions

'**Environmental offsets**' are legally mandated under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and/or the State *Environmental Protection (Clearing of Native Vegetation) Regulations 2005* (Clearing Regulations) when development proposals have unavoidable impacts on Matters of National Environmental Significance or protected vegetation. These offsets compensate for residual impacts by restoring or improving similar biodiversity values elsewhere and are funded and delivered by the approval holder. Compliance and enforcement of the delivery of environmental offsets is administered by the State or Commonwealth Department that issued the relevant approval.

"Lease or Licence" means an agreement to deliver the offset in accordance with an offset management plan approved by the regulatory authority.

'Preliminary Licence' means an agreement to provide a proponent access to an offset site to conduct due diligence and seek approvals prior to delivering the offset.

'**Proponent'** means the entity seeking to deliver an environmental offset on City-managed land.

'Regulator' means either the Commonwealth Department of Climate Change, Energy, the Environment and Water or the Western Australian Department of Water and Environmental Regulation, depending on which agency is formally responsible for approving the environmental offset in question.

(1) Site Suitability

1. Offset sites will be selected in collaboration between the City and the proponent. Consideration will be given to the offset approval requirements, the environmental values of the proposed sites and previous environmental assessments undertaken by the City.
2. Prior to an offset site being considered for a Preliminary Licence, public advertising on its potential use as an offset site should occur.
3. To avoid potential conflicts and ensure effective management, the City will limit offset arrangements to one approved offset per site at any given time.
4. Proponents seeking to deliver offsets on City-managed land are responsible for undertaking preliminary ecological surveys for any proposed site to confirm suitability prior to formal agreement. Permission from the City for the proponent and their environmental practitioners is required to enter the site.
5. The contamination status of the offset site must be verified prior to entering an agreement. Where required, a Contaminated Site Management Plan or equivalent assessment may be used to demonstrate that rehabilitation activities can proceed safely. The City may also elect to exclude minor contaminated areas from the offset boundary in consultation with the proponent and/or the regulator.
6. Tenure (including third party interests in the offset site), ownership and management powers must be verified prior to entering an agreement, particularly for Crown Reserves under Management Orders.

(2) Prioritisation of Offsets

1. The City will prioritise offset proposals that best align with its strategic objectives and deliver maximum benefit to the community and the environment.
2. Offsets required to meet the City's own environmental obligations for City-managed projects will take precedence over external proposals.
3. For external proposals, preference will be given to offsets that meet one or more of the following criteria:
   - Offsets for vegetation clearing located within the Cockburn Local Government Area.

- Offsets associated with developments that provide tangible social benefits to the community. The City may consider proposals providing a benefit to the City and its community located outside the City of Cockburn.
- Offsets linked to projects identified as strategic priorities by State or Commonwealth governments, particularly where these projects contribute to regional development or national interest.
- Offsets that include community engagement opportunities or education programs.
- Offsets that involve collaboration with Traditional Owners, including cultural heritage protection and opportunities for land management, employment, or training.
- Offset proponents who demonstrate proven capacity for long-term delivery of commitments and maintain a clean compliance record under relevant environmental and local planning legislation.
- Offsets for companies with a long-term base or operational presence within the City of Cockburn, the South West Metropolitan Area or the State of Western Australia.

4. The City may prioritise applications or refuse applications at its sole discretion.
5. Proponents must provide evidence that the company/entity will be in existence for the duration of the offset project. This includes evidence of a permanent office in Western Australia and any other evidence relating to the longevity and financial sustainability of the business.

(3) Advertising and receipt of applications

1. Sites that may offer suitable offset opportunities may be advertised through Expressions of Interest (EOI) on the City's website.
2. The City may accept applications on an ad hoc basis.
3. Applications should be supported by the information requested on the City's website.

(4) Cost

1. For external offsets, all activities must be fully funded by proponents.
2. For a Preliminary Licence, an annual fee will be agreed between the City and the proponent based on current market conditions.
3. For a Lease or Licence, an annual per-hectare fee will be agreed between the City and the proponent based on current market conditions.
4. Proponents are responsible for all costs associated with planning, implementation, monitoring, and reporting of offset commitments. Such expenses include:
   - Valuations.
   - All land management and maintenance costs.
   - Legal fees.

- Consultant fees.
- Land management contractor fees.
- Audit and monitoring expenses.
- Compliance.
- Administration and overheads.
- Land transaction fees.
- Contingencies.

5. The City's contribution for external offsets will be limited to officer time for liaison with proponents, providing supporting information, scheduled site inspections and reviewing plans and reports.
6. Proponents must reimburse the City for all expenses it incurs while facilitating an environmental offset. Such expenses include:
   - Wages and overheads.
   - Legal advice.
   - Consultant fees.
   - Quantity surveyors.
   - Audit and monitoring expenses.

(5) Tenure and Legal Framework

1. There are two stages for a proposal, Preliminary Licence and Licence.
2. A Preliminary Licence or similar agreement must be established with proponents to confirm intent, conduct due diligence, define initial roles and responsibilities, and progress approvals from regulatory authorities for a period of up to two years.
3. If regulatory approvals are obtained, the City may enter into a Licence for a period no longer than the duration of the offset. The licence will set out the obligations of the City and the proponent.
4. Where the relevant regulator grants an extension to the offset approval, the City may extend the Licence for a period no longer than the approved extension.
5. For Crown Reserves, the Management Order under the *Land Administration Act 1997* must be in favour of the City and must include powers to lease or licence land to facilitate offset activities. Minister for Lands approval will be required for individual proposals and any offset extensions. Land tenure requirements will be resolved during the Preliminary Licence period.
6. For land owned by the City that is not a Crown Reserve, the City may enter into a lease agreement with the proponent, where appropriate. The duration of this agreement is to be no longer than the offset approval.

(6) Community Advertising

1. Public notice and advertising will occur in accordance with Section 3.58 of the *Local Government Act 1995* where required for proposed Leases or Licences.

2. The City may choose to undertake additional advertising for significant offset proposals to ensure transparency and community awareness.
3. Community feedback will be considered before finalising agreements.

(7) Information Sharing

1. The City will make information which is relevant to the delivery of the offset available to the proponent.
2. The proponent must provide the City with all project-related documents associated with the offset site, including any baseline studies, management plans, spatial data, monitoring results, and compliance reports prepared for, or submitted to, the relevant regulatory authorities throughout the duration of the offset.

(8) Offset Management

1. All offsets must be managed under an Offset Management Plan (OMP), or equivalent plan approved by the City, prior to being submitted to the regulator for formal approval.
2. The OMP must:
   - Demonstrate that proposed works deliver environmental outcomes above and beyond what the City could reasonably achieve through its own resources and programs;
   - Include quarterly offset monitoring with each monitoring event supported by a factual monitoring report; and
   - Include annual interpretive reporting assessing monitoring results against success criteria and provisions for adaptive management to ensure long-term success.

(9) Termination

1. The City reserves the right to terminate an offset agreement in the following circumstances:
   - The proponent is not meeting its obligations under the Preliminary Licence, Lease, Licence and/or Offset Management Plan in accordance with the relevant breach and dispute resolution provisions of the agreement; or
   - The offset agreement breaches statutory or regulatory requirements.
2. In the case of Crown Reserves, if a change in the Management Order of a Crown Reserve results in the site no longer being in the City's care, control and/or management, the Offset Agreement will be terminated by agreement between the City and the proponent. The City will endeavour to assist the proponent to transfer the Offset Agreement to the new management body or the State Government as appropriate by agreement between the City and the proponent.

3. Termination by agreement is subject to the proponent meeting any requirements of the Offset Management Plan and the regulatory authority.
4. Where an offset becomes unachievable due to circumstances beyond the control of either party, the City may require the proponent to seek a variation of relevant approval conditions under the EPBC Act.
5. If the proponent fails to deliver offset obligations, the City may notify the regulator.

Policy Information

Strategic Link:	Natural Area Management Strategy
Category:	Environment & Sustainability
Lead Business Unit:	Sustainability
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

Draft Council Policy: Environmental Offsets on City Land – Stakeholder Feedback

1. Sustainability and Environment Reference Group

	SERG Recommendation	City Comment	Outcome
1.1	Change 'public consultation' to advertising in Section 1.2.		Change made
1.2	Insert clause (5) 5: relating to duration of leases/licences. Suggest 20 years – or perhaps 10 + 10 year lease? Suggested wording: "The duration of the Licence shall not exceed 20 years. This may be a single term or be an initial 10 year licence with an option to renew for a further 10 years."	The license section has been updated to reflect that licenses *may* be entered into for no longer than the duration of the offset. Where the relevant regulator grants an extension to the offset approval, the City may extend the Licence for the duration of that approved extension	Recommendation partially supported
1.3	Consider adding a clause that mandates directing a portion of offset funding toward community-led environmental	This is not recommended, as it is considered that all offset funding should be directed towards land management to remove any reliance on City expenditure. Additionally, there is no	Recommendation not supported

	organisations delivering on-ground outcomes.	statutory head of power that can be used to require approval holders to provide funds to environmental organisations. Significant funding opportunities for community groups already exist under the Community Funding for Community Organisations & Individuals Council Policy.	
1.4	The OMP requirements could be strengthened to prioritise *genuine ecological outcomes* rather than administrative compliance. From a wildlife perspective, key improvements would be: • stronger requirements for habitat quality, connectivity and fauna outcomes (not just vegetation), • consideration of animal welfare impacts during site selection and management, and	The policy is intended to provide a high-level framework and is not considered the appropriate place to prescribe detailed management requirements. Doing so would also require similarly detailed provisions for other environmental values. Fauna and animal welfare requirements will be assessed against the City's existing approach to fauna conservation during review of the Offset Management Plan (OMP).	Recommendation not supported

	• ensuring offsets deliver measurable improvements beyond standard land management.		

2. Department of Climate Change, Energy, the Environment and Water (DCCEEW)

	DCCEWW Recommendation	City Comment	Outcome
2.1	the majority of proponents provide us with an offset strategy that outlines, at a higher level than an offset management plan, the key goals, main management and monitoring activities, and a risk assessment, that will guide delivery of the offset. This offset strategy forms the basis of our approval of an action under the EPBC. Projects will usually also prepare a detailed offset management plan that sets out the specific details and on-ground activities, but this is no longer	Noted. While the DCCEWW approval process may rely on an offset strategy, the City will require the preparation and implementation of a detailed Offset Management Plan (OMP) to demonstrate that the proposed offset will achieve measurable conservation outcomes above and beyond those that could be delivered by the City in accordance with its policy framework. The OMP should include specific management actions, monitoring requirements, and reporting	Comment noted.

	part of our approvals process. Noting that you refer to an OMP only, in section 8, I thought you should be aware of this. The OMP will probably provide some of the detail you are after that a strategy does not re: quarterly monitoring.	commitments, including (but not limited to) regular monitoring intervals such as quarterly reporting, to ensure transparency and accountability in offset delivery.	
2.2	while we make every effort to set a reasonable timeframe for the offset (for example, delivery within 10, 15, 20, etc years), there is the possibility that an extension may be required if a risk event occurs. Does the license framework have this built in as an option?	The license section has been updated to reflect where the relevant regulator grants an extension to the offset approval, the City may extend the Licence for the duration of that approved extension	Change made.

Policy
Environmental Offsets on City Land

Policy Type
Council

Policy Purpose
To establish a framework for prioritising and guiding partnerships that the City of Cockburn (the City) will enter to provide land to external parties for environmental offsets. This policy ensures that offsets deliver transparent, locally beneficial outcomes aligned with the City's approach to natural area management and community values.

Policy Statement
This Policy applies to any requests to use reserves, land owned by, or under direct control of the City for the purpose of providing environmental offsets.

It applies to requests from third parties and for any environmental offsets that the City is required to deliver itself.

The Policy does not apply to land under the care and control of the State Government or privately owned property.

Definitions

'**Environmental offsets**' are legally mandated under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and/or the State *Environmental Protection (Clearing of Native Vegetation) Regulations 2005* (Clearing Regulations) when development proposals have unavoidable impacts on Matters of National Environmental Significance or protected vegetation. These offsets compensate for residual impacts by restoring or improving similar biodiversity values elsewhere and are funded and delivered by the approval holder. Compliance and enforcement of the delivery of environmental offsets is administered by the State or Commonwealth Department that issued the relevant approval.

"Lease or Licence" means an agreement to deliver the offset in accordance with an offset management plan approved by the regulatory authority.

'Preliminary Licence' means an agreement to provide a proponent access to an offset site to conduct due diligence and seek approvals prior to delivering the offset.

'**Proponent'** means the entity seeking to deliver an environmental offset on City-managed land.

'Regulator' means either the Commonwealth Department of Climate Change, Energy, the Environment and Water or the Western Australian Department of Water and Environmental Regulation, depending on which agency is formally responsible for approving the environmental offset in question.

(1) Site Suitability

1. Offset sites will be selected in collaboration between the City and the proponent. Consideration will be given to the offset approval requirements, the environmental values of the proposed sites and previous environmental assessments undertaken by the City.
2. Prior to an offset site being considered for a Preliminary Licence, public ~~consultation~~ advertising on its potential use as an offset site should occur.
3. To avoid potential conflicts and ensure effective management, the City will limit offset arrangements to one approved offset per site at any given time.
4. Proponents seeking to deliver offsets on City-managed land are responsible for undertaking preliminary ecological surveys for any proposed site to confirm suitability prior to formal agreement. Permission from the City for the proponent and their environmental practitioners is required to enter the site.
5. The contamination status of the offset site must be verified prior to entering an agreement. Where required, a Contaminated Site Management Plan or equivalent assessment may be used to demonstrate that rehabilitation activities can proceed safely. The City may also elect to exclude minor contaminated areas from the offset boundary in consultation with the proponent and/or the regulator.
6. Tenure (including third party interests in the offset site), ownership and management powers must be verified prior to entering an agreement, particularly for Crown Reserves under Management Orders.

(2) Prioritisation of Offsets

1. The City will prioritise offset proposals that best align with its strategic objectives and deliver maximum benefit to the community and the environment.
2. Offsets required to meet the City's own environmental obligations for City-managed projects will take precedence over external proposals.
3. For external proposals, preference will be given to offsets that meet one or more of the following criteria:
   - Offsets for vegetation clearing located within the Cockburn Local Government Area.

- Offsets associated with developments that provide tangible social benefits to the community. The City may consider proposals providing a benefit to the City and its community located outside the City of Cockburn.
- Offsets linked to projects identified as strategic priorities by State or Commonwealth governments, particularly where these projects contribute to regional development or national interest.
- Offsets that include community engagement opportunities or education programs.
- Offsets that involve collaboration with Traditional Owners, including cultural heritage protection and opportunities for land management, employment, or training.
- Offset proponents who demonstrate proven capacity for long-term delivery of commitments and maintain a clean compliance record under relevant environmental and local planning legislation.
- Offsets for companies with a long-term base or operational presence within the City of Cockburn, the South West Metropolitan Area or the State of Western Australia.

4. The City may prioritise applications or refuse applications at its sole discretion.
5. Proponents must provide evidence of business longevity to ensure that the company/entity will be in existence for the entire duration of the offset project, including evidence of a permanent office in Western Australia.

(3) Advertising and receipt of applications

1. Sites that may offer suitable offset opportunities may be advertised through Expressions of Interest (EOI) on the City's website.
2. The City may accept applications on an ad hoc basis.
3. Applications should be supported by the information requested on the City's website.

(4) Cost

1. For external offsets, all activities must be fully funded by proponents.
2. For a Preliminary Licence, an annual fee will be agreed between the City and the proponent based on current market conditions.
3. For a Lease or Licence, an annual per-hectare fee will be agreed between the City and the proponent based on current market conditions.
4. Proponents are responsible for all costs associated with planning, implementation, monitoring, and reporting of offset commitments. Such expenses include:
   - All land management and maintenance costs.
   - Legal fees.
   - Consultant fees.
   - Land management contractor fees.

- Audit and monitoring expenses.
- Compliance.
- Administration and overheads.
- Land transaction fees.
- Valuations.
- Contingencies.

5. The City's contribution for external offsets will be limited to officer time for liaison with proponents, providing supporting information, scheduled site inspections and reviewing plans and reports.
6. Proponents must reimburse the City for all expenses it incurs while facilitating an environmental offset. Such expenses include:
   - Wages and overheads.
   - Legal advice.
   - Consultant fees.
   - Quantity surveyors.
   - Audit and monitoring expenses.

(5) Tenure and Legal ~~Requirements~~Framework

1. There are two stages for a proposal, Preliminary Licence and Licence.
2. A Preliminary Licence or similar agreement must be established with proponents to confirm intent, conduct due diligence, ~~and~~ define initial roles and responsibilities, and progress approvals from regulatory authorities for a period of up to two years~~.~~
3. ~~The City may grant exclusivity, while maintaining public access, under a Preliminary Licence to allow the proponent to progress approvals from regulatory authorities and conduct due diligence for a period of up to two years.~~
4. If regulatory approvals are obtained, the City ~~will~~ may enter into a Licence for ~~the~~ a period no longer than the duration of the offset ~~duration of the offset approva~~. The licence will ~~l setting~~set out the obligations of the City and the proponent.

~~4.~~5. Where the relevant regulator grants an extension to the offset approval, the City may extend the Licence for the duration of that approved extension.

6. For Crown ~~r~~Reserves, ~~Reserve~~the Management Order~~s~~ under the *Land Administration Act 1997* must be in favour of the ~~City, and~~City and must include powers to lease or licence land to facilitate offset activities. Minister for Lands approval ~~may~~will be required for individual proposals and any offset extensions. Land tenure requirements will be resolved during the Preliminary Licence period.

~~5.~~7. For land owned by the City that is not a Crown Reserve, the City may enter into a lease agreement with the proponent for the duration of the offset approval where appropriate.

(6) Community ~~Consultation~~ Advertising

1. Public notice and ~~consultation~~ advertising will occur in accordance with Section 3.58 of the *Local Government Act 1995* where required for proposed Leases or Licences.
2. The City may choose to undertake additional community advertising ~~engagement~~ for significant offset proposals to ensure transparency and community awareness.
3. Community feedback will be considered before finalising agreements.

(7) Information Sharing

1. The City will make information which is relevant to the delivery of the offset available to the Proponent.
2. The proponent must provide the City with all project-related documents associated with the offset site, including any baseline studies, management plans, spatial data, monitoring results, and compliance reports prepared for, or submitted to, the relevant regulatory authorities throughout the duration of the offset.

(8) Offset Management

1. All offsets must be managed under an Offset Management Plan (OMP), or equivalent plan approved by the City, prior to being submitted to the regulator for formal approval.
2. The OMP must:
   - Demonstrate that proposed works deliver environmental outcomes above and beyond what the City could reasonably achieve through its own resources and programs;
   - Include quarterly offset monitoring with each monitoring event supported by a factual monitoring report; and
   - Include annual interpretive reporting assessing monitoring results against success criteria and provisions for adaptive management to ensure long-term success.

(9) Termination

1. The City reserves the right to terminate an offset agreement in the following circumstances:
   - The proponent is not meeting its obligations under the Preliminary Licence, Lease, Licence and/or Offset Management Plan in accordance with the relevant breach and dispute resolution provisions of the agreement; or
   - The offset agreement breaches statutory or regulatory requirements.
2. In the case of Crown Reserves, a change in Management Order results in the site no longer being in the City's care, control and management. By agreement between the City and the Proponent.
3. Termination by agreement is subject to the proponent meeting any requirements of the Offset Management Plan and the regulatory authority.

4. Where an offset becomes unachievable due to circumstances beyond the control of either party, the City may require the proponent to seek a variation of relevant approval conditions under the EPBC Act.
5. If the proponent fails to deliver offset obligations, the City may notify the regulator.

Policy Information

Strategic Link:	Natural Area Management Strategy
Category:	Environment & Sustainability
Lead Business Unit:	Sustainability
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

8.1.2 (2026/MINUTE NO 0037) Policy Review - Amendments to Local Planning Policy 4.4 - Heritage Conservation Design Guidelines

Executive	Director Sustainable Development and Safety
Author	Service Manager Strategic Planning
Attachments	1. Draft Amended LPP 4.4 tracked changes ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang
That Council:

(1) AMENDS Local Planning Policy 4.4 – Heritage Conservation Design Guidelines, as shown in Attachment 1;

(2) ACCEPTS that the amendments are minor in nature and do not require public advertising in accordance with Division 2, Clause 5 of the Planning and Development (Local Planning Scheme) Regulations 2015; and

(3) PUBLISHES notice of the policy amendment and revocation in accordance with Clause 87 of the Planning and Development (Local Planning Scheme) Regulations 2015.

CARRIED 6/0

Background

Local Planning Policy 4.4 – Heritage Conservation Design Guidelines (LPP 4.4) sets out development control principles to ensure that works, including conservation, restoration, alterations, additions, changes of use and new development, respect the heritage significance associated with places on the City's *Local Government Inventory*, and do not the endanger the survival of any trees on its *Significant Tree Register*.

Submission

The proposed amendments have been prepared by City Officers to ensure alignment with the Minister's recent approval to *Scheme Amendment No.182* and recent publishing of the City's new *Local Planning Policy 5.23 – Tree Protection* (LPP 5.23).

Report

As set out in the tracked copy version of the changes included at Attachment 1, minimal change is proposed to LPP 4.4.

Primarily they involve removal of references to Significant Trees being protected under clauses contained in *Town Planning Scheme No.3* (TPS3), which were removed via *Scheme Amendment No.182* to enable (and avoid conflict) with broader tree protections contained within LPP 5.23.

Other changes are limited to simplifying language and ensuring consistency with the latest terminology for heritage documentation contained in the Heritage Act 2018.

Strategic Plans/Policy Implications

Our Environment
Valuing natural assets, building climate resilience and using resources sustainably.
- Protect and enhance our natural areas and streetscapes

Our Places
Enhancing distinctive, liveable areas with well-connected, safe transport options.
- Plan for growth and sustainable development
- Strengthen unique, liveable, adaptive places.

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

Budget/Financial Implications

N/A

Legal Implications

In late 2025, the Western Australian Planning Commission advertised amendments to various Planning Regulations to ensure timely review of State and local planning instruments to ensure they are contemporary and fit for purpose. Included was a maximum lifespan of five years (without review) for Local Planning Policies. At present there is no legislated lifespan.

Whilst yet to be finalised, it is recommended that a five-year review period be adopted as a more appropriate timeframe to review local planning policies, in recognition that they often relate to development areas that can take many years to complete, or development standards that are unlikely to require more frequent review.

Within this timeframe, a new suite of local planning policies is expected to be prepared and presented to Council to accompany advertising and/or finalisation of the City's new Local Planning Scheme (*Draft Local Planning Scheme No.13*).

Community Consultation

Clause 5(2) of the *Deemed Provisions*, regarding the procedure for amending local planning policy states:

- *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

Whilst there is no definition of a 'minor amendment' in the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City considers the amendments to be 'minor' and administrative in nature that do not warrant public advertisement prior to adoption and publication.

Risk Management Implications

Should Council resolve not to adopt the updated policy, an opportunity will be missed to address existing anomalies, clarify the intent and ensure consistency between the Local and State Planning and Heritage Frameworks.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil.

Title	**Heritage Conservation Design Guidelines**
Policy Number (Governance Purpose)	**LPP 4.4**

Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn Local Government Inventory (LGI) identifies places within the City of Cockburn that have cultural heritage significance. ~~The compilation of a Local Government Inventory is a requirement of Clause 45 of the *Heritage of Western Australia Act 1990*.~~ Those places on the LGI with the greatest heritage significance are also included on the Heritage List pursuant to the City of Cockburn's Town Planning Scheme No. 3 (TPS 3).

The City of Cockburn's LGI includes a significant tree list, and these trees are protected under ~~the City~~Local Planning Policy 5.23 – Tree Protection (LPP 5.23) ~~of Cockburn's TPS 3~~.

The purpose of this Policy is to:

(1) Set out development control principles for places on the Heritage List established pursuant to TPS 3, and the LGI.
(2) Provide further direction on the development control principles contained within State Planning Policy 3.5 Historic Heritage Conservation (2007).
(3) Provide improved certainty to landowners and the community about the development control principles for heritage conservation and protection.
(4) Set out guidelines for modifications to trees included on the Significant Trees List.

The key objectives of this Policy are:

(1) To ensure that works, including conservation, restoration, alterations, additions, changes of use and new development, respect the heritage significance associated with heritage places;
(2) To encourage opportunities for interpretation where it can enhance understanding and enjoyment of heritage places~~,~~ and strengthen the relationships between the community and its heritage.
(3) To ensure that any works to trees included on the Significant Tree List do not endanger the trees survival.

This policy applies to places entered on the Heritage List pursuant to TPS 3, and places on the City of Cockburn LGI where specified.

Definitions:

In this Policy the following definitions apply, in addition to those terms defined in TPS 3 and Residential Design Codes of Western Australia (R-Codes):

Conservation Plan means a document that details how to identify and look after the significant cultural values of a place. Its preparation involves systematic consideration,

Title	Heritage Conservation Design Guidelines
Policy Number (Governance Purpose)	**LPP 4.4**

recording and monitoring of actions and decisions relating to all aspects of managing a place. The Heritage Council of WA provides guidelines for the preparation of conservation plans.

Heritage place means a building, structure, site, area of land or other physical element valued for its cultural (or historic) heritage significance together with its associated contents and surrounds, and that is included on the State Register of Heritage Places, the City of Cockburn Heritage List, and/or the City of Cockburn LGI.

Heritage significance means the aesthetic, historic, social and scientific values of a place for past, present or future generations.

Interpretation means all the ways of presenting the heritage significance of an item. Interpretation may be a combination of the treatment and fabric of the item; the use of the item; the use of interpretive media, such as events, activities, signs and publications, or activities, but is not limited to these.

Setting means the area around a heritage place, which may include the visual catchment.

Significant Fabric means all the physical material of the place including components, fixtures, contents, and objects that contribute to the heritage significance of the place.

Significant Trees means trees that are included on the Significant Tree List (contained within the LGI) for their significance, which includes characteristics such as outstanding aesthetic significance, horticultural value, historic value, and/or unique location or context.

Policy Statement

(1) Development Control Principles for Places on the Heritage List (Management Category A and B)

Places on the City of Cockburn Heritage List are those of highest heritage value, and the following policy provisions shall apply to these places:

1. External Alterations and Extensions

(a) General Provisions

(i) Alterations and additions to a heritage place should not detract from the heritage significance and should be compatible with the siting, scale, architectural style and form, materials and external finishes of the place.
(ii) Alterations and additions to a heritage place should involve the least possible change to the significant fabric.
(iii) Alterations and additions should sit well within the significant fabric rather than simply copying it, and new work that mimics the original should be avoided.

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(iv) New work should be easily distinguishable from the significant fabric, except where the proposal constitutes restoration work of original fabric.
(v) Alterations and additions should respect the original roof pitch and roof form.
(vi) Alterations and additions should not obscure or alter elements that contribute to the heritage significance of the place.
(vii) Walls and fences in the front setback should be complementary to the heritage place in terms of materials, finishes, textures and colours and appropriate to its architectural style.
(viii) Where there is a Conservation Plan for a heritage place all proposed development should address the policies contained within the Conservation Plan.
(ix) Substantial modifications to the place may require an archival record (as a condition of development approval), to be prepared in accordance with the Heritage Council of WA guidelines.

(b) Upper Storey Additions and Modifications

(i) Upper storey additions should generally be sited and massed so they are visually recessive from the place's main frontage to ensure that the heritage place is the dominant element in the streetscape. On corner sites the visibility and impact of additions will be assessed from both streets.
(ii) Upper storey additions or modifications should be designed to minimise the impact on the original roofline, and to retain an appreciation for the original form of the building.

(c) Openings and Doors

(i) New openings in the principal elevation (addressing the primary street) that will be visible from the street should be avoided. If openings are proposed they should be proportional in size relative to original openings of the heritage place and consistent in terms of materials, finishes, textures and colours (appropriate to its architectural style).

(d) Landscaping Elements

(i) Where landscape elements such as plantings or hard landscape treatments form part of the heritage significance of a place, or are important to its setting, all proposed extensions and modifications should be designed and sited to minimise the impact on these elements.
(ii) All new landscaping, external works and site elements should be well considered and respectful to the heritage significance of the place.

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2. Internal Alterations

(a) Alterations to the interior of a heritage place to suit a current and compatible future use will be supported where the proposal does not compromise the heritage significance of the place, as follows:

(i) Ideally the original internal layout should be retained, however where original internal walls or features are proposed to be removed or modified these changes should be managed to allow evidence of the original layout to be read (for example by retention of wall "nibs" as evidence of the location of a former wall), to retain a sense of the original use of the space(s).
(ii) Where new internal finishes are proposed there should be careful consideration given to retaining evidence of original materials and finishes.

(b) Internal alterations that are reversible without compromising the heritage significance of the place will generally be acceptable, and the onus rests with the applicant to demonstrate that this reversal is achievable.

3. Change of Use

(a) Adaptive reuse of heritage places may be supported provided:

(i) The proposed use(s) will not impact negatively on the amenity of the surrounding area.
(ii) Any required modifications do not substantially detract from the heritage significance of the place and are consistent with the provisions of this policy.
(iii) The use is consistent with TPS 3 and other relevant Council policies.

(b) Where there is a Conservation Plan for a heritage place any proposed new use(s) will be assessed based on ~~the basis of~~ the recommendations contained within the Conservation Plan.
(c) Where possible, evidence of the original use of a building should be retained, and in some circumstances, interpretation may be appropriate to help understand the former use where it is not readily apparent (refer to 7.0).

4. New Buildings/Structures

New buildings, structures and other features that are located within the curtilage of a heritage place have the potential to impact on the heritage significance. Accordingly, the following provisions are applicable:

(a) Any proposed buildings, structures or hardstand~~ing~~ (including car parking) should not detract from the setting of the heritage place.

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(b) Where new buildings or structures are proposed and they are visible from the street and/or other public places, they should consider~~take into account~~ the character of the existing streetscape by having regard to the rhythm, orientation, setbacks, height, and proportions of existing buildings.
(c) Where possible existing views of a heritage building(s) from the street should be preserved to acknowledge the contribution heritage places make to the streetscape.

(d) New buildings or structures should be designed and located in a way that does not overwhelm or dominate the heritage building(s) which should remain the dominant building(s) on the site, and they should be understated relative to the existing heritage building(s).
(e) Wherever possible, new buildings, structures or hardstand~~ing~~ areas (including car parking) should be designed and sited to avoid having a negative impact on original mature landscaping, garden areas, driveways and other landscaping features where they are considered to form part of the setting of the heritage place, and/or contribute to the heritage significance.
(f) New buildings should not directly copy the style and design of the heritage buildings~~,~~ and should not attempt to look like old buildings. Rather they should complement the original fabric and design characteristics of the heritage building(s) in terms of its bulk, style, materials, colour scheme and form, which could include contrasting, contemporary building(s).
(g) Where there is a Conservation Plan for a heritage place any proposals for new buildings, structures or hardstand~~ing~~ areas (including car parking) should address the policies contained within the Conservation Plan.

5. Demolition

(a) Demolition of a whole building on the Heritage List will generally not be supported.
(b) Consideration of a demolition proposal for a place on the Heritage List will be based on the following:

(i) The heritage significance of the place.
(ii) The feasibility of restoring or adapting it~~,~~ or incorporating it into new development.
(iii) The extent to which the community would benefit from the proposed redevelopment.

(c) Where structural failure is cited as justification for demolition the onus rests with the applicant to provide a clear justification for demolition, and evidence should be provided from a registered structural engineer that the structural integrity of the building has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric and/or prohibitive costs.

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(d) Partial demolition of a building on the Heritage List may be supported provided that:

(i) The part(s) to be demolished do not have specific cultural heritage significance.
(ii) The proposed demolition will not have a negative impact on the significant fabric of the place.
(iii) Sufficient fabric is retained to ensure structural integrity during and after development works, and the onus rests with the applicant to demonstrate that this is achievable.

(e) If demolition of a heritage place is considered appropriate an archival record will be required as a condition of development approval, to be prepared in accordance with the Heritage Council of WA guidelines.
(f) Demolition of ancillary buildings or structures that do not relate to the heritage significance of the place will generally be acceptable.
(g) Where full or partial demolition is supported, this may be subject to appropriate interpretation to acknowledge the cultural heritage significance of the heritage place (refer to 7.0).

6. Relocation of Buildings/Structures

(a) In mostthe majority of cases the physical location of a place is an important part of its heritage significance, therefore the relocation of a building or other component of a place on the Heritage List is generally unacceptable except in the following circumstances:

(i) This is the sole practical means of ensuring its survival.
(ii) It can be demonstrated that these components of the heritage place already have a history of relocation, or were designed to be readily relocated.
(iii) Its relocation forms part of a proposal for a new use or development on the site, and is fundamental to retention of the place on the same site.

7. Minor Works, Repairs, and Restoration

Pursuant to TPS 3, all development affecting a place on the Heritage List requires development approval, and this includes minor works such as replacement of roofing, gutters, downpipes. This is to ensure that these works do not have a negative impact on the heritage significance of the place, and accordingly the following policy provisions apply:

(a) Where there is a Conservation Plan for a heritage place all restoration works will be guided by the Conservation Plan.
(b) Where proposals include the replacement of materials it should be “like for like”, matching the original as closely as possible with regard to the materials, colours, and textures.

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(c) External repainting should match the original paint colours wherever possible~~,~~ or should reflect a complementary palette of colours from the same era from which the property derives its heritage significance.
(d) Replacement of materials should take into consideration the original method of fixing.
(e) Where restoration is being carried out, works should be based on historic photographs, plans or other records that indicate the former state of the building or place during the era identified in the LGI as of most importance to the heritage significance of the property.
(f) Routine maintenance does not require development approval. This includes the following:

(i) Cleaning gutters and downpipes (as opposed to replacing deteriorated gutters and downpipes).
(ii) Repainting previously painted surfaces in the same colour scheme.
(iii) Refixing existing loose roof sheeting using a "like for like" method of fixing (as opposed to installing new or different roof sheeting), except for~~with the exception of~~ emergency repairs that are temporary in nature.

NB: If there are any questions regarding what constitutes routine maintenance, the City's Development ~~Planning~~ Services should be consulted.

(2) Development Control Principles for Management Category C Places

The following policy provisions apply to places included on the LGI and identified as management category C (Significant).

1. Alterations, Extensions or Changes of Use
   (a) Where alterations or extensions are proposed consideration should be given to ensuring these modifications do not detract from the heritage values of the place, and retention of original fabric is encouraged where feasible.
   (b) Substantial modifications to the place may require an archival record (as a condition of development approval), and the archival record should be prepared in accordance with the Heritage Council of WA guidelines.

2. Demolition
   (a) Retention of the building or place is encouraged; however, demolition may be supported, subject to the consideration of heritage significance together with other relevant planning issues.
   (b) An archival record will be required as a condition of development approval for demolition, and the archival record should be prepared in accordance with the Heritage Council of WA guidelines.
   (c) Consideration should be given to the inclusion of interpretation of the heritage place (refer to 7.0).

(3) Development Control Principles for Management Category D Places

Title	Heritage Conservation Design Guidelines
Policy Number (Governance Purpose)	LPP 4.4

The following policy provisions apply to places included on the LGI and identified as management category D (Some significance).

1. Demolition
   (a) Retention of the building or place is encouraged; however, demolition may be supported subject to the preparation of an archival record which will be required as a condition of development approval for demolition. The archival record should be prepared in accordance with the Heritage Council of WA guidelines.

(4) Significant Trees

~~Under TPS 3 planning~~Development approval is required prior to the removal, destruction of and/or interference with any tree included on the Significant Tree List, and as such the following policy provisions apply:

1. Significant Trees may be pruned as part of routine maintenance in accordance with the International Society of Arboriculture standards, provided the pruning would not reduce the tree's height or crown or diameter, alter the trees general appearance, increase the tree's susceptibility to insects or disease, or otherwise increase its risk of mortality.

2. The removal of a Significant Tree will only be supported where it is necessary to protect public safety or private or public property from imminent danger and the onus is on the applicant to demonstrate that this is the case. This may require the submission of a report prepared by a suitably qualified arborist.

3. Proposals for substantial pruning to a Significant Tree may require the submission of an arborist report prepared by a suitably qualified consultant demonstrating that the proposal is acceptable and will not endanger the tree's survival or fore-shorten its life expectancy.

(5) Structure Plans and Subdivision Proposals

1. Subdivision proposals for heritage places should be designed to retain an appropriate setting for any elements which contribute to its heritage significance. This includes the retention of original garden areas, landscaping features or other features that are considered essential to the setting of the heritage place or its heritage significance.

2. Subdivision proposals that indicate the required demolition, partial demolition or modification to a place on the Heritage List or State Register of Heritage Places will not be supported without a Heritage Impact Statement accompanying the subdivision proposal. This is to be prepared in accordance with the Heritage Council of WA guidelines.

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3. Where a structure plan is proposed for land that includes a heritage place(s) the structure plan should demonstrate how matters of heritage significance will be appropriately addressed.

4. Where a structure plan area includes more than one heritage place~~,~~ or includes a heritage place that comprises ~~a number of~~multiple buildings or features the City may require the preparation of an overall heritage strategy to be included with the structure plan report. This should demonstrate how heritage issues will be addressed; outline principles to be addressed in later planning stages; and include recommendations for interpretation (refer to 7.0).

5. Consideration should also be given to how future development of the subdivided land is likely to affect the identified heritage significance of the heritage place, particularly its setting.

(6) Applications for Planning Approval for Places on the Heritage List

1. In addition to the information required by TPS 3, the following provides a guide for accompanying material and information that may be required to be submitted with planning applications for places on the Heritage List.

2. For larger and more complex development proposals, a Heritage Impact Statement should be submitted that identifies how the heritage significance of the place will be affected by the proposed works or future use. The statement should be prepared by a heritage professional~~,~~ and should be consistent with the Heritage Council of WA's guidelines.

3. If a proposal affects a place that is entered on the State Register of Heritage Places the City may require the preparation of a Conservation Plan, which is to be prepared by a qualified heritage professional, and consistent with the Heritage Council of WA's guidelines.

4. Where proposed extensions and alterations involve modifications to external areas and features of a place that form part of its heritage significance or are important to its setting a site landscaping plan may be required, demonstrating how the impact will be managed, and this should be included in the Heritage Impact Statement where relevant.

5. Where a Conservation Plan exists for a Heritage place, the development application should include information regarding how the conservation policies and any urgent works identified in the Conservation Plan will be addressed.

6. Where structural failure is cited as justification for demolition of a place on the Heritage List the onus rests with the applicant to provide a clear justification for demolition, and evidence should be provided from a registered structural engineer that the structural integrity of the building has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric and/or prohibitive costs.

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Policy Number (Governance Purpose)	LPP 4.4

(7) Interpretation and Interpretation Plans

Interpretation can enhance understanding and enjoyment of heritage places, and it can strengthen and sustain the relationships between the community and its heritage. Interpretation can be an integral part of the experience of a heritage place, particularly where the heritage significance of the place is not readily apparent. Accordingly, the following policy provisions are applicable:

1. Opportunities for the interpretation, commemoration and celebration of significant associations between people and a place should be investigated and implemented wherever possible. In particular, the City may require the preparation of interpretative material as a condition of development approval for the following proposals:

   (a) Major redevelopment that involves substantial modifications to a heritage place or modifications that will negatively impact on the heritage significance of the place.
   (b) Changes of use for a heritage place, particularly where the original use will no longer be readily apparent.
   (c) Proposals that will result in the heritage significance of the place not being readily apparent, and which could be explained and enhanced by interpretation.
   (d) Proposals where there is the opportunity for the re-use of hardware or artefacts that are associated with the former use in interpretive material.
   (e) Proposals that will substantially impact on the heritage significance of the place.
   (f) Demolition (full or partial) of a heritage place.

2. An interpretation plan may be required where the proposal involves the substantial redevelopment of a major site, such as a commercial or industrial site, particularly where there may be more than one heritage place affected by the proposal.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Growth and Sustainability (Strategic Planning) ~~Development Assessment and Compliance~~
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	14 July 2026~~12 November 2024~~
Next Review Due: (Governance Purpose Only)	July 2031~~November 2026~~
ECM Doc Set ID: (Governance Purpose Only)	4517607

Declaration

Type of Interest	Nature of Interest
Cr Srhoy declared a Financial Interest, pursuant to Section 5.60A of the Local Government Act 1995.	I have a shack at Naval Base Holiday Park.

8.1.3 (2026/MINUTE NO 0038) Policy Review - Amendments to Local Planning Policy 4.5 - Naval Base Holiday Park Heritage Area

Responsible Executive Director Sustainable Development and Safety

Author(s) Service Manager Strategic Planning

Attachments 1. Draft Amended LPP 4.5 - tracked changes ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang
That Council:

(1) AMENDS Local Planning Policy 4.5 – Naval Base Holiday Park Heritage Area, as shown in Attachment 1;

(2) ACCEPTS that the amendments are minor in nature and do not require public advertising in accordance with Division 2, Clause 5 of the Planning and Development (Local Planning Scheme) Regulations 2015; and

(3) PUBLISHES notice of the policy amendment and revocation in accordance with Clause 87 of the Planning and Development (Local Planning Scheme) Regulations 2015.

CARRIED 6/0

Background

Local Planning Policy 4.5 – Naval Base Holiday Park Heritage Area (LPP 4.5) seeks to ensure that development respects the heritage significance of the area by having due regard to identified characteristics essential to its heritage significance.

Submission

The proposed amendment has been prepared by City Officers as part of its standard practice of periodically reviewing its suite of local planning policies to ensure they are contemporary and fit for purpose.

Report

As set out in the tracked copy version of the changes included at **Attachment 1**, minimal change is proposed to LPP 4.5.

The policy is of good standing and remains fit for its intended purpose.

The primary change is the review date, which is being adjusted to reflect the latest guidance for review timeframes proposed in State Planning Regulations (discussed further below).

Other changes are limited to simplifying language and correcting existing grammar and/or typographical errors.

Strategic Plans/Policy Implications

Our Places
Enhancing distinctive, liveable areas with well-connected, safe transport options.
- Plan for growth and sustainable development
- Strengthen unique, liveable, adaptive places.

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

Budget/Financial Implications

N/A

Legal Implications

In late 2025, the Western Australian Planning Commission advertised amendments to various Planning Regulations to ensure timely review of State and local planning instruments to ensure they are contemporary and fit for purpose. Included was a maximum lifespan of five years (without review) for Local Planning Policies. At present there is no legislated lifespan.

Whilst yet to be finalised, it is recommended that a five-year review period be adopted as a more appropriate timeframe to review local planning policies, in recognition that they often relate to development areas that can take many years to complete, or development standards that are unlikely to require more frequent review.

Within this timeframe, a new suite of local planning policies is expected to be prepared and presented to Council to accompany advertising and/or finalisation of the City's new Local Planning Scheme (*Draft Local Planning Scheme No.13*).

Community Consultation

Clause 5(2) of the *Deemed Provisions*, regarding the procedure for amending local planning policy states:

- *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

Whilst there is no definition of a ‘minor amendment’ in the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City considers the amendments to be ‘minor’ and administrative in nature that do not warrant public advertisement prior to adoption and publication.

Risk Management Implications

N/A

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil.

Title	**Naval Base Holiday Park Heritage Area**
Policy Number (Governance Purpose)	**LPP 4.5**

Policy Type

Local Planning Policy

Policy Purpose

Naval Base Holiday Park Heritage Area comprises six rows of campsites and 178 holiday shacks settled on the mainland, along Cockburn Road in Henderson.

The Naval Base Heritage Area has a continuous history as a holiday destination since 1933~~,~~ and has been used by generations of families from Cockburn and the wider area, and there are a number of extended families that have a long association with the site.

It is significant as a good example of the holiday camps which used to exist along the Western Australian coastline but have disappeared in the face of development.

Overall, there is a uniformity of scale, with many of the shacks being within the original size limit of 16' x 17' (approximately 5.2m x 5.2m).

The original shacks comprise a caravan with a permanent walled annexe extension. Subsequently, permanent shacks have been built, in theory with a maximum sized building of 16' x 17'. Most of the shacks are a conglomeration of assorted building fabric (often recycled from other buildings)~~,~~ and vary in their condition. Historically there has been an 'unwritten rule' that states that extensions to shacks must only be to the east or west so as not to block views to the ocean.

The shacks have no internal running water and no externally supplied electricity. Residents cook and power refrigerators with gas, use solar panels for electrical power and get their water from nearby communal taps. Two large ablution blocks are available for the residents.

There is little to no vegetation on the site but some of the shacks are surrounded by lawn.

Although individual shacks have changed since 1933, as a holiday destination the overall site has a high level of integrity and authenticity.

The Naval Base Holiday Park Heritage Area is designated under the Heritage Protection provisions of City of Cockburn Town Planning Scheme No. 3 (TPS 3).

Archaeological Potential

The Naval Base Holiday Park Heritage Area is also associated with the attempts at settlement by Thomas Peel in 1829. Consequently, it is possible that there are archaeological remains at the site which may warrant investigation at a future time.

[1]

Title	**Naval Base Holiday Park Heritage Area**
Policy Number (Governance Purpose)	**LPP 4.5**

Application:

This policy applies to all development within Reserve 24308, as shown in Appendix A.

The purpose of this policy is:

(1) To set out a statement of significance for the Naval Base Holiday Park Heritage Area, and to clearly identify the characteristics that are essential to the heritage significance;

(2) To set out design guidance for development within the Naval Base Holiday Park Heritage Area to ensure conservation of the heritage significance of the area.

Objective:

The key objective of this Policy is to ensure that development within the Naval Base Holiday Park Heritage Area respects the heritage significance of the area by having due regard to the characteristics that have been identified in this Policy as essential to the heritage significance.

Policy Statement

(1) Statement of Significance

Naval Base Holiday Park has been a holiday destination since 1933~~,~~ and has been used by generations of families from Cockburn and the wider area. It has exceptional social historical value as a popular and well used holiday destination.

Naval Base Holiday Park is a good example of holiday camps which used to exist along the Western Australian coastline but have disappeared in the face of development. As a holiday destination the overall site has a high degree of authenticity.

Although the condition of individual shacks varies, as a whole the shacks at Naval Base Holiday Park have a uniformity of scale that creates a unique landscape, and gives the place significant aesthetic appeal, especially when combined with the coastal setting.

Individual shacks within the Heritage Area have changed over time. The design and construction of the shacks demonstrate~~s~~ the resourcefulness, versatility and creativity of the shack builders and their occupants.

The evolution of the shacks is ~~considered to be~~ one of the distinguishing characteristics of the Heritage Area, and it is acknowledged that individual shacks and the overall site plan will continue to evolve over time. However, it is considered important that this occurs in a manner that does not adversely impact on the heritage significance of the Heritage Area.

For this reason~~,~~ it is not considered that there is any distinction in the level of contribution made by individual shacks to the heritage significance of the Heritage

Title	Naval Base Holiday Park Heritage Area
Policy Number (Governance Purpose)	**LPP 4.5**

Area. Rather, it is considered that the following overall characteristics of the Heritage Area are essential to conserving its heritage significance:

1. The ongoing use of the site as a holiday destination;
2. General uniformity of scale of the shacks;
3. Modest scale and simple informal 'holiday shack' character of the structures;
4. General uniformity of siting and spacing between the shacks, noting that the future spacing will have to meet other regulatory requirements.

(2) Development of Shacks within the Heritage Area

1. Any extensions or modification to existing shacks need to meet the requirements of the Building Code of Australia.
2. Shacks should be of a small, modest scale with regards to their height and the size of the building footprint. They should not exceed a maximum building footprint of 5.2m x 5.2m, with one additional 1.8m wide verandah permitted on one side of the shack where it is open on three sides.
3. Additional ancillary structures such as outbuildings (sheds) and carports will generally not be supported.
4. Shacks should be constructed of lightweight materials that are indicative of the informal 'holiday shack' character.
5. Development of new shacks needs to be consistent with the overall site plan and be contained within the boundaries of their designated site area.

(3) Other Development within the Heritage Area

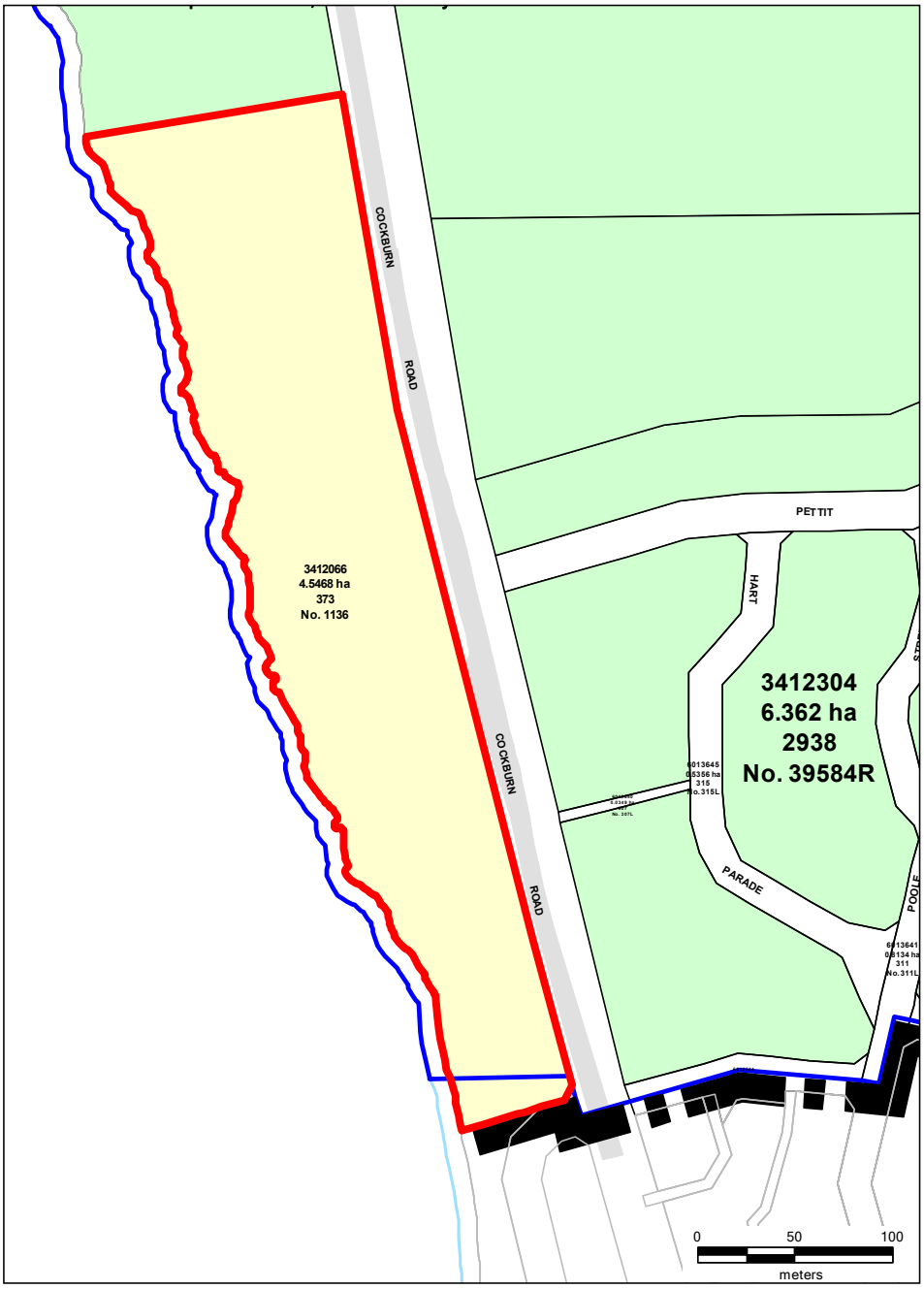
1. Any other development within the Heritage Area is to respect the heritage significance of the area by having due regard to the characteristics that have been identified as essential to conserving its heritage significance.
2. New buildings or structures within the Heritage Area should be designed and located in a way that does not overwhelm or dominate the shacks.
3. New buildings or structures within the Heritage Area should complement the modest scale and simple informal 'holiday shack' design characteristics of the shacks in terms of bulk, style, materials, and form.
4. The site of the Naval Base Holiday Park Heritage Area may have archaeological potential, since the area is associated with an early attempt at settling the area by Thomas Peel. Therefore, any proposed earthworks, excavation or development outside existing designated shack sites should be subject to an archaeological investigation prior to the commencement of any works.

[3]

Title	**Naval Base Holiday Park Heritage Area**
Policy Number (Governance Purpose)	**LPP 4.5**

APPENDIX A - LOCATION PLAN

NAVAL BASE HOLIDAY PARK HERITAGE AREA



[4]

Title	**Naval Base Holiday Park Heritage Area**
Policy Number (Governance Purpose)	**LPP 4.5**

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Growth and Sustainability (Strategic Planning) ~~Development Assessment and Compliance~~
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	14 July 2026~~12 November 2024~~
Next Review Due: (Governance Purpose Only)	July 2031~~November 2026~~
ECM Doc Set ID: (Governance Purpose Only)	4517732

8.1.4 (2026/MINUTE NO 0039) Policy Review - Amendments to Local Planning Policy 1.15 - Tourist Accommodation - renamed 'Tourist and Alternative Accommodation (including STRA)'

Executive	Director Sustainable Development and Safety
Author(s)	Strategic Planning Officer and Service Lead Strategic Planning
Attachments	1. Un-hosted STRA Discussion Paper ⇩ 2. LPP 1.15 - Tourist Accommodation ⇩ 3. Draft Amended LPP 1.15 - Tourist & Alternative Accommodation (including STRA) ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr T Dewan
That Council:

(1) ADOPTS the amended Local Planning Policy 1.15 – Tourist and Alternative Accommodations, for the purposes of advertising, as shown as Attachment 3; and

(2) ADVERTISES the amended Local Planning Policy 1.15 – Tourist and Alternative Accommodation, as per Recommendation 1 above, in accordance with Schedule 2 (Deemed Provisions) Part 2, Clause 4(2) of the Planning and Development (Local Planning Schemes) Regulations 2015.

CARRIED 7/0

Background

State Government planning reform pertaining to Short Term Rental Accommodation (STRA) introduced the following:

- A State-wide mandatory register for all STRA
- New planning requirements implemented by local governments through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

Gazetted in October 2025, Scheme Amendment No.183 included changes to reflect the deemed land use classifications for hosted and un-hosted STRA and align Town Planning Scheme No.3 (TPS3) with the above.

LPP 1.15 'Tourist Accommodation' was also updated in July 2025 to improve alignment, including provisions for 'Workforce Accommodation' introduced through other planning reforms.

Whilst the State Government reforms provide a consistent planning framework across the metropolitan region, they do not comprehensively address the local impacts of STRA. To explore these issues in greater detail a discussion paper was prepared by the City that included a review of how other local governments are attempting to manage those issues, against local context (refer Attachment 1).

In response, it is proposed that LPP 1.15 be amended to include additional guidance for assessing development applications for un-hosted STRA; to ensure greater clarity and consistency with TPS3 and the Residential Design Codes (R-Codes); and to address other matters raised by recent updates to the *Caravan Parks and Camping Grounds Regulations 1997*.

Submission

The proposed amendments to LPP 1.15 have been prepared by City officers to provide a clear and consistent framework for the assessment of tourist and other alternative accommodation, in a manner that both protects the amenity and wellbeing of nearby residents and balances the need for tourist accommodation with housing affordability and availability within the local market.

Report

LPP 1.15 is proposed to be renamed from 'Tourist Accommodation' to 'Tourist and Alternative Accommodation (including STRA)' to encompass a broader range of accommodation types, including those not exclusively intended for tourists.

Given the extent of the changes proposed, its format has been adjusted to match the new manner and form requirements in 'Draft section 2.5 – Guidance on Planning Instrument: Local Planning Policies' of the WA Planning Manual. For this reason, a tracked changes version has not been provided.

Instead, a current copy of LPP 1.15 can be viewed at Attachment 2, with a copy of the draft amended policy (for advertisement) included as Attachment 3, with the table below summarising the key changes proposed and associated reasoning:

Former section	Current section	Proposed Modification	Justification
Tourist and Visitor Accommodations/Hotels			
N/A	Objectives	Addition of specific objectives. Includes protecting the City's dwelling stock for permanent accommodation to meet the community's housing needs as a priority; and ensuring tourist and alternative accommodations are appropriately located, designed, and managed to respond to demand whilst protecting the character of the locality and amenity of nearby residents.	Clarifies the purpose of the policy requirements and will ensure desired outcomes are achieved.

(3) & (4)	(1)	Addition of *'Hotel'* to the 'Tourist and Visitor Accommodation's section.	Hotels and Tourist and Visitor Accommodation are, in practice, closely aligned uses, both centred on the provision of short-term accommodation. Definition of a hotel in TPS 3 incorporates accommodation as a core component of its operation. Historically, distinctions may have been made to account for premises such as taverns or licensed venues that adopted the term "hotel" without providing accommodation (for example, legacy naming conventions like the former "Coogee Hotel"). Such cases are largely outdated and do not reflect contemporary land use characteristics, supporting the rationale for consolidating these two uses within the policy.
(3)	(1)	Deletion of Clause 2 from former section (3): *'The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.'*	Accommodation in dwellings is now classified as STRA which is addressed separately under section (2).
Short Term Rental Accommodation (STRA)			
N/A	(2)	Additional section titled: *'Short Term Rental Accommodation (STRA)'*	To provide better guidance for STRA applications especially un-hosted STRA operating more than 90 nights in a calendar year.
N/A	2.1	Additional clause titled: *'Exempt from Development Approval'*	To clarify which STRA proposals are exempt from Development Approval.
N/A	2.2	Additional clause titled: *'Un-hosted STRA – More than 90 nights'*	To reiterate the need for a Development Approval and provide general requirements for STRA (all zones), operational characteristics and undesirable locations for properties within or adjoining residential properties as

			well as general performance criteria for properties within the rural, rural living or resource zones.
Caravan Parks and Camping Grounds			
(6)	(3)	Addition of *'Camping Grounds'* to the 'Caravan Parks' 'section.	To ensure the policy captures all forms of camping, including 'camping' where it includes caravan-related accommodation.
N/A	3.1	Inclusion of *'Camping Ground'* and *'Caravan Park'* definitions.	To clearly distinguish between a camping ground, a caravan park, and camping on private property, given recent flexibility for camping on private property introduced under the *Caravan Parks and Camping Grounds Regulations 1997*. To provide clarity, a threshold has been introduced whereby any site accommodating more than two occupied caravans is classified as a 'caravan park', requiring development approval to ensure protection of residential amenity.
N/A	3.2	Addition of Development Criteria for Caravan Parks and Camping Grounds, including: Direction to concentrate them within existing sites (Parks and Recreation Reserve of the City's coastal area) where high amenity, adequate infrastructure, and a clear tourism role can be achieved. Specifying that Caravan Parks and Camping Grounds are to be treated as sensitive land uses and generally not supported in the Kwinana Air Quality Buffer Environmental Protection Area; or Jandakot Groundwater Protection Area (Priority 1 or 2 areas) where deemed 'incompatible' under Water Quality Protection Note 25.	To clarify an expectation for these uses to meet a tourism need; to identify preferred and unsuitable locations; and to establish clear requirements to minimise impacts on surrounding residential amenity.

Residential Buildings (incl. Lodging Houses – Health Act)			
(8)	(5)	Renaming of the Lodging Houses section to: *'Residential Building (including 'Lodging Houses' – Health (Miscellaneous Provisions) Act 1911 and local laws)'*	To provide clarity as Lodging Houses are a type of Residential Building under planning regulations, with other requirements under the Health Act and local laws potentially applying.
N/A	5.1	Modification to Definitions	Clarifies what a Residential Building is and gives practical examples.
(8) 4.	5.2	Inclusion of Development Standards, including maximum capacity of 12 occupants rather than 30. Developments accommodating more than 12 people are now classified as Tourist and Visitor Accommodation and under TPS3, would be subject to public advertising requirements, unlike those accommodating 12 or fewer occupants.	All requirements remain unchanged, except for the maximum capacity for lodging houses, which has been aligned with that of Residential Buildings in the R-Codes – set at 12 occupants, to provide consistency.
Appendix			
N/A	A	Insertion of relevant *'Definitions'* and required *'Management Plan Details'* as an Appendix to the policy.	To align with the new draft manner and form, improve the legibility of the document and make clear the expected documentation required to accompany future proposals.

Un-hosted Short-Term Accommodation operating more than 90 nights

The most significant changes to LPP 1.15 relate to un-hosted STRA operating for more than 90 days within a 12-month period, which require development approval.

A discussion paper was prepared to inform this proposed policy direction. While local governments across Western Australia have adopted a range of approaches, it was important to consider the specific City of Cockburn context in determining a suitable direction.

Option 2, being a moderately regulated approach, was selected to achieve a balance between allowing flexibility for un-hosted STRA and protecting the City's housing stock primarily for long-term permanent housing, whilst ensuring the location, scale,

design and operation of Un-hosted STRA do not unreasonably impact the amenity of nearby residents.

To achieve this, it is proposed to include additional guidance and criteria for un-hosted STRA than currently included in LPP 1.15.

If Council resolves to adopt the draft amended LPP 1.15 for advertising, the outcomes of consultation will be used to determine whether this approach meets community expectation prior to finalisation.

Strategic Plans/Policy Implications

Our Economy
Attracting investment, supporting business and visitor growth and boosting local jobs through vibrant hubs.
- Facilitate vibrant, connected commercial hubs and visitor experiences.

Our Community
A diverse, active, and connected community that feels safe and has access to local services.
- Strengthen and facilitate a safe and secure Cockburn.
- Foster connects, accessible communities and services.

Our Places
Enhancing distinctive, liveable areas with well-connected, safe transport options.
- Plan for growth and sustainable development.
- Strengthen unique, liveable and adaptive places.

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

Budget/Financial Implications

Preparation and advertising of the proposal will be covered under the Strategic Planning FY26 and FY27 budgets.

Legal Implications

N/A

Community Consultation

Should Council adopt the amended LPP 1.15 for advertising, public consultation will be undertaken for a minimum period of 21 days in accordance with Schedule 2, Part 2, Clause 4(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

At the conclusion of the consultation period, the City will review the submissions received and prepare a report for the Committee's consideration at the next available Governance Committee Meeting. At that meeting (and subsequent Ordinary Council Meeting), Council must resolve to either:

(i) proceed with the Amended Policy without modification
(ii) proceed with the Amended Policy with modification
(iii) not to proceed with the policy amendments.

Risk Management Implications

Should the modifications not be supported, it could lead to an inconsistent local planning framework and limited assessment guidance especially for STRA, which could lead to the following:

- Inconsistent decision making
- Reduced guidance for applicant and the community regarding expectations
- Increased potential for complaints or challenge due to perceived procedural unfairness or lack of transparency
- Less efficient use of officer resources due to the lack of clear assessment criteria
- Reputational risk to the City arising from perceptions of inconsistent decision making.

It would also miss an opportunity to simplify and improve the local planning framework.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

DISCUSSION PAPER
Long Term Un-hosted STRA LPP

This discussion paper aims to guide the development of a Local Planning Policy for un-hosted STRA operating for more than 90 days in a 12-month period, with a focus on residential zoned properties.

1. Purpose and Introduction

In late 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation (November 2024)*, establishing a State-wide framework for managing STRA.

In response, Scheme Amendment No.183 to the City of Cockburn Local Planning Scheme No.3 was approved in October 2025, including changes to reflect the deemed land use classifications for hosted and un-hosted STRA.

The State Government's STRA planning reforms are primarily implemented through the *Planning and Development (Local Planning Schemes) Regulations 2015*. Since 1 January 2025, all STRA providers are required to register, with an exemption from development approval applying to un-hosted STRA leased for 90 nights or less within a 12-month period.

Although the reforms provide a consistent planning framework, they do not account for all local impacts of STRA. As a result, consideration is being given to the need for a local STRA policy to guide decision-making and the assessment of un-hosted STRA applications within the City of Cockburn.

2. Regulatory and Strategic Context

Local governments retain discretion to manage land-use impacts of STRA through local planning policies. WALGA's Local Planning Policy Guidelines for Unhosted Short-Term Rental Accommodation (2024) highlight the importance of managing residential amenities while maintaining fair and consistent decision-making.

Within the City, Local Planning Policy (LPP) 1.15 – Tourist Accommodation provides some basic guidance for the assessment of un-hosted STRA.

Recent State Administrative Tribunal decisions in Belmont and Vincent have treated un-hosted STRA as a commercial use in certain contexts, reinforcing the importance of clear policy direction and objectives, particularly in relation to location and amenity.

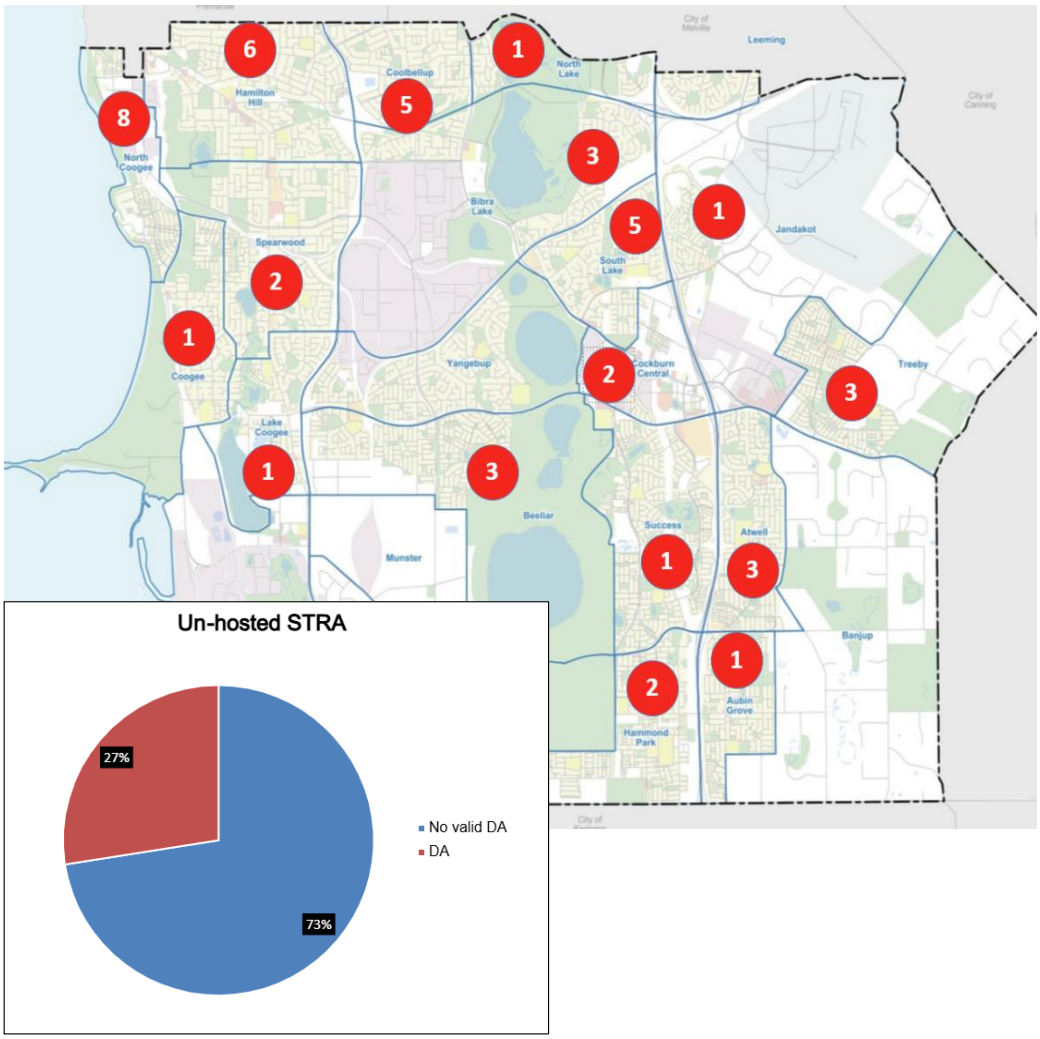
3. Local Context – City of Cockburn

As of April 2026, the City currently has just over 330 registered short-term rental accommodation (STRA) properties. Of these, slightly more than half are un-hosted.

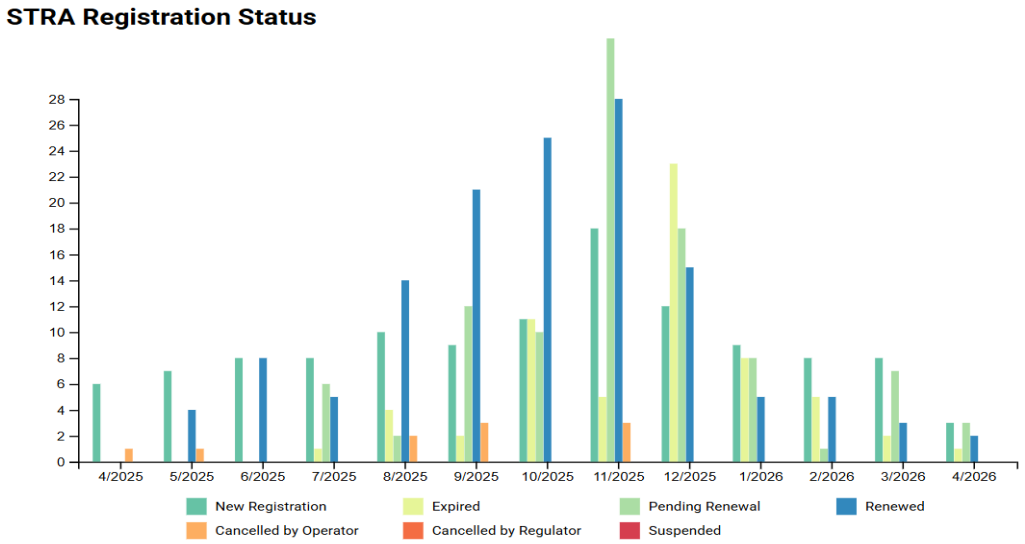
Within the un-hosted STRA cohort, approximately 27 per cent have a valid development approval. For the purpose of this discussion, it is assumed that these 27 per cent of un-hosted STRA are operating for more than 90 days per year, equating to approximately 47 properties. This remains an assumption, noting that some approved STRA may operate for fewer than 90 days, while some unapproved STRA may exceed this threshold.

Currently, there is no mechanism for the City to actively monitor properties nearing the 90-day limit. Although the State Government issues automated warning notifications, the City does not track or typically engage with owners unless a complaint is made.

The map below shows how these un-hosted STRA with an approved DA are spread over the suburbs.



Of note, the number of STRA registration has been decreasing since November 2025 as shown on the graph below.



4. Key issues and Consideration

4.1 General considerations

The City must consider housing availability and affordability. A study published by National Shelter (a peak body working to improve housing outcomes for low-income Australians), shows how unaffordable rental already is in Perth for almost all type of households.

Research from the Australian and Urban Research Institute indicates that STRA has expanded significantly over the past two decades, largely driven by the growth of digital booking platforms. While total STRA listings declined slightly between 2019 and 2023, the number of non-hosted STRA dwellings (entire homes) increased and now represents most listings, rising from 45 per cent in 2019 to 58 per cent in 2023.

The same research indicates that although un-hosted STRA can reduce the availability of dwellings within the long-term rental market, thereby contributing to housing supply pressures, it is generally a secondary factor in metropolitan housing markets; however, it can exacerbate housing pressures in areas where it is highly concentrated.

Household	RAI score	Rent as a share of income	Relative Unaffordability
Single pensioner	35	86%	Critically unaffordable
Pensioner couple	57	53%	Extremely unaffordable
Single person on benefits	22	136%	Critically unaffordable
Single part-time worker parent on benefits	41	74%	Extremely unaffordable
Single working parent	98	31%	Unaffordable
Student sharehouse	89	34%	Unaffordable
Single income couple with children	98	31%	Unaffordable
Dual income couple with children	196	15%	Affordable
Minimum wage couple	84	36%	Unaffordable
Hospitality worker	60	50%	Extremely unaffordable

Source: SGS Economics and Planning, 2025

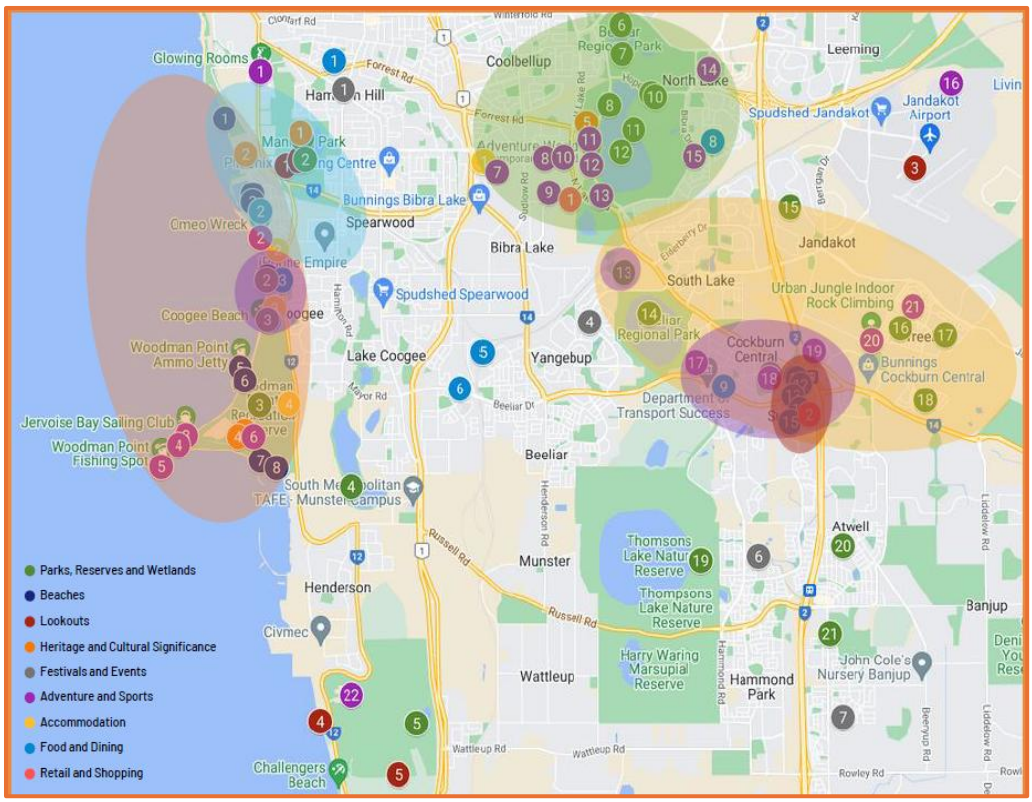
In WA, evidence consistently identifies population growth, insufficient dwelling delivery, construction delays and income not keeping pace with rental increase as the main drivers of the housing crisis (The Bankwest Curtin Economics Centre).

4.2 Cockburn's specific considerations

Key issues associated with STRA include potential amenity impacts such as noise, parking pressure, and changes to neighborhood character, which can result in complaints. At this stage, the number of complaints related to STRA is limited in the City of Cockburn.

Closely linked to the housing supply discussed above is population growth. The City of Cockburn's population is forecast to increase by 30% between 2026 and 2046, placing it among the five fastest-growing local government areas in the Perth metropolitan region (Fastest growing local government areas (LGAs) | Centre for Population)

Another factor for consideration is tourism and the need to balance tourism benefits with residential amenity. The City of Cockburn is not a major standalone tourism destination in the Western Australian or Perth visitor economy. Instead, it functions primarily as a recreation, leisure and day-trip destination, servicing local and regional visitors, with tourism activity that is supplementary to neighbouring hubs such as Fremantle, Perth CBD and Rottnest Island with the following attractions hotspot identified by the DRAFT *'City of Cockburn Destination Plan 2024-2034'*.



The City of Cockburn offers a diverse mix of accommodation types, including caravan and camping facilities, hotels, apartments, and holiday accommodation within private dwellings. Holiday accommodation is the most prevalent form, and accommodation is well distributed across the City, with higher concentrations in Coogee Beach, Bibra Lake and Hamilton Hill.

Coogee Beach attracts visitors because of its beachside apartments, marina access and strong local amenities; Bibra Lake is particularly popular with families due to its major attractions and school-holiday activities; and Hamilton Hill appeals to visitors seeking character areas with convenient access to Fremantle while avoiding congestion and parking constraints (City of Cockburn Visitor Asset Audit Report, 2022).

The City is also supported by over 320 registered STRA properties that are widely spread across the local government area, helping to meet visitor demand and supplement the broader accommodation offer (City of Cockburn Visitor Asset Audit Report, 2022).

The Heat map - Short Term Rental Accommodation shows how the existing short term accommodations are spread across the City.

5. Review of Other Local Government Approaches

Other metropolitan local governments have adopted a range of approaches to managing un-hosted STRA (where Development Approval is required). The most common approach observed includes the use of preferred locations near activity centers, transport corridors or public transport. Other Local Governments include operational controls such as occupancy limits or minimum stay; and exclusion of undesirable locations or a cap on the number of approved STRA within the district.

A summary of the main elements in the policy of 9 Local Governments within the Perth metropolitan region is provided beside.

LOCAL GOVERNMENT	PREFERRED LOCATION / SPATIAL CONTROLS	ADDITIONAL ASSESSMENT OR EXCLUSION CRITERIA
City of Bayswater	Activity centres and station precincts, excluding Ashfield District Centre.	Applications outside preferred locations are assessed against additional criteria, including protection of residential amenity and proximity to regional or health facilities.
City of Belmont	Within 400m of a high-frequency public transport stop along Great Eastern Highway and an existing STRA, tourist accommodation use or hotel on Great Eastern Highway.	Clear instances where STRA will not be supported, including within 400m of a school and on grouped dwellings with lot sizes under 350m².
City of Stirling	Within (a) 400m of a designated centre; or (b) 200m of a Class 1, 2 or 3 corridor road; or (c) 40 m of the coastal MRS Parks & Recreation Reserve.	Proposals outside preferred locations are assessed through an amenity impact assessment addressing noise, traffic and impacts on nearby uses.
City of Melville	Near mixed-use zones, activity centres, hospitals or tertiary institutions, and locations well served by public transport and urban infrastructure.	Operational controls include minimum stay requirements, occupancy limits, a locally based management contact, and identification of undesirable site characteristics that may justify refusal including properties within a cul de sac or on battle-axe style rear lots.
City of Vincent	Medium and high-density areas, areas close to public transport, commercial, entertainment or tourist activities, or within 1 km of the Perth CBD.	Assessment considers separation from sensitive interfaces, existing ambient noise, contribution to accommodation diversity, and performance against preferred characteristics or broader objectives.
City of Fremantle	No prescribed preferred locations.	Consideration is given to the number of existing hosted and un-hosted STRA at the time of application to prioritise permanent residential occupation within the City Centre.
City of Gosnells	No specifically defined preferred locations.	Primary focus on ensuring STRA does not compromise the amenity of adjoining residents.
City of Joondalup	No preferred location approach identified.	Assessment primarily based on amenity impacts and site-specific considerations.
City of Wanneroo	No prescribed preferred locations.	Includes an objective of encouraging STRA in areas with good access to local services or visitor amenities.

6. Policy Options for Cockburn

Based on the above, there are 3 key approaches for the 'Residential' zone going from minimal to highly regulated:

1. MINIMAL REGULATION

To ensure un-hosted STRA is designed and/or managed to minimise unreasonable amenity impacts on nearby residents.

Current policy's criteria :

- Management plan required,
- Generally, not supported in grouped or multiple dwelling.
- Car parking to be located onsite
- Number of car bays as per TPS3 (1 bay: 1 unit or bedroom)

Proceeding with this option assumes that the market will self-regulate, with the number of STRA remaining stable with no or limited impact on the housing/rental market and resulting in only limited impacts on the surrounding neighbourhood.

2. MODERATELY REGULATED

To maintain the amenity and established character of residential zones through ensuring the location, scale, design and operation of un-hosted STRA is appropriate to the setting.

And to establish a clear framework for the assessment and determination of applications for short term rental accommodation.

As per 'minimal regulated' approach above +

Potential Additional criteria

- 1 booking for up to 3 bedrooms
- Maximum of 2 guests per bedroom (excl. 16yo and younger)
- Undesirable Location – properties located on grouped dwelling development without street frontage/ battle axe style rear lots and 400m from schools.
- Signage
- Time-limited approval
- Emergency Evacuation Plan in Bushfire Areas

This option also assumes that the market will self-regulate, such that STRA numbers remain stable and do not have a significant impact on housing or rental supply, while maintaining an intention to better safeguard the amenity of residential areas.

3. HIGHLY REGULATED

To discourage un-hosted short-term rental accommodation in residential areas to protect residential amenity and established ways of living; maintain housing availability and affordability for permanent residents; and support stable, cohesive & sustainable communities.

And to establish a clear framework for the assessment and determination of applications for short-term rental accommodation in zones other than residential.

*Un-hosted short-term accommodation may be considered in residential areas if it has a direct interface with noise generating (non-residential) uses.

This option aims at preventing the commercialisation of residential housing stock to protect residential amenity and prevent inflation, based on the idea that exempt STRA along with other forms of tourist accommodation are and will be sufficient to respond to the visitors demand within the City.

6.1 Moderately regulated

The following outlines additional criteria proposed for consideration in the current policy, as well as the rationale for excluding certain criteria commonly used by other local governments that are considered unsuitable for Cockburn.

INCLUSION	CONSIDERATIONS
One booking for up to three bedrooms	Limits intensity of use and prevents large-scale commercialisation that could lead to noise, traffic and amenity impacts. Would need to be combined with maximum guests per bedroom to avoid large groups. Smaller groups typically tend to be more respectful of local issues than is often the case with larger group.
Maximum of two guests per bedroom (excl. 16yo and younger)	Controls occupancy levels, reduces overcrowding and maintains residential scale and amenity.
Undesirable locations: Rear battleaxe lots and lots without street frontage, except for the front lot of a grouped dwelling development even where access is provided via common property	Un-hosted STRA in lots without street frontage, including freehold rear battle axe properties, raises several amenity and management concerns. While not part of a common property arrangement, these lots often share similar constraints. • They are typically smaller and more compact, increasing the intensity of use and potential amenity impacts. • They are more enclosed, often surrounded by multiple adjoining properties (typically four rather than three), which amplifies the effect on neighbours. • Access arrangements can create conflict with frontage lot owners, particularly where driveways are shared or closely aligned. • Their rear location reduces visibility from the street, limiting passive surveillance and self-regulation of behaviour. Whilst the consent of surrounding lots could be required (prior to lodgement) or tested (during advertising) ongoing acceptance cannot be assured upon change of ownership. Collectively, these factors mean such lots are generally less suited to un-hosted STRA, as potential impacts are more concentrated and harder to manage compared to lots with direct street frontage.
400m from primary and secondary schools	Protect long-term family housing near schools, as these locations are prime locations, well suited to stable residential communities. Areas within 400 metres of a school — equivalent to an approximate 5-minute walk — represent a highly walkable catchment for young children and should be preserved. Protect child sensitive land use from frequent turnover of occupants, visitors unfamiliar with local conditions, irregular parking/arrival/departures.
Time-limited approvals (1–5 years)	While Section 29 certificates are intended to provide a mechanism to suspend or cancel unlawful STRA registrations, recent attempts to utilise this provision have proven ineffective, even where strong supporting evidence exists. In many cases, applicants' circumstances remain unchanged over one or two-year periods, meaning that ongoing reassessment is

	largely administrative. However, there are instances where changes in circumstances may warrant the cancellation of approval. Given the time and resource-intensive nature of pursuing enforcement action under Section 29, it is more effective to apply a standard time limit to all STRA approvals. Introducing a time-limited approval framework — similar to approaches adopted by many other councils — would ensure periodic review of all registrations. This would provide a more efficient and proactive regulatory mechanism, while allowing well-managed operators to be granted longer approval periods where appropriate.
Signage	This measure could assist in making properties easily identifiable, enhancing operator accountability, and encouraging compliance with operational requirements. It would also provide neighbouring residents with a clear point of contact for resolving issues promptly. Whilst it could raise privacy concerns for operators, or lead to increased complaints, signage would improve transparency by helping the community better understand the presence and operation of STRA.

EXCLUSION	REASONING FOR EXCLUSION
Preferred locations ***(tourism areas, activity centres, public transport)***	The City of Cockburn does not contain clearly designated long-term tourism areas. Identifying residential locations for STRA would introduce an unintended tourism function and may concentrate amenity impacts and risk displacing access to local services, public transport and neighbourhood facilities that are planned to support the needs of permanent residents first.
Cap on approved STRA within a Local Area	Caps are difficult to apply accurately or fairly due to the timing between application and approval, registration exemptions (all STRA operating less than 90 days), uncertainty in defining geographic boundaries.

7. Financial Risk and Implementation Implications

REGULATION LEVEL	PROS FOR THE CITY	CONS/RISK FOR THE CITY
MINIMAL REGULATION	• Supports tourism flexibility and flexibility for property owners • Low assessment and enforcement burden.	• Minimal protection of long-term rental supply • Limited control over intensity and guest numbers • Potential cumulative amenity impacts • Noise and parking complaints may arise • Less defensible planning decisions • Cancellation of STRA can be hard to obtain via Section 29. Certificate.
MODERATELY REGULATED	• Stronger amenity protection • Controls overcrowding, noise/parking impacts and sensitive land uses. • Balanced housing and tourism outcomes • More defensible planning decisions. • Clearer assessment criteria for both applicants and officers.	• Increased assessment and compliance effort. • Reduced STRA flexibility compared to the minimal regulation approach.
HIGHLY REGULATED	• Clear strategic signal prioritising permanent residents. • Supports housing and affordability. • Strong protection of residential amenity. • Reduced complaints in residential areas.	• Reduced flexibility for low-impact proposals • Potential loss of tourism accommodation supply. • Risk of unregistered or illegal STRA activity (may need to start tracking those without DA and going over the 90 days). • Potential financial impact and dissatisfaction for property owners who have invested in STRA • Risk of perceived rigidity, with Council seen as limiting property use without adequate justification • Potential increase in the number of appeals.

8. Key Stakeholders

The development of a local approach to short-term rental accommodation (STRA) requires consideration of a range of stakeholder interests, including residents, industry representatives, and government agencies.

Key stakeholders relevant to STRA within the City of Cockburn include:

- **Local residents and neighbourhoods**, particularly those in residential areas where un-hosted STRA may impact amenity, safety, housing availability, and established ways of living.
- **Property owners and STRA operators**, including individual homeowners and commercial operators who utilise dwellings for hosted or un-hosted short-term rental accommodation.
- **Industry bodies representing STRA operators**, including national organisations with Western Australian membership and advocacy roles, such as:
    - The *Australia & New Zealand Short-Term Rental Association (ASTRA)*, which represents hosted and un-hosted STRA owners, operators, and managers and engages with governments on STRA policy and regulation.
    - The *Short Term Accommodation Association Australia (STAAA)*, a national body supporting and advocating for STRA operators, including members and representatives based in Western Australia.
- **Western Australian Government agencies**, particularly the *Department of Local Government, Industry Regulation and Safety*, which administers the State STRA Register and regulatory framework under the Short-Term Rental Accommodation Act 2024.
- **Traditional accommodation providers**, represented by groups such as the *Australian Hotels Association (WA)*, who have an interest in regulatory consistency and the broader visitor accommodation market.

There are no Cockburn-specific or locally based STRA industry associations. Engagement with the STRA sector therefore occurs primarily through state or national representative bodies, alongside submissions from individual operators and property owners.

Stakeholder input will inform the City's understanding of impacts, implementation considerations, and regulatory effectiveness, while ensuring that STRA policy outcomes remain aligned with strategic planning objectives and the needs of the Cockburn community.

Title	**Tourist Accommodation**
Policy Number (Governance Purpose)	**LPP 1.15**

Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn is well placed to accommodate tourists with good access to Perth CBD and Fremantle, major transport networks, health and educational facilities, and access to world-class beaches. Tourist and other short-term accommodation proposals are therefore expected to increase within the City and Town Planning Scheme No. 3 (TPS 3) provides only limited development standards for such proposals.

The purpose of this policy is to provide development standards for the following land use types as defined in TPS 3:

- Hosted and Unhosted Short Term Rental Accommodation (STRA)
- Tourist and Visitor Accommodation
- Workforce Accommodation
- Hotels

These land use definitions are defined in TPS3 and a broadly referred to as 'Tourist Accommodation' within this policy.

The policy does not provide development standards for long-stay Park Homes, Residential Parks, Lifestyle Villages or Hotels that do not contain tourist accommodation.

Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3. Regardless of the development's land use designation under TPS3, all lodging houses shall adhere to the requirements of the City's Local Health Law. The City may request that applicants provide details of compliance with the Health Local Law, and such requirements may form conditions of approval on the development application. This policy provides the specific requirements for Lodging Houses.

Policy Statement

(1) Definitions

Short-term rental accommodation – has the same meaning as defined in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015

Keeper/Manager – a person who permanently resides at a premises providing short-term accommodation and is responsible for the upkeep and management of the accommodation.

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Title	**Tourist Accommodation**
Policy Number (Governance Purpose)	**LPP 1.15**

Lodging House – As per the *Health Act 1911* or superseding legislation

Guest – a person who is accommodated within the short-term accommodation on a temporary basis for a fee, but is not subject to a Residential Tenancy Agreement.

Visitor – A person who is visiting a guest accommodated within short-term accommodation but who is not a guest themselves.

(2) Management Plans

All proposals for tourist accommodation shall include the lodgement of a management plan which shall address:

- Control of Noise and other disturbances;
- Complaints management procedures;
- Security of guests, visitors, and neighbours;
- Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area;
- Car parking for guests and visitors;
- Number of bedrooms and beds;
- Contact details of Owner and Keeper/Manager;
- Waste Management; and
- In the case of Lodging Houses:
  - Lodging House Hours
  - Lodging House Rules, including a Lodging House Code of Behaviour
  - Visitor Rules
  - Security and Access.

(3) Tourist Accommodation

3.1 A Keeper/Manager is not required to reside at the premises whilst it is being used for tourist accommodation purposes.

3.2 The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.

3.3 Proposals including a mix of uses including permanent residential and tourist accommodation within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

3.4 Proposals for tourist accommodation in the form of apartments on residential zoned land shall be designed so that the building height generally accords with the maximum, building height permitted for multiple dwelling development.

3.5 Proposals for tourist accommodation in the form of apartments shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.

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3.6 Car parking for tourist accommodation shall be located on-site and in accordance with the TPS 3 provisions..

(4) Hotels

4.1 Proposals for hotels providing accommodation shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.

4.2 Car parking for hotels shall be in accordance with the provisions of TPS3.

4.3 Proposals that include a mix of uses (such as permanent residential and hotel uses within the same development) should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

(5) Exemptions

5.1 Proposals for the use of a portion of a residential dwelling where the owner/occupier is present shall be deemed a hosted STRA and is exempt from the requirement to obtain development approval in accordance with clause 61 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

5.2 Proposals for the use of a single house where the owner/occupier is not present whilst it is being used for tourist accommodation or short-stay purposes shall be defined as unhosted STRA. In accordance with clause 61 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, operators may use dwellings for the purpose of unhosted STRA for a maximum of 90 nights within a calendar year without needing to obtain prior development approval.

5.3 In all other cases, the permissibility of tourist accommodation proposals shall be in accordance with the Zoning Table of TPS3

(6) Caravan Parks

Development standards for caravan parks are contained in the Western Australian Planning Commission Planning Bulletin 49/2014 ‘Caravan Parks’ which shall be used by the City in the assessment of these proposals

(7) Workforce Accommodation

7.1 Any application for workforce accommodation shall demonstrate that a proposal is required to accommodate solely the proponent’s workforce. Information shall be provided with any Development Application for Workforce Accommodation and must address the following:

- Details of the work site(s) where the occupants of the workforce accommodation will be employed, including their location(s);

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Policy Number (Governance Purpose)	LPP 1.15

- Details of the estimated numbers of workers required to support the work site(s);
- The length of time of the workforce accommodation is anticipated to be in place or will be operational for;
- Details on the types of roles the occupants will be employed for (e.g. construction, operational, maintenance);
- Details/breakdown of short-term, intermittent and long-term employees, needing to be accommodated at each worksite;
- Whether the proposal seeks to accommodate workers from other worksites and/or companies.

7.2 Third party proposals that seek to accommodate multiple workforces from various employers, that are not serving a particular worksite or project, will generally not be supported.

7.3 Workforce accommodation that is only required for a certain period of time will be required to be decommissioned at the end of the project, unless the buildings can be re-used for another land use and have been designed to be adaptive. Approval for the reuse of the accommodation will need to be sought through the development application process.

7.4 Workforce Accommodation proposals shall be located within a 30 minute drive from the applicable project/work location

(8) Lodging Houses

8.1 Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3.

8.2 In accordance with the Part 8 of the City's Local Health Law, lodging houses include recreational campsites, serviced apartments and hostels.

8.3 A proposal may be classified as 'tourist accommodation' during the planning application process; however, if the proposal meets the definition of a 'lodging house' under the Health Act and Local Law, it will also require separate approval under the applicable legislation. This distinction is critical, as the requirements for lodging houses may differ significantly from those for tourist accommodation. The planning process should ensure a shared understanding of all relevant approvals to avoid potential non-compliance. The below details provide relevant considerations for lodging houses

8.4 Proposal for lodging houses shall adhere to the following development standards:

- The development of a lodging house should be for no more than 30 lodgers.
- Lodging houses in a residential zone shall be separated by a minimum distance of 200m, measured in a straight line.

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- A lodging house is to be located within 800m, measured in a straight line, from any part of bus route to any local shops, community infrastructure or public transport service ie. a bus stop/station or train station (a 5-10 minute walking distance).
- The development of lodging houses in the residential zone shall comply with the requirements of the Residential Design Codes of Western Australia.
- The development of lodging houses shall comply with the parking requirements of TPS3.
- Outdoor communal areas are to be centrally located on-site i.e. separated from common boundaries with adjoining residential properties. If located situated within the front setback area, they shall be suitable screened with visually permeable fencing (as per the requirements of the R-Codes) for the benefit of lodger privacy.
- Areas of site not used for a particular purpose i.e. as outdoor communal space, car parking and/or for waste management purposes, are to be developed and used for landscaping only.

8.5 The requirements for an application for a lodging house as identified in the Local Law are attached in Appendix A of this Policy. Appendix A is for information only and is correct at the time of the publishing of this policy. It does not form part of this policy and may be subject to change. Proponents are encouraged to consult the current version of the local law

(9) Other Legislative Requirements

Proposals for some forms of tourist accommodation may be defined as Class 3 buildings under the Building Code of Australia and may require a portion of units to be designed for persons with disabilities, may be required to comply with Australian Standard 1670.1:2015 as it relates to fire detection and warning.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Services
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	8 July 2025
Next Review Due: (Governance Purpose Only)	July 2027
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Version: 12, Version Date: 22/07/2025

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

Policy Type

Local Planning Policy

Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 1.15 -Tourist and Alternative Accommodation (including STRA).

Introduction

The City of Cockburn is well placed to accommodate tourists with good access to Perth CBD and Fremantle, major transport networks, health and educational facilities, and access to world-class beaches. Tourist and other short-term accommodation proposals are therefore expected to increase within the City and Town Planning Scheme No.3 (TPS3) provides only limited development standards for such proposals.

The purpose of this policy is to:

- Establish a clear framework for the assessment of Tourist and alternative accommodation by providing Development Standards for the following land use types:
    - Tourist and Visitor Accommodation/Hotels
    - Hosted and Un-hosted Short-Term Rental Accommodation (STRA)
    - Caravan Parks
    - Camping Grounds
    - Workforce Accommodation
    - Residential Buildings – including Lodging Houses under the *Health (Miscellaneous Provisions) Act 1911*

These land use definitions are defined in TPS3, the Residential Design Codes (R-Codes – Residential Building) or in the *Short-Term Rental Accommodation Act 2024* and broadly referred to as 'tourist and alternative accommodation' within this policy.

The permissibility of tourist and alternative accommodation proposals shall be in accordance with the Zoning Table of TPS3. This policy does not provide development standards for long-stay Park Homes, Residential Parks or Lifestyle Villages.

Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3. Regardless of the development's land use designation under TPS3, all Lodging Houses shall adhere to the requirements of the City's Local Health Law.

The City may request that applicants provide details of compliance with the Health Local Law, and such requirements may form conditions of Development Approval. Specific requirements for Lodging Houses are provided in section 5 of this policy.

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Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

Objectives

The objectives of this policy are:

- To ensure that tourist and alternative accommodations are appropriately located, designed, and managed to respond to demand whilst protecting the character of the locality and the amenity and wellbeing of nearby residents.
- To safeguard the primary purpose of residential and rural (living) areas in providing residential dwellings which are affordable and available for permanent accommodation on a long-term basis.
- To protect the City's dwelling stock for permanent accommodation to meet the housing needs of the local community as a priority.
- To protect dwellings within the walkable catchment of schools for permanent accommodation to meet the needs of the community and to support safe school environments that encourage active transport.
- To concentrate Caravan Parks and Camping Grounds within existing sites in the Parks and Recreation Reserve of the City's coastal area, where high amenity, adequate infrastructure, and a clear tourism role can be achieved.

Application

This policy applies to the entire Scheme area of the City of Cockburn to guide discretionary decisions relating to tourist and alternative accommodations.

Policy Provisions

(1) Tourist and Visitor Accommodation/Hotels

1.1 A Keeper/Manager is not required to reside at the premises.

1.2 Proposals including a mix of uses including permanent residential and Tourist and Visitor Accommodation or Hotel within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

1.3 Proposals for Tourist and Visitor Accommodation in the form of apartments on residential zoned land shall be designed so that the building height generally accords with the maximum building height permitted for multiple dwelling development as prescribed by the R-Codes.

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

1.4 Proposals for Tourist and Visitor Accommodation or Hotels in the form of apartments shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.

1.5 Car parking for Tourist and Visitor Accommodation and Hotel shall be located on-site and in accordance with TPS3 provisions.

(2) Short Term Rental Accommodations (STRA)

2.1 Exempt from Development Approval

Hosted STRA: Proposals for the use of a portion of a residential dwelling where the owner/occupier is present shall be deemed a hosted STRA and is exempt from the requirement to obtain development approval in accordance with clause 61 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Un-hosted STRA (up to 90 nights): Proposals for the use of a single house where the owner/occupier is not present whilst it is being used for tourist accommodation or short-stay purposes shall be defined as un-hosted STRA. In accordance with clause 61 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, operators may use dwellings for the purpose of un-hosted STRA for a maximum of 90 nights within a calendar year without needing to obtain prior development approval.

2.2 Un-hosted STRA – More than 90 nights

An un-hosted STRA operating more than 90 days within a calendar year must obtain a Development Approval.

2.2.1 General requirements

i. All approvals will be for a 12-month period, after which renewal, via an application to amend Development Approval will be required. In considering a renewal, due regard will be given to the history of the STRA operation. Where the City is satisfied that the STRA has been appropriately managed, subsequent approvals may be granted for a longer period up to three years.

ii. Prior to commencement of the use, the landowner shall implement an approved Management Plan to the satisfaction of the City. Refer to Appendix A – Section (2).

iii. Proposals for Un-hosted STRA in bushfire prone areas are to provide an Emergency Evacuation Plan and communicate this to accommodation guests.

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

2.2.2 Properties within or adjoining a Residential zone

STRA will generally not be approved in the following locations:

i. Battleaxe lots and lots/dwellings without street frontage, except for the front lot of a grouped dwelling development (including where access is provided via common property), due to the potential to impact residential amenity through noise, activity, traffic and overflow parking.

ii. Properties located within a 400m radius from primary and secondary schools, to protect the availability of permanent housing for families with children within the walkable catchment, and to support safe pedestrian environments that encourage walking and cycling.

2.2.3 Preferred operational characteristics

The following are preferred operational characteristics to protect residential amenity and character from the potential impacts of STRA:

i. The property is to be rented as a single booking only, for up to three bedrooms.

ii. The property has a maximum occupancy of no more than two persons per bedroom. Persons under 16 years of age are exempt from this restriction. Rooms not designed as bedrooms (e.g. lounge/dining/ living/theatre rooms) will not be supported for use as bedrooms for the purpose of calculating maximum occupancy.

iii. The property shall display one sign per dwelling, not exceeding 0.5m² in area. Signage must include the STRA registration number and contact details of the owner or manager. Where multiple STRA operate on a site, signage should be consolidated where practicable.

iv. Where a proposal does not comply with the preferred operational characteristics, it must demonstrate that it maintains the amenity and established character of residential areas by ensuring the location, scale, design, and operation of un-hosted short-term rental accommodation are appropriate to the setting.

2.2.4 Properties within the Rural, Rural Living or Resource zones

Proposals within the ‘Rural’, ‘Resource’ or ‘Rural Living’ zone are to be designed, sited and manage to minimise impact on the environmental values, character and function of rural land.

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

(3) Caravan Parks and Camping Grounds

3.1 Definitions

Camping Ground – means an area of land on which camps, but not caravans, are situated for habitation.

Caravan Park – Is defined under the *Caravan Parks and Camping Grounds Act 1995* as – 'an area of land on which caravans, or caravans and camps, are situated for habitation', however there is flexibility for campers on private property under the *Caravan Parks and Camping Grounds Regulations 1997*, including camping on private property for up to 5 days without approval and up to 24 months with local government approval. To provide clarification as to when Development Approval is required (in addition to approval under the *Caravan Parks and Camping Grounds Regulations 1997)*, a site containing more than 2 occupied caravans will be considered a 'Caravan Park' requiring Development Approval.

3.2 Development Standards

Land uses that meet the above definitions of Caravan Park or Camping Ground will be dealt with as a 'Use not listed' under TPS3, requiring Development Approval, and the following provisions will apply:

i. The strongly preferred location for such uses is within the existing sites (reserved 'Parks and Recreation' under the Metropolitan Region Scheme) in the City's recreational coastal area where they have a high level of amenity, supporting infrastructure and a direct tourist function.

ii. Caravan Parks and Camping Grounds will be treated as sensitive land uses that will generally not be supported in the Kwinana Air Quality Buffer Environmental Protection Area; or the Jandakot Groundwater Protection Area (Priority 1 or 2 areas) where they are deemed 'incompatible' in Water Quality Protection Note 25.

iii. Caravan Parks and Camping Grounds will generally not be supported in the Residential zone due to the impact on residential amenity; and to prioritise these areas for permanent housing.

iv. Proposals must demonstrate:

- A clear tourism and recreation function;
- Access to appropriate services (e.g. electricity and wastewater);
- Minimal environmental and landscape impacts, respect for local character and amenity, appropriate response to constraints (including bushfire), and no adverse impact on residential amenity; and
- Compliance with the guidance contained in the Western Australian Planning Commission Planning Bulletin 49/2014 'Caravan Parks'.

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

(4) Workforce Accommodation

4.1 General Requirement

Any application for Workforce Accommodation shall demonstrate it is required to accommodate solely the proponent's workforce. Information shall be provided with any Development Application for Workforce Accommodation and must address the following:

- Details of the work site(s) where the occupants of the workforce accommodation will be employed, including their location(s);
- Details of the estimated numbers of workers required to support the work site(s);
- The length of time the workforce accommodation is anticipated to be in place or will be operational for;
- Details on the types of roles the occupants will be employed for (e.g. construction, operational, maintenance);
- Details/breakdown of short-term, intermittent and long-term employees, needing to be accommodated at each worksite; and
- Whether the proposal seeks to accommodate workers from other worksites and/or companies.

4.2 Third-party proposals that seek to accommodate multiple workforces from various employers, that are not serving a particular worksite or project, will generally not be supported.

4.3 Workforce accommodation that is only required for a certain period will be required to be decommissioned at the end of the project, unless the buildings can be re-used for another land use and have been designed to be adaptive. Approval for the reuse of the accommodation will need to be sought through the development application process.

4.4 Workforce Accommodation proposals shall be located within a 30-minute drive from the applicable project/work location.

(5) Residential Building (including 'Lodging Houses' – *Health (Miscellaneous Provisions) Act 1911 and local laws)*

5.1 Definitions

Residential Building – has the same meaning as defined by the R-Codes, being:

'a building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:

- temporarily by two or more persons; or

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Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
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- permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school'.

For the purposes of the above definition, the term ***temporarily*** is taken to have the same meaning as the duration identified in the definition of ***short-term rental arrangement*** pursuant to the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* – that being a period not exceeding 3 months in any 12-month period.

Residential Buildings are purpose-built developments and are not considered dwellings, unlike STRA.

Common examples of Residential Buildings include:

- Youth Hostels
- Back-backers' Inns
- Boarding Houses
- Group Homes (e.g. disability or support accommodation)
- Crisis support accommodation

Residential Buildings used for temporary accommodation shall have a maximum capacity of 12 temporary lodgers/boarders. Proposals for more than 12 temporary lodgers/boarders/visitors shall be treated as 'Tourist and Visitor Accommodation' for the purposes of TPS3.

Residential Buildings, depending on the specific operation, may be identified as Lodging Houses for the purposes of the Health local Law. Additional design, construction and operational requirements may apply.

5.2 Development Standards

Proposals for Residential Buildings should adhere to the following development standards:

i. Residential Buildings shall have a maximum capacity of 12 persons (including temporary lodgers or permanent residents).

ii. Residential Buildings in the Residential zone should be separated by a minimum distance of 200m, measured in a straight line.

iii. Residential Buildings are to be located within 800m, measured in a straight line, from any part of bus route to any local shops, community infrastructure or public transport service i.e. a bus stop/station or train station (a 5–10-minute walking distance).

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

iv. The development of Residential Buildings in the Residential zone should comply with the requirements of the R-Codes, except that parking shall be provided as per (e) below.

v. Parking should be provided at a rate of 0.75 bays per lodger plus 1 bay per staff member.

vi. Outdoor communal areas are to be centrally located on-site i.e. separated from common boundaries with adjoining residential properties. If located situated within the front setback area, they shall be suitable screened with visually permeable fencing (as per the requirements of the R-Codes) for the benefit of lodger privacy.

vii. Areas of the site not used for a particular purpose i.e. as outdoor communal space, car parking and/or for waste management purposes, are to be developed and used for landscaping only.

(6) Other Legislative Requirements

Some proposal may be defined as Class 3 or 1B buildings under the Building Code of Australia and may require a portion of units to be designed for persons with disabilities or may be required to comply with Australian Standard 1670.1:2015 as it relates to fire detection and warning.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Growth and Sustainability (Strategic Planning)
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	TBD
Next Review Due: (Governance Purpose Only)	TBD
ECM Doc Set ID: (Governance Purpose Only)	5092850

DRAFT

Title	**TOURIST AND ALTERNATIVE ACCOMMODATION (including STRA)**
Policy Number (Governance Purpose)	**LPP 1.15**

Appendix A

(1) Definitions

Short-term rental accommodation – has the same meaning as defined in the *Short-Term Rental Accommodation Act 2024*.

Keeper/Manager – a person who permanently resides at a premises providing short-term accommodation and is responsible for the upkeep and management of the accommodation.

Lodging House – As per the *Health Act 1911* or superseding legislation.

Guest – a person who is accommodated within the short-term accommodation on a temporary basis for a fee but is not subject to a Residential Tenancy Agreement.

Visitor – A person who is visiting a guest accommodated within short-term accommodation, but who is not a guest themselves.

(2) Details on Management Plans

All proposals for tourist accommodation shall include the lodgement of a management plan which shall address:

- Control of Noise and other disturbances;
- Complaints management procedures;
- Security of guests, visitors, and neighbours;
- Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area;
- Car parking for guests and visitors;
- Number of bedrooms and beds;
- Contact details of Owner and Keeper/Manager;
- Waste Management; and
- In the case of Lodging Houses:
    - Lodging House Hours
    - Lodging House Rules, including a Lodging House Code of Behaviour
    - Visitor Rules
    - Security and Access.

DRAFT

8.1.5 (2026/MINUTE NO 0040) City of Cockburn Public Health Plan 2026-2031

Responsible Executive	Director Sustainable Development and Safety
Author(s)	Service Manager Health and Building Services
Attachments	1. Proposed Public Health Plan 2026-2031 ⇩ 2. Engagement Outcomes Report - Public Health Plan 2026-2031 ⇩

6.22pm Cr Eva departed the meeting and returned at 6.23pm.

6.25pm The Assistant Governance Officer departed the meeting and returned at 6.26pm

Officer Recommendation/Committee Recommendation
MOVED Cr T Dewan SECONDED Deputy Mayor P Corke
That Council:

(1) RECEIVES the City of Cockburn Public Health Plan 2026-2031 (attached to this report as Attachment 1), that forms part of the City's requirements under the *Public Health Act 2016* and *Local Government Act 1995*;

(2) ENDORSES the Public Health Plan for publication on the City's website;

(3) SUPPORTS the annual review of this document, in accordance with the *Public Health Act 2016*, to ensure that the document remains current and aligns with public health risks and contemporary health matters.

CARRIED 7/0

Background

The City's inaugural Public Health Plan 2013 (external link) positioned the City as a leader in public health prevention and promotion, with a focus on disease prevention, obesity reduction and community wellbeing. The close-out report was presented to Council in April 2024 (2024/MINUTE No 0047) and identified that many of the public health actions described in the inaugural Plan, have since been embedded in the City's ongoing operations, services and strategic planning since that time.

The *Public Health Act 2016* (the Act) will progressively replace the longstanding *Health (Miscellaneous Provisions) Act 1911*, together with its supporting regulations and local laws. This new, modern Act will be better able to respond to the evolving needs of the Western Australian community. The Act aims to protect, promote and improve public health and wellbeing, and to reduce preventable illness, with a stronger emphasis on disease prevention and contemporary public health practice.

The Act defines public health as "*the health of individuals in the context of — (a) the wider health and wellbeing of the community; and (b) the combination of safeguards, policies and programmes designed to protect, maintain, promote and improve the health of individuals and their communities and to prevent and reduce the incidence of illness and disability*".

Local governments play a critical role in shaping healthy communities, preventing disease and improving public health. Under the Act, local governments are required to initiate, support and manage public health planning; develop and implement policies and programmes to protect, promote and improve public health; and administer and enforce the Act within their district.

Submission

Submissions were invited from 1 April to 4 May 2026 via a multi-channel engagement process. The Comment on Cockburn e-newsletter achieved 4,801 opens and Cockburn Soundings over 4,600, with 781 visits to the project page. A total of 222 contributions were received from 137 contributors, including 64 survey responses, 132 Quick Poll responses, 16 colouring entries and 10 youth submissions, along with two email submissions.

Feedback was invited from Cancer Council WA, the Heart Foundation, South Metropolitan Health Service, and Injury Matters. Feedback from these groups is summarised in the Engagement Outcomes Report - Public Health Plan 2026-2031 (Attachment 2) and further described in the Community Consultation section of this report.

Report

Section 45 of the *Public Health Act 2016* requires local governments to prepare and publish a local public health plan within two years of the provision being gazetted. The plan must align with the State Public Health Plan and the City's Strategic Community Plan under the *Local Government Act 1995*.

The State Public Health Plan for Western Australia 2025–2030, published on 4 June 2025, introduced a revised framework whereby actions are grouped under four focus areas:

- Promote – supporting healthy environments and connected communities
- Prevent – reducing chronic disease, injury and illness
- Protect – managing environmental and public health risks
- Enable – strengthening partnerships, systems and services.

This, with the City's Strategic Community Plan 2025–2035 and updated local health data, has informed the development of the City of Cockburn Public Health Plan 2026–2031.

Approval was obtained from the Chief Health Officer for publication of the City's Plan to occur at the end of July 2026. This was requested to ensure that meaningful community engagement and feedback could be sought on the City's existing health promotion programs, as well as the broader actions proposed to improve public health and wellbeing across the district.

Community engagement included outreach at Health Promotion pop up events, online consultation via Comment on Cockburn, and targeted stakeholder engagement with organisations such as the Cancer Council, Heart Foundation, Injury Matters and the Department of Health. Consultation closed on 5 May 2026. See Attachment 2 Engagement Outcomes Report - Public Health Plan 2026-2031.

Following Council adoption, the Public Health Plan 2026–2031 will be published on the City's website. The Plan will support ongoing engagement with local health providers to identify accessible services that improve community health outcomes. Progress will be reviewed annually, with delivery reported through the City's existing reporting framework.

Strategic Plans/Policy Implications

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

Our Places
Enhancing distinctive, liveable areas with well-connected, safe transport options.
• Strengthen unique, liveable and adaptive places.

Our Governance
Transparent leadership that listens, communicates openly and plans for a sustainable future.
• Strengthen engagement, communication and enhance customer experience.
Facilitate transparent and accountable governance for today and tomorrow.

Budget/Financial Implications

General public health, health promotion and environmental health operations have been incorporated into normal business operations for the City as an outcome of the City's inaugural Public Health Plan. There are numerous day to day operational activities undertaken by the City that shape the living and working environments of the community, the majority of which are captured as normal operational activities and included in the annual budget.

Legal Implications

Section 45 of the *Public Health Act 2016* requires each local government to prepare and maintain a local public health plan that applies to its district and is consistent with the State Public Health Plan. It must identify the public health needs of the district and be informed by a structured examination of data relating to health status and the social, environmental and economic determinants of health. The plan is also required to establish objectives and policy priorities for the promotion, improvement and protection of public health, and for the development and delivery of public health services within the district.

In addition, the Act requires the plan to outline how identified objectives and priorities will be achieved based on available evidence, and to describe how the local government will work in partnership with the Chief Health Officer and other organisations involved in public health initiatives. The plan must include a framework for the identification and management of public health risks. Ongoing governance requirements include annual review of the plan, with the ability to amend as required, and replacement at least every five years to ensure it remains current, evidence-based and responsive to emerging public health risks and priorities.

The Integrated Planning and Reporting Framework requirements of the *Local Government Act 1995*, including the Strategic Community Plan, support these requirements by aligning the Public Health Plan with the City's strategic direction, resourcing and corporate processes, ensuring a coordinated and integrated approach to planning, delivery and reporting. In the future (once subsidiary Public Health Regulations have been released), the City's Plan may be required to include reporting on the City's performance of its statutory public health functions.

Community Consultation

Consultation for the City of Cockburn Public Health Plan 2026–2031 was undertaken through a community engagement process designed to capture a broad range of local perspectives on health and wellbeing. Community members were invited to provide feedback between 1 April 2026 and 4 May 2026 on multiple channels, including an online survey, written submissions (email), and in-person engagement opportunities, ensuring accessible participation options.

As this was not the City's first Public Health Plan, targeted engagement activities were undertaken to seek feedback on the City's existing suite of health promotion and wellbeing programs. These activities were used to encourage diverse participation, including specific opportunities for children and young people, alongside general community input. Incentives were offered to increase participation, and the process emphasised gathering insights to inform programs, services and initiatives that reflect local health needs and priorities.

Key external stakeholders were contacted directly and invited to provide feedback. Further information on the outcomes of this engagement is provided in Attachment 2: Engagement Outcomes Report - Public Health Plan 2026-2031.

Risk Management Implications

The Public Health Plan 2026–2031 presents a range of strategic risks, including in relation to compliance with the *Public Health Act 2016* (if adoption occurs outside agreed timeframes).

There is also a risk that the Plan may not adequately respond to emerging public health challenges such as climate change, novel or emerging communicable diseases and the social determinants of health. These risks have been mitigated through early planning and engagement with the Chief Health Officer for an approved extension to publish in July 2026, alignment with the State Public Health Plan 2025–2030, and the use of contemporary local health data and stakeholder input.

Operational, financial and reputational risks may also arise if actions are not effectively implemented, resourced or monitored, or if community expectations are not met. These risks are managed by embedding actions into business-as-usual operations, assigning clear responsibilities, and utilising established corporate reporting, review and community engagement processes.

Overall, risks associated with the Plan are considered moderate and manageable, with appropriate governance and continuous improvement mechanisms in place.

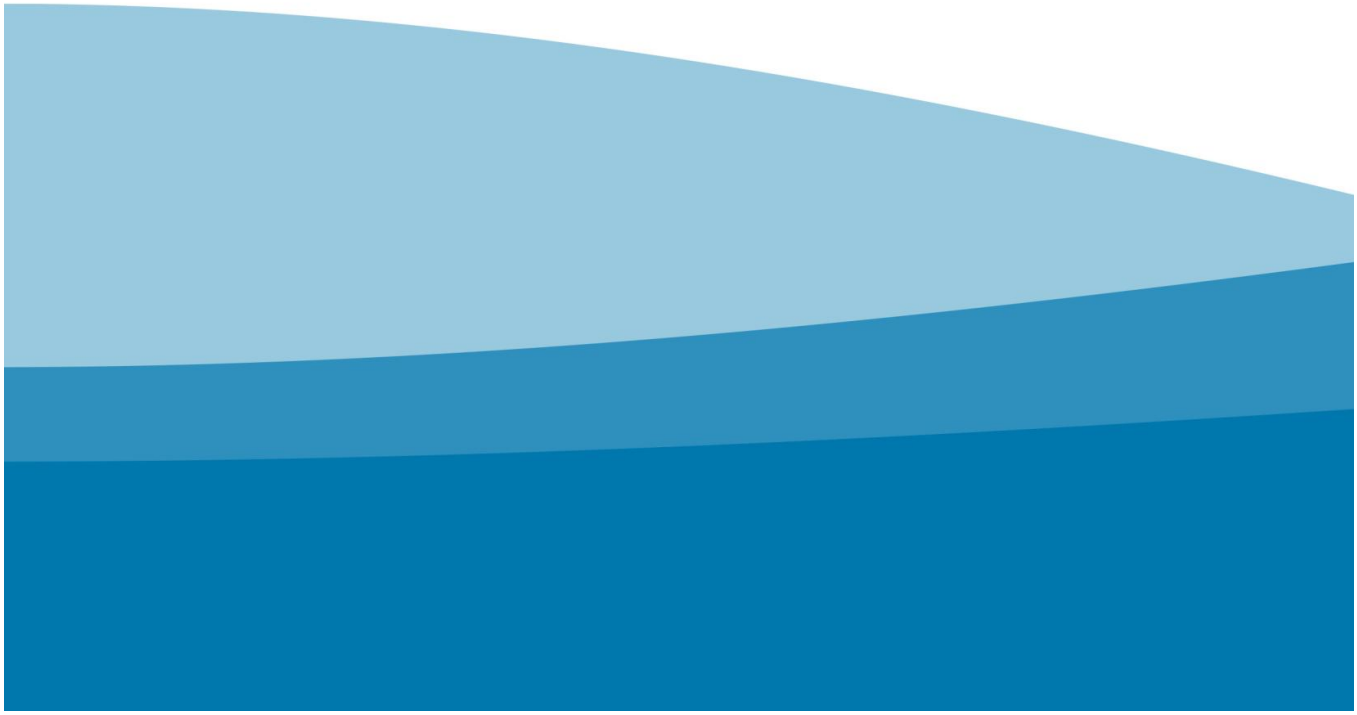
Advice to Proponent(s)/Submitters

Following Council consideration, the community will be updated on the outcomes of consultation and finalisation of the Public Health Plan via *Comment on Cockburn*. This will include a Community Insights Snapshot, a project update to project followers, and updates on the project webpage once the July OCM agenda is published and prior to the meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

Public Health Plan 2026-2031



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Executive Summary

The City of Cockburn Public Health Plan 2026–2031 sets out how we will support the health and wellbeing of our community over the next five years.

The City has a strong history of leadership in public health, having developed one of Western Australia's first local government Public Health Plans in 2013. This plan builds on that foundation and reflects our ongoing commitment to creating a healthy, safe and connected community.

Health and wellbeing are shaped by more than healthcare services. They are influenced by the environments people live in, the opportunities available to them, and their ability to connect with others and access support. As a local government, the City plays an important role in shaping these conditions through planning, services, programs and partnerships.

This plan has been developed in accordance with the Public Health Act 2016 and aligns with the Strategic Community Plan 2025–2035 and the State Public Health Plan for Western Australia 2025–2030. It draws on local data and community insights to identify key health challenges and priorities.

In Cockburn, these include:

- low levels of physical activity and healthy eating
- overweight and obesity
- alcohol use
- smoking and vaping
- Injury
- mental health and wellbeing
- social connection and inclusion

The plan recognises that some groups in our community may face additional barriers to good health, including Aboriginal and Torres Strait Islander people and culturally and linguistically diverse communities. Supporting equity and inclusion is a key focus across all areas of the plan.

Actions are grouped under four focus areas, aligned with the State Public Health Plan:

- **Promote** – supporting healthy environments and connected communities
- **Prevent** – reducing chronic disease, injury and illness
- **Protect** – managing environmental and public health risks
- **Enable** – strengthening partnerships, systems and services

Together, these actions reflect a whole-of-organisation approach, recognising that health and wellbeing are influenced by many areas of the City's work.

Progress will be reported annually, and the plan will be reviewed regularly to ensure it remains responsive to community needs.

Introduction

The City of Cockburn Public Health Plan 2026–2031 outlines how we will support the health and wellbeing of our community over the next five years.

Local governments play an important role in public health. Beyond delivering environmental health services, we help shape the places where people live, work and connect. This includes planning neighbourhoods, providing community facilities and programs, and supporting social connection and inclusion.

This plan has been developed in line with the requirements of the Public Health Act 2016 and aligns with both the City of Cockburn Strategic Community Plan 2025–2035 and the State Public Health Plan for Western Australia 2025–2030.

It brings together local data, community priorities and existing City services to identify where we can make the greatest impact. It also ensures that health and wellbeing are considered in decision-making across the organisation.

Vision

Guided by our vision *Cockburn: the best place to be*, this Public Health Plan focuses on creating the conditions for a healthy, connected and inclusive community.

Our vision for all people in Cockburn is for them to have:

- access to safe and welcoming places
- opportunities to be active
- access to healthy food and appropriate housing
- strong social connections
- services that meet their needs

By embedding health and wellbeing into everything we do, we aim to support people to live well at every stage of life.

Our public health journey

The City of Cockburn has a strong history of leadership in public health, developing one of Western Australia's first local government Public Health Plans in 2013.

This initial plan marked a shift beyond traditional environmental health services, recognising the broader role local government plays in supporting healthy lifestyles and community wellbeing. It strengthened partnerships with local organisations, health providers and community groups, and supported the delivery of a range of prevention-focused programs.

Since then, the City has continued to build on this work, expanding its focus on health promotion, social connection and access to services. Partnerships such as Cockburn Integrated Health have helped increase the availability of locally delivered programs that support nutrition, physical activity and mental wellbeing.

This Public Health Plan 2026–2031 builds on these foundations, continuing the City's commitment to improving health and wellbeing outcomes for the community.

How this plan fits (Integrated Planning and Reporting)

This Public Health Plan is part of the City's Integrated Planning and Reporting Framework. It aligns with the Strategic Community Plan, Corporate Business Plan and other key strategies and policies.

This ensures that health and wellbeing are considered in:

- long-term planning
- service delivery
- resource allocation
- day-to-day decision making

The plan also aligns with the State Public Health Plan for Western Australia, supporting a coordinated approach to improving health outcomes across the state.

Social and commercial determinants of health

Health is influenced by more than individual choices. It is shaped by the environments people live in and the opportunities available to them.

In Cockburn, key factors influencing health and wellbeing include:

- housing affordability and quality
- employment and income
- education
- transport and access to services
- social connection
- the availability and promotion of products such as alcohol and fast food

Population growth and urban development continue to shape how people access services, infrastructure and open space.

The City responds to these factors through planning, policy and partnerships. This includes designing walkable neighbourhoods, supporting access to green space, delivering community programs, and working with local organisations and health services.

These approaches help create environments that support healthy choices and reduce health inequalities across the community.

Graphic design to prepare an accessible version of this WHO infographic for publication

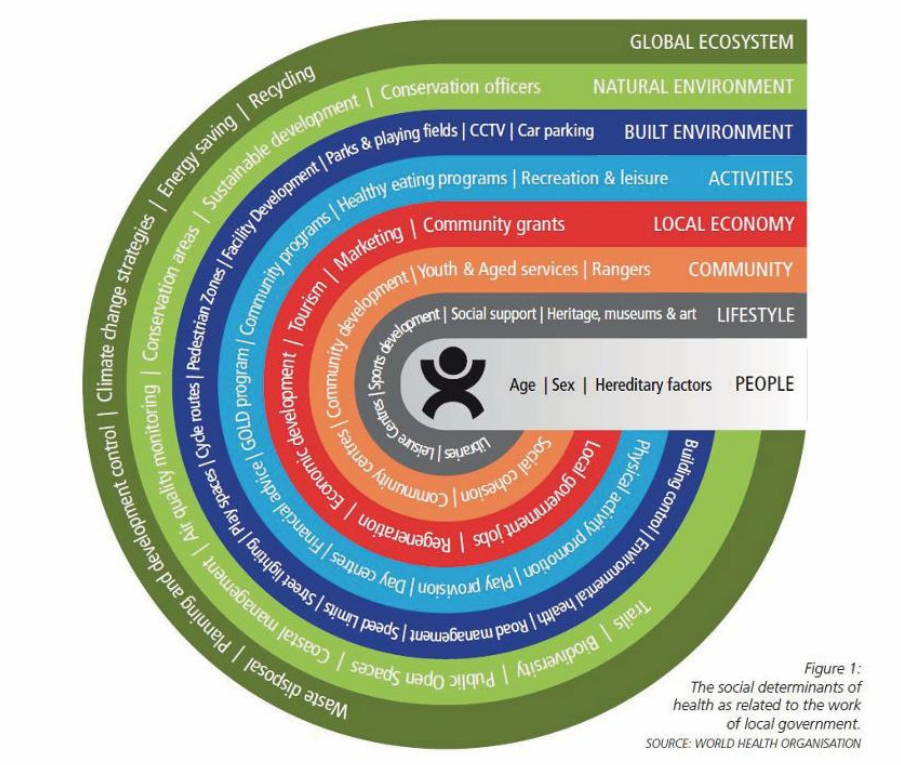


Figure 1: The social determinants of health as related to the work of local government.
SOURCE: WORLD HEALTH ORGANISATION

Our community

The City of Cockburn is a diverse and growing community of more than 135,000 people, living across 24 suburbs.

Our community is characterised by:

- strong cultural diversity
- a growing population
- a mix of families, young people and older residents

Around half of residents were born overseas, contributing to a rich mix of cultures, languages and perspectives that strengthen community life.

The City provides a wide range of infrastructure and spaces that support health and wellbeing, including parks, sporting facilities, libraries, community centres and a growing network of footpaths and shared paths.

Our community at a glance - *Infographics to be included in final document*

(use Infographics such as from page 18 of City of Cockburn Annual Report)

- Population: 135,539
- Projected population (2045): 189,683
- Median age: 37
- Households born overseas: ~50 per cent
- Weekly median household income: $1,988
- Home ownership rate: 72.5 per cent
- Couple families with children: 47 percent
- Identify as Aboriginal or Torres Strait Islander: 2.4%
- Proportion of residents born in and outside Australia
- Do not speak English at home: 29.5%
- SEIFA Index of Relative Socio-economic Advantage and Disadvantage score 1020(70th percentile) Source: Australian Bureau of Statistics, Census of Population and Housing 2021.

City infrastructure and environment

- 406 parks and reserves
- 215 playgrounds
- 32 sporting reserves
- 120 sporting clubs
- 909.6 km of footpaths
- 15 km of coastline
- 26 per cent tree canopy cover

Source: City of Cockburn Annual Report 2024-2025

Our health

Local data shows that many residents face challenges in maintaining healthy lifestyles.

Key health concerns include:

- low intake of fruit and vegetables
- low levels of physical activity
- overweight and obesity
- alcohol use at high-risk levels
- smoking and vaping
- increasing mental health concerns

A significant proportion of adults experience anxiety or depression, and rates of hospitalisation related to self-harm highlight the importance of early intervention and community support.

These trends reinforce the need for continued focus on prevention, mental wellbeing and creating environments that support healthier choices.

Following data will be inserted into Infographics for final document

- Only 5.3% of residents consume the recommended daily intake of vegetables.
- 35.2% of residents meet the recommended daily intake of fruit.
- 8% of residents eat fast food two or more times per week.
- 62.7% of residents meet physical activity guidelines.
- 38.9% of residents are overweight.
- 32.2% of residents are living with obesity.
- 28.1% of residents consume alcohol at high-risk levels for long term harm
- 12.9% of residents currently smoke.
- 12.4% of residents currently vape.
- 24.8% of residents have a mental health condition.
- 16.1% of adults experience anxiety.
- 14.5% of adults experience depression.
- There are 105.3 hospitalisations per 100,000 people related to intentional self-harm.
- There are 12.9 deaths per 100,000 people related to intentional self-harm.
- 29.1% of residents reported an injury in the past 12 months.
- There are 1,141.3 hospitalisations per 100,000 people due to falls.
- There are 15.2 deaths per 100,000 people due to falls.

Source: City of Cockburn Health and Wellbeing profile published by South Metropolitan Health Service, 2026.

Aboriginal health in our community

Aboriginal and Torres Strait Islander people make up approximately 2.4% of the Cockburn community.

The City is committed to supporting Aboriginal health and wellbeing through culturally appropriate, community-led approaches that recognise the importance of culture, connection and self-determination. Improving Aboriginal health and wellbeing should be embedded across all objectives and actions, rather than addressed as a standalone priority, in line with the WA State Plan. Applying an Aboriginal cultural lens across all areas of public health helps ensure strategies are appropriate, informed, responsive, and support stronger cultural determinants of health for Aboriginal people in Western Australia.

Key initiatives include:

- implementation of the Reconciliation Action Plan
- employment of Aboriginal Community Development Officers
- support for community-led programs and groups
- cultural awareness training for staff and elected members
- events and initiatives that celebrate and strengthen culture including National Reconciliation Week and NAIDOC Week
- Consultation of City's Aboriginal Reference Group

These actions support stronger connections, reduce barriers to services, and contribute to improved health and wellbeing outcomes.

Equity, inclusion and our CaLD community

Cockburn is one of the most culturally diverse communities in Western Australia, with a large proportion of residents from culturally and linguistically diverse (CaLD) backgrounds.

While this diversity is a strength, some residents may face barriers in accessing services, information and opportunities.

The City works to reduce these barriers by:

- providing inclusive and culturally responsive services
- delivering community events and programs that support connection and belonging
- improving access to information and local services
- building staff capability through training

Initiatives such as Harmony Week events, Welcoming Week, and multicultural programs help create opportunities for people to connect, participate and feel included in community life.

The City remains committed to ensuring all residents can access the support they need to achieve good health and wellbeing.

Public Health Plan 2026-2031

Delivering the Plan

This Public Health Plan outlines how the City of Cockburn will support improved health and wellbeing across the community over the next five years.

Our approach recognises that health is influenced by many factors, and that meaningful change requires coordinated action across the organisation and with our partners.

To support this, actions are grouped under four focus areas aligned with the State Public Health Plan:

Promote – supporting healthy environments and connected communities

Prevent – reducing chronic disease, injury and illness

Protect – managing environmental and public health risks

Enable – strengthening partnerships, systems and services

These focus areas reflect the many ways the City contributes to public health through planning, service delivery, community programs and partnerships.

Each action identifies how different service areas contribute to improved health outcomes, reinforcing a whole-of-organisation approach.

Progress will be monitored through the City's Integrated Planning and Reporting Framework and reported annually. The plan will also be reviewed regularly to ensure it remains relevant and responsive to emerging community needs.

City of Cockburn Public Health Plan Actions Tables

The Public Health Plan must align with the *State Public Health Plan for WA 2025–2030*, which sets out a vision for "the best possible health, wellbeing and quality of life for all Western Australians – now and into the future."

The State Public Health Plan is structured around four key objectives – **Promote**, **Prevent**, **Protect**, and **Enable** – supported by two overarching priorities: **Aboriginal health and wellbeing** and **equity and inclusion** (see table inset). Each objective is linked to specific public health priorities, such as reducing chronic disease, improving mental health, addressing climate change impacts, and strengthening public health systems and partnerships.

This Public Health Plan aligns with the City's Strategic Community Plan 2025–2035 and draws on its reference to the United Nations Sustainable Development Goals (SDGs), a global framework of 17 interconnected goals that support health, equity, sustainability and community wellbeing. The actions described in the following table are aligned with the **Strategic Objectives** identified in the Strategic Community Plan, with relevant SDGs shown in the final column.

These priorities guide statewide action and provide a strategic framework for local governments to tailor their plans to community needs while contributing to broader public health outcomes.

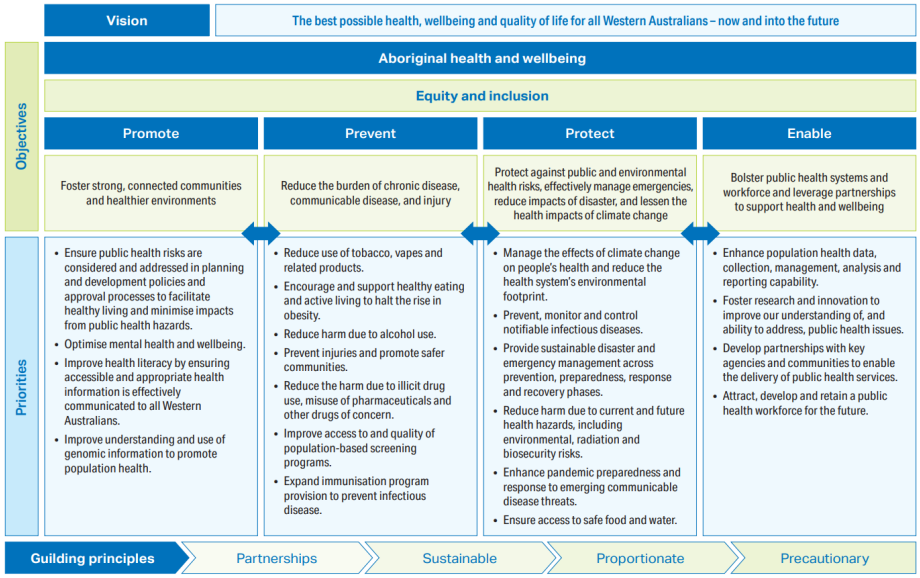


Table 1. Vision, objectives, priorities and guiding principles of the SPHP.

Vision, objectives, priorities and guiding principles of the State Public Health Plan for Western Australia 2025-2030

State Public Health Plan Objective One - Promote

Foster strong, connected communities and healthier environments

Action plan:

Strategic Objective	Action	Service Unit or Team	Public Health Outcome	SDG
3B	Deliver inclusive recreation programs for all ages and abilities	Recreation Services	Increased participation and reduced barriers to wellbeing	3, 10
3B	Continue to support Heart Foundation Walking Groups	Public Health	Improved physical activity and social engagement	3
3B	Deliver Parks and Environment Asset Management Plan, for playground renewal including for exercise equipment and shade- sails	Parks and Environment	Safer, inclusive play spaces supporting mental wellbeing and physical activity	3, 10, 11
3C	Deliver cultural recognition and inclusion programs as part of community events such as Coogee Live, Mosaic Festival and NAIDOC week events	Events and Culture	Strengthened cultural identity and mental wellbeing	3, 10, 11
3D	Continue to plan, provide and upgrade facilities to be welcoming and inclusive environments, guided by the Community Infrastructure Plan 2024 -2041.	Recreation Services	Increased physical activity, increase inclusivity and safety	3,11
3D	Continue to implement the Success Regional Reserve Masterplan to enhance community use and environmental value.	Recreation Services	Increased physical activity, Increased use of greenspace, Increased mental wellbeing	3,11, 13
3C	Provide inclusive cultural events that celebrate diversity and foster belonging	Events and Culture, Community Development	Enhanced social cohesion and mental wellbeing	3, 10, 11

3D	Strengthen partnership with Act Belong Commit, distributing resources and collaborating on initiatives	Public Health	Increased mental wellbeing and resilience	3, 11
3D	Provide mental health support and referral services through Cockburn Support Service	Family and Community Services	Improved mental wellbeing and early intervention	3
3D	Provide financial counselling services to reduce stress and improve wellbeing	Family and Community Services	Reduced financial stress and improved mental health	1, 3, 10
3D	Support community gardens on City owned properties	Community Development	Improved nutrition, food security, environmental awareness, social and community connection	2, 3, 11, 12
3D	Support and deliver community sustainability education programs	Sustainability	Improved environmental awareness, community and social connection	3, 11, 12
3D	Deliver youth engagement programs that promote resilience and mental wellbeing	Youth Services	Reduced risk behaviours and improved mental health outcomes	3, 4, 10
3D	Provide seniors programs that support social connection and active ageing	Seniors Centre	Improved mental and physical health for older adults	3, 11
3A	Deliver inclusive community development programs and events	Community Development	Increased social connection and mental wellbeing	3, 10, 11
3A	Provide grants to support community-led health and wellbeing initiatives	Community Grants	Empowered communities promoting health	3, 11, 17
3A	Provide grants to support community-led health and wellbeing initiatives	Community Grants	Empowered communities promoting health and wellbeing	3, 11, 17

3B	Deliver health and fitness programs and services to the community Continue to promote and provide a wide variety of health and fitness programs and services at Cockburn ARC to support active lifestyles.	Cockburn ARC / Recreation Services	Increased physical activity and reduced chronic disease risk	3
3B	Promote, facilitate and provide inclusive recreation programs for all ages and abilities.	Cockburn ARC/Recreation services	Increased physical activity and reduced chronic disease risk	3
3A	Partner with Food Core and South Metropolitan Health Service to Promote uptake of Healthy Venue Grant at Local facilities	Public Health	Increased access to healthy food options, decrease in obesity rates, increase in nutritional adequacy	3
3A	Deliver youth engagement programs including health and wellbeing education	Youth Services	Improved health literacy and youth engagement	3, 4, 10
3A	Deliver cultural and recreational events that promote inclusion and wellbeing	Events and Culture Events and Cultural Services	Enhanced community participation and mental wellbeing	3, 11
3A	Deliver library-based programs that support health literacy and wellbeing	Library Place and Events and Culture Services	Increased access to trusted health information and education; increased social connectedness	3, 4
3A	Deliver parenting programs and family support services	Family and Community Services	Strengthened family health and early childhood development	3, 4, 10
2C	Deliver sustainability education and engagement programs	Sustainability	Increased environmental health awareness and community resilience	3, 11, 13
1A	Deliver capacity-building workshops and networking for micro-businesses	Business and Economic Development	Economic empowerment and mental wellbeing through employment	3, 8

3B	Integrate health-focused design into planning decisions to create walkable, shaded, and well-connected neighbourhoods with equitable access to community facilities	Development Service	Healthier living environments, increased community engagement and increased physical activity	3, 11

State Public Health Plan Objective Two - Prevent

Reduce the burden of chronic disease, communicable disease, and injury

Action plan:

Strategic Objective	Action	Service Unit or Team	Public Health Outcome	SDG
3D	Explore partnership with Luma: For her health and wellbeing to deliver free female focused health and wellbeing education	Public Health	Increased mental wellbeing and health literacy of women	3, 11
3D	Progress partnership with Better Health Company, to deliver physical activity, nutrition and mental wellbeing education sessions to parents and children	Public Health	Increased physical activity, improve nutrition outcomes and increase mental wellbeing	3, 11
3B	Continue engagement with South Western Sydney Primary Health Network to deliver the HEAL™ program	Public Health / Cockburn Healthy Lifestyle Service	Increased physical activity, improve nutrition outcomes and increase mental wellbeing	3, 11
3B	Continue partnership with FoodBank delivering the nom!™ program to parents and explore delivery of the nom!™ youth program	Public Health	Increased physical activity and improved nutrition outcomes	3, 11
3B	Investigate avenues to reduce exposure to unhealthy food and drink advertising	Public Health	Decreased consumption of unhealthy food and drink	3
3B	Maintain Smoke and Vape Free signage at key locations in the City to encourage people not to smoke or vape in the area	Public Health	Discourage smoking and reduce the impact of second-hand smoke	3,11
3A	Deliver CoSafe patrols and community safety initiatives	CoSafe and Community Safety	Reduced risk of injury and increased perception of safety	3, 11
3A	Ensure buildings are constructed in accordance with the Building Act and Regulations and National Construction Code	Building Services	Reduced injury risk and improved safety	3, 11

3A	Provide public building safety inspections and compliance monitoring	Public Health	Reduced injury risk and improved safety	3, 11
3A	Provide public aquatic facility inspections and compliance monitoring	Public Health	Reduced injury risk and improved safety	3, 11
3A	Deliver CCTV Home Rebate Program	Community Safety	Increased safety and reduced injury risk	3, 11
3B	Provide free culturally appropriate, accessible health checks at major City events, to assist community members to identify chronic disease risk factors	Public Health	Increased awareness of risk factors, opportunity for education on program availability and benefits	2, 3
3B	Continue the delivery and renewal of City physical activity and healthy eating programs	Public Health	Reduced obesity and chronic disease risk, reduced incidence of Type 2 diabetes	2, 3
2A	Conduct water quality testing for recreational and potable water sources	Public Health	Reduced risk of waterborne illness	3, 6
2A	Regulate food safety through inspections, training, and complaint response	Public Health	Reduced foodborne illness	3, 12
3B	Explore advertising options at local bus stops to promote smoke/vape free messaging and other positive behaviour change	Public Health	Promote positive behaviour change and reduce harmful advertising	3, 11
2A	Manage compliance with legislative requirements for environmental health risks	Public Health	Reduced exposure to environmental health risks	3, 11, 13
3A	Ensure private swimming pool safety barriers are maintained in accordance with minimum safety requirements	Development Compliance	Reduced injury risk and improved safety	3, 11
2C	Finalise and advance the actions and recommendations of the Public Open Space Strategy	Strategic Planning	Improved community wellbeing, supporting active lifestyles	3, 11, 13

2C	Deliver Urban Forest Program	Parks and Environment	Reduced heat stress and heat island effect, improved wellbeing	3, 11, 13
3B	Deliver community safety patrols and respond to incidents	CoSafe and Community Safety	Reduced crime and increased perception of safety	3, 11, 16
3B	Deliver fire prevention education and bushfire risk reduction programs	Fire and Emergency Management	Reduced injury and property loss from fire	3, 11, 13
2C	Deliver mosquito monitoring and control programs	Public Health	Reduced vector-borne disease risk	3, 15
2B	Deliver hazardous waste collection and disposal programs	Waste Management	Reduced environmental health risks	3, 12
3B	Deliver youth outreach and early intervention programs	Youth Services	Reduced risk behaviours and improved mental health	3, 4, 10
3B	Deliver community safety education and injury prevention programs, such as Injury Matters -Stay on Your Feet and Neighbourhood Watch	Community Safety	Reduced injury rates and increased safety awareness	3, 11, 16
3B	Deliver Age-Friendly information sessions	Seniors Centre	Reduced injury rates and increased safety awareness	3, 11, 16
3B	Support active transport (cycling, walking) alongside diverse, affordable housing near services and transit	Development Services	Increased physical activity, community engagement	3, 11
3A	Ensure unauthorised or unapproved buildings and developments are altered, modified or removed to comply with the relevant legislation	Development Compliance	Reduced injury risk, improved safety and safety outcomes	3, 11
3A	Explore partnership with Injury Matters to increase older residents awareness of falls prevention strategies	Public Health	Increased knowledge of falls prevention, reduced injury rates from falls	3,11
3B	Support additional community-based exercise programs for older residents	Public Health	Increased strength and balance, reduced rate and injury from falls	3,11

State Public Health Plan Objective Three – Protect

Protect against public and environmental health risks, effectively manage emergencies, reduce impacts of disaster, and lessen the health impacts of climate change

Action plan:

Strategic Objective	Action	Service Unit or Team	Public Health Outcome	SDG
2A	Deliver natural area management and biodiversity protection	Public Health / Parks and Environment / Sustainability	Reduced exposure to vector-borne disease and improved ecosystem health	3, 15
3B	Manage compliance with legislative requirements for environmental public health risks	Public Health	Reduced adverse preventable environmental public health impacts	3, 11, 13
3B	Conduct water quality testing for recreational and potable sources	Public Health	Reduced risk of waterborne illness	3, 6
2B	Expand waste recovery and resource conservation programs	Waste Management	Reduced environmental contamination and improved public health	3, 12
2C	Amplify public health communication related to declared heat waves, continue ongoing planning for emergency management of heat wave events and facilitate public education on heat wave response strategies to improve community resilience	Public Health / Emergency Management / Sustainability	Reduced disease burden from heat and improved emergency response and communication	3, 11, 13

4A	Assess the environmental public health implications of development proposals	Development Services / Public Health	Reduced risk of land use conflict, improved amenity, public health and wellbeing outcomes	3, 6, 11, 15
3A	Implement Bushfire Risk Management Plan 2023–2028	Fire and Emergency Management	Reduced injury and respiratory illness from bushfire events	3, 13
3A	Provide public building safety inspections, venue operator education and compliance monitoring	Public Health	Reduced injury risk and improved safety in public spaces	3, 11
3B	Deliver community safety patrols and respond to incidents	CoSafe and Community Safety	Reduced crime and increased perception of safety	3, 11, 16
3B	Deliver fire prevention education and bushfire risk reduction programs	Fire and Emergency Management	Reduced injury and property loss from fire	3, 11, 13
3B	Deliver dog and animal control services	Ranger Services	Reduced injury and zoonotic disease risk	3, 11, 15
2C	Conduct food safety inspections and enforcement	Public Health	Reduced foodborne illness	3, 12
2C	Deliver mosquito monitoring and control programs	Public Health	Reduced vector-borne disease risk	3, 15
2C	Deliver industrial premises assessments for small to medium businesses, to prevent pollution and contamination incidents	Public Health	Improved management of pollutants by small to medium enterprise	3, 6, 12
2B	Deliver hazardous waste collection and disposal programs	Waste Management	Reduced environmental health risks	3, 12
3B	Deliver youth outreach and early intervention programs	Youth Services	Reduced risk behaviours and improved mental health	3, 4, 10
3A	Deliver swimming lessons to the community to reduce the risk of drowning	Cockburn ARC / Recreation Services	Reduced risk of drowning and injury	3, 4
3B	Engage young people in driver safety initiatives and programs.	Youth Services	Reduced injury rates and increased safety awareness	3, 11, 16

3B	Deliver Age-Friendly information sessions	Seniors Centre	Reduced injury rates and increased safety awareness	3, 11, 16
2A	Manage compliance with legislative requirements for environmental public health risks	Public Health	Reduced adverse preventable environmental public health impacts	3, 11
3B	Manage building and development compliance with legislative requirements to address potential public safety risks	Development Compliance	Reduced injury rates and increased safety awareness	3, 11
3B	Reduce environmental health risks through planning controls that enforce buffers, noise mitigation, and climate-resilient features like shade trees and water sensitive urban design	Development Services / Strategic Planning	Reduced environmental health risks, improved amenity, improved public health and wellbeing outcomes	3, 11

State Public Health Plan Objective Four - Enable

Bolster public health systems and workforce and leverage partnerships to support health and wellbeing

Action plan:

Strategic Objective	Action	Service Unit or Team	Public Health Outcome	SDG
5A	Deliver Integrated Planning and Reporting framework to align services with community health priorities	Integrated Planning and Reporting	Improved coordination of health-related services and accountability	3, 16, 17
5C	Facilitate Sustainability and Environment Reference Group meetings to guide strategic advice on any public health impacts associated with the City's approach to environmental management or sustainability.	Sustainability	Strengthened partnerships for environmental health	3, 11, 13, 17
5C	Collaborate with Cockburn Integrated Health and the Cockburn Healthy Lifestyle Service to deliver preventive health education programs	Public Health	Improved chronic disease prevention through partnerships	3, 17
5C	Partner with Diabetes WA and other local health stakeholders to deliver community education and chronic disease prevention programs	Public Health	Improved chronic disease prevention through partnerships	3, 17
5C	Investigate other opportunities to collaborate and partner with local public health service providers to deliver education and prevention programs	Public Health	Improved chronic disease prevention through partnerships	3, 17
5C	Strengthen partnership other opportunities with South Metropolitan Health Service to deliver data informed preventive health education and prevention programs	Public Health	Improved chronic disease prevention through partnerships	3, 17

5C	Investigate other opportunities to collaborate and partner with local public health service providers to deliver education and prevention programs	Public Health	Improved chronic disease prevention through partnerships	3, 17
5C	Deliver City events in partnership with community organisations	Events and Culture	Increased community engagement and mental wellbeing	3, 11, 17
5D	Deliver Safety Leadership Program to embed health and safety culture across the organisation	People Experience	Improved workplace health and safety outcomes	3, 8
5D	Deliver Financial Counselling Services to support vulnerable residents	Family and Community Services	Reduced financial stress and improved mental health	1, 3, 10
4A	Advance Key Planning Directions and Actions of the City's Local Planning Strategy to guide sustainable growth and land use that supports housing, public open space, and community wellbeing	Strategic Planning	Sustainable community development, reduced land use conflict, improved amenity, health and wellbeing outcomes	3, 11,
3B	Explore avenues to reduce stigma and discrimination for people wanting to change their alcohol use and promote help-seeking behaviours	Public Health	Reduce chronic disease risk and alcohol related harm	3, 11,
5D	Address workforce shortages in Environmental Health, Building Surveying and Planning, through targeted attraction, retention and workforce transformation strategies	Public Health and Building Services / Development Services / People Experience	Strengthened public health workforce and improved service delivery capacity	3, 4, 8, 17
5D	Ongoing employment of Technicians, Assistants and Undergraduate Officers into the Environmental Health, Building Surveying and Planning professions to support workforce development and training pathways	Public Health and Building Services / Development Services / People Experience	Strengthened public health workforce pipeline and improved service continuity	3, 4, 8, 17

3A	Provide grants to support community-led health and wellbeing initiatives	Community Grants	Strengthened community capacity and partnerships	3, 11, 17
3A	Deliver inclusive community development programs and events	Community Development	Enhanced collaboration and community leadership in health	3, 10, 11
3A	Deliver Cockburn Care services including home support and personal care	Cockburn Care	Strengthened local health workforce and service delivery	3, 10
3A	Deliver seniors programs including pick up and drop off service	Seniors Centre	Strengthened senior support, social engagement, aged care and support services	3, 10
3A	Deliver family support services including parenting programs and referrals	Family and Community Services	Improved service integration and early intervention systems	3, 4, 10
2C	Deliver sustainability education and engagement programs	Sustainability	Strengthened partnerships for environmental protection	3, 11, 13
3B	Deliver community safety programs including support for vulnerable groups	Community Safety	Improved inter-agency coordination for safety and wellbeing	3, 11, 16
4C	Deliver safe walking and cycling networks and integrate sustainable transport infrastructure to boost active travel and connectivity	Traffic and Major Projects	Improved opportunity for active transport, increased physical activity, social and community engagement	3, 11, 13
3B	Embed environmental public health assessments into planning processes through development assessment protocols, staff training, and monitoring	Development Services	Reduced environmental health risks, improved amenity, improved public health and wellbeing outcomes	3, 11

APPENDIX 1
The City's Inaugural Public Health Plan 2013- 2018

The City of Cockburn's inaugural Public Health Plan (2013–2018) marked an important milestone in recognising the wider role of local government in supporting community wellbeing. Developed ahead of the implementation of the *Public Health Act 2016*, the plan went beyond traditional environmental health protection services to include broader preventive health initiatives. It described ambitious plans to better support healthy lifestyles and work in partnership with schools, workplaces, and health providers.

This early Public Health Plan was developed before the construction of the GP Super-clinic now known as Cockburn Integrated Health (CIH) in Success. Since its establishment, the strong partnership has formed between the City and CIH which has greatly expanded the preventive health opportunities available to our community. The Cockburn Healthy Lifestyle Service was a direct result of the partnership between Cockburn Integrated Health and the City of Cockburn, with funding provided by the Western Australian Primary Health Alliance.

The City's Health Promotion team works with the Cockburn Healthy Lifestyle Service to provide accessible, evidence based programs that support improved nutrition, physical activity, and mental wellbeing for residents, including programs such as:

- **HEAL™ Program** – A Nationally recognised 8-week Healthy Eating and Active Lifestyle program for adults, run by allied health professionals from Cockburn Integrated Health.
- **Healthy Eating Programs (nom! and Food Sensations)** – Free cooking and nutrition workshops for families and carers.
- **Kicking Goals for Life** – A social soccer program for men aged 18+ focused on weight loss and wellbeing.
- **Heart Foundation Walking Groups** – Community walking groups supported by the City.
- **Cockburn Support Service** – Free counselling, workshops, and referrals for mental health and wellbeing.
- **Financial Counselling** – Confidential support to help residents manage financial stress.

These programs reflect the City's ongoing commitment to accessible, community-based preventive health and wellbeing initiatives.

APPENDIX 2
The State Public Health Plan for Western Australia 2025-2030

Published in June 2025, the State Public Health Plan for Western Australia 2025 – 2030 (SPHP), outlines a strategic framework to improve the health and wellbeing of all Western Australians. The first State Public Health Plan published in accordance with Part 5 of the *Public Health Act 2016*; it mandates the role of both state and local government action to achieve a vision of:

The best possible health, wellbeing and quality of life for all Western Australians – now and into the future

The (SPHP) is built around four primary objectives, as shown in the image below:

1. **Promote** – Build healthier environments and connected communities.
2. **Prevent** – Reduce chronic disease, communicable disease, and injury.
3. **Protect** – Safeguard against environmental and public health risks, including climate change.
4. **Enable** – Strengthen public health systems and workforces.

With additional overarching objectives on across all of these to deliver Aboriginal health and wellbeing and equity and inclusion.

These objectives provide a foundation for local governments to align their Public Health Plans with statewide priorities, ensuring a coordinated and evidence-based approach to improving community health.

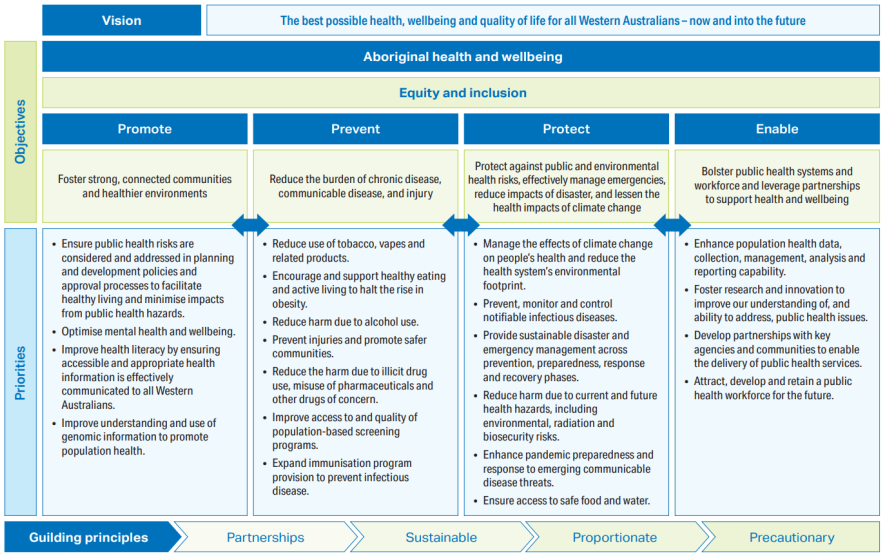


Table 1. Vision, objectives, priorities and guiding principles of the SPHP.

Vision, objectives, priorities and guiding principles of the State Public Health Plan for Western Australia 2025-2030

APPENDIX 3
The City's Strategic Community Plan 2025-2035

Under the *Public Health Act 2016*, all local governments in Western Australia must both protect public health and actively work to improve community health and wellbeing. The Act recognises that local governments are best placed to understand the needs, strengths, and priorities of their populations, and provides a framework to guide their planning and actions.

This commitment is reflected in the Strategic Community Plan, which was written to achieve a purpose to:

> **Support our communities to thrive by providing inclusive and sustainable services which reflect their aspirations**

and identifies a key strategic objective to create

> **A diverse, active, and connected community that feels safe and has access to local services**

The Strategic Community Plan is the City of Cockburn's long-term guide to shaping the Cockburn community's future. It captures the community's shared vision and aspirations, based on what residents have said matters most for our economy, environment, community, infrastructure and governance. The plan helps Council make informed decisions about services, projects, budgets and resources, sets the key priorities the City will focus on, and ensures all day-to-day work and operational plans align with the community's long-term goals.

A key strategic objective for the City is recognising the diversity of our community and ensuring our local services provide an inclusive, welcoming, and safe environment for all. This commitment to inclusion is embedded across the City's operational programs and is reflected throughout a range of corporate strategies, policies, and service plans.

These frameworks guide our support for Aboriginal and Torres Strait Islander people, people living with disability, and culturally and linguistically diverse communities. They also address the needs of socio-economically disadvantaged or at-risk cohorts, including:

- older people
- young people
- people experiencing, or at risk of, homelessness
- individuals facing financial hardship
- residents impacted by community safety concerns
- community members requiring access to affordable, fit-for-purpose community infrastructure

Some of these strategies and planning documents include:

- **Disability Access & Inclusion Plan (DAIP) 2023–2028** - Ensures equitable access to City services, information, facilities, employment, consultation, complaints and events. Other information on services, facilities and services offered for people with disability is available on our website at: People with Disability - City of Cockburn

- **Reconciliation Action Plan (RAP) 2023–2025** – The City has commenced development of a new RAP to replace this expiring RAP. As we reflect on our reconciliation journey, we will identify the further actions needed continue our progress towards reconciliation. Other information on services, facilities and services offered for Aboriginal and Torres Strait Islander (First Nations People) is available on our website at: Aboriginal and Torres Strait Islander (First Nations People) - City of Cockburn

- **Cultural Diversity Strategy 2018–2021** - City's first CaLD strategy, promoting welcoming, inclusive environments and intercultural relationships. Other information on services, facilities and services offered for our multicultural community such as interpreting, translation, English programs and settlement support is available on our website at: Multicultural Support and Services - City of Cockburn

- **Age-Friendly Strategy 2016–2021 -** WHO-aligned framework ensuring accessible, safe, inclusive communities for older adults. Ongoing services include access to social programs, care, safety rebates and connection hubs as described on our website at Seniors (50+) - City of Cockburn

- **Housing Affordability & Diversity Strategy** – looking to respond to the needs of existing and future residents of Cockburn, the strategy seeks to expand affordable and diverse housing options; addresses needs of low-income households, youth, ageing and disability groups. Further information on this is available on the City website at Housing Affordability and Diversity - City of Cockburn

Drawing from the Strategic Community Plan and the City's other strategic plans and programs, the City's Public Health Plan applies a public health lens to the programs, services and day today actions the City delivers, recognising how these activities influence the health and wellbeing of our community. It expands the City's traditional focus on environmental health and preventing infectious disease by including a renewed focus on preventive health promotion – and providing appropriate support to facilitate healthier lifestyles to reduce the risk of chronic disease. The day-to-day actions the City delivers, recognising how these activities influence the health and wellbeing of our community. It expands the City's traditional focus on environmental health and preventing infectious disease by

Progress on the City's services, programs and projects is reported on within the Annual Report. The PHP will be reviewed each year to ensure that the action items described are kept up to date and comprehensively updated every five years following the review of the

Strategic Community Plan and in accordance with Public Health Act requirements.

By embedding public health priorities into our broader planning and reporting processes, we ensure that health and wellbeing remain at the core of service delivery, community engagement, and organisational improvement. This integrated, health-focused approach strengthens transparency and accountability while aligning our work with legislative requirements and the expectations of our community to protect their health.

Our Community Strategy on a Page

Our SCP encompasses the City of Cockburn's vision and purpose. Our five key outcomes are supported by specific objectives that drive sustainable growth, enhance livability, strengthen community wellbeing, and ensure transparent, accountable leadership.

Together, these strategic pillars form an integrated framework that directs decision-making and service delivery for the years ahead.

Insert graphic such as used on page 10 of Corporate Business Plan

APPENDIX 4
Alignment of Local and State Public Health Plans

The City of Cockburn's Public Health Plan 2026–2031 outlines how the City's services and programs contribute to improved health and wellbeing outcomes for our community. The actions in this plan are drawn from the City's strategic and operational documents and align with the Public Health Act 2016 as well as the State Public Health Plan for WA 2025–2030.

The Strategic Community Plan outcomes align closely with the State Public Health Plan's four key objectives—Promote, Prevent, Protect and Enable—together with its cross-cutting themes of Aboriginal health and wellbeing, and equity and inclusion.

Promote – Build healthier environments and connected communities

Aligned SCP outcomes:

- 3B Active, healthy lifestyles
- 3C Celebrating Aboriginal and Torres Strait Islander and diverse cultures
- 3D Connected, accessible communities and services

Prevent – Reduce chronic disease, communicable disease and injury

Aligned SCP outcomes:

- 3A Safe and secure community
- 3B Active, healthy lifestyles
- 2A Protect natural areas and streetscapes
- 2C Climate resilience and environmental initiatives

Protect – Safeguard against environmental and public health risks

Aligned SCP outcomes:

- 2A Protect natural areas and streetscapes
- 2B Sustainable waste management
- 2C Climate resilience
- 3A Safe and secure community

Enable – Strengthen public health systems and workforces

Whilst the State Public Health Plan focuses on planning and delivery of the state public health system, for the City of Cockburn this objective also describes how the City ensures that the community is supported to make healthier choices, facilitating preventive health and positive wellbeing outcomes. Aligned SCP outcomes:

- 5A Transparent, accountable governance
- 5B Engagement and customer experience
- 5C Strategic partnerships
- 5D Financial sustainability and operational excellence
- 4A–4C Planning, liveability and connectivity

As with all City programs, the public health actions identified in these tables are monitored through the City's Integrated Planning and Reporting Framework and reported annually.

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Engagement Outcomes Report

Draft Public Health Plan 2026-2031

May 2026



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Acknowledgement of Country

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

Background

Under the *Public Health Act 2016*, all local governments in Western Australia must both protect public health and actively work to improve community health and wellbeing. The Act recognises that local governments are well positioned to understand the unique needs, strengths, and priorities of their communities.

All local governments are required to prepare a Public Health Plan that supports the *State Public Health Plan for Western Australia 2025–2030,* whilst addressing local health needs. These plans must align with the State objectives and are required to be reviewed and renewed every five years.

A Local Government Public Health Plan is an important strategic document that enables local governments to respond to the local health and wellbeing priorities in a coordinated and evidence-based manner. By examining local health data and the broader factors that influence wellbeing, the Plan provides a framework to guide planning and actions and supports informed decision making for the City. This includes planning, environmental health, community development, infrastructure, and service delivery.

The City of Cockburn developed a draft Public Health Plan 2026–2031 to build on the direction in the City's Strategic Community Plan, outlining how programs, services, and activities contribute to improved health and wellbeing outcomes for the community. The City sought community input to gather additional data on specific health and community needs and seek information on any barriers to participation in health initiatives and any further ideas, to inform the final Public Health Plan 2026–2031 before Council endorsement.

This document summarises the consultation process and the feedback received.

This engagement was designed to gather community perspectives, experiences, and ideas to help inform future decisions. As a community engagement process, it is not intended to produce statistically representative results or be interpreted in isolation. This is one part of the broader evidence base to guide decision-making.

Process

Between Wednesday 1 April 2026 and Tuesday 5 May 2026, the City invited participants to provide feedback in the following ways:

- Online survey
- Hardcopy survey (available on request)
- Online Quick Polls
- Colouring in competition for children aged 3-12
- Visioner tool for young people aged 13-17
- Chat to staff at health check pop-ups
- In writing
- Phone call
- Email.

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

- Project page on the City's Comment on Cockburn website
- E-newsletter to all Comment on Cockburn e-newsletter subscribers (11,490 recipients)
- Article in Cockburn Soundings April 2026 e-newsletter (9,447 recipients)
- E-newsletter distribution to Residents Associations, Reference Groups, and additional City user groups via Community Development and Recreation Services
- Flyers to local health practitioners and pharmacies at Cockburn Integrated Health
- Flyers and posters at City community centres
- Flyers at all three libraries
- Electronic display at Cockburn Aquatic and Recreation Centre (ARC)
- Social media
- Promotion at the Easter Fair held in Aubin Grove
- Emails to local playgroups and pre-kindy's
- Individual emails to key health stakeholders South Metropolitan Health Service, Cockburn Healthy Lifestyle Service Steering Committee, Injury Matters, Heart Foundation, and LiveLighter Cancer Council WA.

During the comment period, the Comment on Cockburn e-newsletter was opened by 4,801 people and the Cockburn Soundings April e-newsletter was opened by over 4,600 people. The Comment on Cockburn project page received 781 visits. There were 222 contributions from 137 contributors across all online tools including 64 contributions to the online survey, 132 contributions to three Quick Polls, 16 colouring in competition entries via the Gather Tool, and 10 submissions from young people via the Visioner Tool. Two email submissions were received. Key stakeholders submitted feedback with formal letters received from Cancer Council WA, Heart Foundation, and South Metropolitan Health Service, and Injury Matters completing the online survey.

Feedback Summary



- 11 per cent of online survey respondents answered that their overall health and wellbeing was excellent
- 56 per cent felt their health was good
- 27 per cent felt their health was fair
- 6 per cent answered that their health was poor.



- 22 per cent of online survey respondents were aware of the existing local health programs and services delivered by the City of Cockburn Health Promotion team. The programs with the highest awareness were:
  - Free preventative health check pop ups at Bunnings etc.
  - SWS PHN HEAL™ healthy eating program
  - Free preventative health check pop ups at City events
  - Beach and Sunset Yoga.



- Community members identified cost and affordability as key barriers to healthy eating and meeting the recommended daily intake of vegetables. Convenience and time-saving solutions were identified as factors that could support healthier eating habits. Meal kits were the most referenced way to help respondents eat more vegetables.



- Community members commonly identified lack of time as a barrier to physical activity, noting competing priorities such as work, commuting, childcare, caring responsibilities and household tasks. More affordable and low-cost activities along with safer walking and cycling infrastructure rated high in terms of assisting respondents to be more active.



- Respondents mentioned reducing availability and access to alcohol, and reducing advertising could support healthier choices around alcohol in the community.



- When it came to improving mental health and wellbeing in community, social connection and accessible community activities were important to respondents
- Better access to affordable mental health services was also mentioned
- Respondents also noted safe, inclusive, and well-designed environments, both social and physical, could support mental wellbeing.



- Community members identified clearer promotion of available services and more accessible, centralised information across multiple communication channels as key to improving access to health information and services. Time of activities and having childcare or flexible options available should be considered
- Affordability and locations with connected transport options would also make it easier for community to access services.



- Respondents noted they would participate in fitness or wellbeing programs, family friendly activities, and health screenings
- Weekends suited most respondents
- A high majority of people want to receive information via email or newsletter, with social media receiving the second highest number of responses.



- To stay healthy, respondents preferred physical activity and exercise, particularly outdoors
- Healthy eating and nutrition factored highly
- Social connection and strong relationships also helped respondents stay healthy in their daily life.



- Health issues not currently well addressed in our community, noted by respondents, included mental health and emotional wellbeing, substance abuse, obesity, nutrition and preventative health, social connection, homelessness, and environmental health.

What community told us

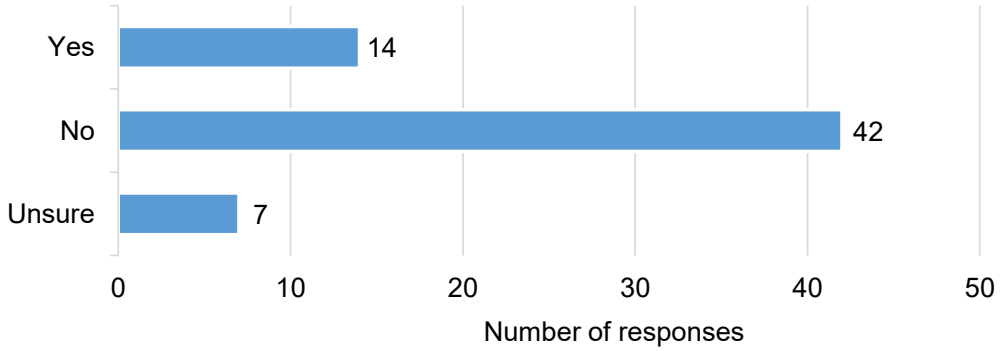
Community input for the City's draft Public Health Plan 2026–2031 was gathered through a consultation process that offered a range of question types and participation methods, enabling respondents to engage in ways that suited their preferences. The primary method was a survey using logical grouping to support accessibility and encourage participation across a broad cross-section of the community. The survey was structured into clear thematic sections, allowing participants to focus on the topics most relevant to them, with a primary emphasis on identifying local health needs and barriers to engaging in health-related initiatives.

Awareness and use of City services, and personal health and lifestyle

The community was asked via survey, whether they were aware of the City's existing local health programs and services delivered by the City of Cockburn Health Promotion Team, and if so, which programs. 67 per cent of respondents were not aware of the existing programs delivered by the City, and 11 per cent were unsure. From the 22 per cent that were aware, the programs with the highest awareness were the free preventive health checks at various pop-up locations like Bunnings, the SWS PHN HEAL™ healthy eating program, free preventive health checks at major City events, and beach yoga.

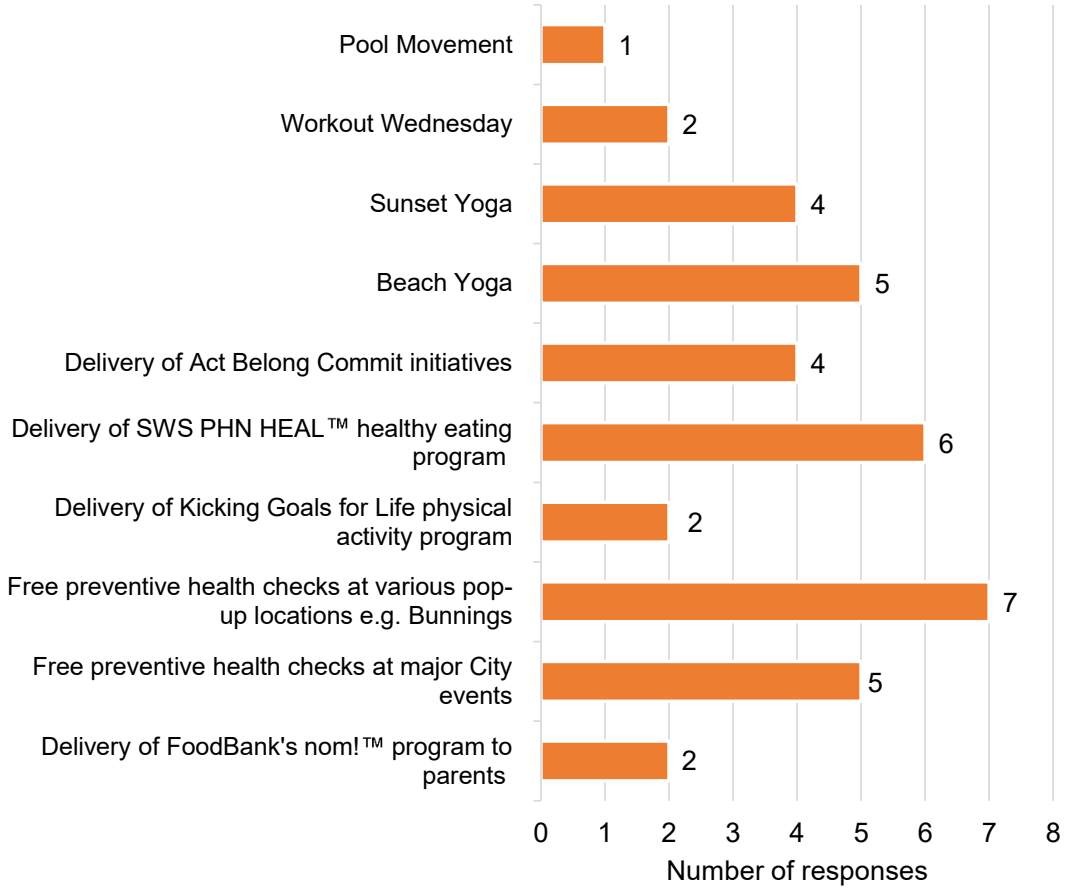
When asked to describe their overall health and wellbeing, 56 per cent of respondents described their health as good. A further 27 per cent described their health as fair, 11 per cent as excellent and six per cent as poor.

Before today, were you aware of the City's existing local health programs and services delivered by the City of Cockburn Health Promotion Team?



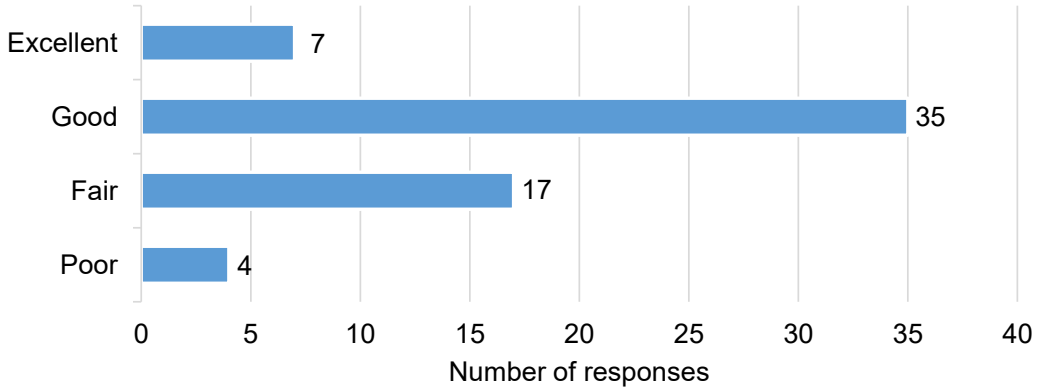
63 responses. Respondents could select one answer only. Question was not required to be answered.

If yes, which ones?



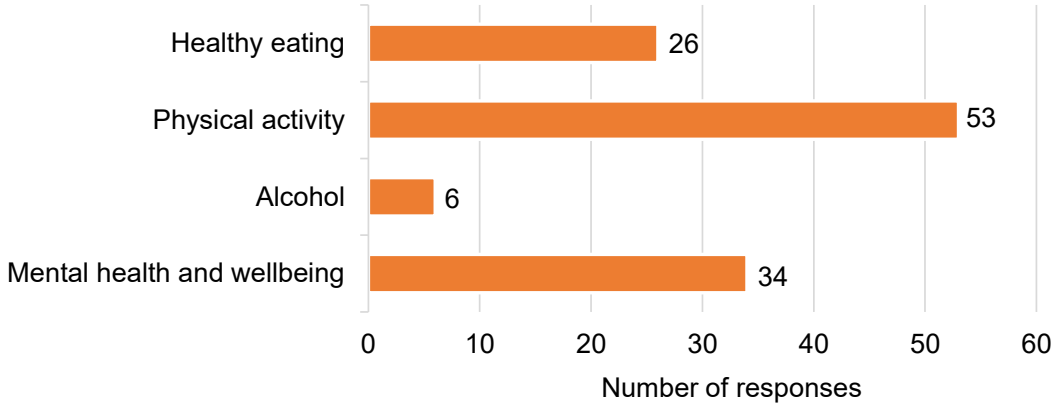
Multiple selections could be made. Question was not required to be answered. Question was not shown if answered No or Unsure to the question above.

How would you describe your overall health and wellbeing?



63 responses. Respondents could select one answer only. Question was not required to be answered.

Respondents were asked to choose the topics they would like to respond to, from the following key health challenges in Cockburn:



Multiple selections could be made. Question was not required to be answered.

Healthy eating

Participants were provided an open text box to respond to **what would make it easier to include more vegetables in meals**, the top mentioned themes were:

1. Cost and affordability of vegetables (~ 15 comments)
2. Convenience and time-saving solutions (~ 10 comments)
3. Meal inspiration, recipes, and cooking knowledge (~ 9 comments)
4. Improved access to fresh produce (~ 6 comments)
5. Variety and quality of vegetables (~ 5 comments)
6. Healthier ready-made and fast-food alternatives (~ 4 comments).

The most consistent theme noted by respondents who answered this question related to the cost of fresh produce. Respondents repeatedly described vegetables as expensive, particularly when compared with takeaway or processed food options. Several respondents called for cheaper vegetables, subsidies, promotions, or more affordable local access points such as markets. Participants also linked affordability to broader systemic issues, including supermarket pricing and lack of competition.

Respondents also identified that vegetables would be easier to include if preparation required less time and effort, wanting vegetables that were pre-prepared, washed/chopped, frozen or ready-to-cook, or easy to add into meals.

Respondents also suggested quick recipes and simple meal plans would make it easier for busy households to consume more vegetables, indicating convenience is a major driver of food decisions and that healthy eating initiatives may need to focus on practicality rather than only nutrition messaging.

Some respondents felt access to affordable, quality produce was limited, asking for more local markets and alternatives to Coles and Woolworths, noting they would support local produce markets, farm-direct purchasing, or incentives for home vegetable gardens. Some respondents also noted the lack of convenient healthy takeaway or ready-made options. Respondents noted wanting realistic, low-cost and low-effort solutions that fit into busy lives and household budgets.

When asked **if respondents had seen or tried anything that would help them eat more vegetables**, the top mentioned approaches were:

1. Meal kits (~ 10 comments)
2. Community and school gardens (~ 6 comments)
3. Cooking classes and food education (~ 4 comments).

Meal kits were the most referenced initiative. Responses suggested many participants had either tried or were aware of services such as HelloFresh and similar programs. Several respondents said meal kits had helped them eat more vegetables or cook healthier meals, although cost was identified as a barrier for some. Participants also noted the value of gardening initiatives to improve access to fresh produce and encourage healthier eating habits.

A few respondents indicated they already cook regularly at home or already eat enough vegetables, or search online for healthy recipes. Several respondents simply answered “No” or indicated they had not seen or tried programs.

Physical activity

When asked **what makes it difficult to fit physical activity into the day**, the top mentioned themes were:

1. Lack of time and competing priorities (~ 30 comments)
2. Fatigue, low energy and motivation (~ 10 comments)
3. Parenting and caring responsibilities (~ 10 comments)
4. Access to facilities (~ 8 comments)
5. Cost and affordability (~ 6 comments)
6. Health, mobility issues, and ageing (~6 comments)
7. Safety and lighting concerns (~ 5 comments)
8. Environmental barriers like heat (~4 comments).

Time was the most commonly identified barrier, with respondents describing balancing work, commuting, child and care responsibilities, along with household tasks making exercise difficult to prioritise. This linked closely to fatigue and lacking motivation.

Some respondents added the cost to participate in physical activity is limiting and noted challenges accessing suitable local places to exercise. Safety concerns were also raised in relation to lighting to walk and run early mornings and evenings. Cycling infrastructure was raised multiple times, particularly around safety concerns near major roads and truck routes. Environmental barriers like heat and the odour from Cockburn Cement were also raised.

Despite barriers, some respondents provided positive feedback about local assets including free tennis courts, walking paths, parks, ARC facilities, and beach access.

When asked **what would help you be more active**, the top mentioned approaches were:

1. More affordable and low-cost activities (~ 12 comments)
2. Safer walking and cycling infrastructure (~ 14 comments)
3. Community connection and group activities (~ 10 comments)
4. Family friendly activities or childcare support (~ 7 comments)
5. Improved local access and convenience (~ 8 comments)
6. Lighting and safety improvements (~ 5 comments).

Cost was one of the strongest barriers, with many respondents requesting cheaper gym memberships, free or low-cost exercise programs, affordable fitness classes, and lower pool entry fees.

Safety concerns around major roads and poor cycling infrastructure were repeatedly raised, particularly for families and people wanting to cycle for transport. Respondents were seeking safer bike lanes, wider footpaths, connectivity of walking and cycling paths, and more shade and tree canopy. Improved lighting at parks, walking tracks and ovals was again raised as important for safety and usability, particularly during winter and early mornings.

Community connection along with family friendly activities also emerged as strong themes, with respondents noting that group exercise opportunities and walking groups could assist them in being more active, with others noting that activities where they could participate with their children or have creche facilities available would help.

Alcohol

When asked **what could support healthier choices around alcohol in the community**, the top mentioned approaches were:

1. Reduce availability and accessibility to alcohol (~ 3 comments)
2. Reduce advertising of alcohol (~ 3 comments)
3. Education on alcohol related health risks and culture change.

Responses relating to alcohol were limited; however, themes included reducing availability and accessibility to alcohol included hosting alcohol free events and limiting access to alcohol at children's sporting venues and events. Responses also highlighted a need for a combination of education, and reduced availability and visibility of alcohol.

Mental health and wellbeing

When asked **what could help improve mental wellbeing in the community**, the top themes were:

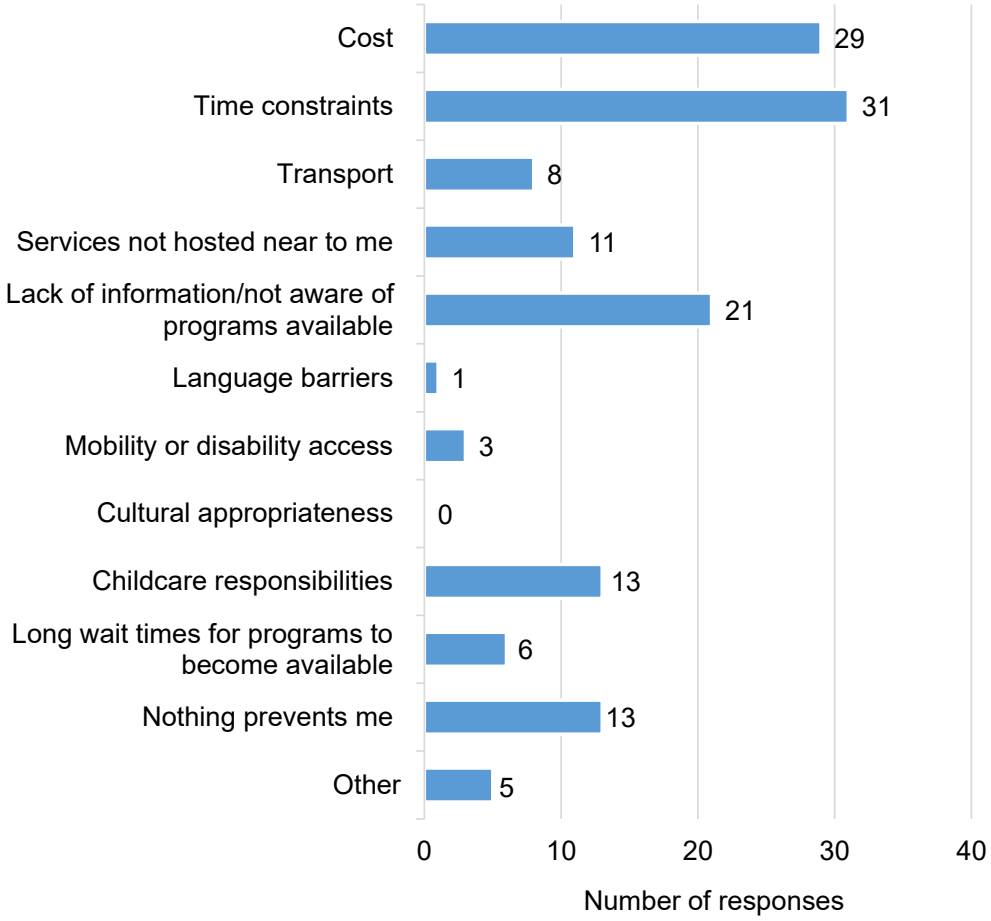
1. Social connection and community activities (~ 14 comments)
2. Access to mental health services (~ 7 comments)
3. Mindfulness programs and activities (~ 6 comments)
4. Environment and green spaces (~ 5 comments).

Responses emphasised the importance of social connection and accessible community activities, alongside better access to affordable mental health services. There was also a call for safe, inclusive, and well-designed environments, both social and physical, to support mental wellbeing.

Barriers and access to information and services

Respondents were asked about barriers to accessing healthy lifestyle services for their family and what would make access easier. Time was noted as the largest barrier, with cost also rating high as a factor. Lack of information and awareness of programs available was also noted by respondents.

What makes it difficult for you or your family to access healthy lifestyle services?



Multiple selections could be made. Question was not required to be answered.

Other responses included thoughts such as lack of energy, Cockburn Cement, lack of investment of funding from the City, interest, and distance to outdoor locations.

When asked **what would make it easier to access health information or services locally**, the top mentioned approaches were:

1. Promotion of services (~ 18 comments)
2. Improved accessibility and convenience (~ 6 comments)
3. Affordability (~ 6 comments).

The strongest theme noted by respondents was the need for better awareness and promotion of available services, alongside clear, centralised, and easy-to-understand information. Respondents also emphasised the importance of accessible formats and multiple communication channels. Respondents mentioned consideration of time of activities and having childcare or flexible options with additional attention needed for affordability, transport, and inclusive service design.

When asked **what should be done to make health initiatives more inclusive or accessible**, the top mentioned approaches were:

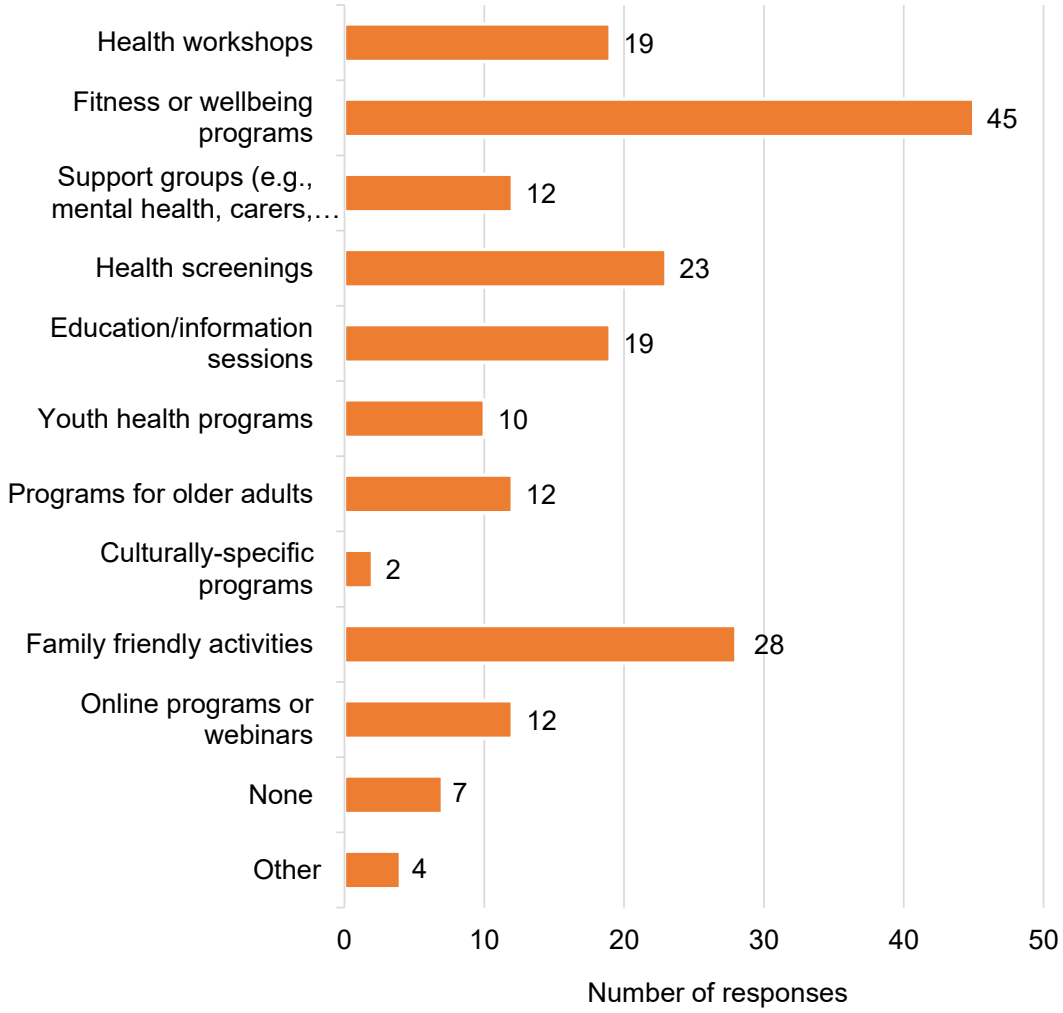
1. Make programs affordable (~ 9 comments)
2. Provide flexible timing and availability of programs (~ 8 comments)
3. Provide support like transport and childcare (~ 8 comments)
4. Promote programs (~ 7 comments)
5. Inclusive co-design of programs (~ 6 comments)
6. Convenient and local venues (~ 6 comments)
7. Flexible options like drop-ins, online (~ 5 comments).

Responses emphasised that improving inclusion and accessibility required removing practical barriers, particularly cost, timing, transport, and childcare, while also ensuring initiatives were well-promoted, flexible, and designed with community input.

Programs and activities

The community was asked via survey, what type of activities they would participate in, what times and days would be more suited, and how they would like to find out about future programs. Fitness or wellbeing programs was selected the most (45 responses), with family friendly activities chosen 28 times, and health screenings receiving 23 responses. Weekends suited most respondents and a high majority of people want to receive information via email or newsletter, with social media receiving the second highest number of responses.

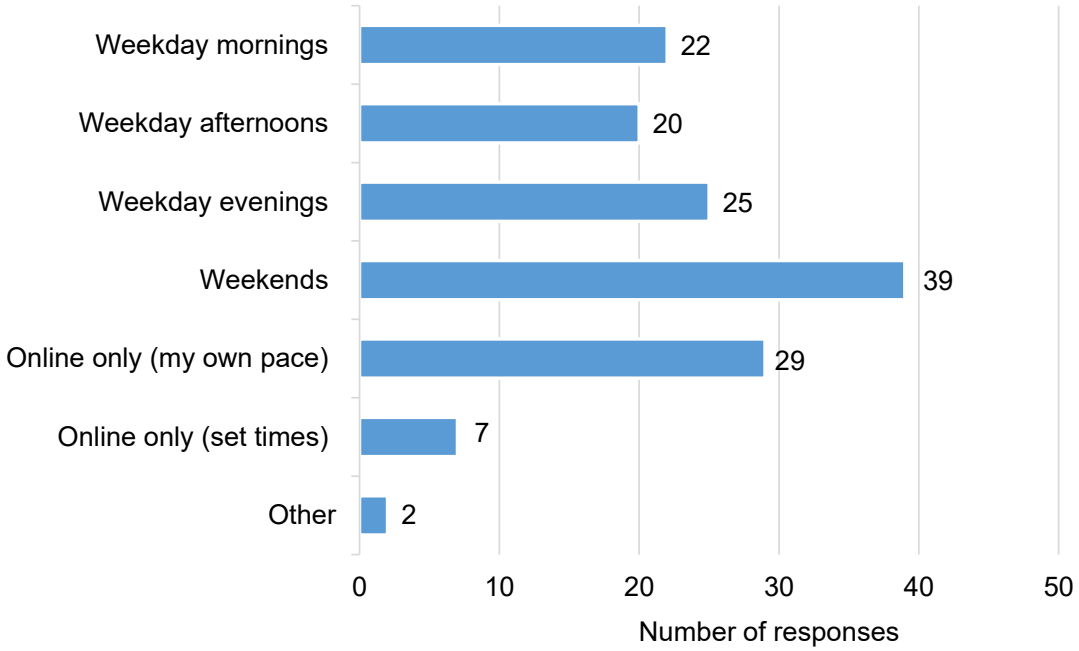
What type of low-cost or free activities would you or your family participate in if offered locally?



Multiple selections could be made. Required question.

Other included meditation, programs for young adults with disabilities, and programs that make people accountable to turn up and check in.

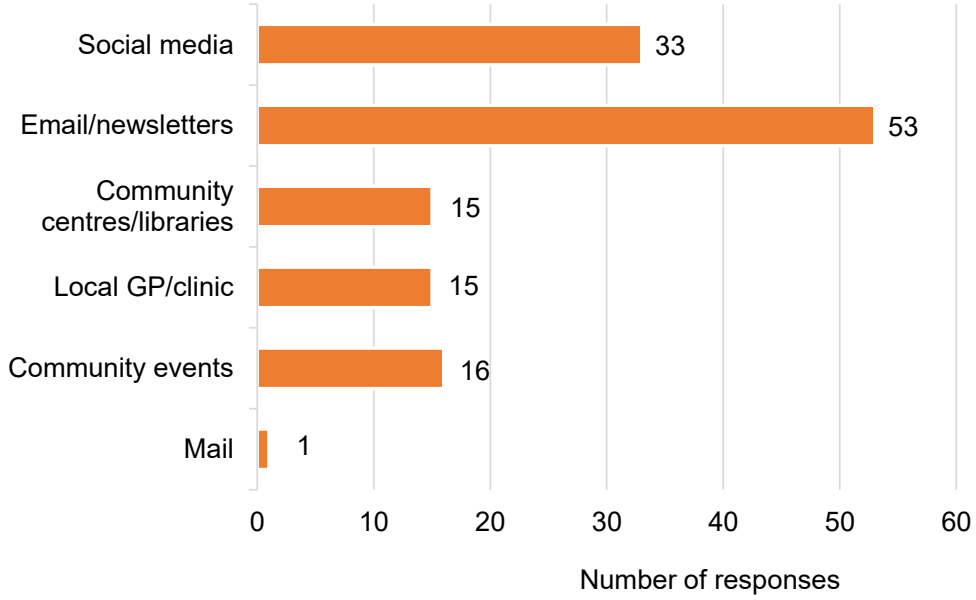
What times or days would work best for you to attend health-related activities?



Multiple selections could be made. Question was not required to be answered.

Other included early morning before 6am.

How do you prefer to receive information about health programs or services?



Multiple selections could be made. Question was not required to be answered.

Feedback on the draft Public Health Plan 2026-2031

Respondents were asked to provide feedback on the draft Public Health Plan 2026-2031; however, this question was optional. Feedback was limited with many noting they had not yet reviewed the draft plan. Among those that had reviewed, the overall sentiment was that the plan is generally positive and on the right track, but could be strengthened through more detailed, proactive, and integrated approaches.

Key suggestions were provided by Injury Matters via online survey, including that strategic objectives and actions take falls prevention activities into consideration when provisioning health and wellbeing programs. Injury Matters also suggested the inclusion of specific actions to reduce harm due to alcohol use, including policy change on the opening hours and locations of liquor outlets, enforcing safe consumption limits at licensed venues, and adopting an alcohol-free policy for events and on Council property.

Other suggestions included improving service accessibility and providing services in various hubs, placing greater focus on specific health priorities, and ensuring stronger community co-design, particularly with Aboriginal and environmental groups. There were also calls for clearer definitions (e.g. walkability), better infrastructure, and more consistent, safe environmental health advice and compliance practices.

Staying healthy

When asked **what helps you stay healthy in your daily life** the top mentioned approaches were:

1. Physical activity and exercise (~ 30 comments)
2. Healthy eating and nutrition (~ 16 comments)
3. Social connection and relationships (~12 comments)
4. Connection to nature and outdoors (~ 11 comments)
5. Motivated by children and families (~8 comments)
6. Mental wellbeing and mindset (~8 comments).

Physical activity was the dominant driver of health, often combined with outdoor access and social connection. Family, environment, and routine also play a significant supporting role in maintaining healthy behaviours.

When asked **if there are any health issues that are not currently well addressed in our community**, the top themes were:

1. Mental health and emotional wellbeing (~ 11 comments)
2. Substance use (~ 6 comments)
3. Obesity, nutrition, and preventative health (~ 6 comments)
4. Social connection, loneliness, and community cohesion (~ 5 comments)

5. Homelessness and social disadvantage (~ 4 comments)
6. Environmental health concerns (~ 4 comments)
7. Physical activity and built environment (~ 4 comments)
8. Access to services and support, including disability support (~ 4 comments).

The responses highlight mental health as the most significant gap, including access to services, loneliness, and support for specific groups. Other key themes include substance use, obesity and preventative health, homelessness and social disadvantage, and concerns about service access, community connection, and environmental health risks. Overall, there is a strong call for more accessible, preventative, and community-focused health support.

Other Online Tools

Online Quick Polls

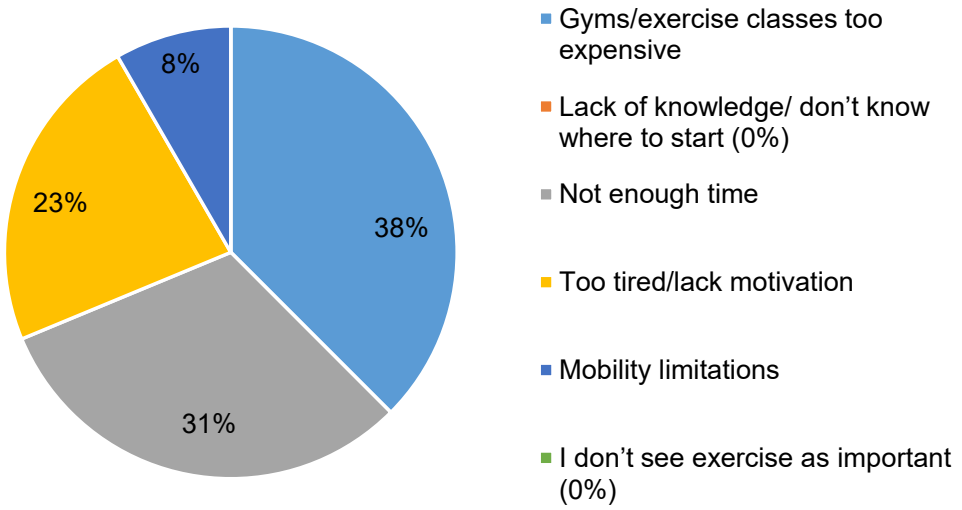
The community was asked via online quick polls, what barriers they experience in participating in physical activity and consuming the daily recommended intake of vegetables. Community was also asked what the biggest impact is to their mental health.

The expense of gyms and exercise classes rated highly as a barrier (38 per cent = 11 responses), along with lack of time (31 per cent = 15 responses) and tiredness and lack of motivation (23 per cent = 11 responses)

When it comes to eating the recommended daily quantity of vegetables, respondents noted the largest barrier was expense or availability of vegetables (53 per cent = 17 responses), with lack of time to prepare fresh vegetables also rating high (31 per cent = 10 responses).

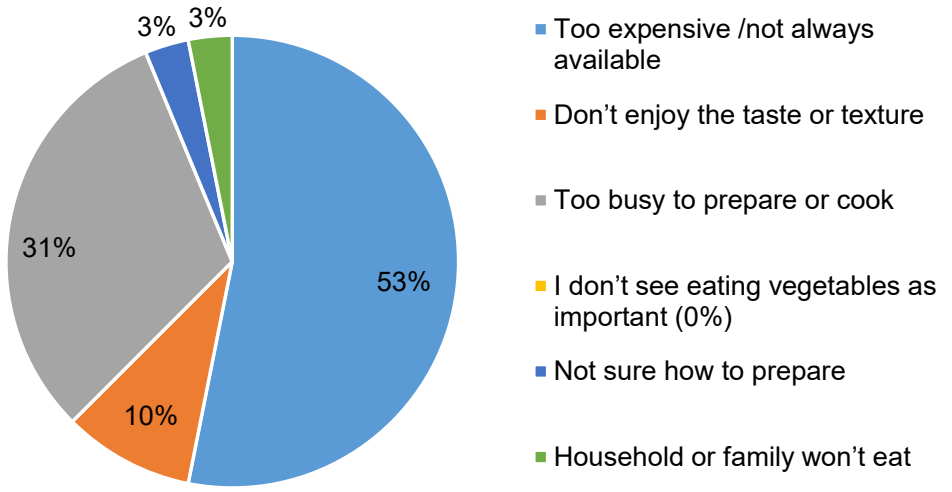
The biggest challenge to respondents mental health was largely feeling alone and social isolated (29 per cent = 15 responses) and work related stress and feeling overwhelmed (27 per cent = 14 responses).

What prevents you from getting your 30 minutes of daily physical activity?



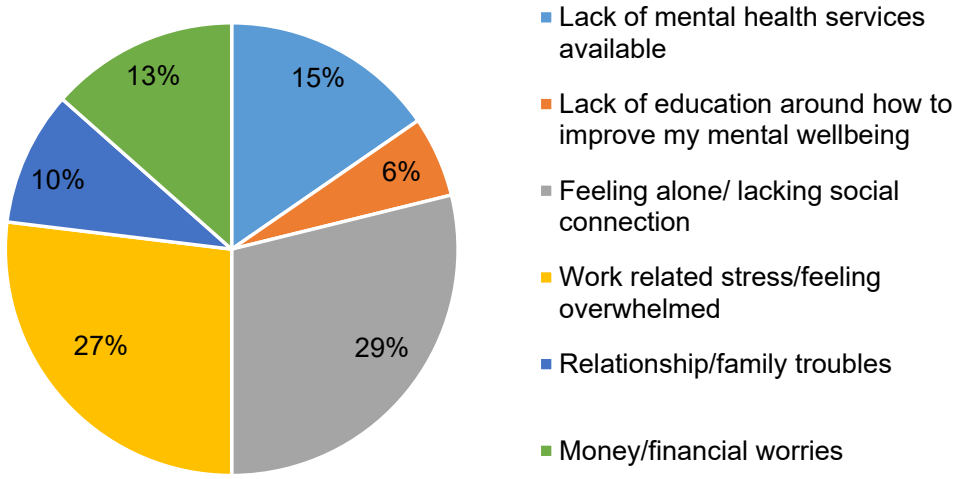
48 online responses. Respondents could only select one answer.

What stops you from eating five vegetables a day?



32 online responses. Respondents could only select one answer.

What do you think is the biggest challenge to your mental wellbeing?



52 online responses. Respondents could only select one answer.

Online Visioner Tool

Young people aged 13 to 17 were asked via an online visioner tool, **how they like to keep active.** The key comments were:

- Sports based activities like callisthenics, basketball, football, or pickleball
- Outdoor activities like mountain bike riding, birdwatching, Park run, walking trails, and Manning Park stairs
- Mindfulness exercise like Yoga and Pilates
- Swimming and relaxing events like Beats by the Pool
- Informal games.

Respondents to the Visioner Tool also added they would like to see more exercise equipment in parks and exercise classes like Pilates or Yoga at the Youth Centre.

Online Gather Tool

Children aged 3 to 12 participated in a colouring in competition and were asked:

What is your favourite vegetable?

- Broccoli (4 comments)
- Cucumber (3 comments)
- Carrots (2 comments)
- Tomato (2 comments)
- Corn (1 comment)
- Peas (1 comment)
- Capsicum (1 comment)
- Ginger (1 comment).

What is your favourite way to get your body moving?

- Bike riding at pump tracks (1 comment)
- Workouts and having fun (1 comment).

What makes you feel happy?

- Being with/chatting to friends and family (3 comments)
- Playing sport (1 comment)
- Playing on my game console (1 comment).

Written submissions and Youth Advisory Collective sentiment

Cancer Council WA

Cancer Council Western Australia provided a written submission on 5 May 2026, noting their support for the City's draft Public Health Plan 2026-2031; however, noting stronger policy-led action and advocacy is required on cancer prevention. Cancer Council WA encourages the City to prioritise key risk factors such as UV exposure, poor diet, alcohol use, and smoking/vaping, seeking systemic, long-term approaches rather than relying on short-term education initiatives. Cancer Council WA advises the City of Cockburn to address skin cancer prevention and sun protection measures as a priority within the Public Health Plan, suggesting implementing a shade policy to protect existing shade assets and increase shade in public open spaces, and the promotion of sun protective behaviours. Cancer Council WA congratulates the City on its programs to support healthy eating a physical activity; however points the City to their Local Governments, Public Health and Cancer Prevention Guide to strengthen the City's approach. Cancer Council WA strongly encourages the City to ensure alcohol is a priority topic in the Public Health Plan, with a focus on not only reducing alcohol consumption within the community, but on reducing related harms, such as the risk of cancer and other diseases, mental health issues, injuries, and violence. With the rise in popularity in vaping over the last five years, Cancer Council WA suggests the City provides clear objectives in the reduction and prevention of smoking and vaping include creating smoke-free and vape-free environments including town centres; community events sponsored, funded or organised by local government, and all local government owned buildings, facilities and areas. Lastly, Cancer Council WA urges the City to consider stronger local planning schemes that ensure sensitive land uses (such as schools and childcare premises) are protected from the nearby development of food outlets with drive through, liquor outlets and tobacconists as a minimum.

Heart Foundation

The Heart Foundation provided a written submission on 5 May 2026, noting support of the City's draft Public Health Plan 2026-2031, with recommendations to strengthen its impact through more explicit integration of healthy design, active living, and prevention-focused planning. A central suggestion is to embed the *Healthy Active by Design* framework across Council strategies, ensuring that planning, infrastructure and development decisions consistently promote walkability, connectivity, and access to everyday destinations. This includes designing neighbourhoods and activity centres that make it easy for residents to walk, wheel or cycle to local services, public transport, and recreational spaces, while also enhancing shade, seating, safety and overall liveability. The Heart Foundation's submission also emphasises practical actions to support active and connected communities, such as promoting walking as both a physical activity and a tool for social connection, supporting community walking programs, and improving access to safe,

inclusive public spaces. In addition, it highlights opportunities for the City to shape healthier food environments through planning, procurement and partnerships, and to strengthen community safety by improving access to defibrillators (AEDs) and public awareness of their use. The Heart Foundation recommends including clear, measurable indicator, such as walkability, access to destinations, and participation in programs, to track progress and ensure accountability in delivering long-term health outcomes.

South Metropolitan Health Service

South Metropolitan Health Service (SMHS) provided a written submission on 5 May 2026, recognising that the City's draft Public Health Plan 2026-2031 is well-developed and compliant; however, recommends strengthening its strategic focus, use of evidence, and clarity of priorities. A key suggestion is to improve how local health data is analysed and presented, moving beyond descriptive statistics to include trends over time, comparisons with WA benchmarks, and clearer justification for prioritised issues. SMHS also encourages expanding the community profile to better reflect demographic diversity and ensuring that priority populations, particularly Aboriginal communities, are addressed through a strengths-based, whole-of-plan approach rather than being confined to standalone sections.

SMHS feedback places strong emphasis on enhancing the Plan's health promotion and action framework. While acknowledging the breadth of existing initiatives, SMHS recommends reducing duplication and shifting from program-heavy approaches toward system-level interventions, such as policy, planning and environmental changes. Specific improvements include elevating injury prevention, particularly falls, as a priority area, and strengthening actions related to healthy food environments, smoking and vaping, and alcohol harm by incorporating policy approaches and alignment with evidence-based campaigns. SMHS also suggests clarifying partnerships (including explicitly naming SMHS) and ensuring actions are clearly defined and measurable, to improve accountability and support more effective implementation.

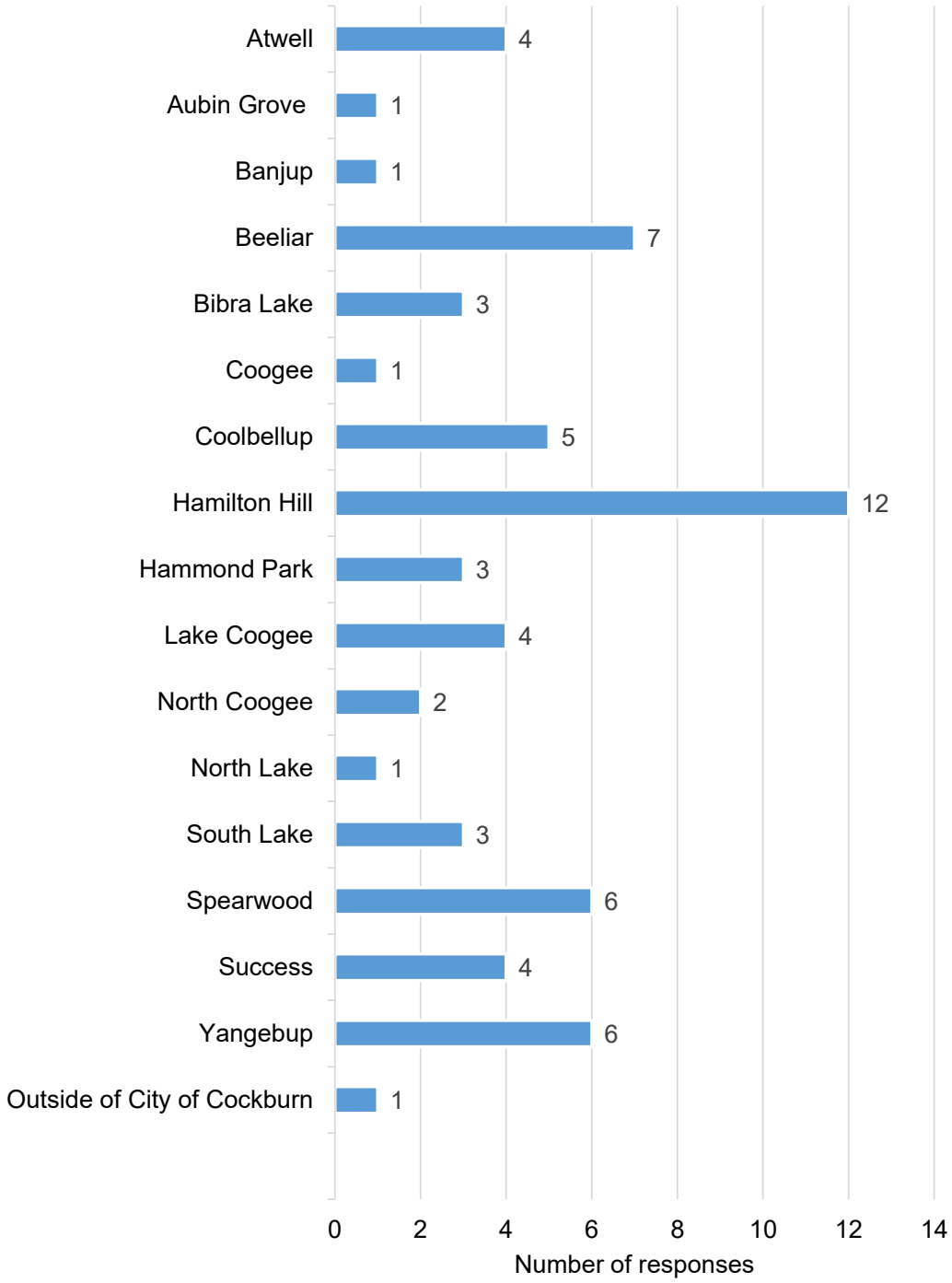
Youth Advisory Collective

Community Engagement staff presented to the Youth Advisory Collective (YAC) on 15 April 2026, asking the group their thoughts on any health issues that are not currently well addressed in our community. Feedback from the YAC indicated a perceived gap in addressing a broad range of community health issues, particularly emerging concerns such as vaping, substance misuse, mental health (including more holistic and culturally appropriate approaches), and women's and Aboriginal health. The YAC indicated the need for stronger support for healthy lifestyles and ageing, improved access to services and information and better walkable infrastructure, transport, and non-judgemental harm reduction services, to support overall wellbeing.

Staff also asked the group what would make it easier for them to access health information or services locally. Discussions and feedback provided was centralised around improving access to health services and information, which would benefit from more geographically distributed and centrally located services, particularly for those without transport, alongside better visibility of what services are available locally. The YAC also advised accessible, user-friendly information platforms and informal, community-based models of care, such as pop-up health checks, welcoming spaces, and expanded low-cost mental health services, could make engaging with health services less intimidating and more inclusive.

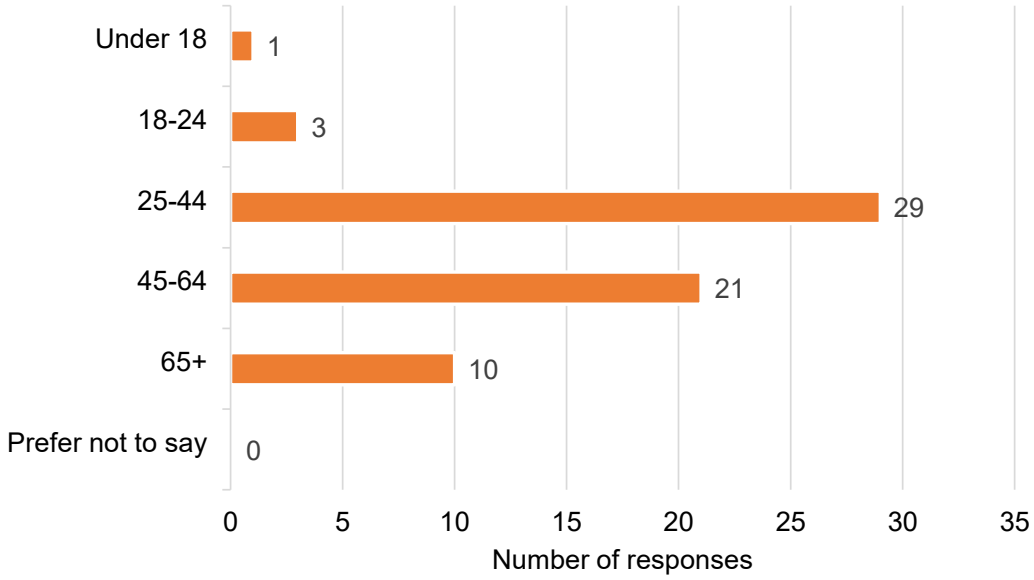
Survey Response Demographics

Suburb



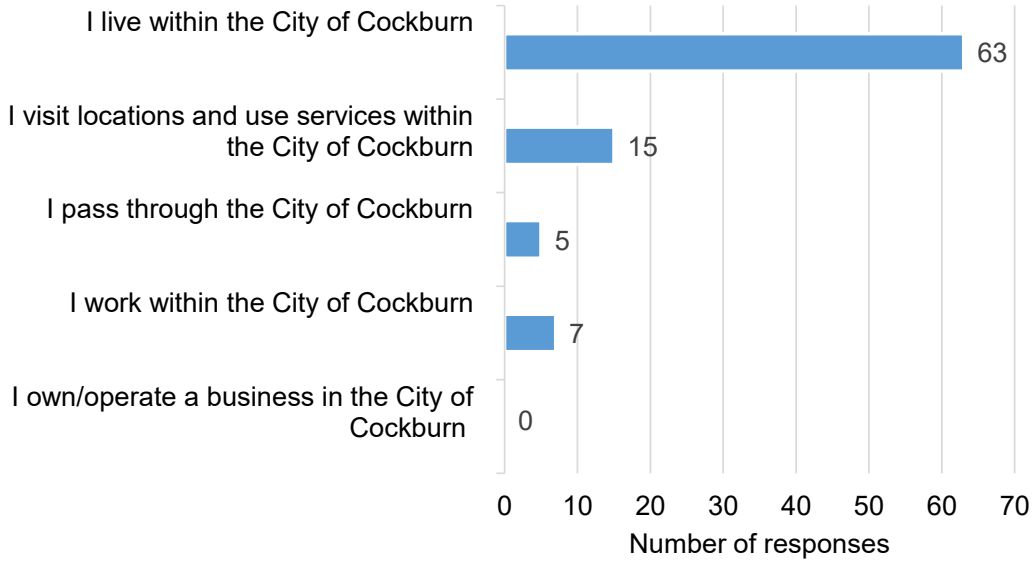
Survey responses only.

Age Group



Survey responses only.

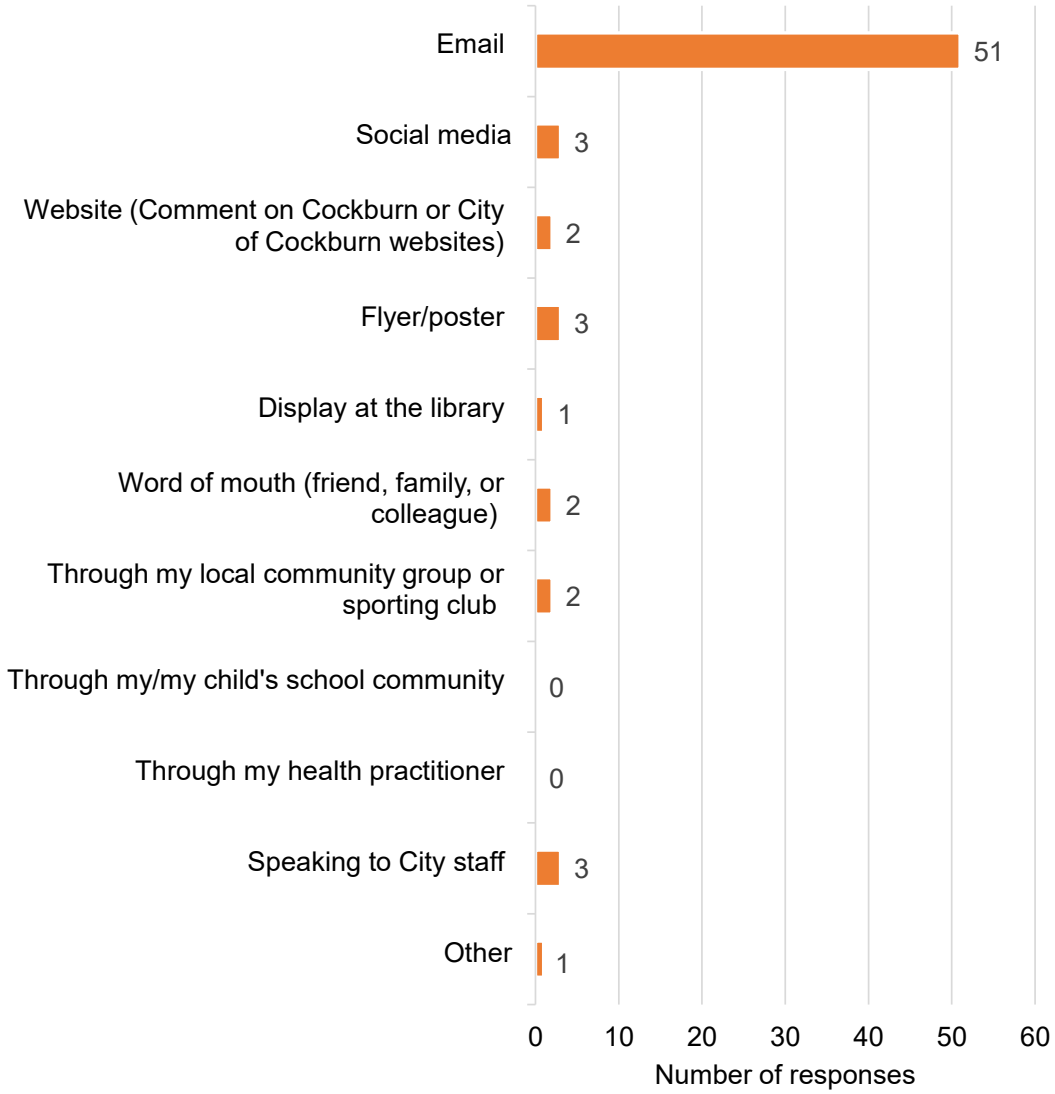
Connection to the City of Cockburn



Survey responses only.

Some responders indicated more than one relationship to the City and therefore total responses does not equate to total submissions.

How did you find out about this project



Survey responses only.

Some responders indicated more than one option and therefore total responses does not equate to total submissions.

Other included during chair yoga class.

Next Steps

The City of Cockburn would like to thank the community for their involvement in the community consultation process for the City's draft Public Health Plan 2026-2031.

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

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

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Whadjuk Boodja

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ABN 27 471 341 209

8.2 Corporate and System Services

8.2.1 (2026/MINUTE NO 0041) Policy Review - Procurement

Responsible Executive	Director Corporate and System Services
Author(s)	A/Service Manager Procurement and Contracts
Attachments	1. Procurement Policy ⇩ 2. Procurement Policy - tracked changes ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr H Srhoy

That Council ADOPTS the revised Council Policy 'Procurement', as shown in Attachment 1..

CARRIED 7/0

Background

This report outlines proposed changes to the Procurement Policy.

In July 2025, Council adopted the Procurement Policy to align with the Execution of Documents Policy and to include recommendations arising from the 'Acting Through' Audit. At the time, it was noted that while some improvements were addressed, a more comprehensive review would be undertaken later the financial year.

This review has now been completed. It was considered further alignment with the Procurement Framework, the development of a Contract Management Framework, and the introduction of supporting guidelines and procedural documents to promote consistent best practice across Council operations. As part of the process, workshops were conducted with people leaders from each Directorate to seek input on current practices, identify challenges, and inform the development of practical and effective policy improvements.

Submission

N/A

Report

The proposed updates to the Procurement Policy reflect a commitment to contemporary best practice, improved governance clarity, and alignment with sector expectations across Western Australian local government.

The revised policy strengthens its focus on high level principles, including value for money, accountability, fairness, ethical conduct and sustainability.

This ensures procurement activities are guided by clear strategic intent rather than prescriptive process. This approach aligns with recognised best practice adopted by Tier 1 Councils and supported by WALGA, where policies are increasingly principles based and underpinned by more detailed operational frameworks.

It also ensures the Policy remains a robust governance document capable of withstanding audit scrutiny, while promoting consistent, transparent, and clear decision-making across the procurement lifecycle.

The updated structure reinforces key compliance obligations, including procurement thresholds, exemptions, pre-qualified supplier panels and financial authorisations, while avoiding duplication of operational detail subject to more frequent change. This addresses previous fragmentation, where operational requirements embedded within the Policy were interpreted inconsistently across business units.

By relocating procedural content to the Procurement Framework, the City can provide a single, centralised source of detailed operational guidance, supporting consistent implementation while maintaining flexibility to adapt processes over time. The result is a clearer and more cohesive procurement governance model that supports informed decision-making, strengthens compliance, and improves overall efficiency.

Feedback from internal workshops identified clarity and consistency as key priorities, with challenges noted in interpreting overlapping policy requirements and operational expectations.

This has informed the simplification of the policy to focus on governance principles, legislative compliance and decision-making standards, while clearly separating operational detail into the Procurement Framework to improve usability and ensure consistent application across the organisation.

As part of this refinement, the Procurement Thresholds Table has also been reviewed and updated to provide greater clarity, remove procedural ambiguity, and ensure procurement obligations are transparent, proportionate and aligned with organisational expectations.

The references to the Procurement Framework and Contract Management Framework relate to internal operational guidelines that support implementation of the Council Policy.

The Procurement Policy remains the City’s overarching governance document, setting the principles and requirements for how procurement is undertaken.

The Frameworks support officers by providing practical, step-by-step guidance to interpret and apply the Policy consistently and in full compliance with legislation. This approach separates the Policy (defining the what and why) from the Framework’s (outlining the how), ensuring the Council Policy remains high-level, focused, and free from procedural detail.

This enhances clarity, accountability, and ease of governance. Council’s oversight is not diminished by this approach: the Frameworks are controlled internal documents that aligns with the Policy and ensures officers “do the right thing” in practice within the clear boundaries set by Council and the law.

Strategic Plans/Policy Implications

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

Budget/Financial Implications

N/A

Legal Implications
Section 3.57 of the Local Government Act 1995 (WA) establishes the requirement for local governments to publicly invite tenders for prescribed contracts, with detailed procedural and compliance obligations set out in the Local Government (Functions and General) Regulations 1996.

Pursuant to Regulation 11A of the Local Government (Functions and General) Regulations 1996, the City is required to maintain and implement a formal purchasing policy governing the procurement of goods, services and works, ensuring procurement practices are consistent, transparent and compliant with legislative requirements.

Community Consultation

N/A

Risk Management Implications

This policy update enables supply panels, strengthens consistency, and improves transparency.

Without these changes, the City's ability to streamline procurement and optimise service delivery is limited, while diverting resources to compliance processes that offer limited value to governance, value for money, or service outcomes.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Policy

Procurement

Policy Type

Council

Policy Purpose

The Procurement Policy provides clear direction and guidance to ensure consistent, efficient and accountable procurement that supports the City's strategic objectives. It promotes value for money, effective competition, and sustainable economic, social and environmental outcomes. The Policy reinforces ethical conduct, transparency and probity ensuring compliance with the *Local Government Act 1995 (WA)*, and the *Local Government (Functions and General) Regulations 1996 (WA)* across the procurement lifecycle.

Policy Statement

The City is committed to applying the principles and practices outlined in this Policy to all procurement activities, ensuring consistency with its strategic and operational objectives. The City's Code of Conduct applies to procurement activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and to act honestly and professionally at all times.

This Policy outlines the overarching governance requirements and is supported by the Procurement Framework and Contract Management Framework, as internal operational guidelines to support implementation.

1 Procurement Principles

The City will apply the following procurement principles to guide all procurement activities and ensure compliance with legislative requirements, probity standards and the City's strategic objectives:

a) Value for Money – Procurement processes will deliver value for money over the full lifecycle, considering cost, quality, risk and sustainable outcomes.

b) Accountability and Transparency – All procurement activities will demonstrate responsible, transparent and ethical use of public funds, with decisions able to withstand audit and public scrutiny.

c) Fair and Competitive Process – Procurement processes will be fair, impartial, and competitive, and proportionate to the value, risk and complexity of the requirement.

d) Compliance and Good Governance – Procurement processes will be conducted in accordance with applicable legislation, policies, delegations and audit requirements to ensure sound governance and decision making.

e) Risk Management and Record Keeping – Procurement decisions will be supported by risk assessment and documented to ensure transparency, auditability and compliance with record keeping obligations.

f) Confidentiality and Ethical Conduct – Supplier information will be treated confidentially, and conflicts of interest will be identified, declared and managed to maintain integrity and trust in procurement processes.

2 Value for Money (VFM)

Value for money is the overarching principle governing procurement, enabling the City to achieve the most advantageous outcome by considering both cost and non-cost factors over the life cycle of the procurement. The City recognises that the lowest priced offer does not necessarily represent the best value. Compliance with the procurement specification is paramount, particularly regarding end user requirements, quality standards, sustainability, whole-of-life costs, and service benchmarks.

2.1 Sustainable Procurement

The City is committed to sustainable procurement that supports environmental protection, upholds ethical and responsible business practices, and delivers positive social and economic outcomes for the community. Sustainable procurement principles must be embedded in all procurement activities from the earliest stage of the procurement lifecycle through to contract management. Quotes will be assessed against the following principles:

- Reduced energy consumption across goods, services, and works
- Reduced waste generation and promoting waste avoidance
- Reduced greenhouse gas emissions
- Increased use of recycled and recyclable materials
- Avoiding harmful or hazardous substances
- Increased end-of-life reuse, recovery, or recycling options
- Use of ethically produced materials and services
- Supporting social enterprises and other suppliers that deliver community benefits

Sustainable procurement considerations will be included in qualitative evaluation processes, with a weighting applied to support value for money outcomes.

2.2 Social Procurement

The City supports engagement with Aboriginal and Torres Strait Islander businesses and Australian Disability Enterprises (ADEs) in accordance with regulations 11(2)(h) and 11(2)(i) of the Local Government (Functions and General) Regulations 1996. If these businesses clearly demonstrate capability and value for money, the City may seek their participation, including direct contracting, as permitted under those regulations. The City

will use recognised directories (eg. Aboriginal Business Directory WA, Supply Nation) to identify such businesses.

2.3 Local Economic Benefit

The City actively seeks to engage local and regional businesses located within the Perth South West Metropolitan Alliance, provided such participation is consistent with value for money, fair competition and the City's strategic objectives., Procurement activities may include local economic benefit as an evaluation factor when feasible, such as considering opportunities for local employment, subcontracting to local businesses, and broader regional involvement.

2.4 Ethical Sourcing

The City is committed to ensuring all suppliers and contractors operate ethically and responsibly, including adoption of fair labour practices, responsible sourcing of materials, and measures to identify and manage risks (such as modern slavery) within their supply chains, consistent with the principles of the *Modern Slavery Act 2018 (Cth)*.

Ethical sourcing considerations must be incorporated into procurement planning and supplier evaluation, with compliance expectations outlined in the City's contractual documentation and Statement of Business Ethics.

3 Procurement Requirements

The City will undertake procurement activities using competitive processes commensurate with the value, risk, and complexity of the procurement.

3.1 Procurement from Existing Contracts

Where the City has an existing contract, employees should source required goods or services through that contract, as long as it is within its scope. The total procurement value should not exceed the tender threshold unless an extension or exception is expressly permitted. Employees must consult the Contracts Register before seeking new quotes and/or tenders.

3.2 Procurement Source

Quotations for the supply of goods, services and works not subject to public tender should be sought from local and regional suppliers. If no suitable local or regional suppliers exist, the City must consider other authorised sources, such as:

- Western Australian Local Government Association Preferred Supplier Program (WALGA PSP); or
- State or Commonwealth Common User Arrangement (CUA); or
- Aboriginal owned business; or
- Australian Disability Enterprise; or
- Open market suppliers.

3.3 Procurement Planning

All procurement activities must be planned effectively to ensure they are fit-for-purpose, comply with legislative and policy requirements, and support the City's objectives. Planning must occur as early as possible and include cross-team collaboration to identify and manage requirements, risks and constraints. As part of planning, officers must engage relevant internal stakeholders early to inform scope, specifications, evaluation criteria and contract requirements. This includes (but is not limited to):

- Disability Access and Inclusion - Ensure equitable access to facilities, services, and information for people with disability.
- Digital Assets - Procurement of digital/IT assets and services must be vetted and approved by the relevant Communication, Marketing, IT, or Business Systems service unit.
- Building/ Planning/ Health Approvals – Procurement involving works or activities that may trigger statutory approvals must be referred to Planning, Building Services, and/or Public Health.
- Sustainability – Identify opportunities to support the City's sustainability principles, including environmental, social, ethical, and economic outcomes.
- Work Health and Safety (WHS) – Identify and manage WHS risks and ensure contractors meet all legislative obligations.

3.4 Procurement Risk

Procurement risk is the potential for internal or external factors to adversely impact value for money, service delivery, compliance, or the City's reputation at any stage of procurement. The City will adopt a structured, risk-based approach consistent with legislation and the Enterprise Risk Management Policy and Framework. Risks must be identified and assessed during procurement planning and managed proportionately to the procurements value, complexity and criticality of the procurement. Procurement risks must be actively monitored throughout the procurement lifecycle, with any necessary escalation, reporting and mitigation actions undertaken in line with the Procurement Framework and Contract Management Framework.

3.5 Anti Avoidance

In accordance with regulation 12(1), procurement activities for the same goods or services should be aggregated into a single process where this will achieve value for money and efficiency. Multiple procurement activities for the same goods or services must not be conducted with the intention of bypassing a procurement value threshold in Section 4.

4 Procurement Thresholds

The City will periodically review procurement activities to identify supply categories with ongoing demand that could be managed under consolidated contracts to achieve value

for money and efficiency. The assessment of aggregated expenditure for goods or services that a single supplier could provide will determine the applicable procurement threshold for future procurements. All procurement must be properly planned, documented, and undertaken in accordance with the Credit and Purchasing Card Policy and the Procurement Framework.

When determining the anticipated value of a procurement, the following must be considered:

a) the value is the actual or estimated total expenditure over the full term of the engagement, including any extensions or renewals.

b) for ongoing, repeated or related purchases of similar goods, services or works, consider the total expected expenditure over a minimum three-year period; and

c) all procurement activities must be approved by an officer with the appropriate purchasing authorisation or delegated authority before proceeding.

Table 1 outlines the requirements that apply to the City's procurement activities.

Table 1 – Procurement Thresholds

Threshold Value (Ex GST)	Sourcing requirement	Seek minimum number of quotations	Seek minimum Local/Regional quotations	Minimum number of quotations to be obtained	Threshold Requirements
Up to $1,999	Verbal or written quotations	1	1	1	• Low risk, Ad-hoc purchases only • Written quotations attached to the requisition otherwise it is considered a verbal quotation
$2,000 to $19,999	Written Quotation	1	1	1	• Written quotation attached to the requisition. • Evidence of the process to seek quotations must be attached to the requisition
$20,000 to $49,999	Written Quotations	2 OR 1 Pre-Qualified*	1	1	• Written quotations attached to the requisition. • Evidence of the process to seek quotations must be attached to the requisition
$50,000 to $99,999	eProcurement Process	2	1	1	• Written quotations attached to the requisition. • Evidence of the eProcurement process to seek quotations must be attached to the requisition
$100,000 to $249,999	eProcurement Process	3 OR 2 Pre-Qualified*	2	2	• Procurement Plan to be completed by the Business Unit in accordance with the Procurement Framework • Executed contract to be recorded in the Contract Management System • Written quotations attached to the requisition. • Evidence of the eProcurement process to seek quotations must be attached to the requisition or contract
$250,000 and above	Procurement & Contracts facilitated process	Public process or equivalent	Public process or equivalent	Public process or equivalent	• Procurement Plan to be completed by the Business Unit in accordance with the Procurement Framework • eProcurement process must be documented and approved in accordance with delegated authority. • Executed contract to be recorded in the Contract Management System

**Pre-Qualified means WALGA PSP, CUA or current City contracts (where a competitive process with qualitative assessment has occurred) refer to Procurement Framework.*

5 Exceptions to Procurement Requirements

5.1 Tendering Exemptions

a) Procurement activities above $250,000 (tender threshold), may be sourced through tender exempt arrangements as set out in regulation 11(2) of the Local Government (Functions and General) Regulations 1996 and must be authorised under the relevant delegated authority.

b) When conducting a tender exempt procurement, multiple quotations should be sought in accordance with the Procurement Framework, unless a waiver has been approved under section 5.4.

5.2 Unique Nature of Supply

Goods and/or services of a unique nature that are only available from a single supplier may be procured without a competitive process, where it is unlikely that more than one supplier could meet the requirement. Such purchases may only be approved if:

a) The estimated value exceeds $250,000;

b) Funding for the current financial year is included in the adopted Annual Budget, and future years are included in the Corporate Business Plan or Long-Term Financial Plan.

c) The purchasing requirement has been documented in a detailed specification, extensively market tested, and only one supplier has been identified as capable of meeting that specification.

d) The market testing process and supplier assessment outcomes are fully documented in a report that clearly justifies why only a single supplier can meet the requirement and why quotes or tenders from multiple suppliers cannot be obtained.

e) The report must be authorised by an officer with the proper purchasing authority or delegation and recorded.

5.3 Emergency Purchases (Local or State)

A State of Emergency (declared under the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, or the Emergency Management Act 2005) allows the City to undertake emergency procurement where an imminent hazard necessitates a significant, coordinated response. For a local emergency that poses an immediate risk to public safety or requires urgent protection of property or infrastructure assets, the City may also undertake emergency procurement as outlined in the Procurement Framework. In such cases, any available existing City contracts must be used unless doing so is not feasible.

5.4 Waiver of Procurement Requirements

If it is not possible to meet the requirements in Table 1, a waiver of those requirements may be authorised by the CEO and/or Directors, Group Managers or the Service Manager Procurement and Contracts. However, time constraints, poor planning, administrative omissions and errors do not justify using a waiver. Every effort must be made to research and plan procurement requirements in advance, allowing sufficient time to define needs and seek quotations properly

The City's Procurement & Contracts team must endorse any waiver request before approval is sought from the relevant authority. All waivers must be fully justified and clearly documented with the purchase order.

The CEO and/or Directors, or Group Managers (in accordance with Purchase Authorisation Level) may waive requirements for:

a) Seeking the minimum number of quotations; and

b) Forming a Contract with a term greater than 5 years (including extensions/renewals); or

c) obtaining a quote/s from a local/ regional supplier.

The Service Manager Procurement and Contracts may waive requirements for:

d) Using an eProcurement process; or

e) Obtaining quotations from a local/ regional supplier.

In the event of any dispute or inconsistency in waiver decisions, the Director Corporate and System Services or the CEO will make the final determination.

Pre-approved waivers may apply to certain procurements under $250,000 (ex GST) where a competitive process is not required. Pre-approved waivers are listed within the Procurement Framework.

All waivers exercised by the CEO, Directors, and Group Managers must be recorded in the City's Waiver of Procurement Requirements Register.

6 Credit Card and Purchasing Cards

The City may use corporate credit cards and purchasing cards to facilitate low value, low risk adhoc purchases, in line with the Credit Card and Purchasing Card Policy and the Procurement Framework.

7 Recordkeeping

All communications, quotations, responses, evaluation, award documentation contracts, variations and relevant contract management records associated with procurement, regardless of value, must be accurately recorded and retained in compliance with the State Records Act 2000, associated regulations, and the City's Records Management Policy and Procurement Framework.

8 Financial Authorisation

The CEO determines financial authorisation limits for positions within the organisation, in accordance with regulation 5(1)(e) of the Local Government (Financial Management) Regulations 1996. A Purchase Authorisation Level (PAL) sets out financial authorisation limits for procurement in line with the City's Procurement Framework and within the approved budget adopted by Council.

Employees involved in procurement must be trained and competent to perform their procurement responsibilities, in accordance with the Procurement Framework.

9 Panels of Pre-qualified Suppliers

The City may establish and use Panels of Pre-qualified Suppliers for goods, services or works where there is an ongoing need and multiple suppliers can deliver value for money. Panels shall be established and managed in accordance with the Local Government (Functions and General) Regulations 1996, through a publicly advertised process with clearly categories, evaluation criteria, and panel composition.

Panels will be established for a maximum term of three (3) years, as approved by the CEO or delegate. The City will conduct ongoing contract management and performance monitoring to manage risks and ensure the anticipated benefits of the panel are achieved.

The method for distributing work among panel members (eg. seeking quotes from all panel members, direct allocation, or a ranking system) must be clearly defined when the Panel is set up and applied consistently to ensure fairness, transparency and value for money. If a ranking system is used, work shall be offered to panel members sequentially according to the established ranking.

All procurement through panels must follow the panel's defined purchasing methodology, and all quotation processes, communications, evaluation and award decisions must be documented in accordance with the City's recordkeeping requirements. In all cases, contracts awarded under a panel must not exceed twelve (12) months in duration (including extensions), and must comply with the City's procurement thresholds, probity requirements, and value for money principles.

10 Contract Management

Contracts must be proactively managed by the responsible City Officer throughout their lifecycle to ensure the City receives value for money and contract performance requirements are met. The Procurement and Contracts team is responsible for administering and maintaining the City's contract management system, framework, register, and dispute process. All executed contracts must be recorded in the contract management system.

Where a contract variation is required, the contract may only be varied if the change is necessary to deliver the goods/services and does not alter the contract's scope. When considering a variation, it must be confirmed that the change would not have affected the outcome of the initial procurement (in the view of a reasonably skilled and experienced person in that industry, as well as the Procurement and Contracts team).

A contract extension is permitted only if the original invitation and contract included an option for renewal or extension (unless State of Emergency provision applies), and if the contractor's performance has been satisfactory. Any extension must use the same terms and conditions as the final year of the original contract, with price adjustments only as allowed by the contract.

After the original contract ends and all extension options are exhausted, the City must review its needs and commence a new competitive purchasing process in accordance with this Policy. All decisions on minor variations and contract extensions must be documented and approved in line with the relevant authorisation limits and delegated authorities.

11 Policy Non-Compliance

Procurement activities are subject to financial and performance audits to verify compliance with legislative requirements and the City's Policies and Frameworks. Failure to comply with this Policy, the Code of Conduct, compliance guidelines or prescribed processes will be investigated. If a breach is substantiated, it may be reported in line with the Public Sector Management Act 1994 and Corruption, Crime and Misconduct Act 2003.

Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
Category	Corporate Planning, Budgeting and Procurement
Lead Business Unit:	Procurement & Contracts
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	4134032

Policy Type

Council

Policy Purpose

~~The City of Cockburn (the City) is committed to delivering best practice in the procurement of goods, services and works in accordance with Council Policies and applicable statutory obligations. All procurement activities must comply with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* in respect to all purchases, contracts and asset disposal decisions.~~

~~This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the City.~~

The Procurement Policy provides clear direction and guidance to ensure consistent, efficient and accountable procurement that supports the City's strategic objectives. It promotes value for money, effective competition, and sustainable economic, social and environmental outcomes. The Policy reinforces ethical conduct, transparency and probity ensuring compliance with the *Local Government Act 1995 (WA)*, and the *Local Government (Functions and General) Regulations 1996 (WA)* across the procurement lifecycle.

Policy Statement

~~Procurement decisions will be made using the following principles:~~

~~(1) Ethical Behaviour and Fair Dealing~~

~~Employees of the City must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by Employee Code of Conduct and a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the City from its employees, suppliers and contractors in conducting its business. Any canvassing of the City's Elected Members or staff is strictly prohibited on current procurement activity.~~

~~(2) Value for Money (VFM)~~

~~Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community or environment.~~

~~These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social and environment – circular supply), economic (local & regional) and relevant service benchmarks. Where a higher cost conforming offer~~

is recommended, there should be clear and demonstrable benefits over and above the lowest total priced conforming offer.

The City recognises that in achieving long term value for money, appropriate strategic business partners may be developed with suppliers for specific supply categories. All strategic procurement partners will be reviewed on a periodic basis as per their associated arrangement, to a minimum period of every three (3) years from the commencement of the partnership. The acceptance of higher priced submissions must always be supported by justification, presenting demonstrable benefits proportionate to the level of activity.

All pre-qualified, approved, and strategic business partnership suppliers will be systematically reviewed in line with contract terms and performance criteria (at least three yearly or as required). This requirement will assess whether VFM continues to be achieved by the City with any renewal or extension of contract arrangements.

(3) Open and Effective Competition

Competition is encouraged through the sourcing requirements of the procurement thresholds (below) and any allowable exemptions as outlined within the City's supporting Procurement Framework document. This will outline the acceptable manner for procurement information to be presented and evaluated by the City.

The expected level of effective competition will depend on the pre-determined market engagement strategy (public, selective, pre-qualified) as identified in the procurement plan and the assessed level of procurement risk to the City. City employees are to source across a range of diverse suppliers, to ensure market opportunities are considered.

Procurement Threshold Requirements

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	**Sourcing requirement (non-contracted expenditure)**
Up to $4,999	Seek one (1) verbal quotation (min) for all activities. Local/Regional suppliers are preferred, when available. Credit card policy will apply to credit card purchases, discretion may apply to the Procurement credit card. Quotations are subject to relevant review and purchase order auto approval as per the City's Procurement Framework.
$5,000 to $19,999	Seek one (1) written quotation (min) for all activities. Local/Regional suppliers are preferred and considered, when available. Quotations are subject to relevant review and purchase order auto approval as per the City's Procurement Framework.

~~Expected Procurement / Contract Value (Ex GST) (initial period - excl options)~~	~~Sourcing requirement (non-contracted expenditure)~~
~~$20,000 to $49,999~~	~~Seek two (2) written quotation (min) for all activities. Local/Regional suppliers are preferred and considered, when available.~~ ~~Sourcing from pre-qualified suppliers requires one (1) written quotation (min) for all contracted activities~~ ~~All quotations are subject to relevant review and purchase order auto approval utilising non-eProcurement templates as per the City's Procurement Framework.~~
~~$50,000 to $99,999~~	~~Seek two (2) quotations (min) via eProcurement templates in conjunction with Procurement Services.~~ ~~One (1) local/regional supplier quote must be sought, if available, unless an exemption to this requirement is approved.~~ ~~Sourcing from pre-qualified suppliers requires two (2) written quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply.~~ ~~All quotations are subject to purchase order review as per the City's Procurement Framework.~~
~~$100,000 to $249,999~~	~~Seek three (3) quotations (min) via eProcurement templates. At least one (1) local/regional supplier quote must be sought, if available unless an exemption to this requirement is approved in advance.~~ ~~Sourcing from pre-qualified suppliers requires two (2) quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply.~~ ~~All quotations must be sought via eProcurement templates in conjunction with Procurement Services and subject to relevant evaluation, purchase order review and approvals as per the City's Procurement Framework.~~ ~~Sourcing above $150,000 requires a Procurement Plan to be completed and approved by Procurement Services.~~

Expected Procurement / Contract Value (Ex GST) (initial period - excl options)	Sourcing requirement (non-contracted expenditure)
$250,000 and above	Conduct a public process - Tender or similar for all activities, in accordance with this Policy and relevant management procedures unless otherwise determined by an approved sourcing strategy or an exempt supply. Sourcing from pre-qualified suppliers requires three (3) quotation (min) for all contracted activities, unless otherwise determined by an approved sourcing strategy or an exempted supply. All sourcing must be via eProcurement templates in conjunction with Procurement Services and subject to relevant formal evaluation, purchase order review and approvals as per the City's Procurement Framework.

The City is not required to undertake a competitive procurement process where the total value of the Procurement does not exceed $250,000 (Ex GST) and the procurement is for one of the following:

(a) advance payments (accommodation, travel, seminars, training, conferences),

(b) annual renewals for software maintenance, support, and licensing fees, where a procurement process has been previously conducted,

(c) engagement of artists or performers,

(d) legal services (available through the WALGA preferred supplier panel),

(e) memberships and subscriptions,

(f) provision of advertising services,

(g) provision of temporary personnel for individual contracts (available through the WALGA preferred supplier panel),

(h) provision of utility services (where the relevant utility or nominated Supplier is the only provider of such services),

(i) provision of software by a third-party provider (via a supply registration) from the software developer that is known to the City, that demonstrates VFM,

(j) procurement from an original equipment manufacturer / original service provider where the warranty and other contract provisions may be void,

(k) provision of items required to meet the needs of Home Care Package Clients,

(l) provision of items required for resale to meet Cockburn ARC facility customer requirements

The City will maintain a principal period of three (3) years or less for all initial procurement activities and contracts.

The principle of competition will be satisfied where contracted Suppliers (where relevant) are utilised after considering alternative sourcing markets, including all cost and non-cost factors.

Where a public notice process is utilised, a single or multiple supplier contract may be executed based on the City's requirements as evaluated and stipulated in the award.

In addition, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need and ongoing benefit from a panel arrangement.

(4) Sustainable Procurement

The City will consider environmental and social sustainability elements in all procurement decisions to maximise the positive impact on environmental and social outcomes within the community. This principle requires the adoption of current best practices (such as circular economy procurement or circular supply) to consider whole-of-life costing and social responsibility in sourcing goods, services or works when assessing value for money.

The City shall endeavour to design sourcing documentation to provide a comparative advantage to those suppliers and contractors who demonstrate they minimise environmental and negative social impacts and embrace such principles.

Such considerations must be balanced against VFM outcomes and the City's broader environmental strategies and objectives. Procurement decisions requiring qualitative assessment will set a sustainability criteria weight of up to 20% in total.

4.1 Environmental and Circular Supply

Circular supply within procurement are encouraged to minimise unnecessary resource consumption to deliver beneficial environmental outcomes. Specifications should identify goods and/or services that satisfy this requirement. This element requires the City to recover (waste), rethink (supply chains), regenerate (nature), reduce (do more with less) and reuse (use items longer) for products and services through innovation and collaboration in order to deliver a circular procurement ecosystem that maximise the resources available to the City.

The procurement activity will prioritise goods and/or services that satisfy this requirement and design out waste through collaborative value chain pathways that are circular rather than linear.

A qualitative weighting will be used in the evaluation of appropriate procurement to provide advantages to suppliers who demonstrate sustainable policies and practices and circular supply.

4.2 Social

Procurement that delivers a beneficial social outcome is preferred. The specification should identify goods and/or services that satisfy this requirement. Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is preferred as appropriate and when available. While the other Procurement principles may apply, competition exemption is available to these organisations, if registered and value can be demonstrated. A qualitative weighting will be used in the evaluation of appropriate procurement to provide advantages to suppliers who meet this requirement.

(5) Local and Regional Economy

The City encourages the development of competitive local businesses within its boundaries and within the broader Perth South West Metropolitan Alliance region. Where appropriate to do so, the City will seek participation of local and regional organisations in its supply chain in line with strategic objectives in the City's Strategic Community Plan. This principle seeks to balance competition with sustainable procurement with the attainment of economic benefits for the region. The City will preference local businesses within its boundary, greater than those within the broader Perth South West Metropolitan Alliance region.

Appropriate procurement decisions will set an economic qualitative criteria weight of up to 20% in total. Should the criteria not be applicable, the weighting will be proportioned equally across the remaining criteria.

It is recognised that not all categories can be procured from a local or regional supplier. For the avoidance of doubt, Regional Price Preferences does not apply to this Policy.

The City will endeavour to ensure local or broader regional economic benefits committed to by suppliers through procurement processes are achieved through effective contract management.

5.1 Local Economy (within City boundaries)

The City will seek supply opportunities from local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate their contribution to the local economy. As directed by the procurement thresholds, the City encourages local content in the assessment of value for money.

5.2 Regional Economy (within the Perth South West Metropolitan Alliance region)

The City encourages the development of competitive markets within the broader Perth South West Metropolitan Alliance region. Supply opportunities for regional businesses may be available to the extent to which the business can demonstrate their contribution to the regional economy as reasonably practicable and provided there is no financial or other detriment to the City

(6) Procurement Governance

Procurement governance will be managed using a hybrid centre-led procurement function, including (but not limited to) the application process for exemptions, procurement probity oversight and audit and reporting requirements.

6.1 Planning and Documentation

All procurement (purchases and contracts) will be based on proper planning to ensure quality decision making. This requires sufficient and acceptable documentation to be developed in a timely manner, with an estimated cost in accordance with the City's Procurement Framework document.

Procurement template documents and forms will be used to ensure quality, unless otherwise approved. Purchase Orders must be issued to all suppliers prior to the supply of the goods, services or works, unless otherwise exempt.

Employees with procurement responsibility must be appropriately trained to carry out their duties in a competent and efficient manner.

The CEO is responsible for determining the purchasing authority limit for employees in accordance with the *Local Government (Financial Management) Regulations 1996* Part 2, section 5 (1) (e). This limit applies to purchasing of any description, whether by purchasing or store card or purchase order, and applies across the entire purchasing process.

The City will utilise existing or known contracted suppliers / service providers unless the non-use substantiation is approved by Procurement Services.

6.2 Procurement Risk

All employees with procurement responsibilities will identify and mitigate risk within the entire procurement and contract management lifecycle in accordance with the City's Enterprise Risk Management Framework.

Procurement will be carried out in a manner that protects the City's capability to prevent, withstand and recover from any interruption from the supply of goods, services or works. Due diligence may be carried out on suppliers / organisations to ensure compliance and financial viability.

Where applicable, the City will ensure all steps are taken to reduce the risk in procuring goods and/or services that support modern slavery. This includes the compliance to the Modern Slavery Act 2018 (Cth) in respect to:

6.2.1 the assessment of modern slavery Statements from required businesses;

6.2.2 the use of specific criteria in formal evaluations on modern slavery, and

6.2.3 monitoring contracts and taking action on non-compliance, as required.

6.3 Disability Access

The City has legislative responsibilities to provide equitable access for individuals with disabilities to all City buildings, facilities, information and services. City Employee's are required to meet disability access and inclusion requirements or seek specialist advice from internal resources or engage external advice.

This may include accessibility appraisals, specifications reviews, software development and features, audits and advice on best practice. This principle will be applied to all significant infrastructure and system projects and redevelopment requirements.

When applicable, procurement decisions that impact the accessibility of infrastructure and system projects may include an accessibility qualitative criteria weight of up to 10% in total in the procurement process.

6.4 Procurement Evaluation and Award

Evaluation criteria must be developed for all appropriate procurement activities relevant to the complexity, risk and expected budget.

Supplier selection may consider compliance, informative, qualitative and quantitative (cost) criteria, where allocated weightings reflect the respective degree of importance in accordance with the City's Procurement Framework.

Evaluations must include assessments of Supplier capabilities and competencies to perform required work in a safe and environmentally sound manner, in accordance all applicable Work Health and Safety (WHS) legislation and other relevant legislation.

Procurement recommendations are determined by an Evaluation Panel where the size and composition of the panel will be dependent on the value and complexity of the procurement.

All procurement recommendations toa value above $150,000 (Ex-GST) are to be vetted by the Procurement Services Team.

Panel members must be qualified and trained to ensure submissions are evaluated with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process.

Contracts may be awarded to a supplier who is considered to provide the most advantageous outcome for the City, subject to Council delegations that may be in place and in accordance with purchasing authorisation limits.

Post award and mutual acceptance of contractual terms must be agreed prior to the commencement of the contract.

~~6.5 Sole / Single Supplier (for procurement with a value of $250,000+ (Ex-GST)~~

~~Where a procurement above the value of $250,000 (Ex GST), for goods or services, are only available from one supplier, the CEO or relevant Director may exempt that procurement from going to market if they are satisfied that due to the unique nature of the goods and services, or for any other reason, there is unlikely to be more than one supplier. This approval can only be granted in accordance with their corresponding delegation.~~

~~The Procurement Services team must be consulted prior to approval being sought from the CEO and/or the relevant Director member under this sub-clause.~~

~~6.6 Contractor Performance Management~~

~~Contracts and contractors will be proactively managed to ensure contract obligations are met and performance enforced to achieve the best procurement outcome whilst meeting the City's risk tolerance and safety standard. Contract variations are to be monitored by the Procurement Services Team and reported as required.~~

~~The City requires all suppliers and contractors to comply with all risk control measures and all applicable Work Health and Safety (WHS) legislation and other relevant legislation. Appropriate processes shall include;~~

~~6.6.1 procurement assessments of capabilities and competencies to perform work in a safe, and sound manner;~~

~~6.6.2 safety risk assessments undertaken in accordance with the City's Enterprise Risk Management Framework;~~

~~6.6.3 specific commentary against this principle in all relevant procurement reports and where found to be deficient, contract continuation must be contingent on evidence being provided.~~

~~6.7 Procurement Compliance~~

~~The procurement process requires appropriately strict confidentiality and disclosure requirements to be followed. It is the responsibility of the officer undertaking the procurement activity to ensure all documents created and received during the procurement process are correctly recorded and retained within the City's corporate electronic document management system (ECM).~~

~~Procurement processes sometimes require cross-team collaboration. Procurement of goods or services that will impact or require commissioning support from another Service Unit, must be sufficiently disclosed to the affected Service Unit with timely advance notice.~~

~~All procurement and ongoing renewals of communication / digital assets and information technology hardware and software with associated services must be vetted and approval sought by the responsible employee from the Communication / Marketing and Business Systems Service Units.~~

~~6.8 The CEO or Directors may exempt a procurement process from compliance with the following aspects of this Policy only:~~

~~6.8.1 minimum number of quotations; and~~

~~6.8.2 the principal period of three (3) years or less for the initial contract term without considering extension options (may be longer).~~

~~The Service Manager Procurement and Contracts may exempt:~~

~~6.8.3 the requirement to use eProcurement templates; and~~

~~6.8.4 requirement to source quotes from a local/regional supplier.~~

~~Any exemption must be in writing, properly justified and consistent with the City's Procurement Framework and any relevant procurement/purchasing policies, procedures and pre-determined market engagement strategy.~~

~~The Procurement Services team must be consulted prior to approval being sought from the CEO and/or the relevant Director under this clause.~~

The City is committed to applying the principles and practices outlined in this Policy to all procurement activities, ensuring consistency with its strategic and operational objectives. The City's Code of Conduct applies to procurement activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and to act honestly and professionally at all times.

This Policy outlines the overarching governance requirements and is supported by the Procurement Framework and Contract Management Framework, as internal operational guidelines to support implementation.

Procurement Principles

The City will apply the following procurement principles to guide all procurement activities and ensure compliance with legislative requirements, probity standards and the City's strategic objectives:

a) Value for Money – Procurement processes will deliver value for money over the full lifecycle, considering cost, quality, risk and sustainable outcomes.

b) Accountability and Transparency – All procurement activities will demonstrate responsible, transparent and ethical use of public funds, with decisions able to withstand audit and public scrutiny.

c) Fair and Competitive Process – Procurement processes will be fair, impartial, and competitive, and proportionate to the value, risk and complexity of the requirement.

d) Compliance and Good Governance – Procurement processes will be conducted in accordance with applicable legislation, policies, delegations and audit requirements to ensure sound governance and decision making.

e) Risk Management and Record Keeping – Procurement decisions will be supported by risk assessment and documented to ensure transparency, auditability and compliance with record keeping obligations.

f) Confidentiality and Ethical Conduct – Supplier information will be treated confidentially, and conflicts of interest will be identified, declared and managed to maintain integrity and trust in procurement processes.

Value for Money (VFM)

Value for money is the overarching principle governing procurement, enabling the City to achieve the most advantageous outcome by considering both cost and non-cost factors over the life cycle of the procurement. The City recognises that the lowest priced offer does not necessarily represent the best value. Compliance with the procurement specification is paramount, particularly regarding end user requirements, quality standards, sustainability, whole-of-life costs, and service benchmarks.

Sustainable Procurement

The City is committed to sustainable procurement that supports environmental protection, upholds ethical and responsible business practices, and delivers positive social and economic outcomes for the community. Sustainable procurement principles must be embedded in all procurement activities from the earliest stage of the procurement lifecycle through to contract management. Quotes will be assessed against the following principles:

- Reduced energy consumption across goods, services, and works
- Reduced waste generation and promoting waste avoidance
- Reduced greenhouse gas emissions
- Increased use of recycled and recyclable materials
- Avoiding harmful or hazardous substances
- Increased end-of-life reuse, recovery, or recycling options
- Use of ethically produced materials and services
- Supporting social enterprises and other suppliers that deliver community benefits

Sustainable procurement considerations will be included in qualitative evaluation processes, with a weighting applied to support value for money outcomes.

Social Procurement

The City supports engagement with Aboriginal and Torres Strait Islander businesses and Australian Disability Enterprises (ADEs) in accordance with regulations 11(2)(h) and 11(2)(i) of the Local Government (Functions and General) Regulations 1996. If these businesses clearly demonstrate capability and value for money, the City may seek their participation, including direct contracting, as permitted under those regulations. The City

will use recognised directories (eg. Aboriginal Business Directory WA, Supply Nation) to identify such businesses.

Local Economic Benefit

The City actively seeks to engage local and regional businesses located within the Perth South West Metropolitan Alliance, provided such participation is consistent with value for money, fair competition and the City's strategic objectives., Procurement activities may include local economic benefit as an evaluation factor when feasible, such as considering opportunities for local employment, subcontracting to local businesses, and broader regional involvement.

Ethical Sourcing

The City is committed to ensuring all suppliers and contractors operate ethically and responsibly, including adoption of fair labour practices, responsible sourcing of materials, and measures to identify and manage risks (such as modern slavery) within their supply chains, consistent with the principles of the *Modern Slavery Act 2018 (Cth)*.

Ethical sourcing considerations must be incorporated into procurement planning and supplier evaluation, with compliance expectations outlined in the City's contractual documentation and Statement of Business Ethics.

Procurement Requirements

The City will undertake procurement activities using competitive processes commensurate with the value, risk, and complexity of the procurement.

Procurement from Existing Contracts

Where the City has an existing contract, employees should source required goods or services through that contract, as long as it is within its scope. The total procurement value should not exceed the tender threshold unless an extension or exception is expressly permitted. Employees must consult the Contracts Register before seeking new quotes and/or tenders.

Procurement Source

Quotations for the supply of goods, services and works not subject to public tender should be sought from local and regional suppliers. If no suitable local or regional suppliers exist, the City must consider other authorised sources, such as:

- Western Australian Local Government Association Preferred Supplier Program (WALGA PSP); or
- State or Commonwealth Common User Arrangement (CUA); or
- Aboriginal owned business; or
- Australian Disability Enterprise; or
- Open market suppliers.

Procurement Planning

All procurement activities must be planned effectively to ensure they are fit-for-purpose, comply with legislative and policy requirements, and support the City's objectives. Planning must occur as early as possible and include cross-team collaboration to identify and manage requirements, risks and constraints. As part of planning, officers must engage relevant internal stakeholders early to inform scope, specifications, evaluation criteria and contract requirements. This includes (but is not limited to):

- Disability Access and Inclusion - Ensure equitable access to facilities, services, and information for people with disability.
- Digital Assets - Procurement of digital/IT assets and services must be vetted and approved by the relevant Communication, Marketing, IT, or Business Systems service unit.
- Building/ Planning/ Health Approvals – Procurement involving works or activities that may trigger statutory approvals must be referred to Planning, Building Services, and/or Public Health.
- Sustainability – Identify opportunities to support the City's sustainability principles, including environmental, social, ethical, and economic outcomes.
- Work Health and Safety (WHS) – Identify and manage WHS risks and ensure contractors meet all legislative obligations.

Procurement Risk

Procurement risk is the potential for internal or external factors to adversely impact value for money, service delivery, compliance, or the City's reputation at any stage of procurement. The City will adopt a structured, risk-based approach consistent with legislation and the Enterprise Risk Management Policy and Framework. Risks must be identified and assessed during procurement planning and managed proportionately to the procurements value, complexity and criticality of the procurement. Procurement risks must be actively monitored throughout the procurement lifecycle, with any necessary escalation, reporting and mitigation actions undertaken in line with the Procurement Framework and Contract Management Framework.

Anti Avoidance

In accordance with regulation 12(1), procurement activities for the same goods or services should be aggregated into a single process where this will achieve value for money and efficiency. Multiple procurement activities for the same goods or services must not be conducted with the intention of bypassing a procurement value threshold in Section 4.

Procurement Thresholds

The City will periodically review procurement activities to identify supply categories with ongoing demand that could be managed under consolidated contracts to achieve value

for money and efficiency. The assessment of aggregated expenditure for goods or services that a single supplier could provide will determine the applicable procurement threshold for future procurements. All procurement must be properly planned, documented, and undertaken in accordance with the Credit and Purchasing Card Policy and the Procurement Framework.

When determining the anticipated value of a procurement, the following must be considered:

a) the value is the actual or estimated total expenditure over the full term of the engagement, including any extensions or renewals.

b) for ongoing, repeated or related purchases of similar goods, services or works, consider the total expected expenditure over a minimum three-year period; and

c) all procurement activities must be approved by an officer with the appropriate purchasing authorisation or delegated authority before proceeding.

Table 1 outlines the requirements that apply to the City's procurement activities.

Table 1 – Procurement Thresholds

Threshold Value (Ex GST)	Sourcing requirement	Seek minimum number of quotations	Seek minimum Local/Regional quotations	Minimum number of quotations to be obtained	Threshold Requirements
Up to $1,999	Verbal or written quotations	1	1	1	• Low risk, Ad-hoc purchases only • Written quotations attached to the requisition otherwise it is considered a verbal quotation
$2,000 to $19,999	Written Quotation	1	1	1	• Written quotation attached to the requisition. • Evidence of the process to seek quotations must be attached to the requisition
$20,000 to $49,999	Written Quotations	2 OR 1 Pre-Qualified*	1	1	• Written quotations attached to the requisition. • Evidence of the process to seek quotations must be attached to the requisition
$50,000 to $99,999	eProcurement Process	2	1	1	• Written quotations attached to the requisition. • Evidence of the eProcurement process to seek quotations must be attached to the requisition
$100,000 to $249,999	eProcurement Process	3 OR 2 Pre-Qualified*	2	2	• Procurement Plan to be completed by the Business Unit in accordance with the Procurement Framework • Executed contract to be recorded in the Contract Management System • Written quotations attached to the requisition. • Evidence of the eProcurement process to seek quotations must be attached to the requisition or contract
$250,000 and above	Procurement & Contracts facilitated process	Public process or equivalent	Public process or equivalent	Public process or equivalent	• Procurement Plan to be completed by the Business Unit in accordance with the Procurement Framework • eProcurement process must be documented and approved in accordance with delegated authority. • Executed contract to be recorded in the Contract Management System

**Pre-Qualified means WALGA PSP, CUA or current City contracts (where a competitive process with qualitative assessment has occurred) refer to Procurement Framework.*

Exceptions to Procurement Requirements

Tendering Exemptions

a) Procurement activities above $250,000 (tender threshold), may be sourced through tender exempt arrangements as set out in regulation 11(2) of the Local Government (Functions and General) Regulations 1996 and must be authorised under the relevant delegated authority.

b) When conducting a tender exempt procurement, multiple quotations should be sought in accordance with the Procurement Framework, unless a waiver has been approved under section 5.4.

Unique Nature of Supply

Goods and/or services of a unique nature that are only available from a single supplier may be procured without a competitive process, where it is unlikely that more than one supplier could meet the requirement. Such purchases may only be approved if:

a) The estimated value exceeds $250,000;

b) Funding for the current financial year is included in the adopted Annual Budget, and future years are included in the Corporate Business Plan or Long-Term Financial Plan.

c) The purchasing requirement has been documented in a detailed specification, extensively market tested, and only one supplier has been identified as capable of meeting that specification.

d) The market testing process and supplier assessment outcomes are fully documented in a report that clearly justifies why only a single supplier can meet the requirement and why quotes or tenders from multiple suppliers cannot be obtained.

e) The report must be authorised by an officer with the proper purchasing authority or delegation and recorded.

Emergency Purchases (Local or State)

A State of Emergency (declared under the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, or the Emergency Management Act 2005) allows the City to undertake emergency procurement where an imminent hazard necessitates a significant, coordinated response. For a local emergency that poses an immediate risk to public safety or requires urgent protection of property or infrastructure assets, the City may also undertake emergency procurement as outlined in the Procurement Framework. In such cases, any available existing City contracts must be used unless doing so is not feasible.

Waiver of Procurement Requirements

If it is not possible to meet the requirements in Table 1, a waiver of those requirements may be authorised by the CEO and/or Directors, Group Managers or the Service Manager Procurement and Contracts. However, time constraints, poor planning, administrative omissions and errors do not justify using a waiver. Every effort must be made to research and plan procurement requirements in advance, allowing sufficient time to define needs and seek quotations properly

The City's Procurement & Contracts team must endorse any waiver request before approval is sought from the relevant authority. All waivers must be fully justified and clearly documented with the purchase order.

The CEO and/or Directors, or Group Managers (in accordance with Purchase Authorisation Level) may waive requirements for:

a) Seeking the minimum number of quotations; and

b) Forming a Contract with a term greater than 5 years (including extensions/renewals); or

c) obtaining a quote/s from a local/ regional supplier.

The Service Manager Procurement and Contracts may waive requirements for:

d) Using an eProcurement process; or

e) Obtaining quotations from a local/ regional supplier.

In the event of any dispute or inconsistency in waiver decisions, the Director Corporate and System Services or the CEO will make the final determination.

Pre-approved waivers may apply to certain procurements under $250,000 (ex GST) where a competitive process is not required. Pre-approved waivers are listed within the Procurement Framework.

All waivers exercised by the CEO, Directors, and Group Managers must be recorded in the City's Waiver of Procurement Requirements Register.

Credit Card and Purchasing Cards

The City may use corporate credit cards and purchasing cards to facilitate low value, low risk adhoc purchases, in line with the Credit Card and Purchasing Card Policy and the Procurement Framework.

Recordkeeping

All communications, quotations, responses, evaluation, award documentation contracts, variations and relevant contract management records associated with procurement,

regardless of value, must be accurately recorded and retained in compliance with the State Records Act 2000, associated regulations, and the City's Records Management Policy and Procurement Framework.

Financial Authorisation

The CEO determines financial authorisation limits for positions within the organisation, in accordance with regulation 5(1)(e) of the Local Government (Financial Management) Regulations 1996. A Purchase Authorisation Level (PAL) sets out financial authorisation limits for procurement in line with the City's Procurement Framework and within the approved budget adopted by Council.

Employees involved in procurement must be trained and competent to perform their procurement responsibilities, in accordance with the Procurement Framework.

Panels of Pre-qualified Suppliers

The City may establish and use Panels of Pre-qualified Suppliers for goods, services or works where there is an ongoing need and multiple suppliers can deliver value for money. Panels shall be established and managed in accordance with the Local Government (Functions and General) Regulations 1996, through a publicly advertised process with clearly categories, evaluation criteria, and panel composition.

Panels will be established for a maximum term of three (3) years, as approved by the CEO or delegate. The City will conduct ongoing contract management and performance monitoring to manage risks and ensure the anticipated benefits of the panel are achieved.

The method for distributing work among panel members (eg. seeking quotes from all panel members, direct allocation, or a ranking system) must be clearly defined when the Panel is set up and applied consistently to ensure fairness, transparency and value for money. If a ranking system is used, work shall be offered to panel members sequentially according to the established ranking.

All procurement through panels must follow the panel's defined purchasing methodology, and all quotation processes, communications, evaluation and award decisions must be documented in accordance with the City's recordkeeping requirements. In all cases, contracts awarded under a panel must not exceed twelve (12) months in duration (including extensions), and must comply with the City's procurement thresholds, probity requirements, and value for money principles.

Contract Management

Contracts must be proactively managed by the responsible City Officer throughout their lifecycle to ensure the City receives value for money and contract performance requirements are met. The Procurement and Contracts team is responsible for administering and maintaining the City's contract management system, framework,

register, and dispute process. All executed contracts must be recorded in the contract management system.

Where a contract variation is required, the contract may only be varied if the change is necessary to deliver the goods/services and does not alter the contract's scope. When considering a variation, it must be confirmed that the change would not have affected the outcome of the initial procurement (in the view of a reasonably skilled and experienced person in that industry, as well as the Procurement and Contracts team).

A contract extension is permitted only if the original invitation and contract included an option for renewal or extension (unless State of Emergency provision applies), and if the contractor's performance has been satisfactory. Any extension must use the same terms and conditions as the final year of the original contract, with price adjustments only as allowed by the contract.

After the original contract ends and all extension options are exhausted, the City must review its needs and commence a new competitive purchasing process in accordance with this Policy. All decisions on minor variations and contract extensions must be documented and approved in line with the relevant authorisation limits and delegated authorities.

Policy Non-Compliance

Procurement activities are subject to financial and performance audits to verify compliance with legislative requirements and the City's Policies and Frameworks. Failure to comply with this Policy, the Code of Conduct, compliance guidelines or prescribed processes will be investigated. If a breach is substantiated, it may be reported in line with the Public Sector Management Act 1994 and Corruption, Crime and Misconduct Act 2003.

~~Strategic Link:~~	~~Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996~~
~~Category~~	~~Corporate Planning, Budgeting and Procurement~~
~~Lead Business Unit:~~	~~Procurement Services~~
~~Public Consultation:~~ ~~(Yes or No)~~	~~No~~
~~Adoption Date:~~ ~~(Governance Purpose Only)~~	~~8 July 2025~~
~~Next Review Due:~~ ~~(Governance Purpose Only)~~	~~July 2027~~
~~ECM Doc Set ID:~~ ~~(Governance Purpose Only)~~	~~4134032~~

Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
Category	Corporate Planning, Budgeting and Procurement
Lead Business Unit:	Procurement & Contracts
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	4134032

8.3 Infrastructure Services

8.3.1 (2026/MINUTE NO 0042) Street and Reserve Tree Management Policy Review

Responsible Executive Director Infrastructure Services

Author(s) Service Manager Parks and Environment

Attachments
1. Street and Reserve Tree Management Policy - tracked changes ⇩
2. Street and Reserve Tree Management Policy ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang

That Council ADOPTS the proposed amendments to the 'Street and Reserve Tree Maintenance Policy as attached to the Agenda.

CARRIED 6/0

Background

As per the Schedule of Policy Review adopted by Council, the following Infrastructure Directorate Policy is due for review and is presented to the Governance Committee.

Submission

N/A

Report

One amendment is proposed for this Policy, which describes the cost of recovery methodology when a tree is damaged or removed.

The table below sets out the proposed changes and the reasons for change:

Street and Reserve Tree Management Policy	
Description	Comment
Section 4 Tree Damaged or Removed Without Authorisation Where a street tree is damaged or removed without authorisation, the City may take action against the person responsible for the damage or removal. This may include: Issuing an infringement notice to, or prosecuting, the responsible party; Commencing civil litigation against the responsible party to recover the City's losses and the damage caused; Imposing a charge on the responsible party as prescribed under the City's Annual Fees and Charges Schedule; or Reaching agreement with the responsible party to compensate for the City's loses and the damage caused.	Section has been included to allow the City to inform residents of charge for unapproved of removal or damage of trees

Strategic Plans/Policy Implications

Our Environment
Valuing natural assets, building climate resilience and using resources sustainably. • Protect and enhance our natural areas and streetscapes.

Our Governance
Transparent leadership that listens, communicates openly and plans for a sustainable future.
• Strengthen engagement, communication and enhance customer experience.

Budget/Financial Implications

Fees and Charges will be charged for the unapproved removal of trees

Legal Implications

Nil

Community Consultation

Nil

Risk Management Implications

There is a medium level of financial risk if this policy is not adopted as costs will be able to be apportioned to the responsible party.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	Street and Reserve Tree Management

Policy Type

Council

Policy Purpose

The purpose of this document is to inform residents and property owners on how the City will manage its tree assets, increase canopy cover and provide guidance on pruning and removal. The ongoing management of trees provides a strong framework to enable the City to deliver on the key objectives as outlined in the Urban Forest Plan.

Policy Statement

Trees are regarded as highly desirable and integral to the urban landscape, providing a range of social, environmental and economic values to the community including:

1. Shade
2. Habitat
3. Improved air quality, CO2 reduction
4. Wind and noise attenuation
5. Improve property values
6. Improve visual amenity of streetscapes
7. Habitat for native fauna

(1) Tree Planting

The City is responsible for planting of all trees in reserves, within the streetscape and verges directly adjacent to a property. Tree planting will generally be carried out in the winter period to aid in tree establishment with watering and maintenance undertaken by the City. Street tree requests will be assessed in accordance with Urban Forest Plan and the tree species determined by the City.

(2) Tree Pruning

The City is responsible for the pruning of all trees and will consider undertaking these works to provide the following;

1. Improve the safety, structure and health of the tree
2. Provide clearance for pedestrian movement
3. Prevent branches from overhanging a property boundary and park infrastructure
4. Maintain safe clearance zones from powerlines
5. Maintain clear line of sight for vehicles and cyclists

Title	Street and Reserve Tree Management

Tree pruning requests will be assessed and inspected by a City officer, if pruning is required, works will be undertaken in accordance with Australian Standards AS4373: Pruning of Amenity Trees. Where the City receives a request for the pruning or removal of a tree(s) located on private property, section 3.27(2) (Schedule 3.2(7)), section 5.42 and 5.44 of the Local Government Act 1995 will be applied.

(3) Tree Removal

1. The City is responsible for the removal of all trees. Trees will only be removed under the following conditions;

   (a) Dead
   (b) Diseased
   (c) Structurally unsound
   (d) Obstructing an approved works program, by either the City or utilities
   (e) Tree root damage to public and/or private assets, when root barrier installation is not viable
   (f) Damaged by a declared storm event
   (g) Identified as an invasive species

2. Where a planning, building or other approval has been granted by the City that necessitates removal of a tree the applicant will be required to compensate the City. The costs associated with the removal and replacement of the tree will include:

   (a) Removal costs incurred by the City
   (b) Amenity value based on the Helliwell method or other approved valuation method
   (c) Reinstatement and establishment of a new tree.

3. Tree removal requests by residents will be investigated by the City. The following conditions are not considered to be valid reasons for the removal of a street tree;

   (a) Species, size, shape or location is not the personal preference of a property owner
   (b) Obscures views
   (c) Shades a property, solar panels, solar hot water systems
   (d) Drops leaves, seed capsules, flowers, fruit and bark
   (e) Allergies or health problems

(4) Tree Damaged or Removed Without Authorisation

Where a street tree is damaged or removed without authorisation, the city may take action against the person responsible for the damage or removal. This may include:

1. Issuing an infringement notice to, or prosecuting, the responsible party;
2. Commencing civil litigation against the responsible party to recover the City's losses and the damage caused;

Title	Street and Reserve Tree Management

3. Imposing a charge on the responsible party as prescribed under the City's Annual Fees and Charges Schedule; or
4. Reaching agreement with the responsible party to compensate for the City's looses and the damage caused.

Strategic Link:	**Public Open Space Strategy – Urban Forest Plan** ~~Public Open Space Strategy 2014-2024 Urban Forest Plan~~
Category	~~Environment & Sustainability~~Street Trees and Verges
Lead Business Unit:	~~Environment, Parks and Streetscapes~~Operations and Maintenance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~11 May 2023~~
Next Review Due: (Governance Purpose Only)	~~May 2025~~
ECM Doc Set ID: (Governance Purpose Only)	8503779

[3]

Title	Street and Reserve Tree Management

Policy Type

Council

Policy Purpose

The purpose of this document is to inform residents and property owners on how the City will manage its tree assets, increase canopy cover and provide guidance on pruning and removal. The ongoing management of trees provides a strong framework to enable the City to deliver on the key objectives as outlined in the Urban Forest Plan.

Policy Statement

Trees are regarded as highly desirable and integral to the urban landscape, providing a range of social, environmental and economic values to the community including:

1. Shade
2. Habitat
3. Improved air quality, CO2 reduction
4. Wind and noise attenuation
5. Improve property values
6. Improve visual amenity of streetscapes
7. Habitat for native fauna

(1) Tree Planting

The City is responsible for planting of all trees in reserves, within the streetscape and verges directly adjacent to a property. Tree planting will generally be carried out in the winter period to aid in tree establishment with watering and maintenance undertaken by the City. Street tree requests will be assessed in accordance with Urban Forest Plan and the tree species determined by the City.

(2) Tree Pruning

The City is responsible for the pruning of all trees and will consider undertaking these works to provide the following;

1. Improve the safety, structure and health of the tree
2. Provide clearance for pedestrian movement
3. Prevent branches from overhanging a property boundary and park infrastructure
4. Maintain safe clearance zones from powerlines
5. Maintain clear line of sight for vehicles and cyclists

Title	Street and Reserve Tree Management

Tree pruning requests will be assessed and inspected by a City officer, if pruning is required, works will be undertaken in accordance with Australian Standards AS4373: Pruning of Amenity Trees. Where the City receives a request for the pruning or removal of a tree(s) located on private property, section 3.27(2) (Schedule 3.2(7)), section 5.42 and 5.44 of the Local Government Act 1995 will be applied.

(3) Tree Removal

1. The City is responsible for the removal of all trees. Trees will only be removed under the following conditions;

   (a) Dead
   (b) Diseased
   (c) Structurally unsound
   (d) Obstructing an approved works program, by either the City or utilities
   (e) Tree root damage to public and/or private assets, when root barrier installation is not viable
   (f) Damaged by a declared storm event
   (g) Identified as an invasive species

2. Where a planning, building or other approval has been granted by the City that necessitates removal of a tree the applicant will be required to compensate the City. The costs associated with the removal and replacement of the tree will include:

   (a) Removal costs incurred by the City
   (b) Amenity value based on the Helliwell method or other approved valuation method
   (c) Reinstatement and establishment of a new tree.

3. Tree removal requests by residents will be investigated by the City. The following conditions are not considered to be valid reasons for the removal of a street tree;

   (a) Species, size, shape or location is not the personal preference of a property owner
   (b) Obscures views
   (c) Shades a property, solar panels, solar hot water systems
   (d) Drops leaves, seed capsules, flowers, fruit and bark
   (e) Allergies or health problems

(4) Tree Damaged or Removed Without Authorisation

Where a street tree is damaged or removed without authorisation, the city may take action against the person responsible for the damage or removal. This may include:

1. Issuing an infringement notice to, or prosecuting, the responsible party
2. Commencing civil litigation against the responsible party to recover the City's losses and the damage caused

Title	Street and Reserve Tree Management

3. Imposing a charge on the responsible party as prescribed under the City's Annual Fees and Charges Schedule; or
4. Reaching agreement with the responsible party to compensate for the City's looses and the damage caused

Strategic Link:	**Public Open Space Strategy – Urban Forest Plan**
Category	Street Trees and Verges
Lead Business Unit:	Operations and Maintenance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	8503779

8.3.2 (2026/MINUTE NO 0043) Policy Review - Street Verge Improvements Policy

Responsible Executive	Director Infrastructure Services
Author(s)	Service Manager Parks and Environment
Attachments	1. Street Verge Improvements Policy - tracked changes ⇩ 2. Street Verge Improvements Policy ⇩

6.35pm The Director Sustainable Development and Safety departed the meeting and did not return.

Officer Recommendation

That Council ADOPTS the proposed amendments to Policy 'Street Verge Improvements', as attached to the agenda.

Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Deputy Mayor P Corke

That Council DEFERS the proposed amendments to Policy Street Verge Improvements until an Elected Member workshop is held.

CARRIED 7/0

Background

As per the Schedule of Policy Review adopted by Council, the following Infrastructure Directorate Policy is due for review and is presented to the Governance Committee.

Submission

N/A

Report

A number of changes are proposed for this Policy, which will assist property owners when submitting verge improvement plans.

The table below sets out the proposed changes and the reasons for change:

Street Verge Improvements Policy	
Description	Comment
7. All verge landscape designs must allow for a **minimum clear area of 1.2 m × 1.2 m** for future street tree planting. This area must be located on the correct alignment and remain free of obstructions to ensure suitable long-term growth and maintenance.	This requirement aligns with the City's commitment to creating cooler, greener, and more liveable streets through the implementation of the Street Tree Master Plan and the Urban Forest objectives.
6.3 The City will provide a minimum verge-mowing service for verges that are unirrigated, unimproved, and cannot reasonably be maintained by the resident. This service is provided upon request and is limited to a maximum of four services per annum, delivered in accordance with the City's scheduled maintenance program.	This balances service provision, financial sustainability, and operational capacity, while ensuring essential safety and amenity standards are maintained on verges that present genuine maintenance constraints.
6.5 Where verge infrastructure is damaged or removed without authorisation, the City may take action against the person responsible for the damage or removal. This may include: 1.5.1 Issuing an infringement notice to, or prosecuting, the responsible party; 1.5.2 Commencing civil litigation against the responsible party to recover the City's losses and the damage caused; 1.5.3 Imposing a charge on the responsible party as prescribed under the City's Annual Fees and Charges Schedule; or 1.5.4 Reaching agreement with the responsible party to compensate for the City's loses and the damage caused.	This requirement balances the City's support for water-sensitive urban design initiatives with its responsibility to safeguard public assets, service integrity, and public safety within the road reserve.

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

<u>Our Places</u>
Enhancing distinctive, liveable areas with well-connected, safe transport options.
• Plan for growth and sustainable development.
Strengthen unique, liveable and adaptive places.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Nil

Risk Management Implications

There is a moderate level of reputational and financial risk if the amendments to the policy are not adopted by Council,

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

NIL

Title	Street Verge Improvements

Policy Type

Council

Policy Purpose

This policy details the key considerations for the development, improvement, enhancement and maintenance of verges within the City of Cockburn. This policy must be read in conjunction with the City's 'Verge Guidelines'.

This policy aligns with the City's Sustainability Strategy, Sustainability Action Plan, Strategic Community Plan and Urban Forest Plan.

Policy Statement

The City of Cockburn defines verges as the portion of Crown land which lies between the edge of a road and the adjacent property line. The verge is a shared area, important for access and services including utilities, crossovers, street trees and footpaths.

(1) Design Considerations

Well-designed verges can play an important role in enhancing the liveability of a suburb. The design of a verge should consider utilities, safety, urban cooling, biodiversity, functionality, Water Sensitive Urban Design and permeability, whilst also enhancing human and neighbourhood interaction.

1.1 -Permissible verge treatments include approved trees, mulched gardens, edible gardens, drought tolerant lawn, low groundcovers and mid-level shrubs. Verges can also include slight depressions or in some instances; rain gardens that act as water catchments and assist in stormwater retention and treatment. Structures such as fruit and vegetable planters and other street furniture items are permitted although approval by the City is first required to ensure public safety.

1.2 Verges with footpaths – shrubs must be set back 500mm minimum from footpath and kerb. Mulch or grass are acceptable in areas adjacent to road kerbs.

1.3 Verges without footpaths – a clear unplanted space of 1.5m from the road kerb is required to facilitate pedestrian movement off the road. Grass and mulch are permitted.

1.4 Clear pedestrian and traffic sight lines from the verge must be maintained at all times and can be achieved via a tiered approach to planting heights.

1.5 Crossover planting clearances – setback 1.5m from kerb, a maximum 600mm shrub height, between 1.5m - -2.5m from kerb a maximum 800mm shrub height, and 2.5m from the kerb, a maximum 1.2m shrub height.

[1]

Title	Street Verge Improvements

1.6 Where adequate verge width is available, every verge is required to have a street tree to assist in creating a mature tree canopy for the future. Trees will be supplied, installed and maintained by the City. The City's Street Tree Master Plan will inform the preferred street tree.

1.7 All verge landscape designs must allow for a **minimum clear area of 1.2 m × 1.2 m** for future street tree planting. This area must be located on the correct alignment and remain free of obstructions to ensure suitable long-term growth and maintenance

1.8 Not supported verge treatments include signs, fences, barriers, lighting, unsafe materials that produce a loose or slippery surface, rocks, stakes and some impermeable surfaces. The City will ask property owners or managers to undertake remedial works to meet requirements and comply with City of Cockburn Consolidated Local Laws (Part IX) should verge treatments present a hazard.

1.9 Design examples are included in the City's 'Verge Guidelines' and the City can provide further advice in regards to uncommon or difficult verge situations such as bus stops and corner blocks.

(2) Approvals and Controls

2.1 Approval is required for street furniture, play equipment to ensure public safety.

2.2 Approval is required for synthetic turf or hard surface treatments where more than 25% of the verge is paved. Verges with hard paved or impermeable areas must demonstrate mitigation of urban heat island through street tree planting or landscaping and verge permeability.

2.3 When developing a verge landscape, property owners or property managers should be aware of utility alignments for both underground and overhead services and must refer to the Utility Providers Code of Practice and Dial Before You Dig. Utility providers have the right to dig up verges to access, upgrade or repair services and rectification of the verge may be the responsibility of the property owner.

(3) Plant Selection

3.1 Plants which are declared weeds, prickly or poisonous plants are not permitted.

(4) Mulch

Title	Street Verge Improvements

Organic mulch to a depth of 75mm is recommended in garden beds to reduce water evaporation, maintain soil temperature, reduce plant stress and suppress weed growth.

(5) Irrigation

The City promotes Waterwise unirrigated verges though if planning to irrigate, property owners are required to connect to their residential potable water mains and only water during specified days and times.

(6) Maintenance

6.1 The City of Cockburn is responsible for maintaining all verge trees. Property owners, property managers or residents that require maintenance to their verge tree must contact the City.

6.2 Property owners, property managers or residents whose property is connected or adjacent to the verge are responsible for verge maintenance including mowing, weeding, shrub pruning, mulching and maintaining any approved structures or furniture in a safe condition.

6.3 The City will provide a minimum ~~verge mowing~~verge mowing service ~~for verges~~ that are unirrigated, unimproved, and cannot reasonably be maintained by the resident. This service is provided upon request by the property owner directly adjacent to the verge and is limited to a maximum of two~~four~~ services per annum, delivered in accordance with the City's scheduled maintenance program.

~~1. The City will provide a minimum service of verge mowing to ensure unkempt verges are maintained. This service is provided at the residents request and at a frequency described in the City's Public Open Space Strategy 2014-2024.~~

6.4 Where Water Sensitive Urban Design (WSUD) features such as swales or rain gardens are installed on residential verges, they should be designed with minimal maintenance in mind and it is the responsibility of the property owners, property managers or residents to maintain them.

6.5 Where verge infrastructure is damaged or removed without authorisation, the City may take action against the person responsible for the damage or removal. This may include:

6.5.1 Issuing an infringement notice to, or prosecuting, the responsible party;

6.5.2 Commencing civil litigation against the responsible party to recover the City's losses and the damage caused;

6.5.3 Imposing a charge on the responsible party as prescribed under the City's Annual Fees and Charges Schedule; or

Reaching agreement with the responsible party to compensate for the City's looses and the damage caused.

6.5.4

Title	Street Verge Improvements

~~2.~~

(7) Further Information

Property owners, property managers and residents should reference the City of Cockburn 'Verge Guidelines' for more detailed information on verge design, preparation, installation and maintenance.

Strategic Link:	Public Open Space Strategy – Urban Forest Plan ~~Sustainability Strategy~~ ~~Urban Forest Plan~~
Category	Street Trees and Verges
Lead Business Unit:	Operations and Maintenance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	~~11 May 2023~~
Next Review Due: (Governance Purpose Only)	~~May 2025~~
ECM Doc Set ID: (Governance Purpose Only)	8503806

Title	Street Verge Improvements

Policy Type

Council

Policy Purpose

This policy details the key considerations for the development, improvement, enhancement and maintenance of verges within the City of Cockburn. This policy must be read in conjunction with the City's 'Verge Guidelines'.

This policy aligns with the City's Sustainability Strategy, Sustainability Action Plan, Strategic Community Plan and Urban Forest Plan.

Policy Statement

The City of Cockburn defines verges as the portion of Crown land which lies between the edge of a road and the adjacent property line. The verge is a shared area, important for access and services including utilities, crossovers, street trees and footpaths.

(1) Design Considerations

Well-designed verges can play an important role in enhancing the liveability of a suburb. The design of a verge should consider utilities, safety, urban cooling, biodiversity, functionality, Water Sensitive Urban Design and permeability, whilst also enhancing human and neighbourhood interaction.

1.1 Permissible verge treatments include approved trees, mulched gardens, edible gardens, drought tolerant lawn, low groundcovers and mid-level shrubs. Verges can also include slight depressions or in some instances; rain gardens that act as water catchments and assist in stormwater retention and treatment. Structures such as fruit and vegetable planters and other street furniture items are permitted although approval by the City is first required to ensure public safety.

1.2 Verges with footpaths – shrubs must be set back 500mm minimum from footpath and kerb. Mulch or grass are acceptable in areas adjacent to road kerbs.

1.3 Verges without footpaths – a clear unplanted space of 1.5m from the road kerb is required to facilitate pedestrian movement off the road. Grass and mulch are permitted.

1.4 Clear pedestrian and traffic sight lines from the verge must be maintained at all times and can be achieved via a tiered approach to planting heights.

1.5 Crossover planting clearances – setback 1.5m from kerb, a maximum 600mm shrub height, between 1.5m - 2.5m from kerb a maximum 800mm shrub height, and 2.5m from the kerb, a maximum 1.2m shrub height.

[1]

Title	Street Verge Improvements

1.6 Where adequate verge width is available, every verge is required to have a street tree to assist in creating a mature tree canopy for the future. Trees will be supplied, installed and maintained by the City. The City's Street Tree Master Plan will inform the preferred street tree.

1.7 All verge landscape designs must allow for a **minimum clear area of 1.2 m × 1.2 m** for future street tree planting. This area must be located on the correct alignment and remain free of obstructions to ensure suitable long-term growth and maintenance

1.8 Not supported verge treatments include signs, fences, barriers, lighting, unsafe materials that produce a loose or slippery surface, rocks, stakes and some impermeable surfaces. The City will ask property owners or managers to undertake remedial works to meet requirements and comply with City of Cockburn Consolidated Local Laws (Part IX) should verge treatments present a hazard.

1.9 Design examples are included in the City's 'Verge Guidelines' and the City can provide further advice in regards to uncommon or difficult verge situations such as bus stops and corner blocks.

(2) Approvals and Controls

2.1 Approval is required for street furniture, play equipment to ensure public safety.

2.2 Approval is required for synthetic turf or hard surface treatments where more than 25% of the verge is paved. Verges with hard paved or impermeable areas must demonstrate mitigation of urban heat island through street tree planting or landscaping and verge permeability.

2.3 When developing a verge landscape, property owners or property managers should be aware of utility alignments for both underground and overhead services and must refer to the Utility Providers Code of Practice and Dial Before You Dig. Utility providers have the right to dig up verges to access, upgrade or repair services and rectification of the verge may be the responsibility of the property owner.

(3) Plant Selection

3.1 Plants which are declared weeds, prickly or poisonous plants are not permitted.

(4) Mulch

Organic mulch to a depth of 75mm is recommended in garden beds to reduce water evaporation, maintain soil temperature, reduce plant stress and suppress weed growth.

Title	Street Verge Improvements

(5) Irrigation

The City promotes Waterwise unirrigated verges though if planning to irrigate, property owners are required to connect to their residential potable water mains and only water during specified days and times.

(6) Maintenance

6.1 The City of Cockburn is responsible for maintaining all verge trees. Property owners, property managers or residents that require maintenance to their verge tree must contact the City.

6.2 Property owners, property managers or residents whose property is connected or adjacent to the verge are responsible for verge maintenance including mowing, weeding, shrub pruning, mulching and maintaining any approved structures or furniture in a safe condition.

6.3 The City will provide a minimum verge mowing service that are unirrigated, unimproved, and cannot reasonably be maintained by the resident. This service is provided upon request by the property owner directly adjacent to the verge and is limited to a maximum of two services per annum, delivered in accordance with the City's scheduled maintenance program.

6.4 Where Water Sensitive Urban Design (WSUD) features such as swales or rain gardens are installed on residential verges, they should be designed with minimal maintenance in mind and it is the responsibility of the property owners, property managers or residents to maintain them.

6.5 Where verge infrastructure is damaged or removed without authorisation, the City may take action against the person responsible for the damage or removal. This may include:

6.5.1 Issuing an infringement notice to, or prosecuting, the responsible party;
6.5.2 Commencing civil litigation against the responsible party to recover the City's losses and the damage caused;
6.5.3 Imposing a charge on the responsible party as prescribed under the City's Annual Fees and Charges Schedule; or
6.5.4 Reaching agreement with the responsible party to compensate for the City's looses and the damage caused.

(7) Further Information

Property owners, property managers and residents should reference the City of Cockburn 'Verge Guidelines' for more detailed information on verge design, preparation, installation and maintenance.

Title	Street Verge Improvements

Strategic Link:	Public Open Space Strategy – Urban Forest Plan
Category	Street Trees and Verges
Lead Business Unit:	Operations and Maintenance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	8503806

8.3.3 (2026/MINUTE NO 0044) Policy Review - Installation of Private Memorial Plaques in Public Open Space

Responsible Executive	Director Infrastructure Services
Author(s)	Service Manager Parks and Environment
Attachments	1. Installation of Private Memorial Plaques in Public Open Space - tracked changes ⇩ 2. Installation of Private Memorial Plaques in Public Open Space ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang

That Council ADOPTS the proposed amendments to Policy 'Installation of Private Memorial Plaques in Public Open Space', as attached to the Agenda.

CARRIED 6/0

Background

As per the Schedule of Policy Review adopted by Council, the following Infrastructure Directorate Policy is due for review and is presented to the Governance Committee.

Submission

N/A

Report

Minor amendments to the Policy, are being proposed to ensure a cost recovery model is applied for plaque requests and details the City's approach to the length of time plaques will be managed.

The table below sets out the proposed changes and the reasons for change:

Street Verge Improvements Policy	
Description	Comment
(3) The City will supply and install a standard plaque in accordance with the annual fees and charges.	A cost recovery model is proposed to have a one-off payment for this privilege, with ongoing maintenance and replacement, if damaged, is undertaken by the City.
(4) Memorial plaques will remain in situ for a period of fifteen (15) years. Following this period, plaques will be removed and securely stored at the City's Operations Centre.	This provision supports respectful memorialisation while protecting the City from long-term operational, safety,

Removed plaques may be collected by the family or nominated representative. The City will retain removed plaques for a period of five (5) years from the date of removal, after which they may be disposed of in accordance with the City's procedures.	legal, and reputational risks associated with unmanaged or permanent installations on public land.

Strategic Plans/Policy Implications

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Nil

Risk Management Implications

There is a low level of risk if the Policy is not adopted as it proposes to provide a balanced framework that respects memorial significance while safeguarding the City against unmanaged asset, legal, operational, and reputational risks associated with permanent installations on public land.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	Installation of Private Memorial Plaques in Public Open Space

Policy Type

Council

Policy Purpose

To provide guidance to applicants requesting the installation of a memorial plaque within a public open space, considering the suitability of the park bench asset for attachment, location, specification, size and material of the memorial plaque and associated costs.

The policy does not apply to C~~ce~~Council buildings, facilities or jetties.

Policy Statement

(1) Written submissions will be assessed by Parks Services, endeavouring to work with the applicant to establish the preferred location based on the following factors:

1. The availability of a park bench at the preferred location
2. The suitability of the proposed park for a memorial plaque installation
3. Where the proposed park has ~~existing~~ exhausted available space for memorials, alternative locations will need to be considered.

(2) A standard plaque template has been developed to ensure a consistent application.

(3) The City will supply and install a standard plaque in accordance with the annual fees and charges schedule.

(4) Memorial plaques installed on park benches may remain in place for a period of fifteen (15) years. At the conclusion of the fifteen (15) year period, the plaque ~~will~~may be removed. The City will make reasonable efforts over a twelve (12) month period to contact the owner or a nominated representative to facilitate collection of the plaque. Where a plaque is not collected within this twelve (12) month period, it may be disposed of. The City does not retain or store memorial plaques beyond this timeframe.

~~(4)~~(5) When the park bench containing the memorial plaque reaches the end of its useful life, the City will attempt to relocate the plaque on the new asset.

~~(5)~~(6) Burials or internment of ashes are not permitted on Council managed land.

~~(6)~~(7) Plaques will not be permitted at the base or in proximity to a park tree.

Title	Installation of Private Memorial Plaques in Public Open Space

Strategic Link:	Strategic Community Plan – Our Place / Our Community ~~Public Open Space Strategy 2014-2024~~
Category	Assets & Maintenance
Lead Business Unit:	~~Environment, Parks and Streetscapes~~Operations and Maintenance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	~~11 March 2025~~
Next Review Due: (Governance Purpose Only)	~~March 2027~~
ECM Doc Set ID: (Governance Purpose Only)	4521601

[2]

Title	Installation of Private Memorial Plaques in Public Open Space

Policy Type

Council

Policy Purpose

To provide guidance to applicants requesting the installation of a memorial plaque within a public open space, considering the suitability of the park bench asset for attachment, location, specification, size and material of the memorial plaque and associated costs.

The policy does not apply to Council buildings, facilities or jetties.

Policy Statement

(1) Written submissions will be assessed by Parks Services, endeavouring to work with the applicant to establish the preferred location based on the following factors:

1. The availability of a park bench at the preferred location
2. The suitability of the proposed park for a memorial plaque installation
3. Where the proposed park has exhausted available space for memorials, alternative locations will need to be considered.

(2) A standard plaque template has been developed to ensure a consistent application.

(3) The City will supply and install a standard plaque in accordance with the annual fees and charges schedule.

(4) Memorial plaques installed on park benches may remain in place for a period of fifteen (15) years. At the conclusion of the fifteen (15) year period, the plaque may be removed. The City will make reasonable efforts over a twelve (12) month period to contact the owner or a nominated representative to facilitate collection of the plaque. Where a plaque is not collected within this twelve (12) month period, it may be disposed of. The City does not retain or store memorial plaques beyond this timeframe.

(5) When the park bench containing the memorial plaque reaches the end of its useful life, the City will attempt to relocate the plaque on the new asset.

(6) Burials or internment of ashes are not permitted on Council managed land.

(7) Plaques will not be permitted at the base or in proximity to a park tree.

Title	**Installation of Private Memorial Plaques in Public Open Space**

Strategic Link:	Strategic Community Plan – Our Place / Our Community
Category	Assets & Maintenance
Lead Business Unit:	Operations and Maintenance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	4521601

[2]

8.3.4 (2026/MINUTE NO 0045) Policy Review - Graffiti Management and Response

Executive Director Infrastructure Services
Author Service Manager Infrastructure Assets
Attachments
1. Graffiti Management and Response Policy - tracked changes ⇩
2. Graffiti Management and Response Policy ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang

That Council ADOPTS the proposed amendments to Policy 'Graffiti Management and Response', as shown by Attachment 2.

CARRIED 6/0

Background

As per the Schedule of Policy Review adopted by Council, the following Infrastructure Directorate Policy is due for review and is presented to the Governance Committee.

Submission

N/A

Report

Several amendments to this Policy, which will clarify when the City removes graffiti from private property, when the City will remove offensive graffiti, how the City will undertake works on private property and the cost recovery methods the City will use for private, commercial and government facilities.

The table below sets out the proposed changes and the reasons for change:

Graffiti Management and Response Policy	
Description	Comment
Policy Purpose.	The revised policy refocuses the scope to graffiti only and removes references to vandalism. It simplifies the intent around graffiti removal and clarifies where the City will act.
Policy Responsibility Clarification	The focus has shifted from vandalism repair to graffiti impacts on assets. Reporting processes are simplified and now refer to a general reporting mechanism. Police reporting remains required, with all incidents to be photographed and reported prior to removal. References to internal funding sources have been removed.

City owned Property.	Response timeframes have been extended to better align with operational practice and triaging requirements. Offensive graffiti retains a one working day target, with the inclusion of 'where practicable' to reflect contractual and operational constraints, while non-offensive graffiti has been adjusted from three working days to one week, with added flexibility through consistent use of 'where practicable'.
Non-City Property	Provisions relating to non-City property have been simplified to focus on graffiti visibility, amenity impact and property owner consent, with detailed operational processes and cost arrangements removed or consolidated.
New Section added: Government, Commercial and Strata Managed Property	A new section introduces a formal service agreement model. Graffiti removal will only occur where a formal agreement is in place. Services are provided on a full cost recovery basis, including contractor costs, and a management fee set at 33 percent. Standard agreements are to be established to ensure consistency.

Strategic Plans/Policy Implications

Our Economy
Attracting investment, supporting business and visitor growth and boosting local jobs through vibrant hubs.
• Facilitate vibrant, connected commercial hubs and visitor experiences.
Empower and support local businesses.

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

Our Places
Enhancing distinctive, liveable areas with well-connected, safe transport options.
• Strengthen unique, liveable and adaptive places.

Our Governance
Transparent leadership that listens, communicates openly and plans for a sustainable future.
• Strengthen engagement, communication and enhance customer experience.
Champion strategic partnerships and stakeholder collaboration.

Budget/Financial Implications

There will be an increased ability of the City to recover costs due to the inclusion of the waiver rates in the City's fees and charges.

Legal Implications

The policy review introduces firmer descriptions of scenarios where waivers and agreements are required prior to the City undertaking work on private property.

Community Consultation

N/A

Risk Management Implications

There is reputational risk improvements related to service delivery timeframes, hence the increase in response timeframes which reflect actual service delivery timeframes. The inclusion of a waiver and service agreements addresses potential risk when the City's contractor's undertake work on private property.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	Graffiti Management & Response

Policy Type

Council

Policy Purpose

To define a policy by which the removal of graffiti to City property, and the removal of graffiti from non-City owned property, can be adequately and uniformly addressed in order for the City to demonstrate its commitment to creating an attractive environment.

For the purposes of this policy:

- "City property" refers to all equipment, property, assets and structures that are owned, maintained or managed by the City of Cockburn.
- "Non-City owned property" refers to all property that is owned or managed by any other public or Government authority, or private owner and is located within the Municipality. It is limited to graffiti on structures or equipment located on a property, which are accessible from immediately adjacent City property and where reasonable access is provided to the City's contractor.

Policy Statement

1. City owned property

    1. Graffiti deemed offensive will be removed from City property within one (1) working day of notification, where practicable.

    2. Non-offensive graffiti will be removed from City property within 1 week of notification, where practicable.

    5. The City will maintain a reporting mechanism for graffiti. ~~The City will provide a Graffiti/Vandalism website for the public reporting of incidents of vandalism and graffiti to City and public property.~~

    6. All incidents will be photographed and reported to WA Police prior to removal. ~~All cases of graffiti and property damage made known to the City will be reported to the WA Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal, as evidence for the Police.~~

Title	Graffiti Management & Response

7. ~~Works on City property will be funded from the Civil Infrastructure Services budget. The City's Civil Infrastructure Services Budget will provide funds to remove graffiti from surfaces as defined by this policy.~~

2. Non-City Property

1. The City may remove offensive graffiti where it has been applied to an external surface of a building or structure, where it is visible from a public place, is deemed to affect amenity, and is accessible from immediately adjacent City property (at ground level) and the property owner or manager has provided a Notice of Waiver.

2. Cost waivers to residential property owners will be provided where costs for removal are under the figure stated in the City's Fees and Charges for graffiti removal (per event sum and per annual cumulative sum).

3. Where costs exceed these limits, the owner must pay the excess or remove the graffiti in accordance with Local Laws.

4. If the property is included within a strata or body corporate, the strata or body corporate will provide the waiver and pay additional costs.

5. All incidents will be photographed and reported to WA Police prior to removal.

6. Local Laws will be enforced where owners fail to comply.

~~1. Subject to Clause (4) of this Policy, graffiti of an offensive nature will be removed from all non-City owned property within two (2) working days of notice being provided to the City, if possible.~~

~~2. Subject to Clause (4) of this Policy, graffiti of a non-offensive nature will be removed from all non-City owned property within five (5) working days of notice being provided to the City, if possible.~~

~~3. Provision of information at the reporting stage is essential to assist the City deliver a credible service and advise customers if the policy is applicable or if there may be costs associated with the removal (see clause 2.5.)~~

~~4. The City will remove graffiti free of charge (subject to the conditions set out in 2.5.) to private property owners, in circumstances only where the Graffiti is applied to a surface, which is clearly visible from any public area and where the aesthetic of the area is compromised. Graffiti will be removed from property that is accessible from the immediately adjacent public property. In these circumstances, the City will require the property owner to provide it with a "Notice of Waiver" to enable the necessary~~

Title	Graffiti Management & Response

~~repairs to be undertaken to pre-determined standards, without the potential for liability claims.~~

~~5. The cost of such graffiti removal will not exceed $400.00 on any single occasion and a maximum of $1200.00 in any one financial year. Should the costs exceed these stipulated amounts the owner will be required to contribute the outstanding amount or to cause the Graffiti to be removed in accordance with the City's Local Laws.~~

~~6. The City will seek the cooperation of all government or publicly managed service providers for either an annual contribution or an as required pre-determined cost for service towards graffiti removal to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances, the authority to deal with incidents of graffiti to non-City controlled public property will be delegated to the City from each authority involved. The City will endeavour to establish a pro-forma agreement with each authority in order to provide a consistent approach to this arrangement. A suitable costing and accounting system will be administratively established to manage this system.~~

~~7. Subject to the acceptance of the conditions outlined in (5) above by participating public services, the City will attend to the necessary repairs and maintenance associated with making good graffiti to non-City owned public property within the normally accepted time frames associated with this Position Statement.~~

~~8. All cases of graffiti damage made known to the City will be reported to the Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal as evidence for the Police.~~

~~9. The City's Civil Infrastructure Service Unit will ensure that it stringently applies its Local Laws relating to graffiti removal on private property, in instances where a property owner opts not or fails to conform to the City's requirements or standards.~~

~~10. The City's Customer Experience Service Unit will support this initiative by ensuring extensive promotion of the City's commitment in addressing incidents of graffiti and encouraging the public and community groups to report such instances through all channels available in accordance with this Policy.~~

3. Government, Commercial and Strata Managed Property

1. Graffiti removal may be undertaken where graffiti is visible from a public place and a formal service agreement exists.

2. Services will be provided on a full cost-recovery basis, including contractor costs and a City management fee calculated at 133% of contractor cost.

3. The City will seek to establish standard service agreements to ensure a consistent approach.

Title	Graffiti Management & Response

4. Where an agreement exists, graffiti will be removed within the timeframes set out in this policy.
5. All incidents will be photographed and reported to WA Police prior to removal.
6. The City will not remove graffiti under this section unless an agreement is in place.

Strategic Link:	Community Safety and Crime Prevention Plan 2022-2027
Category	Community, Lifestyle and Security
Lead Business Unit:	Infrastructure Assets
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	11 May 2023
Next Review Due: (Governance Purpose Only)	June 2028
ECM Doc Set ID: (Governance Purpose Only)	8967926

Title	Graffiti Management & Response

Policy Type

Council

Policy Purpose

To define a policy by which the removal of graffiti to City property, and the removal of graffiti from non-City owned property, can be adequately and uniformly addressed in order for the City to demonstrate its commitment to creating an attractive environment.

For the purposes of this policy:

- "City property" refers to all equipment, property, assets and structures that are owned, maintained or managed by the City of Cockburn.
- "Non-City owned property" refers to all property that is owned or managed by any other public or Government authority, or private owner and is located within the Municipality. It is limited to graffiti on structures or equipment located on a property, which are accessible from immediately adjacent City property and where reasonable access is provided to the City's contractor.

Policy Statement

1. City owned property
    1. Graffiti deemed offensive will be removed from City property within 1 working day of notification, where practicable.
    2. Non-offensive graffiti will be removed from City property within 1 week of notification, where practicable.
    3. All incidents will be photographed and reported to WA Police prior to removal.

2. Non-City Owned Property
    1. The City may remove offensive graffiti where it has been applied to an external surface of a building or structure, where it is visible from a public place, is deemed to affect amenity, and is accessible from immediately adjacent City property (at ground level) and the property owner or manager has provided a Notice of Waiver.
    2. Cost waivers to residential property owners will be provided where costs for removal are under the figure stated in the City's Fees and Charges for graffiti removal (per event sum and per annual cumulative sum).

[1]

Title	Graffiti Management & Response

3. Where costs exceed these limits, the owner must pay the excess or remove the graffiti in accordance with Local Laws.

4. If the property is included within a strata or body corporate, the strata or body corporate will provide the waiver and pay additional costs.

5. All incidents will be photographed and reported to WA Police prior to removal.

6. Local Laws will be enforced where owners fail to comply.

3. Government, Commercial and Strata Managed Property

1. Graffiti removal may be undertaken where graffiti is visible from a public place and a formal service agreement exists.

2. Services will be provided on a full cost-recovery basis, including contractor costs and a City management fee calculated at 133% of contractor cost.

3. The City will seek to establish standard service agreements to ensure a consistent approach.

4. Where an agreement exists, graffiti will be removed within the timeframes set out in this policy.

5. All incidents will be photographed and reported to WA Police prior to removal.

6. The City will not remove graffiti under this section unless an agreement is in place.

Strategic Link:	Community Safety and Crime Prevention Plan 2022-2027
Category	Community, Lifestyle and Security
Lead Business Unit:	Infrastructure Assets
Public Consultation: **(Yes or No)**	Yes
Adoption Date: (Governance Purpose Only)	11 May 2023
Next Review Due: (Governance Purpose Only)	June 2028
ECM Doc Set ID: (Governance Purpose Only)	8967926

8.3.5 (2026/MINUTE NO 0046) Policy Review - Street and Public Open Space Lighting

Responsible Executive Director Infrastructure Services

Author(s) Service Manager Infrastructure Assets

Attachments
1. Street and Public Open Space Lighting Policy - tracked changes ⇩
2. Street and Public Open Space Lighting Policy ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang

That Council ADOPTS the proposed amendments to Policy 'Street and Public Open Space Lighting', as shown in Attachment 2.

CARRIED 6/0

Background

As per the Schedule of Policy Review adopted by Council, the following Infrastructure Directorate Policy is due for review and is presented to the Governance Committee.

Submission

N/A

Report

Substantive changes have been made to this policy which clarify suitable styles for street lighting, alternative lighting and lighting for public open spaces.

The revised policy improves clarity, expands scope and strengthens governance. It introduces a lifecycle and sustainability focus, provides clearer frameworks for alternative and open space lighting, and reduces prescriptive detail. The policy is more strategic, flexible and aligned with asset management and environmental objectives.

The table below sets out the proposed changes and the reasons for change:

Street and Public Open Space Lighting Policy	
Description	Comment
Policy Purpose	The revised policy clarifies the intent of the policy by focusing on standardised lighting infrastructure that is approved and maintained by Western Power to minimise lifecycle costs. It expands the purpose to include a broader framework for assessing alternative lighting proposals and reinforces requirements for safety, energy efficiency, sustainability and

	lifecycle performance. The revision introduces links to guideline documents that support the policy and detail operational requirements beyond what can be included in a policy.
Scope and Definitions	The scope of the policy has been expanded. The original policy primarily addressed street lighting and public area lighting, while the revised policy introduces clearer distinctions between street lighting, alternative lighting and public open space lighting. It broadens application to include lifecycle performance, asset management considerations and environmental outcomes.
Service Levels for Lighting Assets	Service expectations have shifted from prescriptive requirements to performance-based outcomes. The revised policy emphasises whole-of-life cost, durability, maintainability and sustainability rather than specific installation conditions. Greater flexibility is introduced through discretionary approvals for non-standard lighting were justified.
Works and Responsibilities	The revised policy strengthens and clarifies responsibilities. Developers remain responsible for design, installation and initial maintenance, however greater emphasis is placed on lifecycle performance, documentation, asset handover requirements and ongoing maintainability by the City. The City's role is more clearly positioned as an approver based on strategic, operational and asset considerations.
Street Lighting	The core requirement that street lighting must be approved and maintained by Western Power remains. The revised policy introduces limited flexibility by allowing exceptions for strategic or place-based outcomes, subject to City approval. It strengthens requirements relating to compliance with Australian Standards, including AS NZS 1158 and AS NZS 4282, and introduces clearer expectations for energy efficiency and environmental performance.
Alternative Lighting	The previous public area lighting section has been replaced with a broader alternative lighting framework. The revised policy introduces detailed submission requirements, including design documentation, certification, lifecycle considerations and evidence of reliability. It introduces formal assessment criteria, including whole-of-life cost, durability, environmental performance and alignment with strategic objectives. Approval is explicitly discretionary and subject to City assessment.
New Section: (3) Public Open Space Lighting	A new section has been introduced to address lighting within parks, reserves and foreshore areas. This links lighting requirements to existing City guidelines and ensures

	consistency with open space planning. It clarifies that non-standard lighting in public open space will be assessed under the alternative lighting provisions.
New Section: (4) General Lighting Requirements	A new section establishes overarching principles for all lighting. This includes minimising light spill and environmental impact, ensuring energy efficiency, prioritising LED technology, and requiring compliance with relevant standards and legislation. It also strengthens requirements for asset information, warranties and documentation prior to handover.
Compliance and enforcement	Compliance requirements have been strengthened and simplified. The revised policy relies on Australian Standards, City guidelines and lifecycle requirements rather than detailed procedural conditions. It reinforces that approval of non-standard lighting is discretionary and subject to meeting policy requirements.
Removed Content	Detailed references to Western Power decorative ranges in public areas, specific spare component percentages and prescriptive approval processes have been removed or replaced with flexible, performance-based requirements. Operational detail has been reduced in favour of strategic principles and assessment criteria.

Strategic Plans/Policy Implications

Our Economy
Attracting investment, supporting business and visitor growth and boosting local jobs through vibrant hubs.
• Facilitate vibrant, connected commercial hubs and visitor experiences.
Choose an item.

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

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

Our Places
Enhancing distinctive, liveable areas with well-connected, safe transport options.
• Enhance connectivity and mobility through integrated transport networks.
Plan for growth and sustainable development.

Our Governance
Transparent leadership that listens, communicates openly and plans for a sustainable future.
• Strive for financial sustainability and operational excellence.

Budget/Financial Implications

There are negligible budget and financial impacts due to the changes made to the reviewed policy. There changes would reduce the potential for the City to incur unexpected costs due to lighting installations having higher than expected operating, maintenance or replacement costs.

Legal Implications

Nil

Community Consultation

N/A

Risk Management Implications

The changes reduce financial risk due to reducing variation of lighting that may be installed. Environmental light spill risk is potentially reduced as consideration of this impact is reinforced by the policy.

The policy refers to a guidelines that are utilised by the City to describe acceptable standards within streetscapes, public open spaces and new developments which are operationally and technically detailed, which both minimise the risk of policy becoming outdated and ineffective, yet provide the City the desired influence over future gifted assets.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	Street & Public Open Space Lighting

Policy Type

Council

Policy Purpose

The purpose of this Policy is to ensure street lighting within the City is limited to infrastructure approved and maintained by Western Power, in order to minimise long-term maintenance and asset management costs.

The policy also provides a framework for the assessment and approval of non-standard or alternative lighting in public areas, including requirements for design, installation, lifecycle performance and handover.

The policy also ensures all lighting infrastructure is delivered in a manner that is safe, energy efficient, sustainable, and appropriate to its intended use and location.

~~The purpose of this policy is to limit the range of decorative lighting being erected in the City's street environment to those approved by Western Power and subsequently wholly maintained by them.~~

~~The policy also provides for alternative decorative lighting to be established in public areas other than on streets; however, stipulates lighting standards and maintenance requirements prior to handover to the City.~~

Policy Statement

The City will only support the installation of lighting infrastructure that is standardised, energy efficient, and cost-effective to maintain over its lifecycle, unless otherwise approved in accordance with this Policy.

~~New residential subdivisions are being developed by a number of different land developers, and this has led to a variety of different street and public area lighting standards being adopted and erected.. Whilst this infrastructure affords the City the opportunity to provide something unique in each new development area, lighting has significant long term implications in respect to maintenance, repair and replacement costs which must be considered.~~

(1) Street Lighting

1. The City will only support the installation of street lighting that is approved, owned and maintained by Western Power, unless otherwise approved by the City for strategic or place-based outcomes.

Title	Street & Public Open Space Lighting

2. Developers shall select street lighting infrastructure from the standard or decorative range approved by Western Power. Lighting types shall be consistent with adjoining development areas unless otherwise approved.

3. Where a developer proposes an alternative lighting type, approval shall only be considered where Western Power has formally accepted the lighting into its approved decorative range.

4. All street lighting, including illumination of traffic management treatments, shall be designed and installed in accordance with Western Power requirements and the latest editions of relevant Australian Standards, including the AS/NZS 1158 series.

5. Lighting shall be energy efficient and aligned with current industry best practice and the City's Climate Change Strategy.

6. Illumination is not to spill beyond the front building line of the adjacent properties unless required for security purposes. Additionally, the developer shall select lights that reduce the light spill into surrounding natural areas to reduce the impact on native fauna. All lighting shall comply with the current version of AS/NZS 4282 for control of obtrusive light, including limits on spill light, glare, and sky glow.

7. The City may support trials of new lighting technologies where they demonstrate improved energy efficiency, reduced environmental impact, or reduced lifecycle costs, subject to agreement with relevant stakeholders.

~~(1) Street Lighting~~

~~1. The City of Cockburn will not support the installation of street lighting standards which are not approved by Western Power and therefore will not be maintained by them.~~

~~2. The subdivider shall only choose street lighting from the standard or decorative range approved by Western Power. Light pole types, colours and light fixtures are to be similar and consistent with the adjoining development.~~

~~3. Alternatively, the developer may request that Western Power incorporate the proposed lighting style within its decorative range; however, approval will not be given for the installation until the City has been formally advised of Western Powers agreement.~~

Title	Street & Public Open Space Lighting

~~4. All street lighting including suitable illumination of traffic management treatments is to be provided in accordance with Western Power specification for illumination levels, materials and installation, and shall be designed in accordance with the latest edition of Australian Standard AS1158.~~

~~5. The developer shall liaise with Western Power to use the most energy efficient lights available so as to reduce carbon emissions and mitigate the impacts of climate change.~~

~~6. Illumination is not to spill beyond the front building line of the adjacent properties unless required for security purposes. Additionally, the developer shall select lights that reduce the light spill into surrounding natural areas to reduce the impact on native fauna.~~

~~7. Where practical the City will partner with organisations and government agencies to trial new lighting technologies that minimise energy use and reduce light spill~~

~~(2)~~

(2) Alternative Street Lighting

1. Lighting infrastructure that is not part of the standard or decorative range approved by Western Power will be considered on a case-by-case basis and requires approval by the City.

2. Proposals for alternative street lighting must be supported by a detailed submission, including:
a. lighting design documentation and specifications;
b. intended function and application of the lighting;
c. certification by a suitably qualified lighting professional confirming compliance with relevant Australian Standards; and
d. evidence of product reliability, availability and manufacturer support.
f. the City's ability to safely and efficiently maintain the asset over its lifecycle

3. The City will assess alternative lighting proposals having regard to:
a. whole-of-life cost and maintenance implications;
b. asset durability and suitability for the proposed location;
c. energy efficiency and environmental performance;
d. compatibility with existing infrastructure and maintenance practices; and
e. alignment with the City's strategic and place-based objectives.

4. The developer shall be responsible for all costs associated with the supply, installation and commissioning of the lighting, and for maintenance of the lighting for a minimum period of two (2) years following commissioning.

Title	Street & Public Open Space Lighting

5. Prior to the expiration of the maintenance period, the lighting installation shall be inspected by the developer and the City to confirm that it is in acceptable condition for handover.

6. Handover of alternative lighting infrastructure will only be accepted where the requirements of Section 4 (General Lighting Requirements) have been satisfied, including provision of asset information, warranties and maintenance documentation.

7. Where alternative lighting is approved, the City may require the provision of spare components to support ongoing maintenance. The quantity and type of spare components shall be determined by the City based on asset criticality and availability.

8. Approval of alternative lighting is at the discretion of the City.

~~Public Area Lighting~~

~~1. Applications for installation of unique Public area Lighting which differs from the Western Power decorative range will be considered on a case by case basis and approved by the Chief of Operations.~~

~~2. Each application should be accompanied by complete standards and specifications of the lighting design and styles proposed and a recommended maintenance schedule for the ongoing care and upkeep of the infrastructure.~~

~~3. The application will also include a statement by the lighting consultant outlining the intended application for the lighting proposed and a signed certification that the lighting is designed and installed in accordance with the relevant Australian Standard.~~

~~4. The developer will be responsible for all costs associated with the commissioning of the public area lighting and for the ongoing maintenance of the lighting for a 2 year period after commissioning. At the expiration of the 2 year period representatives of the developer, consultant and the City shall meet to inspect the lighting to satisfy them that the network is in good working order.~~

~~5. Where Public Area Lighting is not consistent with the decorative range approved by Western Power, the City shall be entitled to an additional 10% (minimum) of the total number of light poles, fittings, luminaries or any other fixture established as part of the network to be used as spares to ensure the ongoing operation of the lighting system.~~

(3) Public Open Space Lighting

1. Lighting within public open space, including parks, reserves and foreshore areas, shall be designed in accordance with the City's Open Space Lighting Guidelines and Public Open Space Development Guide.

Title	Street & Public Open Space Lighting

2. Where inconsistencies exist between this Policy and associated guidelines, the intent of this Policy shall prevail.

3. Proposals for public open space lighting that are not consistent with the applicable guidelines shall require approval by the City.

4. All public open space lighting shall comply with the requirements of this Policy, including Section 4 (General Lighting Requirements).

5. Lighting proposals shall demonstrate suitability in accordance with this Policy for the intended location, including consideration of:
a. asset durability and expected service life;
b. maintenance requirements and access;
c. energy efficiency and environmental performance; and
d. availability of replacement components and ongoing product support.

6. Where bespoke or non-standard lighting is proposed within public open space, the requirements of Section 2 (Alternative Lighting) shall apply.

(4). General Lighting Requirements

1. Lighting shall only be provided where required and shall be designed to minimise extent, intensity and duration.

2. All lighting shall comply with the latest editions of relevant Australian Standards and applicable legislation.

3. Lighting installations shall be energy efficient, utilise LED technology unless otherwise approved, and be selected based on whole-of-life cost and performance.

4. Lighting shall be designed to minimise light spill, glare and impacts on adjoining properties, road users and environmentally sensitive areas.

5. Lighting assets shall be durable, fit for purpose, and minimise ongoing maintenance requirements.

6. The City will only accept lighting assets where adequate asset information, documentation, warranties and maintenance requirements is provided in the City's format.

7. Non-standard lighting shall be assessed in accordance with Section 2 of this Policy.

Title	Street & Public Open Space Lighting

Strategic Link:	Asset Management Strategy and Public Open Space Strategy
Category	Assets & Maintenance
Lead Business Unit:	Civil Infrastructure
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	11 May 2023
Next Review Due: (Governance Purpose Only)	~~May 2025~~June 2028
ECM Doc Set ID: (Governance Purpose Only)	8740109

Title	Street & Public Open Space Lighting

Policy Type

Council

Policy Purpose

The purpose of this Policy is to ensure street lighting within the City is limited to infrastructure approved and maintained by Western Power, in order to minimise long-term maintenance and asset management costs.

The policy also provides a framework for the assessment and approval of non-standard or alternative lighting in public areas, including requirements for design, installation, lifecycle performance and handover.

The policy also ensures all lighting infrastructure is delivered in a manner that is safe, energy efficient, sustainable, and appropriate to its intended use and location.

Policy Statement

The City will only support the installation of lighting infrastructure that is standardised, energy efficient, and cost-effective to maintain over its lifecycle, unless otherwise approved in accordance with this Policy.

(1) Street Lighting

1. The City will only support the installation of street lighting that is approved, owned and maintained by Western Power, unless otherwise approved by the City for strategic or place-based outcomes.

2. Developers shall select street lighting infrastructure from the standard or decorative range approved by Western Power. Lighting types shall be consistent with adjoining development areas unless otherwise approved.

3. Where a developer proposes an alternative lighting type, approval shall only be considered where Western Power has formally accepted the lighting into its approved decorative range.

4. All street lighting, including illumination of traffic management treatments, shall be designed and installed in accordance with Western

Title	Street & Public Open Space Lighting

Power requirements and the latest editions of relevant Australian Standards, including the AS/NZS 1158 series.

5. Lighting shall be energy efficient and aligned with current industry best practice and the City's Climate Change Strategy.

6. Illumination is not to spill beyond the front building line of the adjacent properties unless required for security purposes. Additionally, the developer shall select lights that reduce the light spill into surrounding natural areas to reduce the impact on native fauna. All lighting shall comply with the current version of AS/NZS 4282 for control of obtrusive light, including limits on spill light, glare, and sky glow.

7. The City may support trials of new lighting technologies where they demonstrate improved energy efficiency, reduced environmental impact, or reduced lifecycle costs, subject to agreement with relevant stakeholders.

(2) Alternative Street Lighting

1. Lighting infrastructure that is not part of the standard or decorative range approved by Western Power will be considered on a case-by-case basis and requires approval by the City.

2. Proposals for alternative street lighting must be supported by a detailed submission, including:
a. lighting design documentation and specifications;
b. intended function and application of the lighting;
c. certification by a suitably qualified lighting professional confirming compliance with relevant Australian Standards; and
d. evidence of product reliability, availability and manufacturer support.
f. the City's ability to safely and efficiently maintain the asset over its lifecycle

3. The City will assess alternative lighting proposals having regard to:
a. whole-of-life cost and maintenance implications;
b. asset durability and suitability for the proposed location;
c. energy efficiency and environmental performance;
d. compatibility with existing infrastructure and maintenance practices; and
e. alignment with the City's strategic and place-based objectives.

4. The developer shall be responsible for all costs associated with the supply, installation and commissioning of the lighting, and for

Title	Street & Public Open Space Lighting

maintenance of the lighting for a minimum period of two (2) years following commissioning.

5. Prior to the expiration of the maintenance period, the lighting installation shall be inspected by the developer and the City to confirm that it is in acceptable condition for handover.

6. Handover of alternative lighting infrastructure will only be accepted where the requirements of Section 4 (General Lighting Requirements) have been satisfied, including provision of asset information, warranties and maintenance documentation.

7. Where alternative lighting is approved, the City may require the provision of spare components to support ongoing maintenance. The quantity and type of spare components shall be determined by the City based on asset criticality and availability.

8. Approval of alternative lighting is at the discretion of the City.

(3) Public Open Space Lighting

1. Lighting within public open space, including parks, reserves and foreshore areas, shall be designed in accordance with the City's Open Space Lighting Guidelines and Public Open Space Development Guide.

2. Where inconsistencies exist between this Policy and associated guidelines, the intent of this Policy shall prevail.

3. Proposals for public open space lighting that are not consistent with the applicable guidelines shall require approval by the City.

4. All public open space lighting shall comply with the requirements of this Policy, including Section 4 (General Lighting Requirements).

5. Lighting proposals shall demonstrate suitability in accordance with this Policy for the intended location, including consideration of:
a. asset durability and expected service life;
b. maintenance requirements and access;
c. energy efficiency and environmental performance; and
d. availability of replacement components and ongoing product support.

6. Where bespoke or non-standard lighting is proposed within public open space, the requirements of Section 2 (Alternative Lighting) shall apply.

Title	Street & Public Open Space Lighting

(4). General Lighting Requirements

1. Lighting shall only be provided where required and shall be designed to minimise extent, intensity and duration.

2. All lighting shall comply with the latest editions of relevant Australian Standards and applicable legislation.

3. Lighting installations shall be energy efficient, utilise LED technology unless otherwise approved, and be selected based on whole-of-life cost and performance.

4. Lighting shall be designed to minimise light spill, glare and impacts on adjoining properties, road users and environmentally sensitive areas.

5. Lighting assets shall be durable, fit for purpose, and minimise ongoing maintenance requirements.

6. The City will only accept lighting assets where adequate asset information, documentation, warranties and maintenance requirements is provided in the City's format.

7. Non-standard lighting shall be assessed in accordance with Section 2 of this Policy.

Strategic Link:	Asset Management Strategy and Public Open Space Strategy
Category	Assets & Maintenance
Lead Business Unit:	Civil Infrastructure
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	11 May 2023
Next Review Due: (Governance Purpose Only)	June 2028
ECM Doc Set ID:	8740109

Title	Street & Public Open Space Lighting
(Governance Purpose Only)	

[5]

8.4 Office of the CEO

8.4.1 (2026/MINUTE NO 0047) Review of Standing Orders Local Law - Report on Submissions and Other Matters

Responsible Executive Chief Executive Officer

Author(s) General Counsel

Attachments
1. Table of Community Submissions on Standing Orders Local Law Review ⇩
2. City of Stirling Meeting Procedures Local Law 2021 ⇩

Officer Recommendation
The Committee recommends Council:

(1) NOTES the submissions made by the community on the City of Cockburn Standing Orders Local Law 2016;

(2) ENDORSES Option _____ for the City of Cockburn Standing Orders 2016;

(3) NOTES the analysis of petitions received by the City in 2024 and 2025; and continues the current practice of presenting all petitions to Council; and

(4) NOTES the suggestions for improvements to be made to the Standing Orders Local Law 2016.

Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Deputy Mayor P Corke
That Council:

(1) NOTES the submissions made by the community on the City of Cockburn Standing Orders Local Law 2016;

(2) RESOLVES to AMEND the City of Cockburn Standing Orders Local Law 2016; and

(3) NOTES the analysis of petitions received by the City in 2024 and 2025; and continues the current practice of presenting all petitions to Council.

CARRIED 7/0

Reasons
Council should note that the State Government are preparing to introduce standardised meeting procedures, which will replace all existing Council standing orders.

In this context, investing significant officer time in developing a new standing orders local law will not deliver lasting value, and that time and effort will be sunk once the standardised meeting procedures are in place. A measured approach - making only targeted updates - ensures the local law is fit for purpose in the short term, while avoiding wasteful use of resources. This strikes a practical and responsible balance between meeting current needs and preparing for imminent change.

Officer Comment
City officers support the alternate motion.

Background

At the 9 December 2025 Ordinary Meeting of Council, Council resolved the following, following a Notice of Motion by Councillor Stone:

That Council:

(1) REINTRODUCES the presentation of petitions as an item in the Order of Business at Ordinary Council Meetings under clause 4.1 of the Standing Orders Local Law;

(2) REQUESTS the Chief Executive Officer to write to the Minister for Local Government requesting an update on the introduction of the standardised meeting procedures for all local governments, as well as an indicative timeline for implementation;

(3) COMMENCES a review of the Standing Orders Local Law, including giving local public notice; and

(4) REQUESTS the Chief Executive Officer to prepare a further report to be presented to the Governance Committee before June 2026 with the outcome of the local law review, an analysis of petitions received by the City in the 2024 and 2025 Calendar Years and proposals for the improvement of the Standing Orders Local Law.

This report responds to resolution (4), presenting the following to Council for their consideration:

(1) the community submissions received on the City of Cockburn Standing Orders 2016 pursuant to section 3.16 of the Local Government Act 1995;

(2) suggestions for how the City of Cockburn Standing Orders Local Law 2016 can be improved, noting that this local law will be superseded by the standardised meeting procedures to be introduced by the State Government; and

(3) an analysis of petitions received by the City in 2024 and 2015.

Submission

Community submissions on the City of Cockburn Standing Orders 2016 are attached to this report (Attachment 1). Commentary on re-occurring themes is provided in the detail of this report.

Report

Community submissions – City of Cockburn Standing Orders Local Law 2016

From 12 January to 6 March 2026, the City sought comment on its current City of Cockburn Standing Orders 2016 pursuant to section 3.16 of the Local Government Act 1995.

The City received six submissions. These submissions were varied, but some repeated commentary included:

- Some community members expressed a desire for the length of time spent on public question time and deputations to be extended in order to allow for more debate. The City considers the current time limits of 15min for public question time and 10min for deputations appropriate considering that the Presiding Member always has the option to extend public question time, and supplementary documentation can be submitted alongside a deputation. The time limits serve a practical function by ensuring that all matters before Council are heard and adequately considered within the limits of the meeting.
- Some community submissions requested that Council amend the Standing Orders Local Law to require that all written public questions are recorded in the minutes. The City believes this is ultimately unnecessary. Those with public questions should be willing to attend a Council meeting (or organise a proxy to attend) in order to ask their question directly to Council. It is important that the minutes accurately reflect what was asked and said at the actual meeting.

Suggestions for improvement – City of Cockburn Standing Orders Local Law 2016

City officers present three options for Council to consider in determining the best step forward.

Option 1 – No change to the Standing Orders Local Law

One option for Council to consider would be to simply let the Standing Orders continue to operate as is. This would be done in anticipation of the incoming Standardised Meeting Procedures by the Department of Local Government, Industry Regulation and Safety.

This offers the advantage of reduced costs which would otherwise be involved in either of the other options. However, the timeline for the implementation of the Standardised Meeting Procedures has not been made clear by the Department, and this option necessitates continuing with the current Standing Orders Local Law for as long as it takes.

In relation to this option, the CEO has written to the Department for Local Government seeking an exemption from the provisions in the Local Government Act 1995 that would automatically repeal the City's local laws in December 2026. The City understands the Department is willing to receive these requests given the Standardised Meeting Procedures may not be in force prior to December 2026.

Option 2 – Amend the Standing Orders Local Law

City officers conducted a desktop review of the Standing Orders, comparing the City's current Standing Orders Local Law 2016 to what the City understands key processes will be under the Standardised Meeting Procedures.

In doing this review, the City officers were cognisant of the looming implementation of standardised meeting procedures, and that any work done now will be sunk in the

very near future. For that reason, City officers have shown restraint in the suggestions for improvement.

Noting the submissions received above, as well as the above review, the City recommends the following changes to the City of Cockburn Standing Orders Local Law 2016:

Public Question Time	The current Standing Orders Local Law should be amended to include the following clauses: • If a question or a similar question has been asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting where that question was asked and answered • Persons submitting a question in advanced may send a personal representative to ask the question at the meeting if they themselves could not attend.
Deputations	The following clauses are recommended to be included in regard to deputations: • Require that the written request to be received as a deputation be sent no later than 48 hours prior to the meeting • Require that a response from either the CEO or presiding member be provided to the person requesting deputation no later than 12 noon on the day of the meeting • Allow for council members to ask questions of presenters so long as the total time of the deputation does not exceed 10min.
Order of business	Clause 4.2 of the current Standing Orders Local Law directly specifies the order of business. It is recommended that the clause be amended to allow the Presiding Member to change the order of business by resolution.
Petitions – Adding a Division on Petitions outlining procedures and requirements	The current Standing Orders Local Law is silent on matters of petitions. In order to better facilitate community engagement with local government, the City views it as desirable that the Standing Orders Local Law be amended in order to outline: • (1) who can submit a petition • (2) what is required in order for a petition to be accepted by the City • (3) how Council will handle accepted petition • (4) require all petitions be dealt with and outcomes reported.

These recommended changes are consistent with the standardised meeting procedures as announced (but not yet finalised) in the Department of Local Government, Industry Regulation and Safety (LGIRS) Consultation Paper. This ensures consistency for when the standardised meeting procedures are introduced minimising disruption and preventing wasteful expenditure.

Option 3 – Repeal and replace the current Standing Orders Local Law with another local government local law

One option available to the City is the adoption (with or without amendments) of another Local Government's Local Law if satisfied that it best reflects the needs of the City. This option provides the advantage of providing the City a new updated Standing Orders while drastically reduced costs associated with drafting an updated local law.

In consideration of several other local governments, the City of Stirling Meeting Procedures Local Law 2021 (Attachment 2) provides the best available candidate for adoption due to its relatively recent drafting and compatibility with the existing Standing Orders at Cockburn.

If this option is pursued by Council, the City will formally review the City of Stirling Meeting Procedures Local Law 2021 and present any suggested amendments to Council.

Analysis of Petitions received – 2024 and 2025

The following table provides a list of Petitions received by the City in 2024 and 2025, and a summary of the current status.

Petition	**Status**
Keep Prato Vista a cul-de-sac and not proceed with the planned intersection – received 24 January 2024	Received and no further action
North Coogee proposed division and name change – received 7 May 2024	Received and no further action
Removal and replacement of street trees – received 14 May 2024	Received and no further action
Removal of public pontoon – received 14 May 2024	Received and Council report
Underground power in North Coogee – received 12 August 2024	Received and referred to relevant authority
Parking petition for Junction Boulevard – received 15 October 2024	Received and no further action
Removal of median strip and implementation of angled parking on Hammond Road – received 30 September 2024	Received and no further action
Ongoing support for Fit for Life group – received 5 November 2024	Received and referred to relevant authority
Close Criddle way at the Wattleup Road intersection and for construction of noise wall – received 11 November 2024	Received and no further action
Help make Cockburn Sound nuclear free – received 21 November 2024	Received and no further action
Construction of a Left Turning Lane out of Powell	Received and no further action

Road – received 9 December 2024	
Request to convert Bondi Park to an off-leash dog park – received 18 December 2024	Received and no further action
Save our public pontoon at Ngarkal Beach – received 20 December 2024	Received and no further action
Petition to allow trading – received 7 March 2025	Received and no further action
Increase fox control – received 28 February 2025	Received and no further action
Support for rezoning of land to enable acquisition – received 19 March 2025	Received and referred to relevant authority
Installation of speed calming on Davilak Road – received 13 October 2025	Received and no further action
Installation of weather shelter at bus stop on Armadale Road – 10 November 2025	Received and referred to relevant authority
Rockingham road improvement for road safety – received 22 December 2025	Received and no further action

Where no further action was available in response to petitions, as the matters raised were either constrained by applicable planning or zoning frameworks, or fell outside the City's jurisdiction. Petitioners were, however, provided with a formal response from the relevant Director, Group Manager, or appropriately qualified officer.

Strategic Plans/Policy Implications

Our Governance

Transparent leadership that listens, communicates openly and plans for a sustainable future.

• Facilitate transparent and accountable governance for today and tomorrow.

Budget/Financial Implications

There are no significant budget implications arising from the recommendations of this report.

It is not anticipated that additional resourcing is required to give effect to the suggested improvements to the City of Cockburn Standing Orders Local Law 2016.

Costs associated with the procedural aspects of making the amendment local law should be able to be met in the City's FY 2026/2027 budget.

Legal Implications

The City of Cockburn Standing Orders Local Law 2016 was overdue for review pursuant to section 3.16 of the Local Government Act 1995.

The City must review its local laws within the legislative timeframe provided under section 3.16 otherwise they will lapse on 7 December 2026 if still in effect. The review completed by the City has complied with the legislative requirements specified in section 3.16 of the Local Government Act 1995.

Community Consultation

In accordance with section 3.16 of the Act, the City invited community submissions between 12 January and 6 March 2026.

The opportunity to provide comment was advertised:

1. on the City' website
2. in the Comment on Cockburn e-newsletter
3. in the Cockburn Soundings electronic newsletter
4. via a poster at the City's Main Administration Building and Spearwood, Coolbellup and Success Libraries
5. in the Cockburn PerthNow newspaper
6. on the City of Cockburn Facebook page
7. by direct email to residents associations and information distribution of the City's reference groups.

In total, 6 submissions were received on the City of Cockburn Standing Orders Local Law 2016.

Submissions raised broad and varied points, which can be found in the attached documents.

Risk Management Implications

There is a low level of risk associated with adopting the officer recommendations as presented to Council.

There is a moderate to substantial level of risk if Council were not to endorse the outcome of the section 3.16 local law review, as it means the City of Cockburn Standing Orders Local Law 2016 is amenable to lapse on 7 December 2026, if it is not repealed or replaced in their entirety.

Advice to Proponent(s)/Submitters

Those who lodged a submission on the City of Cockburn Standing Orders Local Law 2016 been advised that this matter is to be considered at the 16 June 2026 Governance Committee.

Implications of Section 3.18(3) Local Government Act 1995

Nil

Online and hard copy submissions

#	Date received	Name	Are you aware of the current local laws regarding standing orders?	Do you support the current Standing Orders Local Law as it currently is?	What changes or additions, if any, would you like to see in the Standing Orders Local Law?	Officer response
1	12 Jan	Withheld by request	Yes	Yes		Feedback noted.
2	15 Jan	Withheld by request	Yes	No	Subjectivity of "Adverse Reflection": The rule prohibiting members from reflecting "adversely" on a Council decision, except when moving to revoke it, can be seen as a restriction on free speech and healthy public debate. High Financial Penalties: Breaching confidentiality or failing to leave the chamber when ordered carries a penalty of up to $5,000, which is excessive for procedural violations. Presiding Member Power: The presiding member has significant discretion to decide on questions where the law is silent, and their ruling is final, which could lead to claims of bias or lack of oversight. Time Limitations: Restricting public question time to 15 minutes and deputations to 10 minutes (for a maximum of 5 people) is insufficient for complex community issues that require broader public input. Administrative Barriers: The 14-day	Feedback noted. The City values free speech and healthy public debate. Adverse reflection is not necessary for a person to get their point across. The penalty amount of $5,000 is set by the *Local Government Act 1995*, and the City does not have the power to change it. It is standard convention for the Presiding Member to determine questions of procedure where the law is silent. Clause 15.6 allows a majority of other Elected Members to dissent on a ruling, which provides suitable oversight. While the standard time allocated for public questions is 15 minutes, the current Standing Orders allow for that time to be extended by the Presiding Member. In respect of deputations, while

					notice requirement for a member to include a motion on the agenda slows down the Council's ability to respond quickly to emerging community concerns.	a 10-minute time limit and maximum of 2 speakers does apply, supplementary documentation can be provided to Council for them to consider. A time limit is appropriate to ensure that sufficient time is allowed at the meeting for the business of the meeting. Having a notice period of 14 days is appropriate to allow the relevant City officer to draft a response to the motion, in time for the meeting. Council is able to respond quickly to emerging concerns by raising an item of urgent business under the Standing Orders.
3	29 Jan	Withheld by request	Yes	No	More needs to be done about drug dealers, dirt bikes, roaming cats and dogs and illegal campers.	Feedback noted. The Standing Orders do not control any of these matters. Any concerns about these matters should be directed to the City through its customer service channels, so they can be investigated.
4	23 Feb	Joyce Gadalon	Yes	No	Proposed Comments on Standing Orders – Recording of Public Questions I would like to raise concerns regarding the current interpretation of the Standing Orders as it relates to the recording of Public Questions in Council minutes.	Feedback noted.

					While the Standing Orders state that a question “shall lapse” if the resident is not present at the meeting, this should not prevent the written question itself from being recorded in the minutes. Historically, the City has included written Public Questions and their responses in the minutes, even when the resident was not in attendance. This long-standing practice promoted transparency, accountability, and public confidence in Council processes. The recent change — where written questions are no longer included in the minutes if the resident is absent — significantly reduces transparency. Not everyone is able to attend Council meetings due to work, caring responsibilities, disability, transport limitations, or personal circumstances. Excluding their questions from the public record effectively silences a portion of the community and undermines the purpose of Public Question Time as a democratic mechanism. Public Questions are one of the few formal tools residents have to place issues on the public record. When these questions are omitted from the minutes, the community loses visibility of what concerns are being raised, how often they are	

					raised, and how the City is responding. This is particularly important given the existing community distrust of decision-making bodies — reducing transparency risks deepening that distrust. For these reasons, I strongly recommend that the City reinstate the previous practice of recording all written Public Questions and their responses in the Council minutes, regardless of whether the resident is physically present. This approach is consistent with good governance, supports public confidence, and ensures that all residents — not just those able to attend in person — can participate meaningfully in local democracy.	
5	24 Feb	Name withheld by request	Yes	No	I would like the Standing Orders Local Law amended to require that all written Public Questions be recorded in the Council minutes, even if the submitter is not present. The rule that a question “shall lapse” should apply only to speaking at the meeting, not to including the written question in the public record. The Local Law should also ensure that responses are published and that residents who cannot attend in person are still able to participate. These changes would improve transparency, accountability, and	Feedback noted.

					public confidence in Council processes.	
6	26 Feb	Name withheld by request	Yes	No	As a father and husband raising two young daughters here in Cockburn, I want our council meetings to be genuinely open, fair and accessible so working families like mine can actually participate and stay informed. The current Standing Orders are mostly solid, but I'd like to see some practical updates that put residents first. Public Question Time (clause 4.4) – Extend the allocated time from 15 minutes to a minimum of 30 minutes at every ordinary meeting, with the presiding member able to extend further if people are still waiting. Fifteen minutes is often not enough for busy parents to get answers on issues that affect our kids and neighbourhoods. Deputations (clause 4.6) – Increase the time allowed to 15 minutes and let up to three people speak (instead of two). This would help community groups and families properly explain concerns without feeling rushed. Open meetings and confidentiality (Part 7 and clause 4.12) – Require a stronger public-interest test before closing any part of a meeting to the public, and always publish a clear, non-confidential summary of decisions made	Feedback noted. While the standard time allocated for public questions is 15 minutes, the current Standing Orders allow for that time to be extended by the Presiding Member. In respect of deputations, while a 10-minute time limit and maximum of 2 speakers does apply, supplementary documentation can be provided to Council for them to consider. A time limit is appropriate to ensure that sufficient time is allowed at the meeting for the business of the meeting. The rules that control when a meeting can be closed to the public are provided for in the Local Government Act 1995. The Act already requires that decisions made behind closed doors must be contained in the Minutes, but in a way that protects the confidentiality of the item. The rules that control livestreaming of Council meetings are also provided in the Local Government Act 1995. This requires all Council meetings to be

					behind closed doors as soon as possible. Taxpayers deserve to know what's being decided in their name. Live streaming and recordings (new addition) – Mandate that all ordinary and special council meetings are live-streamed on the City's website and recordings are kept online for at least 12 months. Many working parents can't attend in person on a weeknight, but we still want to watch and hold our councillors accountable. Notices of motion (clause 4.9) – Reduce the standard notice period from 14 clear days to 7 days for ordinary business. This would let councillors respond more quickly to genuine community issues that arise between meetings. Electronic participation – Add a clause allowing members of the public to submit questions or deputations via video link or pre-recorded video where appropriate, so more families can have their say without needing to arrange childcare or take time off work. These changes would make meetings more transparent, efficient and family-friendly while still keeping proper order and respect. I believe stronger public access and quicker	livestreamed. The City also livestreams its Committee meetings, although it is not required to do so under the Act. The City already keeps copies of livestreamed meetings online on its website and on YouTube for longer than 12 months. Having a notice period of 14 days is appropriate to allow the relevant City officer to draft a response to the motion, in time for the meeting. Council is able to respond quickly to emerging concerns by raising an item of urgent business under the Standing Orders.

					responsiveness will build greater trust in local government. Thank you for the opportunity to have input.	

City of Stirling

MEETING PROCEDURES LOCAL LAW 2021

Local Government Act 1995

City of Stirling

Meeting Procedures Local Law 2021

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Local Government Act 1995

City of Stirling

Meeting Procedures Local Law 2021

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Stirling resolved on 3 August 2021 to make the following local law.

Part 1 - Preliminary

1.1 Citation

(1) This local law is the *City of Stirling Meeting Procedures Local Law 2021.*

(2) This local law is referred to as "the" or "this" "Local Law."

1.2 Commencement

This local law commences on 17 October 2021.

1.3 Application and intent

(1) This Local Law contain the rules that apply to the conduct of meetings of the Council and its committees and to meetings of electors.

(2) All meetings are to be conducted in accordance with the *Act*, the Regulations and this Local Law.

(3) This Local Law is intended to result in -

(a) greater public access to the City's decision-making process;

(b) better decision making by the Council and its committees;

(c) the orderly conduct of meetings dealing with Council business;

(d) better understanding of the process of conducting meetings; and

(e) more efficient and effective use of time at meetings.

1.4 Interpretation

In this Local Law, unless the context requires otherwise -

"broadcast" has the meaning given in Section 36C of the *Evidence Act 1906;*

"clause" means a clause of this Local Law;

"Council" means the Council of the City of Stirling;

"district" means the district of the local government;

"meeting" means a meeting of the Council or of a committee, or an electors' meeting, as the context requires;

"member" -

(a) has the same meaning given to it in the *Act*; and

(b) includes a person who is a member of a committee listed under Section 5.9 of the *Act.*

"minor amendment", in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;

"Local Government" means the City of Stirling;

"Presiding Member" means -

(a) in respect of the Council, the person presiding under Section 5.6 of the *Act*; and

(b) in respect of a committee, the person presiding under Sections 5.12, 5.13 and 5.14 of the *Act*; and

(c) in respect of an Electors' Meeting the person presiding under Section 5.30 of the *Act.*

"Regulations" means the *Local Government (Administration) Regulations 1996*;

"simple majority" means more than 50% of the members present and voting;

"substantive motion" means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

1.5 Repeal

The *City of Stirling Meeting Procedures Local Law 2009* published in the *Government Gazette* on 16 April 2009, and the *City of Stirling Meeting Procedures Amendment Local Law 2012* published in the *Government Gazette* on 18 May 2012, are repealed.

Part 2 - Meetings of Council

2.1 Ordinary and special Council meetings

(1) An ordinary meeting of the Council, held as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(2) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

2.2 Convening Council meetings

(1) Subject to subclause (2), the CEO is to give at least 72 hours' notice, for the purposes of Section 5.5 of the *Act*, in convening a special meeting of the Council.

(2) Where, in the opinion of the Mayor or at least 1/3 of members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special meeting of the Council.

2.3 Calling committee meetings

A meeting of a committee is to be held -

(a) if called for in a verbal or written request to the CEO by the Mayor or the Presiding Member of the committee, advising the date and purpose of the proposed meeting;

(b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or

(c) in accordance with a decision of the Council or the committee.

Part 3 - Quorum

3.1 Where quorum not present prior to or during a meeting

If at any time prior to or during a meeting a quorum is not present -

(a) the Presiding Member must delay or suspend the proceedings of the meeting for a period of up to 15 minutes;

(b) if a quorum is not present at the expiry of the delay or suspension period under subclause (a), the Presiding Member may either adjourn the meeting to some future time or date, or may extend the delay or suspension period for a further period up to 30 minutes; and

(c) if a quorum is not present at the expiry of the extended period of delay or suspension under subclause (b), the Presiding Member must adjourn the meeting to a later time on the same day or to another day.

3.2 Names to be recorded

At any meeting which is adjourned for want of a quorum, the names of the members then present must be recorded in the minutes.

Part 4 - Business of a meeting

4.1 Business to be specified

(1) No business is to be transacted at any ordinary meeting of Council other than that specified in the agenda, without the approval of the Presiding Member or a decision of the Council.

(2) No business is to be transacted at a special meeting of Council other than that given in the notice of the meeting as the purpose of the meeting.

(3) No business is to be transacted at a committee meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, without the approval of the Presiding Member or a decision of the committee.

(4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be given precedence at that meeting.

(5) Where a committee meeting is adjourned to the next committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that meeting.

(6) Where a Council or committee meeting is adjourned to a meeting not described in subclause (4) or (5), no business is to be transacted at that later meeting other than that -

(a) specified in the notice of the meeting that is adjourned; and

(b) which remains unresolved.

4.2 Order of business

(1) Unless otherwise decided, the order of business at any ordinary meeting of Council is to be as determined by the Presiding Member.

(2) Unless otherwise decided, the order of business at any committee meeting is to be as determined by the Presiding Member.

(3) Unless otherwise decided, the order of business at any special meeting of the Council is to be as determined by the Presiding Member.

(4) Notwithstanding subclauses (1), (2) and (3), the CEO may include on the agenda of a Council or committee meeting, in an appropriate place within the order of business, any matter which the CEO considers is appropriate to be considered or decided by that meeting.

4.3 Acknowledgement of Country

At every ordinary and special meeting of Council, the Presiding Member must ensure that there is an Acknowledgement of Country recognising the traditional owners of the land on which the meeting is being held, the Wadjak People of the Nyoongar Nation.

4.4 Announcements by the Presiding Member

Announcements by the Presiding Member or a person nominated by the Presiding Member must -

(a) be limited to informing the meeting of official duties performed, or functions attended, by a member or employee, or of other matters of importance to the meeting, of which it has not previously been informed;

(b) be as brief and concise as practicable; and

(c) unless the meeting resolves otherwise, be completed within 10 minutes.

4.5 Notices of Motion

(1) Unless the Act, Regulations or this Local Law otherwise provide, a member may move a motion at a Council meeting which must relate to the good governance of persons in the district, and of which notice has been given to the CEO under this clause**.**

(2) A Notice of Motion under subclause (1) must -

(a) be in writing;

(b) be given at least 5 clear working days before the meeting at which the motion is moved;

(c) call for a further report to be submitted at an ordinary Council meeting no less than 15 clear working days after the meeting at which the motion is moved; and

(d) include a rationale as to how the Notice of Motion relates to the good governance of the district.

(3) A Notice of Motion that does not comply with subclause (2)(c) may be approved by -

(a) the CEO in agreement with the Presiding Member in circumstances that have the same meaning as **"cases of extreme urgency or other special circumstances"** as defined in clause 4.6(1)(b); or

(b) Council in any circumstance.

(4) The CEO -

(a) with the agreement of the Presiding Member, may rule a Notice of Motion out of order where it -

(i) is offensive or defamatory in nature;

(ii) makes unsubstantiated claims regarding the City, members, City employees, stakeholders or relevant organisations;

(iii) is similar in intent or substance to a Notice of Motion or motion which has been previously raised or resolved;

(iv) relates to matters that are administrative or operational; or

(v) may breach this Local Law or any other law.

(b) may make minor corrections and amendments to the motion, without altering the intent or substance of the motion.

(5) If a Notice of Motion is ruled out of order under subclause (4), the Mayor or CEO must provide the reason for its exclusion to the member who gave notice of the motion as soon as practicable.

(6) At the meeting at which the report required by the Notice of Motion is to be considered, the CEO may provide relevant material facts and circumstances including -

(a) strategic and risk implications;

(b) financial implications;

(c) sustainability implications; and

(d) policy and legal implications.

(7) A Notice of Motion lapses unless -

(a) the member moves the motion and it is seconded;

(b) the member submits a written request to the Presiding Member prior to the meeting to defer consideration of the Notice of Motion to a specified later meeting and the Presiding Member consents to the deferral;

(c) the member who gave notice of it authorises another member in writing to move the Notice of Motion when called upon by the Presiding Member; or

(d) the Council or committee resolves to defer consideration of the motion to a later stage or date.

(8) An amendment, to a motion of which notice has been given under this clause, must not be considered at a meeting unless -

(a) in the case of an amendment that is not a minor amendment, written notice of the amendment is received by the CEO no later than 12.00pm on the last working date preceding the day of the meeting at which the relevant motion is to be considered; or

(b) in the case of a minor amendment, the mover and seconder consent to the minor amendment.

(9) The Presiding Member -

(a) may determine whether an amendment is a minor amendment; and

(b) must make that determination on the basis that a minor amendment is one which, in the Presiding Member's opinion, does not alter the basic intent of the primary motion.

[Clause 4.5 amended by Government Gazette No. 6 of 2024].

4.6 New business of an urgent nature

(1) In this clause, **"cases of extreme urgency or other special circumstances"** means matters -

(a) that have arisen after the preparation of the agenda that are of such importance and urgency that they cannot be dealt with

administratively by the City and must be considered and dealt with by the Council before the next meeting; and

(b) that, if not dealt with at the meeting, are likely to -

(i) have a significant adverse effect (financially or otherwise) on the City or the community; or

(ii) result in a contravention of a written law.

(2) In cases of extreme urgency or other special circumstances, the Presiding Member may rule to -

(a) raise a matter without notice; and

(b) enable Council to consider and decide on the matter.

(3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting, the CEO is to give a verbal report to the meeting.

(4) The minutes of the meeting must include -

(a) a summary of the verbal report and any recommendations of the CEO; and

(b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO.

4.7 Adoption by exception resolution

(1) In this clause **"adoption by exception resolution"** means -

(a) a resolution of the Council that has the effect of adopting, for each of a number of specifically identified reports, the committee recommendation, or if there is no committee recommendation, the employee recommendation, as the Council resolution; and

(b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee recommendation.

(2) Council or a committee may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter -

(a) in which a financial or proximity interest has been disclosed;

(b) on which a member wishes to make a statement; or

(c) on which a member wishes to move a motion that is different to the recommendation.

4.8 Closure - time limits for Council or committee meetings

(1) Subject to subclause (2), a meeting is to proceed for no longer than three hours after its commencement.

(2) The Presiding Member may rule to extend a meeting three hours after its commencement.

Part 5 - Public participation

5.1 Meetings not open to the public

(1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).

(2) If a motion to close a meeting or part of a meeting to members of the public is carried -

(a) the Presiding Member is to direct everyone to leave the meeting except -

(i) members;

(ii) any City employee who is required to be in attendance or is specified in a resolution; and

(iii) any other person specified in a resolution.

(b) the meeting is to be closed to the public until, at the conclusion of the matter or matters, the Council or the committee resolves to reopen the meeting.

(3) A person who fails to comply with a direction under subclause (3) may, by order of the Presiding Member, be removed from the meeting.

(4) A resolution under this clause may be made without notice of the relevant motion.

(5) Unless the Council or the committee resolves otherwise, once the meeting is reopened, and if any of members of the public return to the meeting, the Presiding Member must ensure that -

(a) any resolution of the Council or committee made while the meeting was closed is read out; and

(b) the vote of a member or members is recorded in the minutes.

5.2 Public Question Time

(1) In this clause -

"question in advance" means a written question or questions submitted by members of the public to the City by 9:00am the day before the meeting; and

"question at the meeting" means all other questions submitted by members of the public prior to or at the meeting.

(2) The Presiding Member is responsible for the conduct of Public Question Time.

(3) A member of the public asking a question during Public Question Time must -

(a) first state their name and suburb;

(b) direct the question to the Presiding Member;

(c) ask the question briefly and concisely;

(d) limit any preamble to matters directly relevant to the question; and

(e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.

(4) Each member of the public who wishes to ask a question in advance is entitled to ask up to three questions before other members of the public will be invited to ask their questions.

(5) Each member of the public who wishes to ask a question at the meeting is entitled to ask up to three questions before other members of the public will be invited to ask their questions.

(6) Unless the Presiding Member rules otherwise, the priority order of Public Question Time is to be -

(a) a question in advance;

(b) a question at the meeting related to an agenda item;

(c) if time permits, a question at the meeting unrelated to an agenda item.

(7) Nothing in this Local Law permits a person to ask both a question in advance and a question at the meeting unless the minimum time for public questions is not completed.

(8) A question may be taken on notice for later response if -

(a) the Presiding Member or the CEO determines; or

(b) the question is unrelated to an agenda item.

(9) When a question is taken on notice, the CEO must ensure that -

(a) a written response is provided to the person who asked the question; and

(b) a summary of the response is included in the minutes of the meeting or the agenda for the next meeting of the Council.

(10) A question may be taken on notice if the person who gave prior written notice of it is not in attendance at the meeting.

(11) Prior to the meeting a person may request that their question be read to the meeting by the Presiding Member or an employee.

(12) A response to a question must -

(a) be brief and concise; and

(b) not be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the Presiding Member) the member may correct or clarify the matter.

(13) The Presiding Member may decide that a question is not to be responded to where -

(a) the same or similar question was asked at a meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;

(b) it is in the form of a statement, provided that the Presiding Member has taken reasonable steps to assist the person to phrase the statement as a question; or

(c) the question -

(i) is offensive or defamatory in nature provided that the Presiding Member has taken all reasonable steps to have the member of the public phrase the question in a manner that is not offensive or defamatory;

(ii) may compromise the integrity of the City;

(iii) may adversely reflect upon the City, members, City employees, stakeholders or relevant organisations;

(iv) requires a speculative answer;

(v) makes unsubstantiated claims or expression of opinions; or

(vi) may breach this Local Law or any other law.

(14) The Presiding Member may rule to extend public question time.

5.3 Distinguished visitor

If a distinguished visitor is present at a meeting of the Council or a committee, the Presiding Member -

(a) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; or

(b) may direct that the presence of the distinguished visitor be recorded in the minutes.

5.4 Deputations

(1) A deputation may be made to a committee in accordance with this clause.

(2) A person or group who wish to make a deputation to a committee must -

(a) apply in writing to the City on the form provided;

(b) state the agenda item that is to be the subject of the deputation; and

(c) state if the deputation is 'in favour' of, or 'opposed' to the report recommendation.

(3) The CEO must refer to the Presiding Member a copy or summary of the application.

(4) A deputation may be made for up to four minutes.

(5) The Presiding Member may allow that period of four minutes to be shared between participants of the deputation and, in the absence of agreement, the Presiding Member must determine which participants are to address the committee and for how long within the total period of four minutes.

(6) Any matter which is the subject of a deputation to the committee must not be decided by the committee until the deputation is completed.

(7) Where a deputation is received by the committee, the participant must address the meeting through the Presiding Member.

(8) The Presiding Member may change the order of business to bring forward any item of business that is the subject of a deputation at a committee meeting

(9) Following a deputation, the Presiding Member may allow members to ask questions of the participant.

(10) The Presiding Member may rule a question asked under subclause (9) out of order where it -

(a) is not relevant to the deputation or the report subject;

(b) is considered offensive or defamatory in nature;

(c) adversely reflects upon the City, members, City employees, stakeholders or relevant organisations;

(d) makes unsubstantiated claims or expressions of opinions

(e) requires a speculative answer; or

(f) may breach this Local Law or any other law.

5.5 Petitions

(1) A petition may be submitted -

(a) online using the ePetition module on the City's website; or

(b) in hard copy form.

(2) A signatory to an ePetition submitted under subclause (1)(a) must -

(a) be made by an elector of the City;

(b) state their full name; and

(c) agree to the terms and conditions on the City's website.

(3) A hard copy petition must -

(a) be addressed to the Mayor, a member or the CEO;

(b) be made by electors of the district;

(c) state the full request and a summary of the reasons for the petition on each page;

(d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;

(e) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;

(f) be respectful and temperate in its language; and

(g) comply with any form prescribed by the *Act* or any other written law.

(4) On the presentation of a petition -

(a) the member is confined to reading a summary of the petition; and

(b) the only motion that is in order is that the petition be received and that it be referred to the CEO for the appropriate action.

(5) At any meeting, the Council must not vote on any matter that is the subject of a petition presented to that meeting, unless -

(a) the matter is the subject of a report included in the agenda; and

(b) the Council has considered the issues raised in the petition.

[Clause 5.5 amended by Government Gazette No. 6 of 2024].

5.6 Confidentiality of information withheld

(1) Information withheld by the CEO from the public in accordance with the Regulations must be -

(a) identified in the agenda of a meeting under the item "Matters behind closed doors"; and

(b) marked "Confidential" in the agenda.

(2) A member or an employee who has -

(a) confidential information under subclause (1); or

(b) information that is provided or disclosed for the purposes of a meeting or part of a meeting that is closed to the public,

must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out the member's or employee's duties.

(3) Subclause (2) does not prevent a member or employee from disclosing information -

(a) at a closed meeting;

(b) in order to implement the decision of Council and subject to any conditions as Council decides;

(c) that is already in the public domain;

(d) to an officer of the Department;

(e) to the Minister;

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

5.7 Recording of proceedings

(1) Unless otherwise ruled by the Presiding Member -

(a) the CEO must ensure that an audio recording is taken of the proceedings of each meeting; and

(b) the CEO may also record and publish the proceedings of a meeting in any other way considered to be appropriate, including the audio or video broadcast of meetings.

(2) Unless with the written authorisation of the Presiding Member, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.

(3) The City is not liable to an action for defamation in relation to a matter published through or linked on its website as part of the broadcast, audio recording or video recording proceedings of a meeting.

5.8 Prevention of disturbance

(1) A reference in this clause to a "person" is to a person other than a member.

(2) A person must ensure that mobile telephones or electronic devices do not disrupt any meeting of the Council or a committee.

(3) A person addressing the Council or a committee must -

(a) extend due courtesy and respect to the Council or committee and the processes under which it operates; and

(b) comply with any direction by the Presiding Member.

(4) A person must not create a disturbance by interrupting or interfering with the orderly conduct of the proceedings of a meeting, whether by expressing approval or dissent, by conversing or by any other means.

(5) The Presiding Member may warn a person who fails to comply with this clause.

(6) If -

(a) after being warned, the person again acts in a manner contrary to this clause, or to this Local Law; or

(b) a person refuses or fails to comply with a direction by the Presiding Member,

the Presiding Member may expel the person from the meeting by ordering the person to leave the meeting room.

(7) A person who is ordered to leave the meeting room and fails to do so may, by order of the Presiding Member, be removed from the meeting room and, if the Presiding Member rules, from the premises.

Part 6 - Questions by members

6.1 Questions on Notice

(1) A member who wishes to submit a Question on Notice at a meeting of the Council must give to the CEO written notice of the question at least five clear working days before the meeting.

(2) With the agreement of the CEO, the Mayor may rule a Question on Notice out of order that -

(a) is considered offensive or defamatory in nature;

(b) makes unsubstantiated claims regarding the City, members, City employees, stakeholders or relevant organisations;

(c) relates to matters that are administrative or operational;

(d) requires a speculative answer; or

(e) may breach this Local Law or any other law.

(3) A ruling made under subclause (2) may be overturned with the written agreement of a majority of members.

(4) A Question on Notice that is not withdrawn or excluded under subclauses (1) or (2) must be included in the agenda of the meeting along with an answer from the CEO.

(5) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the Presiding Member.

6.2 Questions during debate

(1) At any time during the debate on a motion before the motion is put, a member may ask questions with the consent of the Presiding Member.

(2) The Presiding Member may decide that a question is not to be responded to where -

(a) a response to the question has been previously provided; or

(b) it is in the form of a statement, provided that the Presiding Member has taken reasonable steps to assist the member to phrase the statement as a question.

(3) The Presiding Member may rule a question out of order that -

(a) is considered offensive or defamatory in nature;

(b) makes unsubstantiated claims regarding the City, members, City employees, stakeholders or relevant organisations;

(c) relates to matters that are administrative or operational;

(d) requires a speculative answer; or

(e) may breach this Local Law or any other law.

6.3 Restrictions on questions and answers

(1) Questions asked by a member, and responses given must -

(a) be brief and concise;

(b) not be accompanied by expressions of opinion; and

(c) not be accompanied by any discussion or further question, except with the consent of the Presiding Member.

(2) In answering any question, a member or an employee may qualify an answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend the original answer.

Part 7 - Conduct of members

7.1 Members to occupy own seats

(1) At Council meetings, members must be seated in the order as determined by Council following each ordinary election.

(2) At committee meetings, committee members must be seated in their designated positions.

7.2 Official titles to be used

A speaker, when speaking or referring to the Mayor or Deputy Mayor, or to a member employee, must use the title of that person's office.

7.3 Entering or leaving a meeting

(1) A member must not enter or leave a meeting, or take or leave their seat, after the Presiding Member has put a motion to the meeting.

(2) When permitted under subclause (1), a member may enter or leave a meeting by first giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

7.4 Members who wish to speak

(1) A member who wishes to speak at a Council meeting -

(a) must indicate an intention to speak by raising their hand, or by any other method determined by the Presiding Member; and

(b) when invited by the Presiding Member to speak, and unless otherwise determined by the Council, must stand and address the meeting through the Presiding Member.

(2) A member who is unable to stand may sit while speaking.

7.5 Priority of speaking

(1) At a Council meeting, where two or more members indicate, at the same time, their intention to speak, the Presiding Member is to decide which member is to be heard first.

(2) At a committee meeting, the Presiding Member is first to invite committee members to speak followed, at the discretion of the Presiding Member, by other members and attendees.

(3) A decision of the Presiding Member under this clause is not open to discussion or dissent.

7.6 The Presiding Member may take part in debate

(1) Subject to compliance with procedures for the debate of motions contained in this Local Law, the Presiding Member may take part in a discussion of any matter before the meeting.

(2) The Presiding Member must vacate the chair to move or second a motion in relation to any matter before the meeting.

(3) In the absence of the Deputy Presiding Member another member elected by the meeting shall preside while the Presiding Member takes part in a discussion of which the Presiding Member has moved or seconded a motion.

7.7 Relevance

(1) A member must restrict remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The Presiding Member, at any time, may -

(a) call the attention of the meeting to any irrelevant or repetitious remarks by a member; or

(b) direct that member, if speaking, to discontinue doing so.

(3) A member must comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

7.8 Duration of speeches

(1) A member must not speak on any matter for more than five minutes without the consent of the Presiding Member which, if given, is to be given without discussion.

(2) The Presiding Member may allow the member to speak for a further five minutes.

(3) No member shall speak for more than 10 minutes without resolution of the Council by absolute majority.

7.9 Speaking twice

(1) A member must not address the Council or a committee more than once on any motion or amendment except -

(a) as the mover of a substantive motion, to exercise a right of reply;

(b) to raise a point of order;

(c) to address a minor amendment to a substantive motion that has been adopted with the consent of the mover and the seconder; or

(d) to make a personal explanation.

(2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.10 No speaking after conclusion of debate

A member must not speak on any motion or amendment -

(a) after the mover has replied; or

(b) after the motion has been put.

7.11 No interruption

A member must not interrupt another member who is speaking unless -

(a) to raise a point of order;

(b) to call attention to the absence of a quorum;

(c) to make a personal explanation; or

(d) to move a procedural motion that the member be no longer heard.

7.12 No reopening of discussion

A member must not reopen a discussion on any Council or committee decision, including by raising a Notice of Motion for consideration at a future meeting, except to move that the decision be revoked or changed.

7.13 Offensive language

(1) A member must not disparage a decision of the Council or a committee except on a motion that the decision be revoked or changed.

(2) A member must not -

(a) disparage the character or actions of another member, employee or person;

(b) impute any motive to a member or employee; or

(c) use an expression that is offensive or objectionable.

[Clause 7.13 amended by Government Gazette No. 6 of 2024].

7.14 Withdrawal of offensive language

A member who, in the opinion of the Presiding Member, has infringed clause 7.13 must withdraw a reflection, imputation or expression and, if required, make a satisfactory apology.

7.15 Personal explanation

(1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the Presiding Member an intention to make a personal explanation.

(2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.

(3) A member making a personal explanation must confine observations to a succinct statement relating to the specific part of the speech at which the member may have been misunderstood.

7.16 No disturbance

A member must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, by conversing or by any other means.

Part 8 - Preserving order

8.1 Presiding Member to preserve order

(1) The Presiding Member is to preserve order and, whenever considered necessary, may call any member to order.

(2) When the Presiding Member rises or speaks during a debate, any member then speaking, or indicating an intention to speak, is immediately to sit down and every member present must preserve strict silence so that the Presiding Member may be heard without interruption.

(3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 7.6, but to preserve order.

8.2 Point of order

(1) A member may object, by way of a point of order, only to a breach of -

(a) any clause in this Local Law; or

(b) any other written law.

(2) A point of order -

(a) takes precedence over any discussion; and

(b) until determined, suspends the consideration or discussion of any other matter.

(3) A member who is addressing the Presiding Member must not be interrupted except on a point of order.

(4) A member interrupted on a point of order must resume sitting until -

(a) the member raising the point of order has been heard; and

(b) the Presiding Member has ruled on the point of order,

and, if permitted, the member who has been interrupted may then proceed.

8.3 Ruling by the Presiding Member

(1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

(2) A ruling by the Presiding Member on a point of order is final except where a motion of dissent is moved and carried under subclause 10.10.

(3) Unless a procedural motion of dissent is carried, the Presiding Member may rule that -

(a) any motion, amendment or other matter before the meeting that is out of order must not be considered further; and

(b) if a statement or act by a member is out of order, the member makes an explanation, retraction or apology.

8.4 Continued breach of order

If a member -

(a) persists in any conduct that the Presiding Member has ruled is out of order; or

(b) fails or refuses to comply with a direction from the Presiding Member,

the Presiding Member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member must comply with that direction.

8.5 Presiding Member may adjourn meeting

(1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.

(2) On resumption, the debate must continue at the point at which the meeting was adjourned.

(3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 9 - Debate of substantive motions

9.1 Substantive Motions to be stated and in writing

(1) A member who wishes to move a substantive motion, or an amendment to a substantive motion -

(a) must state the substance of the motion before speaking to it; and

(b) must put the motion or amendment in writing if required to do so by the Presiding Member.

(2) The written terms of the motion or amendment are to be recorded in the minutes.

9.2 Motions to be supported

A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.

9.3 Unopposed business

(1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any member opposes it.

(2) If no member opposes the motion, the Presiding Member may put the motion to the vote without debate.

(3) If a member opposes a motion, the motion must be dealt with under this Part.

(4) This clause does not apply to a motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

9.4 Only one substantive motion at a time

The Council or a committee must not -

(a) accept a substantive motion while another substantive motion is being debated; and

(b) consider more than one substantive motion at any time.

9.5 Complex motions

The Presiding Member may require that a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.6 Order of call in debate

The Presiding Member must call speakers to a substantive motion in the following order -

(a) the mover to state the motion;

(b) a seconder to the motion;

(c) the mover to speak to the motion;

(d) the seconder to speak to the motion;

(e) other speakers against and for the motion; and

(f) mover takes right of reply which closes debate.

9.7 Limit of debate

The Presiding Member may offer the right of reply and put a substantive motion to the vote if the Presiding Member believes that sufficient discussion has taken place even though all members may not have spoken.

9.8 Member may require motion to be read

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

9.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.10 Amendments must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the substantive intent of the original motion.

9.11 Relevance of amendments

An amendment must be relevant to the motion in respect of which it is moved.

9.12 Moving an amendment

A member may amend a motion by -

(a) stating the amendment, and with the agreement of the mover and seconder of the original motion, the amendment becomes part of the substantive motion without the need to put the amendment in accordance with this Part; or

(b) moving the amendment and having it considered and resolved in accordance with this Part.

9.13 Debate of amendment

In relation to a motion moved under clause 9.12(b) -

(a) any member may participate in the debate of an amendment; and

(b) following conclusion of debate of an amending motion, the amendment is to be put and decided by simple majority.

9.14 Effect of an amendment and debate on substantive motion

If an amendment to a motion is accepted then -

(a) the motion as amended then becomes the substantive motion; and

(b) any member may speak to the amended substantive motion and any further amendment may be moved.

9.15 Withdrawal of substantive motion and amendments

(1) The Presiding Member may, without debate, accept the withdrawal of a substantive motion or amendment at the request of the mover of the motion or amendment if -

(a) it has the approval of the seconder; and

(b) there is no other opposition from any other member.

(2) If either paragraph (a) or (b) of subclause (1) does not apply, the discussion on the motion or amendment is to continue.

(3) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

9.16 Right of reply

(1) The mover of a substantive motion has the right of reply.

(2) The right of the reply may be exercised only -

(a) where no amendment is moved to the substantive motion at the conclusion of the discussion on the motion; or

(b) where one or more amendments have been moved to the substantive motion at the conclusion of the discussion on the substantive motion and any amendments.

(3) After the mover of the substantive motion has commenced the reply -

(a) no other member is to speak on the motion; and

(b) there is to be no further discussion on, or any further amendment to, the motion.

(4) The right of the reply must be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

(5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, must immediately be put to the vote.

Part 10 - Procedural motions

10.1 Permissible procedural motions

(1) In addition to the right to move an amendment to a substantive motion, a member may move any of the following procedural motions -

(a) that the meeting proceed to the next item of business;

(b) that the item be referred;

(c) that the meeting now adjourn;

(d) that the motion be now put;

(e) that the member be no longer heard;

(f) that the ruling of the Presiding Member be disagreed with; and

(g) that the meeting be closed to members of the public (see clause 5.1).

(2) A procedural motion requires a seconder.

(3) Prior to any procedural motion being put, the CEO may provide advice on any implications of the procedural motion.

(4) The Presiding Member must put a procedural motion which is raised by asking if there is any dissent to the procedural motion.

(5) If the Presiding Member rules there is no dissent then the procedural motion is carried.

(6) If there is dissent to the procedural motion, the motion must immediately be put for decision by simple majority.

(7) A ruling by the Presiding Member on a procedural motion -

(a) must not be the subject of debate or comment; and

(b) is to be final unless the majority of members then present and voting dissent from the ruling.

10.2 No debate

The mover of a motion stated in clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move

A member who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, cannot move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

10.4 Right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

10.5 Meeting to proceed to the next business

The motion "that the meeting proceed to the next item of business", if carried has the effect that -

(a) the debate on the substantive motion or amendment ceases immediately;

(b) no decision is made on the substantive motion;

(c) the meeting moves to the next item of business; and

(d) there is no requirement for the matter to be raised again for consideration.

10.6 Item to be referred

Unless otherwise stated in the motion, a motion "that the item be referred" has the effect, if carried, of -

(a) discontinuing debate of the item at the meeting; and

(b) referring discussion of the item to the next meeting of the same type.

10.7 Meeting now adjourn

(1) A member must not move or second more than one motion of adjournment during the same meeting.

(2) Before putting the motion for the adjournment, the Presiding Member may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution under clause 4.7.

(3) A motion "that the meeting now adjourn" -

(a) must state the time and date to which the meeting is adjourned; and

(b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the meeting determines otherwise.

10.8 Motion to be put

(1) If the motion "that the motion be now put", is carried during discussion on a substantive motion without amendment, the Presiding Member must offer the right of reply and then immediately put the motion to the vote without further debate.

(2) If the motion "that the motion be now put" is carried during debate of the amendment, the Presiding Member must put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

10.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if the speaker is the mover of the substantive motion.

10.10 Ruling of the Presiding Member be disagreed with

If the motion "that the ruling of the Presiding Member be disagreed with" is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 11 - Disclosure of interests

11.1 Separation of committee recommendations

Where, at a committee meeting, a member discloses a financial interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant

recommendation (or the relevant part of the recommendation) from other recommendations of the committee.

Part 12 - Voting

12.1 Motion - when put

Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Presiding Member -

(a) must put the motion to the meeting; and

(b) if requested by a member, is again to state the terms of the motion.

12.2 Question – method of taking vote

In taking the vote on any motion, the Presiding Member -

(a) must put the motion in the affirmative;

(b) may, if necessary, put the motion in the negative;

(c) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;

(d) must count and determine the votes of members in any way that enables a record to be taken of each member's vote; and

(e) subject to this clause, must declare the result.

Part 13 - Minutes

13.1 Content of minutes

In addition to the matters required by the Regulations, the minutes of a meeting are to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is otherwise withheld or cancelled, the reasons for the decision.

13.2 Confirmation of minutes

(1) The CEO must publish -

(a) the unconfirmed minutes of each Council meeting - within 10 clear working days after the meeting; and

(b) the unconfirmed minutes of a committee meeting - within five clear working days after the meeting.

(2) If a member is dissatisfied with the accuracy of the draft minutes, the member must provide to the CEO a written copy of the alternative wording to amend the draft minutes no later than three clear working days before the meeting where the minutes are to be confirmed.

(3) At that meeting, the member who provided the alternative wording must, at the time for confirmation of minutes -

(a) state the item or items with which the member is dissatisfied; and

(b) propose a motion clearly outlining the alternative wording to amend the minutes.

Part 14 - Implementing decisions

14.1 Meaning of terms

In this Part -

"**authorisation**" means a licence, permit, approval or other means of authorising a person to do anything;

"**implement**", in relation to a decision, includes -

(a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

(b) take any other action to give effect to the decision; and

"**valid notice of revocation motion**" means a notice of a motion to revoke or change a decision that -

(a) complies with the requirements of the *Act*, Regulations and this Local Law and may be considered, but has not yet been considered, by the Council or a committee as the case may be; and

(b) if carried and implemented, would result in the decision being revoked or being substantially different.

14.2 Limitations on powers to revoke or change decisions

(1) Subject to subclause (2), the Council or a committee must not consider a motion to revoke or change a decision -

(a) where, at the time the motion is moved or notice is given, any action has been taken under clause 14.3 to implement the decision;

(b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the City to the applicant; or

(c) where the decision is procedural in its form or effect.

(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.

14.3 Implementing a decision

(1) Subject to subclause (4), and unless a resolution is made under subclause (2), a decision made at a meeting must not be implemented by the CEO or any other person until after 12 noon of the first clear working day after the commencement of the meeting at which the decision was made.

(2) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, request the CEO to take immediate action to implement the decision.

(3) A decision made at a meeting must not be implemented by the CEO or any other person -

(a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and

(b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.

(4) The CEO must ensure that members of the public attending a meeting are informed, by an appropriate notice, that a decision to grant an authorisation -

(a) is to take effect only in accordance with this clause; and

(b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Part 15 - Suspension and non-application of Meeting Procedures

15.1 Suspension of Meeting Procedures

(1) A member may, at any time, move that the operation of one or more of the clauses of this Local Law be suspended.

(2) A member moving a motion under subclause (1) may identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.

(3) If the member moving the motion under subclause (1) does not identify the clause or clauses to be suspended, a motion under subclause (1) has the effect of suspending clauses 7.4(1)(b), 7.8, 7.9, and 9.6.

(4) A motion under subclause (1) which is carried suspends the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

15.2 Where Meeting Procedures do not apply

(1) In situations where -

(a) clauses of this Local Law have been suspended; or

(b) a matter is not regulated by the *Act*, the Regulations or this Local Law,

the Presiding Member must rule on questions relating to the conduct of the meeting.

(2) The decision of the Presiding Member under subclause (1) is final, except where a motion of dissent is moved and carried under clause10.10.

Part 16 - Committees

16.1 Establishment and appointment of committees

(1) A Council resolution to establish a committee in accordance with the *Act* is to include -

(a) the terms of reference or functions of the committee;

(b) either -

(i) the names or titles of the members, City employees and any other persons to be appointed to the committee; or

(ii) the number of members, City employees and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and

(c) details of the delegation of any powers or duties to the committee in accordance with the *Act*.

16.2 Meeting Procedures to apply

This Local Law applies generally to committees except for clause 7.4, in respect of the requirement to stand when speaking.

16.3 Participation at committee meetings

(1) In this clause a reference to a "person" is to a person who -

(a) is entitled to attend a committee meeting under subclause (2);

(b) attends a committee meeting; and

(c) is not a member of that committee.

(2) A person who is not a committee member or deputy of a committee member may attend a meeting as an observer but is to sit in an area set aside by the CEO for observers separated from the committee members.

(3) A person may participate in the committee meeting with the consent of the Presiding Member including asking questions and speaking.

(4) A person may address the committee for up to three minutes with the consent of the Presiding Member.

(5) A person addressing the committee with the consent of the Presiding Member must cease that address immediately after being directed to do so by the Presiding Member.

(6) A person must not move or second any motion, raise a point of order or vote.

(7) A person must disclose any interests they may have in any item considered at a meeting as if they were member of a committee.

(8) A person who fails to comply with a direction of the Presiding Member under subclause (5) may, by order of the Presiding Member, be removed from the committee room.

(9) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

16.4 Questions without debate

(1) Prior to a motion being moved, the Presiding Member may ask for questions without debate.

(2) Any member, followed by any other persons, may ask a question without debate or discussion.

16.5 Committee to report

A committee -

(a) is answerable to the Council;

(b) must report on its activities when, and to the extent, required by the Council; and

(c) must prepare and submit to the Council a report containing recommendations.

16.6 Presentation of committee reports

(1) A committee recommendation to Council must be moved -

(a) by the person who presided at the meeting of the committee; or

(b) if the person who presided at the meeting of the committee is not a Council member or is absent – by a member of the committee who was present at the committee meeting and is also a Council member; or

(c) otherwise - by a Council member who is not a member of the committee.

(2) Notwithstanding subclause (1), with the consent of both the Presiding Member of Council and the Presiding Member of the committee at which the committee recommendation was made, a member may move an alternative motion to that which was recommended by the committee.

16.7 Reports of committees - questions

Where a recommendation of a committee is submitted for adoption by the Council, any Council member may ask questions directly relating to the recommendation, through

the Presiding Member, to the Presiding Member of the committee or to any member of the committee in attendance.

16.8 Permissible motions on committee recommendations

A recommendation made by a committee may be -

(a) adopted by the Council without amendment;

(b) replaced by an alternative motion; or

(c) amended, and adopted as amended, by the Council.

Part 17 - Meeting of electors

17.1 Electors' meetings

In exercising discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this Local Law.

17.2 Participation of non-electors

A person who is not an elector or ratepayer of the City must not take part in any discussion at an electors' meeting unless permitted by the Presiding Member.

Part 18 - Enforcement

18.1 Penalty for breach

A person who breaches a provision of this Local Law commits an offence.

Penalty – as listed in the First Schedule or if not otherwise provided: $1,000, and a daily penalty of $100 if the offence continues.

Part 19 - Common Seal

19.1 Custody of the Common Seal

The CEO is to have charge of the common seal of the City and is responsible for the safe custody and proper use of it.

FIRST SCHEDULE - PENALTIES

(Refer subclause 18.1)

Item No.	Clause No.	Nature of offence	Maximum penalty $
1	5.6(2)	Disclosure of confidential information under clause 5.6(1) or;- disclosure of information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public to any person other than another member or an employee to the extent necessary for the purpose of carrying out the member's or employee's duties.	$1000
2	5.8(3)	Failure to extend due courtesy and respect to the Council or committee and the processes under which it operates and to comply with any direction by the Presiding Member	$1000
3	5.8(4)	Creating disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.	$1000
4	7.13(2)	Reflecting adversely on the character or actions of another member or employee; imputing any motive to a member or employee; or using an expression that is offensive or objectionable.	$1000
5	7.16	A member present at a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, by conversing or by any other means.	$1000
6	8.1(2)	When the Presiding Member rises or speaks during a debate, any member then speaking, or indicating an intention to speak, is immediately to sit down and every member present must preserve strict silence so that the Presiding Member may be heard without interruption.	$500

Dated 18 August 2021

The Common Seal of the City of Stirling)
was affixed by authority of a resolution)
of the Council in the presence of:)

……
MARK IRWIN
MAYOR

……
STUART JARDINE
CHIEF EXECUTIVE OFFICER

8.4.2 (2026/MINUTE NO 0048) Policy Review - Behaviour Complaints Policy

Responsible Executive	Chief Executive Officer
Author(s)	Service Lead Governance and Council Support
Attachments	1. City of Cockburn Behaviour Complaints Policy - tracked changes ⇩ 2. City of Cockburn Behaviour Complaints Policy ⇩ 3. Behaviour Complaint Form - tracked changes ⇩ 4. Behaviour Complaint Form ⇩

Officer Recommendation/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang
That Council:

(1) ADOPTS the amended Behaviour Complaints Policy, as shown by Attachment 2; and

(2) ADOPTS the amended Behaviour Complaints Form, as shown by Attachment 4.

CARRIED 6/0

Background

On 1 January 2026, the State Government updated the Local Government (Model Code of Conduct) Regulations 2021 (The Regulations) to give effect to changes to how behavioural complaints are to be dealt with moving forward, as a result of LG Reform.

This report presents to Council updates to the City's Behaviour Complaints Policy and Behaviour Complaints Form to ensure it continues to align with the Regulations, as well as to improve the Policy and the current behaviour complaints process.

Submission

N/A

Report

Behaviour Complaints Policy

The main change to the Behaviour Complaints Policy as a result of LG Reform is to require the Behaviour Complaints Officer to make an initial assessment of each complaint to determine whether it requires referral to the LG Inspector, as required by the Regulations;

Other key changes, not related to LG Reform but are proposed to improve the behaviour complaints process are:

1. Removal of (current) clause 2.1.3 as it is circular and self-explanatory.
2. Increasing the time for the Behaviour Complaints Officer to acknowledge a complaint from 7 to 14 days, to be consistent with the LG Inspector's process.
3. Addition of a clause requiring the Behaviour Complaints Officer to make a further initial assessment of each complaint to determine whether it should be referred directly to the Complaints Committee for dismissal under clause 13 of the Elected Members Code of Conduct. The intent of this is to speed up the process and reduce costs associated with behavioural complaints.
4. Addition of a clause giving the Behaviour Complaints Officer, on the advice of the General Counsel, the power to refer misconceived, frivolous, and previously dealt with complaints directly to the Complaints Committee without referral to a Complaint Assessor. This clause is intended to ensure that City resources are not utilised in investigating complaints that are lacking in substance, have no reasonable prospects of success, repeat matters that have already been addressed, or are otherwise an improper use or an abuse of the complaints process.
5. Removal of (current) clause 3.2 as being superfluous information as all procurement must comply with the City's Procurement Policy.
6. Removing reference to the Complaints Assessor offering Alternative Dispute Resolution, as this will be done by the Behaviour Complaints Officer on receipt of a complaint, in order to reduce costs associated with behaviour complaints.
7. Addition of a clause providing that a Complaint Assessor may request additional information or documents from the Complainant. This is to ensure there is sufficient evidence for a complaint to be assessed.
8. Addition of a clause providing that a Complaint Assessor may only request information or documents, or interview, the Complainant, Respondent or an employee of the City. The intent of this change is to reduce costs associated with behaviour complaints, and to encourage quicker complaints determination, noting there is no power to compel witnesses to give evidence..
9. Addition of a clause providing that the Complaint Assessor must attend the relevant Complaints Committee meeting to present and answer questions on any report prepared for the Complaints Committee.
10. Removal of (current) clause 8.3 as this is now covered by section 8A.36 of the Local Government Act 1995.
11. Addition of a clause providing that Complaints Committee meetings will not be livestreamed. This is the current practice as is done as all complaints are dealt with confidentially and behind closed doors.
12. Removal of reference to further 'comments or submissions by the parties' in (current) clause 10.3, as in practice this does not occur, as it could undermine the procedural fairness of the process if the Complaints Committee are having regard to information provided or given by one party that the other party has not had a chance to respond to.
13. Removal of the requirement for a party to give detailed reasons for not wanting to engage in Alternative Dispute Resolution due to it not being enforceable against the Complainant.

14. Removal of (current) clause 14.2.7 as it could undermine procedural fairness of the process and a decision is not made until the Complaints Committee considers the complaint.

Officers have also changed the order of some of the clauses, so they flow better and are more aligned with the chronological order of the process. Other changes have been made to improve clarity and remove duplication of content.

Behaviour Complaints Form

The key changes to the Behaviour Complaints Form are:

- Making clearer what types of complaints can be considered by the Complaints Committee, and when complaints need to be referred to the LG Inspector for determination
- Inclusion of a statement at the top of the form emphasising the confidentiality requirements, and that it is an offence to include information in a complaint that the complainant knows to be false or misleading
- Providing more instruction regarding what to include in the 'details' section of the complaint. This is modelled on the wording contained in the LG Inspector 'Breach Complaint Form'
- Providing more information on what outcomes are possible if an alleged breach is upheld. Previous complaints have demonstrated a misunderstanding by some complainants on what outcomes are possible as a part of this process
- Addition of a declaration by the Complainant that they understand it is an offence to provide false or misleading information in connection with a complaint, that the complaint must be kept confidential, and that penalties may apply for failure to comply with these requirements. The declaration is modelled on the wording contained in the LG Inspector 'Breach Complaint Form'.

Other changes have also been made to improve clarity of the form.

Strategic Plans/Policy Implications

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

Budget/Financial Implications

There are no significant budget or financial implications arising from the recommendations of this report.

Legal Implications

Some of the changes proposed to the Behaviour Complaints Policy have been suggested to ensure the procedural fairness of the process. A failure to adopt these changes could increase the likelihood the process is to be challenged or found invalid by a Court.

Community Consultation

N/A

Risk Management Implications

There is a low level of risk associated with adopting the officer recommendations as presented to Council. The revised Behaviour Complaints Policy and Behaviour Complaints Form are aligned with the Regulations, improve clarity and help ensure the procedural fairness of the behaviour complaints process.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Policy

City of Cockburn Behaviour Complaints

Policy Type

Council

Policy Purpose

The objective of the policy is to prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to alleged breaches of the behaviour requirements in Division 3 of the Code of Conduct.

Policy Statement

(1) Scope

1.1 This policy applies to:
- 1.1.1. Complaints made in accordance with ~~Clause~~ clause 11 of the Code of Conduct;
- 1.1.2. Council Members, Committee Members, Candidates; and
- 1.1.3. Complainants

(2) Process for Making a Complaint

2.1. Making a Complaint
- 2.1.1. ~~Any person~~A person may make a Complaint within one month after the alleged Behaviour Breach occurred.
- 2.1.2. A Complaint must be made by completing the ~~'Behaviour Breach Form'~~Complaints Form in full and lodging it with the City's Behaviour Complaints Officer.
- ~~2.1.3. A Complaint must be submitted by the Complainant.~~
- 2.1.3~~4~~. A Complaint cannot be submitted anonymously.

2.2 The Behaviour Complaints Officer is to:
- 2.2.1. Give notice to the Complainant in writing where a Complaint is not compliant, giving the opportunity to address if applicable.
- 2.2.2 Give notice to the Complainant within ~~7~~ 14 days, confirming receipt of the Complaint and providing a copy of this Policy.
- 2.2.3 Inform the Respondent within 14 days, acknowledging the Complaint has been received, and providing a copy of this Policy~~ and 5.2 The Complaint Assessor will provideproviding the Respondent with a reasonable opportunity to be heard before forming any opinions or preparing the Report..on the Complaint.~~

~~2.2.4 Provide all Complaints to the Complaint Assessor together with details of the alleged Behaviour Breach and any supporting evidence provided by the Complainant.~~

2.2.~~4~~5 Deal with and consider, so far as is practicable, Complaints based on the order in which they are received.

~~2.2.6~~

2.2.5. Prior to taking the steps outlined in clauses 2.2.1 to 2.2.4 above, make an assessment as to whether r.3A of the Code of Conduct Regulations applies, and if so, refer to the Complaint to the Inspector for actioning under s.105(3) of the Act.

2.2.6. Only progress a Complaint relating to a Candidate if and when the Candidate is elected as a Council Member.

(3) ~~–~~Options for Dealing with Complaint Prior to Referral to Complaint Assessor

3.1.

Dismissal of Complaint

3.1.1. ~~2.2.7.~~ The Behaviour Complaints Officer must make an assessment of whether there are grounds to refer the complaint directly to the Complaints Committee, for the Complaints Committee to ~~:~~

~~2.2.7.1 dismiss the Complaint under clause 13 of the Code of Conduct.~~ ~~:~~

~~Only refer a Complaint relating to a Candidate to a Complaint Assessor if and when the Candidate is elected as a Council Member, where the Complaint is compliant.~~

3.2. Summary Decision on Complaints

3.2.1. The Behaviour Complaints Officer may decide to refer a Complaint directly to the ~~Code of Conducts~~ Complaints Committee, without the appointment of a Complaint Assessor, if the General Counsel considers that:

3.2.1.1. the ~~-~~Complaint is misconceived as there is insufficient evidence to substantiate any alleged b~~B~~reach;

3.2.1.2. the Complaint is frivolous as it deals with c~~C~~onduct that is so minor as to merit disre~~g~~gard; or

3.2.1.3. the Complaint alleges a Breach by an Elected Member that relates to the same conduct as a previous Complaint which has been found by the ~~Code of Conduct~~ Complaints Committee not to constitute a breach of the Code of Conduct.

3.3. Respondent to be Notified of Referral

3.3.1. The Behaviour Complaints Officer must inform the Respondent if a complaint is to be referred to the Complaints Committee pursuant to clauses 3.1 or 3.2, and give the Respondent a reasonable opportunity to be heard on the proposed referral.

(4) Alternative Dispute Resolution

4.1. The Behaviour Complaints Officer must offer both parties Alternative Dispute Resolution, such as mediation.

4.2. Where both parties agree to engage in Alternative Dispute Resolution, the Behaviour Complaints Officer will determine the process and appoint an appropriate consultant.

4.3. Any Alternative Dispute Resolution Process may be terminated at any time by the Complainant, Respondent, Behaviour Complaints Officer or consultant.

4.4. If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

4.5. The Behaviour Complaints Officer is to only offer Alternative Dispute Resolution if a Complaint is to progress to referral to a Complaint Assessor.

(~~5~~3) Appointment of Complaint Assessor

~~5~~3.1. If a Complaint has not been resolved under clauses (3) and (4) above, the Behaviour Complaints Officer will appoint a Complaint Assessor to ~~review and consider one or more Complaints of Behaviour Breach~~assess each

Complaint and ~~to~~ prepare a Report ~~on the outcome of any investigation to~~for the CEO ~~for provision~~ to provide to the Complaints Committee.

5.2. ~~———~~The Behaviour Complaints Officer will provide the completed Complaints Form to the Complaint Assessor, together with any supporting evidence provided by the Complainant.

~~3.2 Remuneration of a Complaint Assessor or consultant assisting the City will be in accordance with the City's Procurement Policy~~

~~(4) Alternative Dispute Resolution~~

~~4.1 The Complaint Assessor or Behaviour Complaints Officer must offer to both parties Alternative Dispute Resolution, such as mediation.~~

~~4.2 Where both parties agree to engage in Alternative Dispute Resolution, the Behaviour Complaints Officer will determine the process and appoint the an appropriate consultant.~~

~~4.3 Any Alternative Dispute Resolution Process may be terminated at any time by the Complainant, or Respondent, or Behaviour Complaints Officer or consultant appointed to assist the City..~~

~~4.4 If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.~~

(6~~5~~) Assessment

6~~5~~.1. The Complaint Assessor will undertake an assessment of the Complaint in accordance with this Policy.

6~~5~~.2. The Complaint Assessor will provide the Respondent with a reasonable opportunity to be heard before forming any opinions or preparing the Report.

6~~5~~.3.2~~3~~ The Complaint Assessor may request relevant records of the City from the Behaviour Complaints Officer, copies of which must be provided to the Respondent.

6.4~~3~~. The Complaints Assessor may request the Complainant provide any additional information or documents.

6~~5~~.5.4 Where the Complainant or the City has provided any clarification or additional information, that information must be provided to the Respondent.

6.6.~~5.~~
The Complaints Assessor may not, while investigating~~e~~ a Complaint, request information or documents, or interview any person, other than the Complainant, the Respondent or an employee of the City.

(7~~6~~) Report

7~~6~~.1. The Complaint Assessor will prepare a Report and after considering ~~a~~ the Complaint, ~~the Complaint Assessor must~~ make a determination as to whether or not the alleged Behaviour Breach has occurred.

7~~6~~.2. The Complaint Assessor must perform their investigation, consideration, and determination on a Complaint on the basis of the documents and claims before them, and in accordance with due process, consistent with the provisions of this Policy.

7.3. The Complaint Assessor must attend the Complaints Committee meeting at which the Report is to be considered to present the Report and answer questions relating to the matters considered in the Report.

~~(7) Action Plan~~

~~7.1 When preparing an Action Plan in compliance with this Policy, the Complaint Assessor must consult with the Respondent.~~
~~7.2 The Respondent must be provided with the opportunity to be involved in matters such as the timing of meetings or training.~~
~~7.3 An Action Plan may include a requirement for the Respondent to do one or more of the following~~
~~7.3.1 engage in mediation;~~
~~7.3.2 undertake counselling;~~
~~7.3.3 undertake training; or~~
~~7.3.4 take other action of an instructive but not punitive nature, as is appropriate to the circumstances of the case.~~
~~7.4 An Action Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of Council Members.~~
~~7.5 The Action Plan should outline~~
~~7.5.1 the behaviour(s) of concern;~~
~~7.5.2 the actions to be taken to address the behaviour(s);~~
~~7.5.3 who is responsible for the actions; and~~
~~7.5.4 an agreed timeframe for the actions to be completed.~~

(~~8~~8) Withdrawal of Complaint

~~8~~8.1. A Complainant may withdraw their Complaint any time before it is considered by the Complaints Committee.
~~8~~8.2. The withdrawal of a Complaint mustay be:
~~8~~8.2.1 in writing; and
~~8~~8.2.2 given to the Behaviour Complaints Officer.
~~8.3 When a Complaint is withdrawn, the fact of the Complaint having been made, and any details of the Complaint and its withdrawal, must be treated as **confidential** and not disclosed.~~

(~~9~~9) Complaints Committee

~~9~~9.1. The Agenda will be prepared on the basis that the part of the meeting that deals with the Report will be held behind closed doors in accordance with ~~s~~r.~~5.23(2)~~4A(b) of the ~~Act~~Administration Regulations.
~~9~~9.2. The Complaints Committee will consider the Report and attachments, giving due regard to the recommendations.
9.3. The Complaints Committee will not be livestreamed for the public.

(~~10~~10)Finding

~~10~~10.1. The Complaints Committee must not make a Finding without the Respondent first having been given a reasonable opportunity to be heard. The Complaints Committee may accept compliance with clause ~~5.2~~14.2 of this Policy as provision of a reasonable opportunity to be heard.

~~10~~10.2. A Finding that the alleged Behaviour Breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

~~10.3 If the Complaints Committee makes a finding that the alleged breach has occurred, it may resolve to~~

~~10.1.1 take no further action; or~~

~~10.1.2 prepare and implement an Action Plan recommended by the Complaint Assessor with or without modifications as it thinks fit.~~

~~10~~10.3.~~4~~ ~~Based on the Report, the evidence and any further comments or submissions by the parties,~~Having due regard to the Report, the Complaints Committee m~~u~~ust:~~ay~~

~~10~~10.~~34~~.1.

dismi

ss the Complaint in accordance with clause ~~11~~ 13 of ~~this Policy~~the Code of Conduct; ~~or~~

~~10~~10.~~34~~.2.

~~–~~find that the alleged Behaviour ~~B~~breach has occurred; or

~~10~~10.~~34~~.3.

~~–~~find that the alleged Behaviour ~~B~~breach has not occurred.~~; or~~

~~10.4.4 if the Finding is that the Behaviour Breach has occurred, decide that no further action is required.~~

~~10.4.5 if the finding is that a Behaviour Breach has occurred, decide that further action is required; and~~

~~10.4.6 adopt an Action Plan to address the behaviour of the Respondent.~~

~~10~~10.4.~~5~~ If the Complaints Committee makes a Finding that the alleged Behaviour Breach has occurred, it may resolve to:

10.4.1. ~~–~~take no further action; or

10.4.2. prepare and implement an Action Plan recommended by the Complaint Assessor, with or without modifications as it thinks fit.

10.5. If the Complaints Committee makes a Finding in relation to a Complaint, ~~that the Behaviour Breach has occurred,~~ it must give written notice of the following to the Complainant and Respondent:

10.5.1. its Finding and the reasons for its Finding; and

10.5.2. if its Finding is that the alleged Behaviour Breach occurred, its decision under clause 10.4.

~~must give reasons for that Finding~~

(11) Action Plan

11.1. When preparing an Action Plan in accordance with this Policy, the Complaint Assessor must consult with the Respondent.

11.2. An Action Plan may include a requirement for the Respondent to do one or more of the following:

11.2.1.

~~–~~engage in mediation;

11.2.2. undertake counselling;
11.2.3. undertake training; or
11.2.4. take other action of an instructive, but not punitive nature, as is appropriate to the circumstances of the case.

11.3. An Action Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of Council Members.

11.4. The Action Plan should outline:
11.4.1. the behaviour(s) of concern;
11.4.2. the actions to be taken to address the behaviour(s);
11.4.3. who is responsible for the actions; and
11.4.4. an agreed timeframe for the actions to be completed.

(12) ~~Action~~Informing of Complaints Committee Finding

12.1. ~~-~~When the Complaints Committee makes a Finding in relation to a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of:
12.1.1. the Finding and the reasons for the Finding; and
12.1.2. if the Finding is that the alleged Behaviour B~~b~~reach has occurred, the Complaints Committee's decision on the course of action to be taken ~~including the options in clause 7.2 above.~~.

(13) Compliance

13.1. The Behaviour Complaints Officer is to monitor the actions ~~in time frames~~ set out in an Action Plan.
13.2. Failure to comply with a requirement included in an Action Plan is a breach of clause 23 of the Code of Conduct, and is a minor breach under ~~section 5.105~~s.8A.3(1) of the Act.
13.3. ~~-~~The Behaviour Complaints Officer must provide a report ~~advising~~ to Council of any failure to comply with a requirement included in an Action Plan.

(14) Procedural Fairness

14.1. The principles of procedural fairness will apply when dealing with a Complaint to the extent set out in this Policy.
14.2. Procedural fairness is to be provided to the Complainant and the Respondent as follows:
14.2.1. A Complaint will be considered in accordance with this Policy;
14.2.2. A Complainant has the opportunity, as prescribed in the ~~Behaviour Complaint Form~~Complaints Form, to receive clarification and assistance from the Behaviour Complaints Officer prior to submitting a Complaint;
14.2.3. In accordance with clauses 2.2.2 and 2.2.3, ~~As soon as reasonably practicable after the receipt of a Complaint,~~ the Complainant will receive acknowledgment that the Complaint has been received and the Respondent will be ~~duly~~ notified of the Complaint by the Behaviour Complaints Officer;
14.2.4. At first instance, and in accordance with clause (4), the Behaviour Complaints Officer ~~or Complaints Assessor~~ will offer both parties the opportunity to participate in A~~a~~lternative D~~d~~ispute R~~r~~esolution. If this is declined, the ~~declining party/parties must provide detailed reasons as to why mediation is not appropriate in the circumstances. The~~ Complaints Assessor is to note ~~these comments~~this in the Report;
14.2.5. If no A~~a~~lternative D~~d~~ispute R~~r~~esolution is to occur, the Respondent will be provided 14~~fourteen~~ days to respond to the Complaint in writing;
14.2.6. The Respondent can seek reasonable extensions of time to provide their response, upon written ~~confirmation from~~approval of the Behaviour Complaints Officer;~~.~~
14.2.7. ~~Both parties will be provided with the finding and recommendation of the Complaints Assessor prior to it being considered by the~~

Complaints Committee. This includes any recommended Action Plan;

14.2.8 Both parties will be notified of the outcomes of the CouncilComplaints Committee's determination of the Complaint;as soon as practicable by the Behaviour Complaints Officer;

14.2.8.9 If a Behaviour Breach has been found and it has been determined that an Action Plan is required, the Behaviour Complaints Officer will consult with the Respondent about their availability for actions included in the Action Plan; and

14.2.109. The Complainant will be notified informed that theonce all actions from an Action Plan session has been conducted.have been completed.

(15) Confidentiality of Complaints

15.1. Subject to disclosure required to process and determine the Complaint, and to the extent disclosure is required or permitted by law, the Complainant, the Respondent, the Behaviour Complaints Officer, ~~and~~ the Complaints Assessor, and any other City staff with knowledge of the Complaint are required to maintain confidentiality in respect of the Complaint and the processes undertaken to determine the Complaint.

15.2. The relevant parties will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the determination of their Complaint and be a breach of the Act.~~.~~

~~15.3 The Complaint Assessor's Report must be provided to the Complaints Committee.~~

Definitions

Act means the *Local Government Act 1995*.

Action Plan means a plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct~~, to address the behaviour of the person whom the Complaint relates, if a Finding has been made that a Behaviour Breach has occurred.~~.

Administration Regulations means the Local Government (Administration) Regulations 1996.

Behaviour Breach means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

Behaviour Complaints Officer means the person authorised in writing by the Council to receive Complaints and Withdrawals of Complaints~~, and may be the same person as the City's Complaints Officer under section 5.120 of the Act.~~

Candidate ~~means a person who is not already a Council or Committee Member is considered a Candidate for the purpose of this Policy when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act.~~has the meaning given in clause 2(1) of Schedule 1 of the Code of Conduct Regulations.

City means City of Cockburn.

Code of Conduct means the Code of Conduct ~~applying to the City~~adopted by Council under section 5.104 of the Act.

Code of Conduct Regulations means the Local Government (Model Code of Conduct) Regulations 2021.

Committee Member ~~means a person appointed to a committee by resolution of Council.~~has the meaning given in s.5.100(1) of the Act.

Complaint means a complaint made under clause 11(1) of the Code of Conduct.

Complaint Assessor means an impartial third party appointed by the Behaviour Complaints Officer to ~~who will~~ undertake the functions specified in this Policy, ~~applying the~~in accordance with this ~~principles of this~~ Policy ~~and manage the administrative requirements of dealing with the Complaint in accordance with this Policy.~~.

Complaints Form means the form approved by Council under clause 11(2)(a) of the Code of Conduct.

Complainant means a person who has submitted a Complaint.

Complaints Committee means ~~the Council Committee~~the committee of Council established under clause 14B(2) of the Code of Conduct, to perform the functions of Council under clauses 12 and 13 of the Code of Conduct. ~~delegated the powers and duties of the City of dealing with a Report under clauses 10 and 13 of the Code.~~

Council means the council of the City.

Council Member means a person who is currently serving a term of office as an elected member of the Council, in accordance with the Act.

~~**Council Committee** means a committee of Council.~~

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the Behaviour Breach has or has not occurred.

Inspector has the meaning given in s.1.4 of the Act.

Report means the report for the Complaints Committee of the outcome of the investigation of a Complaint that must:

(a) outline the process followed, including how the Respondent was provided the opportunity to be heard;
(b) include all Complaint documents and related records, including any City records, as attachments;
(c) include recommendations on each decision that may be made by the Complaints Committee;
(d) include reasons for each recommendation, with reference to this Policy; and
(e) include an Action Plan where recommended by the Complaint Assessor.

Respondent means a person who is the subject of a Complaint.

Other terms used in this Policy that are also used in the Act or the Code of Conduct have the same meaning as they have in the Act or the Code of Conduct, unless the contrary intention appears.

Related Documents:

- Code of Conduct for Council Members, Committee Members and Candidates
- Behaviour Complaint Form

Strategic Link:	Governance Framework
Category:	Elected Members
Lead Business Unit:	Governance and Council Support
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	~~10 September 2024~~14 July 2026
Next Review Due: (Governance Purpose Only)	~~September~~ July 202~~6~~8
ECM Doc Set ID: (Governance Purpose Only)	10789263

Policy
City of Cockburn Behaviour Complaints

Policy Type
Council

Policy Purpose
The objective of the policy is to prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to alleged breaches of the behaviour requirements in Division 3 of the Code of Conduct.

Policy Statement
(1) Scope

1.1 This policy applies to:
- 1.1.1. Complaints made in accordance with clause 11 of the Code of Conduct;
- 1.1.2. Council Members, Committee Members, Candidates; and
- 1.1.3. Complainants

(2) Process for Making a Complaint

2.1. Making a Complaint
- 2.1.1. A person may make a Complaint within one month after the alleged Behaviour Breach occurred.
- 2.1.2. A Complaint must be made by completing the Complaints Form in full and lodging it with the City's Behaviour Complaints Officer.
- 2.1.3. A Complaint cannot be submitted anonymously.

2.2 The Behaviour Complaints Officer is to:
- 2.2.1. Give notice to the Complainant in writing where a Complaint is not compliant, giving the opportunity to address if applicable.
- 2.2.2 Give notice to the Complainant within 14 days, confirming receipt of the Complaint and providing a copy of this Policy.
- 2.2.3 Inform the Respondent within 14 days, acknowledging the Complaint has been received, and providing a copy of this Policy.
- 2.2.4 Deal with and consider, so far as is practicable, Complaints based on the order in which they are received.
- 2.2.5. Prior to taking the steps outlined in clauses 2.2.1 to 2.2.4 above, make an assessment as to whether r.3A of the Code of Conduct Regulations applies, and if so, refer to the Complaint to the Inspector for actioning under s.105(3) of the Act.
- 2.2.6. Only progress a Complaint relating to a Candidate if and when the Candidate is elected as a Council Member.

(3) Options for Dealing with Complaint Prior to Referral to Complaint Assessor

3.1. Dismissal of Complaint

3.1.1. The Behaviour Complaints Officer must make an assessment of whether there are grounds to refer the complaint directly to the Complaints Committee, for the Complaints Committee to dismiss the Complaint under clause 13 of the Code of Conduct.

3.2. Summary Decision on Complaints

3.2.1. The Behaviour Complaints Officer may decide to refer a Complaint directly to the Complaints Committee, without the appointment of a Complaint Assessor, if the General Counsel considers that:

3.2.1.1. the Complaint is misconceived as there is insufficient evidence to substantiate any alleged breach;

3.2.1.2. the Complaint is frivolous as it deals with conduct that is so minor as to merit disregard; or

3.2.1.3. the Complaint alleges a Breach by an Elected Member that relates to the same conduct as a previous Complaint which has been found by the Complaints Committee not to constitute a breach of the Code of Conduct.

3.3. Respondent to be Notified of Referral

3.3.1. The Behaviour Complaints Officer must inform the Respondent if a complaint is to be referred to the Complaints Committee pursuant to clauses 3.1 or 3.2, and give the Respondent a reasonable opportunity to be heard on the proposed referral.

(4) Alternative Dispute Resolution

4.1. The Behaviour Complaints Officer must offer both parties Alternative Dispute Resolution, such as mediation.

4.2. Where both parties agree to engage in Alternative Dispute Resolution, the Behaviour Complaints Officer will determine the process and appoint an appropriate consultant.

4.3. Any Alternative Dispute Resolution Process may be terminated at any time by the Complainant, Respondent, Behaviour Complaints Officer or consultant.

4.4. If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

4.5. The Behaviour Complaints Officer is to only offer Alternative Dispute Resolution if a Complaint is to progress to referral to a Complaint Assessor.

(5) Appointment of Complaint Assessor

5.1. If a Complaint has not been resolved under clauses (3) and (4) above, the Behaviour Complaints Officer will appoint a Complaint Assessor to assess each Complaint and prepare a Report for the CEO to provide to the Complaints Committee.

5.2. The Behaviour Complaints Officer will provide the completed Complaints Form to the Complaint Assessor, together with any supporting evidence provided by the Complainant.

(6) Assessment

6.1. The Complaint Assessor will undertake an assessment of the Complaint in accordance with this Policy.
6.2. The Complaint Assessor will provide the Respondent with a reasonable opportunity to be heard before forming any opinions or preparing the Report.
6.3. The Complaint Assessor may request relevant records of the City from the Behaviour Complaints Officer, copies of which must be provided to the Respondent.
6.4. The Complaints Assessor may request the Complainant provide any additional information or documents.
6.5. Where the Complainant or the City has provided any clarification or additional information, that information must be provided to the Respondent.
6.6. The Complaints Assessor may not, while investigating a Complaint, request information or documents, or interview any person, other than the Complainant, the Respondent or an employee of the City.

(7) Report

7.1. The Complaint Assessor will prepare a Report and after considering the Complaint, make a determination as to whether or not the alleged Behaviour Breach has occurred.
7.2. The Complaint Assessor must perform their investigation, consideration, and determination on a Complaint on the basis of the documents and claims before them, and in accordance with due process, consistent with the provisions of this Policy.
7.3. The Complaint Assessor must attend the Complaints Committee meeting at which the Report is to be considered to present the Report and answer questions relating to the matters considered in the Report.

(8) Withdrawal of Complaint

8.1. A Complainant may withdraw their Complaint any time before it is considered by the Complaints Committee.
8.2. The withdrawal of a Complaint must be:
8.2.1 in writing; and
8.2.2 given to the Behaviour Complaints Officer.

(9) Complaints Committee

9.1. The Agenda will be prepared on the basis that the part of the meeting that deals with the Report will be held behind closed doors in accordance with r.4A(b) of the Administration Regulations.
9.2. The Complaints Committee will consider the Report and attachments, giving due regard to the recommendations.
9.3. The Complaints Committee will not be livestreamed for the public.

(10) Finding

10.1. The Complaints Committee must not make a Finding without the Respondent first having been given a reasonable opportunity to be heard. The Complaints Committee may accept compliance with clause 14.2 of this Policy as provision of a reasonable opportunity to be heard.
10.2. A Finding that the alleged Behaviour Breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
10.3. Having due regard to the Report, the Complaints Committee must:
  10.3.1. dismiss the Complaint in accordance with clause 13 of the Code of Conduct;
  10.3.2. find that the alleged Behaviour Breach has occurred; or
  10.3.3. find that the alleged Behaviour Breach has not occurred.
10.4. If the Complaints Committee makes a Finding that the alleged Behaviour Breach has occurred, it may resolve to:
  10.4.1. take no further action; or
  10.4.2. prepare and implement an Action Plan recommended by the Complaint Assessor, with or without modifications as it thinks fit.
10.5. If the Complaints Committee makes a Finding in relation to a Complaint, it must give written notice of the following to the Complainant and Respondent:
  10.5.1. its Finding and the reasons for its Finding; and
  10.5.2. if its Finding is that the alleged Behaviour Breach occurred, its decision under clause 10.4.

(11) Action Plan

11.1. When preparing an Action Plan in accordance with this Policy, the Complaint Assessor must consult with the Respondent.
11.2. An Action Plan may include a requirement for the Respondent to do one or more of the following:
  11.2.1. engage in mediation;
  11.2.2. undertake counselling;
  11.2.3. undertake training; or
  11.2.4. take other action of an instructive, but not punitive nature, as is appropriate to the circumstances of the case.
11.3. An Action Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of Council Members.
11.4. The Action Plan should outline:
  11.4.1. the behaviour(s) of concern;
  11.4.2. the actions to be taken to address the behaviour(s);
  11.4.3. who is responsible for the actions; and
  11.4.4. an agreed timeframe for the actions to be completed.

(12) Informing of Complaints Committee Finding

12.1. When the Complaints Committee makes a Finding in relation to a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of:
12.1.1. the Finding and the reasons for the Finding; and
12.1.2. if the Finding is that the alleged Behaviour Breach has occurred, the Complaints Committee's decision on the course of action to be taken.

(13) Compliance

13.1. The Behaviour Complaints Officer is to monitor the actions set out in an Action Plan.
13.2. Failure to comply with a requirement included in an Action Plan is a breach of clause 23 of the Code of Conduct, and is a minor breach under s.8A.3(1) of the Act.
13.3. The Behaviour Complaints Officer must provide a report to Council of any failure to comply with a requirement included in an Action Plan.

(14) Procedural Fairness

14.1. The principles of procedural fairness will apply when dealing with a Complaint to the extent set out in this Policy.
14.2. Procedural fairness is to be provided to the Complainant and the Respondent as follows:
14.2.1. A Complaint will be considered in accordance with this Policy;
14.2.2. A Complainant has the opportunity, as prescribed in the Complaints Form, to receive clarification and assistance from the Behaviour Complaints Officer prior to submitting a Complaint;
14.2.3. In accordance with clauses 2.2.2 and 2.2.3, the Complainant will receive acknowledgment that the Complaint has been received and the Respondent will be notified of the Complaint by the Behaviour Complaints Officer;
14.2.4. At first instance, and in accordance with clause (4), the Behaviour Complaints Officer will offer both parties the opportunity to participate in Alternative Dispute Resolution. If this is declined, the Complaints Assessor is to note this in the Report;
14.2.5. If no Alternative Dispute Resolution is to occur, the Respondent will be provided 14 days to respond to the Complaint in writing;
14.2.6. The Respondent can seek reasonable extensions of time to provide their response, upon written approval of the Behaviour Complaints Officer;
14.2.7. Both parties will be notified of the Complaints Committee's determination of the Complaint;
14.2.8. If a Behaviour Breach has been found and it has been determined that an Action Plan is required, the Behaviour Complaints Officer will consult with the Respondent about their availability for actions included in the Action Plan; and
14.2.9. The Complainant will be informed once all actions from an Action Plan have been completed.

(15) Confidentiality of Complaints

15.1. Subject to disclosure required to process and determine the Complaint, and to the extent disclosure is required or permitted by law, the Complainant, the Respondent, the Behaviour Complaints Officer, the Complaints Assessor, and any other City staff with knowledge of the Complaint are required to maintain confidentiality in respect of the Complaint and the processes undertaken to determine the Complaint.

15.2. The relevant parties will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the determination of their Complaint and be a breach of the Act.

Definitions

Act means the *Local Government Act 1995*.

Action Plan means a plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct.

Administration Regulations means the Local Government (Administration) Regulations 1996.

Behaviour Breach means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

Behaviour Complaints Officer means the person authorised in writing by the Council to receive Complaints and Withdrawals of Complaints.

Candidate has the meaning given in clause 2(1) of Schedule 1 of the Code of Conduct Regulations.

City means City of Cockburn.

Code of Conduct means the Code of Conduct adopted by Council under section 5.104 of the Act.

Code of Conduct Regulations means the Local Government (Model Code of Conduct) Regulations 2021.

Committee Member has the meaning given in s.5.100(1) of the Act.

Complaint means a complaint made under clause 11(1) of the Code of Conduct.

Complaint Assessor means an impartial third party appointed by the Behaviour Complaints Officer to undertake the functions specified in this Policy, in accordance with this Policy.

Complaints Form means the form approved by Council under clause 11(2)(a) of the Code of Conduct.

Complainant means a person who has submitted a Complaint.

Complaints Committee means the committee of Council established under clause 14B(2) of the Code of Conduct, to perform the functions of Council under clauses 12 and 13 of the Code of Conduct.

Council means the council of the City.

Council Member means a person who is currently serving a term of office as an elected member of the Council, in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the Behaviour Breach has or has not occurred.

Inspector has the meaning given in s.1.4 of the Act.

Report means the report for the Complaints Committee of the outcome of the investigation of a Complaint that must:

(a) outline the process followed, including how the Respondent was provided the opportunity to be heard;
(b) include all Complaint documents and related records, including any City records, as attachments;
(c) include recommendations on each decision that may be made by the Complaints Committee;
(d) include reasons for each recommendation, with reference to this Policy; and
(e) include an Action Plan where recommended by the Complaint Assessor.

Respondent means a person who is the subject of a Complaint.

Other terms used in this Policy that are also used in the Act or the Code of Conduct have the same meaning as they have in the Act or the Code of Conduct, unless the contrary intention appears.

Related Documents:

- Code of Conduct for Council Members, Committee Members and Candidates
- Behaviour Complaint Form

Strategic Link:	Governance Framework
Category:	Elected Members
Lead Business Unit:	Governance and Council Support
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 July 2026
Next Review Due: (Governance Purpose Only)	July 2028
ECM Doc Set ID: (Governance Purpose Only)	10789263

~~Making a complaint~~ Behaviour Complaint Form

This form is to be used for making a complaint about an alleged breach of ~~the~~ Division 3 of the ~~City of Cockburn Code of Conduct for Council Members, Committee Members and CandidatesCity of Cockburn Code of Conduct for Council Members, Committee Members and Candidates~~City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates.

~~about an alleged breach of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates~~

~~Instructions for Making a Behaviour Complaint~~

Please read the ~~City of Cockburn's Code of Conduct Behaviour Complaints~~City of Cockburn Behaviour Complaints Policy on the City's website before submitting a complaint. This Policy details ~~:~~

- ~~h~~How the City of Cockburn will process and determine ~~a Behaviour Complaint; and~~
- ~~How confidentiality of the complaint will be handled.~~your complaint.

To make a valid **Behaviour Complaint**:

☐ The allegation must relate to a breach of the **behaviour standards** in **Division 3** of the City of Cockburn~~'s~~ Code of Conduct for Council Members, Committee Members and Candidates.

☐ ~~Complete~~ Aall sections of the Behaviour Complaint Form ~~attached~~must be completed, including any additional information that will support assessment of the complaint. The Behaviour Complaint Officer may contact you to clarify or ask for more information.

☐ The completed Behaviour Complaint Form ~~MUST~~ must be lodged with the City of Cockburn Behaviour Complaints Officer within **one (1) month** of the alleged behaviour breach.

This form **cannot** be used to make complaints:

- about an alleged breach of Division 4 of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates;
- about specified breaches (serious breaches) of the *Local Government Act 1995*;
- about alleged serious misconduct under the *Corruption, Crime and Misconduct Act 2003*

For information about how to make these types of complaints, contact:

- the Local Government Inspector (for alleged breaches of Division 4 of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates OR alleged specified breaches (serious breaches); or
- the Corruption and Crime Commission (for allegations of serious misconduct)

~~**Rules of Conduct Complaint**~~

~~A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the City of Cockburn Code of Conduct for Council Members , Committee Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about the Rules of Conduct Complaints may beobtained from:~~

- ~~Department of Local Government, Sport and Cultural Industries : (08) 6552 7300 or www.dlgsc.wa.gov.au; OR~~
- ~~The City of Cockburn's Behvaiour Complaints Officer: (09) 9411 3444 or complaints@cockburn.wa.gov.au~~

Need Advice?

If you require advice o~~i~~n making a Behaviour Complaint, you can contact the:

- LG Inspector on (08) 9222 3333 or by email to contact@lginspector.wa.gov.au; or
- ~~please contact the~~ City of Cockburn~~'s~~ Behaviour Complaints Officer on (08) 9411 3444 or by email to complaints@cockburn.wa.gov.au

Behaviour Complaint Form

All complaints are treated as confidential under section 8A.36 of the Act. You must not disclose or use any information about the complaint or its details, unless permitted by law (maximum penalty: $10,000).

Refer to the 'Confidentiality' section of the Local Government Inspector website for further information on your confidentiality obligations.

Under section 8A.38 of the Act, it is an offence to include information in a complaint knowing it to be consequently false or misleading (maximum penalty: $10,000).

~~Behaviour Complaint Form~~

~~Code of Conduct for Council Members, Committee Members and Candidates~~

~~Name of person making the complaint:~~Your details			
~~Complainant~~ Name: *Given Name/s and Family Name*			
Contact Details			
~~Residential~~ Postal Address:			
~~Postal~~ Home Address:			
Phone number (business hours):		~~Day Time:~~ ~~Mobile:~~	
Email address:			
Complaint Details			
1.	~~Insert Name of Person alleged to have committed a~~Name of		
2.	Select the position ~~that~~ the person was fulfilling at the time ~~the person committeed the~~you allege the breach occurred:~~d behaviour~~	Council Member of the City of Cockburn	☐
		Member of a Committee of the City of Cockburn	☐
		Candidate for election at the City of Cockburn	☐

3

3.	**Date ~~that the~~ alleged ~~behaviour~~ breach occurred:**	
4.	**Location where ~~the~~ alleged ~~behaviour~~ breach occurred:**	
5.	**Which of the behaviours ~~prescribed~~ contained in Division 3 of the City of Cockburn ~~'s~~ Code of Conduct do you allege this person has breached?**	
	Clause 8 – Personal Integrity (1) A council member, committee member or candidate --	
	(a) must ensure that their use of social media and other forms of communication complies with ~~this~~ the ~~code~~Code of Conduct~~; and~~	☐
	(b) must only publish material that is factually correct	☐
	(2) A council member or committee member --	
	(a) must not be impaired by alcohol or drugs in the performance of their official duties~~; and~~	☐
	(b) must comply with all policies, procedures and resolutions of the local government	☐
	Clause 9 – Relationships with others A council member, committee member or candidates --	
	(a) must not bully or harass another person in any way~~; and~~	☐
	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government~~; and~~	☐
	(c) must not use offensive or derogatory language when referring to another person~~; and~~	☐
	(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties~~; and~~	☐
	(e) must not imput dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	☐
	Clause 10 – Council or committee meetings When attending a council or committee meeting, a council member, committee member or candidate --	
	(a) must not act in an abusive or threatening manner towards another person~~; and; and~~	☐
	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading~~; and~~	☐
	(c) must not repeatedly disrupt the meeting~~; and~~	☐
	(d) must comply with any requirements of a local law of the local government relating to theprocedures and conduct of council or committee meetings~~; and~~	☐

	(e)	must comply with any direction given by the person presiding at the meeting~~; and~~	☐
	(f)	must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting	☐

6.	**~~State the full details of the alleged breach~~Please provide details regarding the alleged breach/s** • *Keep your complaint limited to information about the incident. •* • *Provide details of any relevant evidence and/or witnesses.* • *Limit the information you provide to the actions of the person.* • *Avoid general criticism, personal attacks and abusive language.*
7.	**Please I~~L~~ist any supporting information or evidence you are providing with this Behaviour Complaint Form~~additional information you have provided as part of this complaint:~~** *Please ensure all information or evidence relevant to the alleged breach has been ~~attached~~attached. ~~This information will be the basis on which the complaint is considered.~~*
8.	**Have you made any efforts to resolve the complaint with the ~~Respondent~~person?** *If yes, please describe the efforts that you have made.* *If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person.*
	~~*If yes, please describe the efforts that you have made*~~ — **Yes** ☐ / **No** ☐
	~~*If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.*~~ — ~~**No**~~ ☐
9.	**Alternative Dispute Resolution**

	The City of Cockburn has a Pp~~o~~licy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution (ADR) process~~, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.~~. *The objective of ADR ~~-~~is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. Both parties must agree to participate in ADR. You may terminate your participation in ADR at any time.~~~~An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.~~* *If ADR is terminated or does not result in an agreed outcome which results in the withdrawal of the complaint, then the formal complaints process will continue.~~Please contact the Behaviour Complaints Officer if you would like more information.~~*		
	Would you ~~agree to~~like to participate in an Alternative Dispute Resolution process?	**Yes**	☐
		No	☐

10.	**Desired outcome of ~~the~~ Complaint** *Please explain what you would like to happen as a result of lodging ~~,~~this complaint~~,~~ ~~including the opportunity to participate in Alternative Disput Resolution.~~.* *Please note, by law, options are limited to:* • *requiring the person to engage in mediation* • *requiring the person to undertake counselling* • *requiring the person to undertake training* • *requiring the person to take any other action the Council considers appropriate (which cannot be punitive)* *Council members cannot be removed, suspended or otherwise punished through the Behaviour Complaints process.*	

~~COMPLAINANT~~ Declaration

I declare that the information provided in this complaint is true and correct. I understand that it is an offence under section 8A.38 of the Local Government Act 1995 to knowingly provide false or misleading information in connection with a complaint.

I acknowledge that once this complaint is submitted, confidentiality provisions apply. I will not disclose that a complaint has been made, nor any details of the complaint, unless permitted under section 8A.36 of the Local Government Act 1995.

I understand that failure to comply with these requirements may result in penalties.~~please sign and date~~

Signature:	
Date:	

Please submit this completed Behaviour Complaints Form to the Behaviour Complaints Officer by:

- **Email:** complaints@cockburn.wa.gov.au
- **Post:** City of Cockburn, PO Box 1215, Bibra Lake DC, WA 6965
- **In-person:** Hand deliver to the City of Cockburn Administration Centre, 9 Coleville Crescent, Spearwood, WA 6163 during opening hours.

~~completed Behaviour Complaint to:~~

The Behaviour Complaints Officer will acknowledge your complaint in writing within 14 days of being received. Please ensure that you only correspond with the Behaviour Complaints Officer in respect of your complaint.

~~Attention: Behaviour Complaints Officer~~
~~complaints@cockburn.wa.gov.au or~~

~~City of Cockburn~~
~~PO Box 1215~~
~~Bibra Lake DC WA 6965~~

~~**OFFICE USE ONLY:** *Received by the Council appointed Behaviour Complains Officer*~~	
~~Authorised Officer's Name:~~	
~~Authorised Officer's Signature:~~	
~~Date Received:~~	

Behaviour Complaint Form

This form is to be used for making a complaint about an alleged breach of Division 3 of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates.

Please read the City of Cockburn Behaviour Complaints Policy on the City's website before submitting a complaint. This Policy details how the City of Cockburn will process and determine your complaint.

To make a valid **Behaviour Complaint**:

- ☐ The allegation must relate to a breach of the **behaviour standards** in **Division 3** of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates.
- ☐ All sections of the Behaviour Complaint Form must be completed, including any additional information that will support assessment of the complaint. The Behaviour Complaint Officer may contact you to clarify or ask for more information.
- ☐ The completed Behaviour Complaint Form must be lodged with the City of Cockburn Behaviour Complaints Officer within **one (1) month** of the alleged behaviour breach.

This form **cannot** be used to make complaints:

- about an alleged breach of Division 4 of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates;
- about specified breaches (serious breaches) of the *Local Government Act 1995*;
- about alleged serious misconduct under the *Corruption, Crime and Misconduct Act 2003*

For information about how to make these types of complaints, contact:

- the Local Government Inspector (for alleged breaches of Division 4 of the City of Cockburn Code of Conduct for Council Members, Committee Members and Candidates OR alleged specified breaches (serious breaches); or
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Need Advice?

If you require advice on making a Behaviour Complaint, you can contact the:

- LG Inspector on (08) 9222 3333 or by email to contact@lginspector.wa.gov.au; or
- City of Cockburn Behaviour Complaints Officer on (08) 9411 3444 or by email to complaints@cockburn.wa.gov.au

Behaviour Complaint Form

All complaints are treated as confidential under section 8A.36 of the Act. You must not disclose or use any information about the complaint or its details, unless permitted by law (maximum penalty: $10,000).

Refer to the 'Confidentiality' section of the Local Government Inspector website for further information on your confidentiality obligations.

Under section 8A.38 of the Act, it is an offence to include information in a complaint knowing it to be consequently false or misleading (maximum penalty: $10,000).

Your details			
Name: *Given Name/s and Family Name*			
Contact Details			
Postal Address:			
Home Address:			
Phone number (business hours):			
Email address:			
Complaint Details			
1.	**Name of person alleged to have committed the breach**		
2.	**Select the position the person was fulfilling at the time you allege the breach occurred:**	Council Member of the City of Cockburn	☐
		Member of a Committee of the City of Cockburn	☐
		Candidate for election at the City of Cockburn	☐
3.	**Date alleged breach occurred:**		
4.	**Location where alleged breach occurred:**		

5.	**Which of the behaviours contained in Division 3 of the City of Cockburn Code of Conduct do you allege this person has breached?**		
	Clause 8 – Personal Integrity (1) A council member, committee member or candidate --		
	(a)	must ensure that their use of social media and other forms of communication complies with the Code of Conduct	☐
	(b)	must only publish material that is factually correct	☐
	(2)	A council member or committee member --	
	(a)	must not be impaired by alcohol or drugs in the performance of their official duties	☐
	(b)	must comply with all policies, procedures and resolutions of the local government	☐
	Clause 9 – Relationships with others A council member, committee member or candidates --		
	(a)	must not bully or harass another person in any way	☐
	(b)	must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government	☐
	(c)	must not use offensive or derogatory language when referring to another person	☐
	(d)	must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties	☐
	(e)	must not imput dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	☐
	Clause 10 – Council or committee meetings When attending a council or committee meeting, a council member, committee member or candidate --		
	(a)	must not act in an abusive or threatening manner towards another person	☐
	(b)	must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading	☐
	(c)	must not repeatedly disrupt the meeting	☐
	(d)	must comply with any requirements of a local law of the local government relating to theprocedures and conduct of council or committee meetings	☐
	(e)	must comply with any direction given by the person presiding at the meeting	☐
	(f)	must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting	☐

6.	**Please provide details regarding the alleged breach/s** • *Keep your complaint limited to information about the incident. •* • *Provide details of any relevant evidence and/or witnesses.* • *Limit the information you provide to the actions of the person.* • *Avoid general criticism, personal attacks and abusive language.*		
7.	**Please list any supporting information or evidence you are providing with this Behaviour Complaint Form** *Please ensure all information or evidence relevant to the alleged breach has been attached.*		
8.	**Have you made any efforts to resolve the complaint with the person?** *If yes, please describe the efforts that you have made.* *If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person.*		
		Yes	☐
		No	☐
9.	**Alternative Dispute Resolution** *The City of Cockburn has a Policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution (ADR) process.* *The objective of ADR is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. Both parties must agree to participate in ADR. You may terminate your participation in ADR at any time.* *If ADR is terminated or does not result in an agreed outcome which results in the withdrawal of the complaint, then the formal complaints process will continue.*		
	Would you like to participate in an Alternative Dispute Resolution process?	**Yes**	☐
		No	☐

10.	**Desired outcome of Complaint** *Please explain what you would like to happen as a result of lodging this complaint. Please note, by law, options are limited to:* • *requiring the person to engage in mediation* • *requiring the person to undertake counselling* • *requiring the person to undertake training* • *requiring the person to take any other action the Council considers appropriate (which cannot be punitive)* *Council members cannot be removed, suspended or otherwise punished through the Behaviour Complaints process.*	

Declaration

I declare that the information provided in this complaint is true and correct. I understand that it is an offence under section 8A.38 of the Local Government Act 1995 to knowingly provide false or misleading information in connection with a complaint.

I acknowledge that once this complaint is submitted, confidentiality provisions apply. I will not disclose that a complaint has been made, nor any details of the complaint, unless permitted under section 8A.36 of the Local Government Act 1995.

I understand that failure to comply with these requirements may result in penalties.

Signature:	
Date:	

Please submit this completed Behaviour Complaints Form to the Behaviour Complaints Officer by:

- **Email:** complaints@cockburn.wa.gov.au
- **Post:** City of Cockburn, PO Box 1215, Bibra Lake DC, WA 6965
- **In-person:** Hand deliver to the City of Cockburn Administration Centre, 9 Coleville Crescent, Spearwood, WA 6163 during opening hours.

The Behaviour Complaints Officer will acknowledge your complaint in writing within 14 days of being received. Please ensure that you only correspond with the Behaviour Complaints Officer in respect of your complaint.

9. Motions of Which Previous Notice Has Been Given

Nil

10. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

Nil

11. New Business of an Urgent Nature Introduced by Members or Officers

11.1 (2026/MINUTE NO 0049) Policy Review - Investment of Funds

Executive Director Corporate and System Services
Author Service Manager Strategic Finance
Attachments 1. Investment of Funds - Policy ⇩

Officer Comment/Committee Recommendation
MOVED Cr C Reeve-Fowkes SECONDED Cr C Zhang

That Council NOTES that the Investment of Funds Policy has been reviewed, is fit for purpose, and does not require amendment.

CARRIED 6/0

Background

The City's Investment of Funds Policy provides a clear framework for investing surplus funds, aligning with the City's risk tolerance, statutory obligations, and investment principles. It ensures compliance with Section 6.14 of the *Local Government Act 1995*, and Regulation 19C of the *Local Government (Financial Management) Regulations* 1996, which limit permitted investment types and terms.

Key objectives of the policy include preserving capital, maintaining adequate liquidity, and optimising investment returns within a conservative risk management approach. The policy is subject to periodic review under the City's governance framework.

Submission

N/A

Report

As part of the City's regular policy review program, the Investment of Funds Policy has been reviewed. The review assessed:

- Alignment with current legislative requirements
- Relevance of the policy objectives and investment principles
- Appropriateness of the investment framework and credit parameters
- Adequacy of oversight and reporting arrangements.

The review confirmed that the policy:

- Remains compliant with all relevant legislation
- Restricts investments to authorised deposit-taking institutions and eligible government-backed instruments (consistent with statutory limits)
- Maintains a suitably conservative, risk-averse approach aligned to the City's financial management framework
- Provides adequate oversight and reporting for the investment portfolio.

No material issues were identified in the review. Accordingly, this report is presented to the Governance Committee for consideration, with a recommendation that the policy be retained in its current form without amendment.

Strategic Plans/Policy Implications

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

Budget/Financial Implications

N/A

Legal Implications

The policy is consistent with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*, which govern the financial management, investment, and control of local government funds.

Community Consultation

N/A

Risk Management Implications

The policy continues to provide an appropriate framework to manage risks associated with investment of surplus funds.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Investment of Funds

Policy Type

Council

Policy Purpose

The principal objective of this policy is to set the City's risk tolerance relating to the investments of surplus funds.

Section 6.14 of the Local Government Act 1995 provides for monies held in the Municipal and Trust funds to be invested in accordance with Part III of the Trustees Act 1962. Regulation 19C of the Local Government (Financial Management) Regulations has placed restrictions on what local governments can invest in and for how long.

This policy aims to ensure investments made by the City comply with these legislative requirements whilst also enabling investment performance to be optimised within a conservative, risk averse framework. It also provides policy direction for investing with certain types of financial institutions.

Policy Statement

(1) The investment portfolio aims to achieve an optimal average rate of return that consistently outperforms the adopted benchmark by a level reflecting prevailing market conditions. Management of the investment portfolio will be in accordance with the following principles:

1. Preservation of Capital – Protecting the principal amount invested is the paramount consideration for all investment decisions and these are to be made exercising the care, diligence and skill that a prudent person with those responsibilities would exercise.
2. Effective Cash Flow Management - The City's cash flows are to be effectively managed to ensure sufficient liquidity to meet operational requirements and allow flexibility in choosing investment terms.
3. Optimising Investment Return – Investment decisions should aim to optimise investment returns within the legislative, credit framework, cash flow and other policy constraints.
4. Held to Maturity - Investments are to be made with the objective of being held to maturity.
5. Fossil Fuel Free Investments - All other things being equal (deposit rates, credit ratings), the City will preference financial institutions deemed free from funding fossil fuel related industries (as determined from time to time by Market Forces, an affiliate project of Friends of the Earth Australia).
6. Ensuring Compliance - Appropriate internal control measures are to be developed and maintained to ensure compliance with Regulation 19 of the Local Government (Financial Management) Regulations, compliance with this policy and ensuring the power to invest is only exercised by appropriately authorised officers.

[1]

Title	Investment of Funds

7. Operational Efficiency – The City will transact its investments through the Austraclear licensed clearing and settlement facility (when available) in order to minimise operational and settlement risk (through the reduction of manual processing of funds transfer).

(2) Approved Investments

Regulation 19C of the Local Government (Financial Management) Regulations 1996 requires the investment of surplus funds to only be made with an authorised deposit-taking institution (ADI) as defined in the Banking Act 1959, the WA Treasury Corporation or in Commonwealth, State or Territory government guaranteed bonds. This regulation also restricts the fixed terms to no more than 3 years for each type of investment.

In responding to the requirements of Regulation 19C, Council has determined the following policy for its approved investments:

1. Investments will be held in interest bearing term deposits with authorised deposit-taking institutions (ADIs) for a maximum fixed term of three years (includes major and regional Australian banks, building societies and credit unions – maximum term allowed under legislation.
2. Investments with foreign owned ADI's are prohibited, noting that foreign owned ADI's operating in Australia are regulated by APRA but are exempt from Div 2 of the Banking Act (Protection of Depositors), lessening APRA's intervention powers.
3. Government guaranteed bonds with a term to maturity of up to 3 years may be invested in, but only where investment returns are comparable to those achievable from ADI's – maximum term allowed under legislation.

For the avoidance of doubt, all managed investment products, bank bills, floating rate notes, commercial paper, tradeable securities or any derivative based instruments are prohibited investments under this policy and current legislation.

Any non-conforming investments held as at 4 April 2012 being the date of the revised Local Government (Financial Management) Amendment Regulations 2012 and that were compliant with the prevailing Legislation prior to that date, remain eligible to be held to maturity (grandfathered).

(3) Performance Benchmarks

1. Bank Bill Swap (BBSW) Rate

   The performance of the City's investment portfolio will be benchmarked against the Bank Bill Swap (BBSW) Rate, a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities

2. RBA Cash Rate

   The official RBA cash rate will also be used to compare the portfolio's performance as it is an industry standard and provides an accurate measure.

Title	Investment of Funds

(4) Credit Management

1. Portfolio Credit Framework

   The portfolio credit guidelines to be adopted will be based on the Standard and Poors (S & P) ratings system criteria determined for each institution. A description of each rating category is included in Section 6. If not rated by S&P, comparable Moody's or Fitch Ratings may be used instead.

   For authorised deposit-taking institution (ADI) investments the portfolio limits for each credit rating group are as follows:

S & P Short Term Rating (1 Year)	S & P Long Term Rating (over 1 Year)	Max Direct Investment
A-1	AAA, AA	100%
A-2	A, BBB	100%
A-3 to Unrated	BB to Unrated	Nil

2. Institution Credit Framework

   Exposure to an individual institution will be restricted by their S&P rating and the single entity exposure limits detailed in the table below:

Short Term Credit Rating	S & P Long Term Rating (over 1 Year)	Direct Investment Maximum
A-1	AAA, AA	50%
A-2*	A, BBB	40%
A-3 to Unrated	BB to Unrated	Nil

3. Government Issued Bonds

   For Bonds guaranteed by the Commonwealth, State or Territory of Australia, the credit rating will be that of the guaranteeing government and will be deemed to be adequate under this policy.

(5) Reporting Requirements

1. A report will be provided to Elected Members each month containing a concise overview of the City's investment portfolio and its performance. This will include a summary of investments held in the portfolio including the following:

   (a) Investments held compared to the Institution Credit Framework.
   (b) Investments held compared to the Global Credit Framework.
   (c) Investments held by sector including foreign owned banks.
   (d) Percentage of investments held deemed free from funding fossil fuel related industries.
   (e) The portfolio's performance against the Performance Benchmark over varying terms.
   (f) The weighted duration of the portfolio.

Title	Investment of Funds

(g) Overall status of compliance against this policy.

2. An annual report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year.

(6) Standard & Poors Credit Ratings:

Standard & Poor's (S & P) is a professional organisation that provides analytical services. An S & P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:
- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk. Short-Term Obligation Ratings are:

A-1
This is the highest short-term category used by S&P. The institution's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institution's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Ratings are:

AAA

An institution rated AAA has the highest rating assigned by S&P. The institution's capacity to meet its financial commitment on the obligation is extremely strong.

AA

An institution rated AA differs from the highest rated obligations only in a small degree. The institution's capacity to meet its financial commitment on the obligations is very strong.

[4]

Title	Investment of Funds

A

An institution rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than institutions in higher rated categories. However, the institutions capacity to meet its financial commitment on the obligation is still strong.

BBB

An institution rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the institution to meet its financial commitment on the obligation.

UNRATED

Securities issued by institutions that cannot justify going through the formal and expensive exercise of attaining a credit rating from a credit rating agency such as Standard and Poors.

Plus (+) or Minus (-): The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

Strategic Link:	Local Government Act 1995
Category	Business, Economy & Technology
Lead Business Unit:	Finance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	14 September 2023
Next Review Due: (Governance Purpose Only)	4 June 2028
ECM Doc Set ID: (Governance Purpose Only)	4133535

12. Matters to be Noted for Investigation Without Debate

Nil

13. Confidential Business

Nil

14. Closure of Meeting

There being no further business, the Presiding Member closed the meeting at 6.55pm.