



The Council of the City of Cockburn

# Ordinary Council Meeting **Agenda Paper**

For Thursday, 11 August 2022



City of Cockburn  
PO Box 1215, Bibra Lake  
Western Australia 6965

Cnr Rockingham Road and  
Coleville Crescent, Spearwood

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### **NOTICE OF MEETING**

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 11 August 2022.

The meeting is to be conducted at 7pm in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

The Agenda will be made available on the City's website on the Friday prior to the Council Meeting.

A handwritten signature in black ink, appearing to be 'Tony Brun', is written over the printed name and title.

Tony Brun  
**Chief Executive Officer**



## The Council of the City of Cockburn

**Ordinary Council Meeting  
Thursday, 11 August 2022 at 7pm**

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**The Council of the City of Cockburn**

**Ordinary Council Meeting  
Thursday, 11 August 2022 at 7pm**

**Agenda**

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**1. Declaration of Meeting**

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

**3. Disclaimer (To be read aloud by Presiding Member)**

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

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

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

**5. Apologies & Leave of Absence**

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

**Anthony Certoma, Coogee**

Mr Certoma asked the following questions at the 14 July 2022 Ordinary Council Meetings, which were taken on notice. Responses are provide accordingly:

- Q. Why was the email from the Jandakot Residents Association dated 1 April 2022 supporting the motion to increase the capital budget not included in the results? Was it an error or a deliberate omission?

- A1. The Community Development team sent out an email seeking resident groups to confirm whether they were in support of the motion raised at the Annual Meeting of Electors held on 1 February 2022.

Several groups raised a number of questions and requested more information, along with seeking additional time for discussion at their respective meetings, in order to provide a submission.

In response to these concerns, and to ensure all groups were provided with the relevant information, an alternative consultation framework was commissioned.

A Frequently Asked Question (FAQ) document and an on-line survey was developed to enable groups to make an informed decision and provide a formal response from the group.

All groups were advised of this new engagement process and requested to respond in accordance with the prescribed timeframe.

Only the responses received through this formal process were included in the results. The Jandakot Residents and Ratepayers associations email response was therefore not included.

- Q2. What follow up action has been taken since by City staff since 20 April 2022 until recently, in an effort to obtain a response from the five resident groups that apparently didn't respond?
- A2. No action has been undertaken by City officers. Each community group had an opportunity to respond in accordance with the consultation framework and timeframe.

## **7. Written Requests for Leave of Absence**

Nil

## **8. Public Question Time**

## **9. Confirmation of Minutes**

### **9.1 Minutes of the Ordinary Council Meeting - 14/7/2022**

#### **Recommendation**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 14 July 2022 as a true and accurate record.

**10. Deputations**

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

Nil

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

**13. Decisions Made at Electors Meeting**

Nil

## 14. Built and Natural Environment

### 14.1 Development Application - DA22/0100 - Lot 4 (1) Darkan Avenue, North Coogee - Extension of Non-Conforming Use (Industry-General)

<b>Author</b>	Daniel Arndt
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location Plan <a href="#">↓</a></li><li>2. Development Plans <a href="#">↓</a></li><li>3. Original Planning Approval <a href="#">↓</a></li><li>4. Acoustic Report <a href="#">↓</a></li><li>5. Odour Management Plan/Goods Manufacturing Practice <a href="#">↓</a></li><li>6. Schedule of Submissions <a href="#">↓</a></li><li>7. External Referral Response <a href="#">↓</a></li></ol>
<b>Location</b>	1 Darkan Avenue, North Coogee
<b>Owner</b>	Darkan Ave Pty Ltd
<b>Applicant</b>	MW Urban
<b>Application Reference</b>	DA22/0100

#### RECOMMENDATION

That Council:

- (1) APPROVES the proposal subject to the following conditions:

#### Conditions

1. Development shall be carried out in accordance with the terms of the application as approved herein and any approved plan (including any amendments marked in red).
2. No building or construction activities shall be carried out before 7.00am or after 7.00pm, Monday to Saturday, and not at all on Sundays or Public Holidays, unless otherwise approved by the City.
3. All services and service related hardware, including antennae, satellite dishes and air conditioning units, being suitably located away from public view and/or screened to the satisfaction of the City.
4. All stormwater must be contained and disposed of on-site. All stormwater infrastructure must be maintained for the duration of the development.
5. The development hereby approved shall be constructed of materials and/or colours that coordinate with or complement the existing building on the land, to the satisfaction of the City.
6. The premises shall be kept in a neat and tidy condition at all times by the owner/occupier to the satisfaction of the City.
7. The extension, subject of this application, shall be used for storage purposes only.
8. The Acoustic Report completed by *Herring Storer* dated 14 June 2022 (Document reference: 29036-2-22055) shall be implemented and maintained in perpetuity.

9. The Odour Management Plan/Good Manufacturing Practice (No: 3595) shall be implemented and maintained in perpetuity.
10. The operations of the premises is restricted to the hours of 7am to 7pm Monday to Saturday, and not at all on Sundays and Public Holidays.
11. The crossovers on the site plan shall remain unobstructed in accordance with the approved plans
12. The car parking bays, driveways and points of ingress and egress shall be sealed, drained and line-marked, in accordance with the approved plans.
13. The dimensions of all car parking bays, aisle widths, wheel stops, columns, ramps and circulation areas must comply with AS2890.1 and AS2890.6.
14. The subject site is restricted to a maximum occupancy of 39 persons at any one time.

**Footnotes**

- a. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3 or with the requirements of any external agency.
- b. All stormwater drainage shall be designed in accordance with the document entitled '*Australian Rainfall and Runoff* 2019 produced by the Commonwealth of Australia (Geoscience Australia).  
The design is to be certified by a suitably qualified practicing Engineer on the basis of a 1% AEP (annual exceedance probability) critical event, to the satisfaction of the City.  
Details of the stormwater drainage are also to be provided with the associated Building Permit Application where applicable.
- c. With regard to Condition 5, the City's expectation is the boundary wall being painted the same colour as the existing premises.
- d. With regard to Condition 13, the maximum occupancy is reflective of the car parking allocation relevant to an *Industry-General* use.
- e. The applicant/landowner is advised that this approval involves activities that could give rise to odour nuisance and as such the City may take action under the Environmental Protection Act to mitigate any such adverse impacts of and where the need arises.
- f. The applicant/landowner is advised that noise pollution provisions of the *Environmental Protection Act 1986*, and more particularly with the requirements of the *Environmental Protection (Noise) Regulations 1997* may apply.
- g. The applicant/landowner is advised of their ongoing responsibilities in managing dust nuisance, in particular regarding any process, activity or equipment used in existing operations or otherwise, as required by the City's Health Services.

- h. The applicant/landowner is advised of their responsibilities to comply with the *City of Cockburn (Health) Local Laws 2000* in particular, one of the following requirements:
- i) discharge to sewer as approved by the Water Corporation
  - ii) discharge to on-site effluent disposal as approved by the Executive Director, Public Health or the Manager, Environmental Health
  - iii) collection and disposal in an approved manner at an approved liquid waste disposal site
  - iv) Discharge of industrial liquid wastes directly to soak or ground is also not permitted and requires the approval of the Department of Environment and Conservation.
- i. Please be advised that the development must comply with the requirements of the Building Codes of Australia.

## Background

The City has received a development application (DA22/0100) on Lot 4 (1) Darkan Avenue, North Coogee, for the extension of a Non-Conforming Use (Industry-Noxious).

The site was originally approved as *Seafood Processing and Storage Premises* in 9 November 1995 with that use proceeding over the next decades.

The site has continually been used for industrial purposes (food processing), previously by *Mount Barker Chicken* and now *Westmore Seafoods*.

At the time of approval, the site was zoned *Special Industry A* under the (then) Town Planning Scheme No. 2, which permitted an Industry-Noxious use.

The *interpretation* of *Special Industry A* pursuant to the previous scheme was:

Special Industry 'A' means the use of Land and Buildings for the carrying out of any process for and incidental to the production of meat and allied products, in accordance with the provisions of the Health Act of 1911 and any Regulations or By-laws made under that Act and includes:

- a. *Abattoirs for the slaughtering of livestock and the processing, packing, freezing and wholesaling of meat, and the carrying on of all processes related thereto, including freezer works and associated stock agistment;*
- b. *The manufacture of by-products of livestock slaughtering, including:*
  - a. *The production of edible offals from the entrails of livestock slaughtered;*
  - b. *The rendering of fat;*
  - c. *The preparation of skins and leather, including the drying, curing and pickling of animal skins and hides, tanning and fell-mongering;*
- c. *The processing of rock lobster including the freezing the packing thereof for sale and the production and storage of bait for sale to rock lobster fisherman;*



- d. *The production of any commodity being a direct use of substances resulting from the slaughter of livestock, that from time to time is made possible by technological advancement or increase in scale of production or both if the said production does not contravene any Act or regulation governing the production of meat.*

In 2006, *Improvement Plan 33* was gazetted which led to the establishment of the *Cockburn Coast District Structure Plan*, the rezoning of the site to 'Development' zone under the City's new Town Planning Scheme No. 3 (TPS 3) and the approval of the *Robb Jetty Local Structure Plan*, which now designates the subject site as 'Mixed Business'.

The removal of the *Special Industry A* zone and establishment of the District and Local Structure Plan for the subject site and surrounding area triggered non-conforming use rights for the premises.

This is discussed further in the planning assessment section.

### **Submission**

N/A

### **Report**

#### *Location*

The subject site is bound by Rollinson Road (North), Darkan Avenue (West), Fremantle Cold Stores (South) and a currently vacant Lot (east) in 2 Garston Way, North Coogee.

Located within a 'Mixed Business' pocket of the Robb Jetty Local Structure Plan (LSP), the subject site is within close proximity to sensitive uses such as the Fremantle Caravan Park (northern side of Rollinson Road) and Residential zoned land nearby (refer Attachment 1 – Location Plan).

In support of the proposal, the applicant has provided the following:

- Planning Report
- Site plan, floor plan and elevations
- Acoustic Report
- Odour Management Plan/Goods Manufacturing Practices.

#### *Proposal*

The application comprises the following:

- 350m<sup>2</sup> extension to the eastern boundary with a 30.7m boundary wall length proposed to the adjoining 2 Garston Way, North Coogee

- 5.8m boundary wall height proposed to match the existing blue colour of the building
- 3.6m high roller door to Rollinson Road and the rear of the property which requires ramped access due to the gently sloped site
- The existing processing area is connected to the extension via one pedestrian sized doorway and a roller door to the workshop area (refer Attachment 2 – Development Plans).

### *Need*

The extension is proposed as a result of supply chain issues during COVID-19 which have led to a forced change in business operations for the site.

The use of packaging for transport of seafood has been impacted and the applicant is seeking to change their supply of packaging from an '*as needed*' basis to an '*on demand*' basis.

This change triggers additional storage requirements, hence the development of a warehouse.

The City has noted the justification of supply chain issues for many development applications in the last few years and the organisation will need to adjust to this changing economic pressure, and its impacts on the planning framework.

## **Planning Framework**

### Metropolitan Region Scheme (MRS)

The subject site is zoned 'Urban' under the MRS which is defined as:

*Areas in which a range of activities are undertaken, including residential, commercial, recreational and light industry.*

The site is within Improvement Plan 33 which encompasses the '*dry land within North Coogee, generally bound by Port Coogee, South Beach and the Beeliar Regional Open Space*'.

The intent of an Improvement Plan is to advance the planning and development of an area and resolve current and future land use conflicts.

The subject site is one of the few remaining Industrial uses within the Cockburn Coast District Structure Plan.

Town Planning Scheme No. 3 (TPS 3)

The subject site is zoned 'Development' under TPS 3. The objective of the Development zone is:

*To provide for **future residential, industrial or commercial** development to be guided by a comprehensive **Structure Plan** prepared under the Scheme.*

A District Structure Plan and Local Structure Plan have been approved for the area (including the subject site), this area is discussed in the section below.

Cockburn Coast District Structure Plan and Robb Jetty Local Structure Plan

The subject site is one of three (3) lots that form a 'Mixed Business' pocket within the Robb Jetty Local Structure Plan (refer Attachment 1).

The designation of Mixed Business on the site, was chosen for two reasons:

- To protect areas with existing Industrial uses from pressure to relocate, as a result of perceived or actual co-location of incompatible uses
- To ensure employment opportunities in the project area by providing enough suitably zoned and serviced land to allow a level of economic self-sufficiency.

Notwithstanding the above however, it should be noted that Industry-General is an 'X' use within the Mixed Business zone (meaning Not Permitted).

The proposed extension is located on the northern edge of the LSP area, is relatively screened from view and, subject to appropriate conditions, is considered as an incidental extension of the existing non-conforming use.

It is therefore considered that whilst the proposal is inconsistent with the desired intent of the structure plan, the scale of development will not prejudice the overall area.

**Assessment**

*What is a non-conforming use?*

A non-conforming use is a land use which received lawful approval in the past, but due to changes in the planning framework, would not receive an approval if applied for today.

Landowners can rightfully continue operating non-conforming land uses until such time as they vacate a premises permanently, and to remove any ambiguity, discontinue operations for a period of **six months**.

The City approved the subject site as *Seafood Processing and Storage Premises* in 1995 (refer Attachment 3 – Original Planning Approval). Condition 11 of the approval required an offensive trade license being approved prior to the issue of a building license.

Following issue of the offensive trade license and building permit, the site has since operated under an Industry-Noxious land use (see definition below):

**Industry-Noxious** means an industry which is an offensive trade within the meaning of Schedule 2 of the Health Act but where an offensive trade is also included as a category of prescribed premises set out in Schedule 1 of the Environmental Protection Regulations, Schedule 2 of the Health Act prevails and includes a landfill site, but does not include a fish shop, dry cleaning premises, laundromat, piggery, poultry farm or rabbit farm.

Pursuant to Clause 3.8, the subject site is able to continue its operations as an Industry-Noxious (*Seafood Processing and Storage*) premises.

*Can a landowner alter a non-conforming use?*

The proposal seeks approval for the erection and extension of a building used in conjunction with an existing non-conforming use.

The extension itself is considered incidental to the predominant use and of minimal impact. Clause 3.9 of the Scheme provides the ability for landowners to seek approval for any alteration, extension or change to Non-Conforming Uses.

*Change of Non-Conforming Use – (Industry-Noxious to Industry-General)*

The premises is no longer operating as an Industry-Noxious land use but instead an Industry-General.

The basis for the application no longer being considered as an Industry-Noxious is as follows:

- The use (Seafood Processing) is not within Schedule 2 of the Health Act which identifies trades, businesses and/or occupations within which may be considered as an offensive trade.
- Nor is the proposal a prescribed premises, as advised by the Department of Water and Environment Regulation, under *Schedule 1 of the Environmental Protection Regulations 1997* (see below):

	Description of Category	Production or design capacity
<i>Schedule 1 – Environmental Protection Regulations 1987</i>	Seafood processing: premises (other than a fish wholesaler) on which fish or other seafood is processed and from which liquid waste is or is to be discharged onto land or into waters.	200 tonnes per year or more.

The applicant has confirmed that fish processing of greater than 200 tonnes per year occurs on site, however the site is connected to sewer and therefore, does not discharge any liquid waste onto land or water.

Given the above, the application also seeks to change its use from one Non-Conforming use to another.

Clause 3.9.3 of TPS 3 provides that the City can only approve a change from one non-conforming use to another non-conforming use, where the proposed use is **less detrimental to the amenity that the existing non-conforming use**.

As the proposal is no longer an offensive trade, nor does it require a prescribed premises license, it is considered to fit within the **Industry-General** definition below:

***Industry** means premises used for manufacture, dismantling, processing, assembly, testing, servicing, maintenance or repairing of goods or products on the same land used for:*

- a) The storage of goods*
- b) The work or administration or accounting*
- c) The selling of goods by wholesale or retail*
- d) The provision of amenities for employees.*

***Industry-General** means as Industry other than a cottage, extractive, general (licensed), light, mining, noxious, rural or service industry, or motor vehicle repair or motor vehicle wrecking.*

Although Industry-General is an 'X' use within the Mixed Business zone it can be approved as a change of use from one non-conforming use to another as it has less detrimental amenity impacts than the approved Industry-Noxious.

*Is the extension appropriate?*

The change of use and extension to the subject site is recommended to be supported for the following reasons:

- The use of the site by Westmore Seafoods is considered to have a lesser amenity impact as an Industry-General when compared to an Industry-Noxious
- Conditional approval can ensure the extension is used for storage purposes only
- The premises complies with noise requirements and does not create odour emissions, as detailed further below
- The site supports the local economy and has synergies with several nearby businesses, including the proximity to *Fremantle Fishing Boat Harbour*
- The City considers the proposal will not create an undesirable precedent for similar businesses to propose extensions to non-conforming uses as it has been assessed on its own merit and does not create an additional amenity impact.

*Objections relating to Traffic*

The proposal does not seek to provide any new access points, rather it will utilise the existing access from a single 6.5m wide crossover to Rollinson Road.

It also has two (2) existing crossovers to Darkan Avenue, one of which is currently closed off with perimeter fencing however this will be removed as part of the application process. A condition detailing removal is recommended accordingly.

The City received objections relating to an increase in traffic from the proposal, however it is considered that the proposal will not increase traffic or require the immediate upgrade of the Rollinson Road/Cockburn Road intersection for the following reasons:

- The works are for storage purposes only
- There is no change to processing operations and no nexus exists for the applicant to contribute towards the upgrade of the Rollinson Road/ Cockburn Road intersection
- Main Roads Western Australia (MRWA) have provided comment that the intersection in question is being planned for an upgrade, however it is not within the 4 year forward works timeframe
- As the extension seeks to provide more on-site storage, it is likely that deliveries of packaging will be fewer than currently experienced under the 'as needed' basis:
  - The applicant has provided clarification that the premises currently receives weekly packaging deliveries, which will be reduced to every 2-3 week deliveries with the ability to store more packaging on site.

*Parking Impacts Onsite*

The original development approval issued in 1995 required a minimum of 48 car parking bays.

The site plan provided indicates that nine (9) car parking bays will require removal for the construction of the extension, resulting in 39 car parking bays.

The extension will result in the loss of 9 car parking bays however an analysis of aerial imagery over the past few years notes a minimal amount of car parking being used, with only 10 bays being occupied at any one time.

The applicant has provided further detail that no more than 20 staff are on site at any one time.

The business model is such that visitors do not often attend the site, so additional bays are unlikely to be required.

It is recommended to apply a condition that the premises shall have a maximum occupancy of 39 persons at any one time.

#### *Objections Relating to Noise*

During the advertising period, objections were received regarding noise from the site.

The City is aware, however, that the source of the noise is actually the adjoining premise (3 Darkan Avenue, North Coogee) in the Fremantle Cold Stores who were undertaking maintenance on condensers during this time.

The noise source and resolution is still being investigated by the City.

An Acoustic Report undertaken by *Herring Storer* was provided with the application due to the subject site's proximity to sensitive land uses, the closest being the Fremantle Caravan Park on the northern side of Rollinson Road.

Following assessment, the Acoustic Report was amended, subject to the City's request and details the following findings (refer Attachment 4 – Acoustic Report):

- The primary source of noise from the premises is the use a forklift during loading/unloading of fish produce and packaging

Whilst ordinarily utilised inside the premises, there will be instances in which the forklift will load/unload outside or with the extension with doors open

- Given the infrequent use of forklifts within the site, the modelling utilised an LA<sup>1</sup> assigned level which is a level assigned to noise present for 10% or less of the representative assessment period.

This equates to noise being present for less than 24 minutes within a four hour period

- The use of a forklift, whilst infrequent, would likely entail its use for longer than 24 minutes within a 4 hour window and that a more conservative approach assigned level of LA<sup>10</sup> should be applied
- If the LA<sup>10</sup> assigned level were applied to the site a minor exceedance in the 'night-time' noise levels would be present. However, day-time noise would be compliant.

Notwithstanding the above, the premises currently does not operate outside of day-time hours and a condition recommending operating hours being restricted to 7am to 7pm will mitigate noise compliance issues.

### *Odour*

Given seafood is on site the ability for odour to be present is high.

The City has therefore requested an Odour Management Plan which has been provided and is considered acceptable.

The Odour Management Plan/ Goods Manufacturing Practice details that following measures to ensure odour is controlled on site, which includes (refer Attachment 5 – Odour Management Plan/Goods Manufacturing Practices).

- All wet waste (inclusive of fish) is to be frozen on site and removed on a weekly basis
- All waste bins, when not being used in the processing areas, are stored within the freezer
- All bins are to be kept with the lids closed, when not in use, to ensure odour and pests are contained.

The applicant advises that the premises is serviced via private collection with general waste collection occurring once per week and 'wet waste' collection occurring twice per week.

It should be noted that the subject site has not received odour complaints in the past, which indicates the management practices to control odour are working.

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

#### Local Economy

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

- Increased Investment, economic growth and local employment.

#### Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A



## Community Consultation

In accordance with Clause 64 of the *Planning and Developments Regulations 2015*, the application was advertised from 14 April to 13 May 2022, for a period of 28 days.

Letters were sent to landowners within 200m of the proposal and the application was advertised on Comment on Cockburn for the same period.

A total of 23 submissions were received, both in objection (13) and support (10) of the application, comments were pertaining to:

- Traffic
- Land use
- Noise
- Odour.

The report section above has detailed City officer responses in regard to the objections raised.

The Schedule of Submissions details the specific responses to objections raised (refer Attachment 6).

### *External Referral Agencies*

The proposal was referred to Department of Water Environment and Regulation (DWER), Department of Primary Industry and Regional Development (DPIRD) and Department of Health for comments.

The referral comments (refer Attachment 7) and advise the agencies have no objection to the proposal subject to the following:

- The proposal complying with the provisions of the *Health (Miscellaneous Provisions) Act 1911*
- All food related areas complying with the *Food Act 2008*
- Confirmation the applicant (Seafresh Holdings) holds a current Seafood Processing License at the above premises issued by DPRID.

## Risk Management Implications

The applicant has the right to review Council's decision through the State Administrative Tribunal.

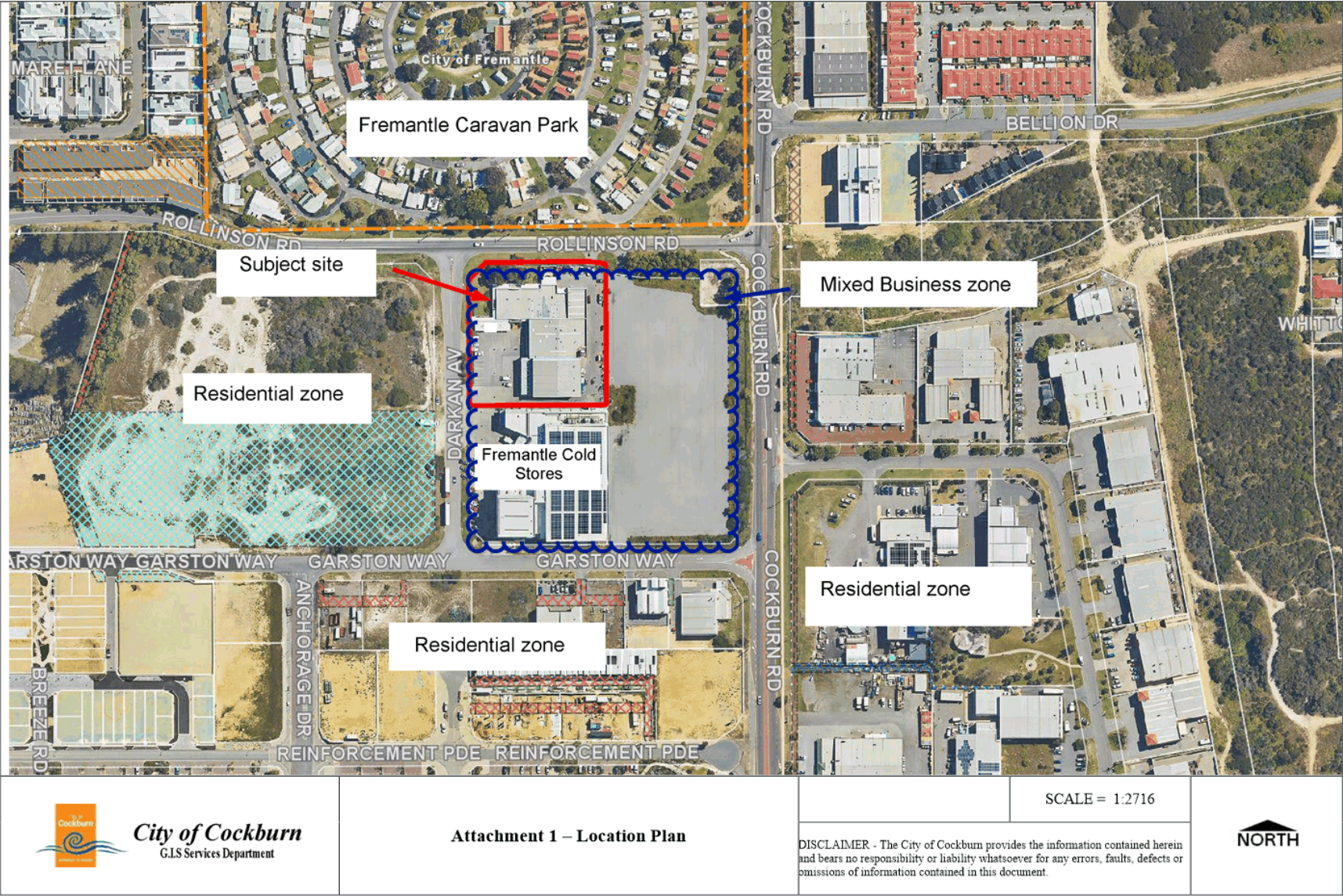
Should the applicant exercise this right, there may be financial implications, particularly where legal counsel is required.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 August 2022 Ordinary Council Meeting.

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

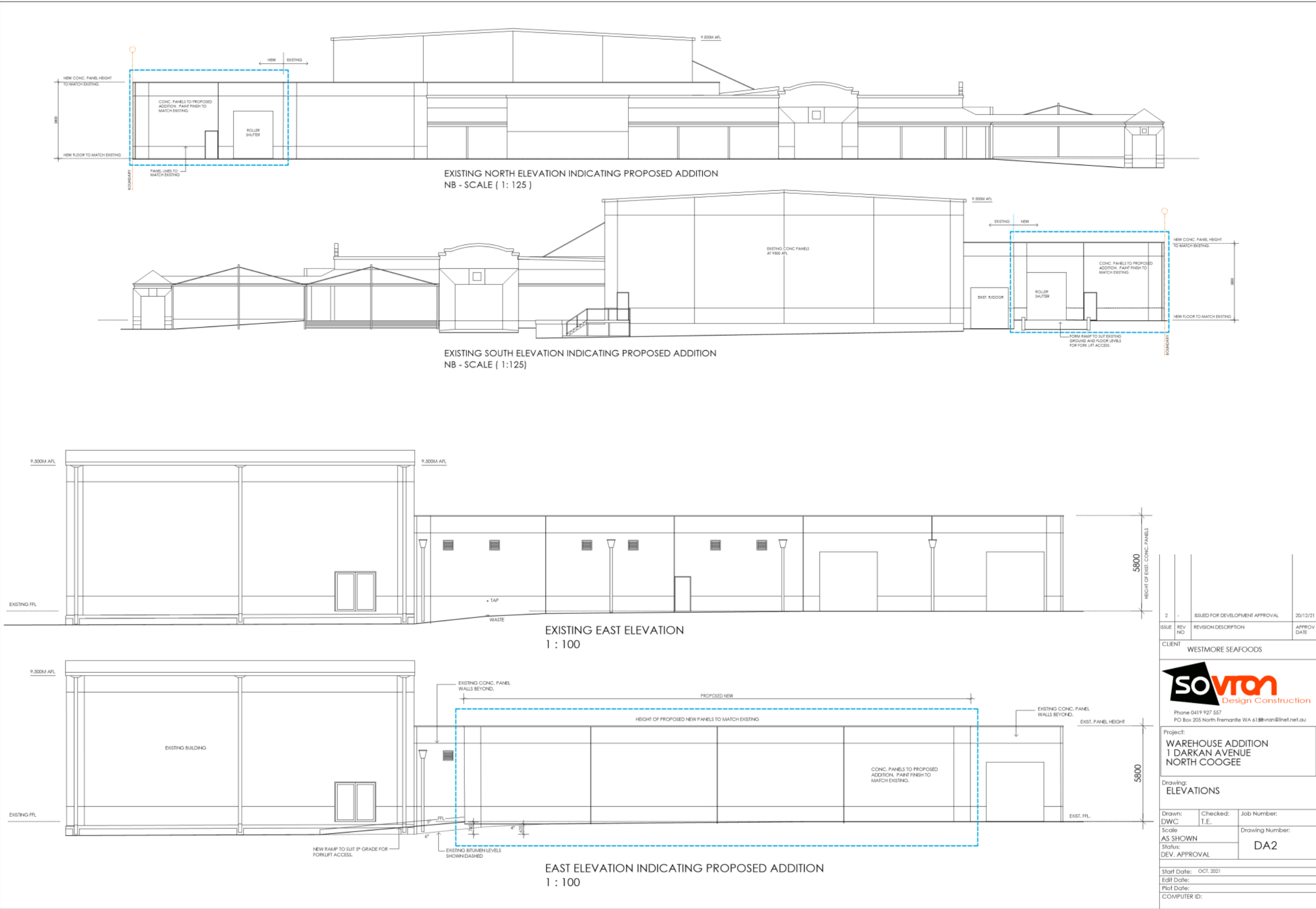
N/A











2	-	ISSUED FOR DEVELOPMENT APPROVAL	20/12/21
ISSUE	REV NO	REVISION DESCRIPTION	APPROV DATE
CLIENT WESTMORE SEAFOODS			
 Phone 0419 927 557 PO Box 205 North Fremantle WA 6156 sovtan@inet.net.au			
Project: WAREHOUSE ADDITION 1 DARKAN AVENUE NORTH COOGEE			
Drawing: ELEVATIONS			
Drawn: DWC	Checked: T.E.	Job Number:	
Scale AS SHOWN	Drawing Number: DA2		
Status: DEV. APPROVAL			
Start Date: OCT. 2021			
Edit Date:			
Plot Date:			
COMPUTER ID:			

2212258 (DCU718)

OFFICE USE ONLY  
Serial No.....  
DATE: 9 November 1995

## METROPOLITAN REGION SCHEME

Form 2

## CITY OF COCKBURN

**PROPOSED SEAFOOD PROCESSING AND STORAGE PREMISES - LOT 4, 1  
DARKAN AVENUE, HAMILTON HILL**

## APPROVAL TO COMMENCE DEVELOPMENT

Name of Owner of SURNAME: RICCIARDI SEAFOODS  
Land on which  
Development CHRISTIAN NAMES:  
Proposed

ADDRESS: PO BOX 196, SOUTH FREMANTLE

Approval to commence development in accordance with the Application dated 4 October 1995 and the attached Plans is granted subject to the following conditions:-

1. The planting and maintenance of a minimum of twenty eight (28) trees. (Ref. Planning Department)
2. A detailed landscape plan being submitted with the application for a building licence, showing the location and type of existing and proposed trees and shrubs, lawns to be installed and natural landscape areas to be retained, in accordance with the approved plans. (Ref. Planning Department)
3. No Blackboy plants (*Xanthorrhogaceae* f.) or any trees or shrubs taller than two metres high existing on the land being removed without the prior written approval of the Council, and where such vegetation is to be retained, it shall be marked and/or protected to Council's satisfaction during the construction period. (Ref. Planning Department)
4. The landscaped areas being developed in accordance with the approved plan and maintained thereafter to the Council's satisfaction. (Ref. Planning Department)
5. The street verge adjacent to the lot four (4) being landscaped and maintained to the Council's satisfaction and the owner providing a written agreement to this requirement prior to the issue of a building licence. (Ref. Planning Department)



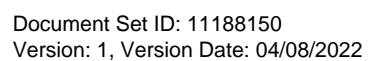
6. *Provision and maintenance of a minimum of forty eight (48) paved car parking spaces measuring 5.5m x 2.5m and clearly marked on the ground, with 6m wide paved accessways and satisfactory manoeuvring areas. (Ref. Planning Department)*
7. *The car parking areas and accessways being constructed drained and maintained to the Council's specifications and satisfaction. (Ref. Engineering Department)*
8. *The drainage of all car parking areas and access ways so as to ensure that the site is drained and provision is made for the disposal, to the satisfaction at all times of the City, of roof water, water from paved areas and all other stormwater PROVIDED THAT the approval of a particular design to achieve the foregoing purposes or the issue of a building licence shall not imply that the City is satisfied once and for all that the applicant has complied with this condition and the City may require compliance with this condition at any time in the future if it is not satisfied that the site has been drained in accordance with this condition. (Ref. Engineering Department)*
9. *All stormwater being contained and disposed of on-site. (Ref. Engineering Department)*
10. *Environment Protection Authority approval prior to the commencement of development or the issue of a building licence. (Ref. Planning Department and Health Department)*
11. *An Offensive Trades application being approved prior to the issue of a building licence. (Ref. Health Department)*
12. *Prior to the commencement of any on site works and the issue of a building licence the applicant submitting drainage details to the Council's satisfaction. (Ref. Engineering Department)*
13. *Disposal of effluent to the satisfaction of Council, the Department of Environmental Protection and the Water Authority of Wa.*
14. *Landscaping to be provided and maintained in accordance with the Coogee Landscape Guidelines, and the landscape plan prepared by Ecoscape.*
15. *Measures to be taken to the satisfaction of Council, prior to any site clearance/site works, for the retention of the existing trees along the Rollinson Road frontage of the site.*
16. *The cross-over to Darkan Avenue to be a minimum of 1.5 metres from the side boundary.*
17. *All food preparation, processing, packaging and storage areas to comply with the Health (Food Hygiene) Regulations 1993. (Ref. Health Department).*

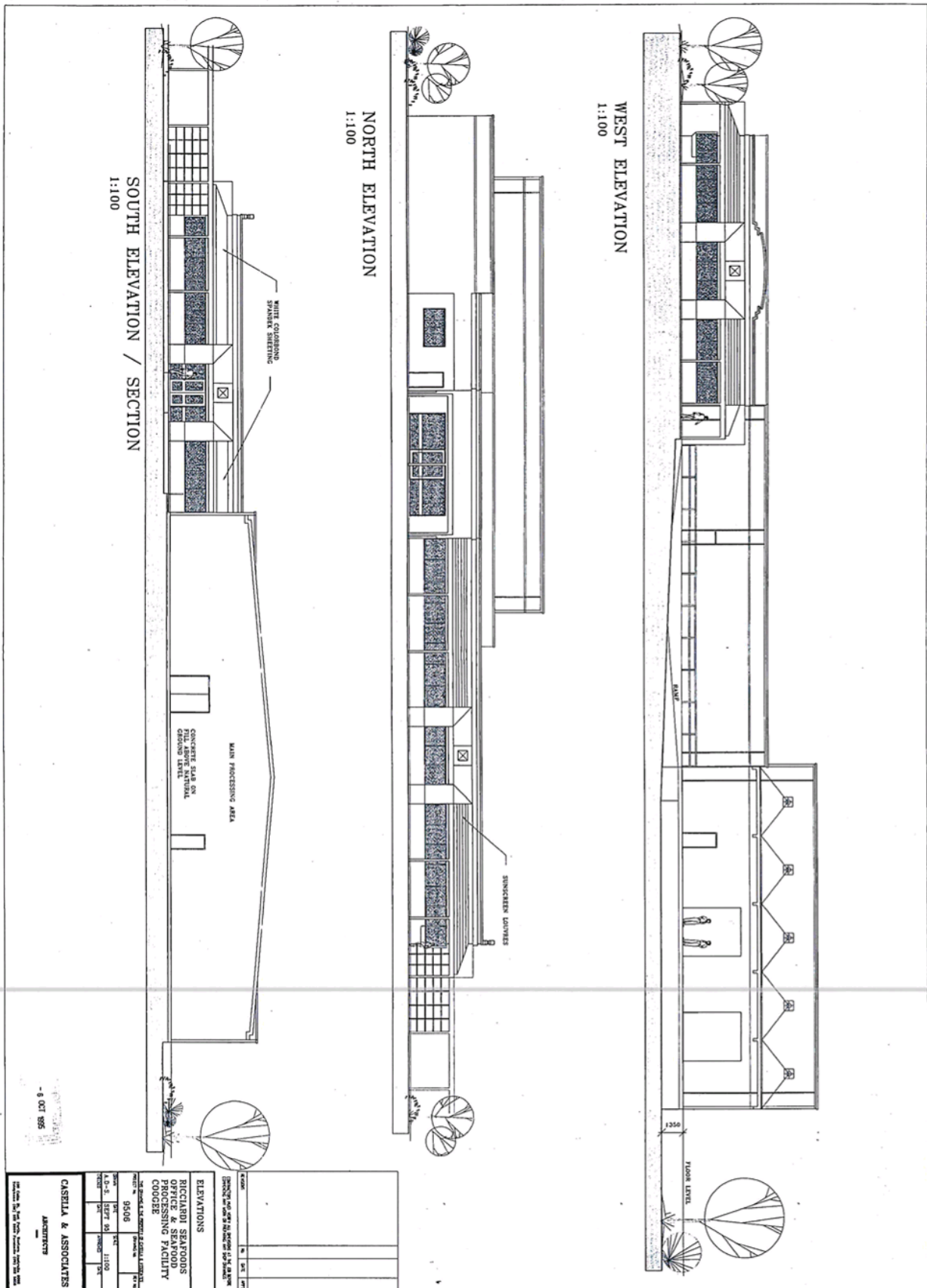


*If the development the subject of this approval is not substantially commenced within a period of Twenty Four (24) Months from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.*

Signed.....  
Director of Planning & Development  
per delegated authority









**WESTMORE SEAFOOD  
1 DARKAN AVENUE, NORTH COOGEE**

**ENVIRONMENTAL ACOUSTIC ASSESSMENT**

**FEBRUARY 2022**

OUR REFERENCE: 29036-2-22055

Rochdale Holdings Pty Ltd A.B.N. 85 009 049 067 trading as:  
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Document Set ID: 11171265  
Version: 1, Version Date: 20/07/2022



Herring Storer Acoustics

## DOCUMENT CONTROL PAGE

**ENVIRONMENTAL ACOUSTIC ASSESSMENT**  
**PROPOSED WAREHOUSE**  
**1 DARKAN AVENUE, NORTH COOGEE**

Job No: 22055

Document Reference: 29036-2-22055

FOR

**MW URBAN**

DOCUMENT INFORMATION				
Author:	Tim Reynolds	Checked By:	George Watts	
Date of Issue:	8 February 2022			
REVISION HISTORY				
Revision	Description	Date	Author	Checked
1	Council Comments	14/06/2022	TR	Paul Daly
DOCUMENT DISTRIBUTION				
Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	MW Urban Attn: Tony Watson Email: <a href="mailto:tonyw@mwurban.com.au">tonyw@mwurban.com.au</a>		✓
1	2	MW Urban Attn: Tony Watson Email: <a href="mailto:tonyw@mwurban.com.au">tonyw@mwurban.com.au</a>		✓

This report has been prepared in accordance with the scope of services and on the basis of information and documents provided to Herring Storer Acoustics by the client. To the extent that this report relies on data and measurements taken at or under the times and conditions specified within the report and any findings, conclusions or recommendations only apply to those circumstances and no greater reliance should be assumed. The client acknowledges and agrees that the reports or presentations are provided by Herring Storer Acoustics to assist the client to conduct its own independent assessment.

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A	SITE PLAN
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Herring Storer Acoustics  
Our ref: 29036-2-22055

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## 1. INTRODUCTION

Herring Storer Acoustics were commissioned to undertake a review of the noise emissions from the proposed expansion of Westmore Seafood for the construction of a warehouse. Westmore Seafood are located at 1 Darkan Avenue, North Coogee.

We note that this proposal is for the construction of a warehouse to provide additional storage space. Thus, the only activity that would be associated with the expansion would be the possible use of forklifts within the warehouse.

For reference, the site plan for the proposed development is attached in Appendix A.

## 2. SUMMARY

The closest neighbouring residences to this development have been identified as shown in Figure 3.1.

From the assessment undertaken, the noise received at the neighbouring residences from the warehouse would easily comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times, with the doors to the warehouse open.

Compliance would also be achieved for activities undertaken outside the warehouse.

## 3. CRITERIA

### 3.1 ENVIRONMENTAL PROTECTION (NOISE) REGULATIONS 1997

The allowable noise level for noise sensitive premises in the vicinity of the proposed warehouse is prescribed by the *Environmental Protection (Noise) Regulations 1997*. Regulations 7 and 8 stipulate maximum allowable external noise levels or assigned noise levels that can be received at a premise from another premises. For residential premises, this noise level is determined by the calculation of an influencing factor, which is then added to the base levels shown below. The influencing factor is calculated for the usage of land within two circles, having radii of 100m and 450m from the premises of concern. The base noise levels for residential premises and the assigned noise levels for industrial premises are listed in Table 3.1.

**TABLE 3.1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days (Evening)	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35 + IF	45 + IF	55 + IF

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.  
IF is the influencing factor.



It is a requirement that received noise be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

**“impulsiveness”** means a variation in the emission of a noise where the difference between  $L_{Apeak}$  and  $L_{Amax(Slow)}$  is more than 15 dB when determined for a single representative event;

**“modulation”** means a variation in the emission of noise that –

- (a) is more than 3 dB  $L_{AFast}$  or is more than 3 dB  $L_{AFast}$  in any one-third octave band;
- (b) is present for more at least 10% of the representative assessment period; and
- (c) is regular, cyclic and audible;

**“tonality”** means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as  $L_{Aeq,T}$  levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as  $L_{ASlow}$  levels.

Where the noise emission is not music, if the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 3.2 below.

**TABLE 3.2 - ADJUSTMENTS TO MEASURED LEVELS**

Where <b>tonality</b> is present	Where <b>modulation</b> is present	Where <b>impulsiveness</b> is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

Note: These adjustments are cumulative to a maximum of 15 dB.

For this development, the closest residential premises of concern are located, as shown on Figure 3.1 below.

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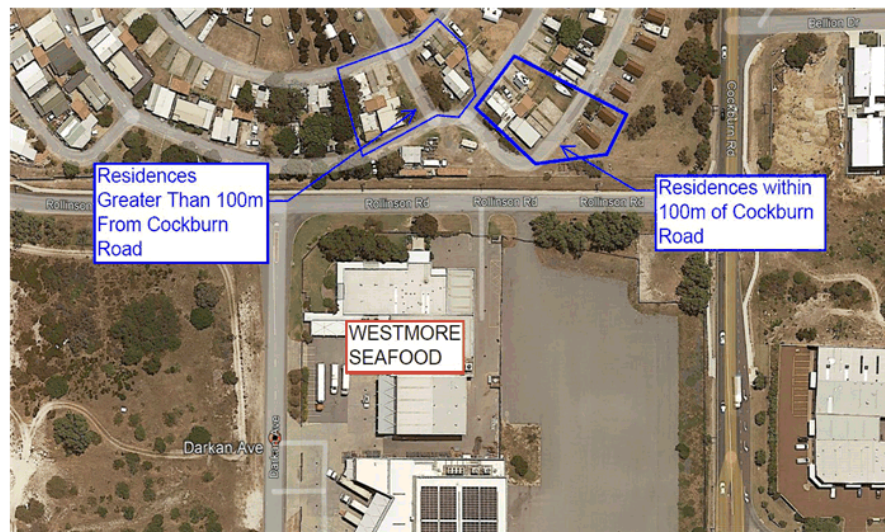


FIGURE 3.1 – NEIGHBOURING RESIDENCE

The influencing factor at the identified noise sensitive premises has been estimated as follows:

**Residences within 100m of Cockburn Road**

<b>Major Road within the inner circle;</b> Cockburn Road	+ 6 dB
<b>Commercial Premises within the inner circle;</b> 50 %	+ 2.5 dB
<b>Commercial Premises within the outer circle;</b> 20 %	+ 1.0 dB

Hence, the influencing factor has been rounded down to be +9 dB.

**Residences greater than 100m of Cockburn Road**

<b>Major Road within the outer circle;</b> Cockburn Road	+ 2 dB
<b>Commercial Premises within the inner circle;</b> 50 %	+ 2.5 dB
<b>Commercial Premises within the outer circle;</b> 20 %	+ 1.0 dB

Hence, the influencing factor has been rounded down to be +5 dB.

Based on the above influencing factor, the assigned outdoor noise levels are listed in Tables 3.3 and 3.4.

**TABLE 3.3 - ASSIGNED OUTDOOR NOISE LEVEL  
RESIDENCES WITHIN 100M OF COCKBURN ROAD**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A</sub> 10	L <sub>A</sub> 1	L <sub>A</sub> max
Noise sensitive premises	0700 - 1900 hours Monday to Saturday (Day)	54	64	74
	0900 - 1900 hours Sunday and Public Holidays (Sundays)	49	59	74
	1900 - 2200 hours all days (Evening)	49	59	64
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	44	54	64

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.

**TABLE 3.4 - ASSIGNED OUTDOOR NOISE LEVEL  
RESIDENCES GREATER THAN 100M FROM COCKBURN ROAD**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A</sub> 10	L <sub>A</sub> 1	L <sub>A</sub> max
Noise sensitive premises	0700 - 1900 hours Monday to Saturday (Day)	50	60	70
	0900 - 1900 hours Sunday and Public Holidays (Sundays)	45	55	70
	1900 - 2200 hours all days (Evening)	45	55	60
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	40	50	60

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.

#### 4. MODELLING

Modelling of the noise propagation from the proposed development was carried out using an environmental noise modelling computer program, "SoundPlan". Input data for computer modelling included:

- EPA weather condition as stated in the Environmental Protection Authority's "Draft Guideline on Environmental Noise for Prescribed Premises" for the day and night periods (see Table 4.1).
- Sound power levels, as summarised in the following sections.

**TABLE 4.1 - WEATHER CONDITIONS**

Condition	Day Period	Night Period
Temperature	20 °C	15 °C
Relative humidity	50%	50%
Pasquil Stability Class	E	F
Wind speed	4 m/s*	3 m/s*

\* From source to receiver

From information received, we understand that for the warehousing, a forklift would be used and that this would be the main / only noise source. Thus, we have undertaken noise modelling with a forklift operating within the warehouse. However, as requested by council, although unlikely to occur, noise modelling has also been undertaken for a forklift operating outside to the north of the proposed new warehouse.

Finally, noise modelling has been undertaken for the odd "bang" that could occur. The sound power level for these "bangs" is listed in Table 4.2.

We note that the use of the forklift would be intermittent and compliance with the assigned  $L_{A1}$  noise level would be required, with the “bang” needing to comply with the assigned  $L_{A\text{Max}}$  noise level.

The noise modelling for forklifts was based on the sound power levels listed in Table 4.2.

TABLE 4.2 – SOUND POWER LEVELS

Item of Equipment	Sound Power Level, (dB(A))
Forklift	87
Forklift “Bang”	95

## 5. PREDICTED NOISE EMISSIONS

Calculations were undertaken to all the residences noted on Figure 3.1. The resultant noise levels are listed in Table 5.1.

Notes:

- Noise levels were calculated at all adjacent noise sensitive premises, however, for simplicity of reporting, only the highest noise levels have been included below.
- Noise modelling was undertaken with the doors to the warehouse open.

TABLE 5.1 – CALCULATED NOISE LEVELS  
INTERNAL WITHIN WAREHOUSE

Item	Residences (dB(A))	
	Within 100m of Cockburn Road	Greater Than 100m From Cockburn Road
Forklift	33 $L_{A1}$	31 $L_{A1}$
Forklift “Bang”	40 $L_{A\text{Max}}$	39 $L_{A\text{Max}}$

TABLE 5.2 – CALCULATED NOISE LEVELS  
EXTERNAL FROM NORTH OF WAREHOUSE

Item	Residences (dB(A))	
	Within 100m of Cockburn Road	Greater Than 100m From Cockburn Road
Forklift	44 $L_{A1}$	42 $L_{A1}$
Forklift “Bang”	52 $L_{A\text{Max}}$	50 $L_{A\text{Max}}$

## 6. ASSESSMENT

The following provided the acoustic assessment for the noise sources requiring compliance, as listed in Table 5.1.

Noise emissions from the forklift would be present for less than 10% of a representative time period, hence noise received from this noise source needs to comply with the assigned  $L_{A1}$  noise level.

Based on the definitions of tonality, noise emissions from these sources, being an  $L_{A1}$  and being present for less than 10% of the time, would not be considered tonal. Thus, no penalties would be applicable to the above noise sources. Hence, Table 6.1 shows the applicable Assigned Noise Levels, and assessable noise level emissions associated for the scenarios associated with the above noise sources.

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**TABLE 6.1 – ASSESSMENT OF L<sub>A1</sub> NOISE LEVEL EMISSIONS  
FORKLIFT (INTERNAL NOISE)**

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L <sub>A10</sub> Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Within 100m of Cockburn Road	33	Day Period	64	Complies
		Sunday Day Period	59	Complies
		Evenings	59	Complies
		Night	54	Complies
Greater Than 100m from Cockburn Road	31	Day Period	60	Complies
		Sunday Day Period	55	Complies
		Evenings	55	Complies
		Night	50	Complies

**TABLE 6.2 – ASSESSMENT OF L<sub>A1</sub> NOISE LEVEL EMISSIONS  
FORKLIFT (EXTERNAL NOISE)**

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L <sub>A10</sub> Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Within 100m of Cockburn Road	44	Day Period	64	Complies
		Sunday Day Period	59	Complies
		Evenings	59	Complies
		Night	54	Complies
Greater Than 100m from Cockburn Road	42	Day Period	60	Complies
		Sunday Day Period	55	Complies
		Evenings	55	Complies
		Night	50	Complies

**TABLE 6.3 – ASSESSMENT OF L<sub>A1</sub> NOISE LEVEL EMISSIONS  
FORKLIFT “BANG” (INTERNAL NOISE)**

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L <sub>A10</sub> Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Within 100m of Cockburn Road	40	Day Period	74	Complies
		Sunday Day Period	69	Complies
		Evenings	69	Complies
		Night	64	Complies
Greater Than 100m from Cockburn Road	39	Day Period	74	Complies
		Sunday Day Period	69	Complies
		Evenings	69	Complies
		Night	64	Complies

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**TABLE 6.4 – ASSESSMENT OF L<sub>A1</sub> NOISE LEVEL EMISSIONS  
FORKLIFT “BANG” (EXTERNAL NOISE)**

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L <sub>A10</sub> Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Within 100m of Cockburn Road	52	Day Period	74	Complies
		Sunday Day Period	69	Complies
		Evenings	69	Complies
		Night	64	Complies
Greater Than 100m from Cockburn Road	50	Day Period	74	Complies
		Sunday Day Period	69	Complies
		Evenings	69	Complies
		Night	64	Complies

Note: Given the noise level, we believe that the “bang” when received at the neighbouring residences would not be impulsive. However, compliance with the assigned noise levels would still be achieved at all times, even if the penalty for impulsiveness was applied.

## 7. CONCLUSION

From the above assessments, the noise received at the neighbouring residences complies with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times. This applies to noise emissions from activities inside and outside the warehouse.

Note: Compliance is achieved with the doors to the warehouse open.

## APPENDIX A

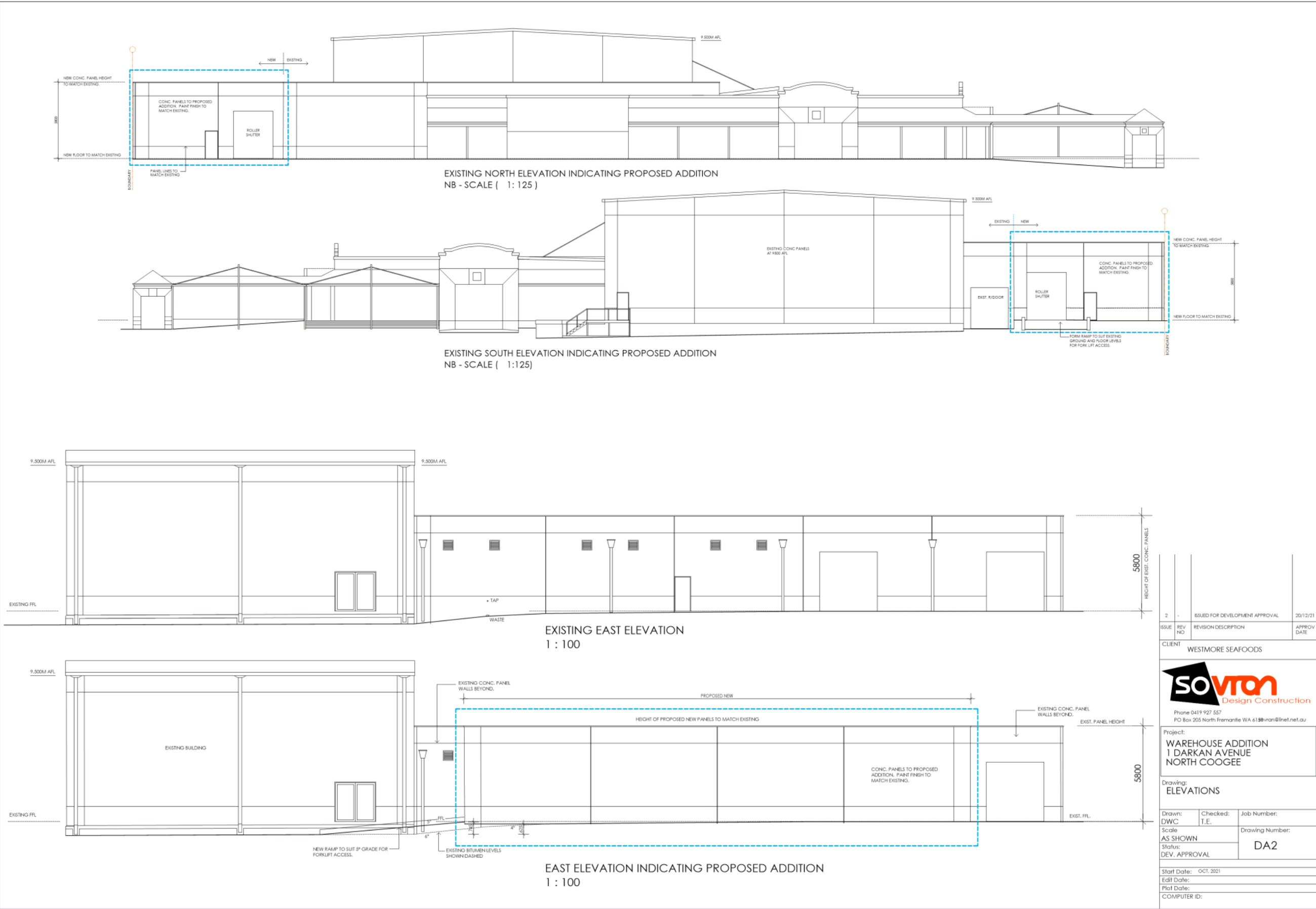
### SITE PLAN

Document Set ID: 11171265  
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*Seafresh Holdings Pty Ltd t/a Westmore Seafoods*  
*No.:3595*

*Reg. Est.*

## **Odour Management Plan / Good Manufacturing Practices**

Document Set ID: 11171269  
Version: 1, Version Date: 20/07/2022

Seafresh Holdings Pty Ltd t/a Westmore Seafoods  
No.:3595

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## 2.0 Good Manufacturing Practices

**References:** Schedule 4 of the *Export Control (Fish & Fish Products) Orders 2005*; *Food Standards Code (FSANZ) 3.2*.

This section describes the program of Good Manufacturing Practices (GMPs) that Seafresh Holdings Pty Ltd has put in place to ensure the hygienic preparation of fish and fish products.

Hygiene controls for processing ensure that effective measures are taken to:

- **Prevent contamination** of fish and fish products and their ingredients by any thing or activity; which may occur from:
  - Procedures for the preparation of fish and fish products; or
  - Cleaning, sanitising, pest control or maintenance activities; or
  - Handling or use etc of equipment, ingredients, water or packaging materials; or
  - Cross-contamination by staff, animal food or by fish and fish products that are unfit for human consumption.
- **Control product temperatures** to minimise the growth in fish and fish products and their ingredients of pathogens that could adversely affect the fitness for human consumption of the fish and fish products for export as food given the conditions under which they are to be stored, handled and transported; and;
- **Ensure the fitness for human consumption** of fish and fish products for export as food and their ingredients is not otherwise adversely affected.

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## 2.1 Staff Training Procedure

**Objective:** To ensure the effectiveness of the AA is not compromised by a lack of staff knowledge or skill.

**Scope:** All personnel identified in the company's Organisational Structure

**References:** Duty Statements & Personal Health & Hygiene Policy

**Responsibility:**

The Occupier / Manager will ensure that all staff members are adequately trained for the tasks that they are required to carry out

**Procedure:**

On commencement of employment all staff will be required to:

- Present current copies of any required qualifications
- Undergo induction training in the requirements of the AA including:
  - Acknowledging and signing the appropriate Duty Statement
  - Acknowledging and signing their Staff Training Record to demonstrate that they have read (or had explained to them), understand and agree to comply with the Personal Health & Hygiene Policy

**Induction training** will be conducted by the Production Manager / QA by the following procedure:

- All personnel will be given a brief history of the company and operation including an explanation of the responsibilities and the requirements under the legislation of being registered for export
- Duties under the AA will be explained with reference to the applicable Duty Statement and personal responsibility to the Personal Health & Hygiene Policy
- Basic requirements for operating procedures and product handling will be explained with reference to GMPs and SOPs

**On-the-job training** will be conducted by the Production Manager / QA through reference to the procedures described in this manual in areas including:

- Personal Hygiene Policy
- Cleaning Procedure including requirements for use and storage of hazardous substances
- Product handling procedures as described in the Standard Operating Procedures
- Equipment set up

The Production Manager / QA will observe the trainees undertaking their required duties and continue on-the-job instruction and supervision until assured of their competence. Competency will be determined through observation of trainees, review of monitoring documentation completed by the trainee to determine the trainees level of knowledge and comprehension of the applicable tasks

**Additional training** needs will be identified by the Occupier / Manager and Production Manager / QA through Internal Audit, Management Review and regular reference to industry requirements. Appropriate arrangements will be made for the identified training to be completed.

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**Refresher training** for returning staff in changes to regulatory requirements, Standard Operating Procedures and the Personal Health & Hygiene Policy will be conducted by the Production Manager / QA by:

- Review of all personnel Duty Statements and Staff Training Records
- Re-signing of Staff Training Records to acknowledge refresher training in Personal Health & Hygiene Policy
- Explanation of any changes, amendments or new requirements of the AA system.

**Monitoring:**

Staff compliance with the Personal Health & Hygiene Policy and Standard Operating Procedures is continually monitored by the Production Manager / QA and recorded prior to commencing processing each day on the Pre-Operational Check Sheet.

Monitoring of Staff Training will be through Internal Audit – GMP& SOP to ensure personnel are following procedures, are trained in the activities they are undertaking and that Staff Training Records are current and completed.

**Corrective Action:**

If the cause of non-compliance is due to a failure in training or a failure to follow the required procedure – the identified staff will be re-trained by the Production Manager / QA and if required, the Staff Training Procedure will be reviewed. The Production Manager / QA will determine why the procedure was not followed or ineffective and institute action to prevent a recurrence

**Records:**

Staff Training Record

Records are kept of all staff training, including the type and number of hours of training, (e.g. level of certificate and units completed) and evidence of any qualifications. When training activities are successfully completed and the trainee has demonstrated competency both the person conducting the training and the trainee sign the Staff Training Record

**Verification:**

Staff training needs and the effectiveness of the procedure will be subject to Management Review

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## 2.2 Personal Hygiene Policy

The following Personal Hygiene Policy applies to all staff of the establishment and visitors / contractors who may enter food-handling areas while product is being processed.

### Reporting food borne diseases

Any staff known, suspected to be suffering from, or to be a carrier of a disease likely to be transmitted through food, must not work in any food handling area in any capacity in which there is any risk of directly or indirectly contaminating fish or fish products with pathogens

Any staff suffering from a food borne illness, diarrhoea, vomiting, upset stomach, headaches or fever – must report their illness immediately to the Production Manager / QA, who will determine the duties that the staff member may be safe to conduct and when it is acceptable for the staff member to return to full duties

If any staff knows or suspects that they may have contaminated product as a result of their illness or actions – they must immediately report this to the Production Manager / QA who will determine the course of action that will be taken with regard to both the member of staff and the potentially contaminated product

### Conditions

Any member of staff suffering from a condition including an injury, infected skin condition or discharge from the ear, nose or eye must take all practical measures to prevent the condition resulting in the contamination of product

All cuts, scratches, open wounds, or infected skin lesions must be covered at all times with a firmly secured, conspicuous, waterproof dressing – coloured, waterproof dressings are available from the First Aid Kit located adjacent to the office.

### Personal cleanliness

All staff handling product must take all practical measures to ensure that they do not contaminate fish products or food contact surfaces with their body, anything from their body or through anything that they are wearing

This will be achieved by:

- Maintaining a high standard of personal hygiene
- Keeping **all** hair enclosed in a hairnet.
- Those staff with a beard, are to wear a beard net.
- Wearing clean clothes and clean protective clothing
- Not eating, drinking, smoking, chewing or spitting when handling product or in food handling areas
- Not sneezing or coughing over unprotected fish or food contact surfaces
- Not engaging in any other behaviour likely to affect the safety of the product
- Using the foot bath as required
- Complying with all signage displayed

### Hand washing

Hands must be thoroughly washed in warm water and dried using the liquid soap and disposable towels provided:

- On entering the food handling area
- Immediately after using the toilet
- After touching the nose, mouth, hair or face
- After smoking or eating

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- After handling waste, chemicals or any potentially contaminated surface
- Whenever necessary to avoid contaminating the product

**Note: The wearing of gloves does not remove the obligation to wash hands!!!**

#### **Personal effects and clothing**

Personal effects and clothing must not be stored in food handling areas. Lockers are provided for the storage of such items

For safety and food safety reasons the following items are also not permitted in the processing environment

- Earrings (apart from studs)
- Perfume
- Make-up and nail varnish
- Rings (exception- wedding band) and other jewellery
- Hair clips
- Food/snacks or beverages Food items
- Mobile telephones

#### **Protective clothing**

The following protective clothing has been provided for your use:

- Rubber gloves
- Disposable hair nets / beard nets
- Rubber boots
- Plastic aprons and sleeves
- Freezer Jackets & boots

These items are your responsibility and must be kept clean and in good repair

Protective clothing must be worn at all times within the processing environment (Chiller s, freezers, production and pack areas). These areas will be designated with appropriate signage.

Boots should be cleaned at the end of each shift

Gloves are to be washed with the same frequency as hand washing and disposed of at the end of each shift. They should also be replaced when damaged or worn.

Aprons and sleeves are to be cleaned as required during shifts and disposed of at the end of the shift.

The cleaning of protective clothing is outlined in the cleaning schedule

It shall be the responsibility of the wearer to ensure that protective equipment is maintained in good condition free of defects that may affect its suitability for its intended use, with items being cleaned and sanitised on a daily basis or more often if soiled.

Cotton coveralls/dust coats shall be laundered on a regular basis to ensure that suitable suppliers of clean garments are available when required.

Disposable items may be issued prior to the commencement of each shift when they will become the responsibility of the wearer until the entire shift is completed, at this time they shall be discarded into an appropriate receptacle out side of the food handling area.



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The specifics of equipment issue is detailed in the Seafresh Holdings Pty Ltd Free Issue Equipment & PPE Policy

#### **Product Handling**

Staff members must comply at all times with documented Standard Operating Procedures (referred to as SOPs) for product handling and must immediately inform the Production Manager / QA of any non-compliance with procedure or any problems that may arise that could affect product safety, hygiene or quality.

Only those persons who have been trained in the SOP may undertake product handling and only then when they have completed the Product Handling Questionnaire (see Forms) and signed the Training Register.

#### **Wood & Glass Items**

The following items must not be taken into or stored in food handling areas:

- Unsealed wood items (brooms, knives etc)
- Glass items.

Wood pallets are permitted providing they are in a clean condition and handled in a manner that is unlikely to cause contamination of fish, fish products or food contact surfaces.

**Remember – Keep it clean & Keep it cold!!**

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## 2.2.1 Personal Hygiene Procedure

**Objective:** To ensure personal hygiene procedures are in place and complied with

**References:** Schedule 4, Clauses 20 – 25; & *Food Standards Code (FSANZ)* 3.2.

**Scope:** The procedure applies to all personnel handling edible product or working in food handling areas, personnel who visit food handling areas and visitors or contractors.

**Definitions:** For the purpose of this section – a *food handling area* is defined in the Orders as “an area – including a refrigeration chamber or storage area used for exposed fish or their ingredients”.

### Responsibility:

The Production Manager / QA will ensure that the following procedure is complied with:

### Procedure:

- During staff induction and prior to commencing duties, all staff will have the Personal Hygiene Policy explained to them by the Production Manager / QA. A written questionnaire (see following) must be completed by trainees to demonstrate that they understand their responsibilities pertaining to personal health and hygiene. These details will be recorded on their individual staff training records– See Staff Training Procedure
- The Production Manager / QA will ensure that all visitors to the establishment that are present during processing are made aware of the requirements of the Personal Hygiene Policy and are supervised by a member of staff to ensure they comply with requirements
- The Production Manager / QA will ensure that all staff illnesses that may affect the safe handling of product are recorded in the Incident / Medical Log. The purpose of the Incident / Medical Log is to record food borne diseases, conditions, accidents/injuries to enable staff illnesses to be monitored. The Production Manager / QA shall enter into the log all required information including the date of entry, name of person, description of injury and when the affected staff member was cleared to return to product handling duties
- The Production Manager / QA will monitor staff compliance with Personal Hygiene Policy during processing operations and document and report any non-compliance

### Monitoring:

Day-to-day compliance with the Personal Hygiene Policy will be visually monitored by the Production Manager / QA, who will record their observations at the commencement and during processing on the Product Assessment Record

### Corrective Action:

If the requirements of the Personal Hygiene Procedure are not followed, the Production Manager / QA will:

- Determine if any product has been affected by the failure of staff to comply with Personal Hygiene Procedures and action as per the Corrective Action Procedure (Part 1)
- Re-train the staff member/s – with reference to the Personal Hygiene Procedure & Policy and have the staff member/s re-sign their Staff Training Record
- Investigate the cause of the lack of compliance with the Personal Hygiene Procedure i.e. non-compliance which may require review of the Staff Training Procedure

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**Records:**

Pre-operational Checklist, Product Assessment Record, Product Handling Questionnaire,  
Incident / Medical Log.

**Verification:**

The Occupier / Manager of the facility will review Product Assessment Record, Incident / Medical Log and observe personal compliance with the Personal Health and Hygiene Policy as part of Internal Audit – GMP/SOP

Product testing in accordance with the Product Testing Schedule will verify the suitability and effectiveness of the Personal Health and Hygiene Procedure & Policy.

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## 2.3 Sourcing Ingredients, Packaging & Chemicals

**Objective:** To ensure that all ingredients, packaging and other inputs that may affect the safety of the fish and fish products are sourced from suppliers with traceability systems in place and are fit for purpose.

**Scope:** All ingredients, packaging, cleaning chemicals, pest control and maintenance chemicals that may adversely affect the product if not fit for purpose or incorrectly stored or used

**Definitions:** MSDS – Material Safety Data Sheet

**References:** Schedule 4, Clause 13, Schedule 4, Clause 3.1, Schedule 8, 4.1 – 4.2; & Food Standards Code (FSANZ) 3.2.

**Responsibility:**

The Occupier / Manager will ensure that:

- All packaging, chemicals and ingredients sourced are fit for purpose and will not adversely affect the product being processed by the establishment
- All ingredients, food additives &/or processing aids used in the processing of the fish and fish products meet the applicable requirements of the FSANZ Food Standards Code (and/or applicable importing country requirements)
- All packaging, chemicals and ingredients are sourced only from suppliers with traceability systems in place who are able to provide current information confirming that the products are fit for purpose.
- All inputs, supplier details and approvals will be listed in the Approved Supplier List - Inputs and a copy available so that all goods can be checked at delivery to ensure that they are received only from Approved Suppliers.
- Records are kept enabling trace-back to the supplier of ingredients used in each lot of fish and;
- That ingredients, packaging and chemicals purchased comply as follows and that the listed information is received from the supplier prior to adding them to the Approved Supplier List – Inputs

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### 2.3.1 Inputs Requirements & Approval Criteria

Item	Requirements	Information required from the supplier / Records held
All product packaging including: - plastic liners - plastic bags - Styrofoam eskies - Plastic tubs	Must be new and food grade	Declaration from Supplier
Gel Packs	Must be suitable for direct contact with food products	Declaration from Supplier MSDS
*Ice	Must be potable	Declaration from Supplier Test results from supplier (quarterly) Test results (annually)
Cleaning chemicals	Must be suitable for use in a fish processing area	Declaration from Supplier/ Technical Bulletin MSDS
Maintenance chemicals	Must be suitable for use in a fish processing area	MSDS Declaration from Supplier
Pest Control products	Must be suitable for use in a fish processing area	MSDS Declaration from Supplier
Pest Control Service	Must be supplied by a licensed contractor	Copy of contractor licence held on file
Transport Company/ Courier	Must have vehicles/containers approved to transport food	Declaration from Supplier

\* The majority of ice will be produced on-site and only purchased if there is a breakdown or as required.

#### Procedures:

The Production Manager / QA will ensure that:

- All ingredients, packaging and chemicals required by the establishment are ordered only from suppliers listed on the Approved Supplier List - Inputs
- If a supplier is unable to supply the product specified in the Approved Supplier List that the information listed in the above table is supplied and approved by the Occupier / Manager prior to the receipt of the substitute product
- All ingredients, packaging and chemicals received by the establishment are checked at receipt and are received only from suppliers listed on the Approved Supplier List
- All invoices / inputs are checked at receipt to ensure that sufficient information is provided to ensure trace-back and identification of the batch (i.e. Batch, Lot or Serial Numbers)
- Details of all inputs received are recorded on the Goods Delivery Record including sufficient information to identify the batch or lot received
- All packaging, ingredients and chemicals are stored as per procedures
- Details of all ingredients used in the processing of fish and fish products sufficient to trace back to the supplier are accurately recorded on the Production Record

#### Monitoring:

All invoices and inputs received by the establishment are checked by the Production Manager / QA at receipt / delivery to ensure that the goods are from a supplier listed on the Approved Supplier and that the correct (quantity, type, brand, concentration etc.) goods have been received.

Copies of all invoices and records for inputs received by the establishment are held on file in the Production Office for a minimum of 3 years

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**Corrective Action:**

If packaging, ingredients or chemicals are received from a supplier that is not on the Approved Supplier List or an Approved Supplier substitutes a different product to those listed – the Production Manager / QA will either return the goods or place the goods on “Hold” with the instruction to the staff that they are not to be used until current approvals, MSDS or information has been received from the Supplier and approval has been received from the Occupier / Manager

**Records:**

Approved Supplier List, Goods Delivery Record, MSDS, Invoices, Supplier Approvals

**Verification:**

The Occupier / Manager will on an annual basis or when new inputs are considered – review the ingredients, packaging and chemicals used by the establishment and the Approved Supplier List to ensure that all current suppliers are listed and the approval documentation and declarations that they have supplied are current and appropriate.

The Production Manager / QA will review completed Approved Supplier List and Production Records as part of Internal Audit – GMP/SOP

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## 2.4 Control of Water & Ice

**Objective:** To ensure that all water used to prepare fish & fish products does not adversely affect the fitness for human consumption of the product

**Scope:** All water used to prepare fish by the establishment including: potable water & ice

**References:** Schedule 3, Clauses 20.1 – 20.3, Schedule 4, Clauses 14.1 – 17.2; & *Food Standards Code (FSANZ) 3.2.*

**Definitions:** *potable water* means water of a quality that is fit for human consumption. For further information see the *Australian Drinking Water Guidelines 1996*.

### Responsibility:

The Occupier / Manager will ensure that only potable water and ice are used to process fish & fish products by ensuring that:

- Only potable water is available on site
- The establishment has a sewage system that prevents the sewage contaminating the establishments' water supply or product.
- The establishment has an adequate supply of potable water for hand washing facilities and processing
- Water & Ice will be tested in accordance with the following table Water & Ice Testing – Requirements & Frequency to verify the effectiveness of the procedure for Control of Water & Ice
- Details of all water & ice samples taken and results received will be recorded on the Product, Water & Ice Sampling Record
- Review all test results, including those received from Approved Suppliers, when received for compliance with the Action Levels in the following table – Water & Ice Testing
- Product will be tested in accordance with the Product Testing Requirements to verify the effectiveness of the Control of Water & Ice.
- The following procedures are complied with:

### Procedures:

The Production Manager / QA will ensure that:

- Only potable water is used for the processing of product by using main town water that is available on site or sourcing from Approved Suppliers listed on the Approved Suppliers List and comply with sourcing requirements detailed in GMP - Sourcing Ingredients, Packaging & Chemicals
- Ice used for storing and processing product is potable by ensuring that the ice machine is connected to the main town water supply that is available
- Ice used for storing and processing is protected from contamination while in storage (in the chiller room), by covering the ice tubs with clean plastic sheets when not in use.
- The ice machine is an "in ceiling" within the chiller room, ice is captured in large tub, in which the ice is kept.
- When there is not enough ice produced on site, ice is purchased from an approved supplier and the ice are stored in sealed plastic bags on a pallet in the chiller room in a hygienic manner until required

### Monitoring:

Day-to-day compliance with ice storage procedures will be visually monitored by the Production Manager / QA, who will record their observations on the Cleaning and Sanitation

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Checklist prior to commencement of operation and on the Product Assessment Record during production

**Corrective Action:**

If in any situation when the water or ice sample is found to be defective The Production Manager / QA will:

- Immediately notify AQIS
- Take a further sample from the same source for micro testing
- Determine if any product may have been affected by this breakdown of procedure and take action as per the Corrective Action Procedure(Part 1)
- Investigate the cause of the non-compliance and if required, review the Control of Water & Ice Procedure.

**Records:**

Cleaning and Sanitation Checklist, Product, Water & Ice Sampling Record, Approved Supplier List, Test Results, Laboratory Analysis Request Form

**Verification:** The Production Manager / QA will review Pre Cleaning and Sanitation Checklist, Product, Water & Ice Sampling Record, Approved Supplier List, Test Results, Laboratory Analysis Request Form and observe staff compliance with procedures as part of Internal Audit – GMP/SOP



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#### 2.4.1 Water & Ice Testing – Requirements & Frequency

Item	Testing Required	Sample Size	Frequency of testing	Action Levels	Corrective Action
Water	E-coli	250 mls	Every Second Month	Nil per 100ml	As per <u>Corrective Action Procedure &amp; Control of non-conforming product</u>  If level exceeded the QA Manager to consult AQIS immediately as product prepared since previous test may not be eligible for export.
Ice	E-coli	250 mls	Every Second Month	Nil per 100ml	As per <u>Corrective Action Procedure &amp; Control of non-conforming product</u>  If level exceeded the QA Manager to consult AQIS immediately as product prepared since previous test may not be eligible for export
Ice from Approved Supplier	E-coli		Approved Supplier provides micro results on samples they have tested		If level exceeded the QA Manager to consult the Supplier and stop using the ice consignment and return to the supplier

#### 2.4.2 Procedure for Water & Ice Testing

- Water and ice samples are collected by trained Staff once every second month.
- Sample points to be within the packing areas and indicated on the Request for Analysis form.

##### Water Sampling Procedure

- Remove sterile sample bottle (100ml) provided by the testing laboratory from the plastic bag and endorse the label on the bottle with appropriate water sample details – date, time, Est. No. sample point code, sampler name
- Remove insert filters from tap mouth if present.
- Do not sample from dripping taps
- Wash and dry hands thoroughly
- Run the tap (cold water) for 2 minutes on full flow (to clear the pipes) then turn tap off
- Sterilise the mouth of the tap by flaming the inside and outside mouth of the tap, then shut off the burner.
- Run the tap (cold water) for 30 seconds to remove the heated water
- Leave the tap gently running, and then remove the cap from the bottle. Do not:
  - i) touch the inside or lip of the cap
  - ii) touch the mouth of the bottle
  - iii) put the cap down

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- Fill the bottle but leave an air space of about 1cm, then replace the cap
- Place the bottle in a plastic bag, seal the bag and pack it in the centre of an insulated container surrounded by ice or adjacent to the freezer brick - DO NOT FREEZE THE SAMPLE
- Complete the Laboratory Analysis Request Form, put in a plastic bag and place in the container with the sample, tape and seal the container
- Deliver the sample to the laboratory within 18 hours from the time of sampling

NB: check with testing laboratory for variation to water sampling procedure.

**Ice Sampling Procedure**

- Follow the water sampling procedure
- Collect ice sample in sample jar (250ml) straight from the ice machine

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## 2.5 Cleaning & Sanitation Procedure

**Objective:** To ensure effective cleaning and sanitation procedures are in place to enable the hygienic production of fish and fish products and to ensure that food safety is not compromised by the misuse of cleaning chemicals.

**Scope:** All food handling areas, storage areas and amenities including all equipment, utensils and food storage containers.

**References:** Schedule 3, Clauses 12 – 13, Schedule 4, Clauses 1 – 3, 8 – 9, Cleaning Schedule; & Food Standards Code (FSANZ) 3.2.

### Definitions:

- MSDS – Material Safety Data Sheet
- Processing Utensils – include Knives, Cut Proof Gloves, Scaling Tools, De-boning Pliers, Cutting Boards and Sharpeners
- Clean – means looks clean, feels clean and smells clean for the purpose intended and will not result in fish & fish product becoming contaminated or unfit for human consumption
- Sanitise- means to apply a process (including heat or chemicals) to a surface so that the number of pathogens on the surface is reduced to a level that:
  - a) Does not compromise the safety of fish and fish products that may come in contact with the surface; and
  - b) Does not permit the transmission of infectious disease.
- Food Handling Area - an area including (a refrigeration chamber or storage area) in which fish and fish products or ingredients are prepared or in which packaging materials are stored.

### Responsibility:

Seafresh Holdings Pty Ltd will ensure that:

- The establishment is supplied only with cleaning chemicals from Approved Suppliers (See Approved Supplier List)
- Cleaning and sanitising chemicals are used in accordance with MSDS directions
- Current copies of all MSDSs are available for all chemicals used
- Sufficient chemicals are supplied to maintain the cleanliness of the establishment
- The Production Manager / QA and Staff are trained in the safe handling of cleaning chemicals
- The following procedures are complied with:

### Procedure:

The Production Manager / QA will ensure that:

- All fish processing areas, storage areas, equipment, utensils and amenities are cleaned in accordance with the Cleaning Schedule
- All new staff who duties include cleaning and sanitising are trained and competent in the correct use and storage of cleaning chemicals and that training is documented in the Staff Training Record
- All cleaning chemicals are stored in accordance with the requirements for Storing & Handling of Hazardous Substances
- The Production Manager / QA is aware of their responsibilities to monitor staff compliance with cleaning procedures during processing and cleaning operations, to inspect the processing area for cleanliness prior to operations and the requirement to document and report any non-compliance.

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**The general cleaning procedure is as follows:**

1. Inspect the area to be cleaned for any specific cleaning requirements (eg mould / fungus proliferation)
2. All product is removed from processing areas and stored as per SOP for Storage
3. All unused packaging is inspected for cleanliness and stored as per procedure for Storage of Packaging & Ingredients to avoid becoming wet or contaminated with cleaning chemicals
4. Utensils and food storage containers are removed from the processing areas where they are cleaned and sanitised separate from other items
5. All wet waste is cleared from floors and surfaces and disposed of as per the procedure for Waste Control
6. All floor and bench surfaces are doused with potable water to moisten/ remove loose waste
7. Cleaning chemicals are removed from storage areas and used in accordance with the manufacturers instructions and the Cleaning Schedule
8. All surfaces are scrubbed with detergent and rinsed until clean using a high pressure washer where on completion it is inspected for cleanliness, if the areas are found to be not cleaned to a satisfactory level this task shall be repeated
9. Equipment is cleaned as specified in the Cleaning Schedule
10. Bucket traps are emptied on a daily bases or more often if required, wet waste is disposed of as per the procedure for Waste Control
11. Surfaces are sprayed with sanitiser solution and left to dry
12. PPE - gloves, boots, aprons, sleeve protectors and other items are cleaned, sprayed with sanitiser and hung up / stored in the kit up room to dry

**Ice Machine: (If applicable);**

Ice machine is a fully enclosed unit confined within ceiling of the chiller room delivering ice from a chute into a large tub. The machine is inspected and serviced annually by an external contractor during the off-season.

When the chiller has been emptied and the ice machine is idle the chute is checked for cleanliness and cleaned down if necessary by wiping down with a non-rinse sanitiser.

**Chiller:**

1. Inspect the area to be cleaned for any specific cleaning requirements (eg mould / fungus proliferation)
2. Empty food storage containers are removed from the Chiller where they are cleaned and sanitised and returned to the Chiller once cleaned to dry
3. All products shall be inspected to ensure they are covered prior to any cleaning operations commencing
4. Wet waste is cleared from floors and surfaces and disposed of as per the procedure for Waste Control
5. Racks & shelving are doused with potable water to remove loose waste
6. Cleaning chemicals are removed from storage area and used in accordance with the manufacturers instructions and the Cleaning Schedule
7. Racks & shelving are scrubbed with detergent, rinsed and inspected for cleanliness
8. Detergent is applied to the walls, floor, ceiling, doors, fittings and all other areas
9. Where detergent has been applied these areas may be scrubbed using a suitable implement for the task
10. A high pressure washer is used to rinse off all cleaning agents
11. If the areas are found to be not cleaned to a satisfactory level this task shall be repeated.

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**Processing Utensils:**

1. Cleaning and sanitising of processing utensils shall be done removed from all food processing areas
2. Cleaning chemicals are removed from storage areas and used in accordance with the manufacturers instructions and the Cleaning Schedule
3. A receptacle of sufficient size should be filled with a detergent
4. Utensils are placed into the detergent where they may remain to soften all foreign matter to enable easy of cleaning
5. Using a stiff bristled brush and copulas amounts of detergent the utensils shall be scrubbed until clean
6. Immediately after cleaning, utensils shall be rinsed under hot water to remove all cleaning agent residue
7. A receptacle of sufficient size should be filled with sanitising agent and the utensils immersed
8. Utensils are removed from the receptacle & placed in a cleaned / sanitised basket and placed into the Chiller to dry
9. Only utensils that are dry may be returned to production

**Fish Bins & Food Containers/Tubs:**

1. Cleaning and sanitising of processing fish bins, food containers and any other items shall be done removed from all food processing areas so as to prevent cross contamination
2. Cleaning chemicals are removed from storage areas and used in accordance with the manufacturers instructions and the Cleaning Schedule
3. A receptacle of sufficient size should be filled with detergent
4. Food Containers are placed into the detergent where using a stiff bristled brush and copulas amounts of detergent are scrubbed until clean
5. Fish Bins and other vessels that are too large to fit into a receptacle are doused with detergent and scrubbed clean with a stiff bristled brush
6. Immediately after cleaning, fish bins / food containers shall be rinsed with water to remove all cleaning agent residue
7. Once dry, surfaces are sprayed with sanitiser solution and placed into the Chiller to dry
8. Items that are not to be re-used in production areas (eg fish transport bins) shall be covered to prevent the ingress of dirt / pests and stored remote from uncleaned transport bins

**Scales:**

1. Scales and their control panels are not water-proof and must not be hosed down
2. Switch unit off at the on/off switch at the front of the machine
3. Switch off the local isolation switch and remove the plug
4. Remove and discard the protective bag covering the control panel
5. Cleaning chemicals must be at the recommended dilution rate to ensure that no damage is caused to the unit
6. Using a clean cloth dampen with detergent, wipe over all areas of the control panel until clean – ensure the cloth is not at saturation point
7. With a clean cloth dampened with potable water, wipe over the control panel to remove any cleaning agent residue
8. With a mildly abrasive scouring pad saturated with cleaning agent, clean all other areas of the scales with particular attention to the sides of the base and feet
9. With a clean cloth saturated with potable water, wipe over all areas cleaned to remove any cleaning agent residue

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10. Allow all areas to air dry
11. Apply a sanitiser with a mist sprayer to all areas of the scales – care must be taken to not overly dampen the control panel – allow the sanitiser to dry
12. Select an un-used plastic bag of suitable size and cover the control panel

**Benches:**

1. All wet waste is cleared from the surfaces and disposed of as per the procedure for Waste Control
2. Bench surfaces are doused with potable water to remove loose waste
3. Cleaning chemicals are used in accordance with the manufacturers instructions and the Cleaning Schedule
4. All bench tops, legs and all other surfaces including undersides of bench tops and shelves shall be scrubbed with detergent using a mildly abrasive scouring pad, rinsed and inspected for cleanliness, if the areas are found to be not cleaned to a satisfactory level this task shall be repeated
5. Equipment is cleaned as specified in the Cleaning Schedule

**Personal Protective Equipment - PPE:**

1. Cleaning and sanitising of PPE shall be done removed from all food processing areas so as to prevent cross contamination
2. Cleaning chemicals are removed from storage areas and used in accordance with the manufacturers instructions and the Cleaning Schedule
3. A receptacle of sufficient size should be filled with a detergent
4. PPE are placed into the detergent where they may remain to soften all foreign matter to enable easy of cleaning
5. Using a bristled brush and copulas amounts of detergent PPE shall be scrubbed until clean
6. Immediately after cleaning, PPE shall be rinsed with water to remove all cleaning agent residue
7. A sanitiser is applied with a mist sprayer to all PPE and allowed to dry, boots are stored in the change room with all other items in the kit up room
8. Only PPE that is dry may be worn and returned to production areas

**Transport Vehicles:**

1. Inspect the area to be cleaned for any specific cleaning requirements (eg mould / fungus proliferation)
2. Remove all waste packaging materials / tape, strapping and any other item so that the vehicle is empty
3. Wet waste is cleared from floors and surfaces and disposed of as per the procedure for Waste Control
4. Cleaning chemicals are removed from storage area and used in accordance with the manufacturers instructions and the Cleaning Schedule
5. Detergent / sanitiser is applied to the walls, floor, ceiling, doors, and other areas
6. Where detergent / sanitiser has been applied these areas may be scrubbed using a suitable implement for the task
7. A high pressure washer is used to rinse off all cleaning / sanitising agents
8. If the areas are found to be not cleaned to a satisfactory level this task shall be repeated

**Staff Amenities:**

1. Areas are inspected to determine any specific cleaning requirements
2. Cups/plates and other items are washed and stored in the appropriate manner
3. Loose waste is placed into the rubbish bins and the waste bin emptied on a daily basis

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- or as required
4. Waste bins are washed, sanitised and returned to service
  5. Bench tops are wiped over using a detergent / sanitising solution
  6. Floors are swept and the debris picked up and disposed off in a appropriate manner
  7. Basins, bowls, urinals shall be maintained in a clean state
  8. Hand soap and hand towel dispensers shall be checked to ensure that the dispenser contains sufficient supplies for the production day
  9. Cleaning chemicals are removed from storage area and used in accordance with the manufacturers instructions and the Cleaning Schedule
  10. Detergent / sanitiser is applied to the floor by using a suitable implement to ensure all dirt is removed
  11. Clean water is applied using a mop to rinse off cleaning / sanitising agents

**Packaging Storage Area:**

1. Inspect the area to be cleaned for any specific cleaning requirements
2. All products shall be inspected to ensure they are covered prior to any cleaning operations commencing
3. Remove any damaged packaging, waste materials and strapping
4. Racks & shelving are scrubbed with detergent/sanitiser, rinsed and inspected for cleanliness
5. Detergent/sanitiser is applied to the floor and all other areas requiring cleaning
6. Where detergent has been applied these areas may be scrubbed using a suitable implement for the task
7. Using copious amounts of potable water hose off all cleaning agents
8. If the areas are found to be not cleaned to a satisfactory level this task shall be repeated

**Premise Surrounds:**

1. Inspect the outside areas for tidiness and for any specific removal of rubbish and unwanted equipment.
2. Remove any equipment, pallets, etc that maybe leaning against the outside walls of buildings to prevent harbourage of pests and vermin.
3. Vehicle wash areas to be kept clean and drains cleared to prevent pooling of water.
4. All outside areas are to be maintained in a clean and tidy state
5. Waste bins shall be emptied on a daily basis or as required with waste bins being washed and sanitised prior to being returned to service
6. Fish bins/baskets not in use shall be stacked in an orderly manner and cleaned and sanitised prior to being re-used.

**Prior to commencing processing:**

- The process area and equipment will be inspected by the Production Manager / QA for cleanliness

**Cleaning during processing operations:**

Cleaning chemicals are not to be used during food processing operations – if cleaning is required – i.e. in the event of contaminated product or materials being identified, all products will be inspected to ensure it has not been contaminated and removed to appropriate storage before cleaning is carried out as per the General Cleaning Procedure

**Cleaning following processing operations**

- Cleaning chemicals are to be removed from storage and used and diluted according to the manufacturers specifications as on the label.
- Care must be taken to dispose of any left over chemicals immediately after use

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- Buckets used for diluting cleaning chemicals must be thoroughly rinsed after use and are clearly identified by a red band
- Do not mix cleaning chemicals together
- Do not use chemicals from unlabelled containers

**Monitoring:**

The Production Manager / QA will inspect equipment and processing areas prior to processing each day to ensure that cleaning activities have been carried out correctly – this will include checking to ensure that food handling areas and equipment “look *clean*, feel *clean*, smell *clean*”, that cleaning chemicals have been stored correctly and are not being stored in unlabeled containers. See Storage of Hazardous Substances.

Overhead structures above product will also be inspected to ensure that they do not have the potential to contaminate edible product or contact surfaces by being a source of falling contamination.

Pre-operational hygiene defects and corrective actions implemented to close-out defects are recorded on the Cleaning and Sanitation Checklist.

**Corrective Action:**

Any areas, equipment or utensils found to be unclean during pre-operational inspections will be cleaned as specified prior to use.

In the event that cleaning procedures are not followed, the Production Manager / QA will:

- Determine if any product has been affected and document as per the Corrective Action Procedure (Part 1)
- Re-train the staff member/s – with reference to the Cleaning Procedure and have the staff member/s re-sign their Staff Training Record.
- Investigate the cause of the non-compliance and if required, review the Staff Training Procedure & Cleaning Procedure

**Records:**

The Production Manager / QA will document the monitoring of the cleaning procedures on a daily basis on the Cleaning and Sanitation Checklist.

**Verification:**

The Production Manager / QA will review Cleaning and Sanitation Checklist and observe cleaning procedures as part of Internal Audit – GMP/SOP

Product will be tested in accordance with Product Testing Requirements to verify that cleaning procedures are effective and that the product is not being contaminated or adversely affected by poor cleaning practices



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### 2.5.1 Cleaning Schedule

Area to be cleaned	Frequency	Procedure for cleaning	Chemicals to be used (Include dilutions)	Responsible
Processing Room	On completion of each production run	As per <u>General Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Packing Room	On completion of each production run	As per <u>General Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Chiller	Each time chiller has been emptied, or as required.	As per <u>Chiller Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Ice machine (ice chute) (If applicable)	When chiller has been emptied and if ice machine not operating	Ice machine cleaning	Non-rinse sanitiser	Processing Staff
Processing Utensils	Through out production & completion of production runs	As per <u>Processing Utensils - Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Fish Bins & Food Containers	Through out production & completion of each production run	As per <u>Fish Bins &amp; Food Containers - Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Scales	On completion of each production run	As per <u>Scales - Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Benches	As required / On completion of each production run	As per <u>Benches - Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
PPE	Through out production & completion of each production run	As per <u>PPE - Cleaning Procedure</u>	Cleaning agent Non-rinse sanitiser	Processing Staff
Transport Vehicles	As required / Weekly	As per <u>Transport Vehicle - Cleaning Procedure</u>	Cleaner / Sanitiser	Processing Staff
Packaging Storage Area	Monthly	As per <u>Packaging Storage Area - Cleaning Procedure</u>	Cleaner / Sanitiser	Processing Staff
Premise Surrounds	Weekly	As per <u>Premise Surrounds - Cleaning Procedure</u>	Cleaner / Sanitiser	Processing Staff

**Note:** All cleaning agents & sanitisers are premixed and ready to be applied without further dilution

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## 2.6 Storage of Packaging & Ingredients

**Objective:** To ensure packaging and ingredients are stored correctly, are protected from contamination and do not contaminate fish and fish products.

**Scope:** All packaging and ingredients used to prepare and package product

**References:** Schedule 3, Clauses 11.1 – 11.2, Schedule 4, Clause 13.1 and Schedule 5, Clauses 31.1 & 31.2

### Responsibility:

The Occupier / Manager will ensure that:

- The establishment is supplied only with packaging and ingredients from Approved Suppliers (See [Approved Supplier List](#))
- Current MSDSs are available for all ingredients used
- The following procedures are followed:

### Procedure:

The Production Manager / QA will ensure that:

- Staff comply with requirements for storing packaging and ingredients and any non-compliance is documented and reported
- All packaging and ingredients received by the establishment are clearly and accurately labelled and are correctly stored as follows:

#### Cardboard packaging / Styrofoam boxes & trays:

All cardboard cartons, Styrofoam boxes and trays are to be stored in the storage container above the floor and kept in good condition. These items will be drawn from the store on a daily basis. Preferably all containers to remain in original plastic packaging for dust prevention.

#### Plastic bags and liners:

All cartons and rolls of plastic bags and plastic liners are to be stored in the storage container above the floor and kept in good condition. These items are drawn from the store as required and may be stored in the processing area in clearly marked lidded plastic containers.

#### Ingredients:

Not applicable at this point

#### Monitoring:

The Production Manager / QA will inspect the packaging and the packaging store on a weekly basis to ensure that packaging is appropriately stored, protected from contamination and stock is rotated appropriately. The Production Manager / QA will also ensure that there the packaging store provides clear access for cleaning and inspection.

All packaging is visually checked for cleanliness prior to use by processing staff. See [SOP – Packing/Weighing](#)

#### Corrective Action:

Any packaging found to be contaminated through incorrect storage will be disposed of as per procedures for [Waste Control](#)

In the event that correct storage procedures are not followed, the Production Manager / QA will:

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- Determine if any product or packaging has been affected and document as per the Corrective Action Procedure (Part 1)
- Re-train the staff member/s – with reference to the Storage of Packaging & Ingredients and have the staff member/s re-sign their Staff Training Record.
- Investigate the cause of the non-compliance and, if required review the Storage of Packaging & Ingredients

**Records:**

The Production Manager / QA will monitor the handling and storage of packaging on a monthly basis and document on the Cleaning and Sanitation Checklist

**Verification:**

The Production Manager / QA will review Cleaning and Sanitation Checklists and observe packaging and ingredient use and storage procedures as part of Internal Audit – GMP/SOP

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## 2.7 Storage & Handling of Hazardous Substances

**Objective:** To ensure hazardous substances are used and stored safely and do not contaminate fish and fish products.

**Scope:** All hazardous substances and substances utilised by the establishment which could contaminate product if misused or incorrectly stored

**References:** Schedule 3, Clauses 11.1 – 11.2, Schedule 4, Clauses 8.1 & 9.1

**Definitions:** MSDS – Material Safety Data Sheet

### Responsibility:

The Occupier / Manager will ensure that:

- The establishment is supplied only with chemicals from Approved Suppliers (See Approved Supplier List)
- Current MSDSs are available for all chemicals stored
- The Production Manager / QA and Processing Staff are trained in the safe handling and correct storage of hazardous substances
- Appropriate PPE (Personal Protective Equipment) is provided for staff use when handling hazardous substances
- The following procedures are complied with:

### Procedure:

The Production Manager / QA will ensure that:

- All hazardous substances and substances which could contaminate product are correctly stored and accurately labelled
- The Production Manager / QA is aware of their responsibilities to monitor staff compliance with requirements for Storing & Handling Hazardous Substances and the requirement to document and report any non-compliance
- Hazardous substances are handled only by trained staff
- All hazardous substances used at the establishment are stored as follows:

Substance	Use	Stored	Requirements	Responsible
General Cleaning Chemicals-Concentrate	Cleaning & sanitising of food processing areas	Chemical Store	Secured with restricted access. Must be diluted before use as per instructions.	Production Manager / QA
Pest control chemicals	Pest control	Chemical Store	Secured with restricted access & stored as per storage instructions	Production Manager / QA
Kitchen, amenities & laundry chemicals	Cleaning the staff amenities, lunch room, laundering staff uniforms	Chemical Store	Not to be used in the processing area	All staff
Engineering chemicals	<ul style="list-style-type: none"> <li>• Compressors</li> <li>• Processing equipment (grease, oils)</li> </ul>	Chemical Store	Store as per MSDS	Contract Engineer

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**Engineering chemicals:**

- Engineering chemicals are only to be handled by the company's Contract Engineer

**Cleaning chemicals – specific requirements for use and storage**

- All cleaning chemicals are to be stored as listed in MSDS until needed for cleaning.
- On completion of cleaning – all cleaning chemicals are to be returned to the storage area.
- At no time are cleaning chemicals to be stored in unlabelled containers
- PPE (personal protective equipment) must be worn as required as per PPE matrix when handling chemicals
- Diluting chemicals must be done in the containers marked 'Chemical' in accordance with MSDS instructions

**Pest Control chemicals – specific requirements for use and storage (if applicable)**

- All pest control chemicals are to be stored as listed in MSDS or labels until needed for pest control activities
- Pest control chemicals are not to be used in food handling area during processing operations
- On completion of pest control activities – all pest control chemicals are to be returned to the chemical storage area
- At no time are pest control chemicals to be stored in unlabelled containers. Unlabelled pest control chemicals are to be returned to the Supplier
- PPE (personal protective equipment) must be worn as per PPE matrix
- Pest control chemical are to be used in accordance with Pest Control Procedures

**Kitchen, Laundry & amenities cleaning chemicals – specific requirements for use & storage**

- Household cleaners are to be used only in the lunch room, laundry area and amenities and are at no time to be used to clean processing areas

**Monitoring:**

The Production Manager / QA will:

- Monitor chemical storage requirements weekly to ensure that hazardous substances and substances which may contaminate product have been stored correctly and are labelled.
- Record Storing & Handling Hazardous Substances monitoring, defects and corrective actions implemented to close out the defects on the Cleaning and Sanitation Checklist.

**Corrective Action:**

Any hazardous substances or substances that may contaminate product that are not correctly contained or stored are to be immediately removed to the correct storage area

In the event that correct storage procedures are not followed, the Production Manager / QA will:

- Determine if any product has been affected and document as per the Corrective Action Procedure (Part 1)
- Re-train the staff member/s – with reference to the Storage & Handling of Hazardous Substances and have the staff member/s re-sign their Staff Training Record.
- Investigate the cause of the non-compliance and, if required review the Storage & Handling of Hazardous Substances

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**Records:**

The Production Manager / QA will document the monitoring of the handling and storage of hazardous substances on a daily basis on the Cleaning and Sanitation Checklist

**Verification:**

The Production Manager / QA of the establishment will review Premises Monitoring Checklists and observe hazardous substance storage and handling procedures as part of Internal Audit – GMP/SOP

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## 2.8 Waste Control Procedure

**Objective:** To ensure waste and products not fit for human consumption do not contaminate fish and fish products, and are suitably contained prior to disposal to ensure odour is controlled.

**Scope:** All rubbish, product waste and products not fit for human consumption

**References:** Schedule 3, Clauses 17.1 – 17.2, Schedule 4, Clause 2.1

### Responsibility:

The Occupier / Manager will ensure that:

- All waste produced and held by the establishment is identified, handled, segregated and stored in such a way as to not contaminate product
- All waste and is removed from the site in a timely fashion and is disposed of appropriately
- All wet waste is frozen on-site and removed on a weekly basis or more frequently at the discretion of the Production Manager / QA by an approved waste removal company
- All dry waste is removed weekly by an approved waste removal company
- The following procedures are complied with:

### Procedure:

The Production Manager / QA will ensure that for wet waste:

- All waste is placed into the lidded bins as provided.
- All waste bins are removed from the processing area at the end of the shift and stored in the external freezer unit (this is used solely for waste) until removal
- All bins used to hold waste in the processing area are to be cleaned as per the Cleaning Procedure
- All staff are aware of the requirement to wash their hands immediately after handling any waste materials or contaminated surfaces in accordance with the Personal Hygiene Policy
- All waste storage areas are kept tidy and waste bin lids kept closed at all times to contain odour and avoid attracting pests
- The Production Manager / QA will monitor staff compliance with requirements for handling and removal of waste from the processing area, the correct storage of waste and any non-compliance is documented and reported.

The Production Manager / QA will ensure that for dry waste:

- All waste is placed into cleaned lidded as provided.
- All waste bins are removed from the processing area at the end of the shift or as required and stored in an external unit (this is used solely for waste) until disposal
- All bins used to hold waste in the processing area are to be cleaned as per the Cleaning Procedure
- All staff are aware of the requirement to wash their hands immediately after handling any waste materials or contaminated surfaces in accordance with SOPs
- All waste storage areas are kept tidy and waste bin lids kept closed at all times to avoid attracting pests
- The Production Manager / QA will monitor staff compliance with requirements for handling and removal of waste from the processing area, the correct storage of waste and any non-compliance is documented and reported.

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**Monitoring:**

The Production Manager / QA will:

- Monitor Waste Control Procedures in all areas prior to commencement of operations as part of pre-operation hygiene to ensure that all waste has been correctly removed and disposed of or stored as required
- Record Waste Control Procedures monitoring, defects and corrective actions implemented to close out the defects on the Cleaning and Sanitation Checklist
- Monitor waste handling procedures during processing and record defects and corrective actions implemented to close out the defects on the Product Assessment Record/ Cleaning and Sanitation Checklist.

**Corrective Action:**

Any waste found will be removed, stored appropriately and the area thoroughly cleaned as required by the Cleaning Procedure.

In the event that correct waste disposal procedures are not followed, the Production Manager / QA will:

- Determine if any product has been affected and document as per the Corrective Action Procedure (Part 1)
- Re-train the staff member/s – with reference to the Waste Control Procedure and have the staff member/s re-sign their Staff Training Record.
- Investigate the cause of the non-compliance and if required, review the Waste Control Procedure

**Records:**

The Production Manager / QA will document the monitoring of the Waste Disposal Procedure on the Cleaning and Sanitation Checklist and Product Assessment Record

**Verification:**

The Production Manager / QA will review Cleaning and Sanitation Checklists and Product Assessment Record and observe waste disposal procedures and storage as part of Internal Audit – GMP/SOP.



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## 2.9 Pest Control Procedure

**Objective:** To ensure that the harbourage and entry of live animals and pests to food processing areas is prevented.

**Scope:** All food handling, processing, packing and storage areas of any product or material associated with the export of products

**References:** Schedule 4, Clauses 6.1 – 6.2, 7.1 – 7.2

**Definitions:** harbourage: provide a place of refuge for animals other than human, such as mice/rats, cockroaches, spiders and any other thing that may compromise the integrity of the product

### Responsibility:

The Occupier / Manager will ensure that:

- Live animals do not enter the establishment at any time.
- The establishment is maintained in a vermin & pest free state
- Baiting stations are inspected as detailed in the SOP
- The establishment is inspected for pests by a licensed pest control contractor on a half yearly basis and treated where it is believed that pests are or have been present
- Documentation is maintained in support of this procedure
- Documentation associated with the monthly inspection is completed and maintained

### Procedure:

The Production Manager / QA will ensure that:

- Live animals (other than fish for processing) are not permitted to enter the establishment at any time
- Doors are not left open in any area that may compromise the integrity of the product when processing and or carrying out any other activity
- All bait stations are inspected on a weekly basis for signs of pests and that the serviceability of these bait stations is maintained
- Bait stations are located in area that is represented on the bait station diagram, with any changes in the location of the bait station being reflected on the bait station diagram
- Staff are aware of the requirement to immediately report any signs of pest activity
- In the event that pest activity is reported, any action taken to eradicate the pests is carried out in such a way as to not risk the contamination of food products
- The Production Manager / QA will ensure that the establishment, including storage and processing areas, is monitored for signs of pest activity and any non-compliance is documented and reported.

### Monitoring:

The Production Manager / QA will:

- Monitor Pest Control Procedures in all areas prior to commencement of operations as part of pre-operation hygiene to ensure that the areas are free of pests, signs of pests and pest harbourage sites
- Record Pest Control Procedures monitoring, defects and corrective actions implemented to close out the defects on the Cleaning and Sanitation Checklist
- Monitor evidence of pest activity during processing and record defects and corrective actions implemented to close out the defects on the Product Assessment Record

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**Corrective Action:**

All signs of pests will be removed and the area thoroughly cleaned as required by the Cleaning Procedure.

In the event that product contamination or a pest infestation is indicated, the Production Manager / QA will:

- Implement pest control measures (improve pest control barriers etc) to control the pest activity.
- Determine if a Licensed Pest Control Contractor is required to implement control measures to treat and control the pests and if so notify the Occupier / Manager to arrange a Pest Control Service to be carried out in a timely fashion.
- Determine if any product has been affected and document as per the Corrective Action Procedure.
- Re-train the staff member/s – with reference to the Pest Control Procedure and have the staff member/s re-sign their Staff Training Record.
- Investigate the cause of the non-compliance and if required, review the Pest Control Procedure.

**Records:**

The Production Manager / QA will document the monitoring of the Pest Control Procedure on the Cleaning and Sanitation Checklist and Product Assessment Record

Records of all external Pest Control Services Reports and the Bait Station Plan are held on file in the Administration Office

**Verification:**

The Occupier / Manager will review Cleaning and Sanitation Checklists, Product Assessment Record and external Pest Control Service Reports and observe effectiveness of pest control procedures as part of Internal Audit – GMP/SOP

## DA22/0100 – Schedule of Submissions – 1 Darkan Avenue, North Coogee – Extension of Non-Conforming Use (Industry-General)

#	Name and Address	Submission response	City comments
1	Moir Brodiehh  56/4 Bellion Drive, Hamilton Hill	<b>Objection</b>  This will increase traffic entering and exiting Rollison road at junction of Cockburn road. As there is no pedestrian island at the junction crossing the road can take a long time and can be dangerous. If an island was to be constructed I would withdraw my opposition.	<b>Noted.</b>  1. The proposal is likely to reduce the number of large vehicles (trucks) attending the site for the purposes of deliveries as the extension is for purposes of storage only. As the proposal is unlikely to alter the existing traffic volumes on the site there is a limited nexus for the City to request a change to the road network.  Notwithstanding the above, Main Roads WA have provided a response that the intersection of Cockburn Road and Rollinson Road is in early design phases to widen the intersection, however this is not within the four (4) year works program.
2	Ingrid Pietroniro  8/59-71 Breaksea Drive, North Coogee	<b>Objection</b>  With residential development being approved all around that area I dont feel noxious non conforming use should be approved at all.	<b>Noted.</b>  1. The proposal was advertised as an Industry-Noxious, however following further review and assessment of the proposal it is considered an Industry-General. Industry-General is still considered a Non-Conforming use, however is considered to have lesser issues upon the surrounding amenity. 2. In consideration of the application the City has taken into account possible emissions such as noise and odour. A further condition ensuring that the extension proposed is utilised for the purposes of Storage only is recommended to be imposed.
3	Details withheld	<b>Objection</b>  This area from my understanding is now being zoned as residential/mixed use as continuation of the operation of this facility/extension of the facility is a detriment to the development of the area.  The area looks as though it is developing into a nice community with many beautiful green spaces and residential buildings with a park/field in development and a school in the pipeline. It would be very disappointing to continue to approve/encourage its use as an industrial area.	<b>Noted.</b>  1. Correct, the planning framework has changed from the premises receiving its original approval in 1995 which encouraged Industrial development to now encouraging Residential, and other compatible uses within the Cockburn Coast area. 2. The premises has existing non-conforming use rights to continue operating. In considering the proposal, the City has regard to the context of the proposal in itself and the provisions from the City's Town Planning Scheme No. 3 which requires any extension, alteration or change of use for a existing non-conforming use to receive planning approval. 3. In considering the recommendation of conditional approval for this application the City notes the proposal is screened from the Residential zone to the south of the site by the Fremantle Cold Stores (an existing non-conforming use). Furthermore, the applicant has provided additional information which demonstrates issues of amenity such as noise and odour can be addressed by condition.
4	Details withheld	<b>Objection</b>  My apartment is located directly opposite this proposed site. The noise from this site is currently very high due to the motors on the refrigerators and high amount of traffic entering and exiting this business. I am worried the noise will increase. The large building will also eliminate my views, decreasing my property value. The increased traffic will not only increase noise but put more pressure on the already very dangerous intersection of cockburn and Rollinson Road. Currently multiple near misses happen every day and it is near impossible to cross this intersection as a pedestrian. I am also worried about smell if this site very close to residential is to process seafood. Given this entire area is zoned for future residential development (some very upmarket properties) I am not sure if this is the right move to promote people moving into the area as a residential zone to live and the	<b>Noted.</b>  1. An Acoustic Report has been submitted with the application which demonstrates compliance with the assigned noise levels during the day (7am – 7pm). Despite a minor exceedance for night-time levels the City is recommending a condition on the approval to restrict operating hours to 7am – 7pm Monday to Saturday. 2. In addition, the City notes that noise complaints from this area during the months April – May were derived from an issue at the adjoining Fremantle Cold Stores where the use of condensers was increased due to maintenance. The City has not received complaints from the subject site.

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		further development and money Cockburn council has dedicated to the area to make it an appealing place to live, this proposal seems in stark opposition to this idea.	<p>3. Views – with regard to views and property values. The proposal seeks a wall height of 5.8m which is consistent with the existing wall height and lower than the roof height of 9.9m for the existing processing area. Property values are not a valid planning consideration.</p> <p>4. With regard to traffic, please see the City's response to submission 1, City comment 1.</p> <p>5. With regard to odour, the applicant has provided an Odour Management Plan/Goods Manufacturing Practices which details how odour issues are to be addressed. The seafood is kept in freezers to ensure it does not defrost and create an odour and removed from site via private waste collection (Redmond's) with two weekly waste collections. From the existing operations, there have been no odour complaints.</p> <p>6. With regard to the future intent of the Cockburn Coast area please see the City's response to submission 3.</p>
5	Details withheld	<p><b>Objection</b></p> <p>I strongly oppose this. The noise coming from the site has gotten worse and worse over the past 2 months. I've called them on multiple occasions. A sound barrier is required as part of any extension. The fan noise reverberates through the entire suburb. Registered a complaint over a month ago with Cockburn council and nothing. I will take legal action if this is approved without sound attenuation.</p>	<p><b>Noted.</b></p> <p>1. With regard to Noise, please see the City's response to submission 4, City comment 1 and 2.</p>
6	Details withheld	<p><b>Objection</b></p> <p>Concerned about additional odours and noise.</p>	<p><b>Noted.</b></p> <p>1. With regard to Odour, please see the City's response to submission 4, City comment 5.</p>
7	Natasha Georgiou  7/7 Bellion Drive, Hamilton Hill	<p><b>Objection</b></p> <p>We live in the area across Cockburn Road. Because we are up the hill but directly opposite this industry complex, we are directly in the line of any noise coming from that area. Already, we have to deal with the constant background noise of the refrigeration motors of the Coldstores 24 hours a day. We worry that any further expansion of non-conforming industry in an area that is increasingly being developed as residential will become a problem. Residential and industry in close proximity does not mix well, especially in regards to noise.</p>	<p><b>Noted.</b></p> <p>1. With regard to Noise, please see the City's response to submission 4, City comment 1 and 2.</p>
8	Suzanne Marsella  6/6 Parney Close, North Coogee	<p><b>Objection</b></p> <p>I feel that it encroaches too much in to what is primarily a residential area. I did not invest in this area to then be advised that further commercial development was going to proceed. It is my opinion that this project will have a huge impact on future residential development in this area. Current residents who I have discussed this with are also opposing this proposal.</p>	<p><b>Noted.</b></p> <p>1. The subject site is zoned Mixed Business and is capable of Industrial use approvals. Notwithstanding the above, the City notes that Industry-General uses are Not Permitted within the zone where proposed as an entirely new use.</p> <p>2. Being a Non-Conforming use means the premises is able to continue operations as approved initially in 1995. The applicant must receive approval from the City to alter or extend the non-conforming use which is assessed by the City on its merits and context with the surrounding area.</p> <p>3. In review of the proposal, the City's officers consider the extension of the non-conforming use will not have a detrimental amenity impact upon the surrounding residential zone.</p>
9	Details withheld	<p><b>Objection</b></p> <p>potential noxious smell of decaying seafood next to my apartment</p>	<p><b>Noted.</b></p> <p>1. With regard to odour, please see the City's response to submission 4, City comment 5.</p>
10	Details withheld	<p><b>Objection</b></p>	<p><b>Noted.</b></p>

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		This Buisnes is generating excessive noise 24 hrs a day not stop sound of the coo.ing system fans They should be moved on not allowed to expand	<ol style="list-style-type: none"> <li>1. With regard to Noise, please see the City's response to submission 4, City comment 1 and 2;</li> <li>2. Additionally, the premises is recommended to be condition to restrict operations between the hours of 7am to 7pm Monday to Saturday.</li> </ol>
11	Details withheld	<b>Objection</b>  This business increases the industrial footprint in a growing surrounding residential estate. The noise emanating from this business is beyond extreme with the constant whirring of air conditioning and coolers	<b>Noted.</b>  <ol style="list-style-type: none"> <li>1. With regard to Noise, please see the City's response to submission 4, City comment 1 and 2;</li> <li>2. Additionally, the premises is recommended to be condition to restrict operations between the hours of 7am to 7pm Monday to Saturday.</li> </ol>
12	Anthony Mews  3a Alford Street, Balcatta	<b>Objection</b>  I am an investor.....one its going to be a further impediment to make my investment OK....second, what about the people who live there?...what a shocker...how can you even think of approving such a thing further.....three environmental concerns.....No,no,no!!!!	<b>Noted.</b>  <ol style="list-style-type: none"> <li>1. Property values are not a valid planning consideration or basis for refusal of an application;</li> <li>2. The application has been assessed and evidence through noise modelling and odour management plans provided to City which can control future amenity concerns such as noise and odour. The impact of the built form is relatively minor considering the existing scale of development.</li> <li>3. With regard to environmental concerns, the acoustic report details that modelled noise levels will comply with assigned levels. The subject site is connected to sewer and does not discharge any liquid wastes into the land or water.</li> </ol>
13	Details withheld	<b>Objection</b>  <ol style="list-style-type: none"> <li>1. Current intersection of Cockburn Rd &amp; Rollinson Rd is already excessively busy and difficult to use. Proposed site changes will increase negative impact to this area.</li> <li>2. The proposed extension will may increase traffic of heavy vehicles using Bellion Drive. Bellion Drive seems to be used by heavy vehicles due to the tight left turn at the traffic lights from Rockingham Rd on to Cockburn Rd. Increased traffic noise and density past our property is undesirable but also makes the Rollinson Rd intersection more problematic.</li> <li>3. Continuous noise pollution from industry on Darkan Ave is problematic for residents. Extension to use, seems likely to exacerbate the total noise pollution.</li> <li>4. Offshore wind already drives significant dust and particulate onto the property. I have concerns regarding additional dust, odour &amp; particulate from the proposed extension located to the west and at the base of the hill from our property.</li> </ol>	<b>Noted.</b>  <ol style="list-style-type: none"> <li>1. With regard to Traffic, please see response to submission 1, City comment 1. It is unlikely that the proposal will increase the number of trucks visiting the site and given the proposed additional on-site storage there may be a decrease in the amount of deliveries attending the site.</li> <li>2. With regard to noise, please see response to submission 4, City comment 1 and 2.</li> <li>3. With regard to odour, please see response to submission 4, City comment 5.</li> <li>4. With regard to dust emissions, the subject site is completely hardstand and unlikely to produce any dust emissions. Furthermore, particulate emissions are not a emission form seafood processing premises.</li> </ol>
14	Jason Manifils (Fishagogo)  3/73 Phoenix Avenue, Hamilton Hill	<b>Support</b>  We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).  The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.  Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we	<b>Noted.</b>

## DA22/0100 – Schedule of Submissions – 1 Darkan Avenue, North Coogee – Extension of Non-Conforming Use (Industry-General)

		<p>understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	
15	Hamish Ch'ng (Far West Scallops)	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	Noted.
16	Ian Ricciardi (Fremantle Cold Stores)  PO Box 467 South Fremantle WA	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p>	Noted.

## DA22/0100 – Schedule of Submissions – 1 Darkan Avenue, North Coogee – Extension of Non-Conforming Use (Industry-General)

		<p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	
17	<p>Ray Goodchild (Goodchild Meats)</p> <p>3 Boyd Crescent, Hamilton Hill</p>	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	Noted.
18	<p>Peter Garbellini (Bibra Lake Fabricators)</p> <p>13 Quarimor Road, Bibra Lake</p>	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p>	Noted.

## DA22/0100 – Schedule of Submissions – 1 Darkan Avenue, North Coogee – Extension of Non-Conforming Use (Industry-General)

		Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.	
19	Ray and Jenny Davies (Ocean Wild Tuna)	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	Noted.
20	John Sharland (Endeavour Foods)  12 Emplacement Crescent, Hamilton Hill	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	Noted.



## DA22/0100 – Schedule of Submissions – 1 Darkan Avenue, North Coogee – Extension of Non-Conforming Use (Industry-General)

21	Brendan Byrne (Farmer Jack's Supermarkets)	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	Noted.
22	Asher Flynn (Fins Seafood)  14 Emplacement Crescent, Hamilton Hill	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p> <p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	Noted.
23	Steven Davies Southern Trading Australia Pty Ltd & Aquaculture Council of WA	<p><b>Support</b></p> <p>We provide this letter to the City of Cockburn in support of the Westmore Seafoods application for additional on-site storage (DA22/0100).</p>	Noted.

## DA22/0100 – Schedule of Submissions – 1 Darkan Avenue, North Coogee – Extension of Non-Conforming Use (Industry-General)

		<p>The North Coogee area has numerous seafood and related enterprises. There is a concentration of these enterprises arising from the synergies and relationships that exist between like businesses. As part of the broader seafood sector, the location will continue to remain important in the supply of seafood to Western Australia's population, and other seafood markets across Australia and internationally.</p> <p>Over the last 2.5 years there have been significant impacts on WA's fishing, aquaculture and seafood supply industries. In doing business with Westmore Seafoods, we understand the impact supply chain issues have had on Westmore's operations. In the knowledge these issues have not changed, and as many in the industry believe structural changes will <u>not</u> return to normal, we are fully supportive of the application for additional on-site storage.</p> <p>We understand the storage space will be on the east side of the existing Westmore building, away from Rollinson Road and Darkan Avenue. In the proposed location there will not be an impact on the locality.</p> <p>Like the support and initiatives executed by the Federal and State Governments in relation to WA's seafood industry, we hope the City of Cockburn supports the proposal before it. This in turn will support our business and the consumer.</p>	
<b>External referral responses</b>			
	Brett Dunn  Department of Water and Environment Regulation (DWER)	<p><b>No Objection</b></p> <p>DWER to be notified if there are any modifications that may have impacts on aspects of environmental and/or water management.</p>	
	Department of Health (DoH)	<p><b>No objection</b></p> <p>Subject to the following</p> <ol style="list-style-type: none"> <li>1. Health (Miscellaneous Provisions) Act Requirements Business is to comply with the above act and regulations and guidelines.</li> <li>2. Food act requirements Must comply, including storage areas, with the above code, regulations and guidelines.</li> </ol>	
	Department of Primary Industries and Regional Development	<p><b>No objection</b></p> <ul style="list-style-type: none"> <li>• The additional storage area will not change or increase the production capacity of the seafood processing facility.</li> </ul> <p><b>Background</b></p> <ul style="list-style-type: none"> <li>• Seafresh Holdings operating out of 1 Darkan Ave have a Seafood Processing license;</li> <li>• Under this license they shall comply with the relevant TPS;</li> <li>• 200t processing or more per year requires a DWER license – Westmore/seafresh holdings do not have one;</li> <li>• Less than 200t per year requires planning approval – this was granted previously under the former zoning.</li> </ul>	



Government of Western Australia  
Department of Health

Your Ref: DA22/0100  
Our Ref: F-AA-03233 D-AA-22/230752  
Contact: Phill Oorjitham 9222 2000

Tony Brun  
Chief Executive Officer  
City of Cockburn  
PO Box 1215  
Bibra Lake WA 6965

Attention: David King – Acting Senior Statutory Planner

Via email: [dking@cockburn.wa.gov.au](mailto:dking@cockburn.wa.gov.au);

Dear Mr Brun,

**PROPOSED EXTENSION - DA22/01001 DARKAN AVENUE, NORTH COOGEE**

Thank you for your letter of 8 April 2022 requesting comments from the Department of Health (DOH) on the above proposal.

The DOH has no objection to the proposed extensions subject to the following:

**1. Health (Miscellaneous Provisions) Act Requirements**

This business is to comply with the provisions of the *Health (Miscellaneous Provisions) Act 1911*, related regulations and guidelines.

**2. Food Act Requirements**

All food related areas (includes storage areas) to comply with the provisions of the *Food Act 2008* and related code, regulations and guidelines. Details available for download from: [https://ww2.health.wa.gov.au/Articles/S\\_T/Starting-a-food-business-in-WA](https://ww2.health.wa.gov.au/Articles/S_T/Starting-a-food-business-in-WA)

Should you have any queries or require further information please contact Phillip Oorjitham on 9222 2000 or [eh.eSubmissions@health.wa.gov.au](mailto:eh.eSubmissions@health.wa.gov.au)

Yours sincerely

Dr Michael Lindsay  
**EXECUTIVE DIRECTOR  
ENVIRONMENTAL HEALTH DIRECTORATE**

06 May 2022

189 Royal Street East Perth Western Australia 6004  
Telephone (08) 9222 2000 TTY 133 677  
PO Box 8172 Perth Business Centre Western Australia 6849  
ABN 28 684 750 332  
[www.health.wa.gov.au](http://www.health.wa.gov.au)

Document Set ID: 11114082  
Version: 1, Version Date: 25/05/2022



Government of Western Australia  
Department of Water and Environmental Regulation

Your ref: DA22/100  
Our ref: DWERT6756 & PA 048729  
Enquiries: Brett Dunn, Ph 9550 4202

City of Cockburn  
PO Box 1215  
BIBRA LAKE DC WA 6965

*Attention: David King*

Dear David

**LOT 4 DARKAN AVENUE, NORTH COOGEE - EXTENSION OF NON-CONFORMING USE - NOXIOUS INDUSTRY (SEAFOOD PROCESSING)**

Thank you for the abovementioned development application, regarding an extension to the building footprint of an existing seafood processing operation to provide for additional storage

The Department has reviewed the report provided and wishes to advise that it has no objections to the proposal.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned on 9550 4202.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Brett Dunn'.

Brett Dunn  
Program Manager – Planning Advice  
Kwinana Peel Region

02 / 05 / 2022

Kwinana Peel Region  
107 Breakwater Parade Mandurah Ocean Marina Mandurah Western Australia 6210  
PO Box 332 Mandurah Western Australia 6210  
Telephone: 08 9550 4222 Facsimile: 08 9581 4560  
[www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

Document Set ID: 11114055  
Version: 2, Version Date: 25/05/2022



Department of  
Primary Industries and  
Regional Development

*We're working for  
Western Australia.*

Your reference: DA22/0100  
Our reference: LUP 1336  
Enquiries: Heather Percy

David King  
Acting Senior Statutory Planner  
City of Cockburn  
PO Box 1215  
Bibra Lake Delivery Centre WA 6965

[dking@cockburn.wa.gov.au](mailto:dking@cockburn.wa.gov.au)

Dear David

**DA22/0100 1 Darkan Avenue, North Coogee - Extension of Non-Conforming Use - Industry-Noxious (Seafood Processing) -**

Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal from Westmore Seafoods to build a warehouse alongside its existing seafood processing at 1 Darkan Avenue North Coogee.

DPIRD supports the proposal for the following reasons:

- The additional 350m<sup>2</sup> storage area will allow Westmore Seafoods to safely store supplies of food-grade food packaging at their processing facility.
- Additional on-site storage for food packaging is now in place due to significant supply chain disruptions over the last two years related to the COVID 19 pandemic and the disruption east-west rail freight due to flood damage. In response, Westmore Seafood has changed from 'just in time supply' of packaging and now stockpiles packing within its existing premises. However, the extra storage requirement is restricting business operations, prompting this development application to an additional storage area.
- The additional storage area will not change or increase the production capacity of the seafood processing facility.

Fisheries and Agriculture Resource Management  
Sustainability and Biosecurity  
1 Nash Street, Perth, Western Australia 6000  
Locked Bag 4, Bentley Delivery Centre WA 6983  
Telephone +61 (0)8 6552 4444 [enquiries@dpird.wa.gov.au](mailto:enquiries@dpird.wa.gov.au)  
[www.dpird.wa.gov.au](http://www.dpird.wa.gov.au)  
ABN: 18 951 343 745

Document Set ID: 11114055  
Version: 2, Version Date: 25/05/2022



**Licence requirements**Fish processing

A licence is needed to process fish for a commercial purpose in Western Australia. It authorises the licence holder to process fish which have been purchased from the holder of a commercial fishing or aquaculture licence. DPIRD administers the annual licence under the *Fish Resources Management Act 1994* and the *Fish Resources Management Regulations 1995*.

Seafresh Holdings Pty Ltd holds a current seafood processing licence operating at 1 Darkan Avenue Cockburn (Licence No: PROL250229815).

Under this licence the processing establishment 'shall comply with the requirements of any town planning scheme or interim development order gazetted under the provisions of the Town Planning and Development Act 1928 (amended) or the Metropolitan Region Town Planning Scheme Act 1959 (amended)'.

Environmental approvals

Under Part V of the *Environmental Protection Act 1986* (EP Act), seafood processing premises, other than a fish wholesaler, with a production capacity of 200 tonnes or more per year, and which discharge to land or water are considered *Category 22* prescribed premises and trigger regulation under the EP Act. The Department of Water and Environmental Regulation's licence and works database does not include records for Westmore Seafood or Seafresh Holdings Pty Ltd.

Seafood processing premises with production capacity less than 200 tonnes per year require planning approval which consider relevant environment impacts. DPIRD assumes that the City of Cockburn approved this development site under the previous industry zoning which applied to the site.

For more information, please contact Heather Percy on 9780 6262 or [heather.percy@dpird.wa.gov.au](mailto:heather.percy@dpird.wa.gov.au).

Yours sincerely



RICK FLETCHER  
EXECUTIVE DIRECTOR

4/5/2022

## 14.2 Development Application - DA21/1027- 9001L Coogee Road, Lake Coogee - Retrospective Storage Yard- 2 Sea Containers, Fill and Fencing

<b>Author</b>	Daniel Arndt
<b>Attachments</b>	1. Attachment 1- Applicant Cover Letter <a href="#">↓</a> 2. Attachment 2- Plans Package <a href="#">↓</a> 3. Attachment 3- Schedule of Submissions <a href="#">↓</a>
<b>Location</b>	9001L Coogee Road, Lake Coogee
<b>Owner</b>	Andy Zuvela & Marin Zurda
<b>Applicant</b>	Andy Zuvela & Marin Zurda
<b>Application Reference</b>	DA21/1027

### RECOMMENDATION

That Council:

(1) APPROVES the proposal subject to the following Conditions:

#### Conditions

1. This is a temporary approval only, valid for a period of three (3) years from the date of this decision. Upon expiry of this date, the sea containers shall be removed from the site unless a subsequent development approval is issued by the City.
2. The sea containers shall be used for storage purposes only and shall not be used for human habitation or for commercial purposes.
3. All storage and materials must be kept within the area demarcated on the approved plans.
4. The premises shall be kept in a neat and tidy condition at all times by the owner/occupier and maintained as such for the duration of this approval.
5. All earthworks, cleared land and batters must be stabilised to prevent sand or dust blowing to the satisfaction of the City.

#### Footnotes

- a) This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3 or with the requirements of any external agency.
- b) Please be advised that this approval is solely for the following items:
  - a. Two (2) retrospective sea containers for storage purposes only, on a temporary basis, being (3) years unless otherwise extended with a further development approval
  - b. Retrospective filling of land including batters
  - c. Retrospective fencing abutting Splash Terrace and Korcula Court.

- c) With regard to Condition 1, if it is intended to keep the sea containers at the subject site beyond the expiration of the approval period, a further development application must be lodged with the City prior to the expiration of planning approval. Any extension proposed shall be determined on its merits and there is no guarantee that an extension will be granted.
- d) With respect to Condition 5, should the City identify any sand spill or dust nuisance at the subject site, further treatments may be required to ensure all earthworks remain stabilised at all times.
- e) Please be advised that the development must comply with the requirements of the Building Codes of Australia. A retrospective approval for the Sea Containers is required with the City's Building Services, following the determination of this approval.

## Background

A development application has been received to retrospectively consider the installation of two (2) sea containers, earthworks and a front fence at a vacant property in Lake Coogee.

The subject site is located between Splash Terrace and Korcula Court, Lake Coogee.

The land is not utilised for any particular purpose and is largely cleared, with some remanent vegetation and overgrowth.

To the west, land has been utilised for semi-rural purposes within the *Woodman Point Wastewater Treatment Plant (WWTP) Odour* buffer area.

To the north and east, residential development has extended to the boundaries of the odour buffer area.

The City was made aware of the unauthorised works in October 2020.

At this time, the City received an anonymous complaint regarding sand spill to the street and nearby properties.

Upon inspection, it was found that a sand berm was erected along the front of the property which was the source of the complaint.

A further review noted that the property has been used for sea containers and remanent storage since approximately 2010, however the City found no record of planning approval.

The City therefore directed the landowners to lodge a planning application, which is the subject of this report.



Prior to the application being received in October 2021, the landowner undertook further works to the property, including alterations to the sand berm and installation of a fence along the front of the property.

### **Submission**

N/A

### **Report**

#### Proposal

The application comprises the following:

1. The retrospective installation of two sea containers for personal storage purposes (containing goods from the original market garden in the area).
2. The modification of land levels to the site via the use of sand.
3. The erection of a fence to the front and side property boundary.

### **Planning Framework**

#### City of Cockburn Draft Local Planning Strategy (Draft LPS)

The Draft LPS, which will guide the long-term growth of the City, addresses the subject area in relation to its potential for future industrial or mixed-use development as identified within the State Government's *Perth and Peel @ 3.5 million*.

Under the Draft LPS, an industrial (or similar) zone is considered inappropriate in this area for several reasons, including the proximity to existing residential development, wetlands, and the relative inaccessibility for heavy vehicles to access the area.

The Draft LPS acknowledges the subject area is still within the Woodman Point Wastewater Treatment Plant (WWTP) odour buffer area.

However, it is considered to be appropriate for future residential development, subject to the lifting of the urban deferment and reconsideration of the odour buffer (and the orderly consideration of these matters by the State Government).

#### Metropolitan Region Scheme (MRS)

The subject site is currently zoned 'Urban Deferred' under the Metropolitan Region Scheme (MRS), meaning:

*"Land identified for future urban uses following the extension of urban services, the progressive development of adjacent urban areas, and resolution of any environmental and planning requirement relating to development".*

Urban is defined as:

*“Areas in which a range of activities are undertaken, including residential, commercial, recreational and light industry”.*

It is noted that the subject site abuts land zoned ‘Urban’ under the MRS which has been developed for residential purposes.

Primarily, the area is characterised by detached single houses, with numerous properties of essentially rural in character.

#### Town Planning Scheme No. 3 (TPS)

The subject site is zoned ‘Development’ – Development Area 5 under the City’s Town Planning Scheme No. 3 (TPS3). The objective of the Development Zone is:

*“To provide for future residential, industrial or commercial development to be guided by a comprehensive structure plan prepared under the Scheme”.*

The Development Zone is clarified in this area in accordance with the provisions of Development Area 5:

1. *“An approved structure plan together with all approved amendments shall be given due-regard in the assessment of applications for subdivision and development in accordance with Clause 27(1) of the Deemed Provisions.*
2. *To provide for residential development except within the buffers to the Woodman Point WWTP, Munster Pump Station and Cockburn Cement.*
3. *The local government will not recommend subdivision approval or approve land use and development for residential purposes contrary to Western Australian Planning Commission and Environmental Protection Authority Policy on land within the Cockburn Cement buffer zone”.*

In relation to Point 1 above, clause 27(1) states that:

*“A decision-maker for an application for development approval or subdivision approval in an area that is covered by a structure plan that has been approved by the Commission is to have due regard to, but is not bound by, the structure plan when deciding the application.”*

There are no approved or adopted structure plans over the subject site. Therefore, clause 27(2) of the Deemed Provisions would be relevant, which stipulates:

*“A decision-maker for an application for development approval or subdivision approval in an area referred to in clause 15 as being an area for which a structure plan may be prepared, but for which no structure plan has been approved by the Commission, may approve the application if the decision-maker is satisfied that-*

- a) *The proposed development or subdivision does not conflict with the principles of orderly and proper planning; and*
- b) *The proposed development or subdivision would not prejudice the overall development potential of the area”.*

Further to clause 27 of the Deemed Provisions, the City’s TPS3, clause 4.13.1 reiterates the ability to consider development in areas without a Structure Plan, which the City’s Development Zones:

*4.13.1 “There shall be no change to any land use or development existing on land within the Development Zone without the owner of the land having made an application for and received the approval of the local government”.*

The City of Cockburn has the ability to vary the site and development requirements of the Scheme in accordance with Part 4.6. Clause 4.6.1, which permits the local government:

*“despite the non-compliance against the Scheme, to approve the application unconditionally or subject to such conditions as the local government thinks fit”.*

And such an ability conferred under Part 4.6 can “*only be exercised if the local government is satisfied that –*

- a) *Approval of the proposed development would be appropriate having regard to the criteria set out in clause 67 of the Deemed Provisions; and*
- b) *The non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality”.*

As such, this assessment considered the proposed development within the Development Zone, without an adopted Structure Plan over the site.

Due regard was given to clause 67 of the Deemed Provisions, as well as any non-compliance or adverse effect upon the users of the development, inhabitants of the locality and/or the likely future development of the locality.

### Conclusion

The proposal, which seeks planning approval for the retrospective installation of two (2) sea containers, minor earthworking of the site and fencing, is supported for the following reasons:

- The subject works and their impact on the amenity of the neighbourhood can be reasonably managed by the imposition of a planning condition for temporary

approval. Following expiry, the works will require further consideration and investigation into any complaints received

- The development is not considered to impact future structure planning for the area pursuant to the *Development Area 5* provisions of TPS3
- The development is not considered to impact the objectives of the City's Draft LPS and intent for the area to transition to residential purposes in future, as the works can be easily removed and are minor enough that their value would not undermine the motivation to develop for future residential purposes.

In light of the above, the City recommends conditional approval.

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

#### Environmental Responsibility

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

- Sustainable resource management including waste, water and energy.

#### City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An attractive, socially connected and diverse built environment.

#### Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Not applicable, due to the nature of temporary approval.

### **Community Consultation**

The subject application was advertised to 116 landowners surrounding the site.

A total of five responses were received, one non-objection and four objections.

The nature of the objections related to use of the site for a 'Storage Yard' and that therefore the proposal is not appropriate within a residential area.

It should be acknowledged that the proposal is not for a 'Storage Yard' and that the only permitted development shall be the installation of two (2) sea containers.

This has been clearly articulated within the conditions of planning approval, for clarity.

A further objection relates to the sea containers being cladded for screening purposes.

As this approval is temporary only, it is considered onerous to require vegetative screening and therefore this is not supported.

If the land use is extended in future, the City will readvertise and reassess this position.

### **Risk Management Implications**

There is considered to be little to no risk to the City given the temporary nature of the approval being proposed and the minor nature of the works.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 August 2022 Ordinary Council Meeting.

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

This approval, given its temporary nature will not be of detriment to the City performing executive functions.

TO WHO IT MAY CONCERN.


OUR FATHER CAME TO THIS AREA. IN SOUTH COOGEE. IN 1950.

HE BUILT A LIFE FOR HIS WIFE AND 4 CHILDREN. THE CONTAINERS CONTAIN SOME LEGACY OF HIS MARKET GARDENING DAYS. THE CONTAINERS WERE PLACED ON LAND DECLARED TO BE IN A BUFFER ZONE FOR THE WOODMAN POINT SEWER TREATMENT PLANT. SOME OF ITEMS INCLUDE A EARLY MODEL BEDFORD TRUCK. USED TO CART. VEGETABLES. OTHER OLDER ITEMS ARE FROM THE EARLY DAYS OF MARKET GARDENING. THESE WERE PLACED INSIDE THE CONTAINERS TO BE OUT OF THE WEATHER.

THE 40' CONTAINER HAS NOT BE OPENED SINCE.

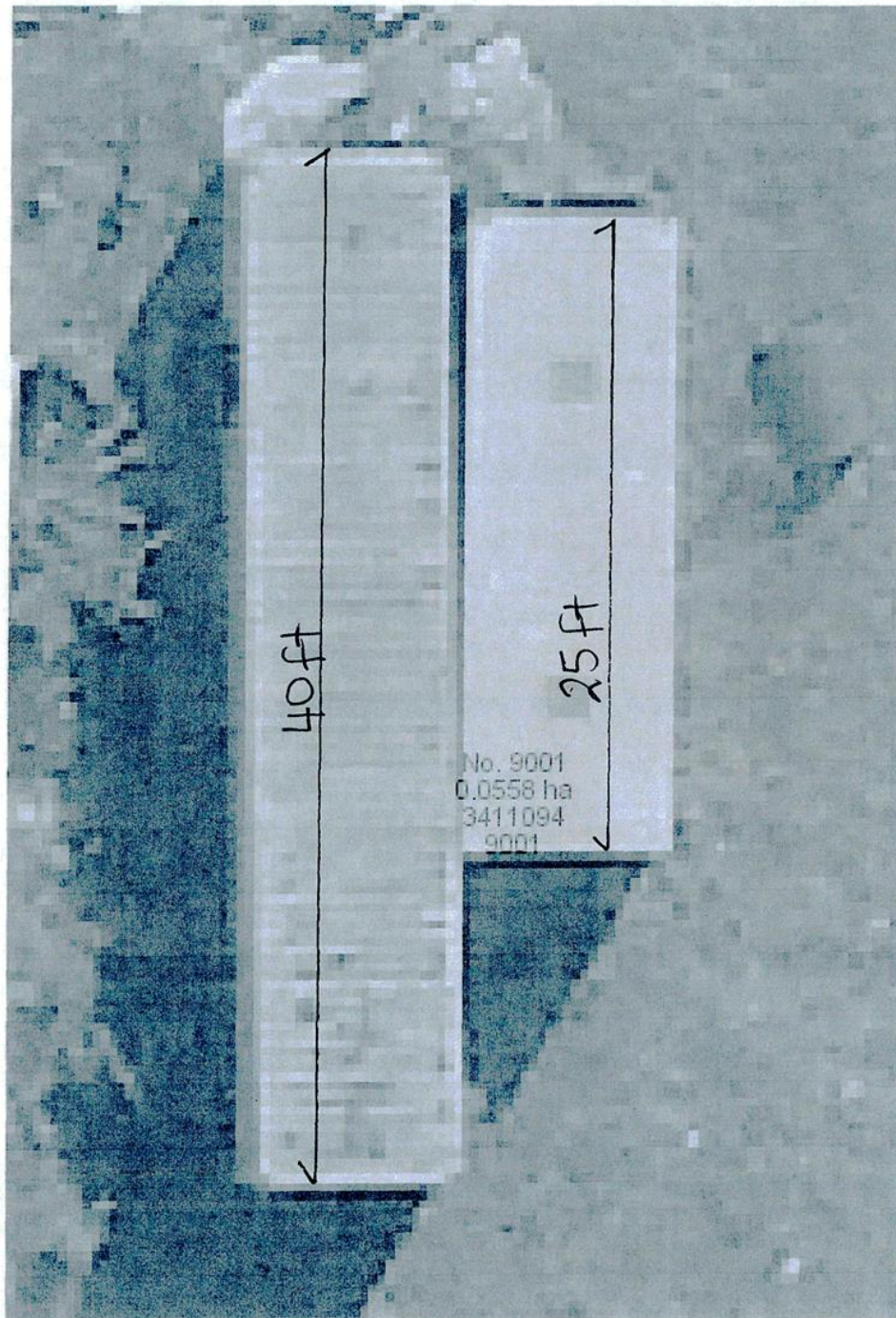
THE 25' CONTAINER HAS A OPENED END BLOCKED WITH HEAVY OBJECTS TO PREVENT ENTRY.

THE BLOCK THE CONTAINERS ARE ON IS 0.0558 HA. THE REST OF THE LAND WAS ZONED. URBAN.

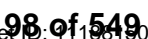
 ANDY ZUVELLA. 9-10-21.



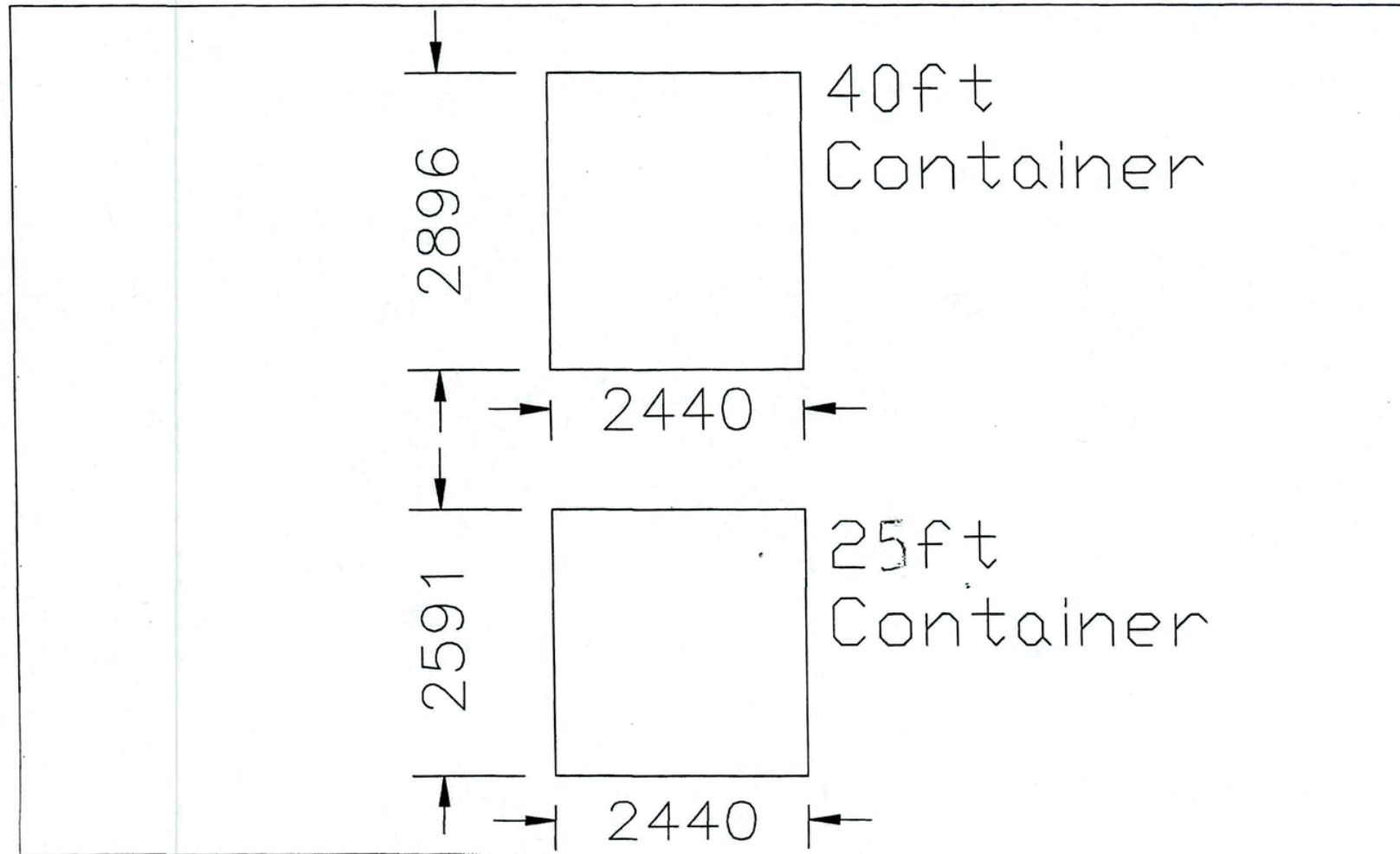
2 X Sea Containers











**Schedule of Submissions****DA21/1027- 9001L Coogee Road, Lake Coogee**

Name/Address	Position	Comments
Jarrad Stenfors #2A Fox Street, Spearwood <a href="mailto:jarradstenfors@gmail.com">jarradstenfors@gmail.com</a>	Objection	Shipping containers and rubbish around the containers look terrible. Containers are not clad as per Cockburn Policy.
C & K Mansbridge #9 Albion Avenue, Lake Coogee <a href="mailto:mansbridge2@gmail.com">mansbridge2@gmail.com</a>	Support	N/A
Greg Hardman #2 Korcula Court, Lake Coogee <a href="mailto:greg.hardman@y7mail.com">greg.hardman@y7mail.com</a>	Objection/Support	<p>As the proposal is written, I would have to be against it.</p> <p>A storage yard has no place in a residential area and it would likely impact the surrounding properties, in a negative way. It would have a negative effect on house prices in the area. The extra traffic it would bring to the area, isn't in the best interest to the public. The road layout isn't suitable for heavy vehicles and there are many young families living next to or across the road - which would be an accident waiting to happen.</p> <p>After speaking with Callum Wilson, the Statutory Planning Officer. He assured me the proposal is for the existing alterations already done, but were never approved by the council. The existing land fill has been flattened, some new fencing has been erected, the 2 sea containers are already onsite and used for holding extra storage at the property. If this is indeed the case, I would not object to the proposal of the land owner keeping the property as is. Stipulating that no further alterations can be done to the said property, without the approval of the council - who in turn need to seek public approval.</p>
South Coogee Community Association (SCCA) <a href="mailto:samuel.cook1@bhp.com">samuel.cook1@bhp.com</a>	Objection	<p>We do not see how this can be allowed in a Residential Area.</p> <p>Suggest this be relocated in Rural part of Munster east of Rockingham Road- SCCA</p>

### 14.3 Proposed Structure Plan - Lot 301 (No.221) Barfield Road, Hammond Park

<b>Author</b>	Daniel Arndt
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Southern Suburbs District Structure Plan - Stage 3 <a href="#">↓</a></li> <li>2. Proposed Structure Plan <a href="#">↓</a></li> <li>3. Native Vegetation Clearing Permit - Lots 37 to 41 Barfield Road <a href="#">↓</a></li> <li>4. Proposed Post-Development Vegetation Classification <a href="#">↓</a></li> <li>5. Subdivision Concept Plan <a href="#">↓</a></li> <li>6. Schedule of Submissions <a href="#">↓</a></li> </ol>
<b>Location</b>	Lot 301 (No.221) Barfield Road, Hammond Park
<b>Owner</b>	Darren Blowes
<b>Applicant</b>	Dynamic Planning and Developments
<b>Application Reference</b>	110/225

#### RECOMMENDATION

That Council:

- (1) ADOPTS the Schedule of Submissions prepared in respect to the proposed Structure Plan;
- (2) Pursuant to Schedule 2, Part 4, Clause 20 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RECOMMENDS to the Western Australian Planning Commission that the proposed Structure Plan be refused, for the following reasons:
  - i. The proposed Structure Plan is inconsistent with *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (the Guidelines), as:
    - a) the proposed Bushfire Management Plan (BMP) is inconsistent with the Precautionary Principle outlined in Clause 6.11 of SPP 3.7 and Section 2.5 of the Guidelines as the proponent has not satisfactorily demonstrated that the management of bushfire risk minimises risk to people, property and essential infrastructure;
    - b) the proposed BMP is inconsistent with Section 5.3 of the Guidelines, as the proponent has not demonstrated that there is a legally enforceable instrument to maintain a limestone track on Lot 40 and 41 Barfield Road in perpetuity; and
    - c) the proposed BMP is inconsistent with Acceptable Solution 3.4a Perimeter Roads of the Guidelines, as the Structure Plan does not propose an appropriate level of separation between future residential development and classified vegetation in Planning Control Area 156, through the provision of a perimeter road; and
    - d) the proposed BMP is inconsistent with Acceptable Solution 1.1

Development Location of the Guidelines, as it cannot be demonstrated that the bushfire risk can be managed to achieve a BAL rating of BAL-29 or below for future residential development.

- ii. The proposed Residential R40 density coding is inconsistent with the Southern Suburbs Stage 3 District Structure Plan as the site does not demonstrate compliance with the locational criteria under Clause 5.4.2.2 to warrant a density coding above R30, as it has limited access to area of high amenity, including activity nodes and public transport routes.
- (3) REFUSES the Bushfire Management Plan, prepared by Strategen (Revision 4, 6 July 2022), in respect of the proposed Structure Plan, for the reasons outlined in recommendation (2)(i); and
- (4) ADVISES those who made a submission of Council's decision accordingly.

## Background

The proposed Structure Plan is being presented for a recommendation to the Western Australian Planning Commission.

### Southern Suburbs Stage 3 District Structure Plan

Lot 301 Barfield Road (the site) is located within the area subject to the Southern Suburbs Stage 3 District Structure Plan (the DSP), approved by Council in September 2012 (refer to Attachment 1).

The purpose of the DSP was to coordinate the location of district-wide infrastructure in Hammond Park between Gaebler Road and Rowley Road.

Such infrastructure included regional road infrastructure, regional recreational areas, the provision of two public schools (one primary school and one high school) and public open space.

The DSP also included designated areas of 'Medium' and 'High' density residential, with 'High' density residential (between R35 and R60) located in close proximity to areas of high amenity (such as neighbourhood centres and schools).

The DSP informed the costs of widening and upgrading Hammond Road between Gaebler Road and Wattleup Road and the provision of drainage infrastructure.

These items are funded under the development contribution plans prepared for Development Contribution Area (DCA) 9 and 10, which were approved under Amendment No.26 to Town Planning Scheme No.3 (the Scheme) in December 2014.

### Planning Control Area 156

In September 2020, the Minister for Planning declared a Planning Control Area (PCA 156) over land adjacent to Rowley Road, located between the Kwinana Freeway and Rockingham Road, which includes a 3589m<sup>2</sup> portion of Lot 301. PCA 156 superseded PCA 112, which was declared in 2015.

The purpose of declaring PCA 156 over this land is to ensure that no development occurs which may prejudice future reservation as a 'Primary Regional Roads' reserve under the Metropolitan Region Scheme (MRS).

Lot 301 was subject to a subdivision approval (WAPC Ref: 156065) in March 2018, which sought to excise the portion of the lot that was then located in PCA 112, to enable acquisition by the State Government for road widening purposes.

The subdivision approval is valid until 27 March 2023.

The clearance of vegetation with the PCA is not a specific requirement to implement the approval.

### **Submission**

N/A

### **Report**

#### Overview

The Structure Plan area is located at Lot 301 (No.221) Barfield Road, Hammond Park (refer to Attachment 2).

There are significant concerns with the proposal discussed in detail further below.

These have been discussed with the applicant who is not prepared to amend the design to resolve concerns. Given this the recommendation is for a refusal.

The site is zoned 'Development' under the Scheme and is located within Development Area 26 – Rowley Road (DA 26), which requires the approval of a Structure Plan to facilitate residential subdivision and development.

The site is bound by Rowley Road (to the south), Barfield Road (to the west), Lot 41 Barfield Road (to the east) and Stage 9 of the 'Vivente' estate subdivision (to the north).

Lot 41 and the southern part of Lot 40 (outside of the Structure Plan area) is zoned 'Special Use 23' (SU 23) under the Scheme.





*Figure 1 – Location of Lot 301 Barfield Road (highlighted in red)*

The proposed Structure Plan does not extend into the southern portion of Lot 301, despite the 'Development' zoning under the Scheme applying to the entire site.

The extension of a Structure Plan within this area is not considered necessary, as it is located within PCA 156 and is expected to be reserved under the MRS, once the upgraded Rowley Road alignment is known.

The proposed Structure Plan will provide for the coordination of future subdivision and development, as required under the Scheme provisions for DA 26 and includes:

- a residential density coding of 'R40', providing for an estimated 40 residential lots
- a single-entry road into the site from Barfield Road
- a public open space (POS) reserve of 1496m<sup>2</sup>
- a three (3) metre high acoustic wall (for lots abutting the future Rowley Road reserve) to mitigate road noise.

Future residential subdivision and development on Lot 301 will be subject to development contributions under the Scheme through Development Contribution Area (DCA) 9 and DCA 13.

### Bushfire Management

The site is located within a Bushfire Prone Area and is bound by a heavily vegetated area to the east (on Lot 40 and 41 Barfield Road), and within the southern portion of Lot 301 (located within PCA 156).

Due to the site's proximity to existing vegetation, the Structure Plan is supported by a Bushfire Management Plan (BMP).

#### *Proposed Limestone Track on Lot 40 and 41 Barfield Road*

The proponent's primary method of managing bushfire risk is the construction of a 20-metre-wide limestone track on Lot 40 and 41 Barfield Road, both of which are located outside the Structure Plan area and under separate ownership (refer to Attachment 3).

In September 2016, the then Department of Environment Regulation (DER) issued a Native Vegetation Clearing Permit (NVCP) for the purposes of clearing approximately 0.88 hectares of banksia woodland located on Lots 37 to 41 Barfield Road (refer to Attachment 4).

The DER approved the NVCP on the basis that clearing of the vegetation was necessary to manage the bushfire risk on future development of Lot 301 Barfield Road.

The NVCP had a validity period of five years, with aerial imagery showing that clearing works were undertaken in 2021.

Whilst it is acknowledged that Lot 40 and 41 have been cleared for the purposes of fire mitigation, the NVCP issued by DER related only to the clearing of vegetation and did not outline responsibilities for ongoing management.

The City notes that Lot 41 is currently owned by a corporate entity to which the landowner of Lot 301 is a director. Lot 40 is owned by the WAPC.

Section 5.3 of the *Guidelines for Planning in Bushfire Prone Areas* (the Guidelines) states:

*'Non-binding agreements between neighbouring landowners and proponents regarding the on-going management of vegetation on the adjoining property in order to achieve a reduced BAL rating are not supported, as there is no legal basis for decision-maker or any other public agency to enforce compliance by the adjoining landowner/ proponent.'*

Section 5.3.10 of the BMP includes reference to the NVCP process being used as a basis for determining management responsibilities for the limestone track, stating:

*'... the relevant landowners have granted permission to access, clear and manage vegetation within their respective landholdings (see Appendix B), such that a non-vegetated/low threat state will be maintained over the firebreak'.*

Appendix B in the BMP includes correspondence (from 2016) from the WAPC (landowner of Lot 40) and Western Power (the then landowner of Lot 41) providing written support for the clearance of vegetation, subject to obtain the necessary approvals, but does not commit the landowners to ongoing maintenance.

Irrespective of whether there any agreements in place regarding the maintenance of the track on Lot 40 and 41, no evidence has been provided that these are legally enforceable.

The City of Cockburn's current Fire Control Order prepared pursuant to Section 33 of the *Bush Fires Act 1954* requires a three-metre-wide firebreak to the perimeter of Lots 40 and 41, however, the City does not have a legal mechanism to ensure that the remaining 17 metres of track is maintained in a low-fuel condition.

Clause 5.3 also states:

*'Formal agreements between proponents and owners of adjoining land in perpetuity, may be considered where evidence of a legally enforceable agreement that is tied to the land, is provided to support the application'.*

The BMP submitted for the Structure Plan states that each lot can achieve a BAL rating of BAL-19 or below, however, this is based on the construction of a 20-metre-wide limestone track on Lot 40 and 41, as discussed above.

#### *Applicant Suggested Management of Fire Track*

The City has queried with the proponent what the legal mechanism is for management of the proposed fire track on Lot 40 and 41, as this information is not articulated in the BMP.



The proponent has suggested two potential options for ongoing management of the fire track, being:

- a) An initial and annual contribution from future landowners for the ongoing management of the fire track, secured by a legal agreement through the sale of residential lots, or
- b) The City being responsible for the ongoing maintenance of the fire track, secured via an easement in gross on title, funded by the setting of a Specified Area Rate on lots that directly benefit from the fire track.

Both options put forward are beyond the scope of what could be imposed through future planning approval (i.e. subdivision and development) and would impose an unreasonable cost impost on future landowners.

The City is not prepared to support either option as a way of managing a fire track on a privately owned lot.

In the absence of a legally enforceable mechanism to compel the current landowner (and future landowners) to maintain a 20-metre-wide track in a low-fuel condition, managing bushfire risk on Lot 41 is inconsistent with Section 5.3 of the Guidelines.

#### *Vegetation Within PCA 156*

Lot 301 includes an extensive area of existing vegetation, which includes a Threatened Ecological Community (*Banksia Woodlands of the Swan Coastal Plain*) protected under the Commonwealth *Environmental Protection and Biodiversity Conservation Act 1999*.

Prior to any vegetation being cleared on Lot 301, approval of the Commonwealth Department of Agriculture, Water and Environment will be required, irrespective of whether the WAPC approves a subdivision application.

As discussed above, there is an existing subdivision approval for excision of a lot from Lot 301 for the purpose of road widening to Rowley Road.

The BMP originally submitted included reference to Main Roads being responsible for managing vegetation in a low-threat condition, once the lot is acquired.

At the request of Main Roads, the BMP has been revised to remove Main Roads from being responsible for ongoing management of vegetation on this lot.

The current BMP outlines that the vegetation within PCA 156 will be retained until the future road widening lot is acquired by Main Roads, with the landowner to maintain this vegetation in a low-threat condition.

Notwithstanding this, the proposed implementation actions of the BMP note that this area will only be maintained by the developer until the sale of residential lots (refer to Figure 2 below).

Implementation/management table	
Developer – prior to issue of titles	
No.	Implementation action
1	Construct (or have works bonded) the proposed public roads, reticulated water supply and any temporary turnaround points to the standards stated in this BMP.
2	Prepare a detailed landscape plan to guide low threat landscaping outcomes within on-site POS and PCA 95.
3	Establish the Project Area, including all residential lots, roads, low threat staging buffers, streetscaping, POS and PCA 95 (in accordance with the abovementioned landscape plan) to a non-vegetated/low threat managed state in accordance with AS3959 Clause 2.2.3.2 (e) and (f) and Schedule 1 of the Guidelines.
4	Construct compacted limestone over the 20 m wide firebreak within the adjacent east Lots 40 and 41.
5	Undertake BMP compliance assessment and reporting to facilitate subdivision clearances and lot title.
Developer – until sale/transfer of lots	
No.	Implementation action
1	Maintain the Project Area (including all residential lots, roads, low threat staging buffers, streetscaping, POS and PCA 95) in a non-vegetated/low threat managed state to achieve exclusion Clause 2.2.3.2 (e) or (f) of AS 3959
2	Comply with the relevant local government annual firebreak notice issued under s33 of the <i>Bush Fires Act 1954</i> .
Landowner/occupier – prior to building construction and ongoing	
No.	Implementation action
1	Maintain cleared/vacant lots in a low threat state to achieve exclusion Clause 2.2.3.2 (f) of AS 3959, including slashing/mowing of grassland and weeds to height of less than 100 mm, until developed to a permanent low fuel state.
2	Comply with the City's annual firebreak notice as amended.
Local government – ongoing management	
No.	Implementation action
1	Maintain road verges and POS in a low threat minimal fuel condition as per Clause 2.2.3.2 (f) of AS 3959.

*Figure 2 - Proposed Implementation Measures in Bushfire Management Plan*

Whilst there is an existing subdivision approval to excise part of Lot 301 for road widening, the timeframe for Main Roads acquiring the lot and clearing existing vegetation is unknown.

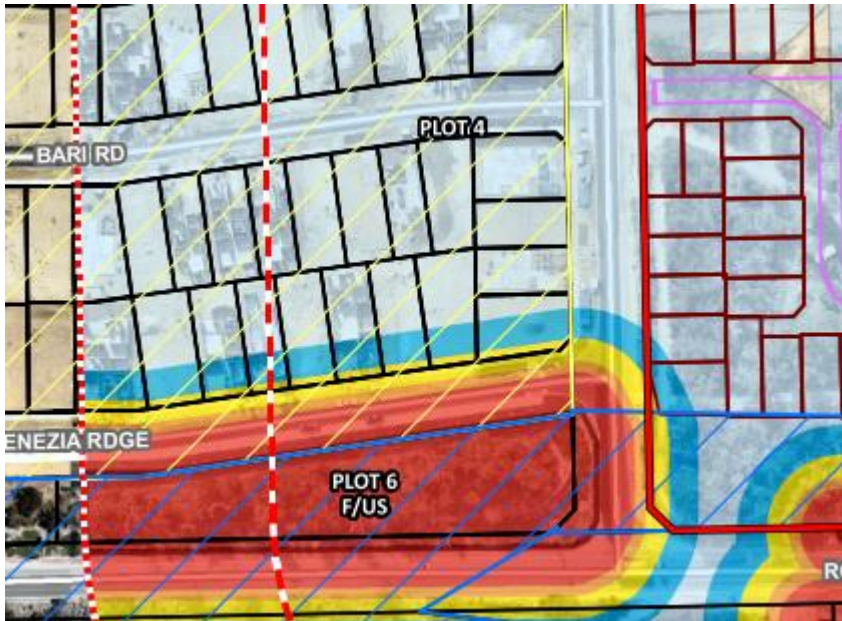
As the vegetation is not intended to be managed in a low-fuel condition once a residential subdivision on Lot 301 is complete, it is not considered that the vegetation can be considered 'excluded' as classified vegetation under AS 3959.

Whilst it likely to be cleared at a point in time to facilitate the upgrade of Rowley Road, there is no certainty as to when, or if, this will occur.

Lot 9016 Rowley Road (to the west of Lot 301) is located within PCA 156 and was previously set aside as a lot for road widening in 2018, following subdivision of lots in the 'Vivente' estate.

This lot is still owned by the original subdivider (Gold Estates) and is yet to be acquired by the State Government.

The BMP prepared for Lot 301 shows Lot 9016 as containing classified vegetation (Class D Scrub), which appears to be in recognition of the current landowner not being obligated to maintain vegetation in a low-threat condition prior to State Government acquisition (see Figure 4 below).



*Figure 3 – Extract of BMP Depicting BAL Contours from Lot 9016 Rowley Road as a Result of Classified Vegetation*

Under Acceptable Solution 3.4a of the Guidelines, a perimeter road should be provided as a means of separating areas of classified vegetation and residential lots.

With the uncertainty of how classified vegetation with PCA 156 will be managed prior to it being cleared for road widening purposes, it is considered necessary for a perimeter road to be provided between residential lots and the bushfire risk.

### Bushfire Attack Level Ratings

Under Clause 6.7 of *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7), there is a presumption against structure plans proposals, which upon completion of subdivision or development, will result in a Bushfire Attack Level (BAL) rating of BAL-40 or BAL-FZ, except where the development is considered ‘minor’ or ‘unavoidable’.

A proposal which will support the future subdivision of a site into residential lots is not considered to contemplate 'minor' or 'unavoidable' development, therefore any future habitable building needs to achieve a BAL rating of BAL-29 or below.

The advertised BMP included the proposed clearing of all vegetation on Lot 41, as a means of reducing the bushfire risk to residential development on Lot 301.

As the Guidelines do not support non-binding agreements to clear adjacent lots to achieve a BAL rating, the proponent amended the BMP to reference Lot 41 as containing classified vegetation, but opted to include the existing cleared area (proposed for the 20 metre wide fire track) as an 'exclusion' under Clause 2.2.3.2 of *Australian Standard 3959:2018 – Construction Standards for Bushfire Prone Areas* (AS 3959).

By including the proposed fire track as an 'exclusion' area, the BAL assessment in the BMP identifies that future residential lots are capable of achieving a BAL rating of BAL-19 or below.

A BAL-19 rating is acceptable for residential development, subject to a dwelling being to appropriate buildings standards, including those contained in AS 3959.

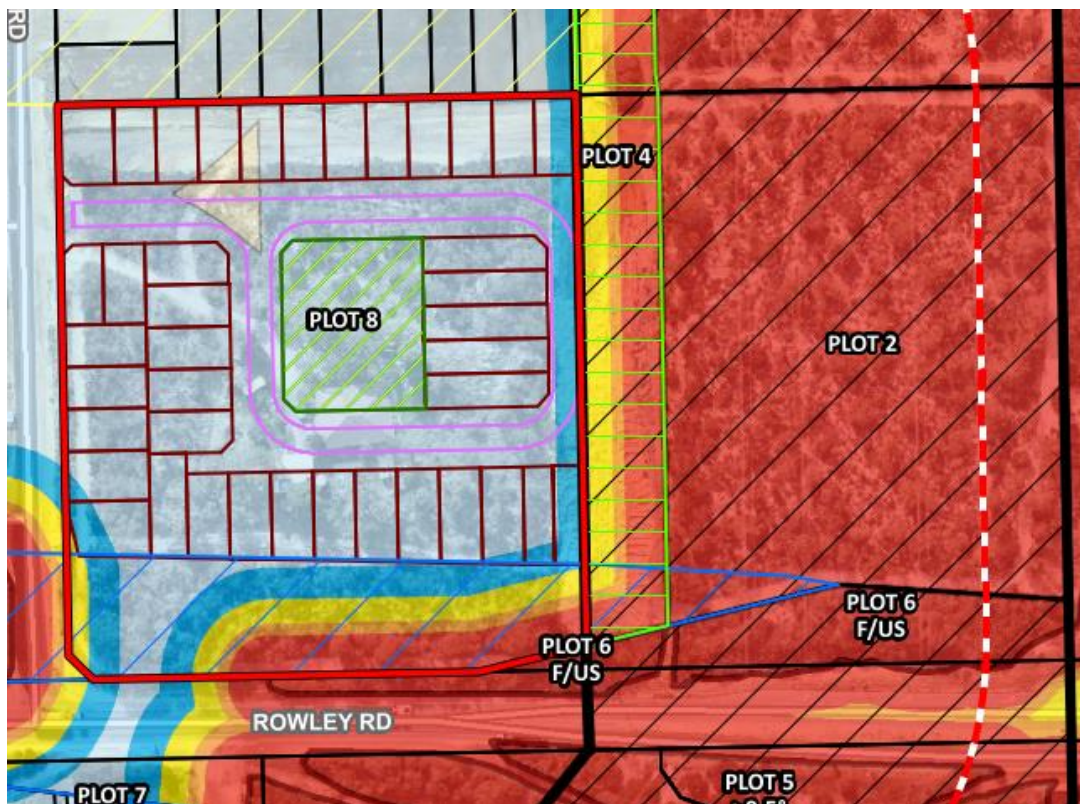


Figure 4 – Extract from Figure 4 BAL Contours in the Bushfire Management Plan. The area in green represents the proposed 20 metre wide fire track

As the proponent has not demonstrated that there is a legally enforceable mechanism to manage a fire track on Lot 40 and 41 or any regrowth of vegetation (which would be classifiable under AS 3959), the BAL ratings in the BMP cannot be validated.

The proposed BAL contours indicate that future residential development can achieve a BAL rating of BAL-12.5, based on vegetation within the PCA 156 part of Lot 301 being maintained as an exclusion under AS 3959.



As noted above, it is considered that this area contains classified vegetation under AS 3959, therefore the BAL ratings in BMP cannot be validated.

*Alternate Method of Bushfire Mitigation – Lot 41 Barfield Road*

City Officers suggested to the proponent an alternate method of managing the bushfire risk posed by classified vegetation on Lot 41, through the provision of a north-south road reserve, within the area covered by proposed limestone track on Lot 41. A road reserve in this location would provide a permanent asset protection zone (APZ) which would be permanently managed by the City, once dedicated.

The proponent does not wish to modify the Structure Plan to provide a road reserve within Lot 41, on the basis that a perimeter road is not required under the Guidelines as lots do not abut classified vegetation.

City Officers are not of the opinion that a road is required in this location to address Acceptable Solution 3.4a of the Guidelines, but rather, to ensure there is an enforceable mechanism to manage bushfire risk (i.e. through a road reserve which the City has ongoing management for.

There is an existing fibre optic cable located within the western portion of Lot 41, which runs underground between Rowley Road and Gaebler Road (to the north).

This cable was previously lowered to a greater depth, to accommodate anticipated earthworks for development on Lot 301.

A subdivisional road in the location would likely require the further lowering of the cable and removal of additional fill on Lot 41 to ensure a road reserve ties in with the levels of future lots.

It is noted that the WAPC has previously approved structure plans for the former Lot 29 and Lot 37 Barfield Road, which included a portion of road reserve within an area zoned SU 23 under the Scheme and underground fibre infrastructure.

Providing that Optus' fibre optic infrastructure is capable of being located within the verge of a road reserve, this would not preclude the ability for future maintenance by Optus.

Residential Density

A blanket 'R40' density coding is proposed across the Structure Plan area, which based on proposed Subdivision Concept Plan, is capable of accommodating 40 residential lots (refer to Attachment 2 – Subdivision Concept Plan).

The approved DSP identifies Lot 301 as a 'Medium Density' site. Clause 5.4.2.1 of the DSP outlines that an 'R30' coding is the base density that applies to lots identified as 'Medium Density'.

Clause 5.4.2.2 identifies locational criteria for a density coding of between R35 and R60 for lots identified as 'Medium Density', being:

1. *Generally surrounding areas of high amenity, such as open space;*
2. *Located so as to maximise access to and use of services and facilities such as public open space, activity nodes and public transport routes; and*
3. *Located to enhance passive surveillance of public spaces.*

The proposed Structure Plan includes a 1496m<sup>2</sup> area of public open space (POS), which represents the minimum 10 per cent required under the WAPC's *Liveable Neighbourhoods* policy and *Development Control Policy 2.3 – Public Open Space in Residential Areas*.

Whilst this area of POS will enhance the level of amenity afforded to future residents, the site has limited access to activity nodes and public transport routes that would qualify residential development above R30.

The City has previously advised the proponent that it is prepared to accept an R40 coding to proposed laneway lots which front the proposed POS, an approach that has been approved elsewhere in Hammond Park, particularly within the 'Vivente' and 'Hammond West' developments.

Based on the current design of the Structure Plan, it is estimated that this approach would reduce the overall dwelling yield to 30 dwellings, from the 40 dwellings currently proposed.

The proponent has sought to retain an R40 coding across the Structure Plan, which is considered inconsistent with the locational criteria identified in the DSP.

#### Public Open Space configuration

Appropriate designation of public open space in Hammond Park development can be difficult given the nature of the development lots and the number of developers involved. This site is no exception.

The original proposal positioned the proposed public open space reserve in the south-western corner of the site.

Prior to advertising, the applicant was required to relocate it more centrally to provide for more equitable access to the proposed lots.

It would also be a better location should the WAPC support the higher density (R40) despite its inconsistency with the City's district structure planning.

To mitigate the bushfire risk a further relocation of the proposed POS could have been pursued.

This has been discounted given it would result in fairly significant changes to the design of the Structure Plan.

It would probably still result in some lots in the northeast and southeast abutting classified vegetation (unless there's some form of permanent exclusion, such as a road along part of the boundary with Lot 41), assuming the POS is simply flipped to the eastern boundary (with the frontage of the laneway lots facing east).

Given the applicant's unwillingness to undertake a redesign, the most appropriate recommendation is for refusal.

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

#### Local Economy

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

- Increased Investment, economic growth and local employment.

#### Environmental Responsibility

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

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

#### City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An attractive, socially connected and diverse built environment.

### **Budget/Financial Implications**

The cost of processing the Structure Plan was calculated in accordance with the *Planning and Development Regulations 2009* and has been paid by the proponent.

### **Legal Implications**

N/A

### **Community Consultation**

The Structure Plan was advertised for a period of 42 days, as per Regulation 18 (3A) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, between 21 April 2022 and 2 June 2022.

The advertising consisted of an advertisement in the Perth Now (Cockburn) newspaper, notice on the City's Comment on Cockburn' website, letters to surrounding landowners and occupants, and letters to State Government agencies and servicing authorities.

A copy of the Structure Plan and related technical appendices were available to view on 'Comment on Cockburn' and at the City's Administration Building during the advertising period.

The City received 17 submissions, including 11 submissions from State Government agencies and service authorities, and six submissions from members of the public, consisting of:

- 12 submissions providing support, no objection or comment
- five submissions of objection or non-support.

As per the requirements of *Local Planning Policy 5.19 – Structure Plans & Telecommunications Infrastructure*, the proposal was forwarded to telecommunication providers and telecommunication consultants.

The City did not receive comment from any telecommunication providers and consultants through the formal consultation process.

Upon further discussions with the telecommunication providers, the City has been advised that existing infrastructure (including planned upgrades) is capable of delivering an appropriate level of service to future residents.

### **Risk Management Implications**

The Officer recommendation considers the relevant planning matters associated with the proposal.

It is considered that the Officer recommendation is appropriate.

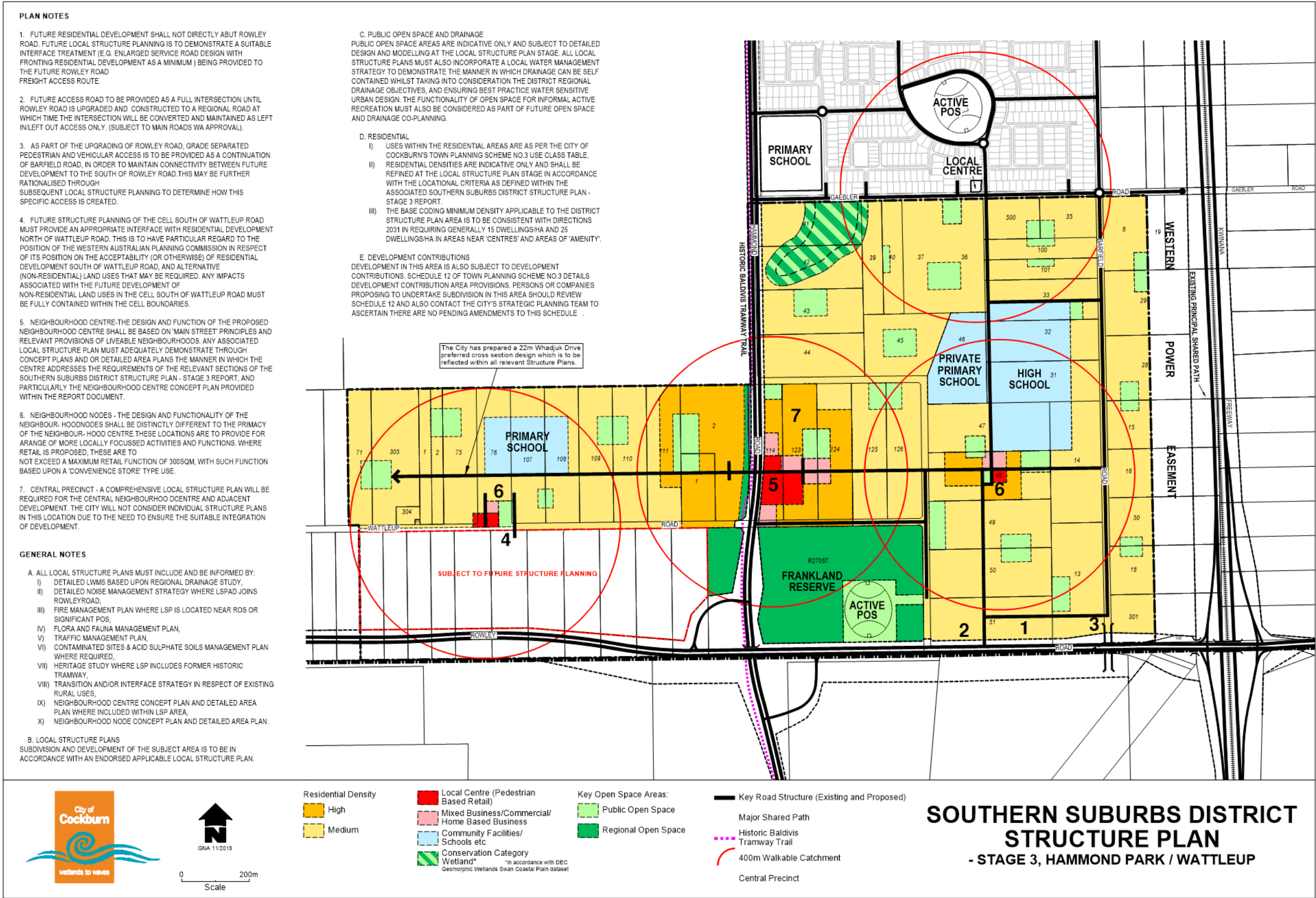
### **Advice to Proponent(s)/Submitters**

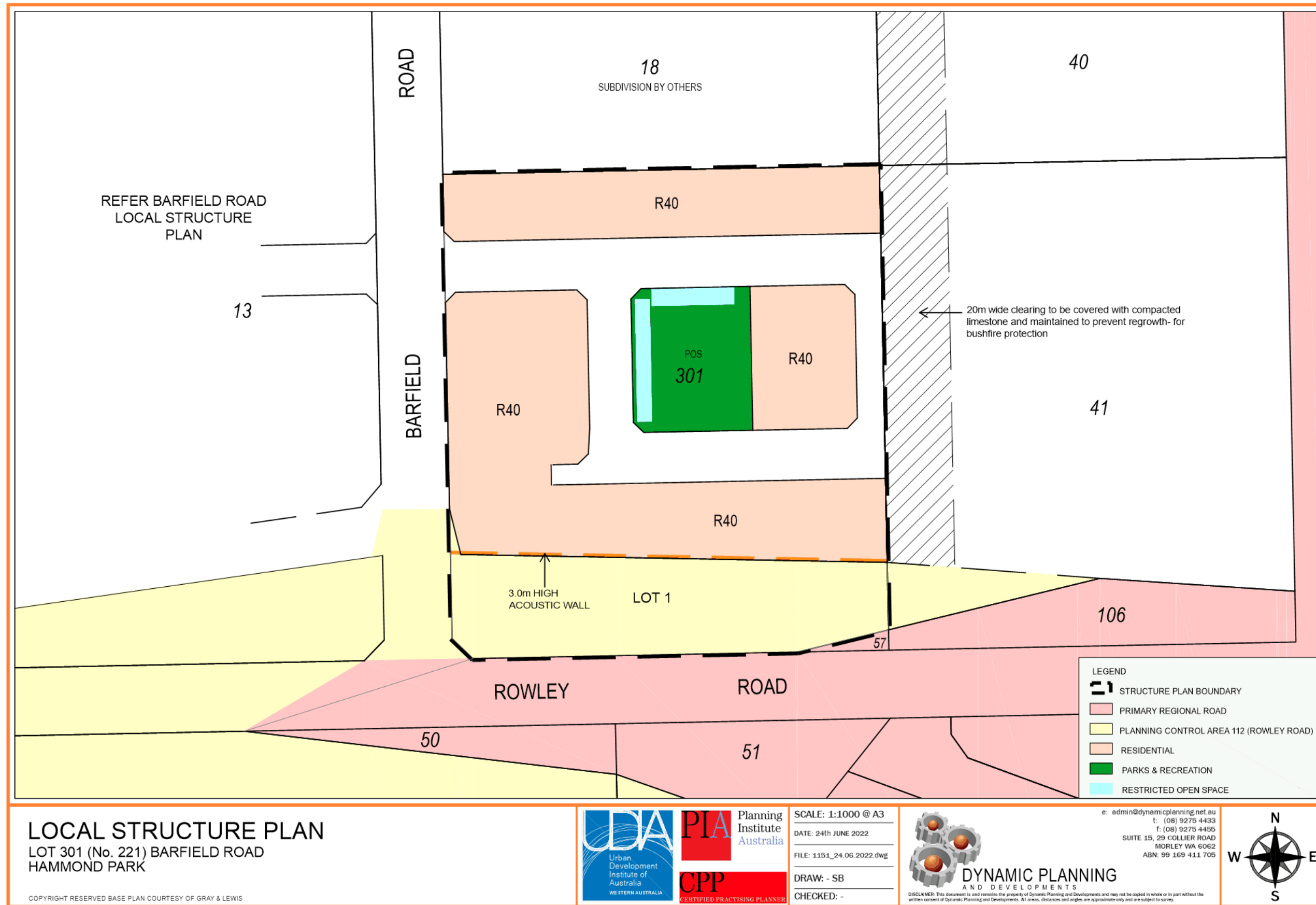
The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 August 2022 Ordinary Council Meeting.

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

Nil









GOVERNMENT OF  
WESTERN AUSTRALIA

### **CLEARING PERMIT**

*Granted under section 51E of the Environmental Protection Act 1986*

<b>Purpose Permit number:</b>	CPS 7145/1
<b>Permit Holder:</b>	Grandstate Corporation Pty Ltd TA Blokk Property Australia
<b>Duration of Permit:</b>	15 October 2016 – 15 October 2021

The Permit Holder is authorised to clear native vegetation subject to the following conditions of this Permit.

#### **PART I – CLEARING AUTHORISED**

- 1. Purpose for which clearing may be done**  
Clearing for the purpose of establishing a firebreak.
- 2. Land on which clearing is to be done**  
Lot 37 on Plan 9781, Hammond Park  
Lot 38 on Plan 9781, Hammond Park  
Lot 39 on Plan 9781, Hammond Park  
Lot 40 on Plan 9781, Hammond Park  
Lot 41 on Plan 9781, Hammond Park
- 3. Area of Clearing**  
The Permit Holder must not clear more than 0.88 hectares of native vegetation within the area hatched yellow on attached Plan 7145/1.
- 4. Application**  
This Permit allows the Permit Holder to authorise persons, including employees, contractors and agents of the Permit Holder, to clear native vegetation for the purposes of this Permit subject to compliance with the conditions of this Permit and approval from the Permit Holder.

#### **PART II – MANAGEMENT CONDITIONS**

- 5. Avoid, minimise etc clearing**  
In determining the amount of native vegetation to be cleared authorised under this Permit, the Permit Holder must have regard to the following principles, set out in order of preference:
  - (a) avoid the clearing of native vegetation;
  - (b) minimise the amount of native vegetation to be cleared; and
  - (c) reduce the impact of clearing on any environmental value.

**6. Dieback and weed control**

When undertaking any clearing or other activity authorised under this Permit, the Permit Holder must take the following steps to minimise the risk of the introduction and spread of *weeds* and *dieback*:

- (a) clean earth-moving machinery of soil and vegetation prior to entering and leaving the area to be cleared;
- (b) ensure that no *dieback* or *weed*-affected soil, *mulch*, *fill* or other material is brought into the area to be cleared; and
- (c) restrict the movement of machines and other vehicles to the limits of the areas to be cleared.

**DEFINITIONS**

The following meanings are given to terms used in this Permit:

*dieback* means the effect of *Phytophthora* species on native vegetation;

*fill* means material used to increase the ground level, or fill a hollow;

*mulch* means the use of organic matter, wood chips or rocks to slow the movement of water across the soil surface and to reduce evaporation; and

*weed/s* means any plant -

- (a) that is a declared pest under section 22 of the *Biosecurity and Agriculture Management Act 2007*; or
- (b) published in a Department of Parks and Wildlife Regional Weed Rankings Summary, regardless of ranking; or
- (c) not indigenous to the area concerned.



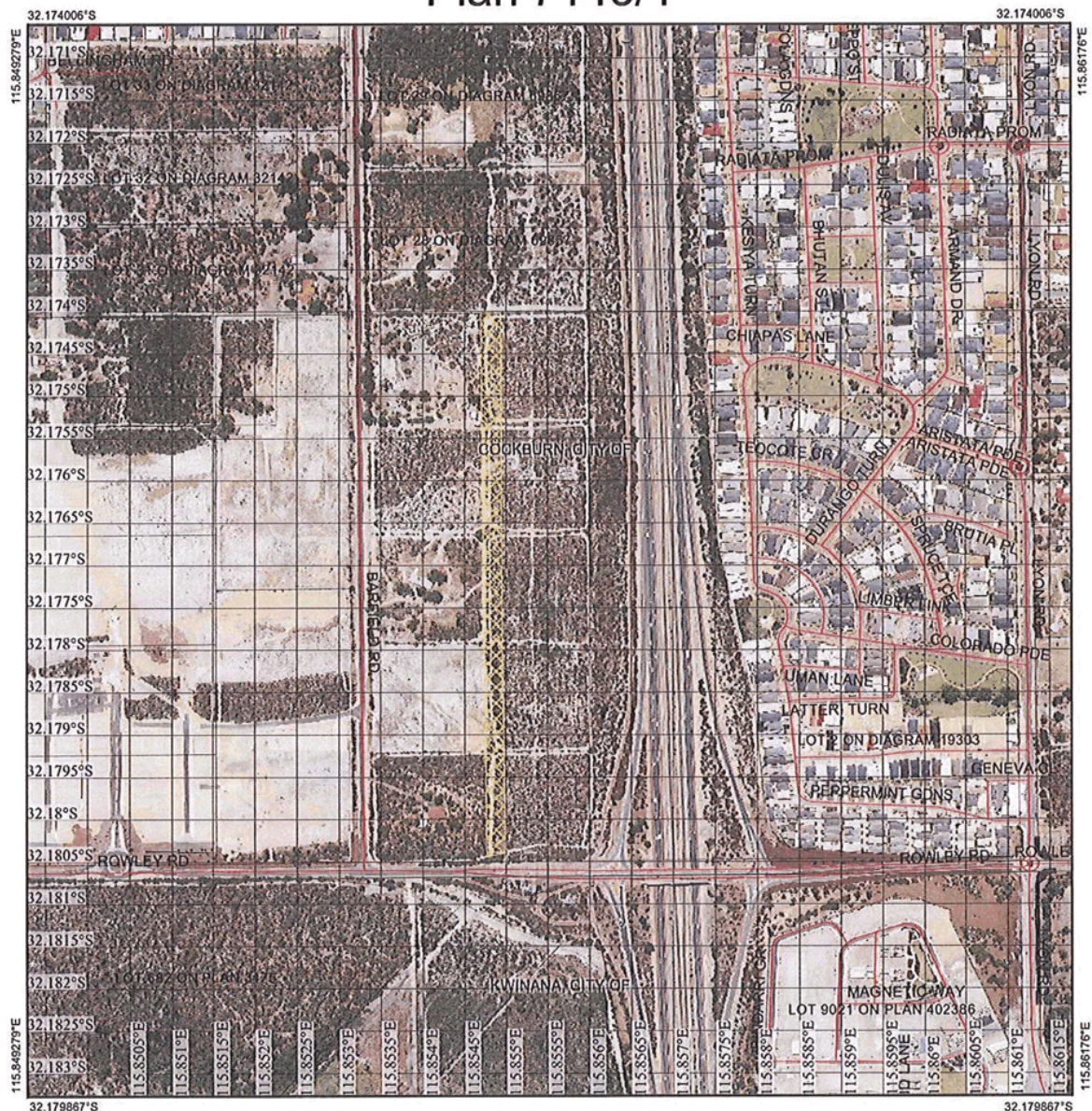
James Widenbar  
MANAGER  
CLEARING REGULATION

*Officer delegated under Section 20  
of the Environmental Protection Act 1986*

15 September 2016

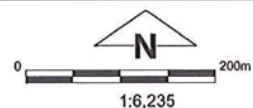


## Plan 7145/1



## Legend

- Roads
- Imagery
- Clearing Instruments Activities
- Local Government Authority



1:6,235

(Approximate when reproduced at A4)

GDA 94 (Lat/Long)

Geocentric Datum of Australia 1994

*James W. Denger* Date *15/4/2016*

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986



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Government of Western Australia  
Department of Environment Regulation

## Clearing Permit Decision Report

### 1. Application details

#### 1.1. Permit application details

Permit application No.: 7145/1  
Permit type: Purpose Permit

#### 1.2. Applicant details

Applicant's name: Grandstate Corporation Pty Ltd TA Blokk Property Australia

#### 1.3. Property details

Property: LOT 37 ON PLAN 9781, HAMMOND PARK  
LOT 38 ON PLAN 9781, HAMMOND PARK  
LOT 39 ON PLAN 9781, HAMMOND PARK  
LOT 40 ON PLAN 9781, HAMMOND PARK  
LOT 41 ON PLAN 9781, HAMMOND PARK  
Local Government Authority: COCKBURN, CITY OF  
DER Region: Greater Swan  
DPaW District: SWAN COASTAL  
Localities: HAMMOND PARK

#### 1.4. Application

Clearing Area (ha)	No. Trees	Method of Clearing	For the purpose of:
0.88		Mechanical Removal	Hazard reduction or fire control

#### 1.5. Decision on application

Decision on Permit Application: Granted

Decision Date:

15 September 2016

Reasons for Decision:

The clearing permit application received on 24 June 2016 has been assessed against the clearing principles, planning instruments and other matters in accordance with s51O of the *Environmental Protection Act 1986*. It has been concluded that the proposed clearing is not likely to be at variance to any of the clearing principles.

Through assessment it was identified that the application areas contains 0.88 hectares of suitable foraging habitat for Carnaby's cockatoo. The Delegated Officer noted the amount of similar and better condition native vegetation remaining in the local area and determined that the clearing is not likely to contain significant habitat for Carnaby's cockatoo.

The Delegated Officer determined that the disturbance caused by the proposed clearing may introduce or spread weeds into adjacent areas of remnant vegetation. Weed and dieback management practices will assist to minimise this risk.

The Delegated Officer determined that the proposed clearing of a linear area of 0.88 hectares of native vegetation is not likely to have any significant environmental impacts.

State policies and other relevant policies have been taken into consideration in the decision to grant a clearing permit.

### 2. Site Information

#### 2.1. Existing environment and information

##### 2.1.1. Description of the native vegetation under application

Vegetation Description	Clearing Description	Vegetation Condition	Comment
The application area has been mapped as the following vegetation types:  Beard vegetation association 1001: Medium very sparse woodland; jarrah, with low woodland; banksia and casuarina (Shepherd et al., 2001).	The application is to clear 0.88 hectares of native vegetation within Lots 37, 38, 39, 40 and 41 on Plan 9781, Hammond Park, for the purpose of constructing a firebreak.	Very Good; Vegetation structure altered; obvious signs of disturbance (Keighery, 1994).  To	The condition and description of the application area was determined via a site inspection conducted by Department of Environment Regulation (DER) officers on 27 July 2016 (DER, 2016) and via a flora and vegetation survey conducted by Strategen (2016).

Heddie Bassendean Complex-Central and South complex: Vegetation ranges from woodland of *Eucalyptus marginata* (jarrah) - *Allocasuarina fraseriana* (sheoak) - *Banksia* species to low woodland of *Melaleuca* species, and sedgelands on the moister sites. This area includes the transition of *Eucalyptus marginata* (jarrah) to *Eucalyptus tottiana* (pricklybark) in the vicinity of Perth (Heddie et al., 1980).

Degraded; Structure severely disturbed; regeneration to good condition requires intensive management (Keighery, 1994).

The vegetation and flora survey of the application area identified one vegetation type within the application area, being: *Banksia attenuata*, *Banksia menziesii* and *Adenanthos cygnorum* woodland over *Xanthorrhoea preissii*, *Leucopogon conostephioides*, *Mesomelaena pseudostygia* and *Hibbertia hypericoides* low shrubland over exotic grasses and herbs including *Ehrharta calycina* and *Gladiolus caryophyllaceus* on grey/white sand (Stratgen, 2016).  
\*Introduced species

### 3. Assessment of application against clearing principles

#### (a) Native vegetation should not be cleared if it comprises a high level of biological diversity.

##### Comments

##### Proposed clearing is not likely to be at variance to this Principle

The application is to clear 0.88 hectares of native vegetation, within a footprint area of 1.4 hectares, on Lots 37, 38, 39, 40 and 41 on Plan 9781, Hammond Park, for the purpose of constructing a 20 metre wide firebreak as part of the Fire Management Plan for Landwest's proposed residential development of 221 Barnfield Road, Hammond Park.

A flora and vegetation survey of the application area, undertaken in October 2015, recorded 30 native vascular plant taxa from 24 plant genera and 16 plant families. The majority of the taxa were recorded within the Proteaceae (six taxa) and Fabaceae (five taxa) families (Stratgen, 2016).

The majority of the application area is in a good to very good (Keighery, 1994) condition (DER, 2016; Stratgen, 2016). The surveyed area included areas devoid of vegetation, including an existing firebreak, however these areas were not included in this application.

Twenty two priority flora species and ten rare species have been recorded within the local area (10 kilometre radius). The flora and vegetation survey of the application area did not identify any rare or priority species (Stratgen, 2016). The Department of Parks and Wildlife (Parks and Wildlife) advised that the survey of the application area undertaken in October 2015 by Stratgen was adequate in timing and intensity to identify rare and priority flora and that no additional surveys are required (Parks and Wildlife, 2016).

Four priority ecological communities (PEC) have been recorded within the local area (10 kilometre radius). The closest mapped PEC is the 'Northern Spearwood shrublands and woodlands' (priority 3) which is located approximately 3.5 kilometres north of the application area. The flora and vegetation survey identified that the application area bears some resemblance to the priority 3 PEC 'Banksia ilicifolia woodlands, Southern Swan Coastal Plain', however several of the key indicator species for this PEC were not recorded during the survey (Stratgen, 2016).

The local area (10 kilometre radius) retains approximately 45 per cent native vegetation cover.

Thirteen fauna species listed as rare or likely to become extinct under the *Wildlife Conservation Act 1950* have been recorded within the local area (10 kilometre radius), including: Carnaby's cockatoo (*Calyptorhynchus latirostris*), Baudin's cockatoo (*Calyptorhynchus baudinii*), numbat (*Myrmecobius fasciatus*), chuditch (*Dasyurus geoffroii*) quokka (*Setonix brachyurus*) and southern brush-tailed phascogale (*Phascogale tapoatafa* subsp. *Tapoatafa*) (Parks and Wildlife, 2007-).

The application area contains suitable foraging habitat for Carnaby's cockatoo. However given the amount of vegetation remaining in the local area, which includes a number of large conservation areas which are likely to contain vegetation in equal or better condition to the application area, the application area is not likely to contain significant habitat for this species.

The disturbance caused by the proposed clearing may introduce or spread weeds into adjacent areas of remnant vegetation. Weed and dieback management practices will assist to minimise this risk.

Given the above, the proposed clearing is not likely to be at variance to this principle.

##### Methodology

References:  
DER (2016)  
Keighery (1994)  
Parks and Wildlife (2007-)  
Parks and Wildlife (2016)  
Stratgen (2016)

GIS Database:  
SAC Bio datasets – Accessed September 2016

**(b) Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna indigenous to Western Australia.**

**Comments**      **Proposed clearing is not likely to be at variance to this Principle**

Thirteen fauna species listed as rare or likely to become extinct under the *Wildlife Conservation Act 1950* have been recorded within the local area (10 kilometre radius), including; Carnaby's cockatoo (*Calyptorhynchus latirostris*), Baudin's cockatoo (*Calyptorhynchus baudinii*), numbat (*Myrmecobius fasciatus*), chuditch (*Dasyurus geoffroyi*) quokka (*Setonix brachyurus*) and southern brush-tailed phascogale (*Phascogale tapoatafa* subsp. *Tapoatafa*) (Parks and Wildlife, 2007-).

A vegetation and flora survey of the application area identified one vegetation type within the application area, being: *Banksia attenuata*, *Banksia menziesii* and *Adenanthos cygnorum* woodland over *Xanthorrhoea preissii*, *Leucopogon conostephioides*, *Mesomelaena pseudostygia* and *Hibbertia hypericoides* low shrubland over exotic grasses and herbs (Strategen, 2016).

Carnaby's cockatoos nest in large hollows of eucalyptus trees and forage on the seeds, nuts and flowers of a large variety of plants including proteaceous species (*banksia*, *hakea*, *grevillea*), as well as *allocasuarina* and *eucalyptus* species, *Corymbia calophylla* and a range of introduced species, especially seeds from cones of *pinus* species (Shah, 2006; Valentine and Stock, 2008).

The Recovery Plan for Baudin's cockatoo states that critical habitat for the survival of important populations of this species comprises all marri, karri and jarrah forests, woodlands and remnants in the south-west of Western Australia receiving more than 600 millimetres of annual average rainfall (DEC, 2008).

The vegetation type recorded within the application area consists of *Banksia* species and is suitable foraging habitat for Carnaby's cockatoo. Although the application area contains suitable foraging habitat for Carnaby's cockatoo the application area is not likely to be critical for the survival of this species as the local area (10 kilometre radius) contains approximately 45 per cent vegetation which includes a number of large remnants in conservation estate, including Harry Warning Marsupial Reserve, Wandii Nature Reserve, Thomson Lake Nature Reserve and Bush Forever Sites 492 and 268. These conservation areas are likely to contain suitable habitat for Carnaby's cockatoo in equal or better condition than the application area.

A site inspection of the application area conducted by DER officers in July 2016 did not identify any trees of a suitable size (diameter at breast height of 50 centimetres or greater) to contain breeding hollows for black cockatoos (DER, 2016).

The southern brush-tailed phascogale is a small arboreal dasyurid. In south west Western Australia they have been observed in dry sclerophyll forests and open woodlands that contain hollow bearing trees. Habitat clearing, fragmentation, and alteration by logging and mining are the greatest threats to this species (DEC, 2012). No suitable habitat trees for this species were observed within the application area during the site inspection (DER, 2016).

The application area contains vegetation in a predominately good to very good (Keighery, 1994) condition and therefore may contain suitable habitat for ground dwelling fauna. The application area is however a linear area, 20 metres wide, adjacent to an area of remnant vegetation and is therefore not likely to contain significant habitat for ground dwelling fauna. Given the nature of the proposed clearing and the local context the application area is not likely to be a significant ecological corridor for the movement of fauna.

The application area contains suitable foraging habitat for Carnaby's cockatoo, however given the amount of vegetation remaining in the local area it is not likely to contain significant habitat for this species. Therefore, the proposed clearing is not likely to be at variance to this principle.

**Methodology**      **References:**  
DEC (2008)  
DEC (2012)  
DER (2016)  
Keighery (1994)  
Parks and Wildlife (2007-)  
Shah (2006)  
Strategen (2016)  
Valentine and Stock (2008)



**(c) Native vegetation should not be cleared if it includes, or is necessary for the continued existence of, rare flora.**

**Comments** **Proposed clearing is not likely to be at variance to this Principle**  
Ten rare species have been recorded within the local area (10 kilometre radius). Based on habitat preferences two rare flora species were identified to potentially occur within the application area.

The first species is an orchid species which grown in deep sandy soils, in mixed woodland of jarrah and banksia (Brown et al., 1998).

The second species is also an orchid and inhabits infertile grey sands in common sheoak and jarrah woodland or forest. It usually grows on old firebreaks and in disturbed areas where competition from other plants has been removed (Brown et al., 1998).

The flora and vegetation survey of the application area did not identify any rare flora species (Strategen, 2016). Parks and Wildlife advised that the survey of the application area undertaken in October 2015 by Strategen was adequate in timing and intensity to target the abovementioned rare flora species and that no additional surveys are required (Parks and Wildlife, 2016).

Given the above, the proposed clearing is not likely to be at variance to this principle.

**Methodology** **References:**  
Brown et al.(1998)  
Parks and Wildlife (2016)  
Strategen (2016)

**GIS Database:**  
SAC Bio datasets – Accessed September 2016

**(d) Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of a threatened ecological community.**

**Comments** **Proposed clearing is not likely to be at variance to this Principle**  
Seven threatened ecological communities (TEC) have been recorded within 10 kilometres of the application area.

The closest mapped TEC is a 'Herb rich shrublands in clay pans' community which has been recorded approximately 10 kilometres east of the application area.

A flora and vegetation survey of the application area conducted in October 2015 by Strategen did not identify any TECs within the application area (Strategen, 2016).

Given the above, the proposed clearing is not likely to be at variance to this principle.

**Methodology** **References:**  
Strategen (2016)

**GIS Database:**  
SAC Bio datasets – Accessed September 2016

**(e) Native vegetation should not be cleared if it is significant as a remnant of native vegetation in an area that has been extensively cleared.**

**Comments** **Proposed clearing is not likely to be at variance to this Principle**  
The vegetation under application is mapped as Beard vegetation association 1001 and Heddle vegetation Bassendean Complex-Central and South complex which retain approximately 22 and 26 per cent of their pre-European vegetation extents within the Swan Coastal Plain respectively (Government of Western Australia, 2015; Parks and Wildlife, 2015).

The City of Cockburn retains approximately 30 per cent of its pre-European vegetation and the local area (10 kilometre radius) retains approximately 45 per cent native vegetation cover.

The National Objectives and Targets for Biodiversity Conservation include a target that prevents the clearance of ecological communities with an extent below 30 per cent of that present pre-European settlement (Commonwealth of Australia, 2001). Within constrained areas (areas of urban development in cities and major towns) on the Swan Coastal Plain, the threshold for representation of the pre-clearing extent of a particular native vegetation complex is 10 per cent (EPA, 2008). The area under application is classified as a constrained area.

The application area does not contain rare or priority flora and is not likely to contain significant fauna habitat, therefore it is not considered to be a significant remnant.

Given the above, the application area is not considered to be a significant remnant in a highly cleared area and is therefore, not likely to be at variance to this principle.

	Pre-European (ha)	Current Extent (ha)	Remaining (%)	Extent in Parks and Wildlife Managed Lands (%)
<b>IBRA Bioregion*</b>				
Swan Coastal Plain	1,501,222	580,162	39	37
<b>Shire*</b>				
City of Cockburn	17,088	5,056	30	18
<b>Beard Vegetation Association in Bioregion*</b>				
1001	57,410	12,880	22	14
<b>Heddl Vegetation Complex **</b>				
Bassendean Complex-Central And\South	87,476	22,869	26	5

**Methodology** References:  
Commonwealth of Australia (2001)  
EPA (2008)  
Government of Western Australia (2015)\*  
Parks and Wildlife (2015)\*\*

GIS Databases:  
Imagery  
Remnant vegetation

**(f) Native vegetation should not be cleared if it is growing in, or in association with, an environment associated with a watercourse or wetland.**

**Comments** **Proposed clearing is not likely to be at variance to this Principle**  
No wetlands or watercourses have been mapped within the application area.

The closest mapped wetland is Mandogalup Swamp North. This wetland is classified as a multiple use wetland and has been recorded approximately 200 metres south of the application area.

Multiple use category wetlands are wetlands with few important ecological attributes and functions remaining. Use, development and management should be considered in the context of ecologically sustainable development and best management practice catchment planning through landcare (Water and Rivers Commission, 2001).

The 200 metre vegetated buffer separating the application area and this wetland will be sufficient to ensure that the proposed clearing will not impact on the remaining values of this wetland.

Given the above, the proposed clearing is not likely to be at variance to this principle.

**Methodology** References:  
Water and Rivers Commission (2001)

GIS Databases:  
Hydrography, linear  
Hydrography, hierachy  
Geomorphoc Wetlands, Swan Coastal Plain

**(g) Native vegetation should not be cleared if the clearing of the vegetation is likely to cause appreciable land degradation.**

- Comments** **Proposed clearing is not likely to be at variance to this Principle**  
 The area under application has been mapped as soil type Cb39 which consists of leached sands on low dunes (Northcote et al., 1960-68).
- The main land degradation risk associated with the removal of vegetation on-site is wind erosion. The wind erosion potential is due to the sandy nature of the soil. Due to the linear nature of the application area, which is currently surrounded by native vegetation, it is unlikely that the proposed clearing will cause appreciable land degradation in the form of wind erosion.
- The topography of the application area is relatively flat and the annual rainfall is 800 millimetres. Given the topography of the site, linear nature of the application area, sandy soils and relatively low rainfall, the proposed clearing is not likely to cause appreciable land degradation through water erosion or waterlogging.
- Given the above, the proposed clearing is not likely to be at variance to this principle.

**Methodology** References:  
 Northcote et al. (1960-68)

References:  
 Annual Rainfall, Statewide  
 Soils, Statewide  
 Topography

**(h) Native vegetation should not be cleared if the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area.**

- Comments** **Proposed clearing is not likely to be at variance to this Principle**  
 The closest conservation areas to the application area are Bush Forever sites 392, 492 and 268. Bush Forever site 392 is recorded 1.2 kilometres west of the application area, Bush Forever site 492 is recorded 1.3 kilometres north east and site 268 is recorded 1.5 kilometres south west.
- Bush Forever site 392 is also identified as Harry Waring Marsupial Reserve. Thomson Lake Nature Reserve is located adjacent to Harry Waring Marsupial Reserve and is approximately two kilometres north west of the application area. Wandii Nature Reserve is located approximately 2.5 kilometres south east of the application area.
- Given the distance to the closest conservation area the proposed clearing is not likely to introduce or spread weeds or dieback into these areas.
- Given the linear nature of the proposed clearing, which is bordered by remnant vegetation, the application area is not likely to be an ecological corridor necessary for the dispersal of fauna between these conservation areas.
- The proposed clearing is not likely to be at variance to this principle.

**Methodology** GIS Databases:  
 Bush Forever Sites  
 Parks and Wildlife Tenure

**(i) Native vegetation should not be cleared if the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water.**

- Comments** **Proposed clearing is not likely to be at variance to this Principle**  
 No watercourses or wetlands have been recorded within the application area.
- Groundwater salinity mapped within the application is less than 500 milligrams per litre (measured as Total Dissolved Solids). The proposed clearing of 0.88 hectares of vegetation is not likely impact on the quality of groundwater through increased salinity.
- Given the above, the proposed clearing is not likely to be at variance this principle.

**Methodology** GIS Databases:  
 Hydrography, linear  
 Hydrography, hierarchy  
 Geomorphic Wetlands, Swan Coastal Plain  
 Groundwater salinity

**(j) Native vegetation should not be cleared if clearing the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding.**

**Comments Proposed clearing is not likely to be at variance to this Principle**

Given the linear nature of the proposed clearing and the porous nature of the soils mapped within the application area, the proposed clearing is not likely to cause, or exacerbate, the incidence or intensity of flooding.

Therefore, the proposed clearing is not likely to be at variance to this principle.

**Methodology** References:  
Annual Rainfall, Statewide  
Soils, Statewide

**Planning instruments and other relevant matters.**

**Comments** The application is to clear 0.88 hectares of native vegetation within Lots 37, 38, 39, 40 and 41 on Plan 9781, Hammond Park, for the purpose of constructing a 20 metre wide firebreak as part of the Fire Management Plan for Landwest's proposed residential development of 221 Barnfield Road, Hammond Park.

The area under application is located within the Jandakot groundwater area, which is an area proclaimed under the *Rights in Water and Irrigation Act 1914*. Clearing for the purpose of establishing a firebreak is unlikely to have any licensing requirements from the Department of Water.

The application was advertised in *The West Australian* newspaper on 1 August 2016 by the Department of Environment Regulation inviting submissions from the public within a 21 day period. No submissions were received in relation to this application.

No Aboriginal Sites of Significance have been recorded within the application area.

A direct interest response was received from the City of Cockburn advising that they would like access to the site for seed collection/salvage prior to clearing works (City of Cockburn, 2016).

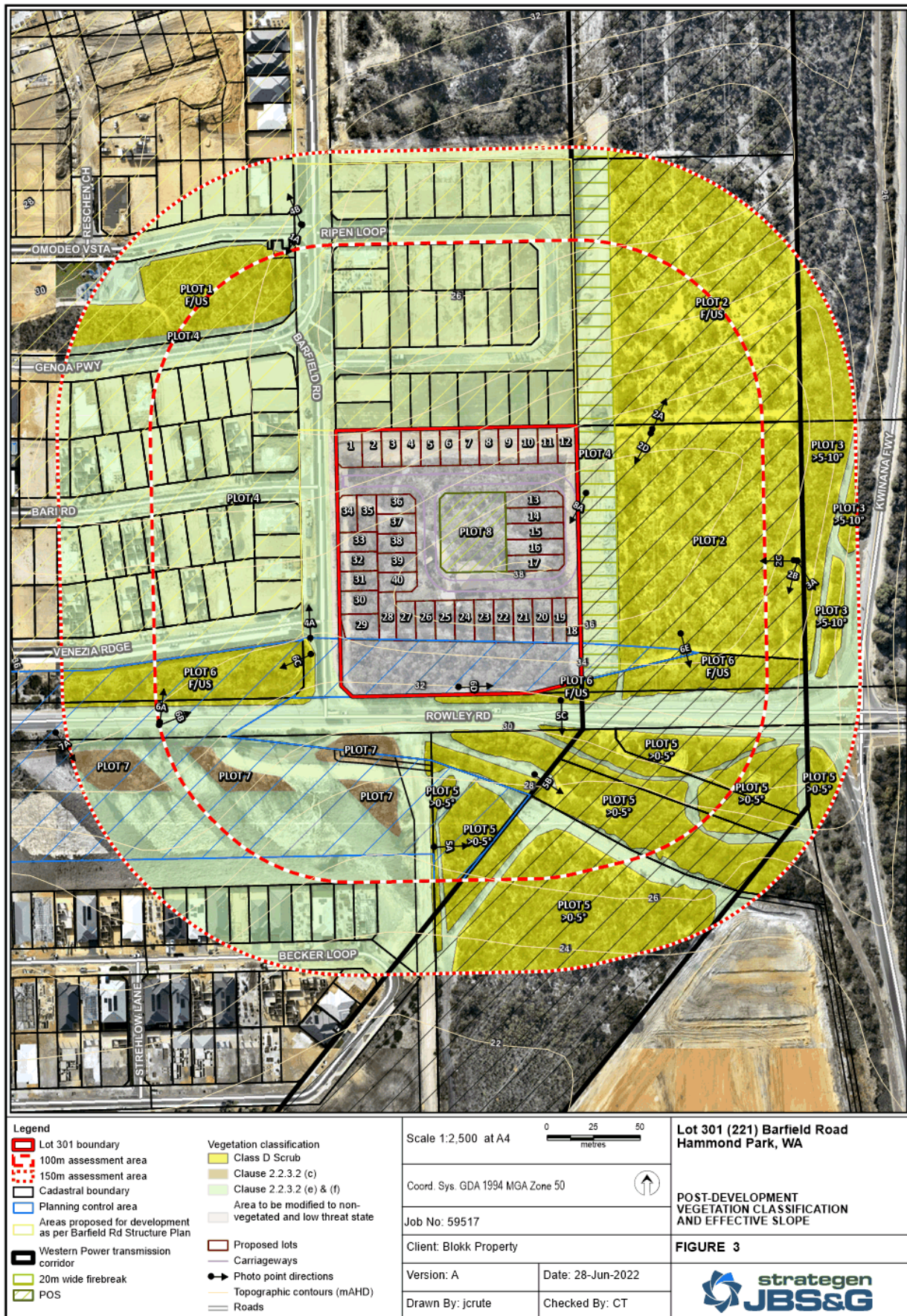
**Methodology** Reference:  
City of Cockburn (2016)  
  
GIS Databases:  
Aboriginal Sites of Significance  
RIWI, Groundwater Areas

**4. References**

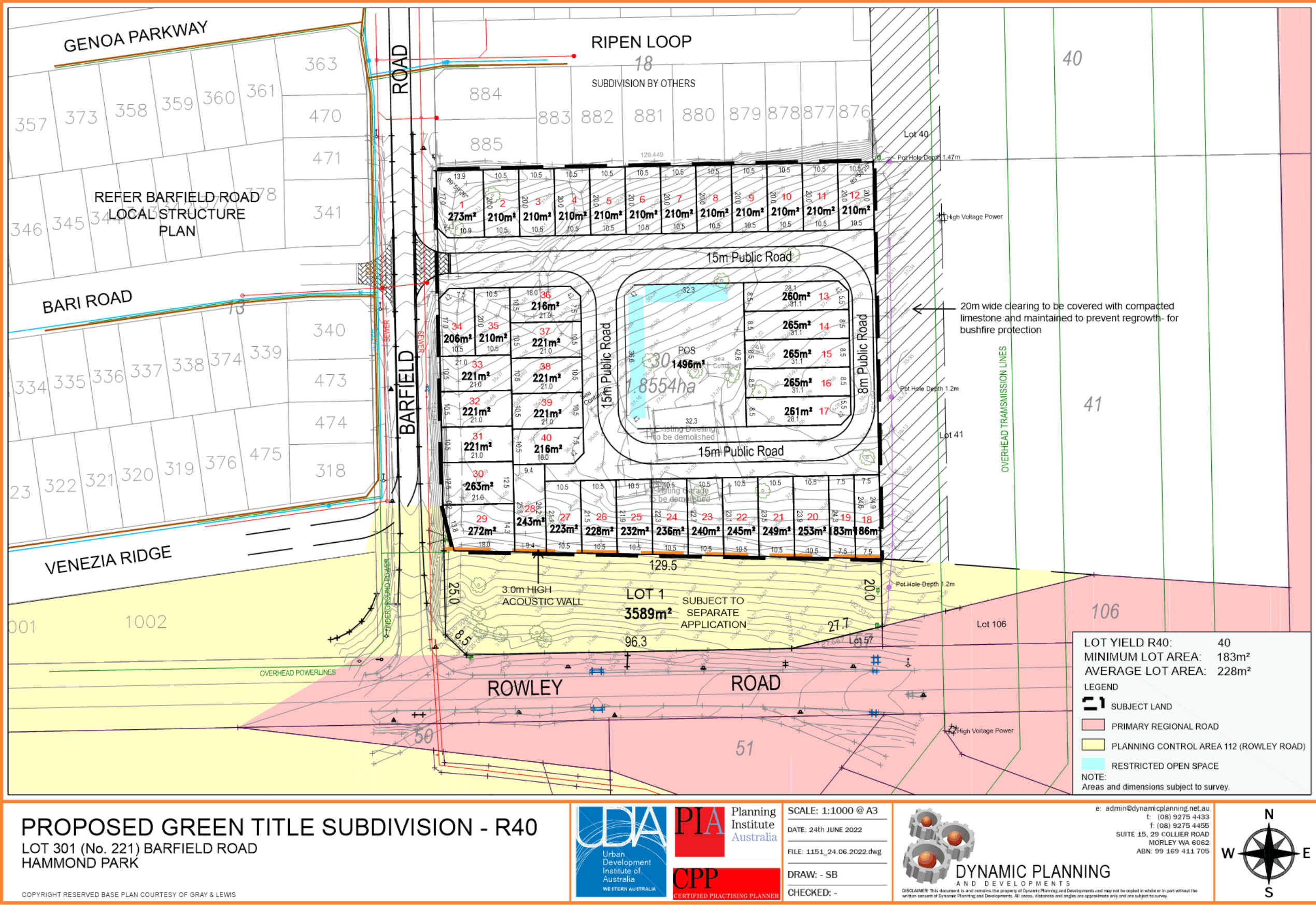
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- City of Cockburn (2016) Direct interest response for clearing permit application CPS 7145/1. Received on 16 August 2016 (DER Ref: A1149210).
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- Parks and Wildlife (2016) Species and Communities flora advice from clearing permit application CPS 7145/1 (DER Ref: A1163740).

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- Stratgen (2016) 221 Barfield Road Hammond Park, Flora and Vegetation Survey. Prepared for Landwest by Stratgen. August 2016 (DER Ref: A1149207).
- Valentine, L.E. and Stock, W. (2008) Food Resources of Carnaby's Black Cockatoo (*Calyptorhynchus latirostris*) in the Gnarara Sustainability Strategy Study Area. Edith Cowan University and Department of Environment and Conservation. December 2008.
- Water and Rivers Commission (2001) Position Statement: Wetlands, Water and Rivers Commission, Perth.











File No. 110/225

**SCHEDULE OF SUBMISSIONS**  
**PROPOSED STRUCTURE PLAN: Lot 301 (No.221) Barfield Road, Hammond Park**

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Westport 140 William St, Perth	<b>COMMENT:</b> Westport does not have any comment to provide at this time  We will liaise with DPLH as required regarding the structure plan when it is submitted for assessment and determination by the WAPC.	1. Noted.
2	Name and Address withheld, Hammond Park	<b>SUPPORT:</b> Suggest the noise barrier wall be coated in anti graffiti paint to ensure it's easily cleaned off, the area has had crime issues and the last thing they need is it starting to look like a ghetto as well.	1. Noted.
3	Name and Address withheld, Hammond Park	<b>SUPPORT:</b> I Support the proposal	1. Noted.
4	Aaron Bini, Napoli Dr, Hammond Park	<b>OBJECT:</b> Should be R20 max we don't need 40 200m2 tiny blocks out here. We could do with a service station there also as there are none within 5+km from here	1. The Southern Suburbs District Structure Plan (DSP) designates a minimum R30 density coding across the area subject to the DSP. To date, structure plans approved within the DSP have predominantly designated residential sites as 'R30', with limited areas of 'R25', 'R30', 'R40' and 'R60'.  It is considered that the proposed 'R40' density coding is too high to be applied across the site, taking into account its location, proximity to Rowley Road, public

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			<p>open space and surrounding density coding (predominantly 'R30').</p> <p>The City would be prepared to support a limited area of the 'R40' coding for the proposed laneway lots which front proposed public open space, however, the applicant has sought to retain the proposed 'R40' coding across the Structure Plan area.</p> <p>2. The Structure Plan is premised upon future residential subdivision, which does not contemplate the future development of a service station.</p>
5	Name and Address withheld, Hammond Park	<b>OBJECT:</b> Please don't have R40 zoning. Have r20. I know it's about the economy and developers making as much money as they can but those are tiny lots! That is not beneficial for the Hammond Park community. I would like to see larger lots sizes for quality of living and to maintain value of my asset.	1. Refer to Submission 4, Recommendation 1.
6	Name and Address withheld, Hammond Park	<b>OBJECT:</b> Small blocks and high density leads to traffic congestion and heat islands as there is no room for gardens. Recommend some larger block sizes (>350m2) be included in this proposal.	<p>1. The development of residential lots will lead to additional traffic generation on local roads, however, the traffic generated will be within the capacity of existing roads.</p> <p>2. The development of housing on previously vegetated sites does have an impact on ambient temperature, however, it is anticipated that this will mitigated through appropriate building materials, planting within private open space (i.e. front and</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			<p>back yards) and planting within road reserves.</p> <p>3. As noted in Submission 4, Recommendation 1, the City has requested that the 'R40' coding be limited to future laneway lots which front public open space, which is not supported by the applicant.</p> <p>The 'R30' coding would support a minimum lot size of 260m<sup>2</sup>, with a minimum average lot size of 300m<sup>2</sup>. At an 'R30' coding, the developer may opt to propose to lots of 350m<sup>2</sup>, or above.</p>
7	DPLH - Infrastructure Planning 140 William Street Perth	<b>COMMENT:</b> It is recommended that the proposal be referred to Main Roads WA for comment, the Transport Planning section of the Department has no formal comments to provide.	1. Noted. The Structure Plan has been referred to the Main Roads WA for comment (refer to Submitter No.16).
8	Name and Address withheld, Aubin Grove	<b>SUPPORT:</b> Great development opportunity for the area. I have been here for 13 years & support ongoing development	1. Noted.
9	Department of Transport, Perth WA	<p><b>SUPPORT:</b> The Department of Transport (DoT) has reviewed the submitted documents and support the amendment subject to the following:</p> <ul style="list-style-type: none"> <li>The proponent implement the noise measure, as indicated in the submitted planning report (dated 28/3/22) section 3.8 and noise management plan (march 2021) section 5, to comply with SPP 5.4</li> </ul>	<p>1. It is anticipated that the recommendations of the noise management plan will be implemented through a condition of subdivision approval, should the Structure Plan be approved.</p> <p>2. It is not considered necessary for the Structure Plan to consider the Department of Transport's <i>Long Term Cycling Network Plan</i>, as the Structure Plan area is proposed to contain local access roads only. Existing</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<ul style="list-style-type: none"> <li>The structure plan should take the Long Term Cycling Network plan, which is endorsed by the City of Cockburn on 9/4/2020, into consideration</li> </ul>	cycling infrastructure in the vicinity includes the Kwinana Freeway Principle Shared Path (PSP) and a PSP connecting Whadjuk Drive and the Kwinana Freeway (to the north of the site).
10	Dept of Water and Environmental Regulation PO Box 332, Mandurah	<p><b>NO OBJECTION:</b> The Department has reviewed the proposed local structure plan, and the attached correspondence provided, and wishes to provide the following advice.</p> <p><b>Issue</b> <b>Better Urban Water Management</b></p> <p><b>Recommendation</b> Consistent with Better Urban Water Management (BUWM) (WAPC, 2008) and policy measures outlined in State Planning Policy 2.9: Water Resources, the proposed structure plan should be supported by an approved Local Water Management Strategy (LWMS) prior to finalising the structure plan.</p> <p>The Department reviewed the report Engineering Constraints Feasibility Assessment, Lot 301 Barfield Road, Hammond Park received by the Department on 22 November 2021 in lieu of a Local Water Management Strategy. This report was considered adequate to inform the Structure Plan. Accordingly, the Department has no objection to the proposed structure plan proceeding.</p> <p>Please note that the Department would expect an Urban Water Management Plan to be prepared in the future as part of satisfying the conditions of subdivision approval.</p>	<p>1. The Department of Water and Environmental Regulation provided advice to the City, prior to lodgement of the Structure Plan, that it did not consider the preparation of a Local Water Management Plan to be necessary. This advice was on the basis of the applicant providing further detail on drainage in the submitted Engineering Service Report.</p> <p>The City accepts DWER's advice that an LWMS is not necessary in this instance. Notwithstanding this, it should be noted that one function of an LWMS is to determine the area of public open space that is used for a drainage function. Under the Western Australian Planning Commission's <i>Liveable Neighbourhoods</i> policy, an area of POS used for drainage may qualify as a credit towards the 10 per cent POS required, up to 2 per cent of the POS, where it is considered 'restricted' POS.</p> <p>The Engineering Services Report identifies the area of restricted open space proposed.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.	
11	ATCO 81 Prinsep Rd, Jandakot	<p><b>NO OBJECTION:</b> ATCO Gas Australia (ATCO) has no objection to the proposed application, based on the information and plan provided.</p> <p>Advice notes:</p> <ol style="list-style-type: none"> <li>1. Anyone proposing to carry out construction or excavation works must contact 'Dial Before You Dig' (<a href="http://www.1100.com.au">www.1100.com.au</a>) to determine the location of buried gas infrastructure. Refer to ATCO document AGA-O&amp;M-PR24- Additional Information for Working Around Gas Infrastructure <a href="https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html">https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html</a></li> </ol>	1. Noted.
12	Department of Health PO Box 8172, Perth BC	<p><b>COMMENT:</b> The DOH provides the following comment:</p> <p><b>1. <i>Water Supply and Wastewater Disposal</i></b> The development is required to connect to scheme water and reticulated sewerage and be in accordance with the Government Sewerage Policy 2019.</p> <p>Potable water must be of the quality as specified under the Australian Drinking Water Quality Guidelines 2011.</p> <p><b><i>Increased Density – Public Health Impacts</i></b> The Structure Plan provides an opportunity for the City of Cockburn (CoC) to minimise potential negative impacts of the increased density development such as noise, odour, light and other lifestyle activities. Public health impacts draw</p>	<ol style="list-style-type: none"> <li>1. The proposed Structure Plan contemplates the subdivision of lots of a size which will require a connection to reticulated sewerage infrastructure. All lots will be required to connect to Water Corporation's reticulated sewer and potable water supply infrastructure as a future condition of subdivision.</li> <li>2. A Noise Management Plan (NMP) has been prepared for the Structure Plan, in recognition to the site's proximity to the Kwinana Freeway and Rowley Road. Subject to the NMP being implemented at</li> </ol>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>attention to those issues and they should be appropriately and adequately addressed at this stage.</p> <p>To minimise adverse impacts on the residential component, the CoC could consider incorporation of additional sound proofing/insulation, double glazing on windows, or design aspects related to location of air conditioning units and other appropriate building/construction measures such as ensuring adequate ventilation requirements for wet areas.</p>	<p>the subdivision stage and development/building stage, the amenity impact of road noise can be appropriately mitigated.</p>
13	Department of Education, 151 Royal St, East Perth	<p><b>COMMENT:</b> The Department understands the proposed Lot 301 Barfield Local Structure Plan (LSP) falls within the Southern Suburbs District Structure Plan (SSDSP) which provides a framework for urban development within the locality. The SSDSP identifies the subject site as medium residential density and prescribes a Residential R30 base code. The LSP proposes a R40 residential density code and therefore a variation is being sought under clause 5.4.2.2 of the SSDSP.</p> <p><i>Lot yield</i> In 2019, dwelling estimates (based on the average residential density across the Wattleup East catchment) were conducted and it was estimated 26 dwellings would occupy the subject site. However, the LSP is proposing 40 dwellings on the subject site.</p> <p>Preliminary analysis of the existing and projected number of dwellings within the locality indicates the future Wattleup East Primary School (planning name) site is likely to be over the dwelling yield threshold of 1,500 dwellings in the student enrolment catchment area. The Western Australian Planning Commission has established a 1,500 dwelling threshold for</p>	<p>1. The City acknowledges that the Department considers an additional 14 dwellings as a minor increase, in the context of overall planning for primary school sites in the locality.</p> <p>Notwithstanding the Department's advice, the City notes that planning for school sites in the Hammond Park locality was based on the estimated residential density in the Southern Suburbs District Structure Plan (the DSP), which assumed a base residential coding of 'R30'.</p> <p>Whilst the Department has raised no concerns with a density increased on Lot 301 Barfield Road, there remain several un-structure planned lots in Hammond Park, including Lot 16 and Lot 28 Barfield Road. Should the remaining lots (including Lot 301) be developed at a density coding which exceeds that contemplated in the DSP, this</p>

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		<p>one government primary school in Operational Policy 2.4 – Planning for School Sites. It is important to note, any increases to dwelling numbers beyond the threshold will likely adversely impact the future operation of the school and the quality of educational outcomes for students.</p> <p>In view of the above, whilst the Department has reservations with the proposed R40 density coding in lieu of R30 the increase of 14 dwellings is considered minor in isolation. The Department is closely monitoring residential growth, residential zoning changes and residential density coding and / or dwelling numbers within the Wattleup East locality which may result in an increase to the projected student yield.</p>	may have an impact upon the planning for primary schools in the locality.
14	Water Corporation PO Box 100, Leederville	<p><b>COMMENT:</b> We offer the following comments regarding this proposal.</p> <p>Reticulated water and sewerage are currently available to the subject land.</p> <p>The developer must provide all water and sewerage reticulation required. Contribution for Water and Sewerage headworks will be payable at subdivision stage.</p> <p>The subject land is outside the Corporations declared drainage boundary. As such any stormwater must be either retained on site or diverted such that it does not enter the Corporations drainage network.</p> <p>Please provide the above comments to the landowner, developer and/or their representative</p>	1. Noted.



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION			
15	Department of Fire and Emergency Services Stockton Bend, Cockburn Central	<p><b>NOT SUPPORTED:</b> I refer to your email dated 20 April 2022 regarding the submission of a Bushfire Management Plan (BMP) (Revision 3), prepared by Strategen-JBS&amp;G and dated 4 February 2022, for the above proposal.</p> <p>This advice relates only to State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.</p> <p><b>Assessment</b></p> <p><b>1. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map</b></p> <table><tr><td>Vegetation Exclusions</td><td>Evidence to support the exclusion of Plot 8 (Rowley Road planning control area, and adjacent Lot 41) and Plot 4 (area depicted in Figure 3 as a 20 metre wide firebreak) as managed to low threat in accordance with AS3959 is required. DFES notes e-mail correspondence included in Appendix B of the BMP to support management of Plot 8 and Plot 4. However, based on the information provided in</td><td>Modification to the BMP.</td></tr></table>	Vegetation Exclusions	Evidence to support the exclusion of Plot 8 (Rowley Road planning control area, and adjacent Lot 41) and Plot 4 (area depicted in Figure 3 as a 20 metre wide firebreak) as managed to low threat in accordance with AS3959 is required. DFES notes e-mail correspondence included in Appendix B of the BMP to support management of Plot 8 and Plot 4. However, based on the information provided in	Modification to the BMP.	<p>1. <u>Vegetation Exclusions</u></p> <p>The proponent's original bushfire management plan (BMP) was premised on the clearance of vegetation on Lot 41 Barfield Road and within part of Lot 301 Barfield Road that is subject to future road widening (within Planning Control Area 156).</p> <p>The City has advised the proponent that it does not support the construction of a 20 metre wide limestone firebreak on Lot 41 Barfield Road. The use of adjacent lot as a permanent asset protection zone (APZ) is inconsistent with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> and the <i>Guidelines for Planning in Bushfire Prone Areas</i> and would necessitate a third-party landowner to maintain an APZ for adjacent residential development, even after development has occurred.</p> <p>It is acknowledged that the southern part of Lot 301 will be acquired by the State Government in the future, pending a current subdivision approval being implemented. The current landowner of Lot 301 will be required to maintain vegetation within PCA 156 in a low-fuel condition prior in the interim, subject to obtaining the necessary State and/or Commonwealth approval to clear vegetation.</p>
Vegetation Exclusions	Evidence to support the exclusion of Plot 8 (Rowley Road planning control area, and adjacent Lot 41) and Plot 4 (area depicted in Figure 3 as a 20 metre wide firebreak) as managed to low threat in accordance with AS3959 is required. DFES notes e-mail correspondence included in Appendix B of the BMP to support management of Plot 8 and Plot 4. However, based on the information provided in	Modification to the BMP.				

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			<p>Appendix B, it is unlikely to form an enforceable mechanism to provide certainty that the proposed management measures can be achieved in perpetuity and are enforceable.</p> <p>Alternatively, the vegetation classification should be revised to consider the vegetation as per AS3959.</p>	
		Vegetation Management	<p>DFES does not accept fire break notices on adjoining land as part of the vegetation management required to achieve an APZ or low-threat classification. Fire break notices may only apply for part of the year and may be varied from year to year by the responsible local government. The proponent is to provide a performance principle-based solution to achieve the required APZ should the APZ rely on the management of vegetation on adjoining land.</p>	<p>Comment only.</p>
		<b>3. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria</b>		<p><b>2. <u>Vegetation Management</u></b> As noted above, the City has significant concerns with the use of a 20 metre wide limestone firebreak on Lot 41 Barfield Road.</p> <p>The proponent has revised the BMP to reference vegetation on Lot 41 outside of the proposed 20 metre wide firebreak as being classified vegetation under AS 3959, which has the effect of increasing bushfire attack level (BAL) ratings for future lots.</p> <p>The City does not support the retention of the 20 metre wide firebreak on Lot 41, as it requires a third party landowner to maintain the full firebreak in perpetuity.</p> <p><b>3. <u>Location and Siting of Design</u></b> The City agrees that the BAL ratings cannot be verified, as they are dependent upon ongoing management actions within a privately owned lot (Lot 41 Barfield Road).</p> <p>The proponent has opted to retain the proposed 20 metre wide firebreak on Lot 41, a bushfire mitigation measure not supported by the City.</p> <p><b>4. <u>Vehicular Access</u></b> The BMP was prepared on the basis of a 20 metre wide firebreak being provided on Lot</p>

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
		<b>Element</b>	<b>Assessment</b>	<b>Action</b>	<p>41, rather than through the provision of a full perimeter road between classified vegetation on Lot 41 and future residential development on Lot 301.</p> <p>As the City is not supportive of the 20 metre wide firebreak on Lot 41, an alternative suggested to the proponent was a road reserve running along the western boundary of Lot 41. This would have the effect of creating a permanent APZ as it would be a road reserve managed by the City and address the requirement under the Guidelines to provide a perimeter road (where 10 or more lots abut classified vegetation). The proponent has opted to retain the proposed 20 metre wide firebreak on Lot 41.</p>
		<b>Location and Siting &amp; Design</b>	<p><b>A1.1 &amp; A2.1 – not demonstrated</b></p> <p>The BAL ratings cannot be validated for the reason(s) outlined in the above table. In addition, the Guidelines require an APZ is contained wholly within the boundaries of the lot, unless where the vegetation adjoining the land is managed in a low threat state, in accordance with AS3959.</p>	Modification to the BMP is required.	
		<b>Vehicular Access</b>	<p><b>A3.1, A3.2a &amp; A3.4a – not demonstrated</b></p> <p>The BMP has not provided an assessment of the relevant public road standards, provision of multiple access routes, and a perimeter road. DFES recommends the BMP is amendment to address the relevant acceptable solutions.</p>	Modification to the BMP is required.	
		<p><b>Recommendation – not supported modifications required</b></p> <p>DFES has assessed the BMP for the proposed structure plan, and has identified a number of issues that need to be addressed prior to support of the proposal. DFES is not satisfied the BMP has adequately considered how compliance</p>			

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>with the bushfire protection criteria can be achieved at subsequent planning stages.</p> <p>In addition to the BMP updates DFES recommends amendments to the proposed Structure Plan and report, consistent with any future modifications to the BMP. The proposed changes include commitments regarding the location of residential lots in areas of BAL-29 or below; and vehicular access and vegetation management to meet the requirements of SPP3.7 and Guidelines at all stages of the development.</p>	
16	Main Roads WA PO Box 6202, East Perth	<p><b>NOT SUPPORTED:</b> Main Roads has reviewed the information and is unable to support the Structure Plan in its current form. Main Roads requests additional information be provided addressing the below and provides the following comments.</p> <p><b>Noise Management Plan Comments</b> Main Roads advises that the Noise Management Plan prepared by Herring Storer Acoustics and dated March 2021 as presented is unable to be supported at this point in time. An updated report is required to be submitted to Main Roads ensuring that lots affected by road noise achieve compliance with State Planning Policy 5.4 Road and Rail Noise. The following matters are to be addressed:</p> <ul style="list-style-type: none"> <li>On-site noise monitoring is required to determine the noise impacts of current traffic flows; to be associated with the current traffic volumes presented.</li> </ul>	<ol style="list-style-type: none"> <li>The proponent has revised the Noise Management Plan to address the issues raised by Main Roads.</li> <li>The proponent has revised the Bushfire Management Plan to remove reference to Main Roads being responsible for maintaining the portion of Lot 301 within Planning Control Area 156 in a low-threat condition.</li> <li>The proponent has revised Part Two of the Structure Plan report to: <ul style="list-style-type: none"> <li>reference Rowley Roads as a 'Primary Distributor Road', as identified under the <i>South Metropolitan Peel Sub-regional Planning Framework</i>;</li> <li>reference Barfield Road becoming a future cul-de-sac, at the junction with Rowley Road; and</li> </ul> </li> </ol>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<ul style="list-style-type: none"> <li>The type of asphalt used as inputs for the noise modelling must be specified e.g. dense graded, open graded, stone mastic.</li> <li>The future traffic predictions used for the noise modelling must be obtained from Main Roads' Transport Modelling Section. Please confirm that this is the case, with the reference number, contact and date cited in the Report. Note that Appendix E was missing from the documentation provided to Main Roads.</li> <li>The requirement for a minimum surface density of 15 kg/m<sup>2</sup> for all noise walls must be stated.</li> <li>Section 3.8 of the Structure Plan document text may need to be amended thereafter to reflect any changes to recommendations within the Noise Management Plan to ensure compliance with State Planning Policy 5.4 – Road and Rail Noise.</li> </ul> <p><b>General Comments</b></p> <ul style="list-style-type: none"> <li>Lot 301 is impacted by Planning Control Area (PCA) 156. This ensures no further development occurs on the land required for the future upgrade of Rowley Road, until it is reserved for Primary Regional Road purposes under the Metropolitan Region Scheme.</li> <li>Where a PCA is in place, approval for development is required from the Western Australian Planning Commission (WAPC), as well as under any relevant planning scheme, unless the PCA imposes requirements to the contrary</li> </ul>	<ul style="list-style-type: none"> <li>reference the need for future subdivision to impose a condition requiring a notification on title (pursuant to Section 70A of the <i>Transfer of Land Act 1893</i>), notifying landowners of the future closure of Barfield Road at the Rowley Road junction.</li> </ul>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<ul style="list-style-type: none"> <li>The previous WAPC conditional approval of subdivision application no. 156065 conditioned the land required for Rowley Road, as defined by the Planning Control Area, be set aside as a separate lot for future acquisition.</li> <li>Rowley Road is a proposed Primary Distributer road within Perth and Peel @ 3.5 Million – The Transport Network. At such time that Main Roads upgrades Rowley Road in future, Barfield Road is proposed to become a cul-de-sac at the junction of Rowley Road. The structure plan document text should be amended to reflect this.</li> <li>Due to the above, at future subdivision stage Main Roads is likely to recommend that a notification pursuant to Section 70A of the Transfer of Land Act 1893 be placed on the certificates of title of any future proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). Main Roads recommends that the notification states as follows:   <i>“The road network connectivity in this area linking Barfield Road to Rowley Road will be permanently closed in the future.”</i> </li> </ul> <p>In regard to the Bushfire management Plan prepared by Strategen JBS &amp; G dated 4 February 2022, Main Roads provides the following comments:</p> <ul style="list-style-type: none"> <li>Section 5.2.4 of the Bushfire Management Plan requires amendment to remove reference of Main Roads maintaining the portion of PCA within the subject area to</li> </ul>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>a low threat standard. Ultimate planning concepts for Rowley Road are still in development and Main Roads is not in a position at this time to consider maintenance arrangements of the PCA.</p> <ul style="list-style-type: none"> <li>Section 3.7 of the Structure Plan document text is to be amended to remove reference to Main Roads assuming responsibility of vegetation management within the PCA. There is no certainty at this time as to how the PCA will be developed and treated; this may be able to be determined at subdivision stage in future.</li> </ul> <p>Main Roads encourages local government in liaising with applicants to promote and capitalise on our pre-lodgement consultation service, prior to lodgement of planning proposals, especially where development plans involve land adjacent to or have the potential to impact on the State road network.</p> <p>Further information on the pre-lodgement consultation process can be found on Main Roads website at <a href="http://mainroads.wa.gov.au">mainroads.wa.gov.au</a> &gt; Technical &amp; Commercial &gt; Planning &amp; Development.</p> <p>Should the City disagree with the above advice, Main Roads requests an opportunity to meet and discuss the application further, prior to a final determination being made.</p>	
17	Department of Biodiversity, Conservation and Attractions Hackett Drive, Crawley	<p><b>COMMENT:</b> Parks and Wildlife Service at the Department of Biodiversity, Conservation and Attractions (DBCA) has reviewed the Local Structure Plan Report and the 221 Barfield Rd Flora, Vegetation and Black Cockatoo Habitat Assessment (Strategen JBS&amp;G, 29 April 2021), and provide the following preliminary comments.</p>	<p>1. The proponent will be responsible for ensuring that the applicable approvals are obtained from the Commonwealth and State, prior to the clearance of Banksia woodland on Lot 301.</p>



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><u>Flora</u></p> <p>A field survey was undertaken on 23 October 2020 which included a targeted search for threatened and priority flora. The report states that known populations of the threatened species <i>Caladenia huegelii</i> were checked for flowering prior to mobilising of the survey to ensure optimal survey timing for this species.</p> <p>No threatened flora species were recorded; however, one individual <i>Caladenia</i> sp. was recorded but could not be identified beyond genus level as no flowers were present at the time of survey. The report concluded that as surveys were conducted during the known flowering period of <i>C. huegelii</i> and known populations were in flower immediately prior to the survey it was considered unlikely that this was an individual of <i>C. huegelii</i>.</p> <p>Further information should be provided to confirm which <i>C. huegelii</i> populations were visited and when, given that late October is at the very end of the <i>C. huegelii</i> flowering period. Ideally surveys for orchids should be conducted over two seasons.</p> <p><u>Vegetation</u></p> <p>Section 3.1.2.1 of the Flora and Vegetation survey report states that,</p> <ul style="list-style-type: none"> <li>the Banksia dominated woodlands of the Swan Coastal Plain Threatened Ecological Community (TEC) , which is listed as endangered under the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act), and also listed as a Priority Ecological Community (PEC)</li> </ul>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>under the State Biodiversity Conservation Act 2016 (BC Act), and</p> <ul style="list-style-type: none"> <li>the State BC Act TEC, SCP20a – Banksia attenuata woodlands over species rich dense woodlands, and the State BC Act PEC SCP21c Low lying Banksia attenuata woodlands or shrublands, were identified in the survey area.</li> </ul> <p>Section 3.2.3.2 of the Flora and Vegetation survey report confirms that the EPBC Act listed Banksia woodlands of the Swan Coastal Plain TEC is present on the lot, however the report provides no further discussion on the BC Act listed TEC SCP20a.</p> <p>Further information should be provided to confirm whether the State BC Act listed TEC SCP20a is present on the lot.</p> <p><b>Matters of National Environmental Significance</b> The proponent will need to consider requirements to refer the proposal to the Commonwealth Department of Agriculture, Water and the Environment for impacts on the Commonwealth listed, TEC and habitat for threatened black cockatoo species.</p>	

## 15. Finance

### 15.1 Payments Made from Municipal Fund and Local Procurement Summary - June 2022

**Author** Stuart Downing

**Attachments**

1. Monthly Payments Report - June 2022 [↓](#)
2. Credit Card Payments Report - May (paid May 2022) [↓](#)
3. Fuel Card Report - May (Paid June 2022) [↓](#)

#### RECOMMENDATION

That Council:

- (1) RECEIVES the list of payments from the Municipal Fund during the month of June 2022, as attached to the Agenda.

#### Background

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

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

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

#### Submission

N/A

#### Report

Payments made under delegation during the month of May totalled \$17.585 million, and a listing of these is attached to the agenda for review by Council.

These comprise:

- EFT payments (suppliers and sundry creditors) - \$14,435 million (853 payments)
- Payroll payments - \$3.115 million (2 fortnights)
- Corporate credit cards – total of \$81,667.19 (60 cards used)
- Bank transactional fees (BPay and merchant fees) - \$6,416.75.

The City processes several payment runs each month to ensure its trade suppliers are paid on a timely basis, particularly those that are local and small businesses.

Also attached is the new version of the monthly credit card payments report, showing May transaction details (accounted for in June) by cardholder position.

This is in accordance with Council's decision at its meeting held on 10 March 2022. There were no transactions on the CEO's credit card for the month.

The Council decision also required fuel card expenditure to be reported, so the City's fuel card report for May (paid in June) has also been included.

This shows total spending of \$29,325.06, restricted to fuel only on the City's fleet.

### Local Procurement

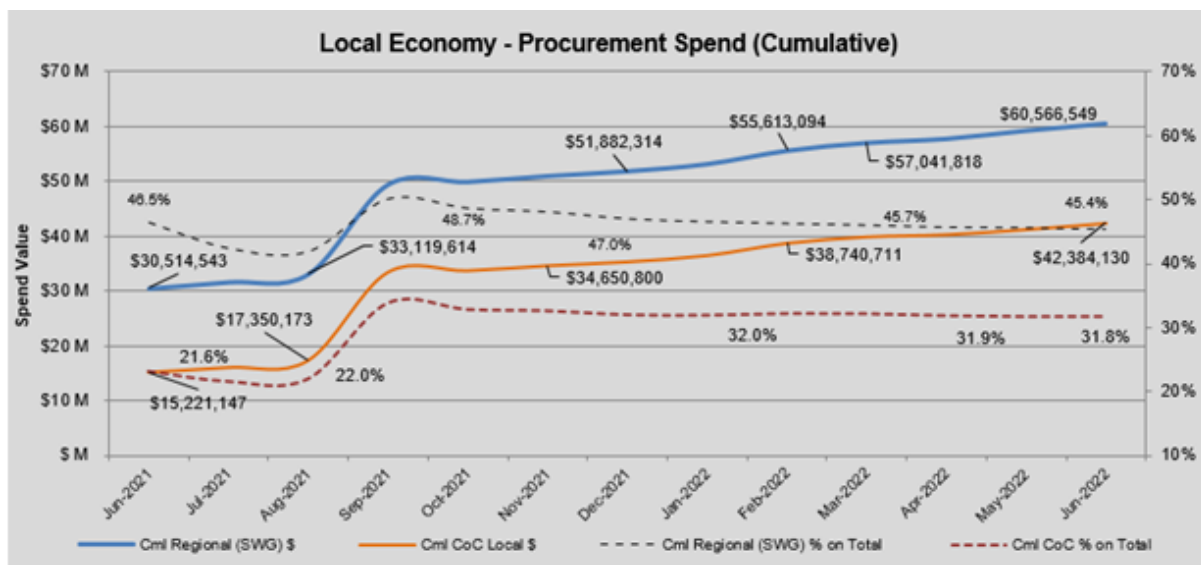
Monthly statistics on local and regional procurement spend are summarised below, showing the spend amounts and percentages against total spend:

Procurement Report - Local Buy Summary & Trends				June 2022	
Monthly Statistics	Total SWG Spend	\$1,301,327	CoC Local \$	32.3%	Local/Regional \$ 37.1%
	CoC Local Spend	\$1,132,858	CoC Local %	26.0%	Local/Regional % 33.2%

In June, local spending within Cockburn made up 32.3 percent of the City's monthly spend, comprising 26.0 percent of all procurement transactions made for the month.

Within the South West Group (SWG) region, this is increased to 37.1 percent of spend from 33.2 percent of transactions.

The following one year rolling chart to June 2022 tracks the City's procurement spend with businesses located within Cockburn and the SWG region:



The rolling 12-month cumulative local Cockburn spend was \$42.38 million, representing 31.8 percent of the City's total spend, and \$60.57 million or 45.4 percent of total spend within the SWG regional area.

These results track the City's performance in achieving Council's "local and regional economy" principle contained within its Procurement Policy (i.e. a buy local procurement preference).

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

#### Local Economy

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

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

#### Listening and Leading

A community focused, sustainable, accountable, and progressive organisation

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

### **Budget/Financial Implications**

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

### **Legal Implications**

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

### **Community Consultation**

N/A

### **Risk Management Implications**

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations.

This is a statutory requirement and allows Council to review and clarify any payment that has been made.

### **Advice to Proponents/Submitters**

N/A

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

Nil

## JUNE 2022 PAYMENT LISTING

## MUNICIPAL FUND

PAYMENT No.	ACCOU NT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF150128	10154	Australian Taxation Office	Payroll Deductions	1/06/2022	345,710.15
EF150129	99997	Family Day Care	FDC Payment We 29/05/2022	2/06/2022	45,636.41
EF150130	10047	Alinta Energy	Natural Gas & Electricity Supply	7/06/2022	897.60
EF150131	10082	Armandos Sports	Sporting Goods	7/06/2022	600.00
EF150132	10375	Veolia Environmental Services	Waste Services	7/06/2022	851.05
EF150133	10535	Workpower Incorporated	Employment Services - Planting	7/06/2022	264.99
EF150134	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	7/06/2022	85.53
EF150135	11036	Northlake Electrical Pty Ltd	Electrical Services	7/06/2022	1,841.55
EF150136	15588	Natural Area Consulting Management Services	Weed Spraying	7/06/2022	1,711.88
EF150137	17555	Maia Financial	Equipment Lease Payments	7/06/2022	5,552.55
EF150138	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	7/06/2022	1,060.67
EF150139	22106	Intelife Group	Services - Daip	7/06/2022	7,547.58
EF150140	22388	Carrington's Traffic Services	Traffic Management Services	7/06/2022	3,273.05
EF150141	22602	Densford Civil Pty Ltd	Civil & Electrical Works	7/06/2022	6,270.61
EF150142	24978	Ambius	Plants Supplies	7/06/2022	58.96
EF150143	26739	Kerb Doctor	Kerb Maintenance	7/06/2022	4,329.88
EF150144	26745	Embroidme Myaree	Embroidery	7/06/2022	176.00
EF150145	26782	Soft Landing	Recycling Services	7/06/2022	4,894.65
EF150146	26876	Integrity	Software Development	7/06/2022	15,400.00
EF150147	26987	Cti Risk Management	Security - Cash Collection	7/06/2022	281.75
EF150148	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	7/06/2022	3,411.10
EF150149	27622	Truegrade Medical Supplies	Medical Supplies	7/06/2022	180.00
EF150150	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	7/06/2022	3,633.30
EF150151	27829	Smec Australia Pty Ltd	Consultancy - Engineering	7/06/2022	10,988.12
EF150152	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	7/06/2022	1,122.00
EF150153	27894	Homecare Physiotherapy	Healthcare	7/06/2022	158.12
EF150154	27965	Stantec Australia Pty Ltd	Engineering Services	7/06/2022	86,694.30
EF150155	28065	Australian Hvac Services Pty Ltd	Hvac	7/06/2022	242.00



EF150156	28171	Smc Marine Pty Ltd	Construction Services C100812	7/06/2022	239,237.13
EF150157	28215	Complete Office Supplies Pty Ltd	Stationery	7/06/2022	361.92
EF150158	28233	Western Maze Wa Pty Ltd	Waste Collection Services	7/06/2022	17,902.50
EF150159	28241	Swift Flow Pty Ltd	Plumbing	7/06/2022	187.75
EF150160	28254	Cleantex Pty Ltd	Laundry Service	7/06/2022	840.04
EF150161	28307	Tripstop Pty Ltd	Jointing System	7/06/2022	7,463.50
EF150162	28316	Agency 296 Pty Ltd	Arts	7/06/2022	10,740.00
EF150163	10154	Australian Taxation Office	Payroll Deductions	9/06/2022	75,339.21
EF150164	28314	Hootsuite Inc	Software As A Service	7/06/2022	12,588.00
EF150165	26987	Cti Risk Management	Security - Cash Collection	15/06/2022	1,229.90
EF150166	26696	Chamonix Terblanche	Monthly Elected Member Allowance	15/06/2022	520.68
EF150167	27475	Lara Kirkwood	Monthly Elected Member Allowance	15/06/2022	140.86
EF150168	10747	linet Limited	Internet Services	15/06/2022	1,119.87
EF150169	11758	Water Corp Utility Account Only - Please Refer To 11760	Water Usage / Sundry Charges	15/06/2022	35,835.70
		When Raising Po			
EF150170	11760	Water Corporation	Sewer Easement	15/06/2022	43.46
EF150171	99996	Giuseppe Letizia	Rates and property refunds	15/06/2022	290.05
EF150172	99996	Pascale Audy And Sam Kerridge	Rates and property refunds	15/06/2022	256.00
EF150173	99996	J Corp Pty Ltd T/As Homestart	Rates and property refunds	15/06/2022	73.00
EF150174	99996	Craig C Lincoln And Sheryl M Cherry	Rates and property refunds	15/06/2022	2,500.00
EF150175	99996	Beeliar Management Pty Ltd	Rates and property refunds	15/06/2022	181.75
EF150176	99996	Beeliar Management Pty Ltd	Rates and property refunds	15/06/2022	181.75
EF150177	99996	Beeliar Management Pty Ltd	Rates and property refunds	15/06/2022	181.75
EF150178	99996	Beeliar Management Pty Ltd	Rates and property refunds	15/06/2022	181.75
EF150179	99996	Beeliar Management Pty Ltd	Rates and property refunds	15/06/2022	181.75
EF150180	99996	Matthew Menzel	Rates and property refunds	15/06/2022	150.00
EF150181	99996	Alex Robinson	Rates and property refunds	15/06/2022	56.65
EF150182	99996	Allcolour Holdings	Rates and property refunds	15/06/2022	56.65
EF150183	99996	Warren Watkins	Rates and property refunds	15/06/2022	171.65
EF150184	99996	Civmec Construction & Engineering	Rates and property refunds	15/06/2022	295.00
EF150185	99996	Great Aussie Patios	Rates and property refunds	15/06/2022	147.00
EF150186	99996	Aussie Patio Designs	Rates and property refunds	15/06/2022	147.00
EF150187	99996	Miguel William Pereira	Rates and property refunds	15/06/2022	410.81
EF150188	99996	Fatima Correia	Rates and property refunds	15/06/2022	700.00
EF150189	99996	Bevis Yeo	Rates and property refunds	15/06/2022	358.29

EF150190	99996	Alistair Arkwright	Rates and property refunds	15/06/2022	51.62
EF150191	99996	Eric Dd' Cruze	Rates and property refunds	15/06/2022	87.41
EF150192	99996	Lorraine M Sims	Rates and property refunds	15/06/2022	155.00
EF150193	99996	Amal A S Najjar	Rates and property refunds	15/06/2022	190.95
EF150194	99996	Sarah Bosco	Rates and property refunds	15/06/2022	384.00
EF150195	10047	Alinta Energy	Natural Gas & Electricity Supply	15/06/2022	27,542.80
EF150196	11794	Synergy	Electricity Usage/Supplies	15/06/2022	5,051.01
EF150197	10117	Australia Day Council Of Wa	Gold Membership	15/06/2022	685.00
EF150198	10207	Boc Gases	Gas Supplies	15/06/2022	427.36
EF150199	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	15/06/2022	1,249.91
EF150200	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/06/2022	1,816.87
EF150201	10247	Bunzl Australia Ltd	Paper/Plastic/Cleaning Supplies	15/06/2022	87.26
EF150202	10333	Cjd Equipment Pty Ltd	Hardware Supplies	15/06/2022	1,573.38
EF150203	10359	Cockburn Painting Service	Painting Supplies/Services	15/06/2022	5,247.00
EF150204	10384	Progility Pty Ltd	Communication Services	15/06/2022	17,394.43
EF150205	10483	Landgate	Mapping/Land Title Searches	15/06/2022	278.85
EF150206	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	15/06/2022	50,446.20
EF150207	10526	E & Mj Rosher Pty Ltd	Mower Equipment	15/06/2022	361.46
EF150208	10528	Easifleet	Vehicle Lease	15/06/2022	1,464.35
EF150209	10589	Fines Enforcement Registry	Fines Enforcement Fees	15/06/2022	8,983.50
EF150210	10597	Flexi Staff Pty Ltd	Employment Services	15/06/2022	16,140.70
EF150211	10679	Grasstrees Australia	Plants & Planting Services	15/06/2022	9,064.00
EF150212	10683	Gronbek Security	Locksmith Services	15/06/2022	4,368.75
EF150213	10787	Jandakot Accident Repair Centre	Panel Beating Services	15/06/2022	2,414.70
EF150214	10804	Jba Surveys	Land Surveying Services	15/06/2022	1,760.00
EF150215	10879	Les Mills Aerobics	Instruction/Training Services	15/06/2022	1,536.48
EF150216	10888	Lj Caterers	Catering Services	15/06/2022	8,995.58
EF150217	10892	Local Government Professionals Australia Wa	Subscription	15/06/2022	960.00
EF150218	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/06/2022	2,046.44
EF150219	10938	Mrp Pest Management	Pest & Weed Management	15/06/2022	1,431.08
EF150220	10942	Mcgees Property	Property Consultancy Services	15/06/2022	3,300.00
EF150221	10944	Mcleods	Legal Services	15/06/2022	24,670.82
EF150222	10991	Beacon Equipment	Mowing Equipment	15/06/2022	2,575.50
EF150223	11028	Neverfail Springwater Ltd	Bottled Water Supplies	15/06/2022	389.40
EF150224	11036	Northlake Electrical Pty Ltd	Electrical Services	15/06/2022	18,604.62

EF150225	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	15/06/2022	5,583.60
EF150226	11247	Richgro Wa	Gardening Supplies	15/06/2022	215.16
EF150227	11284	The Royal Life Saving Society Wa Inc Pty Ltd	Training Services	15/06/2022	447.50
EF150228	11307	Satellite Security Services Pty Ltd	Security Services	15/06/2022	10,605.17
EF150229	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/06/2022	1,166.00
EF150230	11334	Shenton Pumps	Pool Equipment/Services	15/06/2022	16,056.47
EF150231	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	15/06/2022	5,016.88
EF150232	11483	St John Ambulance Aust Wa Operations	First Aid Courses	15/06/2022	710.00
EF150233	11619	Titan Ford	Purchase Of Vehicles & Servicing	15/06/2022	81.80
EF150234	11625	Nutrien Water	Reticulation Supplies	15/06/2022	6,738.28
EF150235	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/06/2022	257.62
EF150236	11787	Department Of Transport	Vehicle Search Fees	15/06/2022	1,023.60
EF150237	11789	Walga	Advertising/Training Services	15/06/2022	1,072.50
EF150238	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/06/2022	17,198.50
EF150239	11795	Western Power	Street Lighting Installation & Service	15/06/2022	35,328.73
EF150240	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	15/06/2022	155.90
EF150241	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	15/06/2022	4,116.40
EF150242	12153	Hays Personnel Services Pty Ltd	Employment Services	15/06/2022	14,712.75
EF150243	12796	Isentia Pty Ltd	Media Monitoring Services	15/06/2022	1,496.00
EF150244	13558	Engineering Technology Consultants	Consultants Services	15/06/2022	1,815.00
EF150245	13825	Jackson Mcdonald	Legal Services	15/06/2022	19,758.20
EF150246	14350	Baileys Fertilisers	Fertiliser Supplies	15/06/2022	13,241.91
EF150247	14598	Alf Rebola The Good Guys	Electrical Goods	15/06/2022	1,272.00
EF150248	15271	Ple Computers Pty Ltd	Computer Hardware	15/06/2022	590.00
EF150249	15393	Stratagreen	Hardware Supplies	15/06/2022	4,615.76
EF150250	15550	Apac Aid Inc	Plants & Landscaping Services	15/06/2022	3,473.80
EF150251	15588	Natural Area Consulting Management Services	Weed Spraying	15/06/2022	18,458.83
EF150252	15746	Western Australia Police Service	Police Clearances	15/06/2022	150.30
EF150253	15896	Bardfield Engineering	Fabrication Services	15/06/2022	4,950.00
EF150254	16031	Ggj Consultants Pty Ltd	Consultancy Services	15/06/2022	4,867.50
EF150255	16064	Cms Engineering	Airconditioning Services	15/06/2022	17,981.15
EF150256	16107	Wren Oil	Waste Disposal Services	15/06/2022	33.00
EF150257	16396	Mayday Rental	Road Construction Machine Hire	15/06/2022	32,895.50
EF150258	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/06/2022	2,887.51
EF150259	17600	Lightforce Asset Pty Ltd (Erections!)	Guard Rails	15/06/2022	2,653.20

EF150260	17624	Allsports Linemarking	Linemarking Services	15/06/2022	8,195.00
EF150261	18126	Dell Australia Pty Ltd	Computer Hardware	15/06/2022	2,046.00
EF150262	18203	Natsync Environmental	Pest Control	15/06/2022	385.00
EF150263	18272	Austraclear Limited	Investment Services	15/06/2022	31.88
EF150264	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	15/06/2022	6,204.00
EF150265	18494	Dept Of Biodiversity, Conservation And Attractions	Licence Renewal	15/06/2022	1,561.20
EF150266	18962	Sealanes (1985) P/L	Catering Supplies	15/06/2022	947.79
EF150267	19107	Forever Shining	Monument	15/06/2022	500.00
EF150268	19248	Team Digital	Digital Imaging	15/06/2022	2,087.10
EF150269	19533	Woolworths Ltd	Groceries	15/06/2022	1,366.98
EF150270	20321	Riverjet Pty Ltd	Educting-Cleaning Services	15/06/2022	21,835.00
EF150271	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	15/06/2022	2,750.00
EF150272	20885	Tactile Indicators Perth	Tactiles	15/06/2022	1,040.00
EF150273	21294	Cat Haven	Animal Services	15/06/2022	519.75
EF150274	21471	Wa Machinery Glass	Glazing Services	15/06/2022	1,232.00
EF150275	21577	Lavan	Legal Services	15/06/2022	7,405.20
EF150276	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/06/2022	11,809.31
EF150277	21691	Zettanet Pty Ltd	Internet/Web Services	15/06/2022	79.00
EF150278	21744	Jb Hi Fi - Commercial	Electronic Equipment	15/06/2022	12,655.99
EF150279	21798	The Civil Group	Consultancy - Engineering	15/06/2022	2,579.50
EF150280	21946	Ryan's Quality Meats	Meat Supplies	15/06/2022	976.64
EF150281	22119	Bindi Bindi Dreaming Marissa Verma	Consult - Aboriginal Education/Ent	15/06/2022	2,200.00
EF150282	22553	Brownes Food Operations	Catering Supplies	15/06/2022	244.31
EF150283	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/06/2022	12,496.52
EF150284	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	15/06/2022	7,084.00
EF150285	22913	Opal Australian Paper	Envelopes	15/06/2022	89.34
EF150286	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/06/2022	374.69
EF150287	23506	Hudson Global Resources (Aust) Pty Ltd	Human Resources Consult	15/06/2022	14,282.13
EF150288	23550	Henricks Consulting Pty Ltd	Consultancy Services - Human Resources	15/06/2022	990.00
EF150289	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	15/06/2022	28,407.50
EF150290	23579	Daimler Trucks Perth	Purchase Of New Truck	15/06/2022	1,239.73
EF150291	23971	Find Wise Location Services	Locating Services - Underground	15/06/2022	695.75
EF150292	24128	Bang The Table	Website Design	15/06/2022	26,400.00
EF150293	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	15/06/2022	621.52

EF150294	24285	Microchips Australia Pty Ltd	Microship Supplies	15/06/2022	2,439.20
EF150295	24655	Automasters Spearwood	Vehicle Servicing	15/06/2022	2,069.50
EF150296	24736	Zenien	Cctv Camera Licences	15/06/2022	453.75
EF150297	24945	Bridge 42 Pty Ltd	Project Management Services	15/06/2022	5,269.00
EF150298	24978	Ambius	Plants Supplies	15/06/2022	58.96
EF150299	25264	Acurix Networks Pty Ltd	Wifi Access Service	15/06/2022	511.50
EF150300	25418	Cs Legal	Legal Services	15/06/2022	8,189.99
EF150301	25813	Lg Connect Pty Ltd	Erp Systems Development	15/06/2022	2,861.06
EF150302	26067	Sprayking Wa Pty Ltd	Chemical Weed Control Services	15/06/2022	16,010.50
EF150303	26114	Grace Records Management	Records Management Services	15/06/2022	1,679.66
EF150304	26195	Play Check	Consulting Services	15/06/2022	330.00
EF150305	26211	Amcom Pty Ltd	Internet/Data Services	15/06/2022	14,966.77
EF150306	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/06/2022	1,650.00
EF150307	26314	Cpe Group	Temporary Employment Services	15/06/2022	5,028.84
EF150308	26470	Scp Conservation	Fencing Services	15/06/2022	6,358.00
EF150309	26576	Wizard Training Solutions	Training Services	15/06/2022	3,795.00
EF150310	26588	Source Separation Systems P/L	Providing Waste And Recycling Bins	15/06/2022	4,934.14
EF150311	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	15/06/2022	3,780.56
EF150312	26614	Marketforce Pty Ltd	Advertising	15/06/2022	9,402.97
EF150313	26620	Gra Partners Pty Ltd	Consulting/Advisory	15/06/2022	6,600.00
EF150314	26625	Andover Detailers	Car Detailing Services	15/06/2022	686.38
EF150315	26735	Shane McMaster Surveys	Survey Services	15/06/2022	1,650.00
EF150316	26743	Statewide Turf Services	Turf Renovation	15/06/2022	7,470.54
EF150317	26745	Embroidme Myaree	Embroidery	15/06/2022	198.00
EF150318	26778	Robert Walters	Recruitment Services	15/06/2022	2,429.63
EF150319	26782	Soft Landing	Recycling Services	15/06/2022	6,295.00
EF150320	26813	Buswest	Bus Hire	15/06/2022	517.00
EF150321	26888	Media Engine	Graphic Design, Marketing, Video Product	15/06/2022	9,725.00
EF150322	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	15/06/2022	918.50
EF150323	26909	West Coast Profilers Pty Ltd	Road Planing Cold Services	15/06/2022	6,517.50
EF150324	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	15/06/2022	125.53
EF150325	26932	Central Regional Tafe	Tafe	15/06/2022	29.28
EF150326	26939	Udla	Landscape Architecture And Urban Design	15/06/2022	16,945.50
EF150327	26946	Av Truck Services Pty Ltd	Truck Dealership	15/06/2022	918.61
EF150328	26981	Perth Market Research	Event Analysis And Community Market Rese	15/06/2022	6,484.50

EF150329	26982	Plantrite	Plants	15/06/2022	16,131.33
EF150330	26985	Access Icon Pty Ltd	Drainage Products	15/06/2022	20,084.14
EF150331	26987	Cti Risk Management	Security - Cash Collection	15/06/2022	1,188.00
EF150332	27010	Quantum Building Services Pty Ltd	Building Maintenance	15/06/2022	15,888.13
EF150333	27015	Intelli Trac	Gps Tracking	15/06/2022	2,519.00
EF150334	27031	Downer Edi Works Pty Ltd	Asphalt Services	15/06/2022	61,417.34
EF150335	27046	Tfh Hire Services Pty Ltd	Hire Fencing	15/06/2022	748.00
EF150336	27054	Vocus Pty Ltd	Telecommunications	15/06/2022	2,323.20
EF150337	27065	Westbooks	Books	15/06/2022	2,250.07
EF150338	27080	Task Exchange Pty Ltd	Computer Software	15/06/2022	16,343.80
EF150339	27106	Dave Lanfear Consulting	Consultancy - Sport & Leisure	15/06/2022	8,470.00
EF150340	27115	A Plus Training Solutions Pty Ltd	Small Plant Safety Training	15/06/2022	1,275.00
EF150341	27165	Lypa	Nature Play Style Equipment	15/06/2022	3,480.83
EF150342	27168	Nightlife Music Pty Ltd	Music Management	15/06/2022	465.53
EF150343	27174	Perth Geotechnics	Engineering And Geotechnical Consultant	15/06/2022	6,050.00
EF150344	27177	Initial Hygiene	Hygiene	15/06/2022	16,775.68
EF150345	27179	Plunge & Co Cafe	Catering Services	15/06/2022	269.50
EF150346	27195	Allflow Industrial	Oil Water Separators	15/06/2022	494.95
EF150347	27198	Green Promotions Pty Ltd	Promotional Supplies	15/06/2022	1,864.50
EF150348	27246	Veale Auto Parts	Spare Parts Mechanical	15/06/2022	274.90
EF150349	27261	Tudor House	Flags & Banners	15/06/2022	118.00
EF150350	27263	Kompan Playscape Pty Ltd	Playground Equipment/Parts	15/06/2022	18,036.15
EF150351	27334	Westcare Print	Printing Services	15/06/2022	286.00
EF150352	27348	Message Media	Telecommunications	15/06/2022	281.40
EF150353	27374	Southern Cross Cleaning	Commercial Cleaning	15/06/2022	8,522.65
EF150354	27377	Accidental Health And Safety - Perth	First Aid Supplies	15/06/2022	76.32
EF150355	27385	Programmed Electrical Technologies	Electrical Services	15/06/2022	335.50
EF150356	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/06/2022	32.85
EF150357	27401	Emprise Mobility	Mobility Equipment	15/06/2022	1,407.00
EF150358	27405	Combat Clothing Australia P/L	Clothing - Protective	15/06/2022	7,045.10
EF150359	27406	Straker Pty Ltd	Translation Services	15/06/2022	1,154.80
EF150360	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	15/06/2022	11,101.39
EF150361	27427	Home Chef	Cooking/Food Services	15/06/2022	461.55
EF150362	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irrigation Services	15/06/2022	869.00
EF150363	27444	Veev Group Pty Ltd	Consultancy	15/06/2022	7,216.00

EF150364	27455	Site Protective Services	Cctv Parts	15/06/2022	4,499.33
EF150365	27463	Agile Dogs	Dog Training	15/06/2022	2,025.00
EF150366	27482	Billi Australia Pty Ltd	Water Filter Taps	15/06/2022	172.70
EF150367	27546	Bpa Engineering	Consultancy - Engineering	15/06/2022	14,520.00
EF150368	27548	Standing Fork	Catering	15/06/2022	2,702.70
EF150369	27575	Shred X Secure Destruction	Document Destruction	15/06/2022	73.07
EF150370	27579	Travis Hayto Photography	Photography Services	15/06/2022	4,950.00
EF150371	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	15/06/2022	13,571.26
EF150372	27609	Lady Latte	Coffee Vendor	15/06/2022	595.00
EF150373	27622	Truegrade Medical Supplies	Medical Supplies	15/06/2022	2,153.16
EF150374	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/06/2022	162.80
EF150375	27635	Threat Protect	Security	15/06/2022	46.00
EF150376	27637	Aqua Research And Monitoring Services	Marine Services	15/06/2022	4,500.00
EF150377	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	15/06/2022	26,425.92
EF150378	27657	Positive Balance Massage	Massage Therapy	15/06/2022	100.00
EF150379	27659	Trasko Industrial Photographics	Photography	15/06/2022	6,380.00
EF150380	27695	Qtm Pty Ltd	Traffic Management	15/06/2022	22,751.27
EF150381	27701	Perth Better Homes	Shade Sails	15/06/2022	19,915.51
EF150382	27703	Jda Consultant Hydrologists	Hydrological Consultancy	15/06/2022	2,750.00
EF150383	27767	Altus Group Consulting Pty Ltd	Surveying Services	15/06/2022	1,650.00
EF150384	27779	Sports Circuit Linemarking	Linemarking	15/06/2022	1,100.00
EF150385	27797	City Lift Services Pty Ltd	Lift Maintenance	15/06/2022	319.00
EF150386	27801	Transponder Technologies Pty Ltd	Fuel Management Systems	15/06/2022	990.00
EF150387	27808	Camms	Software	15/06/2022	12,622.50
EF150388	27818	Modus Compliance Pty Ltd	Consultanct Engineering	15/06/2022	1,760.00
EF150389	27827	Abc Containers	Sea Containers	15/06/2022	231.00
EF150390	27829	Smec Australia Pty Ltd	Consultancy - Engineering	15/06/2022	9,105.67
EF150391	27835	Diverseco Pty Ltd	Weighing Equipment	15/06/2022	2,388.10
EF150392	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	15/06/2022	3,410.00
EF150393	27890	Tabec Pty Ltd	Engineering Services	15/06/2022	3,454.00
EF150394	27894	Homecare Physiotherapy	Healthcare	15/06/2022	7,936.47
EF150395	27901	Ies Cultural Heritage	Cultural Training	15/06/2022	4,950.00
EF150396	27916	Body Bike Australia Pty Ltd	Bike Repairs & Servicing	15/06/2022	1,174.97
EF150397	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/06/2022	18,148.61
EF150398	27963	Buffalo Solutions	Training	15/06/2022	341.00



EF150399	27965	Stantec Australia Pty Ltd	Engineering Services	15/06/2022	5,766.75
EF150400	27986	Daily Living Products	Mobility Equip	15/06/2022	2,978.00
EF150401	27992	Learning Horizons	Training/Education	15/06/2022	5,280.00
EF150402	28013	Rps Aap Consulting Pty Ltd	Project Management	15/06/2022	3,356.10
EF150403	28015	Imprint Plastic	Badges	15/06/2022	409.20
EF150404	28025	The Nappy Guru	Nappy Workshops	15/06/2022	390.00
EF150405	28027	Likeable Creative Pty Ltd	Marketing/Advertising	15/06/2022	2,851.75
EF150406	28031	Brandon's Shredding Boxes	Recycling	15/06/2022	60.00
EF150407	28049	Copy Magic	Printing Services	15/06/2022	1,959.40
EF150408	28062	Marsh	Insurance Premiums	15/06/2022	3,080.00
EF150409	28078	Crayon Australia Pty Ltd	Licensing	15/06/2022	1,921.00
EF150410	28153	Marion Fredriksson Design	Urban Design	15/06/2022	600.00
EF150411	28172	Docusign Inc	Software Supplier	15/06/2022	6,440.00
EF150412	28181	Seaview Rentals	Aquarium Servicing	15/06/2022	50.00
EF150413	28184	Spearwood Veterinary Hospital	Veterinary Hospital	15/06/2022	589.00
EF150414	28191	Enviro Sweep	Sweeping Services	15/06/2022	5,251.13
EF150415	28197	Lite N Easy Pty Ltd	Food Supplies	15/06/2022	658.08
EF150416	28201	Select Fresh	Food Supplies	15/06/2022	307.00
EF150417	28202	Carers Plus Australia Pty Ltd	Employment Services	15/06/2022	893.20
EF150418	28211	Nordic Fitness Equipment	Fitness Equipment	15/06/2022	2,970.00
EF150419	28214	Beyond Skateboarding	Skateboarding Clinics	15/06/2022	935.00
EF150420	28215	Complete Office Supplies Pty Ltd	Stationery	15/06/2022	938.13
EF150421	28218	Laminar Capital Pty Ltd	Financial Services	15/06/2022	1,408.00
EF150422	28230	Cgm Communications Pty Ltd	Public Relations	15/06/2022	10,450.00
EF150423	28241	Swift Flow Pty Ltd	Plumbing	15/06/2022	958.46
EF150424	28254	Cleantex Pty Ltd	Laundry Service	15/06/2022	916.96
EF150425	28258	Garden Care West	Gardening Services	15/06/2022	1,402.50
EF150426	28261	Hazed Services Pty Ltd	Safety - Roof	15/06/2022	3,124.00
EF150427	28269	World Upholstery Service	Upholsterer	15/06/2022	5,225.00
EF150428	28277	Gesha Coffee Co	Coffee Supplies	15/06/2022	524.00
EF150429	28283	Mills Recruitment	Recruitment Services	15/06/2022	7,663.85
EF150430	28287	All Lines	Linemarking	15/06/2022	1,980.00
EF150431	28289	Grafton General Products	Mobility Equipment	15/06/2022	164.73
EF150432	28302	Ohura Group Pty Ltd	Industrial Relations Consulting	15/06/2022	7,274.00
EF150433	28303	Miracle Recreation Equipment	Playground Equipment	15/06/2022	1,019.70

EF150434	28319	Wavelength Consulting Pty Ltd	Engineering - Project Management	15/06/2022	4,180.00
EF150435	28331	Kwinana Early Years Services Inc.	Counselling	15/06/2022	4,400.00
EF150436	28346	Reconciliation Wa	Cultural Support	15/06/2022	5,500.00
EF150437	28349	Cable Locates & Consulting	Underground Utility Location And Survey	15/06/2022	1,963.50
EF150438	23250	Department Of Planning, Lands & Heritage	Dap Applications & Dap Fees	15/06/2022	10,670.00
EF150439	88888	Muriel Estate Pty Ltd	Bond refunds	15/06/2022	11,980.83
EF150440	88888	70 Frederick Road Hamilton Hill	Bond refunds	15/06/2022	12,437.50
EF150441	99997	Barry Norris	Cross Over Rebate	15/06/2022	300.00
EF150442	99997	A & M Del Borrello	Senior Security Subsidy Scheme	15/06/2022	200.00
EF150443	99997	Bart Coomer	Crossover Claim - B Coomer	15/06/2022	300.00
EF150444	99997	Nenad & Danica Ercegovich	Senior Security Subsidy Scheme	15/06/2022	100.00
EF150445	99997	Maryanne Paratore	Bird Bath Rebate - Maryanne Paratore	15/06/2022	41.00
EF150446	99997	Stacey Maroney	Refund Of Remaining Bond - S Fraticelli	15/06/2022	207.00
EF150447	99997	Patricia Kenny	Nappy And Sanitary Rebate Patricia Kenny	15/06/2022	50.00
EF150448	99997	Stephen And Kaylene Zaretsky	Compost Bin Rebate - Kaylene Zaretsky	15/06/2022	50.00
EF150449	99997	A Peck And A Warne	Staff Reimbursement - A Peck	15/06/2022	75.15
EF150450	99997	Sp & Gv Kahle	Nappy And Sanitary Product Rebate	15/06/2022	50.00
EF150451	99997	Insurance Australia Ltd	Rehab Memembership Paid In Error	15/06/2022	404.50
EF150452	99997	Kourtney Ryan	Cloth Nappy Rebate - Kourtney Ryan	15/06/2022	50.00
EF150453	99997	Leah Sumich	Cloth Nappy Rebate - Leah Sumich	15/06/2022	33.00
EF150454	99997	Leavana R Vignesvaran	Crossover Rebate - Lr Vignesvaran	15/06/2022	300.00
EF150455	99997	Laura-Jane Parker	Reimbursement Of Fuel	15/06/2022	139.67
EF150456	99997	Leslie And Joan Major	Bird Bath Rebate - L Major	15/06/2022	40.00
EF150457	99997	Specialized Tilt Tray And Towing Service	Invoice Number 44374	15/06/2022	200.00
EF150458	99997	Specialized Tilt Tray And Towing Service	Invoice Number 44373	15/06/2022	200.00
EF150459	99997	Am Holloway & Ac Ritchie	Bird Bath Rebate - Andrew Holloway	15/06/2022	50.00
EF150460	99997	Alan Piper Consulting	Invoice 00000377	15/06/2022	3,960.00
EF150461	99997	Stormwater Wa	Invoice # Inv0128	15/06/2022	170.00
EF150462	99997	Sandra Galati	Uniform Expenses For 2021/22	15/06/2022	358.83
EF150463	99997	Anthony & Carmen Herbert	Bird Bath Rebate - Carmen Herbert	15/06/2022	44.50
EF150464	99997	Stephanie Monastra	Cloth Nappy Rebate - Stephanie Monastra	15/06/2022	44.99
EF150465	99997	Kylie Nukanuka	Cloth Nappy Rebate - Kylie Nukanuka	15/06/2022	48.75
EF150466	99997	Kirsty Marie Byrne	Compost Bean Rebate - Kirsty Marie Byrne	15/06/2022	49.00
EF150467	99997	Allan Francis Burke And Georgina Wignall	Compost Bin Rebate - Gina Wignall	15/06/2022	50.00
EF150468	99997	Peta Har Paz	Compost Bin Rebate- Peta Har Paz	15/06/2022	50.00

EF150469	99997	Laurel Sepkus	Compost Bin Rebate - Laurel Sepkus	15/06/2022	50.00
EF150470	99997	Annalise Rowe	Cloth Nappy Rebate - Annalise Rowe	15/06/2022	50.00
EF150471	99997	Janet R Kedzlie	Bird Bath Rebate - Janet Kedzlie	15/06/2022	50.00
EF150472	99997	Workpower	Refund For 15 Special Handling Fee	15/06/2022	150.00
EF150473	99997	Bernadette Pinto	Reimbursement - Bernadette Pinto	15/06/2022	202.88
EF150474	99997	D J Haskell	Reconciliation Week - Interview	15/06/2022	300.00
EF150475	99997	Alfred Charles Taylor	Reconciliation Week Interview D Haskell	15/06/2022	300.00
EF150476	99997	Success Primary School	6M3 Sand Donation	15/06/2022	674.00
EF150477	99997	Country Women's Association Of Wa	Small Events Sponsorship	15/06/2022	680.90
EF150478	99997	Jasmin Streatfield	Cloth Nappy Rebate - Jasmin Streatfield	15/06/2022	50.00
EF150479	99997	Alecia Hancock Consulting	Invoice Inv-0001 - 19/04/2022	15/06/2022	962.50
EF150480	99997	Coolbellup Amateur Football Club	Small Events Sponsorship	15/06/2022	2,000.00
EF150481	99997	Jandakot Bushfire Brigade	Invoice : 347 - 22/05/2022	15/06/2022	2,593.98
EF150482	99997	F L Sheriff	Bird Bath Rebate - Faye Sheriff	15/06/2022	22.99
EF150483	99997	Exclusive Occasions	City Of Cockburn Grant Mar22-Ed-01	15/06/2022	5,000.00
EF150484	99997	Fuel Swap Pty Ltd	City Of Cockburn Grant Mar22-Ed-04	15/06/2022	5,500.00
EF150485	99997	Bonito Camper	City Of Cockburn Grant Mar22-Ed-06	15/06/2022	5,500.00
EF150486	99997	Pretty Little Paws	City Of Cockburn Grant Mar22-Ed-07	15/06/2022	5,000.00
EF150487	99997	Body Balance Health And Wellness	City Of Cockburn Grant Mar22-Ed-08	15/06/2022	3,300.00
EF150488	99997	Caroline's Skincare	City Of Cockburn Grant Mar22-Ed-12	15/06/2022	3,300.00
EF150489	99997	Walkey's Water Covers	City Of Cockburn Grant Mar22-Ed-17	15/06/2022	3,000.00
EF150490	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/06/2022	5,445.00
EF150491	99997	Bragi Beverages Pty. Ltd. T/A Erosion Me	City Of Cockburn Grant Mar22-Ed-27	15/06/2022	5,500.00
EF150492	99997	Dino-Mite Cookie Co	City Of Cockburn Grant Mar22-Ed-30	15/06/2022	3,000.00
EF150493	99997	Viewpoint Consultants	City Of Cockburn Grant Mar22-Ed-36	15/06/2022	2,333.10
EF150494	99997	Southern Lawn And Property Services Pty	City Of Cockburn Grant Mar22-Ed-38	15/06/2022	3,300.00
EF150495	99997	Sg Delite Pty Ltd	City Of Cockburn Grant Mar22-Ed-43	15/06/2022	3,300.00
EF150496	10152	Aust Services Union	Payroll Deductions	14/06/2022	860.60
EF150497	10154	Australian Taxation Office	Payroll Deductions	14/06/2022	469,589.00
EF150498	10305	Child Support Agency	Payroll Deductions	14/06/2022	1,046.39
EF150499	11001	Local Government Racing & Cemeteries Employees Union	Payroll Deductions	14/06/2022	66.00
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EF150500	19726	Health Insurance Fund Of Wa	Payroll Deductions	14/06/2022	1,428.30
EF150501	25353	Philip Eva	Monthly Elected Member Allowance	14/06/2022	3,100.00
EF150502	27326	Michael Separovich	Monthly Elected Member Allowance	14/06/2022	605.00

EF150503	27874	Smartsalary	Salary Packaging/Leasing Administration	14/06/2022	17,867.96
EF150504	99997	Family Day Care	Fdc Payment We 12/06/2022	16/06/2022	49,350.18
EF150505	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	20/06/2022	1,840,196.50
EF150506	11760	Water Corporation	Sewer Easement	21/06/2022	14,959.42
EF150507	12565	Southern Metro Regional Council - Loans	Loan Repayment	21/06/2022	412,268.27
EF150508	21782	Westcoast Timber Flooring	Flooring Supplies	21/06/2022	17,685.00
EF150509	26987	Cti Risk Management	Security - Cash Collection	21/06/2022	899.50
EF150510	99997	Cuppashack Coffee Lounge	City Of Cockburn Grant Mar22-Ed-22	21/06/2022	5,445.00
EF150511	99997	Casa Del Compás	City Of Cockburn Grant Mar22-Ed-51	21/06/2022	4,390.00
EF150512	99997	John Tedesco Business Innovation Service	City Of Cockburn Grant Mar22-Ed-53	21/06/2022	3,000.00
EF150513	99997	Bcyz Unit Trust T/As Iga Yangebup	City Of Cockburn Grant Mar22-Ed-64	21/06/2022	5,500.00
EF150514	99997	Kerry Street Pear Tree	City Of Cockburn Grant Mar22-Ed-66	21/06/2022	5,500.00
EF150515	99997	Loretta Spatocco	City Of Cockburn Grant Mar22-Ed-68	21/06/2022	2,697.00
EF150516	99997	Asset Reliability Inspections	City Of Cockburn Grant Mar22-Ed-71	21/06/2022	3,300.00
EF150517	99997	Gabrielle Walker	City Of Cockburn Grant Mar22-Ed-81	21/06/2022	3,300.00
EF150518	99997	Boult Nominees Pty Ltd	City Of Cockburn Grant Mar22-Ed-82	21/06/2022	3,157.00
EF150519	99997	Glitterati Performance Company	City Of Cockburn Grant MAR22-ED-85	21/06/2022	3,300.00
EF150520	99997	Global Unmanned Systems	City Of Cockburn Grant Mar22-Ed-90	21/06/2022	5,500.00
EF150521	99997	Zephyr Enterprises	City Of Cockburn Grant Mar22-Ed-94	21/06/2022	1,663.00
EF150522	99997	Sum Effect Pty Ltd	City Of Cockburn Grant Mar22-Ed-104	21/06/2022	3,245.00
EF150523	99997	Swimming On The Spectrum	City Of Cockburn Grant Mar22-Ed-45	21/06/2022	4,795.00
EF150524	99997	The Cockburn Wetlands Education Centre I	City Of Cockburn Grant Mar22-Ed-59	21/06/2022	3,300.00
EF150525	99997	Analyze Media Pty Ltd	Invoice Number 00000001	21/06/2022	962.50
EF150526	99997	St Michaels Anglican Church-Anglican Chu	Community Grant-Portable Marquee Without	21/06/2022	2,787.40
EF150527	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	21/06/2022	5,328.40
EF150528	99997	Harmony Primary School Parents And Citiz	Community Grant-Contribution To Resurfac	21/06/2022	7,478.00
EF150529	99997	Purple Hands Foundation Ltd	Community Grant-Intercept Youth Program	21/06/2022	9,000.00
EF150530	99997	Beeliar Community Voice Inc	Community Grant-Beeliar Community Events	21/06/2022	2,465.50
EF150531	99997	Cooby Cares Inc	Community Grant-Food Donation Sustainabi	21/06/2022	3,300.00
EF150532	99997	Yangebup Progress Assoc	Community Grant-New Equipment For The Y	21/06/2022	832.35
EF150533	99997	Lakeland Senior High School Parents And	Community Grant-Mentally Healthy Day 202	21/06/2022	2,000.00
EF150534	99997	Cooby Youth Space	Community Grant-Cooby Youth Space	21/06/2022	3,000.00
EF150535	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	21/06/2022	1,628.00
EF150536	99997	Blind Sports Wa	Community Grant-Inclusive Sport Carnival	21/06/2022	4,902.00
EF150537	99997	Omar Qasem	Koppers Inv I177869	21/06/2022	4,919.78

EF150538	99997	Curtin University	Sponsorship - Curtin Ignition 2022	21/06/2022	6,500.00
EF150539	99997	Spinnaker Health Research Foundation	Sponsorship-City Of Cockburn Award - Spi	21/06/2022	16,500.00
EF150540	99997	Altus Planning	Invoice Ap2872	21/06/2022	6,600.00
EF150541	99997	Phoenix Primary School	School Donation Acs7	21/06/2022	1,078.00
EF150542	99997	Meerilinga Young Children's Services Inc	Cultural Grant	21/06/2022	1,600.00
EF150543	99997	East Hamilton Hill Primary School	Cultural Grant	21/06/2022	2,200.00
EF150544	99997	The Hub 6163 Inc	Donation - The Hub 6163	21/06/2022	8,000.00
EF150545	99997	Second Harvest Australia (Inc)	Donation - Second Harvest Australia	21/06/2022	20,000.00
EF150546	99997	Black Swan Health	Donation - Freo Street Doctor Cockburn	21/06/2022	20,000.00
EF150547	99997	Constable Care Child Safety Foundation I	Donation - Ccf Education Partnership 202	21/06/2022	12,000.00
EF150548	99997	K9 Rescue Group (Inc)	Donation - K9 Rescue Group	21/06/2022	6,000.00
EF150549	99997	Dapak	Donation - Dance Ability Performing Arts	21/06/2022	4,800.00
EF150550	99997	The Churches' Commission On Education In	Donation - Chaplaincy At North Lake Seco	21/06/2022	3,000.00
EF150551	99997	David Pugh	2021/22 Individual Sponsorship Grant	21/06/2022	1,000.00
EF150552	27492	Superchoice Services Pty Limited	Payroll Deductions	20/06/2022	612,928.16
EF150553	26810	Rmss	Software	27/06/2022	34,205.60
EF150554	10152	Aust Services Union	Payroll Deductions	27/06/2022	860.60
EF150555	10154	Australian Taxation Office	Payroll Deductions	27/06/2022	488,832.00
EF150556	10305	Child Support Agency	Payroll Deductions	27/06/2022	1,046.39
EF150557	11001	Local Government Racing & Cemeteries Employees Union	Payroll Deductions	27/06/2022	66.00
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EF150558	19726	Health Insurance Fund Of Wa	Payroll Deductions	27/06/2022	1,214.70
EF150559	27874	Smartsalary	Salary Packaging/Leasing Administration	27/06/2022	16,383.54
EF150560	26987	Cti Risk Management	Security - Cash Collection	28/06/2022	2,173.45
EF150561	99997	Success Residents Association	Community Grant-Association Revitalisati	28/06/2022	1,628.00
EF150562	99997	Port School	Sustainability Grant	28/06/2022	2,200.00
EF150563	99997	Coogee Community Garden Wa Inc	Sustainability Grant	28/06/2022	4,400.00
EF150564	99997	Emmanuel Catholic College	Sustainability Grant	28/06/2022	2,200.00
EF150565	99997	Sas Parents & Citizens Association	Sustainability Grant	28/06/2022	3,000.00
EF150566	99997	Harvest Lakes Residents Association Inc	Sustainability Grant	28/06/2022	4,000.00
EF150567	99997	Fortress Manufacturing Pty Ltd	Sustainability Grant	28/06/2022	4,400.00
EF150568	99997	Abdullah Seedat	Sustainability Grant	28/06/2022	1,068.00
EF150569	99997	Krystal Mckenzie	Sustainability Grant	28/06/2022	2,750.00
EF150570	99997	Emily Moore	Sustainability Grant	28/06/2022	2,750.00
EF150571	99997	Kaitlyn Elsegood	Sustainability Grant	28/06/2022	2,750.00

EF150572	99997	Gary Pearson	Sustainability Grant	28/06/2022	2,750.00
EF150573	99997	Friends Of Clontarf Hill And Adjacent Bu	Sustainability Grant	28/06/2022	4,400.00
EF150574	99997	Kerry Street Community School Inc	Sustainability Grant	28/06/2022	1,225.40
EF150575	99997	Cockburn Cobras Football Club	Small Events Sponsorship	28/06/2022	2,759.00
EF150576	99997	Al And Jm Blake	Port Coogee Marina D140 Pen Fee Refund	28/06/2022	1,234.00
EF150577	99997	Meeples, Decks & Dice	Small Events Sponsorship	28/06/2022	1,566.00
EF150578	99997	Business Foundations Inc	Sponsorship - Business Foundations	28/06/2022	16,500.00
EF150579	10047	Alinta Energy	Natural Gas & Electricity Supply	30/06/2022	457.45
EF150580	11794	Synergy	Electricity Usage/Supplies	30/06/2022	421,834.76
EF150581	12025	Telstra Corporation	Communications Services	30/06/2022	21,949.66
EF150582	11867	Kevin John Allen	Monthly Elected Member Allowance	30/06/2022	2,639.83
EF150583	12740	Logan Howlett	Monthly Elected Member Allowance	30/06/2022	11,439.09
EF150584	25353	Philip Eva	Monthly Elected Member Allowance	30/06/2022	2,639.83
EF150585	27326	Michael Separovich	Monthly Elected Member Allowance	30/06/2022	2,639.83
EF150586	27327	Chontelle Stone	Monthly Elected Member Allowance	30/06/2022	2,639.83
EF150587	27475	Lara Kirkwood	Monthly Elected Member Allowance	30/06/2022	3,117.10
EF150588	27871	Tom Widenbar	Monthly Elected Member Allowance	30/06/2022	4,509.66
EF150589	27872	Phoebe Corke	Monthly Elected Member Allowance	30/06/2022	2,639.83
EF150590	28238	Tarun Dewan	Monthly Elected Member Allowance	30/06/2022	2,639.83
EF150591	99996	Sarah Lawrence	Rates and property refunds	30/06/2022	51.66
EF150592	99996	Ann Firman	Rates and property refunds	30/06/2022	38.75
EF150593	99996	Mark Benton	Rates and property refunds	30/06/2022	150.00
EF150594	99996	Dirk Van De Werk	Rates and property refunds	30/06/2022	250.00
EF150595	99996	Raelene Bartlett	Rates and property refunds	30/06/2022	184.00
EF150596	99996	Rise Urban Pty Ltd	Rates and property refunds	30/06/2022	295.00
EF150597	99996	Hua Hen	Rates and property refunds	30/06/2022	885.00
EF150598	99996	Rph Australia Holding Pty Ltd T/A Gj Gar	Rates and property refunds	30/06/2022	926.16
EF150599	99996	Dane Design Australia	Rates and property refunds	30/06/2022	5,555.00
EF150600	99996	Joanne Fullerton	Rates and property refunds	30/06/2022	73.50
EF150601	99996	Phillip Gary Illingworth	Rates and property refunds	30/06/2022	294.00
EF150602	99996	Rise Urban Pty Ltd	Rates and property refunds	30/06/2022	295.00
EF150603	99996	Design Better Buildings	Rates and property refunds	30/06/2022	147.00
EF150604	99996	Housing Authority	Rates and property refunds	30/06/2022	3,012.33
EF150605	99996	Tamara Hitchcock	Rates and property refunds	30/06/2022	564.64
EF150606	99996	Peter Scott	Rates and property refunds	30/06/2022	1,200.00

EF150607	99996	Public Trustee	Rates and property refunds	30/06/2022	100.00
EF150608	99996	Housing Authority	Rates and property refunds	30/06/2022	2,441.49
EF150609	99996	Housing Authority	Rates and property refunds	30/06/2022	1,236.06
EF150610	99996	Leah Michelle Ward	Rates and property refunds	30/06/2022	1,507.01
EF150611	99996	Housing Authority	Rates and property refunds	30/06/2022	1,562.37
EF150612	99996	Housing Authority	Rates and property refunds	30/06/2022	50,444.19
EF150613	99996	Revenewa	Rates and property refunds	30/06/2022	83.11
EF150614	99996	S & S Rich Pty Ltd	Rates and property refunds	30/06/2022	787.29
EF150615	99996	Revenewa	Rates and property refunds	30/06/2022	686.50
EF150616	88888	Al And Jm Blake	Bond refunds	30/06/2022	500.00
EF150617	88888	Diane And Michael Gaynor	Bond refunds	30/06/2022	500.00
EF150618	88888	Christopher R J Mccarthy	Bond refunds	30/06/2022	2,398.25
EF150619	88888	Mr & Mrs M Dropulic	Bond refunds	30/06/2022	359,300.00
EF150620	99997	Ante Vidovich	Senior Security Subsidy Scheme	30/06/2022	100.00
EF150621	99997	Glitterati Performance Company	City Of Cockburn Grant Mar22-Ed-85	30/06/2022	3,300.00
EF150622	99997	Servau Offcl. Departmental Recpts & Pay	Document Number : 180133942	30/06/2022	225.72
EF150623	99997	Smarf Access	Crossover Contribution - 41 Solitare Rd	30/06/2022	300.00
EF150624	99997	Krunal Patel	Crossover Contribution - Krunal Patel	30/06/2022	300.00
EF150625	99997	Xing Yi Joanne Wu	Crossover Contribution 19 Zircon Street	30/06/2022	300.00
EF150626	99997	Paige Dunn	Crossover Contribution - 15 Ivory Way	30/06/2022	300.00
EF150627	99997	George Chapman	Crossover Claim - G Chapman	30/06/2022	300.00
EF150628	99997	Natasha Branco	Crossover Claim - N Branco	30/06/2022	300.00
EF150629	99997	Michelle Reeby	Sanitary Product Rebate - M Reeby	30/06/2022	37.50
EF150630	99997	A Peck And A Warne	Reimbursement Community Event 25/06/22	30/06/2022	48.65
EF150631	99997	Charmaine Hon	Compost Bin Rebate - C Hon	30/06/2022	49.00
EF150632	99997	Mr R. D. Weston	Bird Bath Rebate - Russell Weston	30/06/2022	49.99
EF150633	99997	Kellie And Mathew Jones	Sanitary Product Rebate - J Jones	30/06/2022	50.00
EF150634	99997	Chelsea Anne Petrovic	Cloth Nappy Rebate - C Petrovic	30/06/2022	50.00
EF150635	99997	Ga & Cm Baudains	Invoice 202201 - 10/06/2022	30/06/2022	200.00
EF150636	99997	Multicultural Connect Australia	Donation	30/06/2022	200.00
EF150637	99997	Melissa And Jason Morgan	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150638	99997	Erika Wallington	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150639	99997	Robert Shaw	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150640	99997	K & V Constantine	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150641	99997	Samantha Jacobs	Junior Sport Travel Assistant Grant	30/06/2022	400.00



EF150642	99997	Alexandra Edward	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150643	99997	Hwei Chze Jessica Sim	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150644	99997	Brendon Robert Forrest & Paula Da Conce	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150645	99997	Mj & Ng Taylor	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150646	99997	Nathan P Davis	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150647	99997	Brendon Robert Forrest & Paula Da Conce	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150648	99997	Diana Forrest	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150649	99997	K Kemter	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150650	99997	Ms Jacqueline L Larkin	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150651	99997	D P Leeming	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150652	99997	Sara Downer & Dominic Vlasic	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150653	99997	Sara Downer & Dominic Vlasic	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150654	99997	N Whincup	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150655	99997	Miss Fiona Blair	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150656	99997	Emily Dawson	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150657	99997	Kd & Sf Burletson	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150658	99997	Kerry Pownell	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150659	99997	Myleigh Barclay	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150660	99997	J Doyle	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150661	99997	Christian Lismann	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150662	99997	Christian And Anika Lismann	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150663	99997	Pa & Jk Crutchett	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150664	99997	Daniel And Sarah Moffat	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150665	99997	Daniel And Sarah Moffat	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150666	99997	Eric Al Ee Yang	Junior Sport Travel Assistant Grant	30/06/2022	400.00
EF150667	99997	Graham Taylor	Crossover Claim	30/06/2022	300.00
EF150668	99997	James Fares	Refund For Inf 2130029373 - D000711759	30/06/2022	100.00
EF150669	99997	Christopher And Ruth Berry	Meet The Author Talk - Invoice 21	30/06/2022	365.00
EF150670	99997	Daniel Arndt	Reimbursement Of Cab Fares	30/06/2022	48.28
EF150671	99997	Ian Thomas	Seniors Dinner Dance June 11 2022	30/06/2022	800.00
EF150672	99997	Jandakot Bushfire Brigade	Invoice : 351	30/06/2022	90.91
EF150673	99997	Jian Sim	Crossover Claim - J Sim	30/06/2022	300.00
EF150674	99997	Gabriela Penny	Crossover Claim - G Penny	30/06/2022	300.00
EF150675	99997	A Peck And A Warne	Petty Cash Reimbursement	30/06/2022	44.97
EF150676	99997	Geoffrey Angel	Senior Security Subsidy Scheme	30/06/2022	200.00

EF150677	99997	D & B Nocciolino	Senior Security Subsidy Scheme	30/06/2022	300.00
EF150678	99997	Martin Perdec	Senior Security Subsidy Scheme	30/06/2022	200.00
EF150679	99997	Julie Brown	Senior Security Subsidy Scheme	30/06/2022	300.00
EF150680	99997	Helder Encamacao	Senior Security Subsidy Scheme	30/06/2022	100.00
EF150681	99997	Rm & Da Patterson	Senior Security Subsidy Scheme	30/06/2022	200.00
EF150682	99997	Doris Kleinschmidt	Senior Security Subsidy Scheme	30/06/2022	200.00
EF150683	99997	Nerrida Mcclelland	Senior Security Subsidy Scheme	30/06/2022	300.00
EF150684	10747	linet Limited	Internet Services	30/06/2022	1,119.87
EF150685	11758	Water Corp Utility Account Only - Please Refer To 11760	Water Usage / Sundry Charges	30/06/2022	41,966.72
		When Raising Po			
EF150686	11760	Water Corporation	Sewer Easement	30/06/2022	11,311.21
EF150687	10000	21St Century Business Equipment	Office Supplies And Equipment	30/06/2022	478.98
EF150688	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	30/06/2022	496.10
EF150689	10118	Australia Post	Postage Charges	30/06/2022	16,417.15
EF150690	10184	Benara Nurseries	Plants	30/06/2022	40,782.64
EF150691	10201	Big W Discount Stores	Various Supplies	30/06/2022	36.00
EF150692	10207	Boc Gases	Gas Supplies	30/06/2022	850.29
EF150693	10212	Boss Bollards	Security Products	30/06/2022	324.50
EF150694	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	30/06/2022	29,325.06
EF150695	10226	Bridgestone Australia Ltd	Tyre Services	30/06/2022	39,958.05
EF150696	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	30/06/2022	1,281.59
EF150697	10244	Building & Const Industry Training Fund	Levy Payment	30/06/2022	35,251.17
EF150698	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/06/2022	2,683.87
EF150699	10321	City Of Canning	Lost/Damaged Book Fees	30/06/2022	21,701.04
EF150700	10333	Cjd Equipment Pty Ltd	Hardware Supplies	30/06/2022	5,848.33
EF150701	10338	Cleanaway Pty Ltd	Waste Disposal Services	30/06/2022	1,357.72
EF150702	10359	Cockburn Painting Service	Painting Supplies/Services	30/06/2022	4,840.00
EF150703	10368	Cockburn Wetlands Education Centre	Community Grant	30/06/2022	208.00
EF150704	10526	E & Mj Rosher Pty Ltd	Mower Equipment	30/06/2022	6,768.97
EF150705	10528	Easifleet	Vehicle Lease	30/06/2022	922.43
EF150706	10535	Workpower Incorporated	Employment Services - Planting	30/06/2022	99,733.29
EF150707	10589	Fines Enforcement Registry	Fines Enforcement Fees	30/06/2022	8,029.50
EF150708	10597	Flexi Staff Pty Ltd	Employment Services	30/06/2022	29,268.85
EF150709	10679	Grasstrees Australia	Plants & Planting Services	30/06/2022	8,343.50
EF150710	10683	Gronbek Security	Locksmith Services	30/06/2022	661.42

EF150711	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	30/06/2022	6,380.53
EF150712	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	30/06/2022	576.40
EF150713	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/06/2022	1,000.00
EF150714	10866	Landcorp	Cockburn Central West - Agreement	30/06/2022	6,357.15
EF150715	10888	Lj Caterers	Catering Services	30/06/2022	12,013.33
EF150716	10903	Lovegrove Turf Services Pty Ltd	Turf Maintenance Services	30/06/2022	26,549.60
EF150717	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	30/06/2022	269.46
EF150718	10938	Mrp Pest Management	Pest & Weed Management	30/06/2022	2,489.27
EF150719	10942	Mcgees Property	Property Consultancy Services	30/06/2022	2,475.00
EF150720	10944	Mcleods	Legal Services	30/06/2022	8,459.62
EF150721	10982	Modern Teaching Aids Pty Ltd	Teaching Aids	30/06/2022	550.75
EF150722	10991	Beacon Equipment	Mowing Equipment	30/06/2022	425.75
EF150723	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	30/06/2022	1,070.30
EF150724	11022	Native Arc	Grants & Donations	30/06/2022	385.00
EF150725	11028	Neverfail Springwater Ltd	Bottled Water Supplies	30/06/2022	132.75
EF150726	11036	Northlake Electrical Pty Ltd	Electrical Services	30/06/2022	41,568.78
EF150727	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	30/06/2022	1,606.00
EF150728	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	30/06/2022	1,314.50
EF150729	11244	Research Solutions Pty Ltd	Research Services	30/06/2022	21,189.85
EF150730	11307	Satellite Security Services Pty Ltd	Security Services	30/06/2022	9,809.17
EF150731	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	30/06/2022	6,407.58
EF150732	11333	Shelford Constructions Pty Ltd	Construction Services	30/06/2022	106,686.72
EF150733	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	30/06/2022	832.70
EF150734	11375	Slater-Gartrell Sports	Sport Supplies	30/06/2022	375.76
EF150735	11447	Spearwood Dalmatinac Club Inc	Community Grant	30/06/2022	24,159.50
EF150736	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	30/06/2022	709.50
EF150737	11483	St John Ambulance Aust Wa Operations	First Aid Courses	30/06/2022	812.94
EF150738	11511	Statewide Bearings	Bearing Supplies	30/06/2022	163.31
EF150739	11625	Nutrien Water	Reticulation Supplies	30/06/2022	3,034.70
EF150740	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/06/2022	720.50
EF150741	11710	Volunteering Wa	Subscriptions	30/06/2022	550.00
EF150742	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	30/06/2022	2,498.31
EF150743	11787	Department Of Transport	Vehicle Search Fees	30/06/2022	1,521.05
EF150744	11789	Walga	Advertising/Training Services	30/06/2022	240.00

EF150745	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/06/2022	21,129.35
EF150746	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/06/2022	1,942.09
EF150747	11828	Worldwide Online Printing - O'connor	Printing Services	30/06/2022	193.00
EF150748	11835	Wurth Australia Pty Ltd	Hardware Supplies	30/06/2022	937.81
EF150749	12153	Hays Personnel Services Pty Ltd	Employment Services	30/06/2022	20,339.98
EF150750	12207	Civica Pty Ltd	Software Support/Licence Fees	30/06/2022	10,689.59
EF150751	12295	Stewart & Heaton Clothing Co. Pty Ltd	Clothing Supplies	30/06/2022	1,286.34
EF150752	12320	Mundaring Garden Centre	Plant Supplies	30/06/2022	2,825.40
EF150753	12500	Ellenby Tree Farm	Plant Supplies	30/06/2022	775.50
EF150754	12803	Assurex Escrow Pty Ltd	Annual Software Fee	30/06/2022	1,248.50
EF150755	13617	Multicultural Futures	Training Services	30/06/2022	3,080.00
EF150756	13779	Porter Consulting Engineers	Engineering Consultancy Services	30/06/2022	1,650.00
EF150757	13825	Jackson Mcdonald	Legal Services	30/06/2022	13,546.50
EF150758	14631	Waste Gas Resources Pty Ltd	Power Generation	30/06/2022	16,967.50
EF150759	15098	Brook & Marsh Pty Ltd	Surveying Services	30/06/2022	1,430.00
EF150760	15393	Stratagreen	Hardware Supplies	30/06/2022	9,354.57
EF150761	15550	Apace Aid Inc	Plants & Landscaping Services	30/06/2022	17,829.90
EF150762	15588	Natural Area Consulting Management Services	Weed Spraying	30/06/2022	7,892.50
EF150763	15746	Western Australia Police Service	Police Clearances	30/06/2022	150.30
EF150764	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	30/06/2022	341.00
EF150765	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	30/06/2022	22,031.35
EF150766	16064	Cms Engineering	Airconditioning Services	30/06/2022	45,899.86
EF150767	16384	Bull Motor Bodies	Motor Bodies	30/06/2022	437.58
EF150768	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	30/06/2022	706.35
EF150769	16985	Wa Premix	Concrete Supplies	30/06/2022	5,270.76
EF150770	17343	Rac Businesswise	Membership Subscription	30/06/2022	10,960.00
EF150771	17345	Kennards Hire - Myaree	Equipment Hire	30/06/2022	185.00
EF150772	17555	Maia Financial	Equipment Lease Payments	30/06/2022	32,679.31
EF150773	17927	Sharyn Egan	Artistic Services	30/06/2022	660.00
EF150774	18126	Dell Australia Pty Ltd	Computer Hardware	30/06/2022	7,066.40
EF150775	18203	Natsync Environmental	Pest Control	30/06/2022	3,228.50
EF150776	18313	City Of Whittlesea	Seminar	30/06/2022	33,000.00
EF150777	18763	Local Community Insurance Services (Part Of Jlt Group)	Community Insurance Policies	30/06/2022	671.00
EF150778	18962	Sealanes (1985) P/L	Catering Supplies	30/06/2022	1,220.12
EF150779	19107	Forever Shining	Monument	30/06/2022	54,499.50

EF150780	19446	Envisionware Pty Ltd	Software	30/06/2022	5,501.72
EF150781	19496	Officer Woods Architects Pty Ltd	Architects	30/06/2022	75,380.80
EF150782	19533	Woolworths Ltd	Groceries	30/06/2022	1,147.81
EF150783	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	30/06/2022	30,234.24
EF150784	20146	Data#3 Limited	Contract It Personnel & Software	30/06/2022	21,590.53
EF150785	20247	Da Christie Pty Ltd	Parks & Recreational Products	30/06/2022	28,943.69
EF150786	20535	Home-Grown Theatre	Drama Classes	30/06/2022	3,300.00
EF150787	21291	The Worm Shed	Environmental Education	30/06/2022	1,560.00
EF150788	21294	Cat Haven	Animal Services	30/06/2022	2,420.00
EF150789	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	30/06/2022	156,340.84
EF150790	21627	Manheim Pty Ltd	Impounded Vehicles	30/06/2022	583.00
EF150791	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	30/06/2022	11,596.68
EF150792	21678	Iannello Designs	Graphic Design	30/06/2022	1,248.50
EF150793	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/06/2022	13,675.63
EF150794	21747	Unicare Health	Wheelchair Hire	30/06/2022	243.00
EF150795	21946	Ryan's Quality Meats	Meat Supplies	30/06/2022	828.71
EF150796	22106	Intelife Group	Services - Daip	30/06/2022	669.90
EF150797	22553	Brownes Food Operations	Catering Supplies	30/06/2022	797.08
EF150798	22569	Sonic Health Plus Pty Ltd	Medical Services	30/06/2022	3,433.10
EF150799	22639	Shatish Chauhan	Training Services - Yoga	30/06/2022	2,235.00
EF150800	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	30/06/2022	108,250.91
EF150801	22681	Abbey Blinds & Curtains	Blinds	30/06/2022	159.50
EF150802	22749	People Solutions Australasia Pty Ltd	Consultancy Services - Hr	30/06/2022	935.00
EF150803	22752	Elgas Limited	Gas Supplies	30/06/2022	1,842.14
EF150804	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	30/06/2022	147,583.61
EF150805	22854	Lgiswa	Insurance Premiums	30/06/2022	754,889.12
EF150806	22874	Economic Development Australia Ltd	Conference/Events	30/06/2022	990.00
EF150807	22913	Opal Australian Paper	Envelopes	30/06/2022	4,501.43
EF150808	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	30/06/2022	1,113.29
EF150809	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/06/2022	14,601.83
EF150810	23579	Daimler Trucks Perth	Purchase Of New Truck	30/06/2022	218.89
EF150811	23685	Astro Synthetic Turf Pty Ltd	Site Inspections	30/06/2022	1,100.00
EF150812	23849	Construction Equipment Australia	Plant/Machinery Purchase & Maintenance	30/06/2022	3,545.45

EF150813	23930	West Bin	Hook Truck Hire	30/06/2022	47,163.88
EF150814	23971	Find Wise Location Services	Locating Services - Underground	30/06/2022	434.50
EF150815	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	30/06/2022	81.59
EF150816	24595	Contemporary Image Photography Pty Ltd	Photography Services	30/06/2022	649.00
EF150817	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	30/06/2022	654.99
EF150818	24655	Automasters Spearwood	Vehicle Servicing	30/06/2022	3,821.50
EF150819	24725	Feral Invasive Species Eradication Management	Eradication Management Services	30/06/2022	2,794.50
EF150820	24816	Consolidated Training Services	Training Services	30/06/2022	6,884.00
EF150821	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	30/06/2022	31,086.74
EF150822	25063	Superior Pak Pty Ltd	Vehicle Maintenance	30/06/2022	5,911.80
EF150823	25127	Milmar Distributors	Printing Services - Id Cards	30/06/2022	33.00
EF150824	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	30/06/2022	37,580.10
EF150825	25415	Jandakot Stock & Pet Supplies	Pet Supplies	30/06/2022	112.55
EF150826	25418	Cs Legal	Legal Services	30/06/2022	10,883.52
EF150827	25586	Envirovap Pty Ltd	Hire Of Leachate Units	30/06/2022	35,860.00
EF150828	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	30/06/2022	1,600.00
EF150829	25657	Lock Joint Australia The Trustee For The Gherbaz Family Trust	Locksmith Services	30/06/2022	2,772.00
EF150830	25771	Integral Development Associates Pty Ltd	Training Courses	30/06/2022	5,631.45
EF150831	25822	Fit2work.Com.Au Mercury Search And Selection Pty Ltd	Employee Check	30/06/2022	191.95
EF150832	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	30/06/2022	885.00
EF150833	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/06/2022	246,906.95
EF150834	26314	Cpe Group	Temporary Employment Services	30/06/2022	3,220.60
EF150835	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	30/06/2022	687.30
EF150836	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	30/06/2022	1,207.80
EF150837	26423	Alpha Pest Animal Solutions Invasive Species Pty Ltd	Pest Control Services	30/06/2022	2,631.20
EF150838	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	30/06/2022	22,250.00
EF150839	26470	Scp Conservation	Fencing Services	30/06/2022	5,115.00
EF150840	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/06/2022	621.11
EF150841	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	30/06/2022	3,112.57
EF150842	26610	Tracc Civil Pty Ltd	Civil Construction C100838	30/06/2022	1,148,449.76
EF150843	26625	Andover Detailers	Car Detailing Services	30/06/2022	1,269.51
EF150844	26644	Fire Protection Association Australia	Fire Services Training	30/06/2022	2,900.00
EF150845	26677	Australia And New Zealand Recycling Platform Limited	Not- For-Profit Member Services Body	30/06/2022	1,859.92
EF150846	26698	Melville Mitsubishi	Purchase Of New Vehicles & Maintenance	30/06/2022	109.21

EF150847	26709	Talis Consultants Pty Ltd	Waste Consultancy	30/06/2022	9,636.00
EF150848	26735	Shane McMaster Surveys	Survey Services	30/06/2022	880.00
EF150849	26739	Kerb Doctor	Kerb Maintenance	30/06/2022	4,897.20
EF150850	26743	Statewide Turf Services	Turf Renovation	30/06/2022	2,211.00
EF150851	26745	Embroidme Myaree	Embroidery	30/06/2022	515.90
EF150852	26754	Insight Call Centre Services	Call Centre Services	30/06/2022	4,932.13
EF150853	26775	Bergmans Auto Group	Vehicle Purchase	30/06/2022	19,753.66
EF150854	26778	Robert Walters	Recruitment Services	30/06/2022	8,066.37
EF150855	26812	Brooks Choice Removals	Removalists	30/06/2022	1,386.00
EF150856	26846	Visability Limited	Disabilibilty Services	30/06/2022	880.00
EF150857	26871	John Papas Trailers	Trailer Manufacture	30/06/2022	238.00
EF150858	26888	Media Engine	Graphic Design, Marketing, Video Product	30/06/2022	9,731.00
EF150859	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	30/06/2022	1,434.21
EF150860	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	30/06/2022	577.50
EF150861	26904	Green Services	Sustainability Education For Households	30/06/2022	6,979.00
EF150862	26915	Focused Vision Consulting Pty Ltd	Consulting	30/06/2022	5,893.80
EF150863	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	30/06/2022	2,150.38
EF150864	26923	Woodlands	Rubbish Collection Equipment	30/06/2022	18,616.35
EF150865	26929	Elan Energy Matrix Pty Ltd	Recycling Services	30/06/2022	1,087.35
EF150866	26939	Udla	Landscape Architecture And Urban Design	30/06/2022	5,648.50
EF150867	26946	Av Truck Services Pty Ltd	Truck Dealership	30/06/2022	1,880.20
EF150868	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	30/06/2022	4,580.40
EF150869	26982	Plantrite	Plants	30/06/2022	9,514.62
EF150870	26985	Access Icon Pty Ltd	Drainage Products	30/06/2022	11,984.06
EF150871	26988	Bladon Wa Pty Ltd	Promotional Products	30/06/2022	6,028.00
EF150872	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/06/2022	3,363.80
EF150873	27031	Downer Edi Works Pty Ltd	Asphalt Services	30/06/2022	100,345.34
EF150874	27032	Wtp Australia Pty Ltd	Quantity Surveyors	30/06/2022	3,960.00
EF150875	27034	Adelby Pty Ltd	Firebreak Construction	30/06/2022	2,662.00
EF150876	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	30/06/2022	21,141.67
EF150877	27065	Westbooks	Books	30/06/2022	1,209.93
EF150878	27075	Colleagues Nagels	Printing Services	30/06/2022	2,515.66
EF150879	27078	Infocouncil Pty Ltd	Software	30/06/2022	30,258.80
EF150880	27098	Q2 (Q-Squared)	Digital Data Service	30/06/2022	12,540.00
EF150881	27130	Motio Play Pty Ltd	Digital Marketing & Software Service Pro	30/06/2022	709.82



EF150882	27131	West Coast Commercial Industries	Lockers	30/06/2022	577.50
EF150883	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	30/06/2022	50,029.72
EF150884	27155	Educated By Nature Pty Ltd	Education Services	30/06/2022	660.00
EF150885	27165	Lypa	Nature Play Style Equipment	30/06/2022	19,566.46
EF150886	27177	Initial Hygiene	Hygiene	30/06/2022	12,963.89
EF150887	27183	Angela Rossen	Education & Community Outreach	30/06/2022	660.00
EF150888	27189	Healthstrong Pty Ltd	Home Care	30/06/2022	330.00
EF150889	27198	Green Promotions Pty Ltd	Promotional Supplies	30/06/2022	1,203.40
EF150890	27204	Cohera-Tech Pty Ltd	People Counting Systems	30/06/2022	1,440.00
EF150891	27235	Cove Waterways Management	Aquatic Weed Removal	30/06/2022	33,000.00
EF150892	27241	Landscape Elements	Landscaping Services	30/06/2022	56,199.08
EF150893	27246	Veale Auto Parts	Spare Parts Mechanical	30/06/2022	833.50
EF150894	27253	South West Corridor Development Foundation Incorporated.	Facilitation	30/06/2022	1,100.00
EF150895	27263	Kompan Playscape Pty Ltd	Playground Equipment/Parts	30/06/2022	3,935.80
EF150896	27275	Hospitality Total Services	Hospitality Consultants	30/06/2022	2,158.75
EF150897	27310	Swimplex Aquatics Pty Ltd	Pool Equipment Maintenance	30/06/2022	13,475.00
EF150898	27334	Westcare Print	Printing Services	30/06/2022	1,457.50
EF150899	27346	Office Line	Furniture Office	30/06/2022	1,993.20
EF150900	27361	Christal Clear Training	Training	30/06/2022	130.00
EF150901	27364	Balshaws Florist	Florist	30/06/2022	2,400.00
EF150902	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	30/06/2022	372.28
EF150903	27401	Emprise Mobility	Mobility Equipment	30/06/2022	6,427.00
EF150904	27417	Native Plants Wa	Plants	30/06/2022	15,175.10
EF150905	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	30/06/2022	4,502.46
EF150906	27427	Home Chef	Cooking/Food Services	30/06/2022	1,018.20
EF150907	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irrigation Services	30/06/2022	1,023.00
EF150908	27448	Selectro Services Pty Ltd	Electrical	30/06/2022	2,442.00
EF150909	27455	Site Protective Services	Cctv Parts	30/06/2022	112,118.80
EF150910	27482	Billi Australia Pty Ltd	Water Filter Taps	30/06/2022	1,621.87
EF150911	27499	Hodge Collard Preston Architects	Architects	30/06/2022	26,073.30
EF150912	27507	Facilities First Australia Pty Ltd	Cleaning Services	30/06/2022	67,647.80
EF150913	27523	Robert Lawrence Toohey	High Pressure Cleaning	30/06/2022	759.00
EF150914	27539	Jasmin Carpentry & Maintenance	Carpentry	30/06/2022	957.00
EF150915	27566	Thuroona Services	Asbestos Removal	30/06/2022	1,123.65

EF150916	27579	Travis Hayto Photography	Photography Services	30/06/2022	3,267.00
EF150917	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	30/06/2022	1,353.00
EF150918	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	30/06/2022	11,880.00
EF150919	27611	Cgc Dredging	Civil Engineering - Dredging	30/06/2022	59,863.19
EF150920	27617	Atturra Business Applications	Consultancy - It	30/06/2022	65,282.25
EF150921	27622	Truegrade Medical Supplies	Medical Supplies	30/06/2022	1,198.34
EF150922	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	30/06/2022	40,244.60
EF150923	27640	Range Ford	Motor Vehicles	30/06/2022	21,451.78
EF150924	27652	Area 5 Football Pty Ltd	Training - Football	30/06/2022	3,130.00
EF150925	27657	Positive Balance Massage	Massage Therapy	30/06/2022	400.00
EF150926	27660	Future Power Wa Pty Ltd	Electrical	30/06/2022	660.00
EF150927	27664	Disability Awareness Training	Training Disabilities	30/06/2022	1,400.00
EF150928	27676	Blue Force Pty Ltd	Security Services	30/06/2022	194.60
EF150929	27695	Qtm Pty Ltd	Traffic Management	30/06/2022	19,610.92
EF150930	27701	Perth Better Homes	Shade Sails	30/06/2022	9,097.00
EF150931	27725	Universal Marina Systems Wa Pty Ltd	Marina Construction	30/06/2022	3,740.00
EF150932	27731	Alan Ross Architects Pty Ltd	Architectural Services	30/06/2022	10,450.00
EF150933	27739	My Maintenance Systems Pty Ltd	Computer Software	30/06/2022	4,884.00
EF150934	27749	Advisian	Consulting - Enginnering	30/06/2022	4,318.93
EF150935	27804	Redfish Technologies	Audio Visual Systems	30/06/2022	1,936.00
EF150936	27805	Skyward Roofing Services Pty Ltd	Roofing	30/06/2022	200.00
EF150937	27809	Ra-One Pty Ltd	Software	30/06/2022	18,507.50
EF150938	27815	Adilam Technologies	Technologie Solutions	30/06/2022	583.00
EF150939	27827	Abc Containers	Sea Containers	30/06/2022	238.70
EF150940	27829	Smec Australia Pty Ltd	Consultancy - Engineering	30/06/2022	23,595.84
EF150941	27831	Butler And Brown	Event Management	30/06/2022	5,500.00
EF150942	27850	Dowsing Group Pty Ltd	Concreting Services	30/06/2022	169,133.63
EF150943	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	30/06/2022	48,552.32
EF150944	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	30/06/2022	5,704.60
EF150945	27882	Eco Action	Environmental Workshops	30/06/2022	695.00
EF150946	27892	Resolve Group Pty Ltd	Consultancy - Bca Certification	30/06/2022	1,540.00
EF150947	27894	Homecare Physiotherapy	Healthcare	30/06/2022	9,689.13
EF150948	27909	Fe Technologies	Rfid Equipment And Tags	30/06/2022	1,696.20
EF150949	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/06/2022	17,298.70
EF150950	27947	Warrang-Bridil	Cultural Awareness Training	30/06/2022	1,650.00

EF150951	27950	Greenlite Electrical Contractors Pty Ltd	Electrical Services	30/06/2022	31,514.66
EF150952	27955	Far Lane	Consultancy Economic	30/06/2022	8,195.55
EF150953	27965	Stantec Australia Pty Ltd	Engineering Services	30/06/2022	13,833.88
EF150954	27977	Venueline	Foodservice Design And Consultation	30/06/2022	11,880.00
EF150955	27983	Engie Mechanical Services (Wa) Pty Ltd	Mechanical & Hvac&R	30/06/2022	128,861.57
EF150956	28003	Taylor Made Design	Graphic Design	30/06/2022	1,430.00
EF150957	28015	Imprint Plastic	Badges	30/06/2022	599.50
EF150958	28039	Djirrily Dreaming	Indigenous Cultural	30/06/2022	1,250.00
EF150959	28049	Copy Magic	Printing Services	30/06/2022	2,915.26
EF150960	28080	Yacht Grot 1985 Pty Ltd	Marine	30/06/2022	4,742.28
EF150961	28136	Shore Water Marine Pty Ltd	Inspection Fees	30/06/2022	131,536.24
EF150962	28139	Advance Scanning Services	Locating Services - Cables/Pipes Etc.	30/06/2022	3,107.50
EF150963	28141	Lessen With Peg- Rethink Waste	Waste Education	30/06/2022	4,500.00
EF150964	28142	Global Drone Solutions	Training Course	30/06/2022	8,793.00
EF150965	28154	Remplan	Economic & Demographic Modelling & Analy	30/06/2022	45,100.00
EF150966	28168	Sifting Sands	Sand Cleaning	30/06/2022	2,185.26
EF150967	28169	Nexacu	Excel Courses	30/06/2022	1,750.00
EF150968	28171	Smc Marine Pty Ltd	Construction Services C100824 and C10081	30/06/2022	505,824.55
EF150969	28174	Central West Refrigeration Pty Ltd	Refrigeration	30/06/2022	469.10
EF150970	28184	Spearwood Veterinary Hospital	Veterinary Hospital	30/06/2022	30.00
EF150971	28189	Mercury Messengers Pty Ltd	Courier Service	30/06/2022	2,031.54
EF150972	28197	Lite N Easy Pty Ltd	Food Supplies	30/06/2022	1,342.37
EF150973	28201	Select Fresh	Food Supplies	30/06/2022	436.62
EF150974	28202	Carers Plus Australia Pty Ltd	Employment Services	30/06/2022	2,366.65
EF150975	28211	Nordic Fitness Equipment	Fitness Equipment	30/06/2022	2,970.00
EF150976	28214	Beyond Skateboarding	Skateboarding Clinics	30/06/2022	935.00
EF150977	28215	Complete Office Supplies Pty Ltd	Stationery	30/06/2022	1,488.25
EF150978	28220	Comcare Foodservice Repairs	Catering Equipment Repairs	30/06/2022	445.50
EF150979	28241	Swift Flow Pty Ltd	Plumbing	30/06/2022	28,221.51
EF150980	28258	Garden Care West	Gardening Services	30/06/2022	1,402.50
EF150981	28261	Hazed Services Pty Ltd	Safety - Roof	30/06/2022	2,992.00
EF150982	28264	Garden Organics	Organics Processing	30/06/2022	11,347.38
EF150983	28265	Tree Care Wa	Vegetation Maintenance Services	30/06/2022	155,649.82
EF150984	28273	Ae Hoskins Building Services	Construction Services C100851	30/06/2022	130,227.37
EF150985	28275	Farrington Dry Cleaners	Dry Cleaning	30/06/2022	545.00

EF150986	28277	Gesha Coffee Co	Coffee Supplies	30/06/2022	2,233.70
EF150987	28282	Birds Eye Media	Media	30/06/2022	6,474.60
EF150988	28283	Mills Recruitment	Recruitment Services	30/06/2022	4,097.94
EF150989	28290	Information Enterprises Australia Pty Ltd	Information Management	30/06/2022	836.00
EF150990	28303	Miracle Recreation Equipment	Playground Equipment	30/06/2022	27,082.55
EF150991	28308	Vision Australia Limited	Vision Impaired Items	30/06/2022	85.00
EF150992	28311	Growise Pty Ltd	Gardening Supplies	30/06/2022	131.95
EF150993	28313	Cannings Purple	Marketing	30/06/2022	10,433.50
EF150994	28315	Localise Pty Ltd	Consultancy - Planning	30/06/2022	13,970.00
EF150995	28318	Ati-Mirage	Training	30/06/2022	7,774.00
EF150996	28321	Perth Tactiles Pty Ltd	Tactiles	30/06/2022	1,672.75
EF150997	28334	Next Health	Medical - Fit For Work	30/06/2022	3,410.00
EF150998	28350	Amanda Hart	Artist	30/06/2022	6,000.00
EF150999	28351	Clever Designs Uniforms	Clothing	30/06/2022	793.00
EF151000	99997	Family Day Care	Fdc Payment We 26/06/2022	30/06/2022	46,936.10
EF151001	11760	Water Corporation	Sewer Easement	30/06/2022	7,520.56
<b>TOTAL OF 853 EFT PAYMENTS</b>					<b>14,435,358.04</b>
<b><u>LESS: CANCELLED EFT PAYMENTS:</u></b>					
EF138890	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	8/06/2022	-300.00
EF148942	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	22/06/2022	-100.00
EF149422	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	10/06/2022	-200.00
EF150055	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	7/06/2022	-300.00
EF150069	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	10/06/2022	-100.00
EF150099	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	7/06/2022	-41.00
EF150168	10747	linet Limited	Internet Services	27/06/2022	-1,119.87
EF150169	11758	Water Corp Utility Account Only - Please Refer To 11760 W	Water Usage / Sundry Charges	28/06/2022	-35,835.70
EF150170	11760	Water Corporation	Sewer Easement	28/06/2022	-43.46
EF150490	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	16/06/2022	-5,445.00
EF150519	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	23/06/2022	-3,300.00
EF150527	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/06/2022	-5,328.40
EF150535	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	22/06/2022	-1,628.00

		<b>TOTAL CANCELLED EFT PAYMENT</b>			<b>-53,741.43</b>
		<b>TOTAL EFT PAYMENTS ( EXCL. CANCELLED PAYMENTS)</b>			<b>14,381,616.61</b>
		<b><u>ADD: BANK FEES</u></b>			
		BPAY BATCH FEE			9.87
		MERCHANT FEES COC			1123.13
		MERCHANT FEES MARINA			187.53
		MERCHANT FEES ARC			1,950.95
		MERCHANT FEES VARIOUS OUT CENTRES			1,114.97
		NATIONAL BPAY CHARGE			1,802.82
		RTGS/ACLR FEE			
		NAB TRANSACT FEE			227.48
		MERCHANDISE / OTHER FEES			
					<b>6,416.75</b>
		<b><u>ADD: CREDIT CARD PAYMENTS</u></b>			<b>81,667.19</b>
		<b><u>ADD: PAYROLL PAYMENTS</u></b>			
		COC27/05/22 Pmt 000207258311 City of Cockburn	1/06/2022		14,283.88
		COC03/06/22 Pmt 000207754202 City of Cockburn	8/06/2022		7,598.93
		COC05/06/22 Pmt 000207779573 City of Cockburn	8/06/2022		1,518,948.02
		COC09/06/22 Pmt 000207904823 City of Cockburn	9/06/2022		356.52
		COC10/06/22 Pmt 000207975930 City of Cockburn	10/06/2022		1,672.70
		COC08/06/22 Pmt 000208356979 City of Cockburn	16/06/2022		8,016.73
		COC10/06/22 Pmt 000208356536 City of Cockburn	16/06/2022		4,169.29
		COC21/09/21 Pmt 000208356844 City of Cockburn	16/06/2022		670.26
		COC19/06/22 Pmt 000208726934 City of Cockburn	22/06/2022		1,557,590.52
		COC22/05/22 Pmt 000208701394 City of Cockburn	22/06/2022		201.76
		COC23/06/22 Pmt 000208848081 City of Cockburn	23/06/2022		342.21
		COC24/06/22 Pmt 000208944378 City of Cockburn	24/06/2022		1,207.94

					3,115,058.76
		TOTAL PAYMENTS MADE FOR THE MONTH			17,584,759.31

## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
Chief Operations Officer				42.12	
CC74542	18/05/2022	Completed	Muffin Break Phoenix	30.00	Meeting/Workshop Catering
CC74733	6/05/2022	Completed	CPP CONVENTION CENTRE	12.12	Motor vehicle expenses
Branch Manager Success Library				1,818.98	
CC74588	13/05/2022	Completed	FAIRFAX SUBSCRIPTIONS	99.00	Subscriptions
CC74589	13/05/2022	Completed	BP EX THOMSNS L 5992	3.40	Subscriptions
CC74602	12/05/2022	Completed	INDOOR GARDENS PTY L	495.00	Hire of equipment and facilities
CC74626	12/05/2022	Completed	NEWS LIMITED	56.00	Subscriptions
CC74630	11/05/2022	Completed	JANDAKOT NEWS	981.44	Subscriptions
CC74666	10/05/2022	Completed	BOOKTOPIA PTY LTD	177.14	Supplies and Materials purchases
CC74667	10/05/2022	Completed	BP EX THOMSNS L 5992	7.00	Consumables
Communications and Marketing Manager				3,514.00	
CC74512	19/05/2022	Completed	KMART	365.00	Supplies and Materials purchases
CC74513	19/05/2022	Completed	FAIRFAX SUBSCRIPTIONS	59.00	Subscriptions
CC74514	19/05/2022	Completed	Leederville Cameras 2	299.00	Subscriptions
CC74543	18/05/2022	Completed	CATCH	108.95	Equipment purchases
CC74565	16/05/2022	Completed	FAIRFAX SUBSCRIPTIONS	15.00	Subscriptions
CC74566	16/05/2022	Completed	EB *Leadership Matters	260.00	Conferences and seminars
CC74585	16/05/2022	Completed	LOCAL GOVERNMENT MANA	400.00	Conferences and seminars
CC74594	27/05/2022	Completed	JB Hi-Fi	301.99	Equipment purchases
CC74605	26/05/2022	Completed	INTNL TRANSACTION FEE	0.04	Bank and other fees
CC74627	26/05/2022	Completed	LNK BIO	1.40	Subscriptions
CC74631	11/05/2022	Completed	WANEWSDTI	84.00	Subscriptions
CC74632	11/05/2022	Completed	STATE OF SOCIAL 21	649.00	Conferences and seminars
CC74685	9/05/2022	Completed	ASANA.COM	45.95	Application, Licence, Registration Fees
CC74714	6/05/2022	Completed	NEWS LIMITED	28.00	Subscriptions
CC74774	4/05/2022	Completed	OFFICEWORKS	132.80	Supplies and Materials purchases
CC74799	3/05/2022	Completed	NEWS LIMITED	40.00	Subscriptions
CC74827	2/05/2022	Completed	DROPBOX*8H2KRND67X1J	18.69	Subscriptions
CC74844	25/05/2022	Completed	MailChimp	496.19	Application, Licence, Registration Fees
CC74845	25/05/2022	Completed	CAMERA PRO PTY LTD	-764.26	Equipment purchases
CC74846	25/05/2022	Completed	CAMERA PRO PTY LTD	-0.22	Equipment purchases
CC74852	27/05/2022	Completed	APPLE.COM/BILL	32.99	Application, Licence, Registration Fees
CC74856	24/05/2022	Completed	CAMERA PRO PTY LTD	-0.22	Equipment purchases
CC74858	24/05/2022	Completed	CAMERA PRO PTY LTD	0.22	Equipment purchases
CC74863	27/05/2022	Completed	iStock.com	176.00	Subscriptions
CC74872	24/05/2022	Completed	CAMERA PRO PTY LTD	764.48	Equipment purchases
Chief of Community Services				9.50	
CC74508	20/05/2022	Completed	PLUNGE	9.50	Consumables
Parks Operations Coordinator				1,429.23	
CC74586	13/05/2022	Completed	TOTALLY WORK WEAR FR	163.48	Supplies and Materials purchases
CC74591	13/05/2022	Completed	SMP*Coogee Beach Bake	24.40	Meeting/Workshop Catering
CC74600	12/05/2022	Completed	SP FORESTRY TOOLS	356.00	Equipment purchases
CC74633	11/05/2022	Completed	KEEN BROS WA	470.00	Training & Professional Development
CC74737	5/05/2022	Completed	ABCO PRODUCTS	415.35	Equipment purchases
Community Development Lead				1,420.70	
CC74511	19/05/2022	Completed	SEC*CITY OF COCKBURN	114.00	Hire of equipment and facilities
CC74515	19/05/2022	Completed	SEC*CITY OF COCKBURN	76.00	Hire of equipment and facilities
CC74567	16/05/2022	Completed	SPACETOCO VENUE HIRE	22.00	Hire of equipment and facilities
CC74603	12/05/2022	Completed	LITTLE LOAF	63.00	Meeting/Workshop Catering
CC74604	12/05/2022	Completed	COLES 0490	9.80	Meeting/Workshop Catering
CC74606	12/05/2022	Completed	LITTLE LOAF	25.00	Meeting/Workshop Catering
CC74607	12/05/2022	Completed	MANNA WHOLE FOODS	36.00	Meeting/Workshop Catering
CC74634	11/05/2022	Completed	CUPPASHACK	43.00	Meeting/Workshop Catering
CC74716	6/05/2022	Completed	SEC*CITY OF COCKBURN	38.00	Hire of equipment and facilities
CC74739	5/05/2022	Completed	SQ *COOLBELLUP FISH A	170.00	Meeting/Workshop Catering
CC74775	4/05/2022	Completed	DMIRS - ONLINE PAYMENT	134.40	Conferences and seminars
CC74776	4/05/2022	Completed	WOOLWORTHS 4703	53.55	Meeting/Workshop Catering
CC74798	3/05/2022	Completed	SEC*CITY OF COCKBURN	44.00	Hire of equipment and facilities
CC74800	3/05/2022	Completed	SEC*CITY OF COCKBURN	68.50	Hire of equipment and facilities
CC74801	3/05/2022	Completed	SEC*CITY OF COCKBURN	21.00	Hire of equipment and facilities
CC74803	3/05/2022	Completed	SEC*CITY OF COCKBURN	21.00	Hire of equipment and facilities
CC74805	3/05/2022	Completed	SEC*CITY OF COCKBURN	59.50	Hire of equipment and facilities
CC74843	25/05/2022	Completed	SEC*CITY OF COCKBURN	66.00	Hire of equipment and facilities
CC74847	25/05/2022	Completed	SEC*CITY OF COCKBURN	57.00	Hire of equipment and facilities



## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74859	24/05/2022	Completed	BIG LOAF PTY LTD	75.50	Meeting/Workshop Catering
CC74874	27/05/2022	Completed	WOOLWORTHS 4367	26.40	Meeting/Workshop Catering
CC74891	20/05/2022	Completed	ALDI STORES - KARDINYA	25.05	Consumables
CC74892	20/05/2022	Completed	KMART 1024	172.00	Consumables

## Recreation Services Manager

177.68

CC74609	12/05/2022	Completed	SQ *MOOBA POP-UP	26.80	Meeting/Workshop Catering
CC74665	10/05/2022	Completed	Cafe Royal Chaos	15.00	Meeting/Workshop Catering
CC74740	5/05/2022	Completed	BUNNINGS 729000	135.88	Supplies and Materials purchases

## Health Promotion Officer

925.05

CC74638	26/05/2022	Completed	SEC* CITY OF COCKBURN	114.00	Hire of equipment and facilities
CC74848	25/05/2022	Completed	TROPHY CHOICE	311.05	Consumables
CC74849	25/05/2022	Completed	BIG W 0455	180.00	Consumables
CC74860	24/05/2022	Completed	RJ CATERING PERTH PTY	320.00	Meeting/Workshop Catering

## Business Engagement Officer

50.00

CC74795	4/05/2022	Outstanding	QUARIE BAR BRASS	50.00	Meeting/Workshop Catering
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## Social Club Coordinator

856.39

CC74518	19/05/2022	Completed	WORLDWIDE PRINTING S	111.00	Supplies and Materials purchases
CC74518	19/05/2022	Completed	WORLDWIDE PRINTING S	97.00	Supplies and Materials purchases
CC74540	19/05/2022	Completed	POST SOUTH LAKE LPO SO	19.90	Supplies and Materials purchases
CC74610	12/05/2022	Completed	SEC* CITY OF COCKBURN	132.00	Hire of equipment and facilities
CC74629	11/05/2022	Completed	HH RED CHICKEN PTY L	31.80	Consumables
CC74668	10/05/2022	Completed	HH RED CHICKEN PTY L	47.70	Consumables
CC74669	10/05/2022	Completed	WOOLWORTHS 4367	26.00	Consumables
CC74670	10/05/2022	Completed	BIG W 0455	80.00	Supplies and Materials purchases
CC74687	9/05/2022	Completed	RED DOT STORES	13.99	Consumables
CC74736	5/05/2022	Completed	CHS HEALTHCARE PTY L	297.00	Professional services

## Young Peoples Services Librarian

745.38

CC74688	9/05/2022	Completed	BIGW ONLINE	57.90	Supplies and Materials purchases
CC74711	9/05/2022	Completed	SP LIVROS FOR KIDS A	667.00	Supplies and Materials purchases
CC74861	24/05/2022	Completed	DYMOCKS BOORAGOON	13.49	Supplies and Materials purchases
CC74878	23/05/2022	Outstanding	AMZNPRIMEAU MEMBERSHIP	6.99	Subscriptions

## Waste Education Coordinator

1,860.79

CC74568	16/05/2022	Completed	SQ *HIVIZBIZ	87.47	Supplies and Materials purchases
CC74712	6/05/2022	Completed	SEC* CITY OF COCKBURN	88.00	Hire of equipment and facilities
CC74741	5/05/2022	Completed	BUNNINGS 303000	18.68	Supplies and Materials purchases
CC74742	5/05/2022	Completed	WOOLWORTHS 4703	122.13	Meeting/Workshop Catering
CC74802	3/05/2022	Completed	Coogee Continental	8.12	Supplies and Materials purchases
CC74806	3/05/2022	Completed	SALVOS GATEWAYS	25.50	Supplies and Materials purchases
CC74826	2/05/2022	Completed	WOOLWORTHS 4367	9.89	Meeting/Workshop Catering
CC74828	2/05/2022	Completed	WOOLWORTHS 4367	1,000.00	Supplies and Materials purchases
CC74829	2/05/2022	Completed	WOOLWORTHS 4367	50.00	Supplies and Materials purchases
CC74850	25/05/2022	Completed	THE HUB 6163	90.00	Hire of equipment and facilities
CC74862	24/05/2022	Completed	SEC* CITY OF COCKBURN	59.50	Hire of equipment and facilities
CC74864	24/05/2022	Completed	SEC* CITY OF COCKBURN	88.00	Hire of equipment and facilities
CC74865	24/05/2022	Completed	SEC* CITY OF COCKBURN	77.00	Hire of equipment and facilities
CC74867	24/05/2022	Completed	SEC* CITY OF COCKBURN	77.00	Hire of equipment and facilities
CC74868	24/05/2022	Completed	SEC* CITY OF COCKBURN	59.50	Hire of equipment and facilities

## Senior Youth Justice and Outreach Worker

193.15

CC74649	26/05/2022	Completed	SUBWAY GATEWAYS	70.00	Consumables
CC74771	26/05/2022	Completed	JB HI FI COCKBURN GA	22.95	Supplies and Materials purchases
CC74851	25/05/2022	Completed	MCDONALDS APP 0983	21.20	Consumables
CC74889	20/05/2022	Completed	REPCO	79.00	Equipment purchases

## Collection Development Librarian

1,574.04

CC74611	12/05/2022	Completed	BOFFINS BOOKSHOP PTY L	77.89	Supplies and Materials purchases
CC74635	11/05/2022	Completed	Tickets-Acknowledge Th	84.19	Training & Professional Development
CC74660	26/05/2022	Completed	NEW EDITION BOOKSHOP	39.99	Supplies and Materials purchases
CC74672	10/05/2022	Completed	BOOKTOPIA PTY LTD	128.29	Supplies and Materials purchases
CC74689	9/05/2022	Completed	BOOKTOPIA PTY LTD	187.73	Supplies and Materials purchases
CC74777	4/05/2022	Completed	BOLINDA PUBLISHING	312.81	Supplies and Materials purchases
CC74807	3/05/2022	Completed	BOOKTOPIA PTY LTD	154.06	Supplies and Materials purchases

## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74885	27/05/2022	Completed	BOLINDA PUBLISHING	412.24	Supplies and Materials purchases
CC74893	20/05/2022	Completed	JB Hi-Fi	176.84	Supplies and Materials purchases

## Executive Officer to the CEO

3,975.75

CC74519	19/05/2022	Completed	Muffin Break Phoenix	21.80	Consumables
CC74558	17/05/2022	Completed	Brother of Mine	29.50	Consumables
CC74608	12/05/2022	Completed	QANTAS	485.04	Travel and accommodation
CC74636	11/05/2022	Completed	QANTAS	837.17	Travel and accommodation
CC74637	11/05/2022	Completed	QANTAS	485.04	Travel and accommodation
CC74639	11/05/2022	Completed	QANTAS	798.35	Travel and accommodation
CC74640	11/05/2022	Completed	Muffin Break Phoenix	30.90	Meeting/Workshop Catering
CC74641	11/05/2022	Completed	Muffin Break Phoenix	5.00	Meeting/Workshop Catering
CC74663	10/05/2022	Completed	AUSTRALIAN LOCAL GOV	1,164.00	Conferences and seminars
CC74830	2/05/2022	Completed	DIRECT2FLORIST	118.95	Consumables

## Parenting Service Coordinator

806.59

CC74516	19/05/2022	Completed	Subway O'Connor	57.00	Consumables
CC74559	17/05/2022	Completed	SPUDSHED QPS	19.61	Consumables
CC74642	11/05/2022	Completed	WOOLWORTHS 4703	90.38	Consumables
CC74673	10/05/2022	Completed	iStock.com	39.60	Supplies and Materials purchases
CC74879	23/05/2022	Completed	SQ *BARNYARD BUDDIES	600.00	Supplies and Materials purchases

## People Experience Business Partner

2,750.00

CC74876	23/05/2022	Outstanding	AU* SEEK OML98376951	2,750.00	Subscriptions
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## Library Technician

1,958.12

CC74521	19/05/2022	Completed	WOOLWORTHS 4367	9.00	Supplies and Materials purchases
CC74541	18/05/2022	Completed	AMAZON AU	11.90	Supplies and Materials purchases
CC74544	18/05/2022	Completed	BOOKTOPIA PTY LTD	244.96	Supplies and Materials purchases
CC74599	13/05/2022	Completed	AMAZON AU	11.90	Supplies and Materials purchases
CC74612	12/05/2022	Completed	BOOKTOPIA PTY LTD	139.20	Supplies and Materials purchases
CC74614	12/05/2022	Completed	JB Hi-Fi	257.77	Supplies and Materials purchases
CC74615	12/05/2022	Completed	BIGW ONLINE	110.00	Supplies and Materials purchases
CC74690	9/05/2022	Completed	BOOKTOPIA PTY LTD	176.32	Supplies and Materials purchases
CC74743	5/05/2022	Completed	BOOKTOPIA PTY LTD	435.15	Supplies and Materials purchases
CC74744	5/05/2022	Completed	BOOKTOPIA PTY LTD	48.30	Supplies and Materials purchases
CC74745	5/05/2022	Completed	AMAZON MARKETPLACE AU	38.79	Supplies and Materials purchases
CC74746	5/05/2022	Completed	JB Hi-Fi	208.78	Supplies and Materials purchases
CC74831	2/05/2022	Completed	BOOKTOPIA PTY LTD	129.86	Supplies and Materials purchases
CC74832	2/05/2022	Completed	AMAZON AU	44.54	Supplies and Materials purchases
CC74894	20/05/2022	Completed	AMAZON MARKETPLACE AU	47.75	Supplies and Materials purchases
CC74895	20/05/2022	Completed	BIGW ONLINE	43.90	Supplies and Materials purchases

## Head of Recreation Services

655.76

CC74643	11/05/2022	Completed	SPOTLIGHT PTY LTD	149.59	Equipment purchases
CC74644	11/05/2022	Completed	SP BABYJUNCTION	76.99	Equipment purchases
CC74683	9/05/2022	Completed	INTNL TRANSACTION FEE	4.05	Bank and other fees
CC74691	9/05/2022	Completed	OUTGROW	162.01	Supplies and Materials purchases
CC74898	20/05/2022	Completed	GYMSALES.NET	263.12	Application, Licence, Registration Fees

## Infrastructure &amp; Operations Coordinator

2,912.02

CC74522	19/05/2022	Completed	ALDI STORES - SUCCESS	67.14	Meeting/Workshop Catering
CC74523	19/05/2022	Completed	KMART 1362	8.00	Meeting/Workshop Catering
CC74525	19/05/2022	Completed	SPOTLIGHT COCKBURN	27.00	Meeting/Workshop Catering
CC74526	19/05/2022	Completed	WOOLWORTHS 4394	340.57	Meeting/Workshop Catering
CC74563	16/05/2022	Completed	The Wod Life	151.92	Supplies and Materials purchases
CC74569	16/05/2022	Completed	FIND SPORTS	111.81	Supplies and Materials purchases
CC74593	13/05/2022	Completed	BUNNINGS 729000	19.11	Supplies and Materials purchases
CC74618	12/05/2022	Completed	COCKBURN GATEWAY SHOPP	79.50	Supplies and Materials purchases
CC74619	12/05/2022	Completed	SP TPUC22	652.80	Supplies and Materials purchases
CC74620	12/05/2022	Completed	THE GOOD GUYS WEB STOR	187.00	Application, Licence, Registration Fees
CC74692	9/05/2022	Completed	MailChimp	271.27	Application, Licence, Registration Fees
CC74747	5/05/2022	Completed	NAAVI PTY LTD	25.00	Application, Licence, Registration Fees
CC74748	5/05/2022	Completed	VMO*VIMEO.COM	713.90	Application, Licence, Registration Fees
CC74869	24/05/2022	Completed	LUCIDCHART.COM/CHARGE	132.00	Application, Licence, Registration Fees
CC74899	20/05/2022	Completed	BUNNINGS 729000	125.00	Supplies and Materials purchases

## Youth Centre Coordinator

499.93

CC74570	16/05/2022	Completed	BIG W 0444	26.00	Supplies and Materials purchases
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## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74646	11/05/2022	Completed	COLES 0490	23.96	Consumables
CC74717	6/05/2022	Completed	RED DOT STORES	33.00	Supplies and Materials purchases
CC74718	6/05/2022	Completed	EB GAMES	79.90	Supplies and Materials purchases
CC74719	6/05/2022	Completed	KMART 1362	40.50	Supplies and Materials purchases
CC74726	27/05/2022	Completed	COLES 0490	166.97	Consumables
CC74750	5/05/2022	Completed	SQ *MACRON STORE BIBR	30.00	Supplies and Materials purchases
CC74778	4/05/2022	Completed	AMW PROJECTS PTY LTD	72.00	Supplies and Materials purchases
CC74808	3/05/2022	Completed	BUNNINGS 729000	16.00	Supplies and Materials Purchased
CC74809	3/05/2022	Completed	KMART 1362	7.00	Consumables
CC74810	3/05/2022	Completed	COLES 0490	4.60	Consumables

## Head of Projects

263.05

CC74560	17/05/2022	Completed	PRACTICAL PRODUCTS	153.05	Supplies and Materials purchases
CC74671	26/05/2022	Completed	SEC*CITY OF COCKBURN	110.00	Application, Licence, Registration F

## Customer Experience and Marketing Lead

1,242.94

CC74509	19/05/2022	Completed	INTNL TRANSACTION FEE	0.72	Bank and other fees
CC74527	19/05/2022	Completed	MIRO.COM	28.85	Training and professional Development
CC74571	16/05/2022	Completed	FACEBK *N5FENE7DE2	38.61	Advertising
CC74621	12/05/2022	Completed	CRICUT	13.99	Subscriptions
CC74647	11/05/2022	Completed	FACEBK *88523FXDE2	385.00	Advertising
CC74720	6/05/2022	Completed	MAILCHIMP *MISC	293.27	Advertising
CC74833	2/05/2022	Completed	EB GAMES	20.00	Supplies and Materials purchases
CC74834	2/05/2022	Completed	TOKYO UNDERGROUND	15.00	Supplies and Materials purchases
CC74835	2/05/2022	Completed	MIYU JAPAN NORTHBRIDGE	57.50	Supplies and Materials purchases
CC74888	23/05/2022	Completed	GUARDIAN AUSTRALIA	390.00	Subscriptions

## Branch Manager Coolbellup Library

891.98

CC74529	19/05/2022	Completed	WOOLWORTHS 4703	4.80	Consumables
CC74546	18/05/2022	Completed	Wheatbelt Natural Reso	22.44	Supplies and Materials purchases
CC74628	11/05/2022	Completed	INTNL TRANSACTION FEE	1.58	Bank and other fees
CC74645	11/05/2022	Completed	PADDLE.NET* PIKTOCHART	63.14	Subscriptions
CC74648	11/05/2022	Completed	BOOKTOPIA PTY LTD	142.91	Supplies and Materials purchases
CC74694	9/05/2022	Completed	WOOLWORTHS 4703	5.00	Consumables
CC74752	5/05/2022	Completed	WOOLWORTHS 4703	7.60	Consumables
CC74779	4/05/2022	Completed	JB Hi-Fi	60.95	Supplies and Materials purchases
CC74780	4/05/2022	Completed	SP BRICKSMEGASTORE L	399.91	Supplies and Materials purchases
CC74811	3/05/2022	Completed	SEC*CITY OF COCKBURN	44.00	Hire of equipment and facilities
CC74882	23/05/2022	Completed	BOOKTOPIA PTY LTD	45.45	Supplies and Materials purchases
CC74897	20/05/2022	Completed	JB Hi-Fi	57.97	Consumables
CC74900	20/05/2022	Completed	BUNNINGS 317000	36.23	Supplies and Materials purchases

## Library Technology Coordinator

727.01

CC74557	17/05/2022	Completed	DREAMITHOS* DREAMIT HO	79.95	Application, Licence, Registration Fees
CC74573	16/05/2022	Completed	DREAMITHOS* DREAMIT HO	234.70	Application, Licence, Registration Fees
CC74574	16/05/2022	Completed	Windcave	224.29	Application, Licence, Registration Fees
CC74772	4/05/2022	Completed	INTNL TRANSACTION FEE	4.59	Bank and other fees
CC74781	4/05/2022	Completed	PUBLISHPRESS	183.48	Application, Licence, Registration Fees

## Recovery Park Coordinator

132.00

CC74613	12/05/2022	Completed	INTEGRATED FUEL S&SL	132.00	Supplies and Materials purchases
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## City Facilities Manager

1,876.50

CC74682	26/05/2022	Outstanding	CLARK RUBBER JANDAKOT	345.70	Supplies and Materials purchases
CC74704	26/05/2022	Outstanding	MM ELECTRICAL JANDAK	1,530.80	Supplies and Materials purchases

## Head of Library and Cultural Services

1,469.92

CC74686	9/05/2022	Completed	iSubscribe Pty Ltd	254.97	Supplies and Materials purchases
CC74695	9/05/2022	Completed	iSubscribe Pty Ltd	65.00	Supplies and Materials purchases
CC74696	9/05/2022	Completed	iSubscribe Pty Ltd	149.98	Supplies and Materials purchases
CC74697	9/05/2022	Completed	iSubscribe Pty Ltd	224.97	Supplies and Materials purchases
CC74699	9/05/2022	Completed	iSubscribe Pty Ltd	187.00	Supplies and Materials purchases
CC74700	9/05/2022	Completed	iSubscribe Pty Ltd	207.00	Supplies and Materials purchases
CC74702	9/05/2022	Completed	iSubscribe Pty Ltd	207.00	Supplies and Materials purchases
CC74703	9/05/2022	Completed	iSubscribe Pty Ltd	138.00	Supplies and Materials purchases
CC74705	9/05/2022	Completed	iSubscribe Pty Ltd	36.00	Supplies and Materials purchases

## Child Care &amp; Seniors Manager

721.45

## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74575	16/05/2022	Completed	TUDOR HOUSE WA PTY L	185.00	Supplies and Materials purchases
CC74617	12/05/2022	Completed	Woolworths Online	163.00	Consumables
CC74838	2/05/2022	Completed	Woolworths Online	373.45	Consumables

## Lead Advocacy and Engagement

25.00

CC74547	18/05/2022	Completed	CROWN PERTH - THE WAIT	15.00	Consumables
CC74783	4/05/2022	Completed	CITY OF FREMANTLE	2.50	Motor vehicle expenses
CC74812	3/05/2022	Completed	THE OLD SYNAGOGUE	7.50	Consumables

## Lead Business and Economic Development

1,612.79

CC74576	16/05/2022	Completed	MANTRA 2 BOND STREET	29.00	Travel & accommodation
CC74596	13/05/2022	Completed	LIVE TAXI AUSTRALIA	45.67	Travel & accommodation
CC74597	13/05/2022	Completed	CabFare Payments	92.67	Travel & accommodation
CC74623	12/05/2022	Completed	MANTRA 2 BOND STREET	907.88	Travel & accommodation
CC74650	11/05/2022	Completed	SQ *GRIND HOUSE 59 ES	16.62	Consumables
CC74651	11/05/2022	Completed	CASA	72.00	Travel & accommodation
CC74651	11/05/2022	Completed	CASA	28.00	Travel & accommodation
CC74674	10/05/2022	Completed	GM CABS PTY LTD	59.16	Travel & accommodation
CC74675	10/05/2022	Completed	SSP AUSTRALIA AIRPOR	12.92	Travel & accommodation
CC74676	10/05/2022	Completed	Kent Street Fare	4.59	Consumables
CC74706	9/05/2022	Completed	TRANSMETRO CORPORATION	1.00	Travel & Accommodation
CC74721	6/05/2022	Completed	INFINITY CARE	14.10	Consumables
CC74753	5/05/2022	Completed	YELLOW RAVEN CAFE	21.35	Consumables
CC74784	4/05/2022	Completed	Coogee Common	164.00	Consumables
CC74813	3/05/2022	Completed	QANTAS	44.83	Travel & Accommodation
CC74814	3/05/2022	Completed	QANTAS	99.00	Travel & Accommodation

## Manager Workplace Health and Safety

6.00

CC74598	13/05/2022	Completed	SIG Murdoch Carpark	6.00	Motor vehicle expenses
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## Head of Sustainability and Environment

1,691.07

CC74577	16/05/2022	Completed	SQ *PERTH WILDLIFE EN	60.00	Conferences and seminars
CC74579	16/05/2022	Completed	W.A. NATURALISTS CLUB	300.00	Supplies and Materials purchases
CC74654	11/05/2022	Completed	Tickets-Changing Your	63.39	Conferences and seminars
CC74677	10/05/2022	Completed	GREEN BUILDING COUNC	178.75	Application, Licence, Registration Fees
CC74678	10/05/2022	Completed	CSIRO PUBLISHING INT	138.87	Supplies and Materials purchases
CC74679	10/05/2022	Completed	WWW.PIANC.ORG.AU	500.00	Application, Licence, Registration Fees
CC74707	9/05/2022	Completed	AUSTRALIAN MARINE CO	69.00	Supplies and Materials purchases
CC74723	6/05/2022	Completed	JB Hi-Fi	108.95	Supplies and Materials purchases
CC74754	5/05/2022	Completed	DWER - WATER	200.00	Application, Licence, Registration Fees
CC74853	25/05/2022	Completed	SEC* CITY OF COCKBURN	14.00	Hire of equipment and facilities
CC74883	23/05/2022	Completed	W.A. NATURALISTS CLUB	-120.00	Supplies and Materials purchases
CC74896	27/05/2022	Completed	EURO DIESEL SERVICES	178.11	Motor vehicle expenses

## Events and Culture Manager

355.95

CC74715	26/05/2022	Completed	STATE LIBRARY OF WES	300.00	Supplies and Materials purchases
CC74816	3/05/2022	Completed	WOOLWORTHS 4367	55.95	Consumables

## Events Officer

1,873.71

CC74580	16/05/2022	Completed	COLES 0490	138.00	Consumables
CC74592	13/05/2022	Completed	WOOLWORTHS 4367	150.00	Consumables
CC74655	11/05/2022	Completed	AMAZON MARKETPLACE AU	161.91	Consumables
CC74656	11/05/2022	Completed	AMAZON MARKETPLACE AU	98.91	Consumables
CC74657	11/05/2022	Completed	AMAZON MARKETPLACE AU	98.91	Consumables
CC74785	4/05/2022	Completed	SP COSTUMEBOX AUSTRALIA	143.93	Consumables
CC74787	4/05/2022	Completed	SP PARTY SAVERS	105.85	Consumables
CC74818	3/05/2022	Completed	ALL FLAGS SIGNS AND	815.05	Supplies and Materials purchases
CC74877	23/05/2022	Completed	Priceless Discounts P	20.00	Consumables
CC74881	23/05/2022	Completed	BIG W 0455	27.15	Consumables
CC74884	23/05/2022	Completed	WOOLWORTHS 4367	14.00	Consumables
CC74901	20/05/2022	Completed	TARGET 5076	100.00	Consumables

## Waste Services Coordinator

385.91

CC74520	19/05/2022	Completed	BUNNINGS 303000	99.91	Supplies and Materials purchases
CC74548	18/05/2022	Completed	SEAT SHOP WA	286.00	Supplies and Materials purchases

## Organisational Development Coordinator

3,932.58

CC74524	19/05/2022	Completed	PAY*Progressive Diagno	1,100.00	Training & Professional Development
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## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74549	18/05/2022	Completed	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC74551	18/05/2022	Completed	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC74553	17/05/2022	Completed	ST JOHN AMBULANCE AUST	49.00	Training & Professional Development
CC74556	17/05/2022	Completed	ATI MIRAGE TRAINING	544.50	Training & Professional Development
CC74581	16/05/2022	Completed	RLSSWA	159.00	Training & Professional Development
CC74724	6/05/2022	Completed	RLSSWA	159.00	Training & Professional Development
CC74751	5/05/2022	Completed	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development
CC74755	5/05/2022	Completed	ST JOHN AMBULANCE AUST	49.00	Training & Professional Development
CC74756	5/05/2022	Completed	POLINODE - NETWORKS	31.30	Training & Professional Development
CC74770	5/05/2022	Completed	INTNL TRANSACTION FEE	0.78	Bank and other fees
CC74819	3/05/2022	Completed	SQ *MOBILE MOUSE	600.00	Training & Professional Development
CC74820	3/05/2022	Completed	SQ *MOBILE MOUSE	600.00	Training & Professional Development
CC74902	20/05/2022	Completed	ST JOHN AMBULANCE AUST	160.00	Training & Professional Development

## Marina Manager

2,754.73

CC74652	11/05/2022	Completed	QANTAS	430.69	Conference and Seminars
CC74653	11/05/2022	Completed	QANTAS	408.61	Conference and Seminars
CC74680	10/05/2022	Completed	CONFERENCE AND EDUCATI	1,915.43	Conference and Seminars

## Support Services Lead

888.85

CC74578	16/05/2022	Completed	OFFICEWORKS 0620	45.00	Supplies and Materials purchases
CC74590	13/05/2022	Completed	RED DOT	110.95	Supplies and Materials purchases
CC74693	26/05/2022	Completed	WOOLWORTHS 4394	37.85	Meeting/Workshop Catering
CC74727	26/05/2022	Completed	ALDI STORES - SUCCESS	62.05	Meeting/Workshop Catering
CC74788	4/05/2022	Completed	SEC*CITY OF COCKBURN	133.00	Hire of equipment and facilities
CC74903	20/05/2022	Completed	COCKBURN PARTY HIRE	500.00	Hire of equipment and facilities

## Head of Community Development &amp; Services

907.80

CC74582	16/05/2022	Completed	SQ *MOOBA POP-UP	32.80	Consumables
CC74886	23/05/2022	Completed	DEPT OF LOCAL GOV SPOR	875.00	Advertising

## Head of Develop Assessment &amp; Compliance

708.79

CC74708	9/05/2022	Completed	OFFICEWORKS	338.95	Supplies and Materials purchases
CC74709	9/05/2022	Completed	BUNNINGS 458000	8.84	Supplies and Materials purchases
CC74738	26/05/2022	Completed	PAYPAL *SIA WA	340.00	Training & Professional Development
CC74839	2/05/2022	Completed	WILSON PARKING AUSTRAL	21.00	Motor vehicle expenses

## Senior Centre Programs Booking Officer

3,430.40

CC74530	19/05/2022	Completed	CITY OF BUNBURY	100.00	Consumables
CC74554	17/05/2022	Completed	Hisco Pty Ltd	31.11	Supplies and Materials purchases
CC74584	16/05/2022	Completed	VIRTUAL WAR MEMORIAL L	100.00	Consumables
CC74757	5/05/2022	Completed	SEC*CITY OF COCKBURN	76.00	Hire of equipment and facilities
CC74758	5/05/2022	Completed	SEC*CITY OF COCKBURN	100.00	Hire of equipment and facilities
CC74759	5/05/2022	Completed	SEC*CITY OF COCKBURN	76.00	Hire of equipment and facilities
CC74789	4/05/2022	Completed	OPTUS STADIUM	1,000.00	Consumables
CC74840	2/05/2022	Completed	BRIGHTON ENTERPRISES W	1,575.00	Consumables
CC74904	20/05/2022	Completed	ALDI STORES - SPEARWOOD	72.29	Consumables
CC74905	20/05/2022	Completed	ALH VENUES 8554	300.00	Consumables

## City Facilities Coordinator

407.44

CC74786	4/05/2022	Completed	HOSEMASTERS INTERNTN	407.44	Supplies and Materials purchases
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## Chief of Built and Natural Environment

2,111.70

CC74506	27/05/2022	Completed	GM CABS PTY LTD	46.01	Travel and accommodation
CC74517	27/05/2022	Completed	Movenpick Hotel Hobart	40.80	Travel and accommodation
CC74517	27/05/2022	Completed	Movenpick Hotel Hobart	1,319.40	Travel and accommodation
CC74545	18/05/2022	Completed	SPOTTO WA	43.54	Travel and accommodation
CC74555	17/05/2022	Completed	LEISURE INN PENNY RO	132.00	Travel and accommodation
CC74595	13/05/2022	Completed	PROPERTY COUNCI	198.00	Conferences and seminars
CC74595	13/05/2022	Completed	PROPERTY COUNCI	198.00	Conferences and seminars
CC74725	6/05/2022	Completed	PLANNING INSTITUTE OF	55.00	Conferences and seminars
CC74790	4/05/2022	Completed	SQ *CAFFISSIMO PHOENI	78.95	Meeting/Workshop Catering

## Young Peoples Services Coordinator

1,642.42

CC74658	11/05/2022	Completed	BOOKTOPIA PTY LTD	195.50	Supplies and Materials purchases
CC74722	6/05/2022	Completed	BIGW ONLINE	116.00	Supplies and Materials purchases
CC74761	5/05/2022	Completed	THE CHILDRENS BOOK C	740.95	Supplies and Materials purchases
CC74762	5/05/2022	Completed	JB Hi-Fi	411.66	Supplies and Materials purchases

## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74854	25/05/2022	Completed	EDUCATIONAL ART SUPP	178.31	Supplies and Materials purchases

## Youth Development Officer

1,753.92

CC74531	19/05/2022	Completed	COLES 0490	12.70	Supplies and Materials purchases
CC74533	19/05/2022	Completed	THE MILKY MONSTER	400.00	Supplies and Materials purchases
CC74624	12/05/2022	Completed	Woolworths Online	46.10	Supplies and Materials purchases
CC74659	11/05/2022	Completed	COLES 0490	11.40	Supplies and Materials purchases
CC74728	6/05/2022	Completed	BP EX THOMSNS L 5992	19.99	Supplies and Materials purchases
CC74729	6/05/2022	Completed	BP EX THOMSNS L 5992	16.33	Motor vehicle expenses
CC74749	26/05/2022	Completed	COLES 0490	25.00	Supplies and Materials purchases
CC74763	5/05/2022	Completed	Woolworths Online	63.90	Supplies and Materials purchases
CC74793	25/05/2022	Completed	COLES 0490	12.50	Supplies and Materials purchases
CC74866	24/05/2022	Completed	PAYPAL *armywildadventu	750.00	Supplies and Materials purchases
CC74887	23/05/2022	Completed	BIG W 0444	21.00	Supplies and Materials purchases
CC74906	20/05/2022	Completed	BOUNCE HOLDINGS AUSTRA	375.00	Supplies and Materials purchases

## Adult Services Coordinator

779.55

CC74661	11/05/2022	Completed	WOOLWORTHS 4367	29.55	Consumables
CC74870	24/05/2022	Completed	KRISTEN PAVEZ HEALTH	750.00	Conferences and seminars

## Head of Information and Technology

3,643.30

CC74532	19/05/2022	Completed	BOOKTOPIA PTY LTD	106.20	Supplies and Materials purchases
CC74698	9/05/2022	Completed	IRIS CONSULTING GROUP	190.00	Training & Professional Development
CC74701	9/05/2022	Completed	SEC*RIMPA	652.81	Application, Licence, Registration Fees
CC74764	5/05/2022	Completed	McGraw-Hill Education	131.70	Supplies and Materials purchases
CC74766	5/05/2022	Completed	TeamViewer Pty Ltd	1,509.20	Application, Licence, Registration Fees
CC74782	25/05/2022	Completed	INTNL TRANSACTION FEE	24.99	Bank and other fees
CC74815	25/05/2022	Completed	DIGICERT INC	999.40	Application, Licence, Registration Fees
CC74817	3/05/2022	Completed	CLOUDFLARE	28.29	Application, Licence, Registration Fees
CC74823	3/05/2022	Completed	INTNL TRANSACTION FEE	0.71	Bank and other fees

## Customer Experience Coordinator

276.10

CC74796	3/05/2022	Completed	INTNL TRANSACTION FEE	5.62	Bank and other fees
CC74821	3/05/2022	Completed	GECKOBOARD	224.94	Application, Licence, Registration Fees
CC74822	3/05/2022	Completed	Canva* 03408-3466892	17.99	Application, Licence, Registration Fees
CC74841	2/05/2022	Completed	ZUBTITLE.COM	26.88	Application, Licence, Registration Fees
CC74842	2/05/2022	Completed	INTNL TRANSACTION FEE	0.67	Bank and other fees

## Head of Community Safety &amp; Ranger Svcs

1,072.25

CC74534	19/05/2022	Completed	Subway Beelir	148.00	Meeting/Workshop Catering
CC74625	12/05/2022	Completed	Starlink Internet	139.00	Subscriptions
CC74730	6/05/2022	Completed	Subway Jankadot	123.00	Meeting/Workshop Catering
CC74791	4/05/2022	Completed	SEC*CITY OF COCKBURN	52.25	Hire of equipment and facilities
CC74804	25/05/2022	Completed	GMAR - ANIMAL REGISTRY	600.00	Application, Licence, Registration Fees
CC74535	19/05/2022	Outstanding	Muffin Break Phoenix	10.00	Consumables

## Sr Exec Assistant to Mayor &amp; Councillors

4,447.66

CC74507	20/05/2022	Outstanding	TRYBOOKING* COMMITTEE	-400.00	Conferences and seminars
CC74528	27/05/2022	Outstanding	SPEARWOOD FLORIST	100.00	Consumables
CC74536	19/05/2022	Outstanding	AUSTRALIAN LOCAL GOV	1,164.00	Conferences and seminars
CC74537	19/05/2022	Outstanding	ELECTRICAL HOME AIDS	699.00	Meeting/Workshop Catering
CC74767	5/05/2022	Outstanding	SP PARTY SAVERS	113.85	Supplies and Materials purchases
CC74792	4/05/2022	Outstanding	KMART	81.25	Supplies and Materials purchases
CC74825	25/05/2022	Outstanding	BIG W 0455	521.85	Consumables
CC74871	24/05/2022	Outstanding	QANTAS	1,670.84	Travel and accommodation
CC74890	20/05/2022	Outstanding	Review	496.87	Supplies and Materials purchases

## Cockburn Community Care Manager

896.47

CC74539	27/05/2022	Completed	OPTIMAL PHY PLUS HAM	95.00	Supplies and Materials purchases
CC74550	27/05/2022	Completed	OPTIMAL PHY PLUS HAM	129.00	Supplies and Materials purchases
CC74561	27/05/2022	Completed	SP FIDGET WAREHOUSE	83.89	Supplies and Materials purchases
CC74601	12/05/2022	Completed	SP CHATSWORTH F	63.95	Consumables
CC74622	12/05/2022	Completed	SP CHATSWORTH F	63.95	Consumables
CC74731	6/05/2022	Completed	Nutricia Australia	175.68	Supplies and Materials purchases
CC74794	4/05/2022	Completed	Independence Australia	150.00	Supplies and Materials purchases
CC74797	3/05/2022	Completed	WORLDWIDE PRINTING S	135.00	Supplies and Materials purchases

## Landfill Supervisor HWRP

1,233.52

## City of Cockburn

## Credit Card Transactions Report

Transactions Post Date Between 01-Jun-2022 and 30-Jun-2022

Reference	Date 1	Status	Service Provider	Card Liability	Description
CC74564	16/05/2022	Completed	FRANKLIN OFFSHORE	446.60	Motor vehicle expenses
CC74710	9/05/2022	Completed	SUPER CHEAP AUTO	23.92	Motor vehicle expenses
CC74768	5/05/2022	Completed	BUNNINGS 303000	404.80	Equipment purchases
CC74880	23/05/2022	Completed	TOTALLY WORK WEAR FR	358.20	Supplies and Materials purchases

## Customer Experience Coordinator

-201.54

CC74734	5/05/2022	Completed	MISCELLANEOUS CREDIT	-157.62	refund
CC74873	23/05/2022	Completed	INTNL TRANS FEE REFUND	-1.07	refund
CC74875	23/05/2022	Completed	MISCELLANEOUS CREDIT	-42.85	refund

## Child Care Services Manager

658.00

CC74732	6/05/2022	Completed	PAY*Harmony Software	658.00	Application, Licence, Registration Fees
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## Chief Financial Officer

4,235.90

CC74773	4/05/2022	Completed	NEWS LIMITED	40.00	Subscriptions
CC74824	2/05/2022	Completed	APPLE.COM/BILL	1.49	Subscriptions
CC74855	25/05/2022	Completed	CURTIN UNIVERSITY	4,194.41	Training & Professional Development

## Waste Services Manager

588.00

CC74552	17/05/2022	Completed	BUNNINGS 303000	37.00	Consumables
CC74572	27/05/2022	Completed	SEC* CITY OF COCKBURN	236.00	Application, Licence, Registration Fees
CC74760	26/05/2022	Completed	ENVIRONMENTAL HEALTH	79.00	Application, Licence, Registration Fees
CC74836	27/05/2022	Completed	SEC* CITY OF COCKBURN	236.00	Application, Licence, Registration Fees

## Branch Manager Spearwood Library

406.96

CC74664	10/05/2022	Completed	NEVERFAIL SPRINGWTR	42.00	Professional services
CC74713	6/05/2022	Completed	Neverfail Springwater	124.96	Consumables
CC74765	5/05/2022	Completed	INDOOR GARDENS PTY L	198.00	Professional services
CC74769	5/05/2022	Completed	NEVERFAIL SPRINGWTR	42.00	Professional services

## Manager Environmental Health

93.20

CC74662	11/05/2022	Completed	BOC GAS & GEAR	7.10	Consumables
CC74681	10/05/2022	Completed	APPLE R508 GARDEN CITY	79.00	Consumables
CC74857	24/05/2022	Completed	BOC GAS & GEAR	7.10	Consumables

## Civil Infrastructure Manager

1,598.93

CC74510	19/05/2022	Completed	SEAT SHOP WA	806.03	Motor vehicle expenses
CC74538	19/05/2022	Completed	DEPARTMENT OF TRANSPOR	32.50	Motor vehicle expenses
CC74562	17/05/2022	Completed	DAYNITE TOWING SERVI	495.00	Motor vehicle expenses
CC74587	13/05/2022	Completed	BUNNINGS 729000	25.50	Equipment purchases
CC74684	9/05/2022	Completed	SUPER CHEAP AUTO	239.90	Equipment purchases

## Family &amp; Community Development Manager

1,949.80

CC74583	27/05/2022	Completed	BIG W 0455	92.10	Supplies and Materials purchases
CC74616	26/05/2022	Completed	THEFLOWERRUN.COM.AU	720.00	Supplies and Materials purchases
CC74735	5/05/2022	Completed	Coco and Boho	48.70	Consumables
CC74837	25/05/2022	Completed	EMBROIDME SUCCESS	1,089.00	Supplies and Materials purchases

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81,667.19



BP Australia Pty Ltd  
A.B.N. 53 004 085 616  
GPO Box 1621  
MELBOURNE VIC 3001

## BP Plus Fleet Control Report

Account Enquiries: Tegan Morosi Telephone: 1 800 225 527 Fax: 1800 461 693



CITY OF COCKBURN  
Accounts Payable (Invoice Only) PO  
067775  
PO Box 1215  
BIBRA LAKE DC PRIVATE BOXES WA  
6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0115405338  
Period Ending: 31/05/2022

Page: 1 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
/050 15405338 02090 * GNC853 2307 WHITE KIA SCHEUDO WAGON	21/05/22	11:51:57	MYANEE	WA 1010	084133		ULT DSL	109.50 P	47.78	61.79	6.18	67.97	78400	500	9.0
		17:21:21	MYANEE	WA 1010	084432		ULT DSL	190.75	35.32	61.77	6.18	67.95	78900	400	8.5
		22/05/22	APLECROSS	WA 6200	014590		ULT DSL	205.29	30.35	55.65	5.67	62.32	79150	250	8.7
		17:36:26	APLECROSS	WA 6200	014673		ULT DSL	201.78	30.25	55.49	5.55	61.04	79450	300	10.1
		13:34:11	APLECROSS	WA 6200	014673		ULT DSL	201.78	30.25	55.49	5.55	61.04	79450	300	10.1
							DIESEL		143.71	255.70	25.58	281.28			
							TOTAL		143.71	255.70	25.58	281.28			
							THIS PERIOD		143.71	255.70	25.58	281.28			
							YEAR TO DATE		708.28	1,155.78	115.58	1,271.37			
							DIESEL		143.71	255.70	25.58	281.28			
/050 15405338 03146 * GCF764 2077 WHITE HYUNDAI I30 HATCHBACK	16/05/22	17:35:31	SPEARWOOD	WA 8149	001859		ULT DSL	204.50 P	35.37	63.15	6.32	69.47	85513	994	3.4
							DIESEL		33.97	63.15	6.32	69.47			
							TOTAL		33.97	63.15	6.32	69.47			
							THIS PERIOD		33.97	63.15	6.32	69.47			
							YEAR TO DATE		107.38	187.83	18.70	206.23			
							DIESEL		33.97	63.15	6.32	69.47			
							TOTAL		33.97	63.15	6.32	69.47			
							THIS PERIOD		33.97	63.15	6.32	69.47			
							YEAR TO DATE		107.38	187.83	18.70	206.23			
							DIESEL		33.97	63.15	6.32	69.47			
/050 15405338 03192 * HB0381 2097 WHITE SUBARU OUTBACK	30/01/22	10:27:44	HENLEY BROOK	WA 7197	017331		ULT DSL	191.50 P	49.77	83.69	8.66	92.35	36061	807	5.2
		10:16:26	COCKBURN CENTRAL	WA 7195	024401		ULT DSL	201.48	49.78	91.18	9.12	100.30	36770	1115	7.5
		12:33:37	SUCCESS	WA 5882	014015		ULT DSL	204.50 P	51.76	95.67	9.57	105.24	37613	840	5.1
		08:27:35	BIBRA LAKE	WA 7151	000636		ULT DSL	109.50 P	51.35	98.94	9.89	108.83	38618	1035	5.3
							DIESEL		205.35	372.44	37.24	409.68			
							TOTAL		205.35	372.44	37.24	409.68			
							THIS PERIOD		205.35	372.44	37.24	409.68			
							YEAR TO DATE		887.80	1,470.84	144.06	1,614.90			
							DIESEL		205.35	372.44	37.24	409.68			
							TOTAL		205.35	372.44	37.24	409.68			

Go paperless and receive your invoices and statements via email. Provide your BP Plus account number along with your email address to [accounts@bp.com](mailto:accounts@bp.com) and our team will help you make the switch. If you have paid your account via credit card, your Service Fee will appear on your summary tax invoice.

Please Note: If you are disputing a transaction, this needs to be lodged in writing within 30 days from the date of issue of this Fleet Control Report.

BP Australia Pty Ltd  
A.B.N. 53 004 085 616  
GPO Box 1621  
MELBOURNE VIC 3001

## BP Plus Fleet Control Report

Account Enquiries: Tegan Morosi Telephone: 1 800 225 527 Fax: 1800 461 693



CITY OF COCKBURN  
Accounts Payable (Invoice Only) PO  
067775  
PO Box 1215  
BIBRA LAKE DC PRIVATE BOXES WA  
6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 2 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km								
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)							
Cost Centre  7050 16106338 00724 "HB"080 2117 WHITE NISSAN XTRAIL WAGON	01/05/22 15/05/22 22/05/22 30/05/22	22:07:06 16:00:42 18:17:31 08:10:47	LANGFORD CARLISLE CARLISLE SPEARWOOD	WA 62 8 WA 62 8 WA 62 8	000977 000513 000517 002538		DIESEL	205.56	872.44	37.24	409.68												
						TOTAL	THIS PERIOD YEAR TO DATE	205.56 867.30	372.44 1,470.84	37.24 144.06	409.68 1,614.74		3798 12064	5.4 7.0	10.8 12.0								
							ULSD G10 ULT DSL ULT DSL ULT DSL	104.30 P 20 48 204.50 P 19 51	60.29 62.36 45.38 45.99	101.07 113.32 85.39 87.04	10.10 11.53 8.54 8.70	111.17 126.85 93.93 95.74	35115 33955 36558 37228	818 870 603 670	7.4 7.5 7.6 7.4	13.6 15.1 15.6 14.2							
							DIESEL	219.07	388.76	38.87	427.63												
						TOTAL	THIS PERIOD YEAR TO DATE	219.07 866.44	388.76 1,478.29	38.87 144.62	427.63 1,620.91		2691 7013	7.5 11.4	14.6 20.9								
						Cost Centre  7050 16106338 02981 "G08542 2165 WHITE MITSUBISHI TRITON LTF	06/05/22 13/05/22 20/05/22 30/05/22	12:30:37 10:56:12 15:51:06 08:37:34	SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD	WA 64 43 WA 64 43 WA 64 43	001610 001717 002637 005130		DIESEL	219.07	388.76	38.87	427.63						
												TOTAL	THIS PERIOD YEAR TO DATE	219.07 866.44	388.76 1,478.29	38.87 144.62	427.63 1,620.91		2691 7013	7.5 11.4	14.6 20.9		
													ULT DSL ULT DSL ULT DSL ULT DSL	190.75 20 48 204.50 P 19 51	46.39 51.36 46.78 52.45	80.49 90.33 80.13 91.57	8.04 9.36 8.01 9.15	88.53 102.04 88.14 100.63	33578 30321 34478 32044	635 561 577 563	6.7 8.1 8.4 9.3	16.5 18.3 18.2 17.8	
													DIESEL	198.38	355.62	35.56	391.17						
												TOTAL	THIS PERIOD YEAR TO DATE	198.38 792.44	355.62 1,331.38	35.56 133.11	391.17 1,464.49		2206 8704	9.0 9.0	17.7 16.7		
Cost Centre  7050 16405338 03988 "HBM121 2176 WHITE MITSUBISHI TRITON LTF	05/05/22 13/05/22 19/05/22 26/05/22	18:51:27 08:35:22 16:12:27 13:14:46	GREENWOOD NORTH BIBRA LAKE BIBRA LAKE SUCCES3	WA 7 5 WA 7 5 WA 7 5	000408 000177 080136 030833								DIESEL	198.38	355.62	35.56	391.17						
												TOTAL	THIS PERIOD YEAR TO DATE	198.38 792.44	355.62 1,331.38	35.56 133.11	391.17 1,464.49		2206 8704	9.0 9.0	17.7 16.7		
													ULT DSL ULT DSL ULT DSL ULT DSL	180.20 197.50 P 199.50 P 20 78	62.17 50.38 64.27 51.37	107.59 90.45 119.43 95.22	10.75 9.06 11.06 9.52	118.34 99.50 128.13 104.74	6226 5797 5455 10018	651 571 689 563	9.5 9.3 9.3 9.2	18.2 18.1 18.0 18.0	
													DIESEL	228.97	403.63	40.37	450.62						
												TOTAL	THIS PERIOD YEAR TO DATE	228.97 398.75	403.63 1,583.27	40.37 158.32	450.62 1,741.53		2443 7102	9.4 13.1	18.4 24.2		

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CITY OF COCKBURN  
Accounts Payable (Invoice Only) PO  
067775  
PO Box 1215  
BIBRA LAKE DC PRIVATE BOXES WA  
6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0115405338  
Period Ending: 31/05/2022

Page: 3 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km								
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)							
Cost Centre  7050 15405338 00138 GT 498 2206 WHITE VOLKSWAGEN CADDY VAN	09/05/22 06/05/22 06/05/22 17/05/22 24/05/22	06:58:06 12:11:11 12:11:32 09:01:35	FREMANTLE SPEARWOOD SOUTH FREMANTLE SPEARWOOD	WA WA WA WA	6220 6743 6602 6743	013711 002701 004772 001577	DIESEL		228.57	409.65	40.97	450.62											
							TOTAL	THIS PERIOD YEAR TO DATE	228.57 936.75	409.65 1,560.27	40.97 156.02	450.62 1,716.29		2443 7192	9.4 13.1	18.4 24.2							
							ULP 95 UNM	172.90 P	45.39	71.32	7.18	78.50	78590	690	7.7	13.4							
							ULP 95 UNM	102.75	41.25	68.55	6.85	75.40	76921	534	7.7	14.1							
							ULP 95 UNM	185.90 P	40.35	68.05	6.81	74.87	77415	521	7.7	14.4							
							ULP 95 UNM	195.81	46.32	82.45	8.25	90.70	78052	607	7.6	14.5							
							M/S		175.33	290.88	29.09	319.97											
							TOTAL	THIS PERIOD YEAR TO DATE	175.33 910.49	290.88 1,482.84	29.09 148.29	319.97 1,631.13		2252 10692	7.7 8.5	14.2 15.5							
							Cost Centre  7050 15405338 03575 GZ0778 2217 WHITE TOYOTA CAMRY SEDAN	16/05/22 11:42:54	11:42:54	BIBRA LAKE	WA	7451	000535	M/S		175.33	290.88	29.09	319.97				
														TOTAL	THIS PERIOD YEAR TO DATE	175.33 910.49	290.88 1,482.84	29.09 148.29	319.97 1,631.13		2252 10692	7.7 8.5	14.2 15.5
ULP 95 UNM	102.54	42.75	74.83	7.48	82.31	24917								774	5.5	10.6							
M/S		42.75	74.83	7.48	82.31																		
TOTAL	THIS PERIOD YEAR TO DATE	42.75 69.77	74.83 134.93	7.48 13.48	82.31 148.31									774 7484	5.5 5.6	10.6 10.0							
Cost Centre  7050 15405338 03443 GY0261 2206 WHITE FORD RANGER UTILITY	08/05/22 06/05/22 06/05/22 12/05/22 14/05/22 24/05/22 27/05/22	07:30:37 08:03:34 08:00:35 11:46:11 08:50:57 12:07:16	SPEARWOOD COCKBURN CENTRAL COCKBURN CENTRAL MANDURAH BIBRA LAKE COCKBURN CENTRAL	WA WA WA WA WA WA	0543 7305 7305 7378 7451 7395	004411 036030 036232 074212 000704 036830								M/S		42.75	74.83	7.48	82.31				
														TOTAL	THIS PERIOD YEAR TO DATE	42.75 65.77	74.83 134.93	7.48 13.48	82.31 148.31		774 7484	5.5 5.6	10.6 10.0
														ULT DSL	100.75	50.21	87.07	8.71	95.78	909			
														ULT DSL	200.50 P	58.35	103.90	10.60	114.50	30043			
														ULT DSL	20.48	50.36	92.25	9.22	101.47	30444	401	12.0	25.3
							ULT DSL	20.48	35.48	64.89	6.50	71.39	30739	285	12.0	24.2							
							ULTD G10	184.50 P	56.28	99.53	9.95	109.48	31178	440	12.0	24.8							
							ULT DSL	20.78	52.41	93.14	9.61	105.75	31615	433	12.0	21.3							

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 4 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 01052 *GMF052 25/6 WHITE SUBARU OUTBACK WAGON	05/05/22 30/05/22	12:25:37 10:26:00	SPEARWOOD SPEARWOOD	WA WA	6113 001508 005118		DIESEL		303.40	548.88	54.08	601.56			
							TOTAL		303.40	548.88	54.08	601.56		1572	19.3
							YEAR TO DATE		1,646.38	2,712.12	271.21	2,983.33		10630	28.1
							DIESEL		303.40	548.88	54.08	601.56			
							TOTAL		303.40	548.88	54.08	601.56		1572	19.3
							YEAR TO DATE		1,646.38	2,712.12	271.21	2,983.33		10630	28.1
							ULT DSL	190.75	50.90	88.05	8.81	96.90	36878	622	7.8
							ULT DSL	191.51	45.33	85.05	8.61	91.67	36500		
							DIESEL		100.13	174.15	17.42	191.57			
							TOTAL		100.13	174.15	17.42	191.57		622	16.1
Cost Centre  7050 15405338 02998 *GRV218 2256 WHITE FORD RANGER UTILITY	05/05/22 15/05/22 21/05/22 28/05/22	13:39:40 06:20:38 11:17:00 17:51:41	M/A DA VALE M/A DA VALE M/A DA VALE M/A DA VALE	WA WA WA WA	6180 013521 013530 000178 000812		DIESEL		100.13	174.15	17.42	191.57			
							TOTAL		100.13	174.15	17.42	191.57		622	16.1
							YEAR TO DATE		1,646.38	2,712.12	271.21	2,983.33		10630	28.1
							DIESEL		100.13	174.15	17.42	191.57			
							TOTAL		100.13	174.15	17.42	191.57		622	16.1
							YEAR TO DATE		1,646.38	2,712.12	271.21	2,983.33		10630	28.1
							ULT DSL	190.75	68.47	118.74	11.87	130.61	13487	868	7.8
							ULT DSL	201.18	60.75	111.27	11.13	122.40	13868	790	7.7
							ULT DSL	201.50	05.21	123.60	12.87	111.53	13653	870	8.0
							ULT DSL	201.78	05.78	123.60	12.07	132.73	137384	853	7.7
Cost Centre  7050 15105338 03543 *G22118 2256 SILVER TOYOTA CAMRY SEDAN	10/05/22 26/05/22	12:10:33 10:13:51	COCKBURN CENTRAL BIBRA LAKE	WA WA	7395 036133 000677		DIESEL		264.21	479.33	47.94	527.27			
							TOTAL		264.21	479.33	47.94	527.27		3361	7.6
							YEAR TO DATE		1,260.32	2,011.92	204.21	2,216.13		15678	7.5
							DIESEL		264.21	479.33	47.94	527.27			
							TOTAL		264.21	479.33	47.94	527.27		3361	7.6
							YEAR TO DATE		1,260.32	2,011.92	204.21	2,216.13		15678	7.5
							BP ULT UNIM	185.75	17.39	80.45	8.05	88.50	56532	1000	7.7
							BP ULT UNIM	199.81	15.32	82.88	8.27	90.93	57350	1018	7.5
							DIESEL		264.21	479.33	47.94	527.27			
							TOTAL		264.21	479.33	47.94	527.27		3361	7.6

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6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre  7050 15405338 02758 GLZ775 2307 WHITE MITSUBISHI TRITON LTR	02/05/22 09/05/22 26/05/22	10:11:05 16:18:14 09:31:32	SPEARWOOD BALDIVIS SPEARWOOD	WA WA WA	6743 7374 0743	002597 002195 005070		M/S		92.97	163.13	16.32	179.45				
							TOTAL		92.91	163.13	16.32	179.45		2018	4.6	8.9	
							YEAR TO DATE		442.34	737.98	73.80	811.78		7155	3.2	17.2	
								M/S		92.97	163.13	16.32	179.45				
							TOTAL		92.91	163.13	16.32	179.45		2018	4.6	8.9	
							YEAR TO DATE		442.34	737.98	73.80	811.78		7155	3.2	17.2	
Cost Centre  7050 15405338 03831 HFX360 2317 SILVER NISSAN XTRAIL WAGON	04/05/22 17/05/22	15:28:40 15:17:47	COCKBURN CENTRAL BIBRA LAKE	WA WA	7325 745	005831 000636		ULT DSL	199.75	58.30	101.10	10.11	111.21	58071	777	7.8	14.9
								ULT DSL	207.48	60.49	110.80	11.08	121.88	58815	771	8.2	16.1
								ULT DSL	207.38	59.10	103.62	10.85	114.47	59344	729	9.1	16.1
								DIESEL		177.95	320.42	32.04	352.46				
							TOTAL		177.95	320.42	32.04	352.46		2214	8.0	15.9	
							YEAR TO DATE		675.17	1,037.99	103.79	1,141.78		7080	8.7	16.1	
Cost Centre  7050 15405338 03831 HFX360 2317 SILVER NISSAN XTRAIL WAGON	04/05/22 17/05/22	15:28:40 15:17:47	COCKBURN CENTRAL BIBRA LAKE	WA WA	7325 745	005831 000636		DIESEL		177.95	320.42	32.04	352.46				
							TOTAL		177.95	320.42	32.04	352.46		2214	8.0	15.9	
							YEAR TO DATE		675.17	1,037.99	103.79	1,141.78		7080	8.7	16.1	
								ULP 05 URM	179.84	57.39	91.54	9.15	100.69	2044			
								ULP URM	174.70 P	56.30	89.66	9.04	98.40	21108			
								M/S		174.32	181.00	18.19	200.09				
Cost Centre  7050 15405338 03068 HLQ161 2336 WHITE FORD RANGER UTILITY	23/05/22	14:15:25	LANGFORD	WA	5378	000750		TOTAL		114.82	181.00	18.19	200.09				
								YEAR TO DATE		534.17	870.72	89.07	924.79		3569	13.5	27.1
								M/S		174.32	181.00	18.19	200.09				
							TOTAL		114.82	181.00	18.19	200.09					
							YEAR TO DATE		534.17	870.72	89.07	924.79		3569	13.5	27.1	
								ULT DSL	207.78	71.30	131.87	13.19	145.05	8368	782	9.2	18.5

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 6 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre  7050 15405338 03948 "HJC790" 2346 WHITE FORD RANGER UTILITY	13/05/22 27/05/22	17:04:37 17:34:25	BIBRA LAKE BIBRA LAKE	WA WA	7/5 7/5	000197 000011	DIESEL		71.98	131.87	13.19	145.06				
							TOTAL	THIS PERIOD	71.98	131.87	13.19	145.06		782	9.2	18.5
							YEAR TO DATE		602.12	634.95	63.40	1,028.44		4557	13.6	22.6
							DIESEL		71.98	131.87	13.19	145.06				
							TOTAL	THIS PERIOD	71.98	131.87	13.19	145.06		782	9.2	18.5
							YEAR TO DATE		592.12	634.95	63.40	1,028.44		4557	13.6	22.6
Cost Centre  7050 15405338 03526 "GYO863" 2355 WHITE FORD RANGER UTILITY	06/05/22 13/05/22	13:00:54	SPEARWOOD	WA	6-43	002657	ULSD 510	194.50 P	61.24	109.28	10.83	119.11	18250	703	8.7	17.0
							ULSD 510	194.50 P	61.8	114.25	11.42	125.67	18900	650	9.8	19.2
							DIESEL		125.35	222.53	22.25	244.78				
							TOTAL	THIS PERIOD	125.35	222.53	22.25	244.78		1350	9.3	18.1
							YEAR TO DATE		762.13	1,268.60	126.87	1,395.47		8650	8.8	16.1
							DIESEL		125.35	222.53	22.25	244.78				
Cost Centre  7050 15405338 03013 "GON292" 2397 WHITE MITSUBISHI TRITON LITE	10/05/22 16/05/22 23/05/22 31/05/22	08:21:37 07:41:57 16:00:42 10:58:26	COCKBURN CENTRAL BIBRA LAKE BIBRA LAKE COCKBURN CENTRAL	WA WA WA WA	7305 745 745 7395	024308 080478 000078 037056	ULSD 510	20.48	56.58	103.04	10.36	113.40	74740	527	10.7	21.6
							ULSD 510	184.50 P	49.37	87.83	8.78	96.61	75392	512	9.7	18.9
							ULSD 510	184.50 P	50.49	89.27	8.86	98.20	75085	433	11.7	22.7
							ULSD 510	19.91	48.15	81.00	8.10	92.10	76719			
							TOTAL	THIS PERIOD	66.78	113.27	11.03	131.20				
							YEAR TO DATE		152.14	220.98	22.10	243.08				

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 7 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre  7050 15105338 03351 *GXF238 2397 WHITE FORD RANGER UTILITY	01/05/22 29/05/22 13/06/22 14/05/22 20/05/22 30/05/22	08:04:45 12:16:46 15:07:45 13:42:17 09:44:33	SPEARWOOD KARDINYA SPEARWOOD SPEARWOOD S BIRA LAKE	WA WA WA WA WA	6/43 6207 0743 0643 7767	001557 020709 001757 002850 000002		DIESEL	204.98	364.74	36.47	401.21					
							TOTAL	THIS PERIOD	204.98	364.74	36.47	401.21		1472	13.6	27.3	
							YEAR TO DATE	850.30	1,402.53	140.26	1,542.79		6183	13.7	24.0		
								DIESEL	204.98	364.74	36.47	401.21					
							TOTAL	THIS PERIOD	204.98	364.74	36.47	401.21		1472	13.6	27.3	
							YEAR TO DATE	850.30	1,402.53	140.26	1,542.79		6185	13.7	24.0		
							ULT DSL	19.50 P	48.36	83.62	8.36	91.98	55626	632	7.6	14.6	
							ULT DSL	20.48	72.13	132.12	13.21	145.33	70513	887	8.1	16.1	
							ULT DSL	20.48	42.79	77.83	7.78	85.61	71007	483	3.7	17.5	
							ULT DSL	204.50 P	55.11	109.89	10.99	120.88	71700	705	3.4	17.1	
ULT DSL	19.91	58.19	110.96	11.90	130.05	72460	667	3.2	17.6								
	DIESEL	285.95	522.42	52.24	574.65												
TOTAL	THIS PERIOD	285.95	522.42	52.24	574.65		3456	8.4	16.6								
YEAR TO DATE	1,288.96	2,123.06	212.88	2,341.84		12754	10.1	18.1									
	DIESEL	285.95	522.42	52.24	574.65												
TOTAL	THIS PERIOD	285.95	522.42	52.24	574.65		3456	8.4	16.6								
YEAR TO DATE	1,288.96	2,123.06	212.88	2,341.84		12754	10.1	18.1									
Cost Centre  7050 15105338 03500 *GY2375 2407 WHITE MITSUBISHI TRITON LTR	05/05/22 14/05/22 20/05/22	13:10:38 11:38:05 09:58:54	NAVAL BASE NAVAL BASE NAVAL BASE	WA WA WA	7770 7770 7770	006133 006749 007430		ULT DSL	192.75	90.32	104.08	10.41	114.67	73918	384	12.7	26.6
							ULT DSL	20.48	48.75	89.28	8.93	98.22	74350	982	12.7	26.6	
							ULT DSL	20.78	58.59	107.47	10.75	118.22	74802	472	12.4	25.0	
								DIESEL	167.36	300.84	30.09	330.93					
							TOTAL	THIS PERIOD	167.36	300.84	30.09	330.93		856	19.6	38.7	
							YEAR TO DATE	800.16	1,395.14	139.50	1,435.64		4618	17.3	31.1		
								DIESEL	167.36	300.84	30.09	330.93					
							TOTAL	THIS PERIOD	167.36	300.84	30.09	330.93		856	19.6	38.7	
							YEAR TO DATE	800.16	1,395.14	139.50	1,435.64		4618	17.3	31.1		
							ULT DSL	19.50 F	75.35	130.68	13.07	143.75	75515	873	9.5	17.0	
ULTSD Q10	191.50 P	70.56	124.78	12.48	137.24	76319	807	9.8	17.1								



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CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0116405338  
Period Starting: 01/05/2022 Period Ending: 31/05/2022

Page: 8 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 03898 THINBRO 2438 WHITE FORD RANGER UTILITY	05/05/22	11:58:35 11:58:35 11:58:35	COCKBURN CENTRAL SPEARWOOD BIBRA LAKE	WA WA WA	7395 002635 000033		DIESEL		115.92	255.44	25.55	280.99			
							TOTAL		145.92	255.44	25.55	280.99		1649	8.8
							YEAR TO DATE		1,135.40	1,847.30	184.73	2,032.03		9107	12.5
							DIESEL		115.92	255.44	25.55	280.99			
							TOTAL		145.92	255.44	25.55	280.99		1649	8.8
							YEAR TO DATE		1,135.40	1,847.30	184.73	2,032.03		9107	12.5
Cost Centre  7050 15405338 03034 GRH088 2457 WHITE FORD RANGER UTILITY	05/05/22	12:04:36	SUCCESSE	WA	5002	017240	ULT DSL	200.50 F	66.95	121.85	12.19	134.05	21445	10.4	21.2
							ULT DSL	204.50 F	62.38	117.04	11.71	128.75	22050	9.1	17.5
							ULT DSL	181.61	65.50	114.45	11.44	125.89	22770		
							DIESEL		195.41	553.39	55.34	608.73			
							TOTAL		185.44	553.39	55.34	608.73		1425	14.9
							YEAR TO DATE		1,020.48	1,693.83	169.88	1,860.82		7193	14.3
Cost Centre  7050 15405338 03120 GTE408 2467 WHITE FORD RANGER UTILITY	14/05/22	06:45:20 06:48:08	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	006218 036689	DIESEL		105.44	553.39	55.34	608.73			
							TOTAL		195.44	553.39	55.34	608.73		1325	14.8
							YEAR TO DATE		1,020.46	1,693.83	169.88	1,860.82		7193	14.3
							ULT DSL	180.75	67.34	113.25	11.68	127.83	30530	9.6	16.8
							DIESEL		67.04	115.25	11.63	127.83			
							TOTAL		67.04	115.25	11.63	127.83		760	8.8
Cost Centre  7050 15405338 03120 GTE408 2467 WHITE FORD RANGER UTILITY	14/05/22	06:45:20 06:48:08	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	006218 036689	YEAR TO DATE		276.32	432.57	43.24	475.61		2897	9.2
							DIESEL		67.04	115.25	11.63	127.83			
							TOTAL		67.04	115.25	11.63	127.83		760	8.8
							YEAR TO DATE		276.32	432.57	43.24	475.61		2897	9.2
							ULT DSL	201.48	67.34	123.35	12.35	135.63	33833		
							ULT DSL	181.61	67.34	117.48	11.75	129.23	34467		

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CITY OF COCKBURN  
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BIBRA LAKE DC PRIVATE BOXES WA  
6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15405338 03071 HMI121 2497 WHITE FORD RANGER UTE	17/05/22 30/05/22	12:20:35 15:18:08	BIBRA LAKE SPEARWOOD	7/51 6/43	000816 002547		DIESEL		134.68	240.83	24.08	264.91			
							TOTAL		134.68	240.83	24.08	264.91			
							YEAR TO DATE		548.99	917.61	91.75	1,009.33		175.9	32.8
							DIESEL		134.59	240.83	24.08	264.91			
							TOTAL		134.68	240.83	24.08	264.91			
							YEAR TO DATE		542.93	917.61	91.75	1,009.33		175.9	32.8
Cost Centre  7050 15405338 03474 GCH334 2507 WHITE MAZDA 6 SEDAN	06/05/22 14/05/22 24/05/22	11:36:00 11:56:23 13:52:44	WILFITTON HUNTINGDALE BIBRA LAKE	6508 6117 7/51	078003 056825 000741		ULP DSL	197.50 P	70.90	127.12	12.71	139.83	8350	1750	7.0
							ULP DSL	197.51	61.81	112.77	11.28	124.05	6000	650	9.8
							DIESEL		135.44	239.89	23.99	263.88			
							TOTAL		135.44	239.89	23.99	263.88		2400	5.6
							YEAR TO DATE		612.43	1,030.25	103.02	1,133.27		4540	14.1
							DIESEL		135.44	239.89	23.99	263.88			
Cost Centre  7050 15405338 03708 HCC415 2515 WHITE FORD RANGER UTILITY	06/05/22 15:55:35	11:36:00 11:56:23 13:52:44	WILFITTON HUNTINGDALE BIBRA LAKE	6508 6117 7/51	078003 056825 000741		ULP UNIM	165.13	41.06	67.09	6.80	60.29	85757	612	3.8
							ULP UNIM	179.82	50.32	79.84	7.98	87.82	80268	531	9.5
							ULP UNIM	183.28	50.32	81.89	8.17	93.15	96882	614	8.1
							M/S		142.46	227.52	22.75	250.27			
							TOTAL		142.46	227.52	22.75	250.27		1757	8.1
							YEAR TO DATE		623.70	871.73	84.17	1,035.90		7743	8.1
Cost Centre  7050 15405338 03708 HCC415 2515 WHITE FORD RANGER UTILITY	16/05/22	15:55:35	COCKBURN CENTRAL	7305	098441		M/S		142.46	227.52	22.75	250.27			
							TOTAL		142.46	227.52	22.75	250.27		1757	8.1
							ULP DSL	202.50 P	36.09	71.85	7.19	79.04	8335	58	29.8

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CITY OF COCKBURN

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Customer Number: 0116405338  
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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 03819 HHB880 2537 WHITE FORD RANGER UTILITY	30/04/22 11/05/22 21/05/22 30/05/22	16:17:17 08:07:36 11:34:14 14:50:11	SPEARWOOD SPEARWOOD SOUTH FREMANTLE SPEARWOOD	WA WA WA WA	6/43 001636 5602 002645		DIESEL		35.03	71.85	7.19	79.04			
							TOTAL		35.03	71.85	7.19	79.04		88	39.8
							YEAR TO DATE		256.54	413.06	41.36	455.02		2155	11.8
							DIESEL		35.03	71.85	7.19	79.04			
							TOTAL		35.03	71.85	7.19	79.04		98	39.8
							YEAR TO DATE		256.54	413.06	41.36	455.02		2155	11.8
							ULT DSL	19.50 F	59.58	103.90	10.39	114.29	22333		
							ULT DSL	20.18	60.85	111.09	11.11	122.20	23000	667	9.1
							ULT DSL	204.50 F	62.72	115.60	11.06	126.66	23700	703	9.0
							ULT DSL	19.91	52.75	93.77	9.38	103.15	24333	633	8.5
Cost Centre  7050 15105338 03311 GXB774 2555 WHITE SUBARU OUTBACK WAGON	16/05/22 29/05/22	09:03:38 17:23:48	BIBRA LAKE FREMANTLE	WA WA	7/51 04015 014515		DIESEL		236.90	425.36	42.54	467.90			
							TOTAL		236.90	425.36	42.54	467.90		2000	11.8
							YEAR TO DATE		847.41	1,420.16	142.03	1,562.19		6143	13.8
							DIESEL		236.90	425.36	42.54	467.90			
							TOTAL		236.90	425.36	42.54	467.90		2000	11.8
							YEAR TO DATE		847.41	1,420.16	142.03	1,562.19		6143	13.8
							ULT DSL	197.50 F	56.16	100.89	10.08	110.94	97550	850	8.6
							ULT DSL	201.78	56.33	103.33	10.32	113.65	98050	1500	3.8
							DIESEL		112.32	204.22	20.42	224.64			
							TOTAL		112.32	204.22	20.42	224.64		2350	4.8
Cost Centre  7050 15105338 03331 GAV148 2555 WHITE FORD RANGER UTILITY	26/05/22 28/05/22	08:05:53 07:57:02	SPEARWOOD BIBRA LAKE	WA WA	6/43 7/51 000781		DIESEL		112.32	204.22	20.42	224.64			
							TOTAL		112.32	204.22	20.42	224.64		2350	4.8
							YEAR TO DATE		552.42	920.50	92.06	1,012.55		9400	5.8
							DIESEL		112.32	204.22	20.42	224.64			
							TOTAL		112.32	204.22	20.42	224.64		2350	4.8
							YEAR TO DATE		552.42	920.50	92.06	1,012.55		9400	5.8
							ULT DSL	199.50 F	70.51	124.12	12.81	140.93	35725	1662	4.2
							ULT DSL	199.50 F	68.33	125.02	12.50	137.52	35408	1662	8.4
							DIESEL		112.32	204.22	20.42	224.64			
							TOTAL		112.32	204.22	20.42	224.64		2350	4.8

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15405338 02781 *GMU350 2574 WHITE ISUZU DMAX UTILITY	03/05/22 10/05/22	15:31:31 16:08:30	2565  COCKBURN CENTRAL	WA 7395	017128 036131		DIESEL		139.57	253.14	25.31	278.45			
							TOTAL		139.57	253.14	25.31	278.45		1669	8.4
							YEAR TO DATE		722.97	1,187.74	118.76	1,306.50		7113	12.2
							DIESEL		139.57	253.14	25.31	278.45			
							TOTAL		139.57	253.14	25.31	278.45		1669	8.4
							YEAR TO DATE		722.97	1,187.74	118.76	1,306.50		7113	12.2
Cost Centre  7050 15405338 02708 *GMU104 2596 WHITE MITSUBISHI TRITON LITE	03/05/22 27/05/22	08:28:50 09:00:38	2574  COCKBURN CENTRAL BIBRA LAKE	WA 7325	074209 000850		ULT DSL	190.75	49.81	85.37	8.64	95.01	88537	427	11.7
							ULT DSL	201.18	65.38	120.67	12.07	132.74	88111	571	11.8
							DIESEL		115.60	207.04	20.71	227.75			
							TOTAL		115.60	207.04	20.71	227.75		998	11.6
							YEAR TO DATE		1,320.73	2,153.99	215.42	2,369.41		8093	13.3
							DIESEL		115.60	207.04	20.71	227.75			
Cost Centre  7050 15405338 04098 *HOK025 2505 WHITE FORD RANGER UTILITY	03/05/22	10:11:22	2596  SPEARWOOD	WA 6243	005148		ULT DSL	190.75	60.32	105.13	10.51	115.64	50775	877	11.6
							ULT DSL	189.50	44.32	80.89	8.09	88.02	51152		28.6
							DIESEL		105.24	185.00	18.00	204.05			
							TOTAL		105.24	185.00	18.00	204.05		377	27.9
							YEAR TO DATE		599.15	895.28	89.52	1,004.81		3623	13.7
							DIESEL		105.24	185.00	18.00	204.05			
							TOTAL		105.24	185.00	18.00	204.05		377	27.9
							YEAR TO DATE		599.15	895.28	89.52	1,004.81		3623	13.7
							ULT DSL	190.75	65.48	114.24	11.42	125.65	710		

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CITY OF COCKBURN

Account Number: 0050188034  
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Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km								
							Description	CPL Price	Litres	Total Exc GST	GST (\$)					Total Inc GST (\$)							
Cost Centre  7050 15105338 02528 "GHC071" 2517 WHITE HYLUNDAI ACCENT HATCH	13/05/22 23/05/22 30/05/22	07:46:22 08:56:42 08:58:04	SUCCESS COCKBURN CENTRAL SUCCESS	WA WA WA	5092 7395 5092	01770 030601 001075	DIESEL		65.48	114.24	11.42	125.65											
							TOTAL		65.48	114.24	11.42	125.65											
							YEAR TO DATE		65.48	114.24	11.42	125.65											
							DIESEL		65.48	114.24	11.42	125.65											
							TOTAL		65.48	114.24	11.42	125.65											
							YEAR TO DATE		65.48	114.24	11.42	125.65											
							ULP UNIM	173.82	26.58	72.17	4.23	16.39	91714	372	7.8	13.6							
							ULP UNIM	183.28	28.59	78.58	4.86	53.74	85087	267	7.8	14.6							
							ULP UNIM	182.50 P	27.14	75.13	4.51	15.64	85157	270	7.3	13.1							
							M/C		62.52	135.88	13.59	149.47											
TOTAL		82.52	185.88	18.59	149.47		1079	7.6	18.9														
YEAR TO DATE		448.74	689.75	68.98	758.73		4538	10.3	17.5														
Cost Centre  7050 15405338 03112 "GRR078" 2676 WHITE MITSUBISHI TRITON LTF	11/05/22 26/05/22	08:51:14 09:17:28	COCKBURN CENTRAL BIBRA LAKE	WA WA	7395 7395	036192 000688	MIS		82.52	135.88	13.59	149.47											
							TOTAL		82.52	135.88	13.59	149.47		1079	7.6	13.9							
							YEAR TO DATE		418.24	689.75	68.98	758.73		4238	10.3	17.5							
							ULT DSL	20.48	57.56	105.49	10.54	115.97	20000	400	14.4	28.0							
							ULT DSL	199.50 P	56.28	102.07	10.21	112.28	26500	500	11.3	22.5							
							DIESEL		113.84	207.50	20.75	228.25											
							TOTAL		113.84	207.50	20.75	228.25		900	12.6	25.4							
							YEAR TO DATE		812.93	1,012.00	101.22	1,113.22		3200	19.6	33.7							
							Cost Centre  7050 15405338 04079 "H0A07" 2643 WHITE MITSUBISHI TRITON	06/05/22 13/05/22 16/05/22 20/05/22 29/05/22	09:46:50 14:54:16 08:10:46 08:17:49 08:15:18	COCKBURN CENTRAL HUNTINGDALE HUNTINGDALE HUNTINGDALE HUNTINGDALE	WA WA WA WA WA	7395 6117 6117 6117 6117	036047 056807 066970 067036 057274	ULT DSL	200.50 P	54.47	89.17	8.82	108.09	3717	885	9.1	18.3
														ULT DSL	20.48	35.71	65.47	6.54	71.95	4100	883	9.3	18.8
ULT DSL	20.48	36.62	67.46	6.74	74.19	4197								897	9.3	18.7							
ULT DSL	204.50 P	45.25	81.16	8.11	92.55	5000								500	9.0	18.1							
ULT DSL	20.78	45.18	81.71	8.17	90.18	5006								505	9.1	18.1							
DIESEL		113.84	207.50	20.75	228.25																		
TOTAL		113.84	207.50	20.75	228.25									900	12.6	25.4							
YEAR TO DATE		612.89	1,012.00	101.22	1,113.22									3800	18.0	33.7							

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15405338 03874 THINZ 2 2667 WHITE MITSUBISHI TRITON LITE	05/05/22 12/05/22	06:26:51 06:57:14	SPEARWOOD SUCCESS	WA WA	6743 5092	004491 017667	DIESEL		218.38	400.89	40.08	440.97			
							TOTAL		218.38	400.89	40.08	440.97		2384	9.2
							YEAR TO DATE		456.90	789.29	78.88	867.12		4569	19.0
							DIESEL		218.38	400.89	40.08	440.97			
							TOTAL		218.38	400.89	40.08	440.97		2384	9.2
							YEAR TO DATE		456.90	789.29	78.88	867.12		4569	19.0
Cost Centre  7050 15405338 03878 THINZ 2 2677 WHITE MITSUBISHI TRITON LITE	03/05/22 23/05/22	12:00:33 15:48:50	COCKBURN CENTRAL FORESTDALE	WA WA	7325 8006	024135 054036	ULT DSL	100.75	62.37	108.40	10.84	119.24	15032	50.4	10.5
							ULT DSL	201.78	62.37	114.25	11.42	125.67	16528		21.2
							DIESEL		124.98	222.03	22.26	244.91			
							TOTAL		124.98	222.03	22.26	244.91		594	21.0
							YEAR TO DATE		322.20	1,523.16	152.06	1,682.09		7687	12.0
							DIESEL		124.98	222.03	22.26	244.91			
Cost Centre  7050 15405338 03878 THINZ 2 2677 WHITE MITSUBISHI TRITON LITE	03/05/22 23/05/22	12:00:33 15:48:50	COCKBURN CENTRAL FORESTDALE	WA WA	7325 8006	024135 054036	TOTAL		124.98	222.03	22.26	244.91		594	21.0
							YEAR TO DATE		322.20	1,523.16	152.06	1,682.09		7687	12.0
							ULT DSL	100.75	55.00	83.00	8.70	106.69	23582	47.1	11.6
							ULT DSL	201.78	55.00	108.29	10.82	119.05	2418		22.7
							DIESEL		114.93	205.22	20.52	225.74			
							TOTAL		114.93	205.22	20.52	225.74		471	24.4
Cost Centre  7050 15405338 03820 GTA655 2697 WHITE ISUZU D-MAX LITE	03/05/22 06/05/22 13/05/22 17/05/22 24/05/22 29/05/22	12:05:13 10:18:35 15:12:30 15:18:16 17:32:21 09:15:36	SPEARWOOD COCKBURN CENTRAL BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA WA	6243 7325 745 745 745 745	002601 036054 000208 000337 000778 001011	ULT DSL	100.75	62.26	107.96	10.80	118.73	32002	573	10.5
							ULT DSL	200.50	66.38	123.88	12.10	135.08	33220	528	12.0
							ULT DSL	187.50	50.85	81.00	8.18	100.43	33092	472	10.5
							ULT DSL	197.50	51.87	98.62	9.86	108.37	34217	519	10.6
							ULT DSL	191.50	52.15	103.99	10.99	120.04	34716	505	12.3
							ULT DSL	198.50	47.31	85.75	8.68	95.74	35108	423	11.3

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km			
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)		
Cost Centre  7050 15405338 03022 "HUA765 2705 WHITE FGTD TANGER UTILITY"	05/05/22 18/05/22 24/05/22	13:27:45 08:10:33 11:18:01	SPEARWOOD BIBRA LAKE COCKBURN CENTRAL	WA WA WA	6743 7457 7395	002638 040190 030738		DIESEL		344.35	615.42	61.55	676.97					
							TOTAL		344.35	615.42	61.55	676.97		3020	11.4	22.4		
							YEAR TO DATE		1,570.90	2,589.80	258.98	2,848.78		10971	11.4	26.0		
								DIESEL		344.35	615.42	61.55	676.97					
							TOTAL		344.35	615.42	61.55	676.97		3020	11.4	22.4		
							YEAR TO DATE		1,570.90	2,589.80	258.98	2,848.78		10971	11.4	26.0		
Cost Centre  7050 15405338 01026 "F70248 2705 SILVER KIA SPORTAGE WAGON"	05/05/22 17/05/22 27/05/22	17:05:06 06:00:20 06:56:15	FORRESTDALE BIBRA LAKE BIBRA LAKE	WA WA WA	8000 7457 7357	053306 000297 000532		ULT DSL	190.75	60.05	104.14	10.41	114.55	16208	567	10.6	20.9	
								ULT DSL	197.50	57.02	103.09	10.40	114.39	16812	517	11.3	22.2	
								ULT DSL	201.78	58.17	105.70	10.07	117.37	17370	567	10.3	20.8	
								DIESEL		176.14	314.83	31.48	346.31					
							TOTAL		176.14	314.83	31.48	346.31		1642	10.7	21.1		
							YEAR TO DATE		1,048.43	1,709.04	170.05	1,880.59		6917	13.2	27.2		
Cost Centre  7050 15405338 01026 "F70248 2705 SILVER KIA SPORTAGE WAGON"	05/05/22 17/05/22 27/05/22	17:05:06 06:00:20 06:56:15	FORRESTDALE BIBRA LAKE BIBRA LAKE	WA WA WA	8000 7457 7357	053306 000297 000532		DIESEL		176.14	314.83	31.48	346.31					
							TOTAL		176.14	314.83	31.48	346.31		1642	10.7	21.1		
							YEAR TO DATE		1,048.43	1,709.04	170.05	1,880.59		6917	13.2	27.2		
								RP U. T UNIM	177.85	40.44	79.04	7.00	87.03	86735				
								ULP UNIM	174.70	44.32	79.86	7.00	77.95	76502				
								ULP UNIM	183.28	48.32	82.18	8.22	90.35	78190				
Cost Centre  7050 15405338 03402 "GYK722 2777 WHITE ISUZU D-MAX UTILITY"	12/05/22 16/05/22 30/05/22	16:46:17 12:40:40 12:58:04	EMBLETON SUCCESS SPEARWOOD	WA WA WA	8304 5892 6448	015208 018097 005158		M/S		142.58	232.00	23.30	255.25					
							TOTAL		142.58	232.00	23.30	255.25						
							YEAR TO DATE		291.00	459.05	46.00	505.05		1613	13.6	31.3		
								ULT DSL	201.48	70.34	123.84	12.88	141.72	51243	643	10.8	21.6	
								ULT DSL	204.50	70.58	131.22	13.12	144.34	51888	640	11.0	22.6	
								ULT DSL	181.01	67.47	117.07	11.76	128.37	52472	589	11.4	22.0	



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CITY OF COCKBURN  
Accounts Payable (Invoice Only) PO  
067775  
PO Box 1215  
BIBRA LAKE DC PRIVATE BOXES WA  
6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre	16/05/22	15:54:18	COCKBURN CENTRAL	WA	7395	036112	DIESEL		208.33	377.67	37.76	415.43				
							TOTAL		208.33	377.67	37.76	415.43		1877	11.1	22.1
							YEAR TO DATE		960.97	1,582.38	158.25	1,740.63		6681	13.8	24.0
							DIESEL		208.33	377.67	37.76	415.43				
							TOTAL		208.33	377.67	37.76	415.43		1877	11.1	22.1
							YEAR TO DATE		960.97	1,582.38	158.25	1,740.63		6681	13.8	24.0
7050 15105338 06518 "DAQ2564" TOYOTA LANDCRUISER	16/05/22	15:50:36	COCKBURN CENTRAL	WA	7395	030111	ULT DSL	202.50 F	17.71	32.60	3.26	35.86	15600	92	13.2	38.0
							ULP UNIM	182.50 F	4.32	8.02	0.80	8.82				
							ULP UNIM	182.50 F	0.25	10.39	1.04	11.43	15600	53	172.4	347.6
							ULT DSL	201.78	100.0	183.45	18.35	201.80	15600			
							ULP UNIM	162.90 F	25.37	42.19	4.22	46.41				
							DIESEL		117.72	215.03	21.61	236.65				
Cost Centre	16/05/22	15:50:36	COCKBURN CENTRAL	WA	5992	000212	MIS		36.44	63.59	6.06	69.65				
							TOTAL		154.16	275.04	27.67	304.81		160	102.8	202.9
							YEAR TO DATE		628.87	857.03	85.75	943.72		1519	27.6	49.2
							DIESEL		117.72	215.03	21.61	236.65				
							MIS		36.44	63.59	6.06	69.65				
							TOTAL		154.16	275.04	27.67	304.81		160	102.8	202.9
7050 15406388 03872 "HFX818" 2804 WHITE FORD RANGER UTE	16/05/22	08:58:25	COCKBURN CENTRAL	WA	7395	036122	ULT DSL	201.48	52.97	97.09	9.70	106.79	15600	623	9.8	19.5
							ULT DSL	206.99	99.19	110.99	11.04	122.03	15600	707	9.4	17.0
							ULT DSL	201.78	59.50	103.16	10.91	120.05	15600			
							DIESEL		171.50	315.53	31.65	348.18				
							TOTAL		171.50	315.53	31.65	348.18		1990	12.9	26.2
							YEAR TO DATE		845.36	1,403.59	140.36	1,543.95		6235	13.6	24.8
Cost Centre	22/05/22	15:06:01	SUCCES	WA	5992	017051	DIESEL		171.50	315.53	31.65	348.18				
							TOTAL		171.50	315.53	31.65	348.18		1230	12.9	26.2
							YEAR TO DATE		845.36	1,403.59	140.36	1,543.95		6235	13.6	24.8
							ULP UNIM	159.50 F	60.50	87.22	8.72	95.94	31778	689	3.7	10.2
							ULP UNIM	173.62	50.50	89.19	8.85	97.91	2547			
							ULP UNIM	180.28	60.50	101.61	10.10	111.71	26100			
7050 15105338 03891 "HFX818" 2804 BLUE HISSAN X TRAIL	22/05/22	11:18:36	SUCCESS	WA	5992	017052										
	22/05/22	14:02:50	SUCCESS	WA	5992	004005										

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CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0116405338  
Period Starting: 01/05/2022 Period Ending: 31/05/2022

Page: 16 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15405338 03567 "GYU0" 2836 TOYOTA CAMRY SEDAN	10/05/22 27/05/22	08:11:38 17:01:11	SPEARWOOD BIBRA LAKE	WA WA	6413 7751	001628 000553	M/S		176.00	277.32	27.73	305.05			
							TOTAL		176.00	277.32	27.73	305.05		699	25.6
							YEAR TO DATE		726.32	1,109.57	110.85	1,220.42		6129	11.8
							M/S		176.00	277.32	27.73	305.05			
							TOTAL		176.00	277.32	27.73	305.05		699	25.6
							YEAR TO DATE		726.32	1,109.57	110.85	1,220.42		6129	11.8
Cost Centre  7050 15405338 03817 "GMU703" 2856 WHITE ISUZU D-MAX UTILITY	01/05/22 15/05/22	12:50:13 15:48:27	SPEARWOOD COCKBURN CENTRAL	WA WA	6413 7895	004375 024508	ULP 95 UTM	182.75	44.14	73.33	7.33	80.65	4308		
							ULP 95 UTM	195.81	42.33	75.95	7.70	84.63	412201		
							M/S		87.37	150.28	15.03	165.31			
							TOTAL		87.37	150.28	15.03	165.31		5421	7.2
							YEAR TO DATE		390.31	632.02	63.20	695.22			
							TOTAL		87.37	150.28	15.03	165.31		5421	7.2
Cost Centre  7050 15405338 04060 "HNM915" 2857 WHITE ISUZU D-MAX UTC	15/05/22 21/05/22 26/05/22 26/05/22	10:54:41 09:44:34 09:02:40 09:08:21	SUCCESSION BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA	5002 7451 7451 7751	017854 000535 001006 001010	ULT DSL	20.48	45.00	73.93	7.80	86.82	38		
							ULT DSL	184.50	66.34	117.83	11.78	129.61	893	855	7.0
							ULT DSL	189.50	2.9	5.28	0.53	5.81	1448	455	9.0
							ULT DSL	193.50	49.36	89.92	8.99	98.91	1498		13.6
							TOTAL		132.06	235.05	23.60	258.55		1139	11.6
							YEAR TO DATE		992.97	1,595.00	159.49	1,754.49		7539	13.2

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre  7050 15405338 02510 1 GHC72 2865 WHITE MITSUBISHI TRITON JTC	11/05/22 24/05/22	17:23:26 07:20:41	COCKBURN CENTRAL KELMSCOTT	WA WA	7395 5196	036217 007200	DIESEL		102.22	291.95	29.19	321.15				
							TOTAL		162.22	291.95	29.19	321.15		1410	11.5	22.8
							YEAR TO DATE		162.22	291.95	29.19	321.15		1410	11.5	22.8
							DIESEL		162.22	291.95	29.19	321.15				
							TOTAL		162.22	291.95	29.19	321.15		1410	11.5	22.8
							YEAR TO DATE		162.22	291.95	29.19	321.15		1410	11.5	22.8
Cost Centre  7050 15405338 04011 1 HJUC14 2877 WHITE ISUZU D-MAX UTILITY	14/05/22 22/05/22 30/05/22	10:28:31 18:18:22 18:01:27	BIBRA LAKE COCKBURN CENTRAL BIBRA LAKE	WA WA WA	7231 7395 7151	000217 036036 001127	ULT DSL	201.18	51.77	94.83	9.48	104.31	16872	56	3.2	18.5
							ULT DSL	200.50	57.31	104.32	10.43	114.75	17490	618	9.3	18.6
							DIESEL		109.11	199.35	19.93	219.28				
							TOTAL		109.11	199.35	19.93	219.28		1182	9.2	18.6
							YEAR TO DATE		648.78	1,042.55	104.25	1,146.79		4678	13.5	24.5
							DIESEL		109.11	199.35	19.93	219.28				
Cost Centre  7050 15405338 02498 1 GEH032 2895 WHITE ISUZU FIRE TRUCK	04/05/22 16/05/22	18:48:20 15:54:50	CANNING VALE COCKBURN CENTRAL	WA WA	5604 7395	002630 036443	ULT DSL	197.50	64.00	115.07	11.51	126.58	15248	605	10.0	20.0
							ULT DSL	202.50	68.82	125.09	12.67	137.76	15868	625	11.0	22.3
							ULT DSL	197.51	61.11	111.85	11.18	123.03	15408			
							DIESEL		197.02	353.61	35.36	388.97				
							TOTAL		197.02	353.61	35.36	388.97		1230	15.0	31.6
							YEAR TO DATE		439.70	750.70	75.07	825.77		1663	23.0	49.5

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CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0116405338  
Period Starting: 01/05/2022 Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 03095 "GS6491" 2896 WHITE FG7D TANGER UTE	10/05/22 20/05/22	07:08/15 15:36:03	BALDIVIS NAVAL BASE	WA 7270	006411 007171		DIESEL		118.45	209.13	20.91	230.04			
							TOTAL		118.45	209.13	20.91	230.04		96	123.4
							YEAR TO DATE		428.77	700.02	69.96	770.01		469	81.4
							DIESEL		118.45	209.13	20.91	230.04			
							TOTAL		118.45	209.13	20.91	230.04		96	123.4
							YEAR TO DATE		428.77	700.02	69.96	770.01		469	81.4
Cost Centre  7050 15405338 03688 "HA0680" 2913 WHITE MERCEDES SPRINTER BUS	27/05/22	15:31:00	BIBRA LAKE	WA 7231	000077		ULT DSL	201.18	61.72	118.55	11.85	130.40	70418	518	12.5
							ULT DSL	205.29	65.91	130.34	13.03	143.37	70975	555	12.6
							DIESEL		134.56	248.89	24.88	273.77			
							TOTAL		134.56	248.89	24.88	273.77		1074	12.5
							YEAR TO DATE		1,299.78	2,057.19	203.72	2,262.91		6263	20.8
							DIESEL		134.56	248.89	24.88	273.77			
Cost Centre  7050 15405338 03688 "HA0680" 2913 WHITE MERCEDES SPRINTER BUS	27/05/22	15:31:00	BIBRA LAKE	WA 7231	000077		TOTAL		134.56	248.89	24.88	273.77		1074	12.5
							YEAR TO DATE		1,299.78	2,057.19	203.72	2,262.91		6263	20.8
							ULT DSL	104.50 P	47.97	84.82	8.48	93.30	20870	538	8.9
							DIESEL		47.97	84.82	8.48	93.30			
							TOTAL		47.97	84.82	8.48	93.30		538	8.9
							YEAR TO DATE		517.73	503.74	50.38	564.12		3182	17.2
Cost Centre  7050 15405338 03688 "COCK330" 2943 WHITE MITSUBISHI ROSA BUS	26/05/22 12/05/22 15/05/22 24/05/22	11:15:27 15:02:11 15:11:10 15:14:07	SPERBWOOD COCKBURN CENTRAL BIBRA LAKE BIBRA LAKE	WA 7395 WA 7231 WA 7231	004504 006205 000936 000750		DIESEL		47.97	84.82	8.48	93.30			
							TOTAL		47.97	84.82	8.48	93.30		538	8.9
							YEAR TO DATE		547.49	803.74	80.38	884.12		3182	17.2
							ULT DSL	180.75	62.89	108.84	10.88	119.72	104430	837	18.6
							ULT DSL	201.48	58.80	98.55	9.85	108.40	104080	250	21.5
							ULT DSL	197.50 P	32.89	59.06	5.91	64.95	101815	105	19.9
Cost Centre  7050 15405338 03688 "COCK330" 2943 WHITE MITSUBISHI ROSA BUS	26/05/22	15:14:07	BIBRA LAKE	WA 7231	000750		ULT DSL	199.50 P	39.36	71.76	7.17	78.92	103605	160	24.7
							TOTAL		47.97	84.82	8.48	93.30			
							YEAR TO DATE		547.49	803.74	80.38	884.12		3182	17.2
							ULT DSL	180.75	62.89	108.84	10.88	119.72	104430	837	18.6
							ULT DSL	201.48	58.80	98.55	9.85	108.40	104080	250	21.5
							ULT DSL	197.50 P	32.89	59.06	5.91	64.95	101815	105	19.9

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0115405338  
Period Ending: 31/05/2022

Page: 19 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km				
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)			
Cost Centre  7050 15405338 03930 *G/W/T63C 2065 WHITE MITSUBISHI TRITON JTC	01/05/22 26/05/22 11/05/22 16/05/22 22/05/22 26/05/22	12:58:35 11:52:06 12:37:35 08:45:22 12:39:57 11:56:32	BALDWIN SPEARWOOD NAVAL BASE BALDWIN BALDWIN NAVAL BASE	WA WA WA WA WA WA	7374 6743 7770 7374 7375 7770	001827 001575 000531 003094 100156 00750	DIESEL		185.07	333.29	33.82	372.11							
							TOTAL	THIS PERIOD	185.07	333.29	33.82	372.11		812	20.7	40.8			
								YEAR TO DATE	1,111.33	1,832.59	183.27	2,015.83		4623	24.6	49.6			
							DIESEL		185.07	333.29	33.82	372.11							
							TOTAL	THIS PERIOD	185.07	333.29	33.82	372.11		912	20.7	40.8			
								YEAR TO DATE	1,111.33	1,832.59	183.27	2,015.83		4623	24.6	49.6			
							ULT DSL	192.50	60.57	105.05	10.61	115.67	83191						
							ULT DSL	190.75	60.55	103.17	10.52	113.69	87413						
							ULT DSL	207.48	50.51	103.60	10.36	113.92	86178						
							ULT DSL	203.29	62.52	113.55	11.85	125.40	86708	580	13.8	22.1			
ULT DSL	206.29	54.79	102.26	10.23	112.49	86275	505	19.8	22.2										
ULT DSL	207.78	51.78	94.25	9.42	103.67	86719	477	11.6	23.5										
			DIESEL		347.35	629.84	62.99	692.83											
TOTAL	THIS PERIOD	347.35	629.84	62.99	692.83		1640	22.0	45.0										
	YEAR TO DATE	1,511.80	2,825.39	282.61	3,108.03		11051	13.7	25.1										
Cost Centre  7050 15405338 03674 *EMP736 2082 WHITE MITSUBISHI ROSA BUS	02/05/22 13/05/22 19/05/22 27/05/22	10:28:13 10:12:47 10:19:04 09:06:27	SOUTH FREMANTLE SUCCESS COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA WA	8602 5892 7395 7395	00417 017750 0399/1 025036	DIESEL		347.35	629.84	62.99	692.83							
							TOTAL	THIS PERIOD	347.35	629.84	62.99	692.83		1540	22.6	45.0			
								YEAR TO DATE	1,511.80	2,825.39	282.61	3,108.03		11051	13.7	25.1			
							ULT DSL	180.75	62.58	108.27	10.82	119.14	110332	841	18.8	35.2			
							ULT DSL	207.48	40.50	74.69	7.46	81.98	110570	238	17.1	34.4			
							ULT DSL	202.50 P	61.8	90.38	9.04	101.92	110727	197	33.6	36.8			
							ULT DSL	207.78	62.9	115.40	11.54	126.94	111162	495	17.5	29.2			
										DIESEL		218.39	394.53	39.45	433.98				
							TOTAL	THIS PERIOD	218.39	394.53	39.45	433.98		1171	18.6	37.1			
								YEAR TO DATE	688.89	1,122.04	112.19	1,234.23		3037	22.7	40.6			
Cost Centre  7050 15405338 03005 *GRR227 3015 SILVER KIA CARN VAL WAGON	01/05/22 16/05/22 26/05/22	12:48:10 16:41:24 11:07:32	GREENWOOD NORTH GREENWOOD NORTH GREENWOOD NORTH	WA WA WA	8656 8656 8656	01049 01049 000930	DIESEL		218.39	394.53	39.45	433.98							
							TOTAL	THIS PERIOD	218.39	394.53	39.45	433.98		1171	18.6	37.1			
								YEAR TO DATE	688.89	1,122.04	112.19	1,234.23		3037	22.7	40.6			
							ULT DSL	190.26	52.1	90.13	9.01	99.14	86108						
							ULT DSL	204.76	53.95	100.45	10.04	110.49	86841	673	8.6	16.4			
							ULT DSL	207.28	48.92	89.52	8.95	98.47	86404	623	7.8	15.8			

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CITY OF COCKBURN  
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067775  
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BIBRA LAKE DC PRIVATE BOXES WA  
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CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0116405338  
Period Starting: 01/05/2022 Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 02551 "G6P316 33063" B SILVER HYUNDAI SONATA	15/05/22	17:07:10	COCKBURN CENTRAL	WA 7385	021738		DIESEL		151.36	280.10	28.00	308.10			
							TOTAL		151.36	280.10	28.00	308.10		1208	12.0
							YEAR TO DATE		658.38	1,089.13	108.90	1,198.03		5473	12.0
							DIESEL		151.36	280.10	28.00	308.10			
							TOTAL		151.36	280.10	28.00	308.10		1296	12.0
							YEAR TO DATE		658.38	1,089.13	108.90	1,198.03		5473	12.0
Cost Centre  7050 15405338 03740 "HCL636 4255" WHITE FORD RANGER UTILITY	06/05/22 08/05/22 28/05/22	07:40:24 13:04:42 17:07:10	CANNING VALLEY NAVAL BASE	WA WA WA	0073 7770 007438		ULP UNIM	188.00	35.31	55.30	5.63	61.93	35301	639	5.3
							M/S		33.84	55.30	5.63	61.93			
							TOTAL		33.84	55.30	5.63	61.93		639	5.3
							YEAR TO DATE		72.43	118.44	11.84	130.28		1083	5.7
							M/S		33.84	55.30	5.63	61.93			
							TOTAL		33.84	55.30	5.63	61.93		639	5.3
Cost Centre  7050 15405338 02742 "GLP881 4261" SILVER FORD FOCUS	01/05/22 26/05/22	16:18:30 10:20:15	SOUTH FREMANTLE SOUTH FREMANTLE	WA WA	0602 0602		ULP UNIM	150.00	47.9	69.03	6.06	75.09	97070	487	9.8
							ULP UNIM	189.00	48.89	73.07	7.30	80.37	97500	471	10.4
							DIESEL		105.34	202.59	20.20	321.85			
							TOTAL		105.34	202.59	20.20	321.85		1469	11.1
							YEAR TO DATE		1,282.34	2,109.86	210.87	2,320.73		10357	12.4
							TOTAL		105.34	202.59	20.20	321.85		1469	11.1

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre  7050 15405338 03905 "H61139" 4294 WHITE MITSUBISHI TRITON JTC	16/05/22	09:36:21	4294 COCKBURN CENTRAL	WA 7395	036531		M/S		51.30	172.67	14.26	166.93				
						TOTAL			51.30	142.67	14.26	166.93		608	10.1	17.3
									375.57	471.20	47.12	518.32		3073	10.3	16.6
							M/S		51.30	172.67	14.26	166.93				
						TOTAL			51.30	142.67	14.26	166.93		608	10.1	17.3
									375.57	471.20	47.12	518.32		3073	10.3	16.6
Cost Centre  7050 15405338 03518 "GY7376" 4491 MINOR PLANT - WHITE TRUCK	02/05/22 06/05/22	12:01:11 09:09:54	4294 NAVAL BASE	WA 7770	008358 008470		ULT DSL	202.50 P	65.36	120.75	12.07	132.82	56721	697	9.4	19.1
							DIESEL		65.36	120.75	12.07	132.82				
						TOTAL			65.36	120.75	12.07	132.82		697	9.4	19.1
									575.96	843.44	84.85	928.29		5587	9.5	17.5
							DIESEL		65.36	120.75	12.07	132.82				
						TOTAL			65.36	120.75	12.07	132.82		697	9.4	19.1
Cost Centre  7050 15405338 02898 "GNL074" 5013 WHITE KIA SPORTAGE WAGON	15/05/22 23/05/22	08:20:50 15:17:22	4481 BELMONT	WA 2244	098005 038412		ULP URIM	150.00 P	54.26	73.54	7.85	86.39	43721	030	5.5	0.8
							ULP URIM	105.13	66.70	134.65	15.47	148.12	44807	085	8.3	18.6
							M/S		145.73	213.19	21.32	234.51				
						TOTAL			143.73	213.19	21.32	234.51		2016	7.1	11.6
									327.55	504.03	50.40	555.42		2013	10.3	27.6
							M/S		145.73	213.19	21.32	234.51				
							ULT DSL	207.48	36.35	67.50	6.75	74.25	55718	521	3.4	12.9
							ULT DSL	207.78	36.31	61.10	6.11	67.21	56359			
							TOTAL									

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CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0116405338  
Period Starting: 01/05/2022 Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre  7050 15405338 03799 EVG812 5211 SILVER KIA CARN VAL WAGON	02/05/22 18/05/22	08:23:24 08:21:45	SPEARWOOD SUCCESS	WA WA	6/43 5092	002598 018078		DIESEL	70.16	123.60	12.86	141.46					
							TOTAL	THIS PERIOD	70.16	123.60	12.86	141.46		521	13.5	27.2	
							YEAR TO DATE	595.12	967.59	93.76	1,064.35		3611	13.5	20.5		
								DIESEL	70.16	123.60	12.86	141.46					
							TOTAL	THIS PERIOD	70.16	123.60	12.86	141.46		521	13.5	27.2	
							YEAR TO DATE	595.12	967.59	93.76	1,064.35		3611	13.5	20.5		
Cost Centre  7050 15405338 03534 GYO868 5251 WHITE FORD TRANSIT VAN	15/05/22 23/05/22	14:25:20 12:55:38	BIBRA LAKE BIBRA LAKE	WA WA	743 745	000237 000608		ULT DSL	199.75	59.36	103.93	10.39	114.32	16021	670	8.5	17.1
								ULT DSL	204.50	57.37	105.47	10.65	117.12	16728	702	8.2	16.7
								DIESEL	117.20	210.40	21.04	231.44					
							TOTAL	THIS PERIOD	117.20	210.40	21.04	231.44		1372	8.5	16.9	
							YEAR TO DATE	411.32	680.33	68.63	758.25		4874	8.4	15.6		
								DIESEL	117.20	210.40	21.04	231.44					
Cost Centre  7050 15405338 04045 GMJC53 5313 WHITE MAZDA 6 SEDAN	15/05/22 23/05/22	14:25:20 12:55:38	BIBRA LAKE BIBRA LAKE	WA WA	743 745	000237 000608		ULT DSL	197.50	60.25	103.17	10.82	118.99	30544	559	10.5	21.3
								ULT DSL	189.50	58.71	105.29	10.88	118.12	37128	579	10.3	20.6
								DIESEL	115.96	215.45	21.05	236.11					
							TOTAL	THIS PERIOD	115.96	215.45	21.05	236.11		1137	10.6	20.0	
							YEAR TO DATE	718.32	1,163.54	116.68	1,283.22		4883	14.7	26.3		
								DIESEL	115.96	215.45	21.05	236.11					
Cost Centre  7050 15405338 04045 GMJC53 5313 WHITE MAZDA 6 SEDAN	12/05/22	10:50:19	SPEARWOOD	WA	6243	004690		ULP UNIM	173.82	36.57	43.31	4.85	53.14	43336			



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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre  7050 15405338 03880 TH6Q055 5404 WHITE VW TIGUAN WAGON	02/05/22 26/05/22	17:36:07 10:30:01	COCKBURN CENTRAL BIBRA LAKE	WA 7395 7751	035718 000678		M/S		30.57	48.31	4.88	53.14				
						TOTAL	THIS PERIOD	30.57	48.31	4.88	53.14					
						YEAR TO DATE	30.57	48.31	4.88	53.14						
							M/S		30.57	48.31	4.88	53.14				
						TOTAL	THIS PERIOD	30.57	48.31	4.88	53.14					
						YEAR TO DATE	30.57	48.31	4.88	53.14						
Cost Centre  7050 15405338 03880 TH6Q055 5404 WHITE TOYOTA CAMRY SEDAN	13/05/22	15:48:41	SPEARWOOD	WA 6443	002770		ULP 95 UNIM	173.87	51.01	85.35	8.54	93.89	8815	600	3.0	15.6
							ULP 95 UNIM	195.81	45.37	87.88	8.78	96.67	9383	578	3.0	17.6
							M/S		108.38	173.23	17.33	190.56				
						TOTAL	THIS PERIOD	108.38	173.23	17.33	190.56			114\$	9.0	16.6
						YEAR TO DATE	291.10	465.02	46.60	512.62			308\$	9.5	16.6	
							M/S		108.38	173.23	17.33	190.56				
Cost Centre  7050 15405338 03880 TH6Q055 5404 WHITE TOYOTA CAMRY SEDAN	05/05/22	08:11:34	SPEARWOOD	WA 6443	004494		ULP UNIM	173.87	44.00	69.53	6.95	76.48	22015			
							M/S		44.00	69.53	6.95	76.48				
						TOTAL	THIS PERIOD	44.00	69.53	6.95	76.48					
						YEAR TO DATE	86.01	135.41	13.54	148.95						
							M/S		44.00	69.53	6.95	76.48				
						TOTAL	THIS PERIOD	44.00	69.53	6.95	76.48					
Cost Centre  7050 15405338 03880 TH6Q055 5404 BLUE VOLKSWAGEN T.250X	05/05/22	08:11:34	SPEARWOOD	WA 6443	004494		BP U.T. UNIM	177.85	55.48	89.70	8.97	98.67	54785	662	3.4	14.0
							M/S		44.00	69.53	6.95	76.48				
						TOTAL	THIS PERIOD	44.00	69.53	6.95	76.48					
						YEAR TO DATE	86.01	135.41	13.54	148.95						
							M/S		44.00	69.53	6.95	76.48				
						TOTAL	THIS PERIOD	44.00	69.53	6.95	76.48					

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Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre			5434				M/S	55.48	89.70	8.97	98.67					
							TOTAL	THIS PERIOD	55.48	89.70	8.97	98.67		662	8.4	14.9
							YEAR TO DATE	596.98	883.47	88.65	975.12		4113	13.1	29.7	
7050 15405338 03716 WHITE TOYOTA RANGER UTILITY	20/05/22	11:40:14	BIBRA LAKE	WA	7/51	000572	ULSD 610	194.50	68.98	121.81	12.18	133.99	777			
							DIESEL		68.98	121.81	12.18	133.99				
							TOTAL	THIS PERIOD	68.98	121.81	12.18	133.99		4463	12.0	21.2
							YEAR TO DATE	596.98	883.47	88.65	975.12		4113	13.1	23.7	
Cost Centre			5463				DIESEL	68.98	121.81	12.18	133.99					
							TOTAL	THIS PERIOD	68.98	121.81	12.18	133.99		4463	12.0	21.2
							YEAR TO DATE	596.98	883.47	88.65	975.12		4113	13.1	23.7	
7050 15405338 03530 WHITE TOYOTA CAMRY SEDAN	20/05/22	08:58:31 10:06:22 15:22:53	COC BURB CENTRAL BIBRA LAKE BIBRA LAKE	WA WA WA	7395 7451 7451	035634 000648 001108	ULP UNIM	163.13	46.17	69.31	6.93	76.24	5100			
							ULP UNIM	186.28	40.24	68.15	6.81	74.96	51798			
							ULP UNIM	182.70	22.39	38.85	3.88	42.73	32175	282	5.1	11.2
							M/S		105.30	175.31	17.53	192.83				
Cost Centre			5473				TOTAL	THIS PERIOD	105.30	175.31	17.53	192.83		382	28.7	50.8
							YEAR TO DATE	596.98	883.47	88.65	975.12		4113	13.1	21.1	
7050 15405338 03070 WHITE MITSUBISHI TRITON LITE	20/05/22	10:20:10 11:52:28 13:05:06 15:22:47	SPEARWOOD ATTARDI F COC BURB CENTRAL SAUNDIS SUCCESS	WA WA WA WA WA	6443 6188 7395 7375 6992	004490 009033 036424 066101 000327	ULT DSL	100.75	58.50	101.02	10.10	111.12	36366	585	10.0	
							ULT DSL	186.50	44.34	79.75	7.97	87.72	40788	423	10.0	
							ULT DSL	202.50	58.50	108.25	10.82	119.07	47378	584	10.1	
							ULT DSL	206.29	62.38	115.76	11.58	127.34	48007	628	9.8	
Cost Centre							ULT DSL	207.76	59.35	109.12	10.91	120.03	48610	603	9.8	

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CITY OF COCKBURN

Account Number: 0050188034  
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Customer Number: 0116405338  
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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 04003 THHD795 5503 WHITE FORD RANGER UTE	10/05/22 24/05/22	12:26:09 14:15:30	COCKBURN CENTRAL COCKBURN CENTRAL	WA 7395	024417 036777		DIESEL		285.72	514.80	51.47	566.27			
							TOTAL		285.72	514.80	51.47	566.27		2828	10.0
							YEAR TO DATE		1,786.33	2,133.06	213.66	2,350.32		11,237	20.0
							DIESEL		285.72	514.80	51.47	566.27			
							TOTAL		285.72	514.80	51.47	566.27		2829	10.0
							YEAR TO DATE		1,286.33	2,135.63	213.66	2,350.32		11,237	20.0
Cost Centre  7050 15405338 03836 THHD795 5523 WHITE FORD RANGER UTILITY	20/05/22	13:41:07	BIBRA LAKE	WA 7431	000556		ULT DSL	201.78	76.30	135.75	13.68	153.73	72501	888	8.6
							ULT DSL	201.78	74.19	135.61	13.68	150.30	73310	835	8.8
							DIESEL		150.79	273.39	27.64	304.03			
							TOTAL		150.79	273.39	27.64	304.03		1724	8.7
							YEAR TO DATE		378.00	672.15	67.22	750.37		3453	12.4
							DIESEL		150.79	273.39	27.64	304.03			
Cost Centre  7050 15405338 02874 THHD795 5523 SILVER MITSUBISHI TRUCK	07/05/22 27/05/22	06:10:31 07:24:20	APPLECROSS SPEARWAGOOD	WA 6200	013025 005034		ULT DSL	100.75	61.44	103.53	10.65	117.20	27802	637	9.6
							ULT DSL	201.78	59.74	109.88	10.66	120.54	26575	683	8.7
							DIESEL		55.12	93.03	9.36	103.32			
							TOTAL		55.12	93.03	9.36	103.32		565	9.4
							YEAR TO DATE		121.70	204.26	20.42	224.63		1223	9.5
							DIESEL		55.12	93.03	9.36	103.32			
Cost Centre  7050 15405338 02874 THHD795 5523 SILVER MITSUBISHI TRUCK	07/05/22 27/05/22	06:10:31 07:24:20	APPLECROSS SPEARWAGOOD	WA 6200	013025 005034		ULT DSL	100.75	61.44	103.53	10.65	117.20	27802	637	9.6
							ULT DSL	201.78	59.74	109.88	10.66	120.54	26575	683	8.7
							DIESEL		55.12	93.03	9.36	103.32			
							TOTAL		55.12	93.03	9.36	103.32		565	9.4
							YEAR TO DATE		121.70	204.26	20.42	224.63		1223	9.5
							DIESEL		55.12	93.03	9.36	103.32			

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Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
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Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents/km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15105338 03512 "GY2042 3512 WHITE SUBARU FORESTER WAGON	06/05/22 24/05/22	10:30:35 12:18:53	SPEARWAGOOD	WA 6/13	001538 002658		DIESEL		121.18	215.13	21.61	237.74			
							TOTAL		121.18	215.13	21.61	237.74		1320	9.2
							YEAR TO DATE		304.50	502.55	50.24	552.79		3243	17.0
							DIESEL		121.18	215.13	21.61	237.74			
							TOTAL		121.18	215.13	21.61	237.74		1320	9.2
							YEAR TO DATE		304.50	502.55	50.24	552.79		3243	17.0
Cost Centre  7050 15405338 03778 "HDY184 3552 WHITE ISUZU NUS WAGON	16/05/22	10:35:44	COCKBURN CENTRAL	WA 7095	036127		ULP UNIM	165.13	48.47	72.75	7.28	80.04	25497		
							ULP UNIM	183.28	41.47	75.31	7.52	82.84	25917	450	9.5
							MIS		92.94	149.07	14.81	162.88			
							TOTAL		92.94	149.07	14.81	162.88		450	20.7
							YEAR TO DATE		441.77	670.40	67.06	737.43		662	23.6
							MIS		92.94	149.07	14.81	162.88			
Cost Centre  7050 15405338 03690 "HRD279 5701 WHITE ISUZU D MAX UTILITY	04/05/22 06/05/22 07/05/22 10/05/22 12/05/22 15/05/22	08:11:10 02:13:47 22:10:00 03:17:50 01:50:17 18:46:51	SPEARWAGOOD	WA 6/13	00445 004526 001673 001623 001677 000495		ULT DSL	20.48	58.70	107.52	10.75	118.27	1490		
							DIESEL		58.70	107.52	10.75	118.27			
							TOTAL		58.70	107.52	10.75	118.27		475	69.8
							YEAR TO DATE		331.38	532.23	53.22	585.43			123.2
							DIESEL		58.70	107.52	10.75	118.27			
							TOTAL		58.70	107.52	10.75	118.27		475	69.8
							ULT DSL	180.75	41.32	71.05	7.17	78.22	76064	595	10.4
							ULT DSL	180.75	35.30	61.22	6.12	67.34	70927		
							ULT DSL	190.75	39.41	68.92	6.89	75.81	71300	573	13.7
							ULT DSL	199.50 P	24.77	44.93	4.49	49.42	71503	50	45.7
							ULT DSL	20.48	24.78	45.58	4.54	49.97	71732	573	5.5
							ULSD G10	194.50 P	37.36	67.12	6.71	73.83	72008	535	11.3

BP Australia Pty Ltd  
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MELBOURNE VIC 3001

## BP Plus Fleet Control Report

Account Enquiries: Tegan Morosi Telephone: 1 800 225 527 Fax: 1800 461 693



CITY OF COCKBURN  
Accounts Payable (Invoice Only) PO  
067775  
PO Box 1215  
BIBRA LAKE DC PRIVATE BOXES WA  
6965

CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 27 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre	20/05/22	15:16:52	SPEARW/CCD	WA	6443	002036	ULT DSL	201.50 F	24.31	73.25	4.55	77.79	72278	211	11.5	23.6
	22/05/22	12:56:25	SPEARW/CCD	WA	6443	004093	ULT DSL	201.50 F	24.35	63.91	6.39	70.33	72571	202	11.8	24.1
							DIESEL		262.30	469.42	46.94	515.26				
	TOTAL						THIS PERIOD			202.60	469.42	46.94	515.26	2040	12.9	25.3
							YEAR TO DATE		2,517.37	4,085.45	408.58	4,494.03	17961	17.0	25.0	
							DIESEL		262.30	469.42	46.94	515.26				
	TOTAL						THIS PERIOD			202.60	469.42	46.94	515.26	2040	12.9	25.3
							YEAR TO DATE		2,517.37	4,085.45	408.58	4,494.03	17961	17.0	25.0	
							UPL UNM	158.00 P	56.8	82.06	8.21	90.27	117708	478	11.8	18.9
							UPL UNM	158.00 P	27.38	39.98	4.00	43.98	125957			
7050 15405338 00009 167 076 5211 WHITE NISSAN QAS-QAL SUV	30/04/22	12:58:14	SPEARW/CCD	WA	6443	004535	UPL UNM	158.00 P	30.35	44.29	4.43	48.72	117963			
	01/05/22	05:11:26	SPEARW/CCD	WA	6443	004536	UPL UNM	158.00 P	38.18	55.58	5.55	61.14	118258	505	12.6	20.0
	02/05/22	04:49:51	SPEARW/CCD	WA	6443	004537	UPL UNM	158.00 P	31.57	45.04	4.50	50.64	118552	294	10.8	17.3
	03/05/22	01:43:51	SOUTH FREMANTLE	WA	6402	004190	UPL UNM	158.00 P	28.37	41.70	4.17	45.87	118812	250	11.5	18.3
	04/05/22	05:11:53	SPEARW/CCD	WA	6443	004444	UPL UNM	158.00 P	40.46	60.74	6.07	66.81	119082			
	05/05/22	04:14:47	SPEARW/CCD	WA	6443	004448	UPL UNM	158.00 P	22.19	33.3	3.35	36.64	119367			
	06/05/22	03:29:20	COCKBURN CENTRAL	WA	7395	005899	UPL UNM	158.00 P	22.15	33.25	3.33	36.58	119617			
	06/05/22	17:27:00	SPEARW/CCD	WA	6443	004539	UPL UNM	158.00 P	41.78	62.74	6.27	69.01	120306			
	07/05/22	07:22:30	SUCCESS	WA	5992	07759	UPL UNM	158.00 P	45.18	64.82	6.48	71.30	120304			
	08/05/22	02:30:14	SUCCESS	WA	5992	077400	UPL UNM	173.82	36.35	53.35	5.34	58.69	120770	803	9.3	16.2
	10/05/22	00:18:26	SUCCESS	WA	5992	077514	UPL UNM	173.82	31.38	50.06	5.01	55.07	12107			
	10/05/22	23:01:17	SPEARW/CCD	WA	6443	004539	UPL UNM	173.82	27.28	40.09	4.01	44.10	121259			
	11/05/22	18:54:29	SPEARW/CCD	WA	6443	002477	UPL UNM	173.82	39.32	63.09	6.31	69.39	121676	377	10.6	18.4
	13/05/22	06:50:17	B BIRA LAKE	WA	725	000030	UPL UNM	174.70 P	51.35	81.09	8.11	89.20	122075	399	12.8	22.4
	16/05/22	17:38:30	B BIRA LAKE	WA	725	000418	UPL UNM	188.00	42.32	71.24	7.12	78.35	122480			
	16/05/22	18:32:00	B BIRA LAKE	WA	725	000419	UPL UNM	188.00	37.70	62.86	6.28	69.15	123480			
	21/05/22	05:29:18	SPEARW/CCD	WA	6443	004896	UPL UNM	188.00	41.90	69.74	6.97	76.71	123552	852	4.8	8.0
	21/05/22	17:30:37	SPEARW/CCD	WA	6443	004916	UPL UNM	188.00	24.43	24.0	2.40	26.4	123646	14	103.1	188.0
	22/05/22	17:03:32	SPEARW/CCD	WA	6443	004910	UPL UNM	188.00	24.4	24.02	2.40	26.42	123716			
	24/05/22	05:41:41	B BIRA LAKE	WA	725	000030	UPL UNM	188.00	40.39	77.93	7.79	85.74	123803			
	25/05/22	05:28:37	B BIRA LAKE	WA	725	000720	UPL UNM	188.00	38.17	64.04	6.46	71.10	124188	225	11.7	21.0
	26/05/22	17:31:20	B BIRA LAKE	WA	725	001032	UPL UNM	188.00	50.16	84.95	8.49	93.44	124580	401	12.5	29.3
	28/05/22	04:06:21	COCKBURN CENTRAL	WA	7395	006044	UPL UNM	188.00	37.19	67.19	6.72	73.91	124940			
	28/05/22	10:56:40	SUCCESS	WA	5992	000836	UPL UNM	188.00 P	51.36	83.09	8.31	91.40	125325	390	13.8	24.0
	30/05/22	17:31:20	B BIRA LAKE	WA	725	001125	UPL UNM	188.00 P	55.28	88.43	8.85	97.34	125325	390	13.8	24.0
	31/05/22	10:08:53	COCKBURN CENTRAL	WA	7395	025050	UPL UNM	188.00 P	41.27	70.87	7.08	77.95	125300	165	25.0	47.2

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BIBRA LAKE DC PRIVATE BOXES WA  
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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 28 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre			5711				M/S	992.06	1563.45	155.84	1725.29						
				TOTAL	THIS PERIOD	992.06	1,568.45	155.84	1,725.29		4651	21.8	37.1				
					YEAR TO DATE	3,574.32	5,343.11	534.62	5,880.73	17137	20.8	34.8					
				M/S	992.06	1563.45	155.84	1725.29									
				TOTAL	THIS PERIOD	992.06	1,568.45	155.84	1,725.29		4651	21.8	37.1				
					YEAR TO DATE	3,574.32	5,343.11	534.62	5,880.73	17137	20.8	34.8					
	01/05/22	06:32:23		COCKBURN CENTRAL	WA	7395	021047	ULP UNM	163.77	37.35	55.92	5.59	61.51	106030	223	11.6	18.0
	01/05/22	17:35:45		SUCCESS	WA	5992	016003	ULP UNM	169.50	18.27	26.55	2.66	29.21	106188	158	11.6	18.5
	01/05/22	18:34:18		COCKBURN CENTRAL	WA	7395	021217	ULP UNM	163.13	38.55	59.02	5.90	64.92	106308	280	13.2	16.8
	05/05/22	23:21:46		COCKBURN CENTRAL	WA	7395	035892	ULP UNM	163.13	38.90	58.23	5.82	64.07	106777			
06/05/22	16:44:30	COCKBURN CENTRAL	WA	7395	035942	ULP UNM	165.13	21.34	32.04	3.20	35.24	106102					
06/05/22	03:08:41	COCKBURN CENTRAL	WA	7395	035930	ULP UNM	165.13	36.30	57.78	5.76	63.57	106777					
06/05/22	03:31:35	COCKBURN CENTRAL	WA	7395	021836	ULP UNM	173.82	35.57	51.63	5.16	56.79	106927					
06/05/22	17:01:07	COCKBURN CENTRAL	WA	7395	036032	ULP UNM	173.82	20.29	32.09	3.21	35.27	110189	241	9.4	14.6		
10/05/22	02:55:13	SUCCESS	WA	5992	017518	ULP UNM	173.82	17.38	27.45	2.75	30.21	110390	222	7.8	13.0		
11/05/22	03:52:31	SUCCESS	WA	5992	017597	ULP UNM	173.82	39.47	62.79	6.28	69.03	110510	420	9.6	15.4		
12/05/22	06:19:00	SUCCESS	WA	5992	017694	ULP UNM	173.82	29.28	49.27	4.93	54.90	111120	310	9.4	15.4		
12/05/22	18:11:27	B BIRA LAKE	WA	7451	000153	ULP UNM	173.82	36.33	60.88	6.09	66.97	111550	230	15.8	28.1		
13/05/22	17:30:42	SUCCESS	WA	5992	017795	ULP UNM	173.82	47.39	74.88	7.49	82.37	111609	260	18.3	31.8		
14/05/22	06:15:36	COCKBURN CENTRAL	WA	7395	036214	ULP UNM	173.82	22.53	35.78	3.58	39.34	111832	223	13.1	17.6		
15/05/22	06:15:21	COCKBURN CENTRAL	WA	7395	036219	ULP UNM	173.82	36.30	57.38	5.74	63.10	112134	202	12.0	20.5		
16/05/22	06:29:36	SPEARWOOD	WA	6443	001498	ULP UNM	174.90	37.31	68.37	6.84	75.31	112466	322	11.0	20.3		
17/05/22	07:44:45	SUCCESS	WA	5992	017947	ULP UNM	174.90	40.24	69.98	6.99	76.93	112937	375	13.7	18.8		
18/05/22	07:56:31	B BIRA LAKE	WA	7451	000547	ULP UNM	174.90	40.11	64.02	6.40	70.42	113205	376	13.8	18.8		
19/05/22	05:04:32	COCKBURN CENTRAL	WA	7395	036535	ULP UNM	183.00	29.55	49.33	4.93	54.25	113350	325	9.1	16.7		
20/05/22	05:21:17	B BIRA LAKE	WA	7451	000409	ULP UNM	183.00	25.72	42.79	4.28	47.07	113820	290	8.5	16.2		
21/05/22	05:22:48	COCKBURN CENTRAL	WA	7395	036630	ULP UNM	183.00	21.00	34.04	3.45	37.43	114037	247	8.8	15.6		
23/05/22	05:14:32	B BIRA LAKE	WA	7451	000028	ULP UNM	186.28	48.98	82.85	8.29	91.14	114548	482	19.2	18.8		
24/05/22	05:25:36	B BIRA LAKE	WA	7451	000604	ULP UNM	186.28	18.22	33.95	3.39	37.34	114716	197	9.2	17.2		
25/05/22	05:20:31	B BIRA LAKE	WA	7451	000758	ULP UNM	186.28	17.31	33.01	3.30	36.31	114934	188	9.0	16.8		
							M/S	755.72	1194.66	119.48	1314.04						
						TOTAL	THIS PERIOD	755.72	1,194.66	119.48	1,314.04		5968	12.9	22.4		
							YEAR TO DATE	2,901.09	4,383.92	438.42	4,822.34		15562	18.6	31.0		

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 29 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km						
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)					
Cost Centre  7050 1405338 03041 16Z_082 5721 WHITE NISSAN QAS-Q41 SUV	27/05/22 28/05/22 30/05/22	00:00:00 00:31:17 05:00:06	COCKBURN CENTRAL SPEARW/CCD SPEARW/CCD	WA WA WA	7395 005113 005113		M/S		755.72	1184.59	118.48	1314.04									
						TOTAL	THIS PERIOD YEAR TO DATE		755.72 2,901.99	1,184.59 4,330.92	118.48 430.42	1,314.04 4,322.34		5868 15562	12.0 19.6	22.4 31.0					
							ULP UNM	106.20	54.36	90.07	9.31	102.38	122008								
							ULP UNM	182.90 P	54.30	90.24	9.03	98.31	123404								
							ULP UNM	182.90 P	24.18	40.70	4.07	44.77	133641	207	11.8	21.6					
							M/S		188.74	224.05	22.41	246.45									
						TOTAL	THIS PERIOD YEAR TO DATE		188.74 133.74	224.05 224.05	22.41 22.41	246.46 246.45		207 207	64.6 64.6	119.1 119.1					
							M/S		133.74	224.05	22.41	246.45									
						TOTAL	THIS PERIOD YEAR TO DATE		133.74 3,796.33	224.05 5,671.08	22.41 567.22	246.46 6,238.20		207 18912	64.6 19.7	119.1 32.8					
						Cost Centre  7050 13405338 03041 16Z_082 5721 WHITE NISSAN QAS-Q41 SUV	04/05/22 06/05/22 06/05/22 06/05/22 10/05/22 07/08/22 11/05/22 13/05/22 14/05/22 22/05/22 23/05/22 23/05/22 25/05/22 25/05/22 27/05/22 28/05/22 28/05/22 31/05/22	10:51:17 13:05:00 05:06:00 05:06:00 05:06:00 07:48:26 09:21:17 01:04:06 05:15:20 05:15:20 05:10:26 07:48:01 05:11:04 05:30:20 05:30:54 17:25:52 05:13:11	SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD SUCCESS SOUTH HEMANILE SUCCESS SUCCESS COCKBURN CENTRAL COCKBURN CENTRAL SPEARWOOD B B RA LAKE B B RA LAKE B B RA LAKE COCKBURN CENTRAL	WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA	0443 0443 0443 0443 0443 5062 5062 5062 5062 7395 7395 004505 004505 004505 7395 7395 000521 000590 001031 025077		ULP UNM	165.13	45.40	65.25	6.52	71.77	118285	209	14.6
	ULP UNM	165.13	26.70	40.08	4.01							44.09	118520	235	11.4	18.8					
	ULP UNM	173.82	27.30	43.78	4.38							47.61	777								
	ULP UNM	173.82	38.28	62.07	6.21							68.28	2								
	ULP UNM	173.82	38.05	60.13	6.01							66.14	5	3	1269.3	2301.7					
	ULP UNM	173.82	52.50	82.93	8.30							91.23	119007								
	ULP UNM	173.82	31.77	50.20	5.02							55.22	120107	254	12.5	21.7					
	ULP UNM	189.00	42.57	70.98	7.10							78.08	120517	553	12.0	21.0					
	ULP UNM	189.28	25.39	43.40	4.34							47.74	120760	259	10.0	18.0					
	ULP UNM	189.28	25.54	43.42	4.34							47.75	121026	257	10.0	18.6					
	ULP UNM	189.28	17.59	29.95	3.00							32.95	121159	133	13.3	21.8					
	ULP UNM	189.28	19.73	33.41	3.34							36.75	121819	600	2.0	5.2					
	ULP UNM	189.28	10.90	23.55	2.36							31.11	121482								
	ULP UNM	189.28	11.31	19.15	1.92							21.07	777								
	ULP UNM	192.20	40.02	69.93	6.99							76.92	121949								
	M/S		458.70	742.70	74.29							817.05									
TOTAL	THIS PERIOD YEAR TO DATE		458.70 2,785.15	742.70 4,298.54	74.29 429.85							817.05 4,728.39		2478 17160	18.5 25.0	33.0 42.4					

BP Australia Pty Ltd  
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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 30 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST	GST (\$)					Total Inc GST (\$)
Cost Centre			5751				M/S	458.70	742.76	74.28	817.05					
							TOTAL	THIS PERIOD	458.70	742.76	74.28	817.05		2478	18.5	33.0
7050 15405338 03682 WHITE NISSAN QAS-Q41 WAGON							YEAR TO DATE	2,793.16	4,294.84	429.48	4,724.33		11163	25.0	12.4	
							ULP UNM	163.17	32.20	77.94	4.79	82.73	123022	269	12.0	19.7
	02/05/22	05:00:33	COCKBURN CENTRAL	WA	7395	024037	ULP UNM	165.13	32.79	79.21	4.82	84.13	123253	241	13.0	22.5
	02/05/22	13:35:12	SOUTH FREMANTLE	WA	5802	004156	ULP UNM	160.00	30.36	74.05	4.50	78.55	123550	287	10.8	17.2
	03/05/22	05:21:16	COCKBURN CENTRAL	WA	7395	035729	ULP UNM	161.50	25.31	39.23	3.82	43.05	123555	3	810.8	87.4
	03/05/22	17:14:18	COCKBURN CENTRAL	WA	7395	035750	ULP UNM	161.50	27.37	70.58	4.06	74.64	123558			
	04/05/22	05:08:24	COCKBURN CENTRAL	WA	7395	024145	ULP UNM	164.00	18.58	28.23	2.82	31.05	123808			
	05/05/22	16:23:36	COCKBURN CENTRAL	WA	7395	035885	ULP UNM	165.13	16.30	24.77	2.48	27.25	123908	179	9.9	15.3
	12/05/22	02:45:33	SPEARWOOD	WA	6443	004579	ULP UNM	173.82	36.71	55.47	5.65	61.12	124200	317	11.4	18.0
	13/05/22	17:22:28	SPEARWOOD	WA	6443	004732	ULP UNM	173.82	30.02	77.44	4.74	82.18	124555	255	11.8	20.5
	14/05/22	04:23:36	COCKBURN CENTRAL	WA	7395	036812	ULP UNM	173.82	33.79	53.39	5.34	58.73	124800	133	23.0	73.5
	14/05/22	17:05:16	COCKBURN CENTRAL	WA	7395	036813	ULP UNM	173.82	21.31	33.72	3.37	37.09	124901	211	10.1	17.6
	15/05/22	17:17:23	SPEARWOOD	WA	6443	004782	ULP UNM	173.82	36.00	57.98	5.80	63.78	125251	890	11.1	18.3
	16/05/22	17:42:34	SUCCESS	WA	5892	017936	ULP UNM	174.90	32.35	51.79	5.18	56.97	125480	249	13.1	22.9
	16/05/22	03:22:21	SPEARWOOD	WA	6443	004813	ULP UNM	172.90	17.22	74.22	7.42	81.64	125500	20	235.1	434.2
	15/05/22	05:01:36	COCKBURN CENTRAL	WA	7395	024636	ULP UNM	183.00	24.38	70.88	4.09	74.98	126081	581	7.2	7.7
	20/05/22	21:20:57	SUCCESS	WA	5892	018233	ULP UNM	183.00	24.37	70.55	4.05	74.60	126104	23	105.0	193.0
	21/05/22	06:45:40	COCKBURN CENTRAL	WA	7395	036940	ULP UNM	183.00	48.04	81.88	8.16	89.74	777			
	22/05/22	05:00:22	COCKBURN CENTRAL	WA	7395	036905	ULP UNM	189.00	24.48	40.79	4.07	44.80	127184			
	23/05/22	20:18:21	B BIRA LAKE	WA	7251	000060	ULP UNM	186.28	41.39	69.18	6.95	76.13	127600			
	24/05/22	17:52:36	B BIRA LAKE	WA	7251	000145	ULP UNM	186.28	49.35	69.06	6.91	75.97	777			
	26/05/22	05:38:13	B BIRA LAKE	WA	7251	000892	ULP UNM	185.28	29.72	79.82	4.98	84.80	127934			
	26/05/22	17:42:27	B BIRA LAKE	WA	7251	000512	ULP UNM	188.28	21.75	35.85	3.58	39.43	128130	185	11.1	20.7
	27/05/22	17:35:04	B BIRA LAKE	WA	7251	000887	ULP UNM	186.28	36.9	62.80	6.25	69.05	128444	314	11.8	21.8
	26/05/22	05:38:07	B BIRA LAKE	WA	7251	000897	ULP UNM	186.28	22.00	37.25	3.75	40.99	128628	179	12.9	22.0
	26/05/22	17:19:06	B BIRA LAKE	WA	7251	001039	ULP UNM	186.28	17.13	29.01	2.90	31.91	128700	77	22.2	41.4
							M/S	760.97	1,220.67	122.07	1,342.74					
							TOTAL	THIS PERIOD	760.97	1,220.67	122.07	1,342.74		3863	19.7	34.8
							YEAR TO DATE	3,174.37	4,840.04	483.98	5,324.02		2,323	14.5	25.0	
Cost Centre			5751				M/S	760.97	1,220.67	122.07	1,342.74					
							TOTAL	THIS PERIOD	760.97	1,220.67	122.07	1,342.74		3863	19.7	34.8
							YEAR TO DATE	3,174.37	4,840.04	483.98	5,324.02		2,323	14.5	25.0	
7050 15405338 03807 WHITE PG TD TANGER UTILITY	11/05/22	07:28:02	B BIRA LAKE	WA	7251	000030	ULSD G10	194.50	34.26	60.38	6.06	66.64	100952			



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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre  7050 15405338 01255 DNHC07 5191 WHITE ISUZU DUAL CAB TRUCK	24/05/22	19:05:13	COCKBURN CENTRAL	WA	7395	036755	DIESEL		34.26	60.58	5.06	65.64			
							TOTAL		34.26	60.58	5.06	65.64			
							YEAR TO DATE		415.92	683.33	58.85	751.65		462.0	9.6
							DIESEL		34.26	60.58	5.06	65.64			
Cost Centre  7050 15405338 06787 DNHC06 7602 WHITE ISUZU TRUCK	06/05/22 16/05/22	14:08:50 16:06:30	6A DIVIS COCKBURN CENTRAL	WA	7375 7395	000234 096446	ULT DSL	201.78	84.36	155.88	15.59	171.47	12626		
							DIESEL		84.36	155.88	15.59	171.47			
							TOTAL		84.36	155.88	15.59	171.47			
							YEAR TO DATE		84.36	155.88	15.59	171.47			
Cost Centre  7050 15405338 00737 HDS/30 7825 WHITE FORD RANGER UTILITY	06/05/22 13/05/22	14:08:50 11:14:22	6A DIVIS SPEARWOOD	WA	7375 6243	000234 004710	ULSD G10	180.25	57.32	64.38	6.44	70.82	28044 777		
							ULSD G10	202.50	42.06	77.48	7.76	85.23			
							DIESEL		79.41	141.86	14.19	156.05			
							TOTAL		79.41	141.86	14.19	156.05			
Cost Centre  7050 15405338 00737 HDS/30 7825 WHITE FORD RANGER UTILITY	13/05/22	11:14:22	SPEARWOOD	WA	6243	004710	YEAR TO DATE		504.08	809.43	80.04	890.37		213	253.7
							DIESEL		79.41	141.86	14.19	156.05			
							TOTAL		79.41	141.86	14.19	156.05			
							YEAR TO DATE		504.08	809.43	80.04	890.37		213	253.7
Cost Centre  7050 15405338 00737 HDS/30 7825 WHITE FORD RANGER UTILITY	13/05/22	11:14:22	SPEARWOOD	WA	6243	004710	ULT DSL	201.78	87.71	124.03	12.40	136.43	35245		

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Period Ending: 31/05/2022

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Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre  7050 15405338 02692 GJT235 7951 WHITE HYUNDAI 30 HATCH	16/05/22	10:44:17	BIBRA LAKE	WA	7951	000253		DIESEL	67.71	124.03	12.40	136.43					
							TOTAL	THIS PERIOD	67.71	124.03	12.40	136.43					
							YEAR TO DATE	906.06	1,439.41	143.94	1,583.25		8962	10.1	17.7		
								DIESEL	67.71	124.03	12.40	136.43					
							TOTAL	THIS PERIOD	67.71	124.03	12.40	136.43					
							YEAR TO DATE	906.06	1,439.41	143.94	1,583.25		8962	10.1	17.7		
Cost Centre  7050 15405338 02691 GJR600 7951 WHITE MITSUBISHI TRITON LTE	16/05/22	12:28:41	BIBRA LAKE	WA	7951	000050		ULT DSL	197.50 P	44.23	79.41	7.94	87.35	72214	687	5.4	12.7
								DIESEL	44.23	79.41	7.94	87.35					
							TOTAL	THIS PERIOD	44.23	79.41	7.94	87.35		687	5.4	12.7	
							YEAR TO DATE	302.57	491.52	49.16	540.68		3153	9.6	17.1		
								DIESEL	44.23	79.41	7.94	87.35					
							TOTAL	THIS PERIOD	44.23	79.41	7.94	87.35		687	5.4	12.7	
Cost Centre  7050 15405338 02695 GJF570 7951 WHITE HYUNDAI 30 HATCH	24/05/22	12:11:20	SUCESS	WA	5002	000024		ULT DSL	104.50 P	62.28	110.12	11.01	121.13	35838			
								DIESEL	62.28	110.12	11.01	121.13					
							TOTAL	THIS PERIOD	62.28	110.12	11.01	121.13					
							YEAR TO DATE	169.38	282.82	28.28	351.10						
								DIESEL	62.28	110.12	11.01	121.13					
							TOTAL	THIS PERIOD	62.28	110.12	11.01	121.13					

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Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 33 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre			7081				DIESEL		38.12	69.93	6.99	76.92				
							TOTAL		38.12	69.93	6.99	76.92				
							YEAR TO DATE		70.20	133.84	13.68	150.52		61.9	12.8	24.4
							DIESEL		38.12	69.93	6.99	76.92				
							TOTAL		38.12	69.93	6.99	76.92				
							YEAR TO DATE		70.20	133.84	13.68	150.52		61.9	12.8	24.4
7050 15105338 03815 HCR215 8206886 SILVER MITOUI SUV OUTLANDER	10/05/22 25/05/22	11:38:07 10:16:48	COCKBURN CENTRAL B B LAKE	WA WA	7395 7395	024411 000600	ULP UNIM	173.82	51.25	85.75	8.57	94.32	21455			
							ULP UNIM	183.28	52.38	92.74	9.07	99.81	20070			
							M/S		107.84	175.49	17.64	194.13				
							TOTAL		107.84	175.49	17.64	194.13				
							YEAR TO DATE		481.25	741.80	74.15	815.05		275.9	17.4	28.6
							M/S		107.84	175.49	17.64	194.13				
Cost Centre			8206886				TOTAL		107.84	175.49	17.64	194.13				
							YEAR TO DATE		481.25	741.80	74.15	815.05		275.9	17.4	28.6
							M/S		107.84	175.49	17.64	194.13				
							TOTAL		107.84	175.49	17.64	194.13				
							YEAR TO DATE		481.25	741.80	74.15	815.05		275.9	17.4	28.6
							M/S		107.84	175.49	17.64	194.13				
7050 15405338 01165 PARKS Parks PARKS	30/04/22 22/05/22 23/05/22 25/05/22 26/05/22 27/05/22 10/06/22 18/06/22 19/06/22 21/06/22 22/06/22	15:02:56 16:57:20 01:45:12 08:44:58 05:00:13 19:02:40 01:48:34 08:35:33 13:44:16 17:43:21 17:00:06	SUCCESS SUCCESS SOUTH FREMANTLE SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD B B LAKE SPEARWOOD COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA WA WA WA WA WA WA WA WA	5892 5892 5892 0243 0243 0243 0243 000230 002631 030057 024820	008610 017060 004132 004430 004527 004530 004787 000230 002631 030057 024820	ULP UNIM	159.00	45.28	65.84	6.58	72.42	129164	888	11.7	18.7
							ULP UNIM	159.00	48.17	70.02	7.00	77.02	129807	873	7.5	12.0
							ULP UNIM	159.00	12.13	17.64	1.76	19.40	129898	82	13.2	37.1
							ULP UNIM	163.13	28.32	43.20	4.32	47.52	129977			
							ULP UNIM	163.13	30.10	45.32	4.53	49.85	130440			
							ULP UNIM	163.13	20.33	25.05	2.50	27.55	130819			
							ULP UNIM	174.00	51.52	81.97	8.19	90.11	131284			
							ULP UNIM	174.00	25.19	35.09	3.50	38.59	131603			
							ULP UNIM	183.00	24.74	35.03	3.50	38.53	131907			
							ULP UNIM	183.00	30.96	41.32	4.13	45.45	132205			
							ULP UNIM	183.00	15.70	23.12	2.31	25.43	132505			
							M/S		345.03	538.23	53.82	592.05				
							TOTAL		345.03	538.23	53.82	592.05				
							YEAR TO DATE		860.24	1,362.50	136.26	1,500.75		1851	18.9	32.0
														27.2	27.2	27.1

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CITY OF COCKBURN

Account Number: 0050188034  
Period Starting: 01/05/2022

Customer Number: 0116405338  
Period Ending: 31/05/2022

Page: 31 of 34  
Date: 31/05/2022

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Spent	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre	13/05/22	11:26:21	SPEARWOOD	WA	6943	001723		MISC	548.06	538.23	58.82	592.05					
							TOTAL	THIS PERIOD	548.06	538.23	58.82	592.05		1851	18.0	32.0	
							YEAR TO DATE	980.24	1,032.50	139.26	1,620.76		3232	27.2	44.1		
							ULT DSL	207.40	44.30	81.15	8.11	89.26	500				
Cost Centre	02/05/22	06:47:34	COCKBURN CENTRAL	WA	7395	024055		DIESEL	44.30	81.15	8.11	89.26					
							TOTAL	THIS PERIOD	44.30	81.15	8.11	89.26					
							YEAR TO DATE	96.57	182.45	18.04	198.49						
							DIESEL	44.30	81.15	8.11	89.26						
7050 13405338 04037 HOLDING 2050 HOLD HANGER XL SC	06/05/22	10:00:13	COCKBURN CENTRAL	WA	7395	036402		ULT DSL	100.75	73.32	127.13	12.71	139.85	1048	501	14.1	28.3
							ULT DSL	200.50	70.70	123.86	12.80	141.73	1540	514	14.3	28.8	
							ULT DSL	202.50	78.46	135.24	13.52	148.76	2068	514	14.3	28.8	
							ULT DSL	201.78	73.36	133.95	13.40	147.35	2612	513	13.3	26.8	
							ULT DSL	191.51	73.52	125.89	12.67	138.56	3145	533	13.6	26.1	
							DIESEL	268.13	651.90	65.19	717.09						
							TOTAL	THIS PERIOD	368.13	651.90	65.19	717.09	2097	17.3	34.2		
							YEAR TO DATE	368.13	651.90	65.19	717.09	2097	17.3	34.2			
							DIESEL	368.13	651.90	65.19	717.09						
							TOTAL	THIS PERIOD	368.13	651.90	65.19	717.09	2097	17.3	34.2		
Cost Centre	02/05/22	06:08:34	N/A					DIESEL	368.13	651.90	65.19	717.09					
							TOTAL	THIS PERIOD	368.13	651.90	65.19	717.09	2097	17.3	34.2		
							YEAR TO DATE	368.13	651.90	65.19	717.09	2097	17.3	34.2			
							DIESEL	368.13	651.90	65.19	717.09						
CUSTOMER TOTAL							GRAND TOTAL	THIS PERIOD	15,406.68	26,659.19	2,968.88	29,325.06	117389	13.1	25.0		
							YEAR TO DATE	31,258.06	134,814.17	13,481.51	146,295.68	558273	14.6	26.6			

## 15.2 Monthly Financial Reports - June 2022

**Author** Stuart Downing

**Attachments** 1. Monthly Financial Report 30 June 22 [↓](#)

### RECOMMENDATION

That Council:

- (1) ADOPTS the Monthly Financial Reports containing the Statements of Financial Activity and other financial information for the month of June 2022, as attached to the Agenda; and
- (2) ADOPTS a materiality threshold for the 2022-23 financial year of \$300,000 for the purposes of reporting budget variances in accordance with Local Government (Financial Management) Regulation 34 (5).

### Background

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

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

1. Details of the composition of the closing net current assets (less restricted and committed assets)
2. Explanation for each material variance identified between YTD budgets and actuals
3. Any other supporting information considered relevant by the Local Government.

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

The regulations require the information reported in the statement to be shown either by nature or type, statutory program, or business unit.

The City has chosen to report the information according to nature or type and its organisational business structure.

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

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting.

It is proposed that the materiality threshold remain at the current level of \$300,000 for the 2022-23 financial year (FY).

This threshold has worked well in the past in highlighting budget variances and prompting remedial action, either being a budget cash flow adjustment or Council adopted budget amendment.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review, as required by legislation.

### **Submission**

N/A

### **Report**

The attached Monthly Financial Report for June 2022 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

This has been reviewed by management, with the following commentary addressing key results contained within the report and the City's budgetary performance to the end of the month.

#### Opening Surplus

The budget and actual opening surplus amount of \$8.59 million primarily includes the funding for the City's carry forward works of \$8.344 million.

An additional \$0.243 million was confirmed by audit and addressed in the City's mid-year budget review.

#### Closing Surplus

The City's closing surplus to the end of June is currently \$7,728,929 versus a budget of \$260,316.

However, with end of financial year processing and audit still to be finalised, this surplus is subject to further adjustment.

It should also be noted that the surplus includes the municipal funding component for those projects required to be carried forward.

These are in the process of being determined and will be the subject of a separate report to the September Council meeting.

Preliminary assessment is indicating the final closing surplus position will exceed the funding requirement for carried forward projects, reflecting a level of uncommitted surplus funds.

The extent of any uncommitted funds will be transferred into Council's Reserves in accordance with Council's Corporate Strategic Planning and Budget policy.

### Operating Revenue

Operating revenue of \$172.07 million to the end of June was \$0.53 million under of the full year budget.

The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Rates	112,176,756	112,176,757	112,300,841	124,084
Specified Area Rates	564,582	564,582	584,043	19,461
Operating Grants, Subsidies, Contributions	15,475,921	15,475,921	15,091,322	(384,599)
Fees and Charges	37,491,673	37,491,673	40,013,685	2,522,012
Interest Earnings	1,770,000	1,770,000	2,322,770	552,770
Profit/(Loss) on Asset Disposals	5,117,517	5,117,517	1,757,083	(3,360,434)
<b>Total</b>	<b>172,596,449</b>	<b>172,596,449</b>	<b>172,069,746</b>	<b>(526,704)</b>

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

- Fees and Charges (\$2.52 million over full year budget):
  - Landfill operations revenue was \$1.57 million ahead of budget.
  - Cockburn ARC revenue was \$0.39 million ahead of budget.
  - Ranger issued infringement and penalty (animal and parking) revenue was \$0.35 million ahead of the full year budget.
- Operating Grants, Subsidies, Contributions (\$0.38 million under full year budget):
  - Financial Assistance Grants (FAGS) received from the Federal Government in advance for next year causing a \$1.79 million budget variance (these will be place into reserves to provide funding for the FY23 budget).
  - Family Day Care childcare subsidies were \$0.44 million under the budget.

- Cockburn Care grant funding for home care packages was \$0.71 million behind budget targets but had prior year funding of \$0.49 million held in reserves making up the shortfall.
- Interest Earnings (\$0.55 million ahead of full year budget):
  - Interest revenue on the City's term deposits was \$0.48 million ahead of budget.
- Profit/(loss) on asset disposals (\$3.36 million behind full year budget):
  - The sale of land on Tindal Ave did not eventuate this year resulting in \$3.10 million under full year budget.

### Operating Expenditure

Operating expenditure for the year to 30 June of \$157,12 million was under the full year budget by \$6.73 million.

The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Employee costs	65,776,973	65,776,973	64,505,320	1,271,653
Materials and contracts	39,321,984	39,321,984	34,804,308	4,517,676
Utility charges	6,236,541	6,236,541	5,936,382	300,159
Depreciation on non-current assets	35,475,161	35,475,161	34,609,695	865,466
Interest expenses	642,341	642,341	501,596	140,745
Insurance expenses	2,325,200	2,325,200	2,999,469	(674,269)
Other expenditure	14,073,695	14,073,695	13,760,690	313,005
<b>Total</b>	<b>163,851,895</b>	<b>163,851,895</b>	<b>157,117,460</b>	<b>6,734,435</b>

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

- Employee Costs (\$1.27 million under full year budget):
  - Budgeted allowances of \$0.38 million have not been paid.
  - The remaining aggregate variance of \$0.89 million across the City in salaries and oncosts comprises savings in conferences and training costs and other savings in salaries from vacant positions.
- Materials and Contracts (\$4.52 million under full year budget):
  - Operations & Maintenance were showing a \$1.53 million underspend of their full year budget, with the following material items:



- parks, streetscapes, POS & bushland maintenance collectively under by \$1.13 million.
  - Waste services and landfill related contract costs under by \$0.32 million.
- The Community Development business unit showing a collective underspend of \$1.13 million against full year budget:
  - Childcare related spending under by \$0.32 million.
  - Family & Community Development programs spending was down a combined \$0.31 million against full year budget.
- Recreation Infrastructure & Services - \$1.51 million under full budget:
  - Recreation related projects and programs down a combined \$1.19 million.
- Community Safety & Ranger Services under budget by \$0.44 million:
  - CoSafe under by \$0.17 million.
  - Safer Cities bush fire mitigation projects under by \$0.16 million.
- Planning business unit was \$0.35 million under full budget:
  - Strategic Planning activity was \$0.29 million under budget.
- Library and Cultural Services were \$0.31 million under full budget:
  - Cultural Services activity was \$0.24 million under budget.
- Depreciation on non-current assets (\$0.87m under full year budget):
  - Amortisation on rehabilitation assets was \$1.63 million under full year budget as it had not been finalised yet.
- Other Expenditure (\$0.31 million under full year budget):
  - Landfill levy was showing a \$0.36 million variance over full year budget.
- Insurance expenses (\$0.67 million over full year budget):
  - Workers compensation insurance premium was \$0.67 million over full year budget with additional funds drawn from the insurance reserve.

### Capital Expenditure

Council adopted a capital program of \$36.19 million for the FY22 annual budget, with the revised budget currently sitting at \$86.1 million (including carry-forward capital projects and other Council decisions throughout the year).

As at 30 June, \$55.83 million (64.8 percent) had been spent on the capital program, with an underspent of \$30.27 million.

This is indicating a carried forward works program at year's end (although much less than last year's \$58.7 million).

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Land	2,520,000	2,520,000	840,000	0
Buildings	22,379,435	22,379,435	16,290,526	(6,088,909)
Furniture and equipment	132,000	132,000	6,000	(126,000)
Plant and equipment	7,286,076	7,286,076	2,140,925	(5,145,151)
Information technology	1,853,890	1,853,890	1,104,938	(748,952)
Infrastructure - roads	27,681,737	27,681,737	20,247,923	(7,433,814)
Infrastructure - drainage	1,902,400	1,902,400	843,676	(1,058,724)
Infrastructure - footpath	3,204,308	3,204,308	2,173,791	(1,030,517)
Infrastructure - parks hard	4,742,783	4,742,783	3,660,917	(1,081,866)
Infrastructure - landscaping	2,460,359	2,460,359	2,046,768	(413,591)
Infrastructure - landfill site	3,130,709	3,130,709	139,119	(2,991,590)
Infrastructure - marina	7,729,801	7,729,801	5,431,455	(2,298,346)
Infrastructure - coastal	1,074,987	1,074,987	907,434	(167,553)
<b>Total</b>	<b>86,098,485</b>	<b>86,098,485</b>	<b>55,833,472</b>	<b>(30,265,013)</b>

The following asset classes contained projects showing material variances:

- Road infrastructure was showing an overall budget variance of \$7.43 million under budget and included the following project material variances (timing issues):

Project	Amended Annual Budget \$	YTD Amended Budget \$	YTD Actual \$	YTD Variance \$
Hammond Road Branch to Bartram	8,747,007	8,747,007	5,656,894	3,090,113
Bethesda Car Park	1,935,070	1,935,070	87,641	1,847,429
Rowley Road & Lyon Road	1,647,775	1,647,775	0	1,647,775
Rockingham Road and Phoenix Roundabout	1,141,507	1,141,507	68,144	1,073,363
Spearwood Ave and Hamilton Road	507,245	507,245	40,033	467,212
Jandakot Road (Berrigan to Solomon stage 1)	8,361,810	8,361,810	9,540,115	(1,178,305)

- Building construction had a net budget variance of \$6.09 million under budget and included the following project material variances (timing issues):

<b>Project</b>	<b>Amended Annual Budget</b>	<b>YTD Amended Budget</b>	<b>YTD Actual \$</b>	<b>YTD Variance \$</b>
Consultancy Services - Health and Fitness Expansion	660,335	660,335	21,944	638,391
Goodchild Park Upgrades	1,305,493	1,305,493	778,242	527,251
Integrated Health Centre – Landscaping and Courtyard	450,000	450,000	26,231	423,769
Internal Cladding Sports Stadium ARC	300,000	300,000	556.13	299,444
Operations Centre Stage 2	1,172,826	1,172,826	874,954	297,872

- Parks hard infrastructure had a budget variance of \$0.97 million, with the following projects showing a material variance:

<b>Project</b>	<b>Amended Annual Budget</b>	<b>YTD Amended Budget</b>	<b>YTD Actual \$</b>	<b>YTD Variance \$</b>
Len Packham Park Sports Lighting	487,530	487,530	97,600	389,930

- The plant replacement programs for both heavy plant and light fleet have a combined budget variance of \$5.14 million, with \$4.06 million on order reflecting the current difficult market supply conditions.
- Information technology capital spending is \$0.75 million under budget, with the Cyber Security Incident and Event Management (SIEM) project under by \$0.30 million.
- The footpath construction program is showing a \$1.03 million underspend, while drainage construction is under by \$1.06 million, mainly due to Postans Road Underground Storage project under by \$0.37 million.
- Landfill Infrastructure is showing a budget variance of \$2.99 million, mostly due to enabling earthworks for the Henderson Waste Recovery Park redevelopment (behind budget by \$2.63 million).
- Marina Infrastructure is under budget by \$2.30 million, with the marina expansion project the most significant at \$1.50 million under budget.

### Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is \$32.33 million, with \$14.97 million already accounted for.

This is mostly for road and building construction projects with the recognition of revenue tied to project completion (as per Australian Accounting Standards).

### Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$181.46 million in total reserves held at the end of June (\$164.81 million last month).

Council funded reserves make up \$149.42 million of this balance, with the remaining \$32.04 million held for externally restricted purposes (i.e. grant funded, developer contributions, specified area rates).

Transfers into reserves to the end of the month totalled \$49.54 million, and these included:

- \$8.34 million for last year's carried forward projects
- \$2.62 million from sale of land proceeds
- \$3.56 million in developer contribution plan receipts
- \$1.0 million for the Cockburn integrated health and community facility maintenance fund
- \$4.38 million into restricted purpose reserves
- \$104k in interest earnings for restricted purpose reserves.

YTD transfers out of reserves totalled \$39.49 million, with \$27.40 million of this funding delivery of the capital program.

### Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$215.53 million (down from \$218.17 million last month).

This included financial assets (term deposits and investments) of \$194.70 million, with the balance of \$20.83 million representing cash and cash equivalent holdings.

\$185.76 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits.

The remaining \$29.77 million represented unrestricted funding for the City's operating activities and liabilities.

Investment Performance, Ratings and Maturity

The City's term deposit portfolio running yield has continued increasing to an annualised 1.24 percent as of 30 June (up from 1.05 percent last month and 0.96 percent the month before).

This outperformed the City's KPI target rate of 1.35 percent (comprising RBA cash rate of 0.85 percent plus a 0.50 percent performance margin).

The Reserve Bank of Australia has since increased the cash rate to 1.35 percent at its July meeting, meaning the KPI target for July will increase to 1.85 percent.

The City is seeing an increase in term deposit rates for three months to 2-year terms, as the four major banks intensify efforts to secure deposit funds.

Although it should be acknowledged these rates are still considerably below the long-term trends achieved in previous years.

Two new investments for the month were placed at rates of 3.68 percent for an 11 month period.

Current investments held are fully compliant with Council's Investment Policy, as indicated below in an extract from the City's investment reporting platform:

Investment Policy Compliance		
Legislative Requirements	✓	Fully compliant
Portfolio Credit Rating Limit	✓	Fully compliant
Institutional Exposure Limits	✓	Fully compliant
Term to Maturity Limits	✓	Fully compliant

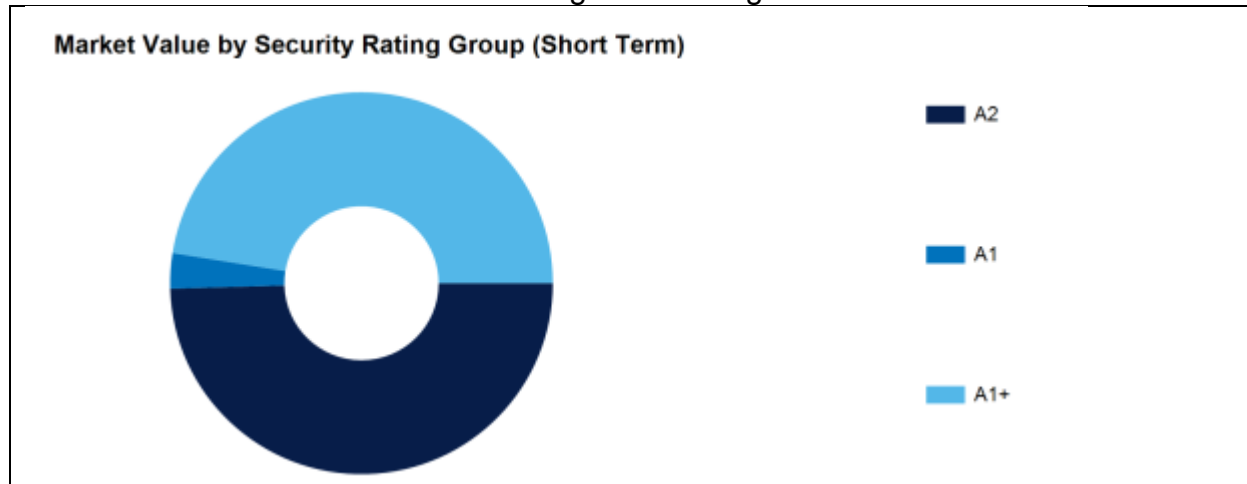
The portfolio also includes several reverse mortgage securities purchased under previous policy and statutory provisions.

These have a face value of \$2.475 million and market value of \$1.613 million, although the City is carrying them at a book value of \$0.90 million (net of a \$1.575 million impairment provision).

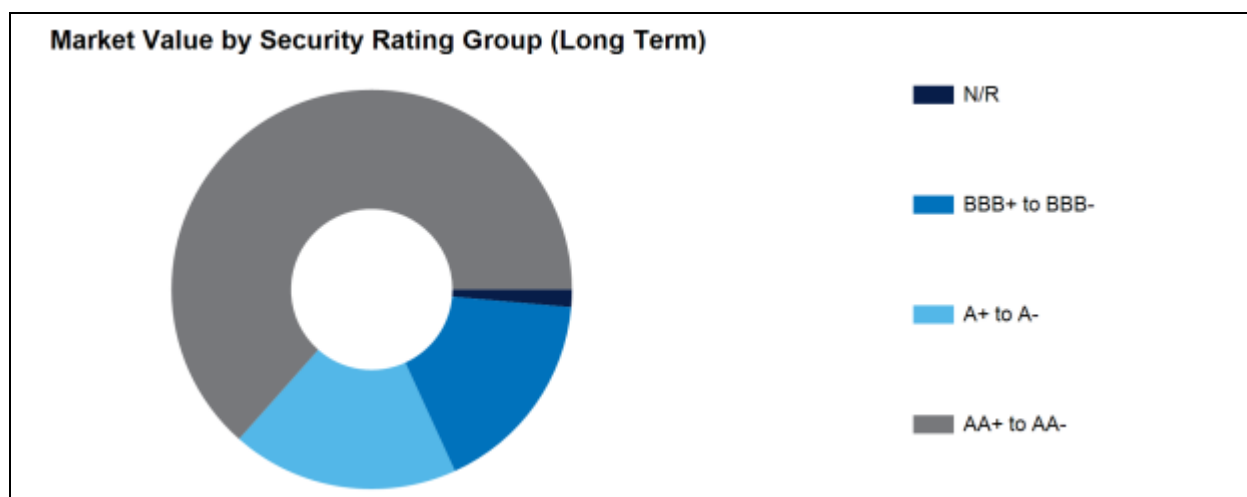
The City continues receiving interest and capital payments, with \$0.525 million returned to date of the original \$3.0 million invested.

The City's short-term deposits (less than 12 months) made up 51.9 percent (\$111.16 million) of the City's portfolio, compared to 47.2 percent (\$102.28 million) last month.

These are classified under the following credit ratings:



Deposits invested between 1 and 3 years made up 47.96 percent (\$102.8 million) of the City's portfolio, down from 52.8 percent (\$114.58 million) last month, and classified under following credit ratings:



### Investment in Fossil Fuel Free Banks

At month end, the City held 25.2 percent or \$53.98 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (up from 23.5 percent and \$50.97 million last month).

The amount invested with fossil fuel free banks fluctuates depending on the competitiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

The City will always preference a fossil fuel free investment, given the same or a higher rate.

Rates Debt Recovery

The collectible rates and charges for 2021-22 (comprising arrears, annual levies and part year rating) totals \$138.63 million.

At the end of June, the City had \$3.51 million (2.53 percent) of this balance outstanding (not counting rates paid in advance of \$2.17 million).

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 94 properties owing a total of \$0.59 million (down from 274 properties last month owing \$1.20 million).

Formal debt recovery activities are commenced when ratepayers have not committed to instalment or other payment arrangements or sought relief under the City's Financial Hardship Policy.

Trade and Sundry Debtors

The City had \$3.39 million in outstanding debtors to the end of June.

Those debts overdue by more than 90 days made up \$410k (12.09 percent), down from \$484k (11.9 percent) last month.

The 90-day debtors included State Government related debts totalling \$268k and lease monies owing from naval base tenants totalling \$97k.

Budget Amendments - FY22 Budget Year

With the recent establishment of the Expenditure Review Committee, budget amendments for increased expenditure will now be referred to that committee before Council adoption. There are no budget amendments for the month.

Nature	Amount \$	Budget Surplus Impact
Existing Budget Surplus	250,745	
Amended Budget Surplus	250,745	<b>Nil</b>

Elected Member Budget Contingency

The FY22 Municipal Budget does not currently include a contingency provision.

Any additional expenditures sought will now be referred to the Expenditure Review Committee for determination and recommendation to Council for adoption.

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

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

There are no minor budget amendments recommended in this month's report, with most now being referred to Council's Expenditure Review Committee for recommendation. The closing municipal position remains at \$250,745

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

It is important that Council reviews the performance of its adopted budget each month for revenue, expenditure, and the closing financial position.

Any recommended budget amendments not adopted by Council could lead to misrepresentation of financial outcomes and disrupt the City's services and project delivery.

**Advice to Proponents/Submitters**

N/A

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

Nil



**CITY OF COCKBURN****MONTHLY FINANCIAL REPORT****(Containing the Statement of Financial Activity)****For the period ending 30 June 2022****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2022

## SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$8.59 M	\$8.59 M	\$8.59 M	\$0.00 M
Closing	\$0.26 M	\$0.26 M	\$7.73 M	\$7.47 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$215.53 M	% of total
Unrestricted Cash	\$29.77 M	13.8%
Restricted Cash	\$185.76 M	86.2%
Refer to Note 2 - Cash and Financial Assets		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$35.57 M	\$35.57 M	\$50.94 M	\$15.38 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$64.51 M)	% Variance
YTD Budget	(\$65.78 M)	(1.9%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$112.88 M	% Variance
YTD Budget	\$112.74 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$40.01 M	% Variance
YTD Budget	\$37.49 M	6.7%
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$34.80 M)	% Variance
YTD Budget	(\$39.32 M)	(11.5%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$46.79 M)	(\$46.79 M)	(\$37.72 M)	\$9.07 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$3.14 M	%
Amended Budget	\$6.98 M	45.0%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$55.83 M	% Spent
Amended Budget	\$86.10 M	64.8%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$14.97 M)	% Received
Amended Budget	(\$32.33 M)	46.3%
Refer to Note 4 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.90 M	\$2.90 M	(\$14.08 M)	(\$16.98 M)
Refer to Statement of Financial Activity			

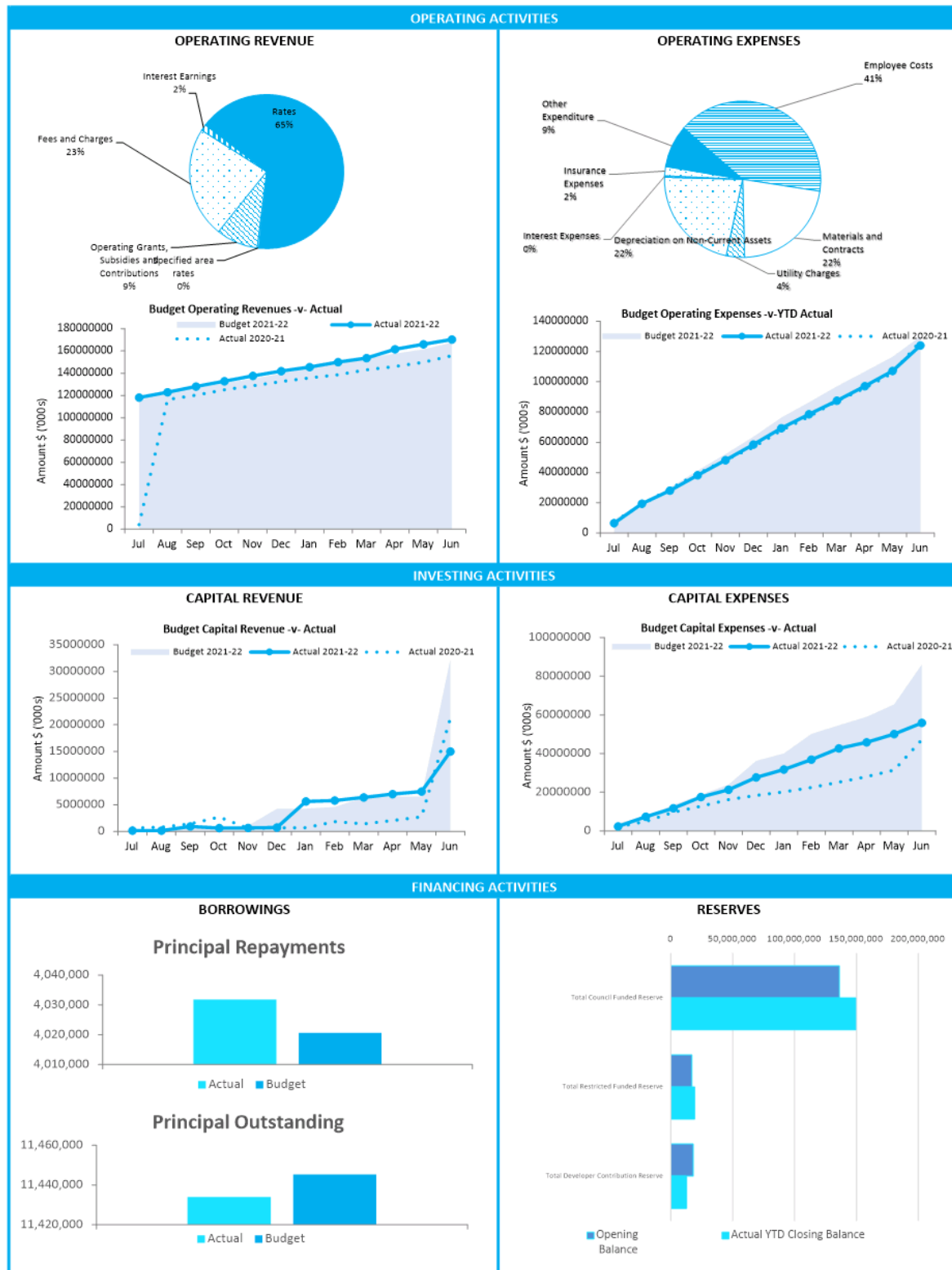
Borrowings	
Principal repayments	\$4.03 M
Interest expense	\$0.50 M
Principal due	\$11.43 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$181.46 M
Interest earned	\$0.10 M
Refer to Note 6 - Cash Reserves	

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2022**

**SUMMARY INFORMATION - GRAPHS**



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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	8,588,182	8,588,182	8,588,182	0	0.00%	
<b>Revenue from operating activities</b>							
Rates		112,176,757	112,176,757	112,300,843	124,086	0.11%	
Specified area rates		564,582	564,582	584,043	19,461	3.45%	
Operating grants, subsidies and contributions		15,475,921	15,475,921	15,091,322	(384,599)	(2.49%)	▼
Fees and charges		37,491,673	37,491,673	40,013,685	2,522,012	6.73%	▲
Interest earnings		1,770,000	1,770,000	2,322,770	552,770	31.23%	▲
Profit/(loss) on disposal of assets		5,117,517	5,117,517	1,757,083	(3,360,434)	(65.67%)	▼
		<b>172,596,450</b>	<b>172,596,450</b>	<b>172,069,746</b>	<b>(526,704)</b>		
<b>Expenditure from operating activities</b>							
Employee costs		(65,776,973)	(65,776,973)	(64,505,320)	1,271,653	1.93%	▲
Materials and contracts		(39,321,984)	(39,321,984)	(34,804,308)	4,517,676	11.49%	▲
Utility charges		(6,236,541)	(6,236,541)	(5,936,382)	300,159	4.81%	▲
Depreciation on non-current assets		(35,475,161)	(35,475,161)	(34,609,695)	865,466	2.44%	▲
Interest expenses		(642,341)	(642,341)	(501,596)	140,745	21.91%	
Insurance expenses		(2,325,200)	(2,325,200)	(2,999,469)	(674,269)	(29.00%)	▼
Other expenditure		(14,073,695)	(14,073,695)	(13,760,690)	313,005	2.22%	▲
		<b>(163,851,895)</b>	<b>(163,851,895)</b>	<b>(157,117,460)</b>	<b>6,734,435</b>		
Non-cash amounts excluded from operating activities							
	1(a)	26,820,579	26,820,579	35,988,309	9,167,730	34.18%	▲
<b>Amount attributable to operating activities</b>		<b>35,565,134</b>	<b>35,565,134</b>	<b>50,940,595</b>	<b>15,375,461</b>		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions		32,332,003	32,332,003	14,973,837	(17,358,166)	(53.69%)	▼
Proceeds from disposal of assets	3	6,976,593	6,976,593	3,138,541	(3,838,052)	(55.01%)	▼
Payments for property, plant and equipment and infrastructure	4	(86,098,485)	(86,098,485)	(55,833,472)	30,265,013	35.15%	▲
<b>Amount attributable to investing activities</b>		<b>(46,789,889)</b>	<b>(46,789,889)</b>	<b>(37,721,094)</b>	<b>9,068,795</b>		
<b>Financing Activities</b>							
Transfer from reserves	6	58,024,670	58,024,670	39,491,530	(18,533,141)	(31.94%)	▼
Repayment of debentures	5	(4,020,624)	(4,020,624)	(4,031,840)	(11,216)	(0.28%)	
Transfer to reserves	6	(51,107,158)	(51,107,158)	(49,538,450)	1,568,708	3.07%	▲
<b>Amount attributable to financing activities</b>		<b>2,896,888</b>	<b>2,896,888</b>	<b>(14,078,760)</b>	<b>(16,975,649)</b>		
Closing funding surplus / (deficit)	1(c)	260,316	260,316	7,728,929	7,468,613		

**KEY INFORMATION**

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	8,588,182	8,588,182	8,588,182	0	0.00%	
<b>Revenue from operating activities</b>							
Governance, Risk & Compliance		800	800	3,179	2,379	297.38%	
Finance		120,260,089	120,260,089	122,163,438	1,903,349	1.58%	▲
Information & Technology		1,500	1,500	91	(1,409)	(93.93%)	
Library & Cultural Services		153,050	153,050	98,147	(54,903)	(35.87%)	
Recreation Infrastructure & Services		12,722,054	12,722,054	13,247,616	525,562	4.13%	▲
Community Development & Services		8,069,812	8,069,812	6,638,549	(1,431,263)	(17.74%)	▼
Community Safety & Ranger Services		1,050,050	1,050,050	1,540,259	490,209	46.68%	▲
Development Assessment & Compliance		3,383,833	3,383,833	3,402,970	19,137	0.57%	
Planning		231,180	231,180	100,831	(130,349)	(56.38%)	
Sustainability & Environment		1,006,545	1,006,545	759,074	(247,471)	(24.59%)	
Operations & Maintenance		17,754,121	17,754,121	19,039,431	1,285,310	7.24%	▲
Projects		80,000	80,000	77,458	(2,542)	(3.18%)	
Property & Assets		7,585,816	7,585,816	4,622,132	(2,963,684)	(39.07%)	▼
Customer Experience		600	600	0	(600)	(100.00%)	
Human Resources		97,000	97,000	193,337	96,337	99.32%	
Workplace Health & Safety		200,000	200,000	183,234	(16,766)	(8.38%)	
		172,596,450	172,596,450	172,069,746	(526,704)		
<b>Expenditure from operating activities</b>							
Executive Support		(3,262,274)	(3,262,274)	(3,231,661)	30,613	0.94%	
Civic Services		(1,990,127)	(1,990,127)	(1,704,776)	285,351	14.34%	
Corporate Strategy		(264,887)	(264,887)	(184,467)	80,420	30.36%	
Governance, Risk & Compliance		(632,053)	(632,053)	(658,442)	(26,389)	(4.18%)	
Finance		(6,908,035)	(6,908,035)	(7,617,413)	(709,378)	(10.27%)	▼
Information & Technology		(7,692,535)	(7,692,535)	(7,518,131)	174,404	2.27%	
Procurement		(841,206)	(841,206)	(770,351)	70,855	8.42%	
Library & Cultural Services		(5,622,656)	(5,622,656)	(5,136,502)	486,154	8.65%	▲
Recreation Infrastructure & Services		(14,698,988)	(14,698,988)	(13,908,623)	790,365	5.38%	▲
Community Development & Services		(13,116,372)	(13,116,372)	(11,768,556)	1,347,816	10.28%	▲
Community Safety & Ranger Services		(5,894,929)	(5,894,929)	(5,544,903)	350,026	5.94%	▲
Development Assessment & Compliance		(6,202,882)	(6,202,882)	(6,022,773)	180,109	2.90%	
Planning		(2,309,579)	(2,309,579)	(1,816,967)	492,612	21.33%	▲
Sustainability & Environment		(3,627,065)	(3,627,065)	(3,093,430)	533,635	14.71%	▲
Operations & Maintenance		(72,471,677)	(72,471,677)	(71,381,831)	1,089,846	1.50%	▲
Projects		(2,104,813)	(2,104,813)	(1,710,109)	394,704	18.75%	▲
Property & Assets		(10,722,438)	(10,722,438)	(10,154,487)	567,951	5.30%	▲
Stakeholder Management		(851,601)	(851,601)	(691,505)	160,096	18.80%	
Communications & Marketing		(1,457,471)	(1,457,471)	(1,547,340)	(89,869)	(6.17%)	
Customer Experience		(1,298,427)	(1,298,427)	(1,006,275)	292,152	22.50%	
Business & Economic Development		(331,799)	(331,799)	(260,265)	71,534	21.56%	
Human Resources		(2,282,035)	(2,282,035)	(2,174,481)	107,554	4.71%	
Workplace Health & Safety		(648,922)	(648,922)	(546,147)	102,775	15.84%	
Transformation, Culture & Innovation		(291,812)	(291,812)	(265,105)	26,707	9.15%	
Internal Recharging		1,672,688	1,672,688	1,597,080	(75,608)	(4.52%)	
		(163,851,895)	(163,851,895)	(157,117,460)	6,734,435		
Non-cash amounts excluded from operating activities	1(a)	26,820,579	26,820,579	35,988,309	9,167,730	34.18%	▲
Amount attributable to operating activities		35,565,134	35,565,134	50,940,595	15,375,461		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions		32,332,003	32,332,003	14,973,837	(17,358,166)	(53.69%)	▼
Proceeds from disposal of assets	3	6,976,593	6,976,593	3,138,541	(3,838,052)	(55.01%)	▼
Payments for property, plant and equipment and infrastructure	4	(86,098,485)	(86,098,485)	(55,833,472)	30,265,013	35.15%	▲
Amount attributable to investing activities		(46,789,889)	(46,789,889)	(37,721,094)	9,068,795		
<b>Financing Activities</b>							
Transfer from reserves	6	58,024,670	58,024,670	39,491,530	(18,533,141)	(31.94%)	▼
Repayment of debentures	5	(4,020,624)	(4,020,624)	(4,031,840)	(11,216)	(0.28%)	
Transfer to reserves	6	(51,107,158)	(51,107,158)	(49,538,450)	1,568,708	3.07%	▲
Amount attributable to financing activities		2,896,888	2,896,888	(14,078,760)	(16,975,649)		
Closing funding surplus / (deficit)	1(c)	260,316	260,316	7,728,929			

KEY INFORMATION

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

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

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2022**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 June 2022

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: (Profit)/loss on asset disposals	3	(5,117,517)	(5,117,517)	(1,757,083)
Less: Movement in liabilities associated with restricted cash		(3,537,065)	(3,537,065)	3,203,503
Less: Movement in leased liabilities			0	(183,389)
Movement in pensioner deferred rates (non-current)		0	0	(13,137)
Movement in employee benefit provisions (non-current)		0	0	(81,594)
Add: Public Open Space payment (non-current)		0	0	210,314
Add: Depreciation on assets		35,475,161	35,475,161	34,609,695
<b>Total non-cash items excluded from operating activities</b>		<b>26,820,579</b>	<b>26,820,579</b>	<b>35,988,309</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 30 June 2021	Year to Date 30 June 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	6	(171,410,639)	(171,410,639)	(181,457,558)
Less: Bonds & deposits		(5,720,406)	(5,720,406)	(4,303,373)
Add: Borrowings	5	4,020,624	4,020,624	3,934,065
Add: Lease liabilities		218,182	218,182	34,793
Add: Financial assets at amortised cost - non-current	2	941,521	941,521	900,141
<b>Total adjustments to net current assets</b>		<b>(171,950,718)</b>	<b>(171,950,718)</b>	<b>(180,891,932)</b>
Cash and cash equivalents	2	4,606,858	4,606,858	20,828,053
Financial assets at amortised cost	2	197,500,000	197,500,000	193,800,000
Rates receivables		2,153,253	2,153,253	2,204,257
Receivables		4,604,250	4,604,250	6,809,704
Other current assets		5,436,822	5,436,822	2,980,041
<b>Less: Current liabilities</b>				
Payables		(13,471,132)	(13,471,132)	(17,692,611)
Borrowings	5	(4,020,624)	(4,020,624)	(3,934,065)
Contract liabilities	7	(6,552,672)	(6,552,672)	(7,105,977)
Lease liabilities		(218,182)	(218,182)	(34,793)
Provisions	7	(9,499,673)	(9,499,673)	(9,233,749)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(171,950,718)</b>	<b>(171,950,718)</b>	<b>(180,891,932)</b>
<b>Closing funding surplus / (deficit)</b>		<b>8,588,182</b>	<b>8,588,177</b>	<b>7,728,928</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Cash at bank	Cash and cash equivalents	2,802,335	0	2,802,335		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	25,718	0	25,718		
Term deposits - current	Cash and cash equivalents	15,676,204	2,323,796	18,000,000		AMP
Term deposits - current	Financial assets at amortised cost	0	20,000,000	20,000,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	800,000	2,000,000	2,800,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	0	8,000,000	8,000,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	0	36,500,000	36,500,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	2,562,864	6,437,136	9,000,000		SUNCORP
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000		DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	0	57,000,000	57,000,000		COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	26,000,000	26,000,000		WESTPAC
Term deposits - current	Financial assets at amortised cost	0	24,500,000	24,500,000		MYSTATE BANK
Term deposits - current	Financial assets at amortised cost	7,000,000	0	7,000,000		ASIA UNITED BANK
Other investment - non current	Financial assets at amortised cost	900,141	0	900,141		BARCLAYS BANK
<b>Total</b>		<b>29,767,262</b>	<b>185,760,932</b>	<b>215,528,194</b>	<b>0</b>	
<b>Comprising</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Cash</b>	<b>Trust</b>	
		\$	\$	\$	\$	
Cash and cash equivalents		18,504,257	2,323,796	20,828,053	0	
Financial assets at amortised cost		8,939,210	185,760,931	194,700,141	0	
		<b>27,443,467</b>	<b>188,084,727</b>	<b>215,528,194</b>	<b>0</b>	

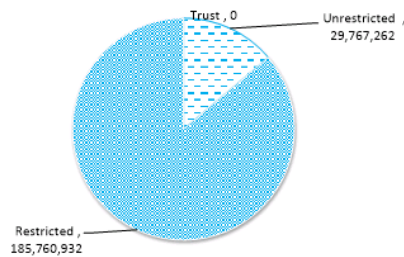
**KEY INFORMATION**

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

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

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

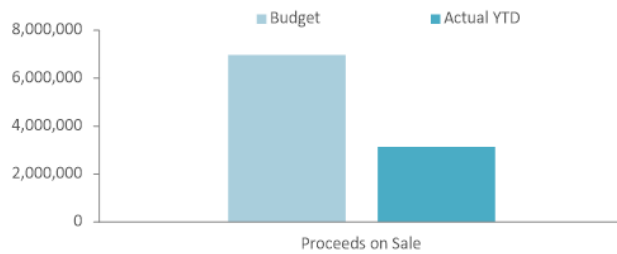
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES  
NOTE 3  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings			0	0	17,753	0	0	(17,753)
	Plant and equipment	869,076	1,466,033	596,957	0	373,706	711,487	337,781	0
	Freehold Land	990,000	5,510,560	4,520,560	0	990,000	2,427,055	1,437,055	0
		<b>1,859,076</b>	<b>6,976,593</b>	<b>5,117,517</b>	<b>0</b>	<b>1,381,458</b>	<b>3,138,541</b>	<b>1,774,836</b>	<b>(17,753)</b>



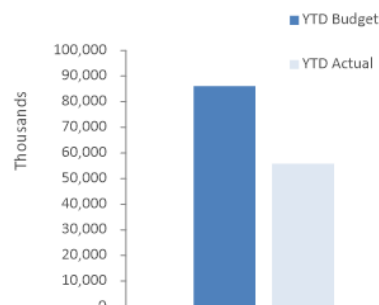
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,520,000	2,520,000	840,000	(1,680,000)
Buildings	22,379,435	22,379,435	16,290,526	(6,088,909)
Furniture and equipment	132,000	132,000	6,000	(126,000)
Plant and equipment	7,286,076	7,286,076	2,140,925	(5,145,151)
Information technology	1,853,890	1,853,890	1,104,938	(748,952)
Infrastructure - roads	27,681,737	27,681,737	20,247,923	(7,433,814)
Infrastructure - drainage	1,902,400	1,902,400	843,676	(1,058,724)
Infrastructure - footpath	3,204,308	3,204,308	2,173,791	(1,030,517)
Infrastructure - parks hard	4,742,783	4,742,783	3,660,917	(1,081,866)
Infrastructure - parks landscaping	2,460,359	2,460,359	2,046,768	(413,591)
Infrastructure - landfill site	3,130,709	3,130,709	139,119	(2,991,590)
Infrastructure - marina	7,729,801	7,729,801	5,431,455	(2,298,346)
Infrastructure - coastal	1,074,987	1,074,987	907,434	(167,553)
<b>Payments for Capital Acquisitions</b>	<b>86,098,485</b>	<b>86,098,485</b>	<b>55,833,472</b>	<b>(30,265,013)</b>
<b>Total Capital Acquisitions</b>	<b>86,098,485</b>	<b>86,098,485</b>	<b>55,833,472</b>	<b>(30,265,013)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	(32,332,003)	(32,332,003)	(14,973,837)	17,358,166
Other (disposals & C/Fwd)	(6,976,593)	(6,976,593)	(3,138,541)	3,838,052
Cash backed reserves				
Plant & Vehicle Replacement	(4,893,840)	(4,893,840)	(1,826,829)	3,067,011
Information Technology	(285,000)	(285,000)	(251,897)	33,103
Major Building Refurbishment	(834,157)	(834,157)	(525,705)	308,452
Waste & Recycling	(3,690,709)	(3,690,709)	(133,077)	3,557,632
Land Development and Investment Fund	(12,337,594)	(12,337,594)	(7,054,592)	5,283,002
Roads & Drainage Infrastructure	(4,997,897)	(4,997,897)	(3,905,096)	1,092,801
Community Infrastructure	(4,310,572)	(4,310,572)	(3,876,817)	433,755
Greenhouse Action Fund	(35,300)	(35,300)	0	35,300
Aged and Disabled Asset Replacement	(46,213)	(46,213)	(35,159)	11,054
Port Coogee Special Maintenance - SAR	(37,907)	(37,907)	(4,190)	33,717
Community Surveillance	(220,000)	(220,000)	0	220,000
Bibra Lake Management Plan	(191,882)	(191,882)	(107,666)	84,216
Restricted Grants & Contributions	(34,936)	(34,936)	(34,937)	(1)
CIHCF Building Maintenance	(450,000)	(450,000)	(23,761)	426,239
Cockburn ARC Building Maintenance	(100,000)	(100,000)	0	100,000
Carry Forward Projects	(13,169,394)	(13,169,394)	(9,158,424)	4,010,970
Port Coogee Marina Assets Replacement	(174,000)	(174,000)	0	174,000
Public Open Space - Various	(592,026)	(592,026)	(466,332)	125,694
Contribution - operations	(388,462)	(388,462)	(10,316,613)	(9,928,151)
<b>Capital funding total</b>	<b>(86,098,485)</b>	<b>(86,098,485)</b>	<b>(55,833,472)</b>	<b>30,265,013</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**FINANCING ACTIVITIES**

**NOTE 5**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>										
To assist fund the stage 2 of Marina infrastructure expansion	9	0	0	0	0	0	0	0	0	0
<b>Community amenities</b>										
SMRC		2,965,905	0	0	1,531,840	1,520,624	1,434,065	1,445,281	102,680	105,000
<b>Recreation and culture</b>										
To assist fund the Cockburn Central West development	8	12,500,000	0	0	2,500,000	2,500,000	10,000,000	10,000,000	395,538	434,500
<b>C/Fwd Balance</b>		15,465,905	0	0	4,031,840	4,020,624	11,434,065	11,445,281	498,218	539,500
<b>Total</b>		15,465,905	0	0	4,031,840	4,020,624	11,434,065	11,445,281	498,218	539,500
Current borrowings		3,226,983					3,934,065			
Non-current borrowings		12,238,922					7,500,000			
		15,465,905					11,434,065			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

## OPERATING ACTIVITIES

## NOTE 6

## CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Council Funded</b>									
Staff Payments & Entitlements	1,593,128	0	0	0	0	(831,092)	(831,092)	762,036	762,036
Plant & Vehicle Replacement	11,869,994	0	0	2,000,000	2,000,000	(4,914,740)	(1,844,797)	8,717,472	12,025,197
Information Technology	926,599	0	0	1,000,000	1,000,000	(285,000)	(251,897)	1,732,034	1,674,702
Major Building Refurbishment	17,341,289	0	0	1,500,000	1,500,000	(834,157)	(525,705)	18,954,255	18,315,584
Waste & Recycling	12,523,659	0	0	3,841,934	3,841,934	(3,800,709)	(136,369)	9,808,533	16,229,224
Land Development and Investment Fund	12,863,720	0	0	5,778,674	2,621,822	(12,447,594)	(7,097,811)	6,506,298	8,387,731
Roads & Drainage Infrastructure	12,203,545	0	0	3,789,864	2,921,864	(5,397,897)	(3,963,156)	9,890,576	11,162,253
Naval Base Shacks	1,242,899	0	0	18,287	18,287	0	0	1,198,213	1,261,186
Community Infrastructure	21,757,381	0	0	13,556,124	13,556,124	(4,380,572)	(3,884,574)	27,964,419	31,428,931
Insurance	2,672,674	0	0	0	0	0	0	2,659,263	2,672,674
Greenhouse Action Fund	708,938	0	0	200,000	200,000	(35,300)	0	1,053,734	908,938
HWRP Post Closure Management & Contan	2,915,674	0	0	500,000	500,000	(70,000)	(29,905)	3,869,276	3,385,769
Municipal Elections	151,420	0	0	150,000	150,000	(150,000)	(150,000)	151,420	151,420
Community Surveillance	932,870	0	0	200,000	200,000	(365,000)	(145,000)	789,480	987,870
Waste Collection	6,512,856	0	0	1,800,000	1,800,000	(10,000)	0	7,963,528	8,312,856
Environmental Offset	248,759	0	0	0	0	0	0	308,011	248,759
Bibra Lake Management Plan	192,968	0	0	0	0	(191,882)	(107,666)	161,243	85,302
CIHCF Building Maintenance	10,688,137	0	0	720,779	1,044,840	(450,000)	(23,761)	10,672,499	11,709,217
Cockburn ARC Building Maintenance	5,218,365	0	0	1,500,000	1,500,000	(150,000)	(43,317)	6,568,365	6,675,048
Carry Forward Projects	11,867,222	0	0	8,523,422	8,344,612	(13,352,034)	(9,263,949)	5,954,065	10,947,885
Port Coogee Marina Assets Replacement	1,784,887	0	0	300,000	300,000	(174,000)	0	1,610,887	2,084,887
<b>Total Council Funded Reserve</b>	<b>136,216,987</b>	<b>0</b>	<b>0</b>	<b>45,379,084</b>	<b>41,499,483</b>	<b>(47,839,977)</b>	<b>(28,298,999)</b>	<b>127,295,607</b>	<b>149,417,471</b>
<b>Restricted Funded</b>									
Aged and Disabled Asset Replacement	422,872	4,257	1,525	76,596	76,596	(46,213)	(35,159)	452,140	465,834
Welfare Projects Employee Entitlements	1,850,773	18,465	1,800	0	0	(29,273)	(735,067)	2,279,463	1,117,505

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES  
NOTE 6  
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance - SAR	1,980,900	22,245	6,476	380,000	380,000	(388,380)	(230,132)	1,665,236	2,137,245
Port Coogee Waterways - SAR	146,257	1,291	508	98,000	98,000	(50,000)	(50,000)	152,222	194,765
Family Day Care Accumulation Fund	11,560	0	40	0	0	0	0	11,549	11,600
Naval Base Shack Removal	792,815	7,998	2,838	30,477	30,477	0	0	725,695	826,130
Restricted Grants & Contributions	5,174,134	0	0	3,001	3,747,130	(327,640)	(673,669)	692,446	8,247,595
Public Open Space - Various	5,458,078	0	18,789	0	0	(592,026)	(466,332)	4,925,444	5,010,534
Port Coogee Waterways - WEMP	1,246,537	15,831	4,270	0	0	(257,668)	(87,854)	1,068,699	1,162,953
Cockburn Coast SAR	50,644	465	151	45,000	45,000	(11,429)	(10,389)	49,043	85,406
<b>Total Restricted Funded Reserve</b>	<b>17,134,568</b>	<b>70,551</b>	<b>36,397</b>	<b>633,074</b>	<b>4,377,203</b>	<b>(1,702,629)</b>	<b>(2,288,602)</b>	<b>12,021,937</b>	<b>19,259,566</b>
<b>Developer Contribution Plans</b>									
Community Infrastructure DCP 13	6,832,991	17,282	26,820	3,000,000	1,358,302	(7,817,856)	(7,817,856)	812,092	400,257
Developer Contribution Plans - Various	11,226,093	162,167	40,762	1,845,000	2,199,484	(664,209)	(1,086,073)	12,096,538	12,380,265
<b>Total Developer Contribution Reserve</b>	<b>18,059,084</b>	<b>179,449</b>	<b>67,581</b>	<b>4,845,000</b>	<b>3,557,786</b>	<b>(8,482,065)</b>	<b>(8,903,929)</b>	<b>12,908,630</b>	<b>12,780,523</b>
<b>Total Cash Reserve</b>	<b>171,410,639</b>	<b>250,000</b>	<b>103,978</b>	<b>50,857,158</b>	<b>49,434,472</b>	<b>(58,024,670)</b>	<b>(39,491,530)</b>	<b>152,226,174</b>	<b>181,457,558</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES  
NOTE 7  
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 30 June 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements - non-operating		6,552,672	12,991,162	(12,437,858)	7,105,977
<b>Total unspent grants, contributions and reimbursements</b>		6,552,672	12,991,162	(12,437,858)	7,105,977
<b>Provisions</b>					
Annual leave		5,078,573	59,184,464	(59,450,389)	4,812,649
Long service leave		4,421,100	0	0	4,421,100
<b>Total Provisions</b>		9,499,673	59,184,464	(59,450,389)	9,233,749
<b>Total other current assets</b>		<b>16,052,345</b>	<b>72,175,627</b>	<b>(71,888,246)</b>	<b>16,339,726</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus				160,114
GL 445	Adjustment to grant income	09/09/21 0150	Operating Revenue			(666,212)	(506,098)
GL 445	Adjustment to Home Care Packages due to reduction in grant income	09/09/21 0150	Operating Expenses		8,961		(497,137)
GL 445	Adjustment to transfer to reserve from Home Care Packages due to reduction in grant income	09/09/21 0150	Transfer to Reserve		657,251		160,114
GL 414	Unspent grant carried forward from 20/21	09/09/21 0150	Transfer from Reserve		25,000		185,114
GL 414	Increase in NDIS expenditure from unspent grant	09/09/21 0150	Operating Expenses			(25,000)	160,114
GL 505	Strategic Planning recoup of DCA admin fee	09/09/21 0150	Operating Revenue		153,980		314,094
OP9080/1	Reduction in DCA review fees recouped	09/09/21 0150	Operating Revenue			(97,972)	216,122
OP9080/1	Reduction in DCA review fees	09/09/21 0150	Operating Expenses		97,972		314,094
CW1678	Transfer Executives mobile phones to OP as they are under the capitalisation threshold.	09/09/21 0150	Capital Expenses		40,000		354,094
OP4941	Purchase of Executives mobile phones	09/09/21 0150	Operating Expenses			(40,000)	314,094
CW6128	Release of partial quarantined fund for Santich Park	09/09/21 0150	Transfer from Reserve		100,000		414,094
CW6128	Development at Santich Park	09/09/21 0150	Capital Expenses			(100,000)	314,094
OP4991/2/4	Water and electricity cost at Bibra Lake Scouts, Cockburn						
OP4991/2/4	Wetlands Centre and Native Arc	09/09/21 0150	Operating Expenses			(132,000)	182,094
OP4991/2/4	Reimbursements from community groups for water and electricity costs	09/09/21 0150	Operating Revenue		132,000		314,094
OP4944	WALGA Urban Canopy Grant grant #2	09/09/21 0150	Operating Revenue		18,723		332,817
OP4944	Urban canopy expenditure	09/09/21 0150	Operating Expenses			(18,723)	314,094
OP7696	Lease revenue at Success Fire Station from DFES for 6 months	09/09/21 0150	Operating Revenue		32,010		346,104
OP9503	Volunteer Week Events is a recurrent project	09/09/21 0150	Operating Expenses			(3,000)	343,104
CW4971	Removal of LRCI grant to LED Lighting project	09/09/21 0150	Operating Revenue			(3,723,182)	(3,380,078)
CW4971	LED Lighting project funded from Road Reserve	09/09/21 0150	Transfer from Reserve		3,723,182		343,104
CW3917	Removal Road Reserve funding to Jandakot Road (Berrigan to Solomon)	09/09/21 0150	Transfer from Reserve			(3,723,182)	(3,380,078)
CW3917	Jandakot Road (Berrigan to Solomon) funded from LRCI grant	09/09/21 0150	Operating Revenue		3,723,182		343,104



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW4149	Reduce expenditure to fund for Community Engagement salary	09/09/21 0150	Capital Expenses		110,000		453,104
CW4149	Reduce transfer from Land Development Reserve	09/09/21 0150	Transfer from Reserve			(110,000)	343,104
OP4939	Community Engagement salary and on-cost	09/09/21 0150	Operating Expenses			(110,000)	233,104
OP4939	Community Engagement salary funded from Land Development Reserve	09/09/21 0150	Transfer from Reserve		110,000		343,104
OP8190	Works on slip road between Warton & Jandakot Roads	09/09/21 0150	Operating Expenses			(300,000)	43,104
OP8190	Funding works on Warton & Jandakot Roads	09/09/21 0150	Transfer from Reserve		300,000		343,104
OP4942	Works on Woodman Point	09/09/21 0150	Operating Expenses			(24,760)	318,344
OP4942	Fairy Tern grant to fund works on Woodman Point	09/09/21 0150	Operating Revenue		24,760		343,104
OP9576	Mitigation works on CY O'Connor	09/09/21 0150	Operating Expenses			(53,667)	289,437
OP9576	Coastwest grant to fund works on CY O'Connor	09/09/21 0150	Operating Revenue		53,667		343,104
GL 965	DCP 4 Repmt for prefunded cost for Beeliar Drive [Spearwood/Stock]	14/10/21 0173	Transfer to Reserve			(190,000)	153,104
GL 895	Recognising the payment received from developer and reducing the City's liability	14/10/21 0173	Operating Revenue		190,000		343,104
GL 965	DCP5 Repmt for prefunded cost for Beeliar Drive [Spearwood/Stock]	14/10/21 0173	Transfer to Reserve			(231,864)	111,240
GL 896	Recognising the payment received from developer and reducing the City's liability	14/10/21 0173	Operating Revenue		231,864		343,104
GL 485	Waste income and levy adjustment	14/10/21 0173	Operating Revenue		1,480,000		1,823,104
GL 485	Transfer waste income to Waste Reserve	14/10/21 0173	Transfer to Reserve			(1,480,000)	343,104
GL 400	Grant adjustment and indexation	14/10/21 0173	Operating Revenue		4,244		347,348
GL 400	Expenditure adjustments due to increase in grant	14/10/21 0173	Operating Expenses			(4,244)	343,104
GL 330	Grant adjustment	14/10/21 0173	Operating Revenue		3,871		346,975
GL 330	Expenditure adjustments due to increase in grant	14/10/21 0173	Operating Expenses			(3,871)	343,104
CW4937	Jean Willis kitchen refurbishment funded from Reserve	14/10/21 0173	Capital Expenses			(20,000)	323,104
CW4937	Transfer from Asset Replacement Reserve to fund refurbishment at Jean Willis Centre	14/10/21 0173	Transfer from Reserve		20,000		343,104
CW3950	Reducing grant income due to change in funding source	14/10/21 0173	Capital Revenue			(566,403)	(223,299)
CW3950	Transfer from Road Reserve	14/10/21 0173	Transfer from Reserve		566,403		343,104
CW6300	Cockburn ARC temporary carpark funded from surplus	14/10/21 0173	Capital Expenses			(20,000)	323,104

CITY OF COCKBURN | 17

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP4940	Bore cleaning at Cockburn ARC	14/10/21 0173	Operating Expenses			(50,000)	273,104
OP4940	Transfer from ARC maintenance reserve to fund bore cleaning	14/10/21 0173	Transfer from Reserve		50,000		323,104
CW7318	Missed from carry forward - Welfare trailer for Jandakot Fire Brigade	11/11/21 0198	Capital Expenses			(7,032)	316,072
CW7318	Welfare trailer for Jandakot FB funded from proceeds of sale	11/11/21 0198	Capital Revenue		6,669		322,741
CW7318	Welfare trailer for Jandakot FB funded from reserve	11/11/21 0198	Transfer from Reserve		363		323,104
CW7710	Missed from carry forward - Refurbish IVECO Compactor Truck	11/11/21 0198	Capital Expenses			(232,943)	90,161
CW7710	Refurbish IVECO Compactor Truck funded from proceeds of sale	11/11/21 0198	Capital Revenue		109,091		199,252
CW7710	Refurbish IVECO Compactor Truck funded from reserve	11/11/21 0198	Transfer from Reserve		123,852		323,104
CW7746	Missed from carry forward - Low Profile Rear Loading Waste Truck	11/11/21 0198	Capital Expenses			(235,866)	87,238
CW7746	Low Profile Rear Loading Waste Truck funded from proceeds of sale	11/11/21 0198	Capital Revenue		59,091		146,329
CW7746	Low Profile Rear Loading Waste Truck funded from reserve	11/11/21 0198	Transfer from Reserve		176,775		323,104
CW7785	Missed from carry forward - Hino Sideload Recycle Truck	11/11/21 0198	Capital Expenses			(345,756)	(22,652)
CW7785	Hino Sideload Recycle Truck funded from proceeds of sale	11/11/21 0198	Capital Revenue		68,182		45,530
CW7785	Hino Sideload Recycle Truck funded from reserve	11/11/21 0198	Transfer from Reserve		277,574		323,104
CW6301	Shelter refurbishment at Omeo North funded from Frazer Development handover funds	11/11/21 0198	Capital Expenses			(41,585)	281,519
CW6301	Frazer Development handover funds	11/11/21 0198	Capital Revenue		41,585		323,104
CW2364	Transfer to OP Project for demolishing Ethel Cooper Kindy	11/11/21 0198	Capital Expenses		20,000		343,104
OP4933	Ethel Cooper Kindy demolition	11/11/21 0198	Operating Expenses			(20,000)	323,104
CW6026	Building accessible playground at Lucretia Park	11/11/21 0198	Capital Expenses			(15,000)	308,104
OP8930	Transfer to CW to build accessible playground at Lucretia Park	11/11/21 0198	Operating Expenses		15,000		323,104

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP7966	COVID-19 related expenditure and preparation for Delta variance	11/11/21 0198	Operating Expenses			(20,000)	303,104
OP9775	IAP2 Engagement Essentials training for 20 staff	11/11/21 0198	Operating Expenses			(15,225)	287,879
OP4934	Resourcing costs on administrative review	11/11/21 0198	Operating Expenses			(23,000)	264,879
Various	Balancing budget variances due to restructure	11/11/21 0198	Operating Expenses			(227,242)	37,637
CW4714	Fremantle Football Club contribution to ARC expansion project	11/11/21 0198	Capital Revenue		230,000		267,637
CW4714	ARC Expansion project attached to Kailis Oval	11/11/21 0198	Capital Expenses			(230,000)	37,637
GL 152	Transfer underspent in salaries to fund Advocacy Initiative and Community Engagement projects	09/12/21 0238	Operating Expenses		55,000		92,637
GL 518	Transfer underspent in salaries to fund Advocacy Initiative and Community Engagement projects	09/12/21 0238	Operating Expenses		55,000		147,637
OP4937	Advocacy Initiative and Community Engagement projects funded by underspent in Stakeholder Management and Business & Economic Development salaries	09/12/21 0238	Operating Expenses			(110,000)	37,637
GL 853	Recruiting 2.0 FTE as Community Infrastructure Planners funded by DCA	09/12/21 0238	Operating Expenses			(137,816)	(100,179)
Various	Transfer from distributed DCA's to fund 2.0 FTE Community Infrastructure Planners	09/12/21 0238	Transfer from Reserve		137,816		37,637
Various	Withdrawal from DCA Reserves to fund 2.0 FTE Community Infrastructure Planners	09/12/21 0238	Operating Revenue		137,816		175,453
Various	Reduction in DCA liabilities due to the funding of 2.0 FTE Community Infrastructure Planners	09/12/21 0238	Contract Liabilities			(137,816)	37,637
OP4932	Contribution received from WAPC to build footpath on crownland	09/12/21 0238	Operating Revenue		50,000		87,637
OP4932	Footpath construction on crownland	09/12/21 0238	Operating Expenses			(50,000)	37,637
OP4988	Renaming and repurposing CSRFP Projects to Port Coogee Centre Fit Out Design	09/12/21 0238	Non Cash Item				37,637
GL 136	Reallocate white pages cost to OP	10/02/2022 0007	Operating Expenses		6,600		44,237
OP9702	White pages cost reallocation	10/02/2022 0007	Operating Expenses			(6,600)	37,637
CW1484	Transfer to fund construction of jump pit at Botany Park	10/02/2022 0007	Capital Expenses		14,541		52,178
CW1705	Construction of Jump Pit Run Ups at Botany Park	10/02/2022 0007	Capital Expenses			(14,541)	37,637

CITY OF COCKBURN | 19

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW5893	Project completed. Transfer unspent budget to fund construction of youth facility at Radiata Park	10/02/2022 0007	Capital Expenses		12,000		49,637
CW5893	Project completed. Transfer unspent reserve funding to fund construction of youth facility at Radiata Park	10/02/2022 0007	Transfer from Reserve			(12,000)	37,637
CW6039	Construction of Youth Facility at Radiata Park	10/02/2022 0007	Capital Expenses			(12,000)	25,637
CW6039	Reserve funding to fund the construction of Youth Facility at Radiata Park	10/02/2022 0007	Transfer from Reserve		12,000		37,637
CW1484	Transfer to fund function space redevelopment at Cockburn Bowling and Recreation Club	10/02/2022 0007	Capital Expenses		47,730		85,367
CW6289	Function space redevelopment at Cockburn Bowling and Recreation Club	10/02/2022 0007	Capital Expenses			(47,730)	37,637
CW4938	Transfer unspent capital budget to fund operating cost on Quarimor Ave	10/02/2022 0007	Capital Expenses		6,400		44,037
OP4929	Furniture removal on Quarimor Ave	10/02/2022 0007	Operating Expenses			(6,400)	37,637
CW1664	Transfer unspent CCTV budget to fund design cost at Frankland Recreation Centre oval	10/02/2022 0007	Capital Expenses		45,000		82,637
CW1664	Transfer unspent reserve funding to fund design cost at Frankland Recreation Centre oval	10/02/2022 0007	Transfer from Reserve			(45,000)	37,637
CW4676	Design cost of Frankland Recreation Centre oval	10/02/2022 0007	Capital Expenses			(45,000)	(7,363)
CW4676	Reserve funding to fund the design cost of Frankland Recreation Centre oval	10/02/2022 0007	Transfer from Reserve		45,000		37,637
GL230	Transfer from Family Day Care reserve for LSL Pay	10/02/2022 0007	Transfer from Reserve		29,273		66,910
GL230	Transfer from Family Day Care reserve for LSL Pay	10/02/2022 0007	Operating Expenses			(29,273)	37,637
CW4824	Internal Cladding Replacement -ARC Sport Stadium	10/03/2022 0044	Capital Expenses			(100,000)	(62,363)
CW4824	Internal Cladding Replacement -ARC Sport Stadium	10/03/2022 0044	Transfer from Reserve		100,000		37,637
OP4978	Savings in contract project officer role at ARC	10/03/2022 0044	Operating Expenses		56,475		94,112
OP8860	Savings Cockburn ARC Grounds Maintenance	10/03/2022 0044	Operating Expenses		8,000		102,112
CW4972	complete cabling geothermal rectification work ARC	10/03/2022 0044	Capital Expenses			(53,000)	49,112
CW4972	Transfer from Plant Replacement Reserve	10/03/2022 0044	Transfer from Reserve		53,000		102,112
OP4914	Consultant Investigate Power Supply Harmonics	10/03/2022 0044	Operating Expenses			(10,000)	92,112
OP4913	No Parking Signs for Waste Collection Purposes	10/03/2022 0044	Operating Expenses			(10,000)	82,112
OP4913	No Parking Signs for Waste Collection Purposes	10/03/2022 0044	Transfer from Reserve		10,000		92,112

CITY OF COCKBURN | 20

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Various	Net Mid Year Budget Review	14/04/2022 0064	Opening Surplus(Deficit)		77,707		169,819
GL999	Non Current Contract Liability adjustment	14/04/2022 0064	Contract Liabilities			(1,364,682)	(1,194,863)
CW4715	Non Current Contract Liability adjustment	14/04/2022 0064	Operating Revenue		1,364,682		169,819
CW4715	Non Current Contract Liability adjustment	14/04/2022 0064	Transfer from Reserve			(1,364,682)	(1,194,863)
GL965	Non Current Contract Liability adjustment	14/04/2022 0064	Transfer from Reserve		1,364,682		169,819
GL999	HWRP Rehab Amortisation Exp 2022	14/04/2022 0064	Non Cash Item	1,626,288			169,819
GL485	HWRP Rehab Amortisation Exp 2022	14/04/2022 0064	Operating Expenses	(1,626,288)			169,819
GL485	HWRP Rehab Accretion Exp 2022	14/04/2022 0064	Operating Expenses	(100,000)			169,819
GL999	HWRP Rehab Accretion Exp 2022	14/04/2022 0064	Non Cash Item	100,000			169,819
CW4715	Transfer to OP 4917	14/04/2022 0064	Transfer to Reserve			(15,000)	154,819
CW4715	Transfer to OP 4917	14/04/2022 0064	Capital Expenses		15,000		169,819
OP4917	Transfer from CW4715	14/04/2022 0064	Operating Expenses			(12,500)	157,319
OP4917	Transfer from CW4715	14/04/2022 0064	Operating Expenses			(2,000)	155,319
OP4917	Transfer from CW4715	14/04/2022 0064	Operating Expenses			(500)	154,819
OP4917	Transfer from CW4715	14/04/2022 0064	Transfer from Reserve		15,000		169,819
CW6306	South Coogee Reserve Clubroom Upgrades	14/04/2022 0064	Capital Revenue		33,750		203,569
CW6306	South Coogee Reserve Clubroom Upgrades	14/04/2022 0064	Capital Expenses			(33,750)	169,819
CW7691	Purchase of Lease Car 1GGP946	14/04/2022 0064	Capital Expenses			(15,909)	153,910
CW7691	Purchase of Lease Car 1GGP946	14/04/2022 0064	Transfer from Reserve		15,909		169,819
OP9786	Project Closure Return Budget	14/04/2022 0064	Operating Expenses		4,000		173,819
CW4836	Video AV Fitout Project completion	14/04/2022 0064	Capital Expenses			(124,000)	49,819
CW4836	Video AV Fitout Project completion	14/04/2022 0064	Transfer from Reserve		124,000		173,819
OP4918	Purchase of Coffee Machine & Supplies	14/04/2022 0064	Operating Expenses			(20,900)	152,919
OP4918	Purchase of Coffee Machine & Supplies	14/04/2022 0064	Transfer from Reserve		20,900		173,819
OP4915	Enterprise Agreement FY22	14/04/2022 0064	Operating Expenses			(20,000)	153,819
OP9712	Qtrly Customer Satisfaction Survey	14/04/2022 0064	Operating Expenses			(20,000)	133,819
CW9978	Convert OP Project to a CW Project	14/04/2022 0064	Capital Expenses			(40,000)	93,819
CW9978	Convert OP Project to a CW Project	14/04/2022 0064	Transfer from Reserve		40,000		133,819
OP7972	Convert OP Project to a CW Project	14/04/2022 0064	Transfer to Reserve			(40,000)	93,819
OP7972	Convert OP Project to a CW Project	14/04/2022 0064	Operating Expenses		40,000		133,819

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP6270	Royalty Income Adjustment OP6270	to OCM 12/05/22	Operating Revenue		118,926		252,745
OP9712	Qtrly Customer Satisfaction Survey	to OCM 12/05/22	Operating Expenses			(2,000)	250,745
CW6307	Installation of concrete pad on Lakeland Reserve	to OCM 9/06/22	Capital Expenses			(3,358)	247,387
CW6307	Developer contribution for concrete pad installation	to OCM 9/06/22	Capital Revenue		3,358		250,745
OP9729	My Time group project - missed carry forward	to OCM 9/06/22	Operating Expenses			(14,984)	235,761
OP9729	My Time unspent grant from 20/21	to OCM 9/06/22	Transfer from Reserve		4,952		240,713
OP9729	My Time external grant received	to OCM 9/06/22	Operating Revenue		10,032		250,745
Various	Expenditure Review Committee May 2022	to OCM 9/06/22	Operating Revenue		9,571		260,316
				<b>0</b>	<b>17,129,373</b>	<b>(17,029,171)</b>	



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 9  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>				
Finance	1,903,349	1.58%	▲ Timing	Revenue brought forward
Recreation Infrastructure & Services	525,562	4.13%	▲ Timing	Revenue brought forward
Community Development & Services	(1,431,263)	(17.74%)	▼ Timing	Revenue delayed
Community Safety & Ranger Services	490,209	46.68%	▲ Timing	Revenue brought forward
Operations & Maintenance	1,285,310	7.24%	▲ Timing	Revenue brought forward
<b>Expenditure from operating activities</b>				
Library & Cultural Services	486,154	8.65%	▲ Timing	Expenditure delayed
Recreation Infrastructure & Services	790,365	5.38%	▲ Timing	Expenditure delayed
Community Development & Services	1,347,816	10.28%	▲ Timing	Expenditure delayed
Finance	(709,378)	(10.27%)	▼ Timing	Insurance claim reimbursement delayed
Community Safety & Ranger Services	350,026	5.94%	▲ Timing	Expenditure delayed
Planning	492,612	21.33%	▲ Timing	Expenditure delayed
Sustainability & Environment	533,635	14.71%	▲ Timing	Expenditure delayed
Operations & Maintenance	1,089,846	1.50%	▲ Timing	Expenditure delayed
Property & Assets	567,951	5.30%	▲ Timing	Expenditure delayed
<b>Investing activities</b>				
Proceeds from disposal of assets	(3,838,052)	(55.01%)	▼ Timing	Sale proceeds brought forward
Projects	394,704	18.75%	▲ Timing	Expenditure brought forward
Transfer from reserves	(18,533,141)	(31.94%)	▼ Timing	Expenditure delayed
Payments for property, plant and equipment and infrastructure	30,265,013	35.15%	▲ Timing	Expenditure brought forward
Proceeds from non-operating grants, subsidies and contributions	(17,358,166)	(53.69%)	▼ Timing	Revenue delayed
Property & Assets	(2,963,684)	(39.07%)	▼ Timing	Revenue delayed
Transfer to reserves	1,568,708	3.07%	▲ Timing	Revenue brought forward (DCP13)

**15.3 RFT 08/2022 - Landscape Maintenance Services (POS and Streetscape Areas)****Author** Anton Lees**Attachments** 1. Evaluation Summary (**Confidential**)**RECOMMENDATION**

That Council:

- (1) ACCEPTS the Tender submitted by Landscape Elements Pty Ltd for Landscape Maintenance Services – Atwell Estates (Parks, Street Lawns and Gardens and Minor Walkways) for an estimated contract value of \$1,204,797 (Ex GST) for a period of three (3) years from the date of commencement, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years.

The contract value is based on previous work schedules derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations;

- (2) ACCEPTS the Tender submitted by Sanpoint Pty Ltd T/As LD Total for Landscape Maintenance Services – Aubin Grove (Parks and Street Lawns and Gardens) for an estimated contract value of \$959,349 (Ex GST) for a period of three (3) years from the date of commencement, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years.

The contract value is based on previous work schedules derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations;

- (3) ACCEPTS the Tender submitted by GAS Assets Pty Ltd T/As Gecko Contracting Turf & Landscape Maintenance for Landscape Maintenance Services – Treeby (Parks and Street Lawns and Gardens) for an estimated contract value of \$864,396 (Ex GST) for a period of three (3) years from the date of commencement, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years.

The contract value is based on previous work schedules derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations;

- (4) ACCEPTS the Tender submitted by GAS Assets Pty Ltd T/As Gecko Contracting Turf & Landscape Maintenance for Landscape Maintenance Services – CoC Streetscapes (Citywide) for an estimated contract value of \$1,402,878 (Ex GST) for a period of three (3) years from the date of commencement, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years.



The contract value is based on previous work schedules derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations; and

- (5) ACCEPTS the tender submitted by GAS Assets Pty Ltd T/As Gecko Contracting Turf & Landscape Maintenance for Landscape Maintenance Services – CoC Parks (Citywide) for an estimated contract value of \$1,324,842 (Ex GST) for a period of three (3) years from the date of commencement, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years.

The contract value is based on previous work schedules derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations

## Background

The City of Cockburn (The Principal) is seeking suitably qualified and experienced Contractor/s to conduct scheduled landscape maintenance of parks in the suburbs of Atwell, Aubin Grove, Treeby and various streetscape areas within the City of Cockburn.

The scope of works includes pest and disease control, weed control, mowing, edging, fertilising of irrigated grassed areas, garden beds, irrigation systems, raking playground sandpits, trees, paths and paved area maintenance, litter and rubbish removal, and green waste disposal.

The Principal as noted in the Tender may award the contract/s based on any one or multiple of the Landscape Maintenance Services work package listed below:

1. Atwell (Parks, Lawns and Gardens and Minor Walkways)
2. Aubin Grove (Parks and Lawns and Gardens)
3. Treeby (Parks and Streetscapes)
4. Streetscapes (City wide)
5. Parks (City wide)

The Contractor/s, under the proposed Contract, will be required to provide all labour, plant, tools and equipment, materials, transportation/cartage, administrative costs, travelling expenses etc. and anything else necessary for the completion of the works/services.

The proposed Contract shall be in place for a period of three (3) years from the date of award; with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years.

Tender Number RFT 08/2022 Landscape Maintenance Services (Public Open Space and Streetscape Locations) was advertised on Saturday 30 April 2022 in the Local Government Tenders section of “The West Australian” newspaper.

It was also displayed on the City’s E-Tendering website between Saturday 30 April 2022 and Tuesday 24 May 2022.

### Submission

Tenders closed at 2:00pm (AWST) Tuesday 24 May 2022, and eight (8) tender submissions were received from:

Tenderer’s Name	Registered Entity
Environmental Industries	Environmental Industries Pty Ltd
Gecko Contracting	GAS Assets Pty Ltd, T/As Gecko Contracting Turf & Landscape Maintenance
Horizon West	Horizon West Landscape & Irrigation Pty Ltd
Landscape Elements	Landscape Elements Pty Ltd
Landscape Australia	Pinochle Holdings Pty Ltd, T/As Landscape Australia Construction
LD Total	Sanpoint Pty Ltd, T/As LD Total
Turfmaster Facility	Profounder Turfmaster Pty Ltd, T/As Turfmaster Facility Management
Turf Care WA	Turf Care WA Pty Ltd

Not all Tenderers submitted for all of the landscape maintenance Services work package.

### Report

#### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

Compliance Criteria	
(a)	Compliance with the Request document
(b)	Compliance with the Conditions of Responding and Tendering
(c)	Compliance with the General Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided
(e)	Completion of Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty

Compliance Tenderers

Procurement Services undertook an initial compliance assessment.

Seven submissions were deemed compliant and released for evaluation.

Turfcare WA Pty Ltd was deemed non-compliant as they did not comply with the conditions of responding and tendering.

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	5%
Tenderer's Resources	15%
Methodology	20%
Sustainability	10%
Local / Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

Tender Intent/ Requirements

The intent of this tender is to appoint suitably qualified and experienced Contractor/s to conduct scheduled landscape maintenance of parks in the suburbs of Atwell, Aubin Grove, Treeby and various streetscape areas within the City of Cockburn

Evaluation Panel

The tender submissions were evaluated by the following:

Name	Position
Alison Waters (Chair)	Parks Operations Coordinator
Brad Patman	Parks Operations Supervisor
Dean Burton	Recreation Services Manager
Stuart Downing	Chief Financial Officer
<b>Probity Role</b>	
Caron Peasant	Contracts Coordinator

Scoring Tables

The below tables represent the scoring of the submissions for the separate landscape maintenance services work packages respectively.

Tenderers were required to address different cost criteria for each of the work package in their respective schedules.

**1. Atwell Estates (Parks, Lawns and Gardens and Minor Walkways)**

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Gecko Contracting	47.40	36.59	83.99
<b>**Landscape Elements</b>	42.88	40.00	82.88
Landscape Australia	40.38	30.67	71.04
LD Total	35.53	29.36	64.89
Horizon West	33.28	30.40	63.67
Environmental Industries	38.38	17.17	55.55
Turfmaster Facility	31.05	23.55	54.60

**\*\* Recommended Submission**

**2. Aubin Grove (Parks and Lawns and Gardens)**

*Landscape Australia did not provide a price for this category.*

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Gecko Contracting	47.40	40.00	87.40
Landscape Elements	42.88	39.94	82.81
<b>**LD Total</b>	35.53	39.83	75.35
Horizon West	33.28	37.89	71.16
Environmental Industries	38.38	19.88	58.26
Turfmaster Facility	31.05	16.01	47.06

**\*\* Recommended Submission**

**3. Treeby (Parks and Streetscapes)**

*Landscape Australia did not provide a price for this category.*

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>**Gecko Contracting</b>	47.40	36.52	83.92
Landscape Elements	42.88	39.81	82.68
Environmental Industries	38.38	37.23	75.61
Horizon West	32.28	40.00	73.28
LD Total	35.53	29.87	65.39
Turfmaster Facility	31.05	11.21	42.26

*\*\* Recommended Submission*

**4. CoC Streetscapes (City wide)**

*Landscape Australia did not provide a price for this category*

*Landscape Elements did not provide a price for this category*

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>**Gecko Contracting</b>	47.40	40.00	87.40
Turfmaster Facility	31.05	28.99	60.04
LD Total	35.53	22.18	57.71
Environmental Industries	38.38	15.25	53.63
Horizon West	33.28	13.97	47.25

*\*\* Recommended Submission*

**5. Parks (City wide)**

*Landscape Australia did not provide a price for this category.*

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>**Gecko Contracting</b>	47.40	39.15	86.55
Landscape Elements	42.88	36.62	79.49
LD Total	35.53	38.50	74.03
Horizon West	33.28	40.00	73.28
Turfmaster Facility	31.05	26.50	57.55
Environmental Industries	38.38	16.89	55.26

*\*\* Recommended Submission*

## Evaluation Criteria Assessment

### Demonstrated Experience

Gecko Contracting, LD Total and Landscape Elements demonstrated they have the experience to meet the City's landscape maintenance requirements as detailed in the Specification.

Their submissions outlined previous relevant experience for other local government authorities. Landscape Australia provided adequate information regarding organisation details and provided relevant landscape experience.

The submissions received from Turfmaster Facility, Horizon West and Environmental Industries did not provide adequate information regarding organisation details.

These submissions did not provide relevant experience specifically for landscape maintenance.

### Tenderer's Resources

The majority of Contractors (excluding Horizon West and Turfmaster Facility) demonstrated capacity to provide labour resources with the relevant qualifications, skills and experience to administer the Contract.

All Contractors have adequate plant to conduct scheduled works as outlined in the specification.

### Methodology

Gecko Contracting and Landscape Elements scored the highest for this criterion particularly work scheduling and plant. The majority of Contractors (excluding Turfmaster Facility) provided acceptable submissions regarding conducting scheduled works and reporting including software and sample reports.

Information regarding plant including models and quantities was provided and considered by the panel to be adequate to conduct scheduled works as per specification.

### Sustainability

All Contractors provided acceptable responses regarding Environmental, Social and Diversity sustainable practices. Gecko Contracting and Landscape Elements provided comprehensive responses which reflected their high scores.

### Local / Regional

Gecko Contracting and Landscape Australia scored the highest for this criterion with locations in the City of Cockburn boundary. Horizon West is located within the South West Metropolitan Regional Council.

These Tenderers demonstrated they can provide an improved local and regional outcome to the City.

### Summation

The evaluation panel recommends that Council accept the submissions from:

1. Landscape Elements for Landscape Maintenance Services – Atwell for an estimated total contract value of \$1,204,797 ex GST over a 3 year contract as being the most advantageous submission, given their high qualitative score and the best rank cost comparison. Landscape Elements ranked 2 based on their overall criteria score within this work package.
2. LD Total for Landscape Maintenance Services – Aubin Grove for an estimated total contract value of \$ 959,349 ex GST over a 3 year contract as being the most advantageous submission, given their qualitative score and high rank cost comparison. LD Total ranked 3 based on their overall criteria score within this work package.
3. Gecko Contracting for Landscape Maintenance Services – Treeby for an estimated total contract value of \$864,396 ex GST over a 3 year contract as being the most advantageous submission, given their high qualitative score and best rank cost comparison.

Gecko Contracting ranked 1 based on their overall criteria score within this work package.

4. Gecko Contracting for Landscape Maintenance Services – CoC Streetscapes for an estimated total contract value of \$1,402,878 ex GST over a 3 year contract as being the most advantageous submission, given their high qualitative score and the best rank cost comparison.

Gecko Contracting ranked 1 based on their overall criteria score within this work package.

5. Gecko Contracting for Landscape Maintenance Services – CoC Parks for an estimated total contract value of \$1,324,842 ex GST over a 3 year contract as being the most advantageous submission, given their high qualitative score and the well rank cost comparison.

Gecko Contracting ranked 1 based on their overall criteria score within this work package

The panel deemed it a high risk to appoint one contractor to undertake all of the works and has considered the existing performance of the current incumbents in determining the recommendation.

Incumbency and Local Government knowledge was considered including prior performance and reference checks in recommending work packages to contractors.

The panel also considered the potential risk to award both the Atwell and Aubin Grove work package to one contractor due to scope of works conflicts.

The recommendation is based on each Tenderer having:

- Well demonstrated experience in performing similar work for the City of Cockburn and other local governments;
- A range of personnel that have experience in managing the works associated with the requirements of the contract;
- Have relevant plant and labour resources and existing contingency measures to undertake the works;
- The most advantageous value for money submission to the City.

An independent financial risk assessment has been requested and will be available prior to the Council meeting for Landscape Elements, Gecko Contracting and LD Total.

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

#### Local Economy

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

- Increased Investment, economic growth and local employment.

#### Environmental Responsibility

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

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

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

The combined costing submitted for Landscape Maintenance Services for Atwell, Aubin Grove, Treeby, CoC Streetscapes and CoC Parks totalled to \$1,918,754 Ex GST per annum.

Adequate funds exist in the 2022/2023 Parks Operations budget.

The Individual contract value estimation was calculated using existing known locations, frequency expectations and the submitted costing from the Contractors.



This value will change dependent on budget allocations and the inclusion of new locations.

**Legal Implications**

Section 3.57 of the Local Government Act 1995 and Part 4 of the *Local Government (Functions and General) Regulations 1996* refers.

**Community Consultation**

N/A

**Risk Management Implications**

If the recommendation is not approved a reduced service level would reflect the lack of adequate labour or machinery resources to conduct the works in-house.

If the City was not to conduct this service, this may cause reputational damage to the City as its parks and streetscapes are not being maintained.

Potential litigation could increase due to an increase in public liability claims due to injury when using public open space that is not maintained on schedule.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 August 2022 Ordinary Council Meeting.

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

N/A

## **16. Operations**

Nil

## 17. Community Services

### 17.1 Multiple Dog Application- 137 Cordelia Avenue, Coolbellup

**Author** Michael Emery

**Attachments**

1. Public Submissions - 137 Cordelia Avenue Coolbellup  
**(Confidential)**
2. 137 Cordelia Avenue Coolbellup - Photos of Property [↓](#)

#### RECOMMENDATION

That Council:

- (1) REJECTS the Multiple Dog Application dated 19th May 2022 from Charmaine Ugle (the applicant), 137 Cordelia Avenue Coolbellup, to keep three (3) dogs at the property;
- (2) PROVIDES the owner with three (3) months to rehome one of the three dogs of her choosing, subject to this application; and
- (3) APPROVES the refund of the third dog registration charged by the City.

#### Background

The City received an application for retrospective approval to keep three (3) dogs at 137 Cordelia Avenue, Coolbellup.

Pursuant to the City's Consolidated Local Law 2000, Division 3, part 2.9, owners or occupants within the City of Cockburn require approval to keep more than two (2) dogs over the age of three months.

Applicants must be able to demonstrate there are no bona fide objections prior to an approval being granted.

According to the Council's Delegated Authority, LGACS11 – Applications to Keep More Than Two (2) Dogs at a Residential Property, in the event that any objections are received, an applicant may not keep more than two dogs without the approval of Council.

As a result of the application's mandatory public consultation, seven (7) objections were received.

The application to keep more than two dogs at 137 Cordelia Avenue, Coolbellup is presented to Council for consideration.

#### Submission

N/A

## Report

The retrospective application was a result of the City's Rangers initially investigating dogs causing a nuisance at the applicant's property in June 2021, namely, by barking and jumping at the fences.

Since June 2021, the City's Ranger Services have had multiple complaints about dog's behaviour stemming from the applicant's property.

In March 2022, the City became aware there were more than two dogs at the property.

Following inspection by the Rangers, it was apparent the third dog was being used for breeding, and two puppies were sighted at the property.

The applicant has sought retrospective approval to home three (3) dogs on the property.

The dogs are:

	Breed	Age	Gender
Dog 1	Ridgeback	6	Male
Dog 2	Ridgeback	6	Female
Dog 3	Ridgeback	3	Male

Although there were some initial compliance issues with the owner not registering the dogs, all three dogs subject to this application are currently registered.

As a result of the multiple dog application received on 19 May 2022, the City wrote to all nearby neighbours and received seven (7) submissions.

Submissions have been provided (refer Confidential Attachment 1)

Pictures of the property are provided (refer Attachment 2).

Given the number of complaints received during this application process by nearby residents, the City's Rangers are concerned about the ongoing welfare and safety of the animals.

These concerns have been raised with the Royal Society for the Prevention of Cruelty to Animals (RSPCA) for further follow-up.

Based on the overwhelming community sentiment and the observations by the City's Rangers it is recommended that the application be refused by Council.

Given the timeframe required for the owner to determine which dog is to be rehomed, it is recommended that the applicant be provided three (3) months to comply with Council's decision.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

**Budget/Financial Implications**

N/A

**Legal Implications**

City of Cockburn Consolidated Local Law 2000, Division 3, part 2.9.

**Community Consultation**

As part of the application process, the City wrote to neighbouring homes within 50 metres of the applicant's address.

The City received seven (7) submissions in relation to the application.

All submissions opposed the application (refer Confidential Attachment 1).

**Risk Management Implications**

If approval is given, there may be localised adverse community reaction due to the feedback provided by many community members.

Accordingly, there is a "low" level of localised possible "Brand/Reputation" risk associated with this item.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 August 2022 Ordinary Council Meeting.

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

Nil

## Attachment 2: Pictures of property

Aerial View (01/07/2022) of 137 Cordelia Avenue Coolbellup showing large accumulation of rubbish in rear yard.



Photo of rear yard as submitted by applicant



Photo of side yard (public access way) as submitted by applicant.





## 18. Governance and Strategy

### 18.1 Minutes - Audit Risk and Compliance Committee Meeting 28 July 2022

**Author** Emma Milne

**Attachments**

1. Confidential Minutes - Audit, Risk and Compliance Committee Meeting 28 July 2022 [↓](#)
2. Minutes - Audit, Risk and Compliance Committee Meeting 28 July 2022 **(Confidential)**

#### RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the 28 July 2022 Audit, Risk and Compliance Committee Meeting; and
- (2) ADOPTS the recommendations contained therein.

#### Background

The Audit, Risk and Compliance Committee conducted a meeting on 28 July 2022.

The Minutes of the meeting are required to be presented to Council.

#### Submission

N/A

#### Report

At the Audit, Risk and Compliance Committee Meeting held on 28 July 2022, the following reports were presented:

1. Audit Plan for Financial Year ending 30 June 2022
2. Risk Register Review Report
3. Notifiable Compliance Report

#### Strategic Plans/Policy Implications

##### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.



**Budget/Financial Implications**

N/A

**Legal Implications**

Division 1A – Audit Committee *Local Government Act 1995*, and Regulation 16  
Functions of Audit Committee *Local Government (Audit) Regulations 1996*.

**Community Consultation**

N/A

**Risk Management Implications**

This report is to ensure that Council receives and adopts the recommendations from the Audit, Risk and Compliance Committee.

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

N/A

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

Nil



The Council of the City of Cockburn

## Audit Risk and Compliance Committee (ARC)

# Minutes

For Thursday, 28 July 2022

These Minutes are subject to confirmation

Presiding Member's signature

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Date: 22 September 2022

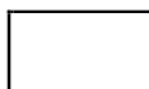
ARC 28/07/2022

## The Council of the City of Cockburn

Audit Risk and Compliance Committee (ARC) Meeting  
Thursday, 28 July 2022 at 6.00pm

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**The Council of the City of Cockburn****Audit Risk and Compliance Committee (ARC) Meeting****Thursday, 28 July 2022 at 6.00pm****Minutes****Present****Elected Members**

Mr K Allen	-	Councillor (Presiding Member)
Mr T Widenbar	-	Deputy Mayor (eMeeting)
Ms P Corke	-	Councillor
Mr T Dewan	-	Councillor
Mr G Geen	-	Independent Member

**Observers**

Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	Councillor

**In Attendance**

Mr T Brun	-	Chief Executive Officer
Mr S Downing	-	Chief Financial Officer
Mr A Lees	-	Chief of Operations
Mr D Arndt	-	Chief of Built and Natural Environment
Ms E Milne	-	Executive Governance and Strategy
Ms J Iles	-	Executive People Experience and Transformation (eMeeting)
Ms S Ng	-	Acting Head of Finance
Ms M Todd	-	Manager Legal and Compliance
Ms J Downsborough	-	Manager, Strategy and Integrated Planning
Mr J Fiori	-	Risk and Governance Advisor
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer (eMeeting)

**Guests**

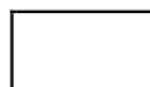
Mr S Hoare	-	Senior Director, Office of Auditor General
Mr H Rutters	-	Senior Manager, KPMG

**1. Declaration of Meeting**

The Presiding Member declared the meeting open at 6.00pm.

"Kaya, Wanju Wadjuk Budjar" which means "Hello, Welcome to Wadjuk Land"

The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and paid respect to the Elders of the Nyungar Nation, both past and present and extended that respect to Indigenous Australians who may have been present.



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The Presiding Member welcomed Mr S Hoare from the Office of Auditor General, and Mr Rutters from KPMG to the meeting.

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

Nil

**3. Disclaimer**

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

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

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

Nil

**5. Apologies & Leave of Absence**

Nil

**6. Public Question Time**

Nil

**7. Confirmation of Minutes****7.1 (2022/MINUTE NO 0011) Minutes of the Audit Risk and Compliance Meeting - 19/05/2022****Officer Recommendation/Committee Recommendation**

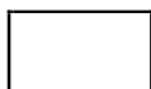
MOVED Cr T Dewan SECONDED Cr P Corke

The Committee confirms the Minutes of the Audit Risk and Compliance Meeting held on Thursday, 19 May 2022 as a true and accurate record.

**CARRIED UNANIMOUSLY 5/0**

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**8. Deputations**

Nil

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

Nil

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

Nil

**En Bloc Resolutions**

6.04pm The following Items were carried by En Bloc Resolution of Council:

15.2
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**11. Built and Natural Environment**

Nil

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Item 12.1

**12. Finance****12.1 (2022/MINUTE NO 0012) Audit Plan for Financial Year ending 30 June 2022****Author** Stuart Downing**Attachments** 1. Audit Plan for 2021-22 (**Confidential**)**Officer Recommendation/Committee Recommendation**

MOVED Cr P Corke SECONDED Cr K Allen

The Committee recommends that Council:

- (1) RECEIVES the Audit Plan for auditing the Financial Year ending 30 June 2022 as attached to the Agenda.

**CARRIED UNANIMOUSLY 5/0****Background**

The attached External Audit Plan and Strategy document for Financial Year 2022 outlines the purpose and scope of the External Audit and explains the audit methodology and approach to be taken in completing the 2021 Financial Year Audit.

It provides the Audit, Risk and Compliance Committee (ARC) with the opportunity to review the audit focus areas, the auditor's procedures, and the agreed timelines.

The Audit Plan was prepared by KPMG in consultation with the City and approved by the Office of the Auditor General (OAG).

Given the OAG has indicated a preference that their audit plans, management letters and audit closing reports are not made publicly available, this Audit Plan has been made confidential (refer Confidential Attachment.1). However, the OAG has no issue with the City highlighting key aspects from the Plan in this report.

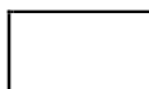
The OAG tendered out and awarded the performance of the City's audit to KPMG for a further two financial years. This year will be the fourth year KPMG has audited the City.

Regulation 9 (2) of the *Local Government (Audit) Regulations 1996* states that the principal objective of the external audit is for the auditor to carry out such work as is necessary to form an opinion on whether the accounts are properly kept, and that the Annual Financial Report:

- is prepared in accordance with financial records
- represents fairly the results of the operations of the Local Government as at 30 June, in accordance with Australian Accounting Standards and the *Local Government Act 1995*.

As set out in the ARC Terms of Reference, its duties and responsibilities include discussing with the external auditor the scope and planning of the audit each year.

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**Submission**

N/A

**Report**

KPMG will conduct an independent audit to enable the OAG to express an opinion regarding the City's 2021-2022 financial statements and the associated financial ratios.

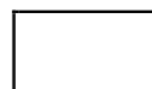
The audit is conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the City's financial report is free of material misstatement.

A key aspect of the audit work is considering the effectiveness of management internal controls and assessing the appropriateness of the City's accounting policies, disclosures, and accounting estimates.

The audit approach outlined in the plan is summarised under the five following areas:

1. Methodologies and activities
2. Materiality
3. Risk assessment
4. Independence
5. Approach to fraud.

A key aspect of the audit planning process is the assessment of inherent audit risks, where the auditor considers the nature of the risk, likelihood of occurrence and the potential impact it could have on the City's financial report.



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Item 12.1

For the 2021-2022 Audit, KPMG have determined the following seven focus areas:

Key	Factors influencing our assessment
Existence and valuation of Infrastructure assets	<ul style="list-style-type: none"> <li>Valuation methodology and assumptions can be complex and judgmental</li> <li>Significant volume of individual assets</li> </ul>
Existence and valuation of Fixed assets	<ul style="list-style-type: none"> <li>Valuation methodology and assumptions can be complex and judgmental</li> <li>Significant volume of individual assets</li> </ul>
Revenue – rates, fees, operating grants, developer contributions and subsidies	<ul style="list-style-type: none"> <li>High volume of transactions that management are required to process accurately</li> <li>Heighten area of focus for stakeholders</li> </ul>
Landfill site – rehabilitation asset and liability	<ul style="list-style-type: none"> <li>Calculations, assumptions used and key inputs such as discount and inflation rates can be complex and judgmental</li> <li>Assessment of expert and calculation methodology</li> </ul>
Personnel costs and related liabilities	<ul style="list-style-type: none"> <li>Existence and accuracy of payroll related costs</li> <li>High volume of transactions that management are required to process accurately</li> </ul>
Contracts and procurement	<ul style="list-style-type: none"> <li>High volume of transactions that management are required to process accurately</li> <li>Heighten area of focus for stakeholders</li> </ul>
Cash and other financial assets	<ul style="list-style-type: none"> <li>High volume of transactions of significant value</li> <li>Significant financial asset balances held</li> </ul>

The Audit Plan outlines why these have been chosen as focus areas and the planned audit procedures to be applied in reviewing and assessing them.

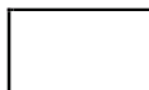
Another key topic highlighted in the Audit Plan is accounting estimates.

There is a revised auditing standard now effective for these and the auditor will increase their focus on critical financial reporting estimates, judgements, and transparency of disclosures.

Interim audit work for the 2021-2022 audit was completed in June 2022 and the proposed timeline included in the Audit Plan sees end of year audit procedures commencing on 27 September 2022.

According to the Plan, the draft audit report will be presented at the ARC meeting scheduled for 17 November 2022.

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The audit opinion from the OAG will be issued at the end of November 2022, accompanied by the management letter.

KPMG and the OAG will be attending the July ARC meeting to present and discuss the attached audit plan for 2021–2022.

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

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

The OAG have provided a quote for the completion of the audit, which is higher than and covered within the City's FY 23 Annual Budget.

**Legal Implications**

- *Local Government Act 1995* Sections 5.53, 5.54, 6.4, and Part 7 - Audit
- *Local Government (Audit) Regulations 1996* Regulations 9, 9A and 10
- *Local Government (Financial Management) Regulations 1996* Part 4 - Financial Reports.

**Community Consultation**

N/A

**Risk Management Implications**

It is a requirement under the *Local Government Act 1995* for Council to accept the City's Annual Report (including the Financial Report and Auditor's Report) by no later than 31 December each year.

Failure to do so will lead to statutory non-compliance.

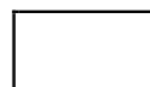
Proper audit planning helps ensure this risk is mitigated.

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

N/A

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

Nil



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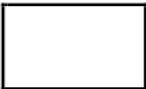
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**13. Operations**

Nil

**14. Community Services**

Nil



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**15. Governance and Strategy****15.1 (2022/MINUTE NO 0013) Risk Register Review Report****Author** Emma Milne**Attachments** N/A**Officer Recommendation/Committee Recommendation**  
MOVED Independent Member G Geen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECEIVES the Risk Register Review Report.

**CARRIED UNANIMOUSLY 5/0****Background**

This report provides an overview to the Audit, Risk and Compliance (ARC) Committee of the City of Cockburn (the City) enterprise risk register, comprising both strategic and operational risks (Risk Register).

A previous report of the Risk Register was submitted to the (former) Audit and Strategic Finance Committee on 15 July 2021.

Following Tender RFT26/2020, Risk Management and Safety Systems Pty Ltd, trading as RMSS, was retained by the City and was awarded a three year contract.

RMSS is a cloud-based online enterprise risk management software, and version 16 of the software was released on 26 April 2022.

This report to the ARC Committee is a status update on the Risk Register since that implementation.

**Submission**

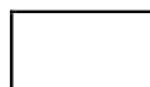
N/A

**Report**

This reporting period is 15 July 2021 to 12 July 2022 (the Period) and Table 1 below illustrates the changes to the City's Risk Register during the Period.

During the Period there was no change in the total number of risks in the Risk Register, however, the risk profile has altered as seen from the table.

Following the April 2022 implementation of RMSS Version 16, all risks in the City's Risk Register have been renumbered in priority with their residual risk level; the first seven are the strategic risks, then the following 277 are operational risks.



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The following six operational risks were archived during the period as they were no longer credible:

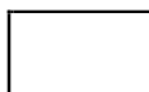
- Risk ID 52 [formerly 338] *Opt-out* (possible non-compliance with the City's Privacy Management Policy) – the opt-out option now complies with the policy
- Risk ID 81 [formerly 322] *Privacy policy* (no documented privacy policy and process) – the City now has a privacy management policy and framework
- Risk ID 169 [formerly 16] *Road design standards* (failure to comply with standard and guidelines) – statutory compliance is not optional it is mandatory
- Risk ID 248 [formerly 54] *Road design projects* (failure to manage process of developing roads projects) – Project Portfolio Management (PPM) software makes this mandatory
- Risk ID 283 [formerly 47] *Closure of the SMRCC* – the City has withdrawn from the SMRC
- Risk ID 284 [formerly 327] *No Policy content* (no documented process for dealing with privacy) – the City now has a privacy management policy and framework.

The following 6 new operational risks were identified during the period:

- Risk ID 285 *Critical vulnerability management lifecycle maturity* – Current vulnerability management lifecycle is immature; residual risk level *Moderate 9*
- Risk ID 286 *User Principal Name (UPN) standardisation* –UPNs are not standardised and require standardisation of format and attributes to allow for future integration of Role Based Access Control (RBAC), Identity Access Management & Privilege Access Management (IAM/PAM); residual risk level *Moderate 5*
- Risk ID 287 *Digital Records Management (DRM) or Record Management System (RMS) Integrity* – DRM for emails and other critical digital; residual risk level *Moderate 9* communications media are reliant on manual end-user upload/submission prior to ingestion; residual risk level *Substantial 10*
- Risk ID 288 *Child safe organisation* – Failure by the City of Cockburn to resource for, and anticipate legislative requirements, to comply with the National Principles for Child Safe Organisations; residual risk level *Substantial 10*
- Risk ID 289 *Workplace psychosocial hazards* – Inability to provide for workers a safe work place free from exposure to bullying and harassment; residual risk level *Substantial 10*
- Risk ID 290 *Information Security Management System (ISMS)* - Failure to maintain the confidentiality, integrity and availability of information by not applying a risk based ISMS which gives confidence to interested parties that cyber security risks are adequately managed in accordance with the key provision of the international standard ISO/IEC 27001:2013 *Information technology — Security techniques — Information security management systems — Requirements*.

The 284 risks populating the risk register are presented in a pie-chart in Figure 1 and have been superimposed on a risk heat map as shown as shown in Figure 2 below.

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There are 14 risks, all operational risks, in the City's risk register which are rated Substantial or greater. An update of these 14 risks is shown in Table 2 below:

Table 1: 2021 - 2022 Comparison of risks in the Risk Register

Risk level	Number of risks		Change in number
	As of 15 July 2021	As of 12 July 2022	
Low risks	143	136	-7
Moderate risks	124	134	+10
Substantial risks	11	11	0
High risks	3	1	-2
Extreme risks	3	2	-1
<b>Total risk register</b>	<b>284</b>	<b>284</b>	<b>0</b>

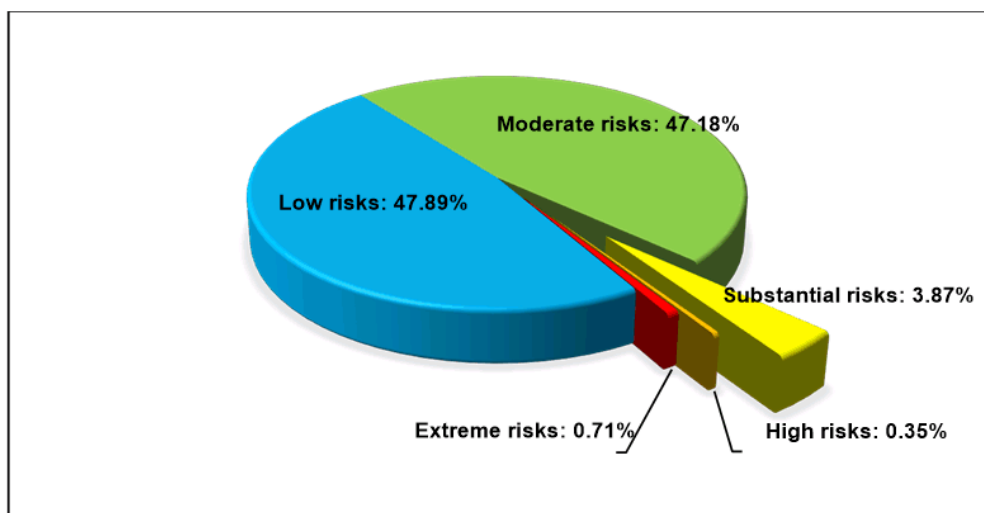
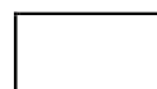


Figure 1: RMSS risk register composition as of 12 July 2022



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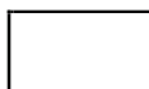
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		Likelihood				
		Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Consequence	Insignificant 1	Low 1 9 Risks	Low 2 2 Risks	Low 3	Low 4	Moderate 5 1 Risk
	Minor 2	Low 2 9 Risks	Low 4 81 Risks	Moderate 6 8 Risks	Moderate 8 3 Risks	Substantial 10 3 Risks
	Major 3	Low 3 23 Risks	Moderate 6 65 Risks	Moderate 9 39 Risks	Substantial 12 1 Risk	High 15
	Critical 4	Low 4 12 Risks	Moderate 8 17 Risks	Substantial 12 3 Risks	High 16 1 Risk	Extreme 20
	Catastrophic 5	Moderate 5 1 Risk	Substantial 10 4 Risks	High 15	Extreme 20 2 Risks	Extreme 25
Risk level		Description				
Low 1 - 4		Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continuous review throughout project lifecycle.				
Moderate 5 - 9		Risk acceptable with adequate controls, managed by specific procedures. Subject to semi-annual monitoring or continuous review throughout project lifecycle.				
Substantial 10 - 12		Accepted with detailed review and assessment. Action Plan prepared and continuous review.				
High 15 - 16		Risk acceptable with effective controls, managed by ExCo. Subject to quarterly monitoring or continuous review throughout project lifecycle.				
Extreme 20 - 25		Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.				

Figure 2: Risk register heat map superimposed on the risk matrix

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Table 2: Update - Risk Register risks rated  $\geq$  *Substantial*

Risk ID		Risk name	Risk description	Risk rating	Risk owner
New	Previous				
8	315	Community infrastructure damage from climate change impacts	Reduced public safety, health and wellbeing caused by climate change impacts (changes to rainfall and increased bushfires, temperatures and extreme weather events).	Extreme 20	Chris Beaton
<b>Action update</b> <ol style="list-style-type: none"> <li>Design building for climate resilience and improve energy management, through implementation of ESD guidelines - ongoing;</li> <li>Ensure all City owned buildings (within Bushfire Prone Areas) have bushfire risk assessments completed, ongoing;</li> <li>Review capacity of existing City buildings to withstand more severe weather events - ongoing;</li> <li>Consistent with Planning Policy provisions continue to ensure: <ul style="list-style-type: none"> <li>all proposed structure plans are accompanied and informed by a Bushfire Management Plan -ongoing; and</li> <li>new building design approval process (within Bushfire Prone Areas) incorporate bush fire management - ongoing; and</li> </ul> </li> <li>Review, update and implement the <i>Bushfire Risk Management Plan</i> and <i>Local Emergency Management Plan</i> - ongoing.</li> </ol>					
9	316	Public health decline from climate change	Reduced public safety, health and wellbeing caused by climate change impacts (changes to rainfall and increased bushfires, temperatures and extreme weather events).	Extreme 20	Chris Beaton
<b>Action update</b> <ol style="list-style-type: none"> <li>Undertake a climate change health vulnerability assessment and map vulnerable residents and areas, - ongoing;</li> <li>Review, update and implement the <i>Public Health Plan</i> - ongoing;</li> <li>Review , update and implement the <i>Bushfire Risk Management Plan</i> and <i>Local Emergency Risk Management Plan</i> - ongoing; and</li> <li>Review existing warning systems and identify potential gaps and opportunities for improvement – ongoing.</li> </ol>					

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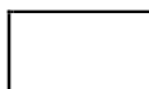


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10	312	Biodiversity loss from climate change impacts	Damage to or loss of biodiversity and natural habitat, caused by climate change impacts (decreased rainfall and increased bushfires, temperatures and extreme weather events).	High 16	Chris Beaton
<b>Action update</b> <ol style="list-style-type: none"> <li>1. Review and implement the <i>Coastal Adaptation Plan</i> with latest climate science, scenario mapping and WALGA recommendations - ongoing;</li> <li>2. Review and maintain ongoing coastal monitoring program;</li> <li>3. Review capacity of existing City buildings to withstand more severe weather events - ongoing;</li> <li>4. Obtain legal advice to clarify the liability of the City in the event of coastal climate change risk scenarios - ongoing; and</li> <li>5. Prepare site specific foreshore management plans – ongoing.</li> </ol>					
11	313	Coastal impacts from sea level rise	Legal liability and damage to or loss of natural environment, infrastructure and coastal land, caused by sea level rise.	Substantial 12	Chris Beaton
<b>Action update</b> <ol style="list-style-type: none"> <li>1. Review and implement the <i>Coastal Adaptation Plan</i> with latest climate science, scenario mapping and WALGA recommendations - ongoing;</li> <li>2. Review and maintain ongoing coastal monitoring program - ongoing;</li> <li>3. Obtain legal advice to clarify the liability of the City in the event of coastal climate change risk scenarios - ongoing; and</li> <li>4. Prepare site specific foreshore management plans – ongoing.</li> </ol>					
12	246	Community support	Failure to obtain community support for strategic planning functions.	Substantial 12	Carol Catherwood
<b>Action update</b> <ol style="list-style-type: none"> <li>1. Risk controls remain effective - ongoing;</li> <li>2. Extensive internal planning goes into community engagement in strategic planning - ongoing; and</li> <li>3. Four more officers attended community engagement training.</li> </ol>					

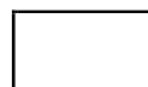
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13	324	<i>Dropbox</i>	Use of <i>Dropbox</i> may compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.	Substantial 12	Brett Fellows
<b>Action update</b> 1. <i>Mimecast Large File Send</i> (2GB Limit); and 2. <i>OneDrive Business</i> with Multi-Factor Authentication (MFA) and Data Loss Prevention (DLP) controls.					
14	344	<i>PerfectGym</i> at Cockburn ARC	Personally identifiable information (PII) breach by allowing anyone using <i>Amazon</i> to send email on behalf of cockburnarc.com.au	Substantial 12	Brett Fellows
<b>Action update</b> Conduct frequent and regular reviews of <i>PerfectGym</i> to monitor and identify its impact on privacy and financial information.					
15	285	Landfill capping	Failure to fund the capping of existing exposed landfill cells.	Substantial 10	Lou Vieira
<b>Action update</b> 1. Cell 6 was capped in 2020. The cost to cap the remaining cells (4, 5 and 7) is \$17.5M and the operating cost to manage the Site until 2063 is \$10.5m. The current Reserve balance is \$12.5m. With the energy from waste plants due for completion in 2022, there is a narrow window for landfill to generate sufficient income through the sale of airspace to establish a reserve of a minimum of \$28m; and 2. The current strategy to increase the Waste and Recycling Reserve will not be adequate.					



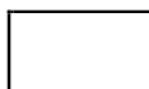
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16	311	Reduced water availability from decreased rainfall	Decreased liveability, reduced water availability, loss of urban vegetation and biodiversity caused by climate change impacts (decreased rainfall).	Substantial 10	Chris Beaton
<b>Action update</b> 1. Implement <i>Urban Forest Plan</i> - ongoing; 2. Review and Implement <i>Water Efficiency Action Plan</i> to address climate change - ongoing; 3. Implement <i>Water Sensitive Urban Design Initiatives</i> - ongoing; 4. Conduct water audits - ongoing; and 5. Maintain dialogue with Water Corporation to enhance storm water drainage systems on Wetlands – ongoing.					
17	314	Urban forest decline from climate change	Urban forest decline caused by climate change impacts (increased temperatures and decreased rainfall).	Substantial 10	Lou Vieira
<b>Action update</b> 1. Design building for climate resilience and improve energy management, through implementation of ESD guidelines - ongoing; 2. Ensure all City owned buildings (within Bushfire Prone Areas) have bushfire risk assessments completed - ongoing; 3. Review capacity of existing City buildings to withstand more severe weather events - ongoing; 4. Consistent with Planning Policy provisions continue to ensure: <ul style="list-style-type: none"> <li>all proposed structure plans are accompanied and informed by a Bushfire Management Plan - ongoing; and</li> <li>new building design approval process (within Bushfire Prone Areas) incorporate bush fire management - ongoing; and</li> </ul> 5. Review, update and implement the <i>Bushfire Risk Management Plan</i> and <i>Local Emergency Management Plan</i> – ongoing.					

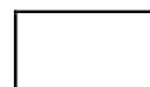
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## Item 15.1

ARC 28/07/2022

18	169	Bushfire legislation	Failure to meet bushfire legislation obligations.	Substantial 10	Mike Emery
<b>Action update</b> 1. Fire control orders released with rates notice and property inspection program has been developed; 2. All required inspections have been made in the rural areas; and. 3. Funds are on budget to employ a specialist staff member for this role to ensure compliance and consistency.					
287	New risk	Digital Records Management (DRM) or Record Management System (RMS) Integrity	DRM for emails and other critical digital communications media are reliant on manual end-user upload/submission prior to ingestion	Substantial 10	Brett Fellows
<b>Action update</b> 1. Ensure adequate staff training, thus increasing redundancy to avoid single point of failure					
288	New risk	Child safe organisation	Failure by the City of Cockburn to resource for, and anticipate legislative requirements, to comply with the National Principles for Child Safe Organisations	Substantial 10	Brittany Cover
<b>Action update</b> 1. Develop policy to assist the City to comply with impending Western Australian government legislation; 2. Develop and promote an organisational framework comprising people and experience to assist the City to comply with impending Western Australian government legislation by supporting employees to: (a) speak up about concerning behaviours to help prevent child abuse; (b) assist to improve organisational systems and processes for preventing and dealing with child abuse; and (c) enable submission of complaints and reports of abuse about their staff; 3. Promote awareness through employee training or inductions of the National Principles for Child Safe Organisations as outlined by the <i>Child Safe Organisations National Principles</i> , Australian Human Rights Commission, Sydney 2018, summarised as follows - A child safe organisation consciously and systematically: <ul style="list-style-type: none"> <li>• creates an environment where children's safety and wellbeing is the centre of thought, values and actions</li> <li>• places emphasis on genuine engagement with, and valuing of children</li> <li>• creates conditions that reduce the likelihood of harm to children and young people</li> <li>• creates conditions that increase the likelihood of identifying any harm</li> <li>• responds to any concerns, disclosures, allegations, or suspicions.</li> </ul>					



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ARC 28/07/2022

Item 15.1

289	New risk	Workplace psychosocial hazards	Inability to provide for workers a safe work place free from exposure to bullying and harassment	Substantial 10	Jemma Iles
<b>Action update</b> <ol style="list-style-type: none"> <li>1. Draft HR guidelines to mitigate and minimise the risk of exposure of workers to bullying and harassment in City's workplaces;</li> <li>2. Conduct all information sessions with the community body, whose member(s) have allegedly been identified to have perpetrated bullying and harassment, through electronic means;</li> <li>3. Implementing the City's code of conduct for employees <i>Cockburn Way</i>;</li> <li>4. Video record the City / its consultants during face to face consultation forums and advise participants of this.</li> <li>5. Develop register containing individuals whose interactions have been known to be problematic in the past, so that they are identified and brought to the attention of workers who are expected to have contact with them; and</li> <li>6. Confirm that contractor is appropriately experienced, qualified and to manage the risk in the context of their engagement.</li> <li>7. User smaller meeting facilities to restrict number of possible attendees;</li> <li>8. Consider incorporating duress alarms in meeting rooms;</li> <li>9. Create and publicise guidelines setting out the expected behaviours on the part of members of the public that the City considers to be acceptable and unacceptable for its employees, elected members or contractors to encounter;</li> <li>10. Draft guidelines for any prospective worker, to: <ol style="list-style-type: none"> <li>(a) Inform them of the risk of psychosocial hazards prior to their engagement;</li> <li>(b) Provide the City details regarding their experience and qualifications managing the risk about psychosocial hazards generally;</li> <li>(c) Detail their experience and qualifications in managing the risk about psychosocial hazards generally.</li> </ol> </li> <li>11. Continue to consult, coordinate, and cooperate with the worker to ensure that the risk is eliminated or mitigated so far as is reasonably practicable.</li> </ol>					

This report confirms that the City has in place appropriate and effective systems to manage risk which area aligned to standard AS ISO 31000:2018 *Risk Management-Guidelines*.

#### Strategic Plans/Policy Implications

##### Listening & Leading

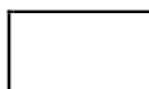
A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

#### Budget/Financial Implications

N/A

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## Item 15.1

ARC 28/07/2022

**Legal Implications***Local Government (Audit) Regulations 1996*

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

**Community Consultation**

N/A

**Risk Management Implications**

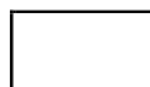
Failure to adopt the recommendations will result in the inability to support an integrated and effective approach to risk management and lack of guidance on the arrangements for designing, implementing, monitoring and continually improve risk management processes.

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

N/A

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

Nil



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ARC 28/07/2022

Item 15.2

**15.2 (2022/MINUTE NO 0014) Notifiable Compliance Report****Author** Emma Milne**Attachments** N/A**Officer Recommendation/Committee Recommendation**

MOVED Cr P Corke SECONDED Cr T Dewan

The Committee recommends that Council:

- (1) RECEIVES the Notifiable Compliance Report.

**CARRIED UNANIMOUSLY 5/0****Background**

At its meeting held on 9 May 2022, the Audit, Risk and Compliance Committee (ARC) adopted a resolution for a Standing Item 'Notifiable Compliance Reporting Schedule' to be provided to the ARC in July 2022, including regular reporting of externally reportable non-compliances or incidents across all Divisions.

Council requested the above Standing Item based on the following:

*Henderson Waste Recovery Park Report to the Department of Water and Environmental Regulation' was submitted and contained externally reportable non-conformances.*

*Due to the reporting deadlines, the report was submitted to the Department of Water and Environmental Regulation in March and was tabled at ARC meeting in May for adoption.*

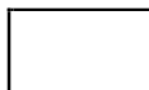
*This is likely to reoccur in 2023, due to the tight reporting timeline of the licence.*

*In requiring any externally reportable non compliances or incidents be referred to ARC throughout the year, the Committee is able to assess the risk and compliance implications of any such occurrence, whilst not impacting reporting timelines, such as required by the Henderson Waste Facility Annual Report.*

**Submission**

N/A

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## Item 15.2

ARC 28/07/2022

**Report**

At the time of this report, in accordance with the requirements of Part 3, section 38 of the *Work Health and Safety Act 2020*, the City of Cockburn has reported three notifiable incidents to WorkSafe Western Australia.

No other notifiable incidents or non-compliances were reported during May and June.

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

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

N/A

**Legal Implications**

*Work Health and Safety Act 2020*

s38. Duty to notify of notifiable incidents

**Community Consultation**

N/A

**Risk Management Implications**

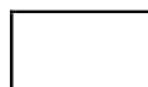
There are no risks associated with this recommendation, however, failure to present this report to the ARC is deemed to be a non-compliance pursuant to a Committee Recommendation from 19 May 2022 ARC Meeting - Item 15.2, 2022/Minute No. 0010 'Terms of Reference – Proposed Update'.

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

N/A

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

Nil



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ARC 28/07/2022

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**16. Corporate Affairs**

Nil

**17. Office of the CEO**

Nil

**18. Motions of Which Previous Notice Has Been Given**

Nil

**19. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**

Nil

**20. New Business of an Urgent Nature Introduced by Members or Officers**

Nil

**21. Matters to be Noted for Investigation, Without Debate**

Nil

**22. Confidential Business**

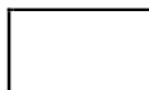
Nil

**23. Closure of Meeting**

The meeting closed at 6.28pm.

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**18.2 Minutes - Expenditure Review Committee Meeting 28 July 2022**

**Author** Stuart Downing

**Attachments** 1. Minutes - Expenditure Review Committee Meeting 28 July 2022 [↓](#)

**RECOMMENDATION**

That Council:

- (1) RECEIVES the Minutes of the 28 July 2022 Expenditure Review Committee Meeting; and
- (2) ADOPTS the recommendations contained therein.

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

**Background**

The Expenditure Review Committee (ERC) is a formally appointed Committee of Council.

The Expenditure Review Committee conducted a meeting on 28 July 2022.

The Minutes of the meeting are required to be presented to Council.

**Submission**

N/A

**Report**

The Expenditure Review Committee meeting was held on 28 July 2022.

The Minutes of that meeting are attached for consideration by Council and include the following items:

- |           |   |
|-----------|---|
| Item 5.1  | Confirmation of minutes 19/05/2022  |
| Item 9.1  | Service Review (July 2022) Built and Natural Environment                          |
| Item 9.2  | Community Planning – Minor Budget Change Proposal                                 |
| Item 10.1 | Amendments to Term of Reference – ERC   |
| Item 11.1 | Marina Boardwalk Refurbishment – Budget Amendment                                 |
| Item 12.1 | Grants, Donations and Sponsorship Allocations for 2022-23                         |
| Item 12.2 | Guidelines Review – Community Funding for Community Organisations and Individuals |

**Strategic Plans/Policy Implications**Local Economy

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

- Increased Investment, economic growth and local employment.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

There are two items (9.2 – Community Planning and 11.1 – Marina Boardwalk Refurbishment) that will impact the FY23 Municipal Budget and will require to be adopted by Absolute Majority of Council.

**Legal Implications**

There are two Items (Item 9.2 Community Planning, and Item 11.1 Marina Boardwalk Refurbishment, that will impact the FY23 Municipal Budget and will require to be adopted by an Absolute Majority of Council.

**Community Consultation**

N/A

**Risk Management Implications**

A number of items have budget implications, and one item has asset management implications if it does not proceed.

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

N/A

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

Nil



# City of Cockburn Expenditure Review Committee **Minutes**

For Thursday, 28 July 2022

These Minutes are subject to confirmation

Presiding Member's signature

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Date: 22 September 2022

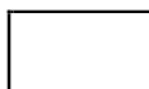
ERC 28/07/2022

**The Council of the City of Cockburn**  
**Expenditure Review Committee Meeting**  
**Thursday, 28 July 2022 at 7.30pm**

**Summary**

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ERC 28/07/2022

**The Council of the City of Cockburn**  
**Expenditure Review Committee Meeting**  
**Thursday, 28 July 2022**

**Minutes**

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**Present**

**Elected Members**

Ms P Corke	-	Councillor (Presiding Member)
Mr M Separovich	-	Councillor
Mr T Widenbar	-	Deputy Mayor (eMeeting)
Ms C Stone	-	Councillor (eMeeting)
Mr T Dewan	-	Councillor
Mrs C Reeve-Fowkes	-	Councillor

**Observer**

Mr K Allen	-	Councillor
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**In Attendance**

Mr T Brun	-	Chief Executive Officer
Mr S Downing	-	Chief Financial Officer
Mr D Arndt	-	Chief of Built and Natural Environment
Mr A Lees	-	Chief of Operations
Ms E Milne	-	Executive Governance and Strategy
Ms K Jamieson	-	Head of Community Development and Services
Ms J Downsborough	-	Manager Strategy and Integrated Planning
Ms M Todd	-	Manager Legal and Compliance
Ms K Rosenfeld	-	Community Grants Coordinator
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

**1. Declaration of Meeting**

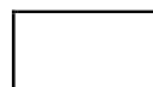
The Presiding Member declared the meeting open at 6.38pm.

"Kaya, Wanju Wadjuk Budjar" which means "Hello, Welcome to Wadjuk Land"

The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and paid respect to the Elders of the Nyungar Nation, both past and present and extended that respect to Indigenous Australians who may have been present.

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

Nil



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ERC 28/07/2022

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

Cr C Stone - Impartiality Interest – Item 12.1

**4. Apologies & Leave of Absence**

Nil

**5. Confirmation of Minutes**

**5.1 (2022/MINUTE NO 0015) Minutes of the Expenditure Review Committee Meeting - 19/05/2022**

**Officer Recommendation/Committee Recommendation**

MOVED Cr T Dewan SECONDED Cr M Separovich

That Committee confirms the Minutes of the Expenditure Review Committee Meeting held on Thursday, 19 May 2022 as a true and accurate record.

**CARRIED UNANIMOUSLY 6/0**

**6. Deputations**

Nil

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

Nil

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

Nil

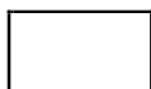
**En Bloc Resolutions**

6.41pm The following Items were carried by En Bloc Resolution of Council:

10.1

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Item 9.1

ERC 28/07/2022

## 9. Built and Natural Environment

### 9.1 (2022/MINUTE NO 0016) Service Review (July 2022) Built and Natural Environment

**Author** Daniel Arndt

**Attachments**

1. Service Plan Review (July 2022) - Building Services [↓](#)
2. Service Plan Review (July 2022) - Statutory Planning [↓](#)
3. Service Plan Review (July 2022) - Public Health [↓](#)
4. Service Plan Review (July 2022) - Subdivisional Services [↓](#)
5. Service Plan Review (July 2022) - Transport and Traffic [↓](#)
6. Service Plan Review (July 2022) - Strategic Planning [↓](#)
7. Service Plan Review (July 2022) - Community Planning [↓](#)
8. Service Plan Review (July 2022) - Sustainability and Climate Change [↓](#)
9. Service Plan Review (July 2022) - Environmental Management, Policy and Planning [↓](#)
10. Service Plan Review (July 2022) - Coastal Management and Planning [↓](#)

#### Officer Recommendation/Committee Recommendation

MOVED Cr C Stone SECONDED Cr M Separovich

The Committee recommends that Council:

(1) NOTES the report.

**CARRIED UNANIMOUSLY 6/0**

#### Background

The City undertakes regular reviews of Service Plans to ensure all Service Units remain relevant, risks and opportunities are identified, and delivery of the Corporate Business Plan is maintained.

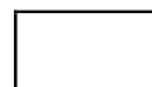
#### Submission

N/A

#### Report

The Built and Natural Environment Division consists of three business units within which sit ten service units, as listed below:

1. Development Assessment and Compliance
  - a. Building Services
  - b. Statutory Planning
  - c. Public Health
  - d. Subdivisional Services



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ERC 28/07/2022

Item 9.1

2. Planning
  - a. Transport and Traffic
  - b. Strategic Planning
  - c. Community Planning
3. Sustainability and Environment
  - a. Sustainability and Climate Change
  - b. Environmental Management, Policy and Planning
  - c. Coastal Management and Planning

These business units deal with a range of services which collectively contribute to the Built and Natural Environment purpose: Creating the best place to be.

The Built and Natural Environment division was established through the organisational restructure in 2021, reorganising and realigning several services which had previously been in separate divisions (Development Services and Operations).

### Strategic Plans/Policy Implications

#### Local Economy

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

- A City that is 'easy to do business with'.
- Increased Investment, economic growth and local employment.

#### Environmental Responsibility

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

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

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

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

#### City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

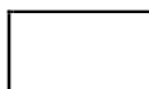
- Cockburn Central as the capital of Perth's South Metro Region.
- An attractive, socially connected and diverse built environment.
- An integrated, accessible and improved transport network.

#### Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

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**Item 9.1****ERC 28/07/2022**

---

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Risks have been identified in each Service Plan Review document (refer attachments).

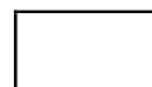
The risks may have operational impacts that will be managed accordingly.

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

N/A

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

Nil



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City Growth  
and Moving  
Around

## Building Services

### Service Plan Review | July 2022

#### Service Purpose

A compliant built environment

#### Relevance of service on strategic plan delivery

1. All building applications to be assessed within statutory time frames
2. All private swimming pool barriers to be inspected and made compliant with statutory requirements
2. All buildings to comply with statutory requirements.

#### Identify new risks or opportunities that will impact the service unit

##### Risks

- COVID-19 supply chain issues impacting the development industry and our team.
- With the privatisation of the Building Surveying Industry there are less available Building Surveyors (resources)

##### Opportunities

- Maintain advanced levels of automation, delegation and expedited decision-making through technology and software solutions.
- Small business strategy implementation improvements to local businesses

#### Identify any changes to strategic assumptions and impact on strategic plan

- Labour market challenges and supply chain issues due to COVID-19.
- Aging employees closer to retirement – retaining knowledge and experience whilst training new staff and attracting future staff.
- Planning framework changes resulting in impacts on decision-making timeframes in particular the imminent introduction of RMD Codes.

#### Outlined what has worked well in the last 12 months

- Chief of Built and Natural Environment has enabled a stronger synergy between development services which has enabled a stronger focus at the Executive level as to how we best lead, support and manage our people. This has resulted in customer service improvements.
- Chief of Built and Natural Environment has enabled a stronger focus on outcomes which results in greater certainty, focus, purpose and customer service.
- Maintaining an agile team with temporary contracts and a short period of weekend work we have managed to meet the up-to 300% increase in workload due to COVID-19.

#### Outline internal/external environmental changes impacting on service

- COVID-19 government grants for home builders has resulted in unprecedented and unplanned short term spike in workloads. This has resulted in resourcing implications and service delivery risk.



ERC 28/07/2022

Item 9.1 Attachment 1



	<ul style="list-style-type: none"><li>• COVID-19 has resulted in a greater number of building applications, compliance matters, resourcing implications (customer education and the like).</li><li>• Maintaining a minimum level of knowledge of people as resources fluctuate has been a challenge in meeting KPI's on a consistent level.</li></ul>
Any changes required to service plan	Not required.



City Growth  
and Moving  
Around

## Statutory Planning Services

### Service Plan Review | July 2022

#### Service Purpose

A development framework to facilitate good outcomes

#### Relevance of service on strategic plan delivery

1. All planning applications assessed within statutory timeframes
2. All developments comply with statutory requirements.

#### Identify new risks or opportunities that will impact the service unit

##### Risks

- Change in State Planning Framework with Staffing resources implications at our level
- COVID-19 supply chain issues impacting the development industry and our team

##### Opportunities

- Technology + software advancements to streamline customer experience journey
- Maintaining delegations to continue to deliver timely decision-making

#### Identify any changes to strategic assumptions and impact on strategic plan

- Labour market challenges and supply chain issues due to COVID-19.
- Planning framework changes resulting in impacts on decision-making timeframes.
- Maternity leave and long service leave – retaining knowledge and experience whilst training temporary contracts.

#### Outlined what has worked well in the last 12 months

- Chief of Built and Natural Environment has enabled a stronger synergy between development services which has enabled a stronger focus at the Executive level as to how we best lead, support and manage our people. This has resulted in customer service improvements.
- Chief of Built and Natural Environment has enabled a stronger focus on outcomes which results in greater certainty, focus, purpose and customer service.
- Maintaining an agile team with temporary contracts and a short period of weekend work we have managed to meet the up-to 300% increase in workload due to COVID-19.

#### Outline internal/external environmental changes impacting on service

- COVID-19 government grants for home builders has resulted in unprecedented and unplanned short term spike in workloads. This has resulted in resourcing implications and service delivery risk.
- COVID-19 has resulted in a greater number of compliance matters, temporary approvals, interim exemptions and resourcing implications (customer education and the like).
- Maintaining a minimum level of knowledge of people as resources fluctuate has been a challenge in meeting KPI's on a consistent level



ERC 28/07/2022

Item 9.1 Attachment 2

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Any changes  
required to service  
plan

Not required.



City Growth  
and Moving  
Around

## Public Health Services

### Service Plan Review | July 2022

#### Service Purpose

A healthy and safe community

#### Relevance of service on strategic plan delivery

1. Ensuring all food premises, public buildings and public pools comply with statutory requirements
2. Overseeing and complying with the Local Public Health Plan.

#### Identify new risks or opportunities that will impact the service unit

##### Risks

- COVID-19 impacts on resourcing, development, businesses, and the organisation.
- Uncertainties with the changes to the Health framework
- Contaminated Sites Act requirements

##### Opportunities

- Technology + software advancements to streamline customer experience journey
- Maintain staffing resources and training programs to meet growing industry demands

#### Identify any changes to strategic assumptions and impact on strategic plan

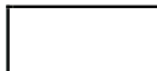
- Labour market challenges and supply chain issues due to COVID-19.
- Health framework changes resulting in impacts on decision-making timeframes.
- Maternity leave and long service leave – retaining knowledge and experience whilst training temporary contracts.

#### Outlined what has worked well in the last 12 months

- Chief of Built and Natural Environment has enabled a stronger synergy between development services which has enabled a stronger focus at the Executive level as to how we best lead, support and manage our people. This has resulted in customer service improvements.
- Chief of Built and Natural Environment has enabled a stronger focus on outcomes which results in greater certainty, focus, purpose, and customer service.
- Maintaining an agile team with temporary contracts and a short period of weekend work we have managed to meet the up-to 300% increase in workload due to COVID-19.

#### Outline internal/external environmental changes impacting on service

- COVID-19 has resulted in unprecedented and unplanned emergency management requirements. Staff have been required to meet COVID demands whilst meeting business as usual service requirements. This has been a challenge.
- COVID-19 has resulted in a greater number of health compliance matters and resourcing implications (customer education and the like).



ERC 28/07/2022

Item 9.1 Attachment 3



	<ul style="list-style-type: none"><li>The Health legal framework is under review resulting in temporary resourcing adjustments in priorities. Meeting service level requirements has been a challenge. Technological and system improvements to assist.</li></ul>
Any changes required to service plan	Not required.





City Growth  
and Moving  
Around

## Subdivisional Services

### Service Plan Review | July 2022

#### Service Purpose

New developments which enhance our future City.

#### Relevance of service on strategic plan delivery

1. Ensure all subdivision applications are assessed within statutory timeframes
2. Ensure all subdivisions comply with statutory requirements

#### Identify new risks or opportunities that will impact the service unit

##### Risks

- COVID-19 resulting in developers unable to meet our existing infrastructure standards and therefore compromise on infrastructure resulting in future increased cost.
- Increased resourcing requirements due to COVID-19 supply chain issues

##### Opportunities

- To get on the front foot to inform and educate developers on our standards over the COVID-19 period
- Technology advancements and software options (integration with Statutory Planning) creating synergies and efficiencies.

#### Identify any changes to strategic assumptions and impact on strategic plan

- Labour market challenges and supply chain issues due to COVID-19.
- Planning framework changes resulting in impacts on decision-making timeframes.
- Retaining existing levels of service during this temporary COVID-19 environment

#### Outlined what has worked well in the last 12 months

- Chief of Built and Natural Environment has enabled a stronger synergy between development services which has enabled a stronger focus at the Executive level as to how we best lead, support and manage our people. This has resulted in customer service improvements.
- Chief of Built and Natural Environment has enabled a stronger focus on outcomes which results in greater certainty, focus, purpose and customer service.
- Maintaining an agile team with temporary contracts and a short period of weekend work we have managed to meet the up-to 300% increase in subdivision-workload due to COVID-19.

#### Outline internal/external environmental

- COVID-19 government grants for home builders has resulted in unprecedented and unplanned short term spike in subdivision-workloads. This has resulted in resourcing implications and service delivery risk.



ERC 28/07/2022

Item 9.1 Attachment 4



changes impacting on service	<ul style="list-style-type: none"><li>• COVID-19 has resulted in a greater number developers seeking to install sub-standard infrastructure (such as plastic water pipes in-lieu of concrete pipes). This expectation has resulted in greater risk to the organisation's future assets management program and greater staffing resources to maintain our standards.</li><li>• With changing weather patterns there has been greater instances of temporary road flooding post major storm events. These events have resulted on staffing shortages within shared internal services across Business Units. This has resulted at times in risks to service level delivery.</li></ul>
Any changes required to service plan	Not required.

## Item 9.1 Attachment 5

ERC 28/07/2022



City Growth  
and Moving  
Around

## Transport and Traffic Service Unit

FY23 Service Plan Review		
Service Purpose	Plans safe, connected, integrated transport networks	
Service Units Reviewed	<ul style="list-style-type: none"> <li>• Deliver the Integrated Transport Plan</li> <li>• Conduct a road hierarchy review</li> <li>• Review and update the District Traffic Study</li> <li>• Conduct Local Area Traffic Management assessments</li> <li>• Deliver transport planning projects.</li> </ul>	
Relevance of service on strategic plan delivery	Service Unit is essential in guiding the strategic growth of the built environment of the City	
Identify new risks or opportunities that will impact the service unit	<b>Risks</b> <ul style="list-style-type: none"> <li>• Changes in State legislation/guidelines</li> <li>• Impacts on labour market (both internal staff and external consultants)</li> <li>• Rising costs of development</li> </ul>	<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Improved integration for across organisation for city infrastructure relative to areas of growth and need</li> </ul>
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> <li>• Labour market challenges due to development industry growth (fuelled in part by government incentives)</li> <li>• Procuring consultants is protracted and costs are far higher than projected</li> </ul>	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> <li>• Increased synergy and awareness across service units of projects and cross impacts.</li> <li>• Shift in mindset to strategic outlook rather than delivery end of responsibilities</li> <li>• Improved communications</li> </ul>	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> <li>• Backlog of 'legacy' projects/work to get through before we can truly focus of planning v delivery</li> <li>• Lack of depth in team (addressed in workforce plan)</li> <li>• Increasing customer enquiries (moving to written form v telephone/counter since Covid pandemic) which take longer to respond to.</li> </ul>	
Any changes required to service plan	Not required.	





City Growth  
and Moving  
Around

## Strategic Planning Service Unit

FY23 Service Plan Review - July 2022		
Service Purpose	Coordinates the City's growth	
Service Units Reviewed	<ul style="list-style-type: none"> <li>Strategic Planning</li> <li>Development Contributions</li> <li>Cartographic Services</li> </ul>	
Relevance of service on strategic plan delivery	Service Unit is essential in guiding the strategic growth of the built environment of the City	
Identify new risks or opportunities that will impact the service unit	<b>Risks</b> <ul style="list-style-type: none"> <li>Changes in State legislation</li> <li>Impacts on labour market (both internal staff and external consultants)</li> <li>Rising costs of development</li> </ul>	<b>Opportunities</b> <ul style="list-style-type: none"> <li>Improved integration for across organisation for city infrastructure relative to areas of growth and need</li> </ul>
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> <li>Labour market challenges due to development industry growth (fuelled in part by government incentives)</li> <li>Liaison with state agencies is protracted</li> <li>Procuring consultants to meet basic compliance obligations is protracted and costs are far higher than projected</li> </ul>	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> <li>Increased synergy and awareness across service units of projects and cross impacts.</li> <li>Empowerment and support of staff</li> <li>Internal acting opportunities</li> <li>Internal promotion of the current Head of Planning, retaining knowledge and experience within the City.</li> </ul>	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> <li>Lack of clarity from State government on key strategic issues (awaiting review of Perth and Peel @3.5M and delays with consent to advertise draft local planning strategy)</li> <li>Increasing customer enquiries (moving to written form v telephone/counter since Covid pandemic) which take longer to respond to.</li> <li>Labour market (where new staff have existing contracts or need to relocate there is a long lead time till commencement)</li> </ul>	
Any changes required to service plan	Not required.	

## Item 9.1 Attachment 7

ERC 28/07/2022




City Growth  
and Moving  
Around

## Community Planning Service Unit

FY23 Service Plan Review		
Service Purpose	Prioritises investment in infrastructure	
Service Units Reviewed	<ul style="list-style-type: none"> <li>Community Planning</li> </ul>	
Relevance of service on strategic plan delivery	Service Unit is essential in guiding the strategic growth of the built environment of the City	
Identify new risks or opportunities that will impact the service unit	<b>Risks</b> <ul style="list-style-type: none"> <li>Changes in State legislation</li> <li>Impacts on labour market (both internal staff and external consultants)</li> <li>Rising costs of development</li> </ul>	<b>Opportunities</b> <ul style="list-style-type: none"> <li>Improved integration for across organisation for city infrastructure relative to areas of growth and need</li> </ul>
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> <li>Labour market challenges due to development industry growth (fuelled in part by government incentives)</li> <li>Procuring consultants to meet basic compliance obligations is protracted and costs are far higher than projected</li> </ul>	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> <li>Increased synergy and awareness across service units of projects and cross impacts.</li> <li>Development Contributions framework and need for compliance is further highlighted</li> <li>Shift in mindset to strategic outlook rather than delivery end of responsibilities</li> <li>Empowerment and support of staff</li> </ul>	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> <li>Information gathering has been challenging</li> <li>Embedding of new processes</li> <li>Impacts of covid-19 remote working</li> </ul>	
Any changes required to service plan	Not required.	





City of  
Cockburn  
wetlands to waves

Environmental  
Responsibility


## Sustainability and Climate Change

FY23 Service Plan Review		
Service Purpose	Creating a sustainable future	
Service Units Reviewed	Sustainability and Climate Change	
Relevance of service on strategic plan delivery	The service unit is responsible for delivering the City's Sustainability, Climate Change and Environmental Education Programs	
Identify new risks or opportunities that will impact the service unit	<u>New Risks</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	<u>New Opportunities</u> <ul style="list-style-type: none"> <li>• Renewed focus on climate change by federal government</li> </ul>
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> <li>• High levels of team support and collaboration, both within this unit and externally.</li> <li>• Ongoing innovation and desire to continually improve</li> </ul>	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> <li>• Reduced availability of consultants to market demand and staff availability.</li> </ul>	
Any changes required to service plan	Not required	

## Item 9.1 Attachment 9

ERC 28/07/2022

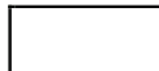


Environmental  
Responsibility


Environmental Management, Policy and Planning

FY23 Service Plan Review		
Service Purpose	Protecting and enhancing our natural environment.	
Service Units Reviewed	Environmental Management, Policy and Planning	
Relevance of service on strategic plan delivery	Service Unit is responsible for management of the City's environmental program including management of conservation reserves.	
Identify new risks or opportunities that will impact the service unit	<u>New Risks</u> <ul style="list-style-type: none"> <li>Rising costs</li> </ul>	<u>New Opportunities</u> Nil
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> <li>Increases to material costs has resulted in the temporary postponement of capital works projects.</li> <li>Budget restrictions have limited the capacity to meet strategic targets.</li> </ul>	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> <li>High levels of team support and collaboration, both within this unit and externally.</li> <li>Ongoing innovation and desire to continually improve.</li> </ul>	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> <li>Reduced availability of contractors and consultants due to market demand and staff availability.</li> </ul>	
Any changes required to service plan	Not required	







City of  
Cockburn  
wetlands to waves

Environmental  
Responsibility

## Coastal Management and Planning

FY23 Service Plan Review		
Service Purpose	Enhancing and sustaining our coast	
Service Units Reviewed	Coastal Management and Planning	
Relevance of service on strategic plan delivery	Service unit is responsible for the maintenance, planning and delivery of coastal projects including mitigation and adaptation measures to address climate change induced sea level rise.	
Identify new risks or opportunities that will impact the service unit	<u>New Risks</u> <ul style="list-style-type: none"> <li>Coastal Management and Planning Engineer position vacant.</li> <li>May be delays in delivering projects.</li> </ul>	<u>New Opportunities</u> <ul style="list-style-type: none"> <li>Possibility to upskill existing staff.</li> </ul>
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> <li>Labour market challenges due to development industry growth.</li> </ul>	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> <li>Integration of this service unit into the Sustainability and Environment Business unit has worked well. It has provided high levels of team support and collaboration, both within this unit and externally.</li> <li>Ongoing innovation and desire to continually improve.</li> </ul>	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> <li>Increases to material costs has resulted in the increased cost and delay to some capital works projects.</li> </ul>	
Any changes required to service plan	Not required.	



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Item 9.2

**9.2 (2022/MINUTE NO 0017) Community Planning - Minor Budget Change Proposal****Author** Daniel Arndt**Attachments** N/A**Officer Recommendation/Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Stone

The Committee Recommends that Council:

(1) AMENDS the FY23 Municipal Budget as detailed and summarised below:

Nature	Non-Cash	Budget Surplus Impact \$
Existing Budget Surplus		\$361,000
Operating Revenue - Increase		\$20,031
Operating Expenditure - Increase		\$20,031
Reserves – Development Contribution - Decrease		\$20,031
Net Budget Surplus		Nil
Amended Budget Surplus		\$361,000

**CARRIED UNANIMOUSLY 6/0!****Background**

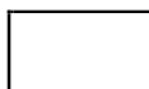
In 2021, the Community Planning Service Unit was established within the Planning Business Unit which provides a critical role in managing the City's development contribution fund obligations.

The purpose of this service unit is to prioritise investment in infrastructure.

This report is to consider a minor adjustment to increase the funds drawn from the respective development contribution funds to fund an increase from 0.67 FTE to 0.84 FTE.

**Submission**

N/A



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Item 9.2ERC 28/07/2022

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**Report**

The Service Unit was established with two full time equivalents.

Recruitments occurred in late 2021 with:

- one role being appointed full time
- the other role was full time but the employee sought reduced hours from full time to 6 days/fortnight or 0.67FTE) so as to accommodate a flexible work arrangement. The FY23 budget was prepared using 0.67FTE for this position.

The 0.67 FTE incumbent is seeking to increase to 8 days/fortnight (or 0.84FTE).

The increase in hours would suit the needs of the organisation as well as the individual involved.

With the source of the budget being drawn from development contribution funds, there is no impact on municipal funds from this change.

Given the above, the recommendation is to increase the budget to cover the additional expenditure and transfer of income from the Development Contribution Plans to fund the increased expenditure.

**Strategic Plans/Policy Implications**Local Economy

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

- Increased Investment, economic growth and local employment.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

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

City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An integrated, accessible and improved transport network.

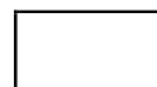
Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- Employer of choice focusing on equity, innovation and technology.

**Budget/Financial Implications**

There is no municipal funding required as this position is funded by development contribution plans (DCP).



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Item 9.2

The position is a Level 8. The additional 2 pays per fortnight including superannuation is \$20,031 for a full financial year.

There is no change to other terms (such as the level and step currently assigned).

The item will require an absolute majority of Council when it is considered by Council at the August 22 OCM given the 2022-23 Municipal Budget will be required to be amend.

**Legal Implications**

These funds are held in reserve and may only be used for specific purposes (as governed by the State Planning Policy).

Administration obligations to manage the various DCPs is an appropriate and transparent use of these funds.

**Community Consultation**

N/A

**Risk Management Implications**

Should this budget request be refused, there is a risk to the City's reputation as a workplace of choice.

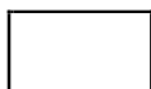
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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Item 10.1

ERC 28/07/2022

**10. Finance****10.1 (2022/MINUTE NO 0018) Amendments to Terms of Reference for the Expenditure Review Committee****Author** Stuart Downing**Attachments** 1. Amended Terms of Reference for the ERC [↓](#)**Committee Recommendation**

MOVED Cr C Reeve-Fowkes SECONDED Cr T Dewan

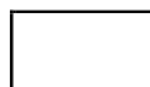
The Committee recommends that Council:

- (1) RECEIVES this report; and
- (2) ACCEPTS the Amended Terms of Reference – Expenditure Review Committee.

**CARRIED UNANIMOUSLY 6/0****Background**

The Expenditure Review Committee currently has Terms of Reference (ToR) covering the following areas;

1. The ERC will review each Service Level Plan produced for all units established in accordance with the City's adopted Organisation Structure to ensure that each Plan contains sufficient information related to the need, standards, resourcing and benchmarking.
2. The ERC will assess all expenditure proposals not otherwise allocated in the City's annual budget and make recommendations to Council on whether the proposals should be accepted.
3. The ERC will be responsible for assessing and recommending the allocation of funding in the Major Donations and Significant Sponsorship Categories of the "Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy, as well as considering applications for Funding proposals received outside of established guidelines.
4. The ERC will monitor the expenditure of funds from the annual allocation of funds to the Grants, Donations and Sponsorship Budget.
5. The ERC will be responsible for reviewing the Community Funding Guidelines and recommending any proposed amendments, as considered appropriate.
6. The ERC will be responsible for the review of the annual community events program funded by Council and to recommend a calendar of events for the following financial year.



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7. The ERC will be presented with a report on the statistics for the previous year's events program to demonstrate the success (or otherwise) of the various events and to review the community feedback received for the adopted events.

Given the broad range of financial aspects the City of Cockburn covers, a number of additional terms are considered to be relevant to the ERC's undertakings and as such are presented to the ERC for consideration and addition to the currently adopted ToR.

**Submission**

N/A

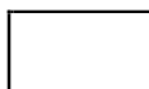
**Report**

The broad nature of Council's finances not only include expenditure, but also income generation.

In order for the ERC to have a holistic view of Council's financial position, it is considered appropriate to include the following additional items to the current ToR:

1. Oversight and review of the City's revenue streams, and make recommendations to the Council, including:
  - a. Rating strategy and policy
  - b. Fees and charges
  - c. Commercial revenues
  - d. Federal and State Grants
  - e. Debt funding.
2. Review and make recommendations to the Council on the Long-Term Financial Plan including:
  - a. Operational (income and expenditure)
  - b. Capital (income and expenditure)
3. Oversight and review:
  - a. Operating surpluses (deficit)
  - b. Make recommendations to the Council on reallocations and priority adjustments in such areas of reserve transfers to meet requirements as outlined in asset management plans and other adopted plans.

These items would be Points 8, 9 and 10 in the amended ToR if the ERC considers them appropriate.



## Item 10.1

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

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.11 (1) (c), 5.8 and 5.10 (1) of the *Local Government Act 1995* refers in relation to the disbanding of the current Committee, establishment of proposed new Committee, and appointment of membership to the proposed new Committee.

**Community Consultation**

N/A

**Risk Management Implications**

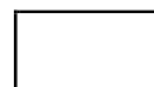
There is a "Low" level of "Brand/Reputation" and "Compliance" risk associated with this item.

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

N/A

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

Nil



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## Expenditure Review Committee (ERC)

### Terms of reference

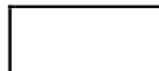


#### Background

1. The Expenditure Review Committee (ERC) is a formally appointed Committee of Council.
2. The ERC will review each Service Level Plan produced for all Business and Service Units established in accordance with the City's adopted organisation structure to ensure the need, standards, resourcing, and benchmarking for each Plan is warranted.
3. Section 6.8 of the Local Government Act 1995 stipulates the requirements for authorising expenditure proposals to be incurred in addition to the adopted Budget.
4. Provisional allocation for Donations and Grants is to be up to a maximum of 1.5% of Rates Revenue (excluding any specified area rates). The Council committee (established for this purpose) makes recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of 0.8% of Rates Revenue (excluding any specified area rates). Council approves the annual calendar of events each year.

#### Objectives and Duties

1. The ERC will review each Service Level Plan produced for all units established in accordance with the City's adopted Organisation Structure to ensure that each Plan contains sufficient information related to the need, standards, resourcing and benchmarking.
2. The ERC will assess all expenditure proposals not otherwise allocated in the City's annual budget and make recommendations to Council on whether the proposals should be accepted.
3. The ERC will be responsible for assessing and recommending the allocation of funding in the Major Donations and Significant Sponsorship Categories of the "Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy, as well as considering applications for Funding proposals received outside of established guidelines.
4. The ERC will monitor the expenditure of funds from the annual allocation of funds to the Grants, Donations and Sponsorship Budget.



## ERC 28/07/2022

## Item 10.1 Attachment 1

5. The ERC will be responsible for reviewing the Community Funding Guidelines and recommending any proposed amendments, as considered appropriate.
6. The ERC will be responsible for the review of the annual community events program funded by Council and to recommend a calendar of events for the following financial year.
7. The ERC will be presented with a report on the statistics for the previous year's events program to demonstrate the success (or otherwise) of the various events and to review the community feedback received for the adopted events.
8. Oversight and review of the City's revenue streams, and make recommendations to the Council, including:
  - a. Rating Strategy and Policy
  - b. Fees and Charges
  - c. Commercial Revenues
  - d. Federal and State Grants
  - e. Debt Funding
9. Review and make recommendations to the Council on the Long Term Financial Plan including:
  - a. Operational (income and expenditure)
  - b. Capital (income and expenditure)
10. Oversight and review of:
  - a. operating surpluses (deficit)
  - b. make recommendations to the Council on reallocations and priority adjustments in such areas of reserve transfers to meet requirements as outlined in asset management plans and other adopted plans.

#### Membership

1. The ERC will comprise of a minimum of four Elected Members, who shall be appointed by Council.
2. Relevant City staff shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee.

#### Meetings

1. The Committee shall meet five (5) times each year, on the ~~third~~ fourth Thursday in March, May, July, September, and November and may meet on other occasions to consider any urgent matters related to the functions of the Committee.
2. The Committee shall be held in person at 6:00pm to 7:00pm or at 7:30 to 8:30pm on a rotating basis with the other 3 Committees as determined in advance, in accordance with the two-year Electoral cycle.



## Item 10.1 Attachment 1

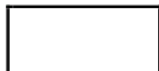
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**Delegation**

1. Nil.

**Reporting**

1. The Committee shall ensure that that Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered.
2. The Report to Council accompanying the Minutes shall provide a summary of the matters considered at the Committee meeting and any relevant clarifying commentary.



Item 11.1

ERC 28/07/2022

**11. Operations****11.1 (2022/MINUTE NO 0019) Marina Boardwalk Refurbishment - Budget Amendment****Author** Anton Lees**Attachments** N/A**Officer Recommendation/Committee Recommendation**

MOVED Cr T Dewan SECONDED Deputy Mayor T Widenbar

The Committee recommends that Council:

- (1) APPROVES an additional \$98,000 to complete the Marina Boardwalk Refurbishment Project; and
- (2) TRANSFERS the following funds from:
  - a. Specified Area Rates (SAR) Port Coogee Special Maintenance Reserve \$32,666
  - b. Port Coogee Marina Reserve \$32,666
  - c. Municipal Fund FY23 Surplus \$32,668
 to the Municipal Fund CW 6268 – Marina Boardwalk Refurbishment

**CARRIED 4/2****For:** Cr P Corke, Deputy Mayor T Widenbar, Cr T Dewan, Cr M Separovich**Against:** Cr C Stone, Cr C Reeve-Fowkes**Background**

The Port Coogee Marina Boardwalk is in very poor condition and has been the subject of complaints.

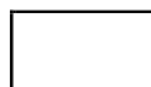
The boardwalk timbers have been maintained with different water and oil-based products following construction resulting in deterioration of the surface and replacement of selected boards.

A project brief was created in FY22 with funds allocated to undertake refurbishment.

The scope was amended, and additional funds are sought.

**Submission**

N/A



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**Report**

The Port Coogee Marina Boardwalk is a busy public walkway requiring refurbishment to ensure its function is sustained, which includes stripping, recoating and removal of selected damaged boards.

A detailed Maintenance Plan will be implemented following completion of the works to ensure the design life of this asset is achieved

To inform the FY22 budget, a quote was received to undertake sanding, recoating and board replacement which amounted to \$56,000.

Council adopted the FY22 with the inclusion of this project.

Following a review of the works listed for the boardwalk, it was deemed a revision to the scope of works was required.

The increase in scope was to address a larger area of restoration works and the number of boards to be replaced.

Quotations for these works have been received with an increase in the budget of \$98,000.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

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

**Budget/Financial Implications**

FY22 budget of \$56,000 will be required to be carried forward for an overall project budget of \$154,000 into FY23. CW6268 – Marina Boardwalk Refurbishment will be carried forward from FY22 to FY23 as part of the carry forwards report to August 2022 OCM.

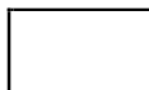
The FY22 project funding was one third from each of SAR Special Maintenance reserve, the Port Coogee Marina Reserve and Municipal Fund.

It is proposed the additional funds would be similarly sourced if approved from Council is given. The funding sources and amounts are as follows:

- |                                   |          |
|-----------------------------------|----------|
| • SAR Special Maintenance Reserve | \$32,666 |
| • Port Coogee Marina Reserve      | \$32,666 |
| • Municipal Fund FY23             | \$32,668 |
| • Total                           | \$98,000 |

The item will be required to be adopted by an absolute majority of council when the minutes are presented to the August 2022 Ordinary Council Meeting.

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**Item 11.1****ERC 28/07/2022**

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**Legal Implications**

N/A

**Community Consultation**

No specific community consultation has been undertaken.

**Risk Management Implications**

Members of the public and the local community association have sent numerous complaints regarding the condition of the boardwalk. There is risk of further complaints if the project does not go ahead.

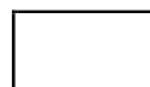
There is risk the boardwalk will not reach the asset design life if the refurbishment project does not go ahead, resulting in early replacement of the asset and ultimately additional costs to the City.

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

N/A

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

Nil



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Item 12.1

## 12. Community Services

### Declaration

Declaration Type	Nature of Declaration
Cr Stone has submitted an Impartiality Interest, pursuant to Regulation 22 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i> for Item 12.1	Cr Stone is a Board Member of the Wetlands Centre

### 12.1 (2022/MINUTE NO 0020) Grants, Donations and Sponsorship Allocations for 2022-23

**Author** Karoline Jamieson

- Attachments**
1. Cockburn Community Men's Shed - Report on Annual KPIs 2021-22 [↓](#)
  2. Cockburn Community Men's Shed - 2021-22 Income and Expenditure Report [↓](#)
  3. Cockburn Wetlands Education Centre and WA Wildlife (Native ARC) - Joint Annual KPIs Report [↓](#)
  4. Cockburn Wetlands Education Centre - Annual KPIs Report 2021-22 [↓](#)
  5. WA Wildlife (Native ARC) - Annual KPIs Report 2021-22 [↓](#)
  6. Grants, Donations, Sponsorship - Recommended Allocations Budget 2022-23 [↓](#)

#### Officer Recommendation/Committee Recommendation

MOVED Cr M Separovich SECONDED Cr T Dewan

The Committee recommends that Council:

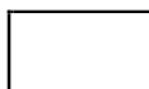
- (1) ADOPTS the Grants, Donations and Sponsorship Recommended Allocations for 2022-2023 as attached to the Agenda; and
- (2) ADVERTISES the availability of the grants, donations, and sponsorship in two instalments closing at the end of September 2022 and March 2023 respectively.

**CARRIED UNANIMOUSLY 6/0**

### Background

A budget of \$1,455,000 for grants, donations, and sponsorship for 2022-23 has been proposed, which is subject to Council approval.

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## Item 12.1

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The Expenditure Review Committee is empowered to recommend to Council how these funds are to be distributed.

**Submission**

N/A

**Report****Committed and Contractual Arrangements**

As can be seen in the budget (refer Attachment 6), there are funding arrangements that are deemed to be committed by legal agreements, such as leases or by previous Council decisions.

There are three commitments that require approval for the 2022-23 financial year:

- Funding of \$54,854 (ex. GST) to support annual coordination and administration costs of the Cockburn Community Men's Shed
- Funding of \$102,020 (ex. GST) to support the administration costs of WA Wildlife (Native ARC Inc.)
- Funding of \$102,020 (ex. GST) to support the administration costs of the Wetlands Centre Cockburn

**Cockburn Community Men's Shed Funding**

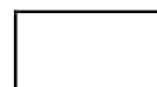
At its meeting on 12 August 2021, Council adopted the following recommendation of the Grants and Donations Committee from its meeting on 20 July 2021:

That Council:

- 1) *APPROVES the donation request from Cockburn Community Men's Shed for funding towards the annual coordination and administration costs (\$42,462 ex. GST for 2021-22), for a period of three years, indexed annually according to Perth consumer price index and subject to provision of an annual report detailing progress towards meeting the proposed Key Performance Indicators; and*
- 2) *AUTHORISES relevant City Officers to address the Key Performance Indicators (KPIs) with the Cockburn Community Men's Shed.*

The Cockburn Community Men's Shed have provided their report for 2021-22 and additional documentation (refer Attachments 1-2).

Approval is recommended for the 2022-23 funding of \$54,854 (ex. GST), which includes an increase in shed coordination hours from 26 hours to 30 hours, an increase in coordination administration from \$3,100 to \$3,250 and CPI of 7.6%, as adopted by Council at meeting 12 August 2021.



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Item 12.1

**Cockburn Wetlands Precinct Funding**

At its meeting on 9 August 2018, Council adopted the following recommendation of the Grants and Donations Committee from its meeting on 17 July 2018:

That Council approve the donation request from both the Cockburn Wetlands Education Centre and Native ARC for funding towards the annual administration costs for each organisation \$90,765.25 (ex. GST) for Cockburn Wetlands Education Centre and \$90,765.25 (ex. GST) for Native ARC for a period of five years, indexed annually according to Perth consumer price index and also being subject to:

- 1) The Cockburn Wetlands Precinct members continuing to provide an annual report detailing their progress in meeting designated joint Key Performance Indicators (KPIs) as endorsed previously by Council on 8 May 2014.
- 2) The Cockburn Wetlands Education Centre and Native ARC each providing a separate annual report which summarises the previous 12 month's activities and their progress in meeting designated individual organisation KPIs previously endorsed by Council on 8 May 2014.
- 3) The Cockburn Wetlands Education Centre and Native ARC adopting two new joint KPIs which reflect a commitment to the Wetlands Precinct redevelopment process.

The Wetlands Centre Cockburn and WA Wildlife (Native ARC Inc.) have provided their reports for 2021-22 (refer attachments 3-5) and it is recommended to approve the 2022-23 funding of \$102,020 which includes CPI of 7.6%, based on 2021-22 funding of \$94,814 to each organisation. WA Wildlife has requested a change to KPI 3. Investment and Development, Officers support this proposal and will work with WA Wildlife to develop a new KPI that better reflects their activities over the remaining 12 months.

One additional change from last financial year for committed/contractual funding arrangements allocations is the expiry of the Melville Cockburn Chamber of Commerce two-year agreement for \$20,000 per annum in 2020-21 and 2021-22.

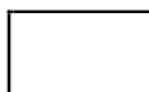
The total allocation proposed for committed/contractual funding arrangements for 2022-23 is \$472,971.

**Donations**

It is proposed that Council will seek applications for donations from not-for-profit organisations for 2022-23 in two instalments, with the first round closing on 30 September 2022 and the second round closing on 31 March 2023.

Applications for donations will be assessed against the Council Policy 'Community Funding for Community Organisations and Individuals, (Grants, Donations and Sponsorships)' and associated 'Guidelines for Community Funding for Community

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Organisations and Individuals'. A report will then be presented to the Committee to consider the requests for donations and make a recommendation to Council.

An allocation of \$210,000 for donations is proposed for 2022-23.

**Sponsorships**

It is proposed to seek applications for Sponsorship for Groups in line with the other funding opportunities closing on 30 September 2022 and 31 March 2023, other than sponsorship for individuals, where applications are invited all year round.

It is proposed to allocate \$100,000 of the 2022-23 Grants and Donations budget to the Sponsorship Program (\$90,000 for Groups and \$10,000 for Individuals).

It is anticipated that demand for these programs will return in 2022-23, particularly for individuals with greater opportunities to participate in events at National or International level.

**Grants**

As can be seen in the budget (refer attachment 6) there are a number of grants for which there are established criteria and processes in place.

The 2022-23 budget proposes increases to the allocations listed below, based on expenditure in the previous year and anticipated subscriptions in the new financial year:

- Small Events Sponsorship Program, an increase of \$10,000 to meet an increase in demand for community-based activities and events.
- Sport and Recreation Club Grants, an increase of \$15,000 to meet an increase in demand equivalent to pre COVID levels.

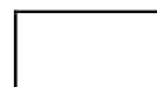
Furthermore, the impact of COVID-19 in the last financial year meant that some minor funding programs were undersubscribed, however it is anticipated that demand for these programs will return in 2022-23.

There are no other significant changes from last financial year in the allocations.

The total allocation proposed for the grants programs for 2022-23 is \$672,029.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

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



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Item 12.1

**Budget/Financial Implications**

A budget of \$1,455,000 for grants, donations, and sponsorship for 2022-23 has been proposed, which is subject to Council approval.

Following is a summary of the proposed grants, donations, and sponsorship allocations:

Summary of Proposed Allocations – Full Year Budget

Committed/Contractual Donations	\$472,971
Donations	\$210,000
Sponsorship	\$100,000
Specific Grant Programs	\$672,029
<b>Total</b>	<b>\$1,455,000</b>

Total Funds Available	\$1,455,000
-----------------------	-------------

Less Total Proposed Allocations (July 22 ERC):

Committed/Contractual Donations	\$258,854	Balance	\$214,117
Donations	Nil	Balance	\$210,000
Sponsorship	Nil	Balance	\$100,000
Specific Grant Programs	Nil	Balance	\$672,029
<b>Balance after July 22 ERC (if approved at ERC &amp; OCM)</b>			<b>\$1,196,146</b>

**Legal Implications**

N/A

**Community Consultation**

Council grants, donations and sponsorships are advertised widely in the local community through the City's website, local media, social media, and Council networks.

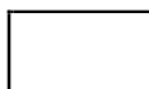
It is recommended that advertising start immediately following the Council decision, to ensure a wide representation of applications.

**Risk Management Implications**

The Council allocates a significant amount of money to support individuals and groups through a range of funding programs. There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds is met.

To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

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The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and/or did not use the funds for the purposes they were provided.

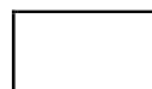
Adherence to these requirements is essential.

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

Those who lodged an annual report have been advised that it is to be considered at the 28 July 2022 Expenditure Review Committee and then an outcome will be advised following the 11 August 2022 Ordinary Council Meeting.

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

Nil



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## Item 12.1 Attachment 1

ERC 28/07/2022



Key Performance Indicators [KPIs]  
**Looking Forward – 2022 and Beyond**  
 City of Cockburn – Community Donation Funding  
 Shed Co-ordination  
**Key Performance Indicators [KPIs] – 2021/22 and Proposed 2022/23**

**Introduction**

In response to the Shed's nominated KPI's including our last submission [2020/21] to the Cockburn City Council the following comment is made with respect to 2021/22 – September 21 – May 22. [Shown in blue].

Copy of the Shed's flow chart depicting a summary of its overall functionality is attached.

**Overview**

The Shed is judged by being true to its legislative and operating requirements that is, mission, objects and values together with its nominated strategic and operating plans.

**KPI – Management Committee executive and other nominated committees ensure that compliance is maximised as well as outcomes to be achieved.**

**2021/22**

The Shed has continued to:

- be welcoming, together with the safety and wellbeing of members being an absolute priority;
- maintain and continually expand one of the Shed's cornerstones, that is contribution to the community, particularly that within the City of Cockburn.
- maintain its high degree of compliance. There has been nothing being brought to the Executive's attention.

**Proposed KPI – 2022/23**

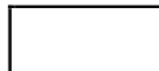
– Management Committee executive and other nominated committees continue to ensure that compliance is maximised as well as outcomes to be achieved.

**1. Governance**

**KPI – Maintain a high standard of governance ensuring that the Shed does not come under notice for non-compliance or any other matter.**

**2021/22**

- The Shed has not come under notice for non-compliance or any other matter.
- The Shed has maintained both its high functioning Management and Work Safety and Health [previously Occupational Safety and Health] Committees to together with delegated Project Leaders associated with significant projects and activities.
- The Shed had its annual audit undertaken as well as reporting to the Australian Charities and Not-for profit Commission to ensure compliance with legislation.
- Please see notes at item 9 with respect to the further increase [2] and use of professional Advisors.
- In addition, the 'Shed' appointed a Wellbeing and Health Officer to further enhance the pro-active work being undertaken previously.



## ERC 28/07/2022

## Item 12.1 Attachment 1

**Proposed KPI – 2022/23**

*Continue to maintain a high standard of governance ensuring that the Shed does not come under notice for non-compliance or any other matter.*

**2. Membership**

*2021/22 - Increase membership by 10% from 95*

*Current membership 101 [equivalent to full time membership] on May 31, 2022. [Adjusted from 111 due to prior resignations, deaths, and short-term memberships]. An increase of 6.3% was achieved. The non-reaching of the target has been assessed due to COVID. Note that we have seen membership and interest increase over the last two months [May and June]*

**Proposed KPI – 2022/23**

*Increase membership at a minimum rate of not less than 5%, that is greater than 105.*

**3. Financial Stability**

**2021/22 –**

Maintain financial stability - this was achieved by:

- increased Shed sponsorships, grants and/or donations including pro-bono work [labour and material] to enable the Shed to be self-supporting.
- Contribution by increasing the net worth of Shed facilities and equipment
  - Mezzanine Floor Installation of Lift [\$72,000]  
Installation of Stairs [\$13,000]  
Upgrading of lighting and electrical facilities [\$3,000]
  - Acquisition of additional equipment and hand tools [\$8,500]
- Application made to obtain **DGR status** as well as being endorsed as a registered Charity by the ATO. Both endorsed with the Constitution being amended accordingly.

**Proposed KPIs – 2022/23**

- Continue to seek sponsorships, grants and/or donations together with sale of products and activities such as but not limited to Shed Open Day, sausage sizzles, Rotary Spring Fair, raffles.
- Contribute to increasing the net worth of Shed facilities and equipment by:
  - Installation of electrical power board – delayed 2021/22 because of COVID [\$12,100]
  - Installation of new and upgraded dust extraction system [\$70,200]
  - Installation of evaporative air conditioning on Mezzanine Floor [\$8,000 est.]
  - Acquiring additional equipment and hand tools [\$10,000 est.]
  - Acquiring new computer and software [\$2,000 est.]

**4. Activities/Options**

**2021/22**

The Shed continued to increase the number of activities and options for members [training in particular to further assist community requests] proposed 2-3]. This was more than achieved despite interruptions by COVID namely:

- Specialised welding classes
- Woodturning tuition
- Machining and Turning [metal] tuition
- Public Open Day Do It Yourself {DIY} - Basic home maintenance
- Basic First Aid including CPR and Defibulator use
- Use of Resin

## Item 12.1 Attachment 1

ERC 28/07/2022

- Material preparation, type and use of various paints, sealers and finishing products

Whilst all of these were undertaken in groups additional training was undertaken on a one-to-one basis as and when required.

Unfortunately, due to COVID installation of the lift, stairs to and balustrading around the mezzanine floor did not begin [now June 2022] to facilitate greater flexibility of what can be undertaken/achieved.

**Proposed KPI – 2022/23**

Continue to Increase the variety and number of activities and options for members [training/instruction in particular] to further assist community requests]. Proposed a minimum of 5.

**5. Community Projects****2021/22**

Continued to contribute resources to deliver by way of time, material etc requested products etc that add value to the community. An increase of 10% was sought over:

2020/21      2200 hours      Rate ph. \$30 - \$40      Value \$66 – 88000

- Achievement October 1,2021 – May 31,2022      2300 hours      Rate ph. \$30 - \$40      Value \$69 – 92000

**Proposed KPIs – 2022/23**

- Continue to increase Shed's contribution in the production of products, activities etc by as a minimum of 5% based upon 2021/22.  
The anticipated reduction to 5% will be due to the major installation works being undertake from June to December that is lift, stairs, balustrading, electrical power board and dust extraction.
- Further community engagement and participation by increasing the number of partnerships and/or enhanced collaborations to translate into greater use of the Shed and its facilities. This to be achieved by for example but not limited to by those tentatively approved:
  - Mental Health Week Breakfast – Wednesday October 12. Hosted by the Shed together with co-hosts
  - Rotary Spring Fair – Sunday October 30
  - Shed Tours by various groups etc – Dates as determined after all Shed upgrades have been completed
  - Shed Open Day – Sunday March 26 - Hosted by the Shed together with co-hosts and sponsors
  - Guest speakers on key items etc as requested by members
  - External visitations to various organisations
  - Undertaking joint projects/tuition at the Shed with organisations, schools etc as well individuals

**Comment**

- **Number of items built and/or projects commissioned.**

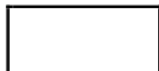
With respect to the number of items that have and/or being built, detail is not maintained as it has been considered previously and continues to be inappropriate for the following reasons:

- it does not reflect the effort, because second-hand material is used extensively,
- it does not take into account the time for discussion and design work as and when required; and
- it does not take into account the time taken to prepare/finish items being constructed, repaired and/or painted etc.

All of this time can vary greatly, from 1 to over 30 hours.

Members have continued to remain adamant that they do not want the Shed to be run as a business workshop, where every item that comes into the Shed must be recorded. This is also against the main

Cockburn Community Men's Shed Inc. City of Cockburn KPI Report 2021/22 & 2022/23 Rev.1A June 22 Page 3 of 6



tenet of the Men's Shed movement and a **number one** priority of the Shed, which is the mental, physical health and well-being of all members and those who we support. This in no way detracts from the members strong commitment to governance, accountability, safety, health and well-being to ensure that all operations are efficient and effective. The members are also passionate about opportunities to acquire new knowledge, skills and competencies together with the giving back to the community in a major way.

#### 6. Nominated Priority Groups - Disadvantaged [Community Support]

##### 2021/22

Continue to provide support to agencies, organisations, in particular not-for-profit etc such as but not limited to:

Dept of Justice – Community and Youth Justice, Disability Service organisations [Activity provider] , RSL [Cockburn Sub-Branch], Centrelink [Voluntary activity provider], Australian Institute of Workplace Training [AIWT] – Community Services, Schools etc; and others on a less formal basis usually as a one off and of short duration.

The support provided to-date equates to roundly 580 hours valued between \$17.4 – \$23,200 compared to 2020/21 - 530 hours valued between \$15.9 – \$21,200 an approximate 9.5% increase.

##### Proposed KPI – 2022/23

*Ensure that as far as is practicable that support is provided to a greater number of agencies, organisations, in particular not-for-profit, schools etc as well as those who they assist.*

#### 7. Work Safety and Health

2021/22 - Continue to maintain a high standard safety and health within the workshop and other activities undertaken.

The Shed recorded several minor incidents [band aids] but **No** near misses, accidents, or exposures this year This has been achieved by having an appointed Shed Co-ordinator, Project Manager, structured approach that is WS&H Committee, WS&H Facilitator, comprehensive policies, and operating procedures. This is complimented by weekly equipment inspections and maintenance.

Further, the Shed has continued to provide a high level of training/ instruction with some being provided by external expertise. In addition, Toolbox discussion [8] provided on key operational, health and well-being subjects.

It is worthy of note that the Shed has not lodged any claims since inception and particularly relevant since moving into the new empty Shed in June 2018 and with an increase of members from 30 to 111.

##### Proposed KPI – 2022/23

Continue to:

- *ensure that as far as is practicable that no one is involved in an incident, accident, injury or exposed to a hazardous substance.*
- *provide a high level of training/ instruction on existing and new equipment and hand tools.*
- *Toolbox discussions on operational, health and well-being subjects.*

#### 8. Seminars, Tool-Box Discussions and Guest Speakers

##### 2020/21

Continued to provide to members and others as a minimum four to six sessions each year on identified key areas to further enhance knowledge, particularly health and wellbeing.

Eleven toolbox discussions this year [2020/21] were in the following areas:

- Mental Health – Understanding the Man Mask
- Retirement Living and Your Choices

## Item 12.1 Attachment 1

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- Home Care Transitions etc – Alternatives [ACAT]
- Medical Services
- Financial and Life Planning
- Legal – Wills [changed circumstances], Enduring Power of Attorney and Enduring Guardianship
- Mental Health – Alzheimer's
- Centrelink Services
- Paint and Varnish
- Resin Use
- Men's Shed WA – Zone Meeting

**9. Advisors****2021/22**

Currently the Shed has eleven [11] appointed professional advisors to assist with governance and/or specialist advice. This is an increase of two compared to the previous year – these being Optometry and Audiology, Personal Financial and Lifestyle Planning together with Medical now defined as Medical Health and Well-being.

Newly appointed Advisors have met with members [Toolbox] and detailed their services and assistance they could provide.

The Shed Executive has been assisted by Advisors in excess of sixty [60] hours on issues [legal and operational] which have risen throughout the year. Members have availed them of the advisory services as and when required.

**Proposed KPI – 2022/23**

*Continue to seek assistance as and when required to ensure that the Shed maintains legislative compliance, 'best practice standards, deliverable outputs and outcomes.*

**10. Community Engagement****2021/22**

This is described in particular at items 5 and 6 above which as can be seen has increased significantly.

In addition to the above volunteered community hours contributed by members makes it what it is -well respected. In this regard it is estimated that this year [2021/22] 5200 hours, compared to 5155 [2020/21] with only a marginal increase brought about principally because of COVID restrictions.

**11. Shed Attendance****2021/22**

Average membership attendance for the past 8 months has been as follows which has been lower than anticipated due to COVID. Members have exhibited a great degree of caution and have not attended because of possible external close contact with others. This has proved to have an excellent outcome to-date as only 6 members have advised that they had contacted the virus. Of recent months influenza has also had an impact.

Tuesday: 35

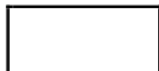
Wednesday: 25

Thursday: 20

Friday 6

Saturday: 20 an increase of 5

Average number of visitors per week (includes prospective members, enquiries, people wishing to have items repaired or constructed, guest speakers, tradespeople, sales representatives, people donating goods etc) 25.





**Proposed KPI's - 2022/23**

It is anticipated with the lessening impact of COVID, increased operating hours, opening up of the Mezzanine Floor anticipated beginning of October will provide for some and alternative activities etc that the above noted numbers will increase by an anticipated 5 to 10%.



## Item 12.1 Attachment 2

ERC 28/07/2022



□

□ **Financial Statements****INCOME - 2021/22 as at May 31, 2022**

\$ 0

\$ 0

**Opening Balance [Brought Forward]-July 1, 2021,****General**

23139

**- Petty Cash**

714

**- Donation** Cockburn City Council - Shed Co-ordination

6900

**- Grants** WA Govt – Election Commitment [Lift]

71390

Stocklands – Good2Give [Training]

1000

**103143****2021/22****Diversity and Capacity Building****Donation** City of Cockburn – Shed Co-ordination

39429 #

**- Office Expense**

3033

**Grant** Men's Sheds of WA [Open Day]

4478

**46940****Fundraising**

## Project Sales

7817

**21466**

## Sale of Materials

5008

## Open Day - Sales \$4953

**- Sponsorship \$800**

5753

## Sausage Sizzles

2100

## Spring Fair

788

**General**

## Membership Fees – 21/22

6242

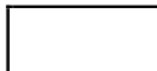
**8690**

## Donations – General

2140

## Petty Cash

308

**Total Income****\$180239**

ERC 28/07/2022

Item 12.1 Attachment 2

**EXPENDITURE – 2021/22 as at May 31, 2022**

<b>Grants</b>	\$	\$
Cockburn City Council - Shed Co-ordination	38125	
Office Expense	3715	
WA Govt – Election Commitment [Lift]	68635	
Stocklands – Good2Give [Training]	1000	
Men's Sheds of WA [Open Day]	4478	115953
<b>General</b>		
Insurance	3870	
Training	800	
Miscellaneous [Sundries]	1525	
'Shed' shirts	2014	
Bank Fees	206	8415
<b>Shed – Workshops etc</b>		
Materials purchased	7830	
Consumables	1226	
Shed Maintenance	2455	
Dust Extraction – Engineering Drawings	2600	4291
<b>Total Expense</b>		<b>\$128659</b>

**Summary**

<b>Income</b>	<b>\$180239</b>
<b>Expense</b>	<b>\$128659</b>
<b>Cash @ Bank – May 31, 2022</b>	<b>\$51580</b>

**Committed [#] and proposed expenditure [\*] 2022/23**

• #Shed co-ordination – City of Cockburn funding to Sept.30; 2022	<b>\$10046</b>	
• #Stairs and balustrading	\$1000	
• #Electric Power Switchboard Upgrade	\$12000	
• *Dust Extraction	\$69000	
• *Evaporative Airconditioning – Mezzanine Floor [Estimate]	\$14000	<b>\$106046</b>

Please see draft Budget papers for 2022/23.

## COCKBURN WETLANDS PRECINCT STEERING COMMITTEE



27 June 2022

Karoline Jamieson  
Head of Community Development Services  
City of Cockburn  
PO Box 1215  
BIBRA LAKE DC 6965

BY EMAIL: [kjamieson@cockburn.wa.org.au](mailto:kjamieson@cockburn.wa.org.au)

Dear Ms Jamieson,

**RE: 2022-2023 Budget Request for Precinct Partners the Wetlands Centre Cockburn (TWC) and WA Wildlife.**

The City of Cockburn sponsorships for \$90,765.25 (including CPI increase) provided to TWC and WA Wildlife were renewed for five years on the 24 August 2018. The Boards of TWC and WA Wildlife are requested to report on Key Performance Indicators (KPI's) for the Cockburn Wetlands Precinct and report on their individual performance and KPI's for the 2021/2022 year.

The KPI's reflect the requirements outlined by the Grants and Donations Committee on the 8 May 2014 and two additional KPI's developed by TWC and WA Wildlife which reflect our commitment to the Cockburn Wetlands Precinct Development.

In one year when the next round of funding is reviewed, KPIs will be reviewed. Since 2014, TWC and WA Wildlife have jointly participated in activities that have directly benefited the City of Cockburn and these are reflected in the Precinct KPI's.

Yours sincerely,

Thomas E Perrigo OAM  
Chairperson  
The Wetlands Centre Cockburn

Robert Dunn  
Chairman  
WA Wildlife

cc: Mayor Logan Howlett



**DISCLAIMER: Wetlands Precinct Development**

It has been recognised by the City of Cockburn Operational Staff that both groups' abilities to meet the existing individual and joint KPI's were limited due to the redevelopment of the site.

Both groups' day to day activities, delivery of education, training and land care services have been affected and reduced.

During construction and the COVID-19 Pandemic, WA Wildlife continued to deliver wildlife treatment and rehabilitation services to the Cockburn and wider Perth community. Off-site rehabilitation was expanded significantly which increased administration requirements on WA Wildlife (insurance, risk management and licensing from relevant wildlife agencies). Site tours and onsite education capabilities for WA Wildlife were significantly reduced.

## Part A - Sponsorship request

### The Wetlands Centre Cockburn

2021 – 2022 Actual Salary Expenditure (TWC)					
Position	Gross salary	1.8% Workers compensation	10% Super Guarantee	Long service leave	Totals
Executive Officer	\$68,542.50	\$1,233.77	\$6,854.25	\$1,186.33	\$77,816.85
Executive Assistant	\$28,992.60	\$521.87	\$2,899.26	\$501.80	\$32,915.53
2021 - 2022 City of Cockburn Sponsorship Received					\$94,814.06
2021 - 2022 TWC Additional Funding Contribution <sup>1</sup>					\$86,593.84
2021 - 2022 Total Salary Expenditure					\$181,407.90

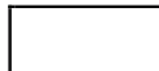
2022 – 2023 Sponsorship Request (TWC)		Totals
2021 - 2022 City of Cockburn sponsorship received		\$94,814.06
CPI change March Quarter 2021 to March Quarter 2022 (5.1%)		\$4,835.52
2022 - 2023 City of Cockburn sponsorship request		\$99,649.58

2022 – 2023 Proposed Salary Expenditure (TWC)					
Position	Gross salary	Workers compensation	10.5% Super Guarantee	Long service leave	Totals
General Manager	\$72,038.17	\$1,296.69	\$7,564.01	\$1,246.84	\$82,145.70
Administration and Facilities Officer	\$30,471.22	\$548.48	3,199.48	\$527.40	\$34,746.58
2022 - 2023 City of Cockburn Sponsorship Request					\$99,649.58
2022 - 2023 Proposed TWC Additional Salary Contribution <sup>2</sup>					\$94,970.05
2022 – 2023 Proposed Total Salary Expenditure					\$194,619.63

Notes:

<sup>1</sup>TWC contributed an additional \$86,593.84 towards staffing positions during 2021-22. The funding was sourced from a combination of grant funding and self-generated revenue.

<sup>2</sup>The proposed 2022-23 contribution by TWC towards the total salary expenditure is based on grant funded contracts to support the review and development of the Centre's Education and Community Engagement program and Wetlands Care program, specifically the operation of the Nursery. The contracts funded by grants will end in mid-2023.



## Part B - Sponsorship request

### WA Wildlife

2021 – 2022 Actual Salary Expenditure (WA Wildlife)					
Position	Gross salary	4% Workers compensation	9.5% Superannuation Guarantee <sup>1</sup>	Long service leave	Totals
CEO	\$20,563.82	\$822.55	\$1953.56	\$341.35	\$23,681.28
Director of Operations	\$47,982.24	\$1,919.28	\$4,558.30	\$796.50	\$55,256.32
Veterinarians (various)	\$13,788.83	\$551.55	\$1,309.94	\$226.14	\$15,876.46
2021 - 2022 City of Cockburn Sponsorship Received					\$94,814.06
2021 - 2022 WA Wildlife Additional Funding Contribution <sup>2</sup>					\$266,911.60
2021 - 2022 Total Salary Expenditure <sup>2</sup>					\$361,725.66

1. These figures were under calculated as superannuation increased from 9.5% to 10% on July 1 2021 and were not factored into the budget request. WA Wildlife covered the 0.5% superannuation difference.
2. This figure is July 2021 – May 2022 actual salaries/superannuation and an estimate of June 2022 salaries/superannuation which will not be paid until July 2022. Approximately \$200,000 of the additional funding was sourced from grants which is not guaranteed each year.

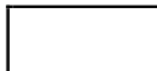
2022 – 2023 sponsorship request (WA Wildlife)	
	Totals
2021 - 2022 City of Cockburn sponsorship received	\$94,814.06
CPI change March Quarter 2021 to March Quarter 2022 (5.1%)	\$4,835.52
2022 - 2023 City of Cockburn sponsorship request	\$99,649.58

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2022 – 2023 Proposed salary package (WA Wildlife)					
Position	Gross salary	1.8% Workers compensation	10.5% Superannuation Guarantee	Long service leave	Totals
CEO	\$21,611.51	\$389.00	\$2,269.20	\$355.89	\$24,625.60
Director of Operations	\$50,426.71	\$907.68	\$5,294.80	\$830.41	\$57,459.60
Veterinarians (various)	\$15,415.46	\$277.48	\$1,618.62	\$252.81	\$17,564.38
Current WA Wildlife salaries are being reviewed by the Executive Committee. Projected 2022-2023 WA Wildlife contribution = \$270,000 (approximately \$210,000 of this will be covered by ad hoc grants).					
2022 - 2023 City of Cockburn Sponsorship Request					\$99,649.58
2022 - 2023 Proposed WA Wildlife Additional Salary Contribution <sup>1</sup>					\$270,000.00
2022 – 2023 Proposed Total Salary Package					\$369,649.58

<sup>1</sup> WA Wildlife's contribution is based on WA Wildlife's salary and superannuation expenses. This contribution will be split across 14 part time/casual positions. It should be noted that approximately \$210,000.00 of this contribution will be covered by grants/projects and does not reflect WA Wildlife's ongoing funding availability. These grants are due for acquittal between November 2022 and November 2023 and are unlikely to be renewed.



## Part C - Summary of Sponsorship request

### Cockburn Wetlands Precinct

2022 – 2023 Proposed sponsorship request (Cockburn Wetlands Precinct)					
Position	Gross salary	Workers compensation	10.5% Superannuation Guarantee	Long service leave	Totals
<b>TWC</b>					
General Manager	72,038.17	1,296.69	7,564.01	1,246.84	\$82,145.70
Administration and Facilities Officer	30,471.22	548.48	3,199.48	527.40	\$34,746.58
2022 - 2023 Proposed TWC Additional Salary Contribution					\$94,970.05
2022 – 2023 Proposed TWC Total Salary Expenditure					\$194,619.63
2022 – 2023 Proposed City of Cockburn Sponsorship (GST-exclusive) - TWC					<b>\$99,649.58</b>
<b>WA Wildlife</b>					
CEO	\$21,611.51	\$389.00	\$2,269.20	\$355.89	\$24, 625.60
Director of Operations	\$50,426.71	\$907.68	\$5,294.80	\$830.41	\$57, 459.60
Veterinarians (various)	\$15,415.46	\$277.48	\$1,618.62	\$252.81	\$17,564.38
2022 - 2023 Proposed WA Wildlife Additional Salary Contribution					\$270,000.00
2022 – 2023 Proposed WA Wildlife Total Salary Expenditure					\$369,649.60
2022 – 2023 Proposed City of Cockburn Sponsorship (GST-exclusive) – WA Wildlife					<b>\$99,649.58</b>
<b>2022 - 2023 Proposed City of Cockburn Sponsorship (GST-exclusive)</b>					<b>\$199,299.16</b>



## 2021-2022 KPI's Developed for Joint Programs Conducted by the Wetland Precinct Members

KPI No.	Annual Objective	KPI	
1	Financial Performance	Undertake at least one joint fundraising activity annually to raise funds for the Precinct.	
Event		Date	Progress
		Current	COVID-19 restrictions and lockdowns had an adverse effect on Precinct fundraiser events. Precinct members contributed additional time and resources towards the Wetlands Precinct redevelopment. Construction commenced February 2020 and is still ongoing.
2	Community Education	Deliver a minimum of two programs annually. One community education program in partnership with the City of Cockburn.	
Turtle Nesting Season – Photoshoot for Public Awareness Campaigns		04/08/2021	Only WA Wildlife participated in this event.
Cockburn Wetlands Precinct Launch and Open Day		28/08/2021	WA Wildlife and TWC participated in this event. This included three hours of site tours and educational sessions.
Oblong Turtle Information Sessions		4/9/2021	WA Wildlife and TWCC participated.
		9/9/2021	Only TWC participated.
		22/9/2021	Only TWC participated.
		21/11/2021	WA Wildlife and TWC participated.
City of Cockburn BANE Staff Tour of Wetlands Precinct		27/10/2021	WA Wildlife and TWC participated.
Coogee Primary School		03/12/2021	WA Wildlife and TWC delivered a joint 5-hour excursion for Coogee Primary School engaging 120 students.
15 <sup>th</sup> annual World Environment Day Schools Festival		10/06/2022	WA Wildlife participated in this event, engaging 747 students from 10 Schools.  Note: Due to COVID-19 regulations in place, the program had to be changed from a festival approach at the Wetlands Precinct to activities at each of the participating schools. This meant that the inputs from TWC and WA Wildlife were reduced from a collaborative partnership perspective.



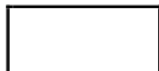
		TWC did not participate in this event due to ongoing concerns of the potential impact of COVID with staff absences severely impacting the operation of the Centre. In addition to this, TWC was also undergoing a thorough functional review at the time, which was impacting the availability of staff
		<b>Attend a minimum of one Cockburn Community Event.</b>
City of Cockburn Turtle Tracker "Thank You" Event	21/11/2021	WA Wildlife and TWC participated.
3	Corporate	<b>Deliver a minimum of one corporate volunteering event annually.</b>
	Current	No corporate events for 2021-2022.  Note: Precinct partners contributed additional time and resources towards the Wetlands Precinct redevelopment. Construction commenced February 2020 and continued to impact in FY22. COVID-19 restrictions and lockdowns also had an adverse effect on events.

KPI No.	Annual Objective	KPI
4	Communication/Marketing	<b>Develop an appropriate electronic delivery system to highlight the events offered within the Precinct.</b>
		Progressing The Precinct Steering Committee held several meetings in relation to new lease agreements, precinct naming and branding, landscaping, and onsite signage.
World Environment Day Debrief and School Holiday Planning for 2022	14/12/2021	WA Wildlife and TWC participated.
		<b>Deliver an events calendar updated at least quarterly highlighting events within the Precinct.</b>
		On hold Planning will follow the completion of renaming and rebranding of the Cockburn Wetlands Precinct.
Education Program Review	02/06/2022	WA Wildlife met with CoC Environmental Education Officer to discuss 12-month education calendar and future plans for education/tourism.
Calendar Review and Future Planning	8/06/2022	TWC met with CoC Environmental Education Officer to discuss current and future plans for

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		GWAU School Holiday Program and to organise the calendar of events.
<b>Coordinating and Future Planning</b>	15/06/2022	TWC and WA Wildlife met to discuss the current joint KPIs for the Precinct and ways to better coordinate, collaborate, and liaise in the future.
<b>5</b>	<b>Wetlands Precinct Strategic Plan</b>	<b>Coordinate bimonthly Wetlands Precinct Committee meetings (including Chairing, preparation of agenda and minutes)</b>
<b>Precinct Meetings</b>	14/7/2021	WA Wildlife, TWC & Scouts participated.
	11/8/2021	WA Wildlife, TWC & Scouts participated.
	1/9/2021	TWC deferred their attendance until further notice.
	13/10/2021	This meeting was cancelled.
	10/11/21	This meeting was cancelled.
	8/12/2021	WA Wildlife, TWCC & Scouts participated.
<b>6</b>	<b>Wetlands Precinct Redevelopment</b>	<b>Each stakeholder group to provide two representatives to attend Wetlands Precinct Development Project Steering Committee Meetings until project completion.</b>
Wetlands Precinct Development Meetings	14/7/2021 & 11/8/2021	Representatives: WA Wildlife, TWC and Scouts participated.
Wetlands Precinct Development and Opening Update	09/08/2021	Representatives: WA Wildlife and TWC participated.
Precinct Launch Site Walkthrough	18/08/2021	Representatives: WA Wildlife and TWC participated.
Wetlands Precinct Development and Opening Update	23/08/2021	Representatives: WA Wildlife and TWC participated.





## The Cockburn Wetlands Education Centre Inc

### Sponsorship Submission



2022-2023

## Item 12.1 Attachment 4

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As per the City of Cockburn Council resolution (2018MINUTE NO 005), agenda item 9.1, 17/07/2018, please find the Cockburn Wetlands Education Centre's report summarising the previous 12 months activities and progress in meeting designated KPIs endorsed by Council on 8 May 2014.

The report includes the following items:

1. Report on annual performance on KPIs
2. Financial analysis supporting KPI 1 – Financial Performance
3. Unaudited Profit and Loss and Balance Sheet for FY 2021-2022
4. Annual Report 2020-2021
5. Strategic Plan 2020-2025
6. Strategic Plan Progress Report June 2022
7. 18<sup>th</sup> Annual Wetlands Conference Program 2022
8. Constitution of the Cockburn Wetland Education Centre Incorporated

#### INTRODUCTION

In April 2023, the Wetlands Centre will be celebrating its 30<sup>th</sup> Anniversary. The achievement of this important milestone would have been impossible without the ongoing support and commitment of the City of Cockburn.

This year's sponsorship report summarises the activities of the Centre as they align to the endorsed KPIs. As with previous years, the Centre has exceeded in some areas while not doing so well in others.

In December 2020 the annual general meeting of the Cockburn Wetlands Education Centre appointed a new Board. As set out in the organisation's Strategic Plan 2020-2025, the new Board undertook a thorough review of the operation of the Centre. The summary of the progress of the Centre against the Strategic Plan (June 2022), establishes that a number of key objectives have been achieved, particularly in the area of governance, and that FY23 is a critical year in ensuring that the provision of environmental and education services are firmly placed on a sustainable foundation.

Considerable progress has been made in developing an effective and sustainable business model for the provision of curriculum aligned education services and the management of the facility for venue hire. Further work will be undertaken in relation to the provision of environmental services, specifically wetland care and the management of the Nursery over the next 12 months.

The considerable investment of the City in the new facilities, along with the thorough review of the operation of the organisation by the Board has provided a firm basis for the Centre to develop an effective and sustainable business model for the delivery of all its services to the community and to the City of Cockburn.

In light of the restructure of the organisation, presently underway and the move to a more business and professionally oriented approach to delivering its community services to the City, the Board looks forward to reviewing, with the City, the KPIs and sponsorship agreement for FY24 and beyond.



**DISCLAIMER**

It should be noted that the review of the operations of the organisation along with COVID has impacted the availability of staff, which has effected the delivery of some joint and individual KPIs.

The refurbishment of the Hall and Gallery of the Centre in July and August 2022 will place restrictions on the Centre's delivery of education and engagement services for FY23, which may impact KPI's for FY23.

1. Report on annual performance on KPIs



## 2021 - 2022 KPI's Developed for The Wetlands Centre Cockburn

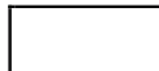
KPI No.	Annual Objective	KPI
1	Financial Performance	<p><b>Aim to achieve a 5% growth in income per annum averaged over the preceding 5 years.</b></p> <ul style="list-style-type: none"> <li>• Preceding 5-year average (\$99,160) plus 5% growth (\$4,958) is \$104,118 (see Financial analysis supporting KPI 1)</li> <li>• 2021-2022 unaudited income is \$311,033.</li> <li>• KPI achieved</li> </ul> <p>NOTES:</p> <ol style="list-style-type: none"> <li>1. The substantial increase in income is primarily made up of grant funding totally, \$243,563.</li> <li>2. The Centre anticipates a similar result next financial year as the grants received in FY21 and FY22 are expended.</li> <li>3. On the basis of the grant funding the Centre has been able to source \$3.28 for every dollar invested into the Centre by the City of Cockburn, This does not include additional monetary value of volunteer services which can be found in KPI 3.</li> <li>4. Despite the improvement in income due to grants, the Annual Report for FY21 established that the organisation needed to better manage the provision of services to ensure medium and long term sustainability. To this ends the Board of the Wetlands Centre commenced a 'Functional Review' of the organisation in November 2021 which will be in completed in July 2022. The Functional Review prioritises the development of an integrated business plan to support the key functions of the Centre, being Wetland Care, Community Environmental Engagement and Education and the management of a community venue hire facility on behalf of the City and community in general.</li> <li>5. It should be noted the Centre has thoroughly reviewed its approach to venue hire and the provision of curriculum aligned education services, and anticipates that in both areas there will be a substantial improvement in revenue and service provision.</li> <li>6. The Centre has seen a marked improvement in revenue from venue hire and the management of the annual Wetlands conference.</li> </ol>



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KPI No.	Annual Objective	KPI
2	Education Performance	<b>Aim to exceed the education program participation rate of the preceding 12 months.</b>
		<ul style="list-style-type: none"> <li>• Participation rate of the preceding 12 months: 7,270</li> <li>• Participation rate of existing 11 months: 8,814</li> <li>• KPI participation rate increased by 14.2%</li> <li>• KPI achieved</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>1. Schools program: increased from 3,937 to 4,707 participation hours, or by 19%.</li> <li>2. The 'Get Wild About Wetlands' school family holiday partnership program continued to be delivered by TWC and COC and saw an increase of 16% from 811 participation hours in FY21 to 939 participation hours in FY22</li> <li>3. Community engagement programs other than 'Get Wild About Wetlands' saw an increase of 27% from 2,491 to 3,169 participation hours.</li> <li>4. WA Wetlands Conference: The 18<sup>th</sup> annual event was held at The Wetlands Centre as a 2-day event on 2 and 3 February in celebration of World Wetlands Day. This year's event was restructured to allow for a broader participation from all walks of the community. The conference followed the broader theme 'Cultural Wisdom and Scientific Innovations for our Wetlands' and was further divided into the following four themes: leadership, reconciliation, sustainability and partnerships. There were 332 tickets sold, with 172 attendees on day one and 160 on day two, representing a total of 238 unique participants. The event is the largest, longest running World Wetlands Event held in Australia.</li> </ol>



KPI No.	Annual Objective	KPI
3	Landcare Performance	Plant a minimum of 5,000 seedlings per annum.
		<ul style="list-style-type: none"> <li>Seedlings planted preceding 12 months: 5,701</li> <li>Seedlings planted existing 11 months: 3,920</li> <li>KPI decrease of 31%</li> <li>KPI minimum not yet achieved</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>Planting: KPI will be achieved as additional planting events scheduled for July and during volunteering days.</li> <li>Propagation: increased production from 1,534 seedlings, during the preceding 12 months, to 17,628. Seedling loss attributed to several water outages associated with the wetlands precinct development was 1,734 seedlings.</li> <li>The Wetlands Centre nursery now complies with the standards of the Nursery Industry Accreditation Scheme Australia. The Certification period applies to 2022.</li> <li>Current nursery capacity: 33,600 tubestock seedlings.</li> <li>All seedlings planted in the Beeliar Regional Park, City of Cockburn.</li> <li>299.69 grams seed collected and banked from 22 species. 10% of all seed collected is donated to City of Cockburn.</li> </ol>
KPI No.	Annual Objective	KPI
4	Volunteering Performance	Aim to exceed the number of volunteer hours of the preceding 12 months.
		<ul style="list-style-type: none"> <li>Participation rate of preceding 12 months: 4,039</li> <li>Participation rate of existing 11 months: 3,705</li> <li>Participation hours decreased 8.27%</li> <li>KPI not achieved.</li> </ul>
		<p>NOTES:</p> <ol style="list-style-type: none"> <li>Participation rates do not include all voluntary hours contributed outside of TWC.</li> <li>Volunteering participation rate has been affected by COVID-19 lockdowns, the impacts of the re-development and the absence of an effective management structure to support volunteers.</li> <li>The Functional Review acknowledged that considerable effort needs to be directed to the ongoing management of volunteers and the how critical volunteers were to the sustainability of the Centre. Improving and expanding the Centre's volunteering program is a key program for FY22.</li> <li>The value of volunteer services based on the Volunteering WA replacement cost methodology would be \$177,877 yielding a minimum of \$0.87 for every dollar invested by the City</li> </ol>

		<a href="https://www.volunteeringwa.org.au/resources/volunteer-benefits-calculator">https://www.volunteeringwa.org.au/resources/volunteer-benefits-calculator</a> 5. Regular volunteers decreased from 27 to 17 along with 79 occasional volunteers. No corporate groups attended the Centre during this financial year.
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#### 2021-2022 Additional Activities Conducted by the Wetlands Centre Cockburn

Activities	Comments
<b>Strategic Planning</b>	<p>TWC Board approved 2020-2025 Strategic Plan in late 2020. The plan provided firm foundations on which the Centre's Board could manage and evaluate the progress of the organisation in meeting key objectives.</p> <p>Please see attached the 2020-2025 Strategic Plan and the Strategic Plan progress report June 2022.</p> <p>It should be noted that a number of important milestones have been achieved, particular in relation to governance, however, in October 2021 it became apparent that the operation of the organisation needed to be thoroughly reviewed to ensure that the objectives of the plan could be achieved and that the limited resources of the organisation were appropriately directed to achieve those objectives. This task has been undertaken and is included in the commentary with the Strategic Plan progress report June 2022.</p>
<b>Constitution Reform</b>	<p>The 2005 Constitution of the Cockburn Wetland Education Centre was updated in 2017 to ensure compliance with new incorporation requirements. The Centre's Strategic Plan required that the rules of the association be further reviewed with the aim of modernising the constitution, strengthening governance processes, and ensuring effective succession planning for the ongoing governance of the organisation.</p> <p>The revised constitution was approved by the Centre's AGM in December 2021.</p> <p>Please see attached 2021 Constitution.</p>
<b>Partnerships</b>	<p>The Centres has prioritised the development of partnerships in addition to the already strong relationship it has with the City of Cockburn and WA Wildlife.</p> <p>As part of this program, the Centre has worked with the Wetland Conservation Society and Feilman Foundation in publishing the 'Experiencing Perth's Biodiversity' and 'Bush Walks in the Beeliar Regional Park' booklets. A major launch of these publication is planned in FY23.</p>



	<p>The Centre is actively working with the Murdoch University's Harry Butler Institute in forming a partnership to promote Wetland conservation and education activities.</p> <p>In addition the Centre is pursuing an environmental DNA citizen scientist initiative with Curtin University.</p> <p>The Centre has identified partnerships as a key objective, please see Strategic Plan progress report June 2022.</p>
<b>Electronic Newsletter</b>	<p>The Wetlands Centre has improved the production and distribution of its six season newsletter for better email distribution and providing expanded content on the Centres Website.</p>
<b>Committees</b>	<p>Committees - Represented TWC at:</p> <ul style="list-style-type: none"> <li>• Beeliar Regional Park Community Consultative Committee</li> <li>• Jandakot Groundwater Community Consultative Committee</li> <li>• Rehabilitating Roe 8 Committee</li> </ul>
<b>Training</b>	<p>Training placements</p> <ul style="list-style-type: none"> <li>• Hosted 3 Workplace Learning Program placements for secondary students</li> </ul>
<b>Capital Works Program</b>	<p>The Centre has commenced the Lotterywest funded capital works program for the facility. Commencement had been delayed due to the need to improve project planning and procurement processes. The refurbishment of the hall and kitchen will impact the operation of the Centre throughout July and August 2022, all works including landscaping is anticipated to be completed by December 2022. The capital works program is being undertaken in consultation with the relevant City of Cockburn staff.</p>
<b>Compliance</b>	<p>Compliance requirements – the Centre is compliant and up-to-date with all legal obligations and annual requirements associated with:</p> <ul style="list-style-type: none"> <li>• 2020-21 financial audits</li> <li>• Register of Environmental Organisation 2021 Statistical Return Form, Department of the Environment and Energy</li> <li>• 2021 Annual Information Statement, Australian Charities and Not-for-profit Commission</li> <li>• 3-monthly return forms for seed collected. Department of Biodiversity Conservation and Attractions</li> </ul> <p>NB: The submission of the Charitable Collections and Information Statement to the Department of Mines, Industry Regulation and Safety Consumer Protection is no longer required if submitting the above Annual Information Statement</p>

2. Financial analysis supporting KPI 1 – Financial Performance



ERC 28/07/2022

Item 12.1 Attachment 4

**Attachment 1 for KPI 1: The Wetlands Centre Cockburn**  
Income & Preceding 5-year average

**Summary of preceding 5-year average (excluding sponsorship)**

Financial years	2013-2017	2014-2018	2015-2019	2016-2020	2017-2021
<b>5-year average</b>	\$ 57,162	\$ 68,726	\$ 79,458	\$ 85,909	\$ 99,160

	2017	2018	2019	2020	2021	2022
<b>TWC Income</b>						
Asset disposal				- 3,961		
Conference income	10,813	11,797	9,661	15,244	25,484	27,970
Donations	8,592	5,442	3,364	1,408	1,026	1,297
Education	7,045	8,722	4,045	6,394	9,345	8,247
Fundraising income	4,121	4,014	3,688	3,008	9,031	3,799
Grant income	10,480	56,207	38,141	330	34,734	243,563
Interest earnings	4,058	3,970	4,007	2,710	730	345
Memberships			155	159	191	218
Nursery/wetland care	9,884	14,155	6,554	15,301	1,421	
Other income	288	2,664		26,580	19,580	298
Venue hire	20,158	14,694	21,046	20,982	18,340	25,297
<b>Subtotal Income<sup>1</sup></b>	<b>75,439</b>	<b>121,665</b>	<b>90,661</b>	<b>88,155</b>	<b>119,881</b>	<b>311,033</b>
<b>City of Cockburn Sponsorship</b>	89,065	89,956	90,765	91,763	93,782	94,814
<b>Total income</b>	<b>164,504</b>	<b>211,621</b>	<b>181,426</b>	<b>179,918</b>	<b>213,663</b>	<b>405,847</b>
<b>LIABILITIES</b>						
<b>TWC<sup>2</sup></b>						
TWC Grants - unexpended	45,933	42,391	4,250	26,595	285,251	222,271
<b>Subtotal TWC Grant Liabilities</b>	<b>45,933</b>	<b>42,391</b>	<b>4,250</b>	<b>26,595</b>	<b>285,251</b>	<b>222,271</b>

<sup>1</sup> The 5 year average, \$99,160 has been calculated by adding the Subtotal TWC figures from financial years ending 2017 to 2021 and dividing by 5. City of Cockburn sponsorship has been excluded from the calculations as Grant funding cannot be evenly distributed amongst the Precinct partners.

<sup>2</sup> All grant monies received are held in the Centre's Liabilities account. Grant monies are considered unearned income until the conditions of the grant are satisfied. As the conditions are satisfied the grant monies are transferred to the profit and loss as expended grants.

3. Unaudited Profit and Loss and Balance Sheet for FY 2021-2022



ERC 28/07/2022

Item 12.1 Attachment 4

## The Wetlands Centre

## Profit and Loss

1 July, 2021 - 26 June, 2022

	TOTAL
Income	
Bank Interest	344.68
BUILDING MANAGEMENT	
Members' Venue Hire	5,350.00
Venue Hire	19,946.84
<b>Total BUILDING MANAGEMENT</b>	<b>25,296.84</b>
Conference	27,969.65
Education	8,247.43
FUNDRAISING	<b>3,798.65</b>
GRANT INCOME	<b>243,629.27</b>
Memberships	218.19
Other Income	297.54
Sponsorship	94,814.06
TRUST FUND	<b>1,276.07</b>
Unsolicited Donations (NTD)	20.50
<b>Total Income</b>	<b>A\$405,912.88</b>
GROSS PROFIT	<b>A\$405,912.88</b>
Expenses	
Accounting	1,015.93
Bad debts	996.36
Bank Charges and Fees	683.19
BBQ Fundraiser	257.57
BUILDING MANAGEMENT EXPENSES	
Cleaning	7,587.71
Communications	1,137.74
Consumables	44.41
Insurance	440.17
Other Expenses	404.99
Services	1,467.65
<b>Total BUILDING MANAGEMENT EXPENSES</b>	<b>11,082.67</b>
Capital Items Holding Account	131,282.03
Conference Expense	11,000.11
Consultants Fees	28,217.64
Consumables	3,959.89
Education Expense	863.44
Insurance	2,822.00
Marketing	11,518.95
Motor vehicle expenses	468.83
Nursery/Wetland Care Expenses	7,813.57
Office expense	648.09
PAYROLL EXPENSES	
Superannuation Expense	14,301.94
Wages & Salaries Expense	158,537.23
Workers' Compensation	4,032.84
<b>Total PAYROLL EXPENSES</b>	<b>176,872.01</b>

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The Wetlands Centre  
Profit and Loss  
1 July, 2021 - 26 June, 2022

	TOTAL
Subscriptions	1,486.37
Training & Safety	1,353.62
Uncategorised Expense	0.00
Volunteer expenses	1,246.18
<b>Total Expenses</b>	<b>A\$393,588.45</b>
Other Expenses	
BAS Roundoff Gain or Loss	-1.53
<b>Total Other Expenses</b>	<b>A\$ -1.53</b>
<b>NET EARNINGS</b>	<b>A\$12,325.96</b>



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Item 12.1 Attachment 4

## The Wetlands Centre

Balance Sheet  
As of June 26, 2022

	TOTAL
Assets	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	1,197.09
<b>Total Accounts receivable</b>	<b>A\$1,197.09</b>
CASH ON HAND & AT BANK	
Direct Debit - Bend 679 120	450.00
Main Account - Bend 678 965	73,293.22
Monthly Term - Bend 679 005	93,676.41
Petty Cash	300.00
Three Monthly Term - Bend 679 070	236,596.79
Trust Fund - Bend 747 620	45,676.21
<b>Total CASH ON HAND &amp; AT BANK</b>	<b>449,992.63</b>
Undeposited Funds	20.00
<b>Total Current Assets</b>	<b>A\$451,209.72</b>
Long-term assets	
FURNITURE, FIXTURES & OFFICE EQUIPMENT	
Furniture & Fixtures Accum Dep	-21,155.31
Furniture & Fixtures at Cost	51,064.94
Office Equipment Accum Dep	-10,014.69
Office Equipment at Cost	11,589.29
<b>Total FURNITURE, FIXTURES &amp; OFFICE EQUIPMENT</b>	<b>31,484.23</b>
PROPERTY & EQUIPMENT	
Education Equipment Accum Dep	-11,764.08
Education Equipment at Cost	21,342.75
Landcare Equipment Accum Dep	-18,607.97
Landcare Equipment at Cost	32,026.51
<b>Total PROPERTY &amp; EQUIPMENT</b>	<b>22,997.21</b>
VEHICLES	
Vehicle Attachments Accum Dep	-628.88
Vehicle Attachments at Cost	634.13
<b>Total VEHICLES</b>	<b>5.25</b>
<b>Total long-term assets</b>	<b>54,486.69</b>
<b>Total Assets</b>	<b>A\$505,696.41</b>

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## Item 12.1 Attachment 4

ERC 28/07/2022

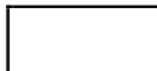
## The Wetlands Centre

Balance Sheet  
As of June 26, 2022

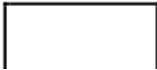
	TOTAL
Liabilities and shareholder's equity	
Current liabilities:	
GST & OTHER ATO LIABILITIES	
GST Liabilities Payable	4,119.00
<b>Total GST &amp; OTHER ATO LIABILITIES</b>	<b>4,119.00</b>
PAYROLL LIABILITIES	
PAYG Withholdings Payable	5,576.00
Payroll clearing	-100.00
Prov for LSL (current)	30,475.89
Superannuation Payable	4,120.79
<b>Total PAYROLL LIABILITIES</b>	<b>40,072.68</b>
Suspense Account	-18.22
Trust Fund Holding Account	45,625.08
UNEXPENDED GRANTS	
Grant 12 - NRM 2021	137,411.62
Grant 13 - Lotterywest 2021	84,860.03
<b>Total UNEXPENDED GRANTS</b>	<b>222,271.65</b>
<b>Total current liabilities</b>	<b>A\$312,070.19</b>
Shareholders' equity:	
Net Income	12,325.96
Previous year adjustment	-44,317.43
Retained Earnings	225,617.69
<b>Total shareholders' equity</b>	<b>A\$193,626.22</b>
<b>Total liabilities and equity</b>	<b>A\$505,696.41</b>

Accruals Basis Sunday, 26 June 2022 04:31 PM GMT+08:00

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4. Annual Report 2020-2021





## The Cockburn Wetlands Education Centre Inc

### Annual Report



2020-2021

The Cockburn Wetlands Education Centre Annual Report 2020-2021

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## About The Wetlands Centre Cockburn

### Vision

Wetlands are increasingly appreciated and recognised by the local and state-wide community for their scientific, aesthetic, historic, social, and spiritual values.

### Mission

To connect the community with Wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use[1]within the wider environment.

### Objectives

#### *Leadership*

To increase the knowledge, awareness, understanding, and commitment of decision-makers in all aspects of wetlands and environmental education.

#### *Governance*

To demonstrate best practice in the Wetland Centre's culture, systems, and skills enabling more effective and efficient operations for all stakeholders including members, volunteers, and partners.

#### *Partnership*

To initiate and sustain the widest possible proactive participation, support and engagement with wetlands and environmental education.

#### *Sustainability*

To develop and deliver standards, processes, projects, programs, and events that are environmentally, socially, and economically justified.



### Chairperson's Report July 2020 – June 2021

In December, the longstanding Chair and co-founder of The Wetland Centre, Emeritus Professor Philip Jennings AM retired along with several longstanding valued Board Members as it was decided that a newly approved strategic plan was to be implemented and that it was the ideal opportunity to move forward with new Members.

As a new Board Member, I was approached to take over as Chair and was supported by a newly elected Board with three other existing members Dr Jonathon Whale, Daryl James and Gavin Waugh. They were joined by Elder Marie Taylor, elected as Deputy Chair, Karl Haynes, elected as Treasurer, Fiona Hook elected as Secretary and new member Gina Pickering. During the next few months, Daryl James, resigned due to other commitments and was replaced with Bart Houwen and Barbara Hostalek. This mixture of old and new members with a vast range of experience, expertise and enthusiasm have provided a perfect foundation to initiate and implement changes which will lead to the Centre's sustainability in the foreseeable future.

The achievements of the Board and the small but very dedicated staff have been significant for the first six months of 2021.

The Centre has finalised a ten-year lease for the Centre with its principle sponsor the City of Cockburn. This is extremely significant as it allows time for the Centre's increased commitment to the development of systems for good governance, financial management and its environmental education and community engagement programs which were often sacrificed due to short term requirements. It also reflects the confidence of the City of Cockburn in the future directions of the Centre. Without this valuable support, the Centre would not be able to fulfil its mission and implement the programmes as articulated in the strategic plan.

The identification of priorities and outcomes pertaining to the five-year strategic plan were established prior to the changeover, however, much of the Centre's plans were delayed as there was a heavy demand on the staff to be proactively involved with the redevelopment of the Precinct and a backlog of challenges because of covid restrictions. This excessive workload was in part complicated by the success in attracting a significant grant from both Lotterywest and from the Perth Natural Resource Management organisation for both the upgrade of the facilities and the commencement of environmental education and community engagement programs whilst at the same time trying to address a significant backlog of work. The Centre was able to employ some dedicated staff for a review and evaluation of both environmental education and community engagement programs for 18 months which will be the foundation to build upon for future years. The establishment of an electronic newsletter for Members and interested parties has also been a welcomed initiative which will grow over time.

The future for the Centre looks very bright and it is anticipated 2022/23 will see the completion of the capital works and the review of all programs leading to more activities and interactions with schools, the community, and other organisations with similar objectives.

Change is challenging in the best of times, and the Centre is going through the biggest change in decades. My appreciation goes to my colleagues, fellow Board members, the staff, volunteers, and members who have all continued to support this very important Wetlands Centre.



### Operational Report July 2020 – June 2021

The purpose of The Wetlands Centre is to promote knowledge, awareness, understanding and commitment to the ongoing conservation of our Wetlands. This is achieved through providing education services and undertaking conservation work such as seed propagation and wetlands restoration and maintenance.

To undertake these tasks the Centre is reliant on the ongoing and generous support of the City of Cockburn through an annual sponsorship agreement and a moderate level of income derived from venue hire, fees charged for the provision of education services and the operation of the nursery.

Unfortunately the income does not offset expenditure. This is the challenge the Centre has confronted in the last few years and will need to overcome in the near future to achieve sustainability in the medium and long term.

To this end, The Wetlands Centre was successful in being awarded funding from Lotterywest and Perth NRM to support programs and activities that are aimed at enhancing our capacity to do the work we are good at and to do so sustainably.

The operations of the centre over the last year continued to be impacted by the COVID-19 pandemic and the Wetlands Precinct development work. The most obvious impacts were the delays in getting the nursery up and running and the temporary postponement of the Annual Wetlands Conference.

The 'snap shot' below, makes clear that our education program is resilient but we need to put greater focus on engaging and supporting our volunteers and ensuring the nursery can effectively and sustainably operate into the future.

Please note the increase in staff is attributable to grant funding (which came into effect in April and May 2021) and the decision to temporarily use some funds from retained earnings to employ additional support staff (which came to an end following a review of the budget in March 2021).

	FY20	FY21
No of staff:	1.7	2.5
No of regular volunteers:	25	27
No of volunteer hours:	5961	4038
Value of volunteer in-kind contribution:	\$ 214,596	\$ 145,368
Education Participation rate (participation hours)		
School Program	1305	3937
Get Wild about Wetlands	836.5	811
Adult Education	1482	2491
No of seedlings propagated:	7951	1534
No of seedlings established in Cockburn	7165	5701
No of Regular hires		53
No hours Venue has been hired		1228



### Education and Engagement Program

The Centre runs a variety of formal and informal education programs for primary and secondary schools, the community, TAFE, university students and wetland practitioners. The Centre organises major events, delivers off-site presentations, provides a library and information service and a new website at [www.thewetlandscentre.org.au](http://www.thewetlandscentre.org.au). During the year, 7,239 participation hours were delivered.

**Schools program:** Primary students attend half to full-day wetland ecology excursions while secondary students undertake specific environmental studies including land-use changes, vegetation transects, soil augering, fauna surveys, and biological and chemical water quality assessment.

**Family holiday programs:** The popular "Get Wild about Wetlands", a series of 2 hour workshops eco walks, and/or night stalks' is held during every school holiday period. This partnership program delivered with the City of Cockburn covers a wide range of themes including (but not limited to) includes frogs, reptile awareness, bush survival, EnviroArt, Microbats, wetland birds, wildflowers, biodiversity and more.

**VET and university students:** As an operational facility the Centre provides invaluable training opportunities and industry experience for our future workforce. We provide an annual presentation/tour of our landcare demonstration trail for environmental restoration students from universities along with TAFE and other landcare groups.

The Centre received substantial funding through the 2020 State NRM Community Stewardship Grants Program to review and develop Sustainable volunteer, education and community engagement programs for Beeliar Wetlands. The 'Education program' is reviewing and upgrading current Education programs delivered by the Centre, providing curriculum links for all the primary, secondary and tertiary offerings. The 'Community Engagement program' is being carried out in collaboration with the Yelakitj Moort Nyungar Association Inc. with Elder in residence Marie Taylor and will result in events, newsletters and social media interactions that encourage connection with and respect for our natural areas among the wider community integrating of Traditional and Western science. The grant funded work commenced in April 2021 and will expand the delivery of these services with a view to generate sufficient income to maintain a dedicated Education & Community Engagement program coordinator.

### Nursery/ Wetlands Care Program

The Centre's nursery/wetland care activities provide an ideal training venue for students and a showcase for other practitioners. The Centre has established wetland and bushland seed production areas, nursery facilities and a wetland care demonstration trail. Activities include seed collection, propagation, potting-on, physical and chemical weed control, planting, reticulation and ongoing maintenance. Ongoing trials are monitored and evaluated to improve our knowledge and outcomes. Wetland care demonstration trails link the sites and are used for training programs.

**Planting events:** A total of 5,701 seedlings were planted in the Beeliar Regional Park throughout the City of Cockburn.

**Nursery operations:** Volunteers propagated native plants and divided sedges totalling 1,534 seedlings for wetland care works. There was a substantial drop in seedling production due to power and water outages during installation of the new site bore in FY20 and a further 5 months in FY 21.

The Nursery has received financial support from Perth NRM and Lotterywest and is well on its way towards accreditation.

In addition the Centre received funding from a Community Environment Grant which reduced the threat of habitat degradation by controlling 0.2 ha of weed-encroached mudflats at Bibra Lake and revegetating to create diverse woodlands, shrublands and sedgeland to increase suitable habitat and available food resources for local frogs and other species. Seed was collected and local native plants propagated. Two community planting days, three workshops and one frog monitoring night stalk were held to build community knowledge about their local environment and how the community can conserve, protect, monitor and support on-ground actions.

#### Annual Wetlands Conference

The 17th annual event was expanded to a 2-day event in celebration of the 50th anniversary of the signing of the Ramsar agreement on World Wetlands Day, 2 February. Following a COVID-19 lockdown the event was rescheduled to 15 and 16 March 2021. The event was held offsite at the Mandurah Performing Arts Centre while development works continue at the Centre. This year's event included the regular conference day along with estuary boat tours, cultural field trips, and combined with the Peel-Harvey Catchment Council's Danjoo Gabi Wonga Sundowner. 410 tickets were sold. The event is the largest, longest running World Wetlands Event held in Australia.

Thanks to the generous support of our sponsors, fees were kept to a minimum to enable all sectors of the community to attend. We gratefully acknowledge our major sponsor: Peel-Harvey Catchment Council funded by the National Landcare Program, gold sponsors: City of Cockburn and City of Mandurah, silver sponsor: Department of Biodiversity, Conservation and Attractions, and supporters: WALGA, Wetlands Conservation Society, Mandurah Performing Arts Centre and NRM Jobs.



## Financial Report 2020-2021

It became apparent early in the calendar year that the financial situation of the Centre was not as good as a cursory review of the accounts would suggest. The situation had been obscured the previous year due to the cash injection from the Federal Government due to the COVID-19 pandemic, and an accumulation of errors associated with the management of accounts after the change of accounting systems in 2019.

As a consequence tight controls were placed on expenditure, and the budgeted use of retained earnings to support additional staff was wound back. If this had not been done, the deficit would have ended up being considerable more than the final result.

Despite this the end of year deficit was \$19,268, which is essentially made up of \$11,178 of bad debt and increased staff costs incurred before tighter controls were put in place in regards to the use of retained earnings.

The bad debt was mainly made up of invoices issued in the previous financial system, some dating back to 2018, that had not been dealt with in the new system. There was also approx. \$3,000 of invoices issued in the new system that were over a year old.

Much tighter controls have been put in place in relation to accounts receivable and the situation is now under control.

On a positive note, we made a healthy surplus from the annual conference and our income was supplemented by the management of old grants and the last lot of funds from the Federal Government for the COVID-19 pandemic.

On a negative note, our income from the Nursery was substantially down due to the impact of the development work.

Essentially our expenditure is pretty much what it needs to be to keep the doors open so our primary focus must be on income.

The good news is that substantial improvement in our capacity to generate income have been identified.

The investment by Perth NRM and Lotterywest in our education and engagement program will see those programs revised and expanded. Our new and improved nursery with a capacity of 60,000 seedlings should be able to attract substantial support and investment. Along with this, a review of venue hire has identified that it is operating at a cost to the Centre (venue hire fees have not been changed for 10 years), and moving to a cost recovery model will have a positive impact on our income.

A review of the balance sheet shows a drop in members equity from \$244,886.04 to \$181,300.26, this is made up of the deficit previously mentioned and a change in the way we account for the funds held as part of the Education Trust Fund. These funds are recognised as an 'asset' (a separate bank account) and recorded as part of the equity of the organisation. These funds however are not under the direct control of the Centre but are managed by an appointed committee which has control over those funds as required by Deductible Gift Recipient (DGR) requirements. As such they are in fact a liability in the same way unspent grant money is. These funds continue to be available to the Centre but only with the approval of the Education Trust Fund committee and only for purposes consistent with DGR requirements.

## Audit Statement for the year ended 30 June 2021

**Face2Face Business Solutions**

cl- 5 Renville Way, LYNWOOD WA 6147

Mobile: 0412 517 971

e-mail: [andy@f2fbusinessmentors.com.au](mailto:andy@f2fbusinessmentors.com.au)web: [www.f2fbusinessmentors.com.au](http://www.f2fbusinessmentors.com.au)

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF COCKBURN WETLANDS EDUCATION CENTRE INC.

**Scope**

We have audited the accompanying financial report, being a special purpose financial report, of Cockburn Wetlands Education Centre Inc. (CWEC), which comprises the Balance Sheet as at 30 June 2021 for the year then ended, the Income Statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

**Committee's Responsibility for the Financial Report**

The committee of CWEC, through delegation to the Wetlands Officer, is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act Western Australia 2015 and the Australian Charities and Not for Profits Commission, and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act Western Australia 2015. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.



Kilifi Blue Holdings Pty Ltd aff Business CPR Trust  
t/as Face 2 Face Business Mentors and Face 2 Face Business Solutions  
ACN – 127 579 159 / ABN – 69 284 557 061




The Cockburn Wetlands Education Centre Annual Report 2020-2021

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Item 12.1 Attachment 4




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 web: [www.f2fbusinessmentors.com.au](http://www.f2fbusinessmentors.com.au)


**Auditor's Opinion**  
 In our opinion, the financial report of Cockburn Wetlands Education Centre Inc. presents fairly, in all material respects, the financial position as of 30 June 2021 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporations Act Western Australia 2015.



Name of firm: Face 2 Face Business Mentors  
 Name of auditor: Neville Andrew Robert FIPA  
 Member No.: 183180  
 Address: Lynwood, Perth  
 Dated this 14<sup>th</sup> day of November 2021



Kilifi Blue Holdings Pty Ltd atf Business CPR Trust  
 U/as Face 2 Face Business Mentors and Face 2 Face Business Solutions  
 ACN – 127 579 159 / ABN – 69 284 557 061



The Cockburn Wetlands Education Centre Annual Report 2020-2021

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## Notes on the Financial Statement for the year ended 30 June 2021

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

## NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Western Australia 2015 and the Australian Charities and Not for Profit Commission. The committee has determined that Cockburn Wetlands Education Centre Inc. (CWEC) is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. **Income Tax**

The Association is exempt from income tax under Section 50-5 of the Income Tax Assessment Act 1997.

b. **Property, Plant and Equipment (PPE)**

Each class of property, plant & equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

When an asset is disposed, the gain or loss is calculated by comparing proceeds received with its carrying amount and is taken to profit or loss.

c. **Employee Benefits**

Provision is made for CWEC's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

d. **Provisions**

Provisions are recognised when CWEC has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at reporting date.

e. **Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

f. **Revenue and Other Income**

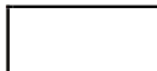
Non-reciprocal grant income is recognised in profit or loss when CWEC obtains control of the grant. It is probable that the economic benefits gained from the grants will flow to CWEC and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

When grant revenue is received whereby CWEC incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the Balance Sheet as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Donations of cash are recognised as revenue when received.

Gifts of time are brought to account at the volunteer's valuation.



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

Gifts of equipment are brought to account at a reasonably determined fair value. Both useability and marketability are joint considerations in determining fair value.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Interest revenue is recognised as it accrues.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. All revenue is stated net of the amount of goods and services tax (GST).

g. **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from or payable to the ATO is included as a current asset or liability in the Balance Sheet.

h. **Comparative figures**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.



## Profit and Loss FY 21 and FY 20

## The Wetlands Centre

Profit and Loss  
July 2020 - June 2021

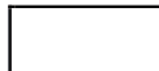
	TOTAL	
	JUL. 2020 - JUN. 2021	JUL. 2019 - JUN. 2020 (PY)
Income		
ATO Cash Flow Boost	5,000.00	15,000.00
Bank Interest	558.25	2,094.28
BUILDING MANAGEMENT		
Members' Venue Hire	3,165.00	6,840.00
Other Income	1,658.04	
Venue Hire	13,516.89	14,142.29
Total BUILDING MANAGEMENT	18,339.93	20,982.29
Conference	25,483.63	15,244.28
Education	9,344.69	6,394.35
Friends of South Bank	2,000.00	5,580.00
FUNDRAISING		
FUNDRAISING (NON TD)		
BBQ Fundraisers (NTD)	3,502.00	1,636.36
Total FUNDRAISING (NON TD)	3,502.00	1,636.36
PRECINCT FUNDRAISING (NON TD)		
Income Precinct JV		1,372.32
Total PRECINCT FUNDRAISING (NON TD)		1,372.32
Total FUNDRAISING	3,502.00	3,008.68
Fundraising Income of	5,529.13	
GRANT INCOME		
Grant 1 - Marketing	4,250.00	
Grant 12 - NRM 2021	12,332.72	
Grant 13 - Lotterywest 2021	226.36	
Grant 2 - NRM	2,470.03	329.97
Grant 4 - Shell Australia	454.55	
Grant 5 - Communities Enviro Program	15,000.00	
Total GRANT INCOME	34,733.66	329.97
Memberships	190.94	159.11
Nursery/Wetland care	1,420.78	15,300.91
Other Income	12,429.97	6,000.14
Profit (loss) on Assets Disposal		-3,961.20
Sponsorship	93,782.45	91,763.65
TRUST FUND		
Bank Interest - Trust Fund	172.05	615.54
Collection box donations (TD)	159.25	1,028.20
Education Event Donations (TD)	10.00	75.00
Unsolicited Donations (TD)	856.35	305.00
Total TRUST FUND	1,197.65	2,023.74
Uncategorised Income	0.00	
Unsolicited Donations (NTD)	150.00	
Total Income	A\$213,663.08	A\$179,920.20
GROSS PROFIT	A\$213,663.08	A\$179,920.20

Accruals Basis Sunday, 28 November 2021 11:16 AM GMT+08:00

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The Cockburn Wetlands Education Centre Annual Report 2020-2021

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## The Wetlands Centre

Profit and Loss  
July 2020 - June 2021

	TOTAL	
	JUL. 2020 - JUN. 2021	JUL. 2019 - JUN. 2020 (PY)
Expenses		
Accounting	1,206.19	1,598.85
Bad debts	11,178.61	
Bank Charges and Fees	27.00	-103.02
BBQ Fundraiser	538.37	318.48
<b>BUILDING MANAGEMENT EXPENSES</b>		
Cleaning	6,567.18	2,843.64
Communications	1,421.09	1,875.86
Consumables	1,549.89	796.95
Electricity	157.65	2,224.37
Insurance	418.18	1,930.43
Security		90.91
Services	2,908.77	366.54
<b>Total BUILDING MANAGEMENT EXPENSES</b>	<b>13,022.76</b>	<b>10,128.70</b>
Conference Expense	18,473.97	8,318.14
Consultants Fees	400.00	200.00
Consumables	1,977.52	1,724.02
Contractors	2,000.00	5,580.00
Council Levy		703.18
<b>DEPRECIATION</b>		
Acc dep - Education Equipment	2,235.72	3,109.67
Acc dep - Furniture & Fixtures	6,316.07	6,774.04
Acc dep - Landcare Equipment	2,929.09	3,408.94
Acc dep - Office Equipment	1,028.65	1,852.34
Acc dep - Vehicle Attachments	1.52	1.96
<b>Total DEPRECIATION</b>	<b>12,511.05</b>	<b>15,146.95</b>
Education Expense	1,745.75	540.56
Expenses Precinct JV		191.33
Fees Paid		1,347.47
Fuel/oil - LEq	59.24	
Fundraising Profits Deferred		1,317.88
Insurance	1,794.46	2,258.81
Marketing	8,976.00	2,018.04
Motor vehicle expenses	1,771.14	1,065.17
Nursery/Wetland Care Expenses	8,661.95	4,037.25
Office expense	203.18	482.25
<b>PAYROLL EXPENSES</b>		
LSL Entitlement Expense	3,596.03	1,962.32
Superannuation Expense	12,286.45	9,701.58
Wages & Salaries Expense	128,118.29	102,921.84
Workers' Compensation	1,491.64	1,440.55
<b>Total PAYROLL EXPENSES</b>	<b>145,492.41</b>	<b>116,026.29</b>
Precinct JV Profits Deferred		1,180.99
Repairs & Maintenance	102.59	125.45

Accruals Basis Sunday, 28 November 2021 11:16 AM GMT+08:00

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The Wetlands Centre		
Profit and Loss		
July 2020 - June 2021		
	TOTAL	
	JUL. 2020 - JUN. 2021	JUL. 2019 - JUN. 2020 (PY)
Subscriptions	1,050.00	1,568.02
Training & Safety	542.43	2,445.22
Trust Fund Transfer	1,197.65	
Total Expenses	A\$232,932.27	A\$178,220.03
Other Expenses		
BAS Roundoff Gain or Loss	-0.84	-0.98
Total Other Expenses	A\$ -0.84	A\$ -0.98
NET EARNINGS	A\$ -19,268.35	A\$1,701.15

Accruals Basis Sunday, 28 November 2021 11:16 AM GMT+08:00

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The Cockburn Wetlands Education Centre Annual Report 2020-2021

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## Balance Sheet FY 21 and FY 20

## The Wetlands Centre

Balance Sheet  
As of June 30, 2021

	TOTAL	
	AS OF JUN. 30, 2021	AS OF JUN. 30, 2020 (PY)
<b>Assets</b>		
Current Assets		
Accounts receivable		
Accounts Receivable (A/R)	1,305.59	12,842.50
<b>Total Accounts receivable</b>	<b>A\$1,305.59</b>	<b>A\$12,842.50</b>
CASH ON HAND & AT BANK		
Direct Debit - Bend 679 120	384.30	670.59
Main Account - Bend 678 965	139,910.29	30,413.31
Monthly Term - Bend 679 005	223,597.54	36,556.55
Petty Cash	300.00	300.00
Three Monthly Term - Bend 679 070	126,385.13	125,896.87
Trust Fund - Bend 747 620	44,599.48	44,317.43
Uni - 1616	0.00	0.00
Uni - 2229	0.00	0.00
Uni - 4108	0.00	0.00
Uni - 4948	0.00	0.00
Uni - 9670	0.00	9,083.73
Uni -0554	0.00	0.00
Uni- 4447	0.00	0.00
<b>Total CASH ON HAND &amp; AT BANK</b>	<b>535,176.74</b>	<b>247,238.48</b>
Accrued Income	0.00	15,000.00
OTHER DEPOSITS		
Deposits Paid	0.00	8,944.00
Pledges Receivable	0.00	8,242.50
<b>Total OTHER DEPOSITS</b>	<b>0.00</b>	<b>17,186.50</b>
Undeposited Funds	211.50	252.55
<b>Total Current Assets</b>	<b>A\$536,693.83</b>	<b>A\$292,520.03</b>

Accruals Basis Sunday, 28 November 2021 11:21 AM GMT+08:00

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## The Wetlands Centre

Balance Sheet  
As of June 30, 2021

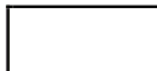
	TOTAL	
	AS OF JUN. 30, 2021	AS OF JUN. 30, 2020 (PY)
Long-term assets		
FURNITURE, FIXTURES & OFFICE EQUIPMENT		
Furniture & Fixtures Accum Dep	-21,155.31	-14,839.24
Furniture & Fixtures at Cost	51,064.94	44,584.94
Office Equipment Accum Dep	-10,014.69	-10,558.32
Office Equipment at Cost	11,589.29	12,621.55
Total FURNITURE, FIXTURES & OFFICE EQUIPMENT	31,484.23	31,808.93
PROPERTY & EQUIPMENT		
Education Equipment Accum Dep	-11,764.08	-9,528.36
Education Equipment at Cost	21,342.75	21,342.75
Landcare Equipment Accum Dep	-18,607.97	-15,678.88
Landcare Equipment at Cost	32,026.51	27,174.10
Total PROPERTY & EQUIPMENT	22,997.21	23,309.61
VEHICLES		
Vehicle Attachments Accum Dep	-628.88	-627.36
Vehicle Attachments at Cost	634.13	634.13
Total VEHICLES	5.25	6.77
Total long-term assets	54,486.69	55,125.31
Total Assets	A\$591,180.52	A\$347,645.34

Accruals Basis Sunday, 28 November 2021 11:21 AM GMT+08:00

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The Cockburn Wetlands Education Centre Annual Report 2020-2021

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## The Wetlands Centre

Balance Sheet  
As of June 30, 2021

	TOTAL	
	AS OF JUN. 30, 2021	AS OF JUN. 30, 2020 (PY)
Liabilities and shareholder's equity		
Current liabilities:		
Accounts payable		
Trade Creditors	0.00	0.00
Total Accounts payable	A\$0.00	A\$0.00
GST & OTHER ATO LIABILITIES		
ATO Clearing Account	44,000.00	29,065.00
GST Liabilities Payable	-726.37	189.51
Total GST & OTHER ATO LIABILITIES	43,273.63	29,254.51
PAYROLL LIABILITIES		
PAYG Withholdings Payable	0.00	1.13
Payroll clearing	0.00	0.01
Prov for LSL (current)	30,475.89	33,206.86
Superannuation Payable	5,272.96	3,794.56
Total PAYROLL LIABILITIES	35,748.85	37,002.56
Suspense Account	-18.22	-18.22
Trust Fund Holding Account	45,625.08	110.00
UNEXPENDED FUNDRAISING		
TWC- Fundraising Income c/f	0.00	5,529.13
Total UNEXPENDED FUNDRAISING	0.00	5,529.13
UNEXPENDED GRANTS		
Grant 1 - Marketing	0.00	4,250.00
Grant 12 - NRM 2021	105,477.28	
Grant 13 - Lotterywest 2021	179,773.64	
Grant 2- NRM	0.00	2,470.03
Grant 4 - Shell Australia	0.00	454.55
Grant 5 - Communities Enviro Program	0.00	15,000.00
Total UNEXPENDED GRANTS	285,250.92	22,174.58
UNEXPENDED PRECINCT JV FUNDS		
General Fundraising c/f	0.00	190.50
Grant Income c/f	0.00	2,464.00
Quiz Night Income c/f	0.00	439.55
Turtle Fest Income c/f	0.00	1,192.69
Total UNEXPENDED PRECINCT JV FUNDS	0.00	4,286.74
UNEXPENDED AUSPICING GRANTS		
Friends of South Bank	0.00	4,420.00
Total UNEXPENDED AUSPICING GRANTS	0.00	4,420.00
Total current liabilities	A\$409,880.26	A\$102,759.30
Shareholders' equity:		
Net Income	-19,268.35	1,701.15
Opening balance equity	0.00	0.00
Previous year adjustment	-44,317.43	

Accruals Basis Sunday, 28 November 2021 11:21 AM GMT+08:00

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The Cockburn Wetlands Education Centre Annual Report 2020-2021

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The Wetlands Centre		
Balance Sheet		
As of June 30, 2021		
	TOTAL	
	AS OF JUN. 30, 2021	AS OF JUN. 30, 2020 (PY)
Retained Earnings	244,886.04	243,184.89
Total shareholders' equity	A\$181,300.26	A\$244,886.04
Total liabilities and equity	A\$591,180.52	A\$347,645.34

Accruals Basis: Sunday, 28 November 2021 11:21 AM GMT+08:00

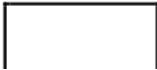
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The Cockburn Wetlands Education Centre Annual Report 2020-2021

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5. Strategic Plan 2020-2025







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Strategic Plan 2020 - 2025

**Vision:** Wetlands are increasingly appreciated and recognised by the local and state-wide community for their scientific, aesthetic, historic, social, and spiritual values.

**Mission:** To connect the community with Wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use<sup>11</sup> within the wider environment.

Values:	Key Strategies
<ul style="list-style-type: none"> <li>➤ Accountability</li> <li>➤ Transparency</li> <li>➤ Stewardship</li> <li>➤ Integrity</li> <li>➤ Trust</li> <li>➤ Collaboration</li> <li>➤ Respect</li> </ul>	<ul style="list-style-type: none"> <li>➤ Diversify income               <ul style="list-style-type: none"> <li>a. Develop unrestricted funding sources</li> <li>b. Generate internal income</li> </ul> </li> <li>➤ Integrate and Manage Knowledge               <ul style="list-style-type: none"> <li>a. Evolve financial systems</li> <li>b. Manage knowledge (implement a comprehensive system to support compliance, governance, work processes and customer service).</li> <li>c. Develop research and educational programs as appropriate</li> </ul> </li> <li>➤ Utilise Assets               <ul style="list-style-type: none"> <li>a. Research, analyse, articulate, and implement a plan for best use of the assets based on sustainability and leadership.</li> <li>b. Demonstrate effective and efficient management at both regional and local levels.</li> <li>c. Develop and implement interpretation opportunities.</li> <li>d. Undertake conservation and associated Wetland Care activities as appropriate to the strategic objectives (Leadership, Governance, Partnerships and Sustainability)</li> </ul> </li> <li>➤ Connecting with Partners and expand Community Engagement               <ul style="list-style-type: none"> <li>a. Develop, action, and continuously review and evaluate communication strategies</li> <li>b. Consolidate existing partnerships through direct discussions regarding the quality of engagement and shared programs.</li> <li>c. Develop and support research and training for both professional and community development.</li> </ul> </li> </ul>



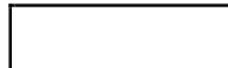
## Item 12.1 Attachment 4

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## Key Objectives

- **Leadership:** To increase the knowledge, awareness, understanding, and commitment of decision-makers in all aspects of wetlands and environmental education.
- **Partnership:** To initiate and sustain the widest possible proactive participation, support and engagement with wetlands and environmental education.
- **Governance:** To demonstrate best practice in the Wetland Centre's culture, systems, and skills enabling more effective and efficient operations for all stakeholders including members, volunteers, and partners.
- **Sustainability:** To develop and deliver standards, processes, projects, programs, and events that are environmentally, socially, and economically justified.

		Year 1 (2020-2021)	Year 2 (2021 –2022)	Year 3 (2022-2023)	Year 4 (2023 –2024)	Year 5 (2024 –2025)
Governance	Agree to an ongoing review of the strategic plan					
	Review constitution					
	Review and formalise roles and responsibilities of Board					
	Review and formalise roles and responsibilities of staff					
	Formalise roles and responsibilities of Committees of the Board					
	Develop Risk Management Plan					
	Review and formalise OSH Management Plan.	First aid training for all staff and volunteers				



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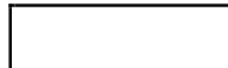
Item 12.1 Attachment 4

	Develop Communication Plan					
	Prioritise Training and Education Programs for Board members and staff (personal & professional)					
	Prepare draft annual budget (capital and recurrent)					
	Audit accounts including an Asset Register					
	Development and implementation of a digital platform Organisation Document/File Templates / archives / data management					
	Develop Electronic Policy and Procedures Manual Access and Inclusion Plan					
	Review City of Cockburn's contract and lease agreement					
	Review annual insurance					
	Develop and implement a succession plan					
Leadership	Review, develop and implement Nursery Plan					
	Review, develop and implement Primary Schools' Program (linking to the curriculum)					
	Develop and implement Secondary Schools' programs (linking with curriculum)					
	Review, develop and implement Family Holiday Program					
	Review, develop and implement a plan for the WA Wetland Management Conferences (50 <sup>th</sup> RAMSAR anniversary 2021)					
	Develop and implement reconciliation action plan					

## Item 12.1 Attachment 4

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	Review, develop and implement Wetland Care Program					
	Develop and implement TAFE programs (linking to the curriculum)					
	Develop and implement UNI programs (linking to the curriculum)					
	Develop and implement teacher training programs					
	Develop educational resources					
	Consider establishing Ambassadors					
Partnerships	Review and maintain partnership with the City of Cockburn					
	Investigate partnership arrangement with Wildflower Society					
	Investigate partnership arrangement with Harry Butler institute (Strategic partnership 3 to 5-year wetland Education program)					
	Investigate partnership arrangement with Yelakitj Moort Nyungar Association					
	Investigate partnership arrangement with Wetlands Conservation Society					
	Investigate partnership arrangement with Department of Biodiversity and Conservation					
	Investigate partnership arrangement with Native ARC					
	Investigate partnership arrangement with Bibra Lake Scouts					
	Investigate partnership arrangement with Volunteering Western Australia					



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	Investigate partnership arrangement with Murdoch University					
	Investigate partnerships arrangements as appropriate					
Sustainability	Develop and implement a business plan					
	Review, develop and implement Sustainable Membership program					
	Develop and implement supporters /donors' program (benefits)					
	Complete outstanding capital works program stage one and two					
	Source and prepare grant applications for the Centre					
	Develop and implement fundraising program					
	Develop and implement sponsorship / investment program (benefits)					
	Review, develop and implement Volunteer Management System					
	Review and formalise the Venue Hire Program / Data Management					
	Develop draft Community Engagement Program					

### References

1. (2020). Retrieved 1 October 2020, from <https://www.ramsar.org/sites/default/files/documents/library/info2007-07-e.pdf>

6. Strategic Plan Progress Report June 2022



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**Strategic Plan 2020 – 2025****Update June 2022**

**Vision:** Wetlands are increasingly appreciated and recognised by the local and state-wide community for their scientific, aesthetic, historic, social, and spiritual values.

**Mission:** To connect the community with Wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use within the wider environment.

Key Objectives	Actions	Status	Update and Summary
<b>Governance</b>	Agree to an ongoing review of the strategic plan		Ongoing – following implementation of Functional Review, the strategic plan review will be restored as a regular agenda item of the Board.
	Review constitution		Modernised cNstitution endorsed at 2021 AGM and approved by the relevant government department. NOTE: Change in how the Board is constituted, eg staggered terms of office.
	Review and formalise roles and responsibilities of Board		Addressed with the modernisation of the Constitution along with the endorsement of HR policies and procedures in December 21.
	Review and formalise roles and responsibilities of staff		Key element of the Functional Review, position statements for core staff to be completed as part of the implementation of the Functional Review. Comprehensive HR policy and procedures endorsed December 2021
	Formalise roles and responsibilities of Committees of the Board		Revised Constitution clarified role and responsibility of committees, standard template for Terms of Reference in use. No formal committees of the Board presently exist.
	Develop Risk Management Plan		Functional Review identified key HR risks. Development of Risk Management will be a key priority post implementation of the Functional Review.
	Review and formalise OHS Management Plan.		Yet to commence - Key task post implementation of Functional Review. NOTE Comprehensive HR policies and procedures which address some key elements of OHS approved December 2021
	Develop Communication Plan		Draft Comms Plan now under review by the recently appointed Engagement Officer Lakshmi Kanchi, to be presented at the August meeting of the Board.
	Prioritise Training and Education Programs for Board members and staff (personal & professional)		Prioritise post implementation of Functional Review



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	Prepare draft annual budget (capital and recurrent)		Ongoing. The Functional Review contains 3 year budget projection. Budget for FY23 to be presented at the July meeting of the Board.
	Audit accounts including an Asset Register		Ongoing. Will seek new auditors for approval at the 22 AGM. Asset Register up to date as at June 21
	Development and implementation of a digital platform Organisation Document/File Templates / archives / data management		Draft file structure developed, implementation has commenced to be completed December 22.
	Develop Electronic Policy and Procedures Manual Access and Inclusion Plan		Development of electronic policies and procedures incorporated into the job roles for the Engagement Officer and IT support, to be completed by December 2022. Access and Inclusion – addressed in relation to the building by the CoC. Access and inclusion will be a requirement of the landscape planning and amphitheatre redevelopment.
	Review City of Cockburn's contract and lease agreement		Lease completed. FY23 sponsorship agreement in preparation.
	Review annual insurance		Ongoing – operational
	Develop and implement a succession plan		The Functional Review identified succession issues in relation to HR specifically the management of information and records. The Constitution addresses succession as part of the limited terms for Board members. Will need to be prioritised post Functional Review.
	Review, develop and implement Nursery Plan		Key task post implementation of Functional Review.
	Review, develop and implement Primary Schools' Program (linking to the curriculum)		A business model has been developed, further work is delayed due to suspending the education program while capital works and Functional Review are finalised.
	Develop and implement Secondary Schools' programs (linking with curriculum)		To be developed 2 <sup>nd</sup> half of year by Environmental Education Officer as part of NRM grant, will commence when program recommences.
	Review, develop and implement Family Holiday Program		Recently appointed Engagement Officer is tasked with this duty, an update should be available in August. NOTE the family program (Get Wild for Wetlands) is ongoing and requires coordination.
Leadership	Review, develop and implement a plan for the WA Wetland Management Conferences		2022 Conference considered one of the most successful. Have improved the revenue of the conference. Planning for 2023 conference is underway, detailed planning document will be



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			available in July with the aim for the launch (call for submissions) commencing early August, along with the website of the Conference proceedings for 2022.
	Develop and implement reconciliation action plan		Nearing commencement, The Treasurer (A/General Manager) and our Elder in Residence are overseeing this process. Funding for plan will be available in the new financial year and completion is pencilled in for Dec 22, with formal launch in 2023
	Review, develop and implement Wetland Care Program		Activity directly connected with Nursery Plan and overall business plan for the Centre. Key task post implementation of Functional Review.
	Develop and implement TAFE programs (linking to the curriculum)		On hold while Nursery plan and centre plan under development
	Develop and implement UNI programs (linking to the curriculum)		To commence FY23 – potentially impacted by priorities of the implementation of the Functional Review.
	Develop and implement teacher training programs		To commence FY23 - This is part of the NRM Education Program, the framework has been developed, and implementation is scheduled for FY 23 and is critical in delivering the Education program in a sustainable way.
	Develop educational resources		This is part of the NRM Education Program, the framework has been developed, implementation delayed due to suspending program while capital works are underway.
	Consider establishing Ambassadors		To commence FY23 – Consider launching at 30 <sup>th</sup> Anniversary of the Centre April 23.
<b>Partnerships</b>	Review and maintain partnership with the City of Cockburn		Ongoing. We now have an effective contact in relation to the facility and lease management. Ongoing issues with Education and Environmental staff (legacy issues with how the Centre was treated). Direct engagement with the COO as part of the process of the Functional Review
	Investigate partnership arrangement with Wildflower Society		Ongoing – Joint project on hold pending the implementation of Functional Review.
	Investigate partnership arrangement with Harry Butler institute (Strategic partnership 3 to 5-year wetland Education program)		Progressing - commitment to formalise relationship no later than December 22, commitment to sponsor Conference. Investigation support for the artificial wetlands and operation of nursery.
	Investigate partnership arrangement with Yelakitj Moort Nyungar Association		Ongoing – key element of the development and implementation of the RAP.

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	Investigate partnership arrangement with Wetlands Conservation Society		Support for the publication of the "Experiencing Perth's Biodiversity" & "Bush Walks in the Beeliar Regional Park". Agreement for the Centre to be responsible for the books promotion and will be used as part of the interpretation of the Centre. Book launched delayed due to COVID.
	Investigate partnership arrangement with Department of Biodiversity and Conservation		No activity
	Investigate partnership arrangement with Native ARC		Engagement Officer has been tasked with investigating this area. As with the CoC there are legacy issues associated with how the Centre was dealt with.
	Investigate partnership arrangement with Bibra Lake Scouts		They are not really interested
	Investigate partnership arrangement with Volunteering Western Australia		Key element of reforming our management of volunteers – another key task post Functional Review. We are members.
	Investigate partnership arrangement with Murdoch University		Linked to Harry Butler partnership
	Investigate partnerships arrangements as appropriate		Key task appropriate for direct involvement of the Board.
	Develop and implement a business plan		This is the critical task for FY23. The Functional Review essentially provides the basis for the Centre to operate at a minimum level for 12 months while the new management structure develops and begins implementing business plans identified and outlined in the Functional Review.
	Review, develop and implement Sustainable Membership program		Membership fees increased. The number of members improved due to the conference. No management plan for membership, this will be incorporated into the engagement plan and is another key task post Functional Review.
	Develop and implement supporters /donors' program (benefits)		To commence FY23 – This is a task that may be appropriate for the direct participation of Board members.
	Complete outstanding capital works program stage one and two		Program delayed due to concerns about procurement processes and lack of planning. Now underway and supported by proper planning process. Scheduled for completion by Dec 22
<b>Sustainability</b>	Source and prepare grant applications for the Centre		Successful application the CoC Business innovation grant. Key responsibility identified in the Functional Review. Awaiting confirmation of the Jubilee grant for tree planting.



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	Develop and implement fundraising program		To commence FY23
	Develop and implement sponsorship / investment program (benefits)		Linked to partnerships, a task in which the Board can play an active role in.
	Review, develop and implement Volunteer Management System		Post Functional Review – considered essential for the operation of the Centre.
	Review and formalise the Venue Hire Program / Data Management		Completed by the Treasurer. Implementation will be subject to the development of an online booking and calendar (as funded by CoC innovation grant) and completion of the internal capital works.
	Develop draft Community Engagement Program		What work had been completed in 21 is now subject to a thorough review by the Engagement Officer. Detailed planning will be completed by Dec 22.

7. 18<sup>th</sup> Annual Wetlands Conference Program 2022





Bibra Lake, or Walliobup, on Whadjuk Nyungar Boodja (Country).  
A sacred Aboriginal site, the banks of this lake have unearthed 5000-year-old artefacts showing its use to be older than the pyramids!

# *The 18<sup>th</sup> Annual WA Wetlands Conference 2022*

## *Conference Program*

### *"Cultural Wisdom & Scientific Innovations for our Wetlands"*

Wednesday 2<sup>nd</sup> February & Thursday 3<sup>rd</sup> February 2021

8:45am to 4:25pm

**The Wetlands Centre Cockburn**

184 Hope Road, Bibra Lake WA 6163

## Item 12.1 Attachment 4

ERC 28/07/2022

**Conference Structure**

We believe that each and everyone has a stake in the conservation of our wetlands and the issues that surround them. So, this year, we have structured our conference to allow for broader participation from all walks of our community. The conference program is divided into 4 half-day sections, each of which is based on the following themes.

- Leadership:** To increase the knowledge, awareness, understanding, participation, engagement, and commitment to the conservation of wetlands.
- Reconciliation:** To initiate, support, and sustain a proactive partnership with traditional custodians for the conservation of wetlands.
- Sustainability:** To develop and deliver standards, processes, projects, and/or programs that are environmentally, socially and economically justified.
- Partnerships:** To initiate and sustain the widest possible proactive participation, support and engagement for the conservation of wetlands.

**Conference Format**

This year, the conference will include keynotes, expert presentations, case studies and plenary, over 4 half-day sections, every one of which features one of our conference themes four.

**Keynotes:** The four keynote presentations will explore the four conference themes. They are scheduled at the very start of each of the 4 half-day sections.

**Expert Presentations:** Expert presentations will occur simultaneously in separate rooms. Attendees will be able to sign-up for one of the three presentations based on their interest during the registration period each morning of the conference. Details of each of the expert presentations are provided in this program to assist conference participants in deciding which ones they would like to attend.

**Case Studies:** Case study presentations are great avenues to showcase case studies, evidence-based research, solutions-based projects and success stories that would be beneficial to both an academic and a practitioner audience. These succinct 15 to 20 minute presentation talks will be delivered in the conference hall to all attendees.

**Plenaries:** A plenary session is scheduled to occur at the end of each of the 4 half-day sections. The plenary will be facilitated by a conference organiser and each of the speakers who presented during that conference section will be in attendance to answer audience questions generated in the previous presentations.

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For further information about the conference please visit the website at  
[www.thewetlandscentre.org.au/conference](http://www.thewetlandscentre.org.au/conference)



#### WHAT IS WORLD WETLANDS DAY?

**2 February** each year is World Wetlands Day. It marks the date of the signing of the Ramsar Convention on Wetlands on 2 February 1971, in the Iranian city of Ramsar on the shores of the Caspian Sea. The Convention on Wetlands is the only global intergovernmental treaty that deals with a particular ecosystem. It provides the framework for national action and international cooperation to halt the worldwide loss of wetlands and to conserve, through wise use and management, those that remain. Presently there are 172 Contracting Parties, up from 21 initial signatory nations in 1971. The Ramsar list of Wetlands of International Importance now includes 2,435 sites covering 254,685,425 hectares.

**World Wetlands Day** was celebrated for the first time in 1997 and made an encouraging beginning. Each year, government agencies, non-governmental organizations, and groups of citizens at all levels of the community have taken advantage of the opportunity to undertake actions aimed at raising public awareness of wetland values and benefits in general and the Ramsar Convention in particular.

#### WORLD WETLANDS DAY 2022

The international theme for World Wetlands Day 2022 follows the Ramsar theme of 'Wetlands Action for People and Nature'. This year's campaign focus is a call to take action for wetlands. It's an appeal to invest financial, human and political capital to save the world's wetlands from disappearing and to restore those we have degraded.

#### KEY MESSAGES

##### Value Wetlands

- Recognise the multiple benefits and nature-based solutions they provide
- Capture the importance of wetlands through economic evaluation
- Ensure the policies and decision-making reflect the full value of wetlands

Manage wetlands wisely and use sustainably to conserve and maintain their health.

##### Restore lost and degraded wetlands

- Manage water
- Re-establish suitable vegetation
- Manage pollution
- Involve the local community
- Establish public-private partnership programs

**World  
Wetlands Day**  
2 February 2022



**Wetlands Action for People and Nature**

[www.worldwetlandsday.org](http://www.worldwetlandsday.org)



Day 1 Conference Program, Wednesday 2<sup>nd</sup> February 2022**8.00am Registrations****Opening and Welcome****8.45am WELCOME TO COUNTRY**

Marie Taylor, Elder in Residence, The Wetlands Centre

**CONFERENCE WELCOME**

Hon Reece Whitby MLA

Minister for Environment; Climate Action

*Leadership***Keynote****9.00am A JEWEL IN THE CROWN OF A GLOBAL BIODIVERSITY HOTSPOT**

Emeritus Prof. Hans Lambers, School of Biological Sciences, University of Western Australia

**10.00am Morning Break****Expert Presentations (concurrent)****10.30am HABITAT REHABILITATION AND SALTMARSH MOSQUITO MANAGEMENT IN ADENIA SALTMARSH TEC**

Dr Rose Weerasinghe, South East Regional Centre for Urban Landcare

**10.30am NO ROE'D THROUGH THE WETLANDS - LONG TERM COMMUNITY LEADERSHIP LEADING TO A SUCCESSFUL CONSERVATION OUTCOME.**

Dr Felicity Bairstow

**10.30am DEEP SPECTACLE, SURFACE COLLAPSE: IMAGINING DESIGN AND CONSERVATION IN THE PROPOSED YULE BROOK REGIONAL PARK**

Daniel Jan Martin, School of Design University of Western Australia

**Case Studies****11.05am REIMAGINING PERTH'S LOST WETLANDS**

Tracy de Vetter &amp; Dr Jane Chambers, NatureLink Perth, Murdoch University

**11.25am WHEN INTERNATIONAL IMPORTANCE IS4 N'T IMPORTANT ENOUGH: A CASE STUDY IN THE POWER OF COMMUNITY IN PROTECTING A RAMSAR WETLAND.**

Dr Steve Fisher, Peel-Harvey Catchment Council Inc.

**Plenary Session****11.45am Facilitated question and answer forum**

Presenters will be in attendance to answer audience questions

**12.15pm Lunch***A short tour of The Wetlands Centre and Nursery will commence at 12:45 for interested conference participants. Please convene at the main grassed area adjacent to the constructed wetlands.*

### *Reconciliation*

#### Keynote

- 1.15pm THE CULTURAL IMPORTANCE OF THE WETLANDS AND WATERWAYS OF THE DJALGARRO BEELIAR CATCHMENT**  
Dr Cristina Ramalho, School of Biological Sciences, University of Western Australia, Glenda Kickett, University of Western Australia, Gail Barrow, Dr Emma Ligtermoet, School of Biological Sciences, University of Western Australia

#### Expert Presentations (concurrent)

- 2.15pm CONNECTING TO OUR RIVERS: PROTOCOLS AND PROCESSES FOR RESPECTFUL CATCHMENT RESEARCH**  
Associate Prof. Tod Jones, School of Design and Built Environment, Curtin University & Vanessa Corunna, Centre for Aboriginal Studies, Curtin University
- 2.15pm NYUNGAR KNOW-HOW**  
Elder Marie Taylor, Elder in Residence, The Wetlands Centre
- 2.15pm NEW WAYS OF LISTENING IN THE WETLAND – PODCASTS, PERSPECTIVES AND PRACTITIONERS**  
Gina Pickering, Board Member, The Wetlands Centre Cockburn

**2.45pm Afternoon Break**

#### Case Study

- 3.15pm PLACES OF BELONGING: A WETLANDS STORY**  
Associate Prof. Robyn Heckenberg, Centre for Aboriginal Studies, Curtin University

#### Plenary Session

- 3.55am Facilitated question and answer forum**  
Each of the presenters will be in attendance to answer audience questions generated in the previous sessions.

**4.25pm Close Day 1**

**Please join us after Day one of the Conference for light refreshments between 4:30 and 6pm.**

#### LOOK OUT FOR: URBAN BUSHLAND COUNCIL

UBC is a peak community organisation for urban bushland, wetland and ecological linkage protection. We support 80 bushcare groups with advocacy, campaigns, education and forums to hear their ideas.

**Availability: Both Days of the Conference**

Day 2 Conference Program, Thursday 3<sup>rd</sup> February 2022

**8.00am Registrations**

**Opening and Welcome**

**8.45am WELCOME TO COUNTRY**

Marie Taylor, Elder in Residence, The Wetlands Centre

**CONFERENCE WELCOME**

Mr David Anthony Edward Scaife MLA BA (Hons); LLB; LLM

Acting Speaker

*Sustainability*

**Keynote**

**9.00am RE-ENLIVENING WETLANDS: INFUSING THROUGH THE SCIENCES, ARTS AND ACTIVISM**

Dr Libby Jackson-Barrett, Prof. Mindy Blaise, Prof. Pierre Horwitz

Centre for People Place and Planet, Edith Cowan University

**10.00am Morning Break**

**Expert Presentations (concurrent)**

**10.30am NEW METHODS FOR CREATING DROUGHT REFUGES FOR IMPERILLED FRESHWATER SPECIES IN SOUTHWESTERN AUSTRALIA**

Dr Belinda Robson, Murdoch University

**10.30am ENVIRONMENTAL DNA IN FRESHWATER ECOLOGY: CHARACTERISTICS AND PROSPECTS OF AN EMERGING BIOMONITORING TOOL**

Dr Nicole White, Research Fellow & Lab Manager, Trace and Environmental DNA Lab, Dr Mattia Saccò, Postdoctoral fellow, Subterranean Research and Groundwater Ecology (SuRGE) Group, TrEnD Laboratory, Dr Josephine Hyde, Ecosystem Science Program, Biodiversity and Conservation Science, Department of Biodiversity, Conservation and Attractions

**10.30am WETLAND BUFFERS - A CONTROVERSIAL SUBJECT**

Dr Michael Coote, Department of Biodiversity Conservation and Attractions

**Case Study**

**11.05am STUDYING AND MANAGING WETLANDS FROM THE SKY**

Dr. Ru Somaweera, Stantec

**11.20am LONG-TERM WETLAND VEGETATION MONITORING IN THE SOUTH-WEST**

Robyn Loomes, Department of Water and Environmental Regulation

**11.35am NARRATIVE SUSTAINABILITY AND TRANSFORMATION: STORYING LAKE MONGER'S CONTESTED ECOLOGICAL PAST AND UNCERTAIN ECOLOGICAL FUTURITY**

Drew Thornton, Curtin University

## Plenary

11.50am

### Facilitated question and answer forum

Each of the presenters will be in attendance to answer audience questions generated in the previous sessions.

12.15pm

Lunch

## Partnerships

## Keynote

1.15pm

### PARTNERSHIPS – SUPPORTING PEOPLE TO WORK TOGETHER FOR POSITIVE ECOLOGICAL IMPACT

Dr Ingrid Sieler, Perth Region NRM Inc.

## Expert Presentations (concurrent sessions)

2.15pm

### SAVING OUR SNAKE-NECKED TURTLE PROGRAM

Dr Jane Chambers & Anthony Santoro, Murdoch University

2.15pm

### THE FROG FILES - THE WHY AND HOW TO REVEGETATION GUIDE

Johnny Prefumo

2.15pm

### THE HIDDEN WORLD OF NOOGENBORO - HERDSMAN LAKE DISCOVERY CENTRE TAKES FLIGHT

Mandy Bamford, WA Gould League / Herdsman Lake Discovery Centre

2.45pm

Afternoon Break

## Case Study

3.15pm

### SCHOOL AND COMMUNITY PARTNERSHIPS: BUILDING RELATIONSHIPS TO ENHANCE WETLAND EDUCATION

Barbara Sing & Amanda Zele, John Tonkin College

3.35pm

### CONNECTING WITH SCHOOLS: A WIN-WIN AND WIN FOR WETLANDS!

Dr Catherine Baudains, The Wetlands Centre

## Plenary Session

3.55am

### Facilitated question and answer forum

Each of the presenters will be in attendance to answer audience questions generated in the previous sessions.

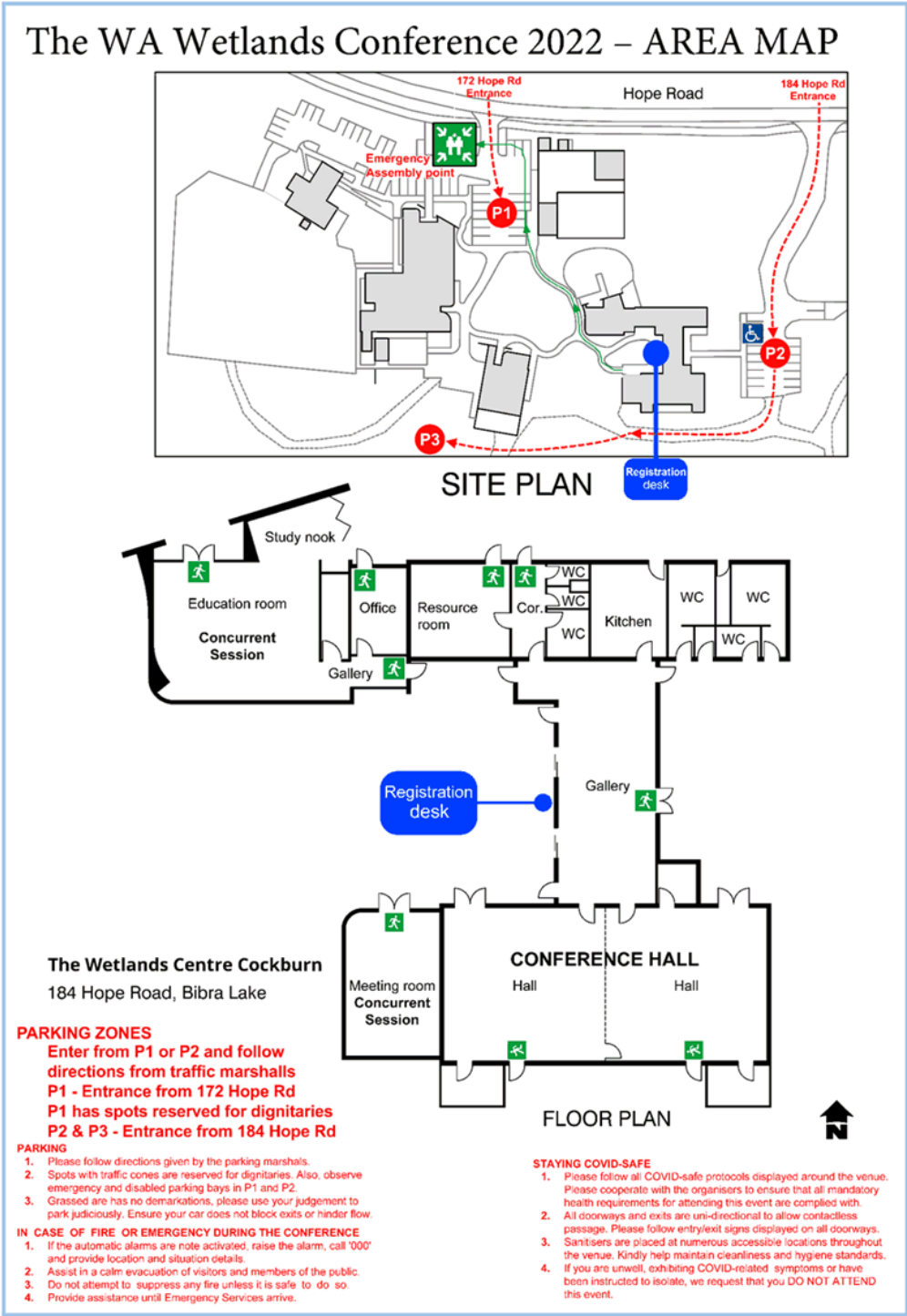
4.25pm

Conference Close


## LOOK OUT FOR: SWANLANDIA INC

Availability: Both Days

Swanlandia Inc. is an environmental education charity that runs workshops, talks and programs to connect our local community to the ecosystems around them. We found a 95 acre Wetland for sale for private development and now we are trying to buy it through crowdfunding and place it in a covenant to protect it from development for ever. Our Campaign is only just starting but with enough people who care we can make it happen.









Government of Western Australia  
Department of Water and Environmental Regulation

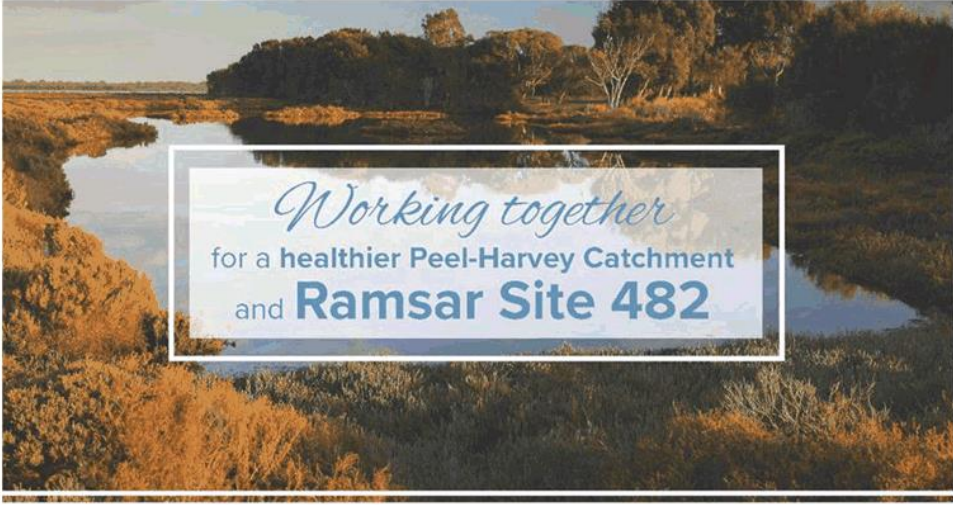
The Department of Water and Environmental Regulation proudly supports the  
**2022 WA Wetland Management Conference**

The Department of Water and Environmental Regulation supports Western Australia's community, economy and environment by managing and regulating the state's environment and water resources

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*Working together*  
for a healthier Peel-Harvey Catchment  
and **Ramsar Site 482**

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**PHCC** Working Together  
Peel-Harvey Catchment Council



**National Landcare Program**

This event is supported by PHCC through funding from the Australian Government's National Landcare Program.

EXPERT PRESENTATIONS – DAY 1 – MORNING – WEDNESDAY 2<sup>ND</sup> FEBRUARY 2022

### LEADERSHIP

*Conference participants may attend one expert presentation during each of the concurrent sessions. You will have an opportunity to indicate your preference during the registration process each morning of the conference.*

### HABITAT REHABILITATION AND SALTMARSH MOSQUITO MANAGEMENT IN ADENIA SALTMARSH TEC

**Dr Rose Weerasinghe**, South East Regional Centre for Urban Landcare

Systematic biomonitoring and rehabilitation case studies at Adenia Saltmarsh have been conducted by SERCUL with stakeholders including Curtin University and North Metro TAFE students through different grants since 2016. These projects involved learning about saltmarsh ecology, rehabilitation techniques and ecological approaches for saltmarsh mosquito management and to educate the local community about the importance of saltmarshes as blue carbon sinks.

The project site is a temperate saltmarsh located in the Canning River Regional Park, with estuarine saltmarsh habitats recognised nationally as a Threatened Ecological Community (TEC) since 2013 and ranked as vulnerable. The saltmarsh vegetation complex is also listed as a priority III ecological community in Western Australia.

The research established baseline ecological data for the Adenia Saltmarsh TEC. The case studies provided opportunities for NRM officers, community volunteers, and University, TAFE and school students to participate in monitoring, rehabilitation activities and learn about saltmarsh ecology, restoration and conservation.

### NO ROE'D THROUGH THE WETLANDS - LONG TERM COMMUNITY LEADERSHIP LEADING TO A SUCCESSFUL CONSERVATION OUTCOME

**Dr Felicity Bairstow**

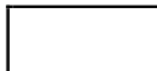
2021 saw a major milestone in the ongoing battle to protect and conserve the wetlands of the Swan Coastal Plain with the passing of the Beeliar Bill in WA's State Parliament. This saw the Roe 8 Road Reserve removed from the Metropolitan Region Scheme. A result that was over 30 years in the making.

It is time to dispel the idea that saving and protecting our precious natural areas is primarily achieved by lying in front of bulldozers.

While non violent direct action (the tech term for lying in front of bulldozers) can have a place in the process, it is the thousands of hours of work that takes place prior to any action that will make or break a campaign. The campaign that stopped the construction of Roe 8 is a case in point.

There were several decades of submission making and "discussions" with Main Roads WA during which they would tell us how wonderful the road would be and we would say "But you are not building it". Riveting stuff. Oh and the community stalls... Hundreds of community stalls.

We wrangled a review of the entire freight network through the Southern suburbs which led to the 6 point plan for improving Freight movements and then we went on to make a valiant attempt to divert



Roe 7 south so Roe 8 would run along the rail freight reserve. At every turn the campaign focussed on alternatives and better outcomes for freight and communities.

Environmental campaigning is far more nuanced than we make it seem. As the campaign progressed we made use of the disciplines of neuromarketing, the psychology of the power of a good kind of peer group pressure and engagement of people's values and beliefs. We did a makeover of the public perception of activists by demonstrating the wide range of professionals and regular citizens who were prepared to step up to the plate to protect the wetlands.

With no stone unturned several legal actions were also pursued and played a significant part in the campaign while political negotiations were ongoing with campaigners running for State Parliament to highlight the issue.

And when in an act of sheer spite the bulldozers came in, the community came out. Here also is where the immeasurable benefits of having The Wetlands Centre became so obvious. There was a ready-made population of people, especially young people who knew their wetlands were important and were strongly connected to them. Once you've dip netted by the old board walk you are wetlander for life.

Then overnight out from the dust kicked up from bulldozers came the first step to a victory with a change of Government and the announcement to stop the construction of Roe 8.

And then we did the unthinkable.

We sat down in a room with the Government and Main Roads and worked together to restore what had been damaged. But that's another story.

## DEEP SPECTACLE, SURFACE COLLAPSE: IMAGINING DESIGN AND CONSERVATION IN THE PROPOSED YULE BROOK REGIONAL PARK

**Daniel Jan Martin**, School of Design University of Western Australia

Beneath Noongar Boodjar are deep waters, surfacing as tapestries of wetlands and streams throughout the Perth landscape. These deep waters form aquifers with intricate fluctuations and flows, sustaining much of the phenomenal biodiversity on the surface of Perth. As a 'Hotspot City', these ecological values and the waters that sustain them are in conflict with human impacts. In particular, urban and industrial development.

It is vital that ecological frameworks become embedded within planning frameworks, to prioritise the health and safety of the land of which we are all a part. Collaborative environmental planning and landscape strategies are critical, providing canvases and conversations in a just transition from a biodiversity conflict to a place of care. 'Deep' and 'surface' mappings of urban hydrology and biodiversity allow us to 'see' our biodiversity, and imagine alternate frameworks for development. In these maps, we find opportunities for design and urgent spaces for conservation.

From here, we arrive at the claypans of Perth, along Mandoorn (Yule Brook) on the eastern margin of the coastal plain. The Yule Brook corridor is a hotspot within a hotspot, comprising more than 700 hectares of land connecting the Dyarlgarro (Canning River) with Jerban (Lesmurdie Falls) in Perth's hills. Here are some of the highest rates of biodiversity in the world within at least forty ecotypes. Yule Brook is an important corridor for the future of Perth, and negotiations to create a Regional Park are ongoing. Unless appropriate buffers and landscape opportunities are realised, collapse is likely. This discussion considers Yule Brook as a space for agency in which to bring together design, restoration and conservation.



EXPERT PRESENTATIONS – DAY 1 – AFTERNOON – WEDNESDAY 2<sup>ND</sup> FEBRUARY 20220

## RECONCILIATION

### CONNECTING TO OUR RIVERS: PROTOCOLS AND PROCESSES FOR RESPECTFUL CATCHMENT RESEARCH

**Associate Prof. Tod Jones**, School of Design and Built Environment, Curtin University

**Vanessa Corunna**, Centre for Aboriginal Studies, Curtin University

The impact of settler colonial land use and planning on inland waters is severe and ongoing. Urban waters in particular were degraded due to European associations of Australian wetlands with disease and pestilence. Aboriginal law and tradition survived the colonial encounter and is a very different system of land management and approaches to inland waters. However, First Law (that the law is in the land and not in humans) continues to be unrecognisable to European-Australian systems of land management and research. While this is the case, co-existence and co-management of Perth's precious waters is not possible, and the risks to Traditional Owners of sharing Indigenous Knowledge is substantial.

Here we present our attempts to address this imbalance within a multidisciplinary research project for a creek catchment of Derbarl Yerrigan, the Swan River. Wombanagan Blackadder Creek is a modified natural creek in the City of Swan and Town of Mundaring, 16 kilometres north-east of Perth. Drawing from Indigenous Research Methods and contemporary approaches to Indigenous ecological knowledge (IEK) and Indigenous Cultural Intellectual Property (ICIP), we seek to answer the question: how to do research into water and land management that respects the sovereignty and rights of Nyungar owners of IEK and historical knowledge, supports their relationship with Country, and brings other people respectfully into these relationships? These are essential questions if Perth is to achieve a shared vision and just and effective co-management of its most precious heritage: its waterways.

### NYUNGAR KNOW-HOW

**Elder Marie Taylor**, Elder in Residence, The Wetlands Centre

You are invited to join with the Wetlands Education Centre's Elder in Residence Marie Taylor in exploring the deep connection between Nyungar people and the landscape. Through awareness and understanding there is greater opportunity for better appreciation of Nyungar language and customs and the cultural significance of the Beelie Wetlands.

### NEW WAYS OF LISTENING IN THE WETLAND – PODCASTS, PERSPECTIVES AND PRACTITIONERS

**Gina Pickering**, Board Member, The Wetlands Centre



In 2022, podcasts are a popular way of producing and sharing stories, information and values internationally. However, their cultural context is shaping new ways of listening. Latitude Creative Services Principal Gina Pickering describes changes and opportunities in the way we hear, appreciate and are impacted by the spirit and resilience of Whadjuk Nyungar culture.

New research is strengthening understanding around connection to place and the relationship between people, flora and fauna, the seasons and waterways. The Nyoongar people of the southwest have continued to practice a 'relational' way of life for millennia and now it's reaching the ears and hearts of those new to Nyungar cultural ways.



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EXPERT PRESENTATIONS – DAY 2 – MORNING – 3<sup>RD</sup> FEBRUARY 2022

## SUSTAINABILITY

### NEW METHODS FOR CREATING DROUGHT REFUGES FOR IMPERILLED FRESHWATER SPECIES IN SOUTHWESTERN AUSTRALIA

**Dr Belinda Robson**, Murdoch University

Southwestern Australia's drying climate threatens the survival of native freshwater species through loss of permanently flowing rivers and perennial wetlands. Climatic drying since the turn of the millennium has caused many formerly perennial streams and lakes to begin to dry out each year, caused by a combination of declining groundwater levels and low rainfall. Solutions are few, as new water cannot be created to replace lost rainfall, yet substantial species losses have already occurred in response to drying.

Recent research shows substantial losses of diversity in wheatbelt lakes inside nature reserves and streams in water catchments in the Perth Hills, and negative effects of drying on frog populations. A new solution is to manage remaining permanent freshwaters as biodiversity refuges, wherever the water is located in the landscape, including natural and artificial waterbodies on both private and public land. These permanent waterbodies can act as drought refuges - places where native species can persist during dry periods and from which they can spread out to repopulate the landscape during wetter times. Current research shows that artificial waterbodies such as farm dams can support significant native diversity, but management is required to transform them into drought refuges.

Communities and natural resource management agencies are keen to manage these drought refuges, but there are no appropriate methods or guidelines available to support their management (especially for artificial waterbodies). Our new project, funded by a State NRM Community Collaboration Grant, aims to identify refuges, understand their biodiversity and ecological function and develop new management methods applicable to both natural and artificial waterbodies. This includes field trials of some new potential methods for increasing their capacity to support biodiversity. The project focuses in 2 regions: the Perth Hills (supported by Perth NRM) and the Harvey region (supported by the Harvey River Restoration Taskforce and Peel-Harvey CC). We are seeking additional perennially-inundated sampling sites (natural and artificial) and citizen scientists to volunteer to collect waterbird and frog data for the project.

### ENVIRONMENTAL DNA IN FRESHWATER ECOLOGY: CHARACTERISTICS AND PROSPECTS OF AN EMERGING BIOMONITORING TOOL

**Dr Nicole White**, Research Fellow & Lab Manager, Trace and Environmental DNA Lab, **Dr Mattia Saccò**, Postdoctoral fellow, Subterranean Research and Groundwater Ecology (SuRGE) Group, TrEnD Laboratory, **Dr Josephine Hyde**, Ecosystem Science Program, Biodiversity and Conservation Science, Department of Biodiversity, Conservation and Attractions

***Environmental DNA in freshwater ecology: characteristics and prospects of an emerging biomonitoring tool***

- Introduction: definition of eDNA, characteristics
- Analytical background – TrEnD Lab at Curtin
- Examples of studies in water ecology
- eDNA in wetland biomonitoring
- Connecting “who is there?” (via eDNA) with “what are they doing?” (via stable isotopes analysis)
- The eDGES programme and conclusions

***Establishing eDNA as a monitoring tool and determining a best practice protocols - Fish Assemblages in the Canning River***

Freshwater ecosystems are highly dynamic systems that host a wide variety of biodiversity and offer essential services. Unfortunately, these systems are increasingly subject to threats such as altered hydrology and water quality, climate change and invasive species. Western Australian freshwater systems are not exempt from this global trend, and many need management to enhance and preserve their biodiversity values. To make management decisions, robust, efficient monitoring efforts are required to understand the current state and trends within the system and what management actions are required. Traditionally, animal biodiversity is monitored by physically capturing and identifying the target species, but over the last decade, environmental DNA (eDNA) monitoring has emerged as a complementary method to traditional methods. This study contrasted eDNA and traditional fyke netting for sampling aquatic vertebrates in the highly modified Canning River in Perth. Additionally, as an alternative to the more labour-intensive active filtration method, we investigated if passive eDNA sampling could be used successfully in a freshwater system, as previously published studies were in marine environments. The implications of this research are the development of an eDNA monitoring protocol that will complement traditional monitoring methods, leading to the potential for greater stewardship of the Canning River. Freshwater ecosystems are highly dynamic systems that host a wide variety of biodiversity and offer.

## WETLAND BUFFERS - A CONTROVERSIAL SUBJECT

**Dr Michael Coote**, Department of Biodiversity Conservation and Attractions

Establishing wetland buffers is one component of an integrated approach to wetland protection and management in WA. Wetland buffers are essential to wetland conservation, providing for the long-term protection, maintenance and enhancement of important features that support wetland values. Buffering involves separating a wetland from the adjacent land uses that might threaten its desired values such as habitat for waterbirds or other wildlife that call wetlands home. Buffers also ensure wetland activities do not impact unduly on important land uses, through either spatial separation or through the use of physical barriers.

A large body of research is available that establishes evidence of the importance of wetland buffers to protect wetland habitat and other critical components of wetlands, some of which is summarised in this presentation.

EXPERT PRESENTATIONS – DAY 2 – AFTERNOON – 3<sup>RD</sup> FEBRUARY 2022

## PARTNERSHIPS

## SAVING OUR SNAKE-NECKED TURTLE PROGRAM

Dr Jane Chambers, Murdoch University

Anthony Santoro, Murdoch University

The Southwest Snake-necked Turtle (*Chelodina oblonga*) is endemic to southwest WA, and is now under threat from urbanisation, climate change and predators, with recent research showing very few juveniles in our urban wetlands (Santoro et al. 2020). The 'Saving our Snake-Necked Turtle' program seeks to engage people across south west WA in hands-on conservation and citizen science to better understand and protect this iconic species. In collaboration with the national program '1 Million Turtles', we are working together with the community to conserve freshwater turtles across Australia.

The project will provide critical information that will be used to create and implement conservation management plans. Thanks to the support and development by the City of Cockburn, in partnership with the Turtle Ecology Team at Murdoch University (science), Department of Biodiversity, Conservation and Attractions (PWS volunteer program), WA Wildlife (animal handling and health) and The Wetlands Centre Cockburn (educational facilities), the Turtle Tracker program has already been developed, test driven and improved over the nesting seasons of 2019, 2020 and 2021.

In its first two years of operation around Bibra Lake, over 50 nests were protected and reductions in nesting female mortality were observed. Harnessing the power of communities throughout the southwest via expansion of 'Turtle Trackers' throughout *C. oblonga*'s range could be instrumental in saving this species from potential extinction. Working with a host of partners across local government, catchment and NRM groups, and state government agencies we are seeking to engage as many people as we can across south-western Australia to partner with us to deliver this exciting and critical project.

The project has five elements: 1) TurtleSAT: Engaging the wider community by recording turtle or nest sightings using the national TurtleSAT app; 2) Turtle Trackers: Creating dedicated teams of 'Turtle Trackers' at selected wetland or rivers across the snake-necked turtle's range to protect females and their nests; 3) Engaging community in research: investigating turtle populations, characteristics of turtle habitat and a national predation survey; 4) Range-wide surveys: Conducting turtle population surveys at additional sites so that we can monitor improvement in 'Turtle Tracker' wetlands; and 5) creating on-going community-led turtle recovery programs. In this workshop we will outline the program and show how you can be involved and make a difference to save this turtle from potential extinction.

## LOOK OUT FOR: WA LANDCARE NETWORK

Availability: Day 2

WA Landcare Network (WALN) is the peak state landcare body representing and supporting a network of diverse community organisations working to address Western Australia's most challenging environmental problems. We are a dynamic grassroots collective with an independent voice for landcare. We advocate at the State and Federal level and support and strengthen landcare group capability to get the landcare job done.





## THE FROG FILES - THE WHY AND HOW TO REVEGETATION GUIDE

**Johnny Prefumo**, The Frog Doctor

Frogs live in the air, land and water hence understanding their life cycle and their importance in the system is vital to sustaining a diverse ecosystem.

Did you know 95% of frog biomass is food for other critters? And did you know frogs eat many critters we call pests?

Frogs have significant values in both indigenous and non-indigenous cultures, they serve as totems for many traditional peoples' and indicators for when a food source is available and are the ultimate indicator of ecosystem health. Going to catch tadpoles and to rear them in an aquarium at home and then return them back to the wetland, is my first memory of interacting with the wetland.

Frog numbers have undergone substantial declines in the past 30 years and there are numerous reasons for this including habitat destruction, salination, declining water quality and quantity.

Most of our frogs are brown, have claws and don't like a lot of water, only at a certain time.

Understanding the biology of the frogs in your area offers you the opportunity to build your revegetation projects that will create habitat not only for those frogs but all the other beneficial critters such as pollinators and predators associated with them.

Join The Frog Doctor, Johnny Prefumo on a journey to understand and appreciate our iconic frogs.

## THE HIDDEN WORLD OF NOOGENBORO - HERDSMAN LAKE DISCOVERY CENTRE TAKES FLIGHT

**Mandy Bamford**, WA Gould League / Herdsman Lake Discovery Centre

Environmental education is central to the conservation of wetlands: people protect what they care about. This presentation will explore the role of environmental centres in conservation, through the lens of the newly re-opened Herdsman Lake Discovery Centre. Noongenboro / Herdsman Lake is a world class wetland in inner city Perth. With the generous support of Lotterywest, along with many volunteers, friends and partners, the Centre now has a new name, a new look, updated educational programmes and vibrant community events, all interwoven with Noongar culture. Partnerships with Noongar Elders, community members, local businesses, schools and government have been central to reimagining the Discovery Centre. The Centre is now a community hub with nature experiences for everyone. Partnerships have enabled the Centre to grow and explore innovative programmes and events, engaging a broader range of community than the traditional audience of a nature education centre. We're still looking for partners and programmes - they could include you! <https://www.wagouldleague.com.au/>

### LOOK OUT FOR: Department of Water and Environmental Regulation Availability: Both days

In response to the impacts of climate change, the State Government has released a new draft Gngangara groundwater allocation plan and proposed changes to domestic garden bore sprinkler rosters in the Perth and Mandurah areas. The submission period for the draft plan and proposed changes to sprinkler rosters is open until 28 February 2022..



Whether you have a quarter-acre block or a modest balcony garden, you can join a new initiative to enhance urban biodiversity.

Join a community movement to **Bring Nature Home** and see the change.

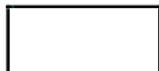
**rewild**  
PERTH

[ReWildPerth.com.au](http://ReWildPerth.com.au)  
powered by  
Perth NRM

Bring nature home

"The wise and sustainable use of wetlands is not only possible — it's critical to the future of humanity and the planet. Continued harm to these life-sustaining ecosystems will have dire consequences if we don't act now. In many ways, wetlands are our lifeline to the future. And we must make the necessary investments of time, capital — and heart — to save them."

Martha Rojas Urrego  
Secretary General of the Convention on Wetlands



## CONFERENCE PRESENTERS

Emeritus Prof. Hans Lambers, School of Biological Sciences, University of Western Australia

Born in the Netherlands; PhD (1979), and appointed Professor of Ecophysiology at Utrecht University (1985). Migrated to Australia, where he was appointed Professor of Plant Biology/Ecology at UWA. There, he studied mineral nutrition of Australian native species. In 2006, he established the Kwongan Foundation.

He has published >550 refereed articles, and features on the recent and current ISI Highly Cited lists. He was elected to the Royal Netherlands Academy of Arts and Sciences (3303, and the Australian Academy of Science (2012).

He received the Lifetime Achievement Award of the International Society of Root Research (2018) and the John Oldham Conservation Employee Award from the CCWA(2019).

Dr Rose Weerasinghe, South East Regional Centre for Urban Landcare

Rose work as SERCUL's senior ecologist and the principle investigator of research projects. Rose joined SERCUL in 2013, after she resigned from a university career to move to Perth. She has over 20 years' experience in environmental research and her recent interest is in the links between wetland rehabilitation and mosquito management.

Dr Felicity Bairstow

Dr Felicity Bairstow is involved in more environmental groups than she dares to admit and advocates for the protection and conservation of urban bushland and wetlands in Perth. As a founder and first convenor of Save Beeliar Wetlands Dr Bairstow was instrumental in steering the campaign and strategy that led to a successful outcome for the group. In 2020 Dr Bairstow was awarded the City of Cockburn Citizen of the Year Award.

Daniel Jan Martin, School of Design University of Western Australia

Daniel Jan Martin is an environmental planner and designer based in Perth, Australia. He teaches and researches in architecture and landscape architecture at the UWA School of Design. His work explores ways of mapping and designing with our water systems and ecosystems with expertise across geospatial analysis, sustainability and urban design. A passion for environmental communication drives his work; sharing, translating and advocating.

Tracy de Vetter, NatureLink Perth

Tracy de Vetter is completing her BSc in Conservation and Wildlife Biology at Murdoch University, and has a keen interest in the development of a connected and resilient environment for Perth and beyond. She is an avid animal lover that hopes to use her studies in working towards the protection and regeneration of the wonderful native flora and fauna of the South West WA. She wishes to be able to work alongside the traditional owners and extend values of connection to country into this field.

Dr Steve Fisher, Peel-Harvey Catchment Council Inc.

Steve Fisher has a PhD in Chemistry from Curtin University where he specialised in Petroleum and Environmental Organic Geochemistry. Steve has 35 years of experience as a scientist working in academia, private consultancy, at CSIRO and at various state government agencies. He is currently the Operations Manager, Science and Waterways at the Peel-Harvey Catchment Council (PHCC) with



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his key responsibilities to provide science leadership, better integrate science into the management of the Peel-Harvey waterways, in particular Ramsar Site 482, and to engage with the community.

[Dr Cristina Ramalho, School of Biological Sciences, University of Western Australia,](#)

Dr Cristina E Ramalho is a Research Fellow in Urban Ecology at The University of Western Australia. Her work is inter-disciplinary and focuses on how we can better plan, design and manage urban environments in order to make these more liveable, biodiverse, ethical and sustainable. She is interested in evidence-informed urban greening, conservation of urban biodiversity, and integration of traditional knowledge in urban land-use and water planning and natural resource management.

[Glenda Kickett, University of Western Australia](#)

Glenda Kickett belongs to the Whadjuk and Ballardong peoples of the Bibbulmun Nyungah nation from the South West of Western Australia through both her mother and father's family lines. She is a Social Worker, having graduated from the University of Western Australia in 1993; has a Master of Arts from Curtin University in Indigenous Research and Development in 2004; and is completing a PhD in Social Work at UWA.

[Dr Emma Ligtermoet, School of Biological Sciences, University of Western Australia](#)

Dr Emma Ligtermoet is a human-environment geographer with research interests in people's engagement with water places, social-ecological change, Indigenous knowledge systems and climate adaptation. She is currently a Research Associate at UWA, School of Biological Sciences.

[Associate Prof. Tod Jones, School of Design and Built Environment, Curtin University](#)

Tod Jones is an Associate Professor in Geography in the School of Design and Built Environment at Curtin University. Tod's research interests are cultural landscapes and heritage in Australia and Indonesia. He is co-Project Lead in the Connecting to Our Rivers project that is investigating a holistic approach to conservation of historic river landscapes and community development through a pilot study in the City of Swan.

[Vanessa Corunna, Centre for Aboriginal Studies, Curtin University](#)

Vanessa is a Noongar woman from Perth with connections to Ballardong and Palyukl. She holds BA in Archeology and Anthropology from UWA and a BA in Aboriginal and Community Management and Development from Curtin University, and an Honours of Research and Traditional Noongar Women's Healing. Her research centres on Aboriginal Traditional and Contemporary Housing Issues in urban and rural Western Australia, Queensland and Northern Territory.

[Marie Taylor](#)

Marie Taylor is a traditional Elder, Custodian and descendent of Whadjuk Juet Ballardong country Nyungars from the Southwest of Western Australia's Bibbulmun peoples. She has a long career in both government and non-government agencies. She is a community leader, story teller, author and Elder in Residence at Holyoake. Marie is the Chairperson of Yelakitj Moort Nyungar Association which ensures traditions, culture, language and stories of the Nyungar families are maintained and taught in schools and community.

Marie Taylor is Elder in Residence of the Wetland Education Centre, a first in Australia.

[Associate Prof. Robyn Heckenberg, Centre for Aboriginal Studies, Curtin University](#)

Robyn Heckenberg is a Wiradjuri (Murray Darling Basin) woman working in Whadjuk Noongar Country. She works in supporting staff, and working with colleagues to make Indigenous cultural studies more applicable for the twenty first century in the learning and teaching space. Her research



concerns water, Indigenous pedagogy, eco-theology, and she has been facilitator of community development programmes around love of rivers and waterways, and Country.

[Gina Pickering, Board Member, The Wetlands Centre Cockburn](#)

Gina has a love for telling West Australian stories, this interest has seen her span across professions, working as a journalist, a documentary maker and a Cultural Heritage Consultant. Over the past 20 years, her work has focused on the exceptional cultural aspects of the South West of Western Australia, Nyungar Country. Gina is currently undertaking a PhD candidacy with Curtin University which focuses on integrating Nyungar values and western emotions to benefit conservation outcomes. Gina loves the mystery and the richness of the local wetlands, something that she believes western culture often misunderstands and needs to learn. Over years she has dedicated her time to raising awareness about the unique values of where we live. Her passion for the local waterways is evident and she brings to the board a deep appreciation of the local wetlands and Nyungar Culture along with a wealth of experience.

[Dr Libby Jackson-Barrett, Centre for People Place and Planet, Edith Cowan University](#)

Dr Libby Jackson-Barrett is a Senior Lecturer for Kurongkurl Katitjin, Centre for Indigenous Australian Education and Research, and a core member of the Strategic Research Centre for People, Place, & Planet at Edith Cowan University. Libby's research has included On Country Learning, which the Asia-Pacific Regional Network for Early Childhood has recognised as an innovative pedagogical approach to Aboriginal education.

[Prof. Mindy Blaise, Centre for People Place and Planet, Edith Cowan University](#)

Prof. Mindy Blaise is a Vice Chancellor's Professorial Research Fellow, in the School of Education, Edith Cowan University. She is also Co-director of the Centre for People, Place & Planet and Co-founder of the Common Worlds Research Collective. Her transdisciplinary and post developmental research with the more-than-human uses responsive, affect-focused and creative methods to rework a humanist ontology. She is interested in how the more-than-human and feminist speculative research practices activate new meanings about childhood that sit outside the narrow confines of developmentalism.

[Prof. Pierre Horwitz, Centre for People Place and Planet, Edith Cowan University](#)

Prof. Pierre Horwitz is Professor of Environmental Sciences, and Co-Director of the Strategic Research Centre for People, Place, & Planet, at Edith Cowan University, Australia. He is recognised for his work on ecosystem approaches to human health, and as a theme coordinator for wetlands and health for the Ramsar Convention (2009-2015). He is currently the Co-Editor-in-Chief for the journal PLOS Water.

[Dr Belinda Robson, Murdoch University](#)

Dr Belinda Robson is Editor in Chief of Freshwater Biology, the world's leading freshwater ecology journal and received the 2021 Jolly Award from the Australian Freshwater Sciences Society. She has been researching the conservation, restoration and management of rivers and wetlands for >30 years, publishing > 80 research books, book chapters and scientific papers. In 2020, she contributed to 16 chapters on freshwater ecosystems the IUCN Global Ecosystem Typology (v.2), the official descriptions of all Earth's ecosystems. Her current research focuses on the devastating effects of climatic drying on freshwater biodiversity and how we can prevent further losses.

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[Dr Nicole White, Research Fellow & Lab Manager, Trace and Environmental DNA \(TrEnD\) Lab & Dr Mattia Saccò, Postdoctoral fellow, Subterranean Research and Groundwater Ecology \(SuRGE\) Group, TrEnD Laboratory](#)

Drs White and Saccò are co-leading a team of subterranean and groundwater researchers (SuRGE) at the Trace and Environmental DNA lab, Curtin University (<https://research.curtin.edu.au/scieng/trend-lab/>), working on projects with National and International collaborators. The SuRGE Group (<https://research.curtin.edu.au/scieng/trend-lab/research-themes/>, @surge\_group) specialises in eDNA biomonitoring, functional ecological studies, taxonomy and systematics with the ultimate goal of bringing further light to groundwaters, some of the most overlooked but essential ecosystems worldwide.

[Dr Josephine Hyde, Ecosystem Science Program, Biodiversity and Conservation Science, Department of Biodiversity, Conservation and Attractions](#)

Josephine Hyde obtained her PhD at the University of Adelaide and was a Louis A. Magnarelli Post-Doctoral Fellow at the Connecticut Agricultural Experiment Station in New Haven, USA. In the past her research has looked at regressive evolution of subterranean invertebrates and the role of the microbiome in insects, particularly in relation to arboviruses. Josephine's current research interests are in developing an eDNA program at DBCA, in terrestrial and freshwater environments and expanding the current sequence reference library for animals present in WA.

[Dr Michael Coote, Department of Biodiversity Conservation and Attractions](#)

Michael has been the Principal Coordinator of the Wetlands Section in the Department of Biodiversity Conservation & Attractions since 2002. His main roles are coordinating the implementation of the Ramsar Convention on Wetlands and providing environmental impact advice for wetlands subject to development proposals. Michael has studied aquatic ecology for a MSc from Lakehead University in Canada and a PhD from UWA. Michael began assisting in developing wetland buffer guidelines as one of his first roles in the Wetlands Section and is hoping to see some fruition before his retirement!

[Dr. Ru Somaweera, Stantec](#)

Ru is a Principal Environmental Scientist working across aquatic, subterranean, and terrestrial fauna study groups at Stantec. He is also an Adjunct Research Fellow at UWA and a National Geographic Explorer. With over 15 years of field experience in northern Australian outback, and several part of Asia, and South Africa, Ru has a strong interest in studying how reptiles adapt to a changing world, and designing sound and innovative management and conservation strategies for their preservation.

[Robyn Loomes, Department of Water and Environmental Regulation](#)

Robyn is an Environmental Water Planner at the Department of Water and Environmental Regulation in Perth. She has a BSc (hons) in Environmental Management (ECU) and a MSc in Ecology and Groundwater (UTS). Robyn has over 20 years' experience, specialising in water requirements of water-dependent ecosystems across WA, including the SW, Pilbara and Kimberley regions.

[Drew Thornton, Curtin University](#)

Drew Thornton is a graduate research student working on the RTP project titled "Feral Science: Transformative Concepts and Methods in the Posthumanities, Animalities, and Environmental Humanities", supervised by Dr Matthew Chrulow and Dr Robert Briggs. This project investigates place-based creative writing practice and narratives of futurity in suburban ecological spaces.



Dr Ingrid Sieler, Perth Region NRM Inc

Ingrid engages widely with Perth NRM's community and corporate stakeholders. Her aim is to see more people connecting with Perth's natural environment and to be better linked to share their knowledge and experiences to create sustainable communities.

Ingrid has over 25 years of experience in environmental and cultural heritage management. She has worked with local, state and national governments to deliver programs aimed at improving on-ground management and conservation of Australia's heritage. In the last 20 years, Ingrid's work has focused on building capacity for groups and organisations to conduct their on-ground environmental work and ensure that social, cultural, environmental, and economic values are included during the project implementation. Ingrid is passionate about supporting the community to share their expertise with one another so we can all improve our skills in caring for and acknowledging our unique environment.

Dr Jane Chambers, Murdoch University

Dr Jane Chambers is the Director of NatureLink Perth, a community of practice that collaborates, shares knowledge and promotes the transition of Perth to a nature-linked city. She is also a Senior Lecturer in Environmental and Conservation Sciences, at Murdoch University with over 30 years experience in wetlands, rivers and estuaries in South Western Australia.

Johnny Prefumo

Johnny Prefumo alias The Frog Doctor, is an Environmental Biologist that has worked as an Environmental Practitioner for the past 25 years. He has previously coordinated the WA Museum's most popular program, FrogWatch, and has worked on numerous programs and projects with agencies, organisations and the community on how to connect the environment to the people.

Mandy Bamford, WA Gould League / Herdsman Lake Discovery Centre

Mandy Bamford grew up near the Swan River, watching the creatures that spilled over into the suburbs from urban swamps and bushland. Mandy is now an ecologist and partner in Bamford Consulting Ecologists with a particular interest in vertebrate ecology, urban nature, science communication, waterbirds and wetland rehabilitation. Mandy works with a range of stakeholders to increase biodiversity in urban environments, conducts ecological research, presents community workshops, and creates educational resources and publications. She is vice president of BirdLife Australia, chairs the Herdsman Lake Regional Park community advisory committee, and is president of the WA Gould League, which manages Herdsman Lake Discovery Centre.

Barbara Sing & Amanda Zele, John Tonkin College

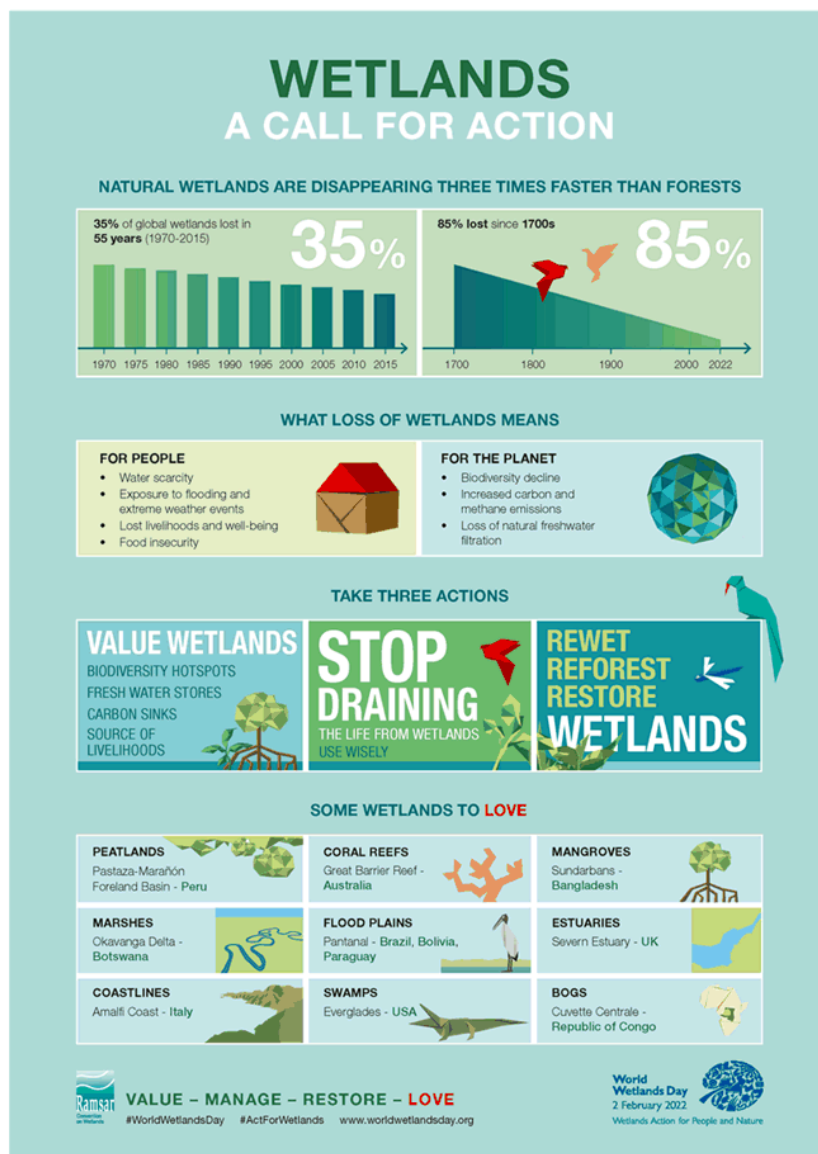
Barbara Sing and Amanda Zele are Marine Science Teachers at John Tonkin College. Students in the Specialist Science Program are involved in a range of initiatives including Fishing Line Bins, Shorebird Education, Estuary Guardians and the Fin Guide, the Bream Project and the Shellfish Farming Project with partners including Peel Harvey Catchment Council, Murdoch University, The Nature Conservancy and the City of Mandurah.

Dr Catherine Baudains, The Wetlands Centre Cockburn

Catherine is an experienced and passionate Education for Sustainability (EfS) practitioner. She is currently The Wetlands Centre Education officer funded by State NRM. As an adjunct lecturer and researcher, she is involved in a wide number of EfS projects, continues to supervise postgraduate research students and maintains active involvement with the Australian Association for Environmental Education. Her interests focus on fostering voluntary changes in human behaviour



through education in order to achieve environmental/sustainability outcomes. Her recent research includes the fields of urban biodiversity (aquatic and terrestrial), waste management behaviour, environmental and lifestyle education programs, evaluation of environmental education, and the WA Sustainable Schools Initiative.





**City of Cockburn**  
wetlands to waves

## You can help our turtles!

Our Southwest Snake-Necked Turtle is under threat of extinction. The main threats are to adult females and hatchlings through predation and road strikes. You can help save our Snake-Necked Turtle.

Download TurtleSAT (QR code) and log when you see live, injured or dead turtles, hatchlings or predated nests. This data will inform conservation strategies and management.



**Scan me**  
Record your turtle and nest sightings

Check out the Turtle Sat App

GET IT ON  
Google Play

Download on the  
App Store

**MU Murdoch University**

**WA WILDLIFE**  
HELPING WILD LIVES LIVE

**THE Wetlands Centre**  
Connect with Nature

**Want to take more action? Contact Anthony Santoro at Murdoch University [anthonyturtleresearch@gmail.com](mailto:anthonyturtleresearch@gmail.com)**

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## CONFERENCE SPONSORS

The Wetlands Centre gratefully acknowledges the generous support of the following sponsors and supporters that allow us to keep the registration fees at a minimum.

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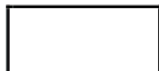
*Gavin Waugh*

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For further information, visit our website at [www.thewetlandscentre.org.au/conference](http://www.thewetlandscentre.org.au/conference)

If you wish to get in touch with us, please call The Wetlands Centre on 08 9417 8460 or email [conference@thewetlandscentre.org.au](mailto:conference@thewetlandscentre.org.au)



8. Constitution of the Cockburn Wetland Education Centre  
Incorporated



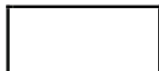




## CONSTITUTION

**COCKBURN WETLANDS EDUCATION CENTRE  
INCORPORATED**

**October 2021**



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## NAME

1. The name of the Association is '**COCKBURN WETLANDS EDUCATION CENTRE INCORPORATED.**'

## MEANING OF TERMS USED

2. The following meanings apply in the Rules unless the context requires otherwise.

'**Act**' means the Associations Incorporation Act 2015 (WA).

'**Associate Member**' means a member as defined in Rule 14 and 15.

**Association** means the 'Cockburn Wetlands Education Centre Incorporated.'

'**Books**' of the Association, include the following —

- (a) The register of members;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document; and
- (d) any other record of information.

'**By laws**' means by-laws made by the Association under Rule 241.

'**Chairperson**' means the Board member holding office as the Chairperson of the Association.

'**Chief Executive Officer**' means the Chief Executive Officer of the Association appointed in accordance with the Rules and includes the Acting Chief Executive Officer.

'**Commissioner**' means the person for the time being designated as the Commissioner under section 153 of the Act.

'**Community Member**' means a member as defined in Rule 16.

'**Corporate Member**' means a member as defined in Rule 17

'**Board**' means the management committee of the Association.

'**Board Meeting**' means a meeting of the Board.

'**Board Member**' means a member of the Board.

'**Deputy Chairperson**' means the Board member holding office as the Deputy Chairperson of the Association.

'**Financial Records**' includes —

5



- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
  - (i) the methods by which financial statements are prepared; and
  - (ii) adjustments to be made in preparing financial statements.

**'Financial Report'** means the financial statement, the notes to the financial statement and the Boards declaration about the statements and notes of the Association as set out in in section 63 of the Act.

**'Financial Statements'** means the financial statements in relation to the Association required under Part 5 Division 3 of the Act.

**'Financial Year'** of the Association commences on the 1<sup>st</sup> day of July each year.

**'General Meeting'** of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend.

**'Life Member'** means a member as defined in Rule 18.

**'Member'** means a person, organisation or body who is a member of the Association.

**'Board Member'** means a member of the management committee of the Association member who is not an office holder of the Association.

**'Ordinary Member'** means a member with the rights referred to in Rule 13.

**'Register of Members'** means the register of members referred to in section 53 of the Act.

**'Rules'** means these rules of the Association, as in force for the time being.

**'Secretary'** means the committee member holding office as the Secretary of the Association.

**'Special General Meeting'** means a general meeting of the Association other than the annual general meeting.

**'Special resolution'** means a resolution passed by the members at a general meeting in accordance with section 51 of the Act.

**'Committee'** means a committee appointed by the Board under Rule 142.

**'Treasurer'** means the Board member holding office as the Treasurer of the Association.

### INTERPRETATION OF THE RULES

3. Subject to the Act and to Rule 3(a), the interpretation of the Rules is the sole determination of the Board.
  - (a) Subject to the Act, anything done under the Rules is not invalid because a requirement of the rules has not been strictly complied with if the Board determines that the requirement has been substantially complied with.
  - (b) A determination by the Board under Rule 3 can be set aside only by a special resolution carried at a general meeting of the Association.

### OBJECTS

4. The objects of the Association are as follows.
  - (a) To connect the community with Wetlands through projects, programs and events which increase the knowledge, awareness, understanding, and commitment to their conservation and wise use.
  - (b) To operate a Centre for environmental education and sustainability, and Wetland conservation activities.
  - (c) To increase the knowledge, awareness, understanding, and commitment in all aspects of wetlands and environmental education.
  - (d) To demonstrate best practice in the Wetland Centre's culture, systems, and skills enabling more effective and efficient operations for all stakeholders including members, volunteers, and partners.
  - (e) To initiate and sustain the widest possible proactive participation, support and engagement with wetlands and environmental education.
  - (f) To develop and deliver standards, processes, projects, programs, and events that are environmentally, socially, and economically justified.
  - (g) To establish and maintain a public fund to be called the Wetlands Education Trust Fund under the constitution and Rules of the Cockburn Wetlands Education Centre Incorporated. to further the environmental objectives of the Association, in compliance with section 30-E of the Income Tax Assessment Act 1997.

### POWERS

5. The Association has the powers set out in section 14 of the Act.





#### APPLICATION OF ASSETS AND INCOME

6. The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
7. A payment may be made to a member, other than a Board member out of the funds of the Association only if it is authorised under Rule 8.
8. A payment to a member out of the funds of the Association is authorised if it is
  - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.
9. A payment may be made to a Board member out of the funds of the Association only if it is authorised under Rule 10.
10. A payment to a Board member out of the funds of the Association is authorised if it is:
  - (a) the payment of reasonable out of pocket expenses for attending a Board meeting, a general meeting or otherwise in connection with the Associations business; or
  - (b) payment for any service rendered to the Association by a Board member in their professional or technical capacity, other than in the capacity as a member of the Board; and
  - (c) subject to Rules 75 to 78, such payment is approved unanimously by the Board.

#### CLASSES OF MEMBERSHIP

11. There are the following Classes of membership of the Association.
  - (a) Ordinary Member;
  - (b) Associate Member;
  - (c) Community Group Member;
  - (d) Corporate Member; and
  - (e) Life Member.



12. Additional classes of membership may be established by a resolution of a general meeting of the association upon the recommendation of the Board.

#### QUALIFICATION FOR MEMBERSHIP

##### Ordinary Member

13. Any person 15 years and older who supports the objects of the Association is entitled to apply to become an Ordinary Member of the Association.

##### Associate Member

14. Any person who has yet to reach the age of 15 who supports the objects of the Association is entitled to apply to become an Associate Member of the Association.
15. Any person 15 years and older who supports the objects of the Association but does not wish to participate in the decision-making processes of the Association is entitled to apply to become an Associate Member of the Association.

##### Community Group Member

16. Any organisation or body whether incorporated or unincorporated established for public benefit, other than government agencies, which support the objects of the Association is entitled to apply to become a Community Group Member of the Association.

##### Corporate Member

17. Any government agency, local government entity or private company which supports the objects of the Association is entitled to apply to become a Corporate Member of the Association.

##### Life Member

18. Any person, body or organisation which is elected as a Life Member at a general meeting of the Association upon the recommendation of the Board. The Board may at its discretion, create categories of life membership in



recognition of the nature and extent of a person's contribution to the Centre and its objectives.

#### RIGHTS AND PRIVILEGES OF MEMBERSHIP

19. Ordinary and Life members have full voting rights and any other rights conferred on members by these rules.
20. Associate members have all the rights conferred on members by these rules, other than voting rights or the right to be appointed as a member of the Board.
21. Community Group and Corporate members have all the rights conferred on members by these rules, other than the right to be appointed as a member of the Board.

#### RIGHTS NOT TRANSFERABLE

22. The rights of a member are not transferable and end when a membership ceases.

#### BECOMING A MEMBER

23. A person, organisation or body which wants to become a member must apply for membership in writing, on a prescribed membership application form as approved by the Board from time to time.
24. The membership application must be signed by the applicant.
25. The applicant must specify in the application the class of membership they are applying for.
26. The Board must consider each application for membership of the Association and decide whether to accept or reject the application.
27. The Board must consider applications in the order in which they are received by the Association.
28. The Board may reject an application even if the applicant meets the qualification of membership as set out in Rules 13 to 17.
29. The Board must notify the applicant of the Board's decision to accept or reject the application as soon as practicable after making the decision.

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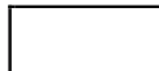
30. If the Board rejects the application, the Board is not required to give the applicant its reasons for doing so.
31. An applicant for membership of the Association becomes a member when:
- (a) the Board accepts the application; and
  - (b) the applicant pays any membership fees payable to the Association under Rule 46.

#### CEASING TO BE A MEMBER

32. A person ceases to be a member when any of the following takes place:
- (a) for a member who is an individual, the individual dies;
  - (b) for a member who is an organisation or body, when the organisation or body is wound up;
  - (c) the person resigns from the Association under Rule 45
  - (d) the person is expelled from the Association under Rule 33; or
  - (e) the person ceases to be a member under Rule 49.

#### SUSPENSION OR EXCLUSION

33. The Board may decide to suspend a member's membership or to expel a member from the Association if:
- (a) the member contravenes any of these rules; or
  - (b) the member acts detrimentally to the interests of the Association.
34. The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the Board meeting at which the proposal is to be considered by the Board.
35. The notice given to the member must state:
- (a) when and where the Board meeting is to be held; and
  - (b) the grounds on which the proposed suspension or expulsion is based; and
  - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the proposed suspension or expulsion;
36. At the Board meeting, the Board must:
- (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the proposed suspension or expulsion; and



- (b) give due consideration to any submissions so made; and
- (c) decide:

- (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
- (ii) whether or not to expel the member from the Association.

- 37. A decision of the Board to suspend the member's membership or to expel the member from the Association takes immediate effect.
- 38. The Board must give the member written notice of the Board's decision, and the reasons for the decision, within 7 days after the Board meeting at which the decision is made.
- 39. A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Board's decision under Rule 38 give written notice to the secretary requesting the appointment of a mediator under Rule 226(b).
- 40. If notice is given under Rule 39, the member who gives the notice and the Board are the parties to the mediation.
- 41. During the period a member's membership is suspended, the member:
  - (a) loses any rights (including voting rights) arising as a result of membership; and
  - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- 42. When a member's membership is suspended, the secretary must record in the register of members:
  - (a) that the member's membership is suspended; and
  - (b) the date on which the suspension takes effect; and
  - (c) the period of the suspension.
- 43. When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

#### RESIGNATION

- 44. A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- 45. The resignation takes effect:
  - (a) when the secretary receives the notice; or
  - (b) if a later time is stated in the notice, at that later time.

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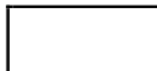
### MEMBERSHIP FEES

46. The annual membership fee to be paid for membership will be determined by resolution of the Annual General Meeting upon a recommendation of the Board.
47. The fees determined under Rule 46 may be different for different classes of membership, and include a normal, concessional and family rate. A family rate provides for two ordinary members and two associate members.
48. A member must pay the annual membership fee to the treasurer, or another person authorised by the Board to accept payments, by the date (the *due date*) determined by the Board.
49. If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
50. If a person who has ceased to be a member under Rule 49 offers to pay the annual membership fee after the period referred to in that Rule 49 has expired
  - (a) the Board may, at its discretion, accept that payment; and
  - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

### REGISTER OF MEMBERS

51. The secretary, or another person authorised by the Board, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
52. In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
53. The register of members must be kept at a place determined by the Board
54. A member who wishes to inspect the register of members must contact the secretary or another person authorised by the Board to make the necessary arrangements.
55. If:
  - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or

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(b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,  
the Board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

## BOARD

### Powers of the Board

56. The management of the Association is vested in the Board which may exercise all powers necessary or convenient to carry out the objects of the Association.
57. Subject to the Act, these Rules and by-laws (if any), the Board has the power to make decisions on all matters and things coming before it unless it has been expressly forbidden to do so by resolution carried at a general meeting.
58. The Board must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

### Delegation of Powers and Duties

59. In the Rule 60 to 65, a *non-delegable duty* means a duty imposed on the Board by the Act or another written law.
60. The Board may, in writing, delegate to a committee established by the Board, an individual member of the Board or an employee of the Association the exercise of any power or the performance of any duty of the Board other than:
  - (a) the power to delegate; and
  - (b) a non-delegable duty.
61. A power or duty, the exercise or performance of which has been delegated to a committee established by the Board, an individual member of the Board or an employee of the Association under this rule, must be exercised or performed in accordance with the terms of the delegation.
62. The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the Board specifies in the document by which the delegation is made.
63. The delegation does not prevent the Board from exercising or performing at any time the power or duty delegated.
64. Any act or thing done by or under the delegation has the same force and effect as if it had been done by the Board.

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65. The Board may, in writing, amend or revoke the delegation.

[Membership of the Board](#)

66. The Board consists of:

- (a) the office holders of the Association; and
- (b) at least three and no more than five ordinary Board members.

67. The following are the office holders of the Association:

- (a) the chairperson;
- (b) the deputy chairperson;
- (c) the secretary;
- (d) the treasurer.

68. A person may be a Board member if the person is:

- (a) an individual who has reached 15 years of age; and
- (b) an ordinary member; or
- (c) a life member.

69. A person must not hold 2 or more of the offices mentioned in Rule 67 at the same time.

70. Office holders of the Association and ordinary members of the Board must exercise their powers and discharge their duties:

- (a) in good faith in the best interests of the Association; and
- (b) for a proper purpose.

71. Office holders of the Association and ordinary members of the Board must not improperly use his or her position to:

- (a) gain an advantage for themselves or another person; or
- (b) cause detriment to the Association.

72. A person who obtains information because the person is or has been an office holder of the Association or a member of the Board must not improperly use that information to:

- (a) gain an advantage for themselves or another person; or
- (b) cause detriment to the Association.



#### Co-opted Members of the Board

73. The Board may invite a person or persons to regularly attend and participate in meetings of the Board, such a person or persons are not entitled to vote on any matters being addressed by the Board.

#### Board Member's Interests

74. A Board member who has a material personal interest in a matter being considered at a Board meeting must:
- (a) as soon as the Board member becomes aware of the interest, disclose the nature and extent of the interest to the Board, and the relation of the interest to the activities of the Association; and
  - (b) disclose the nature and extent of the interest at the next general meeting of the Association.
75. A Board member who has a material personal interest in a matter being considered at a meeting of the Board:
- (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.
76. Rules 74 and 75 do not apply in respect of a material personal interest:
- (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) the member has in common with all, or a substantial proportion of, the members of the Association.
77. The nature and extent of any interest disclosed by a Board member, and the relation of that interest to the activities of the Society, must be recorded in the minutes of the Board meeting at which the disclosure is made.

#### Chairperson

78. It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each Board meeting and general meeting.
79. The chairperson has the powers and duties relating to convening and presiding at Board meetings and presiding at general meetings provided for in these rules.



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80. Subject to Rule 60, the chairperson may delegate from time to time some or all of their powers and duties to a member of the Board or employee of the Association.

Deputy Chairperson

81. Where the chairperson is not present the deputy chairperson has the powers duties relating to convening and presiding at Board meetings and presiding at general meetings provided for in these rules.

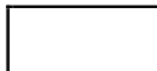
Secretary

82. The Secretary has the following duties:
- (a) dealing with the Association's correspondence;
  - (b) consulting with the chairperson regarding the business to be conducted at each Board meeting and general meeting;
  - (c) preparing the notices required for meetings and for the business to be conducted at meetings;
  - (d) unless another member is authorised by the Board to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
  - (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
  - (f) unless another member is authorised by the Board to do so, maintaining on behalf of the Association a record of Board members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
  - (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
  - (h) maintaining full and accurate minutes of Board meetings and general meetings; and
  - (i) carrying out any other duty given to the secretary under these rules or by the Board.
83. Subject to Rule 60, the secretary may delegate some or all of their duties to a member of the Board or employee of the Association.

Treasurer

84. The Treasurer has the following duties:
- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;

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- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Board;
- (c) ensuring that any payments to be made by the Association that have been correctly approved as determined by the Board;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) Coordinating the preparation of the Association's financial statement or financial report as determined under Part 5 Division 5 of the Act before its submission to the Association's annual general meeting;
- (g) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- (h) carrying out any other duty given to the treasurer under these rules or by the Board.

85. Subject to Rule 60, the Treasurer may delegate some or all of their powers and duties to a member of the Board or employee of the Association.

#### ELECTION AND TENURE OF BOARD MEMBERS

86. A member becomes a Board member if the member:

- (a) is elected to the Board at a general meeting; or
- (b) is appointed to the Board by the Board to fill a casual vacancy under Rule 104.

#### Nomination and Election

87. At least 42 days before an annual general meeting, the secretary must send written notice to all the members:

- (a) calling for nominations for election to the Board;
- (b) the number of Board member positions to be filled; and
- (c) stating the date by which nominations must be received by the secretary to comply with Rule 88.

88. A member who wishes to be considered for election to the Board at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 28 days before the annual general meeting.

89. If the number of members nominating for the membership of the Board is not greater than the number to be elected, the chairperson of the meeting —

- (a) must declare each of those members to be elected to the Board; and

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(b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under Rule 89(a).

90. If —

- (a) the number of members nominating for membership of the Board is greater than the number to be elected; or
- (b) the number of members nominating under Rule 87(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the Board to decide the members who are to be elected to the position of ordinary Board member.

#### Staggered membership of the Board

91. At the first general meeting following the adoption of these rules, there will be as determined by the Board seven or nine Board members positions available for election.

92. In accordance with Rules 87 to 90, these position will be filled.

93. At the Board meeting following general meeting referred to in Rule 91, the Board will determine as it sees fit, which of those positions will have a term of three years, two years, and one year, to ensure that no less than two positions and no more than three positions are determined at each subsequent Annual General Meeting.

#### Terms of Office

94. The term of office of a Board member begins when the member:

- (a) is elected at an annual general meeting or under Rule 89; or
- (b) is appointed to fill a casual vacancy under rule 104.

95. Other than allowed for in Rule 93, the normal term of office as a Board member is three years.

96. Subject to Rule 95, a Board member holds office until the position on the Board is declared vacant at the annual general meeting in which that position comes up for election.

97. A member of the Board may not hold office for longer than nine years consecutively, or fifteen years in total.

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#### Resignation and Removal from the Board

98. A Board member may resign from the Board by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
99. The resignation takes effect:
- (a) when the notice is received by the secretary or chairperson; or
  - (b) if a later time is stated in the notice, at the later time.
100. At a general meeting, the Association may by special resolution remove a Board member from the Board.
101. A Board member who is the subject of a proposed resolution under Rule 100 may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
102. The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the Board member may require them to be read out at the general meeting at which the special resolution is to be considered.

#### Ceasing to be a member of the Board

103. A person ceases to be a Board member if the person —
- (a) dies or otherwise ceases to be a member; or
  - (b) resigns from the Board or is removed from the Board under Rule 100; or
  - (c) becomes ineligible to accept an appointment or act as a Board member under section 39 of the Act;
  - (d) becomes permanently unable to act as a Board member because of a mental or physical disability; or
  - (e) fails to attend 3 consecutive Board meetings, of which the person has been given notice, without having notified the Board that the person will be unable to attend.

#### Filling casual vacancies to the Board

104. The Board may appoint a member who is eligible under Rule 68 to fill a position on the Board that:
- (a) has become vacant under Rule 103; or
  - (b) was not filled by election at the most recent annual general meeting under Rule 89(b).

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105. If the position of secretary becomes vacant, the Board must appoint a member who is eligible under Rule 68 to fill the position within 14 days after the vacancy arises.
106. Subject to the requirement for a quorum under Rule 129, the Board may continue to act despite any vacancy in its membership.
107. If there are fewer Board members than required for a quorum under Rule 129, the Board may act only for the purpose of:
  - (a) appointing Board members under this rule; or
  - (b) convening a general meeting.

#### Election of Office holders

108. At the Board meeting following the Annual General Meeting, the Board will appoint from its members the Association's Office holders.
109. At this meeting each member will declare their interest in being an office holder and state the position they seek.
110. Where more than one member of the Board seek the same position, the matter will be dealt with through a vote by a show of hands.
111. A member of the Board, may be an office holder for no more than three consecutive years or 6 years in total.

#### Validity of Acts

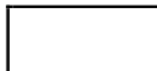
112. The acts of a Board or committees established by the Board, or of a Board member, or committee member, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a Board member or member of a committee.

### BOARD MEETINGS

#### Convening Meetings

113. The Board must meet at least 4 times in each year on the dates and at the times and places determined by the Board.
114. The date, time and place of the first Board meeting must be determined by the Board members as soon as practicable after the annual general meeting.

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115. Special Board meetings may be convened by the chairperson or any two Board members.

#### Notice of Meetings

116. Notice of each Board meeting must be given to each Board member at least 48 hours before the time of the meeting.
117. The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
118. Unless Rule 119 applies, the only business that may be conducted at the meeting is the business described in the notice.
119. Urgent business that has not been described in the notice may be conducted at the meeting if the Board members at the meeting unanimously agree to treat that business as urgent.

#### Procedure and order of business

120. The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each Board meeting.
121. If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the Board members at the meeting must choose one of them to act as chairperson of the meeting.
122. The procedure to be followed at a Board meeting must be determined from time to time by the Board.
123. The order of business at a Board meeting may be determined by the Board members at the meeting.
124. A member or other person who is not a Board member may attend a Board meeting if invited to do so by the Board.
125. A person invited under Rule 124 to attend a Board meeting —
- (a) has no right to any agenda, minutes or other document circulated at the meeting; and
  - (b) must not participate in the Board's deliberations about any matter discussed at the meeting unless invited by the Board to do so; and
  - (c) cannot vote on any matter that is to be decided at the meeting.



#### Use of technology to be present at a Board Meeting

126. The presence of a Board member at a Board meeting need not be by attendance in person but may be by that Board member and each other Board member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
127. A member who participates in a Board meeting as allowed under Rule 126 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### Quorum for Board Meetings

128. Subject to Rule 103, no business is to be conducted at a Board meeting unless a quorum is present.
129. Any five Board members constitute a quorum for the conduct of the business of a Board meeting.
130. If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting:
- (a) in the case of a special meeting, the meeting lapses; or
  - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
131. If:
- (a) a quorum is not present within 30 minutes after the commencement time of a Board meeting held under Rule 130(b); and
  - (b) at least 2 Board members are present at the meeting,
- those members present are taken to constitute a quorum.

#### Decision Making at Board Meetings

132. Each Board member present at a Board meeting other than the chairperson of the meeting has one vote on any question arising at the meeting.
133. A motion is carried if a majority of the Board members present at the Board meeting vote in favour of the motion.
134. If the votes are divided equally on a question, the chairperson of the meeting has a casting vote.



135. A vote may take place by the Board members present indicating their agreement or disagreement or by a show of hands, unless the Board decides that a secret ballot is needed to determine a particular question.
136. If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

#### Minutes of Board Meetings

137. The Board must ensure that minutes are taken and kept of each Board meeting.
138. The minutes must record the following —
- (a) the names of the Board members present at the meeting;
  - (b) the name of any person attending the meeting under Rule 124;
  - (c) the business considered at the meeting;
  - (d) any disclosure of a Board member's material personal interest in a matter dealt with by the Board meeting;
  - (e) any motion on which a vote is taken at the meeting and the result of the vote.
139. The minutes of a Board meeting must be entered in the Association's minute book within 30 days after the meeting is held.
140. The chairperson must ensure that the minutes of a Board meeting are reviewed and signed as correct by —
- (a) the chairperson of the meeting; or
  - (b) the chairperson of the next Board meeting.
141. When the minutes of a Board meeting have been signed as correct they are, until the contrary is proved, evidence that —
- (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any appointment purportedly made at the meeting was validly made.

#### Establishing Committees of the Board

142. To help the Board in the conduct of the Association's business, the Board may, in writing, establish a committee of the Board.
143. A committee established by the Board may consist of the number of people, whether or not members of the Association as the Board considers appropriate.

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144. Subject to Rules 59 to 65, the Board may delegate to a committee the exercise of any power or the performance of any duty of the Board.
145. Subject to Rule 144 and any directions given by the Board, the committee may meet and conduct business as it considers appropriate.

#### CHIEF EXECUTIVE OFFICER

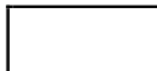
146. The Board must appoint a Chief Executive Officer of the Association for such period or periods as it thinks fit and subject to the terms of any agreement, may terminate the appointment.
147. Subject to the terms of any agreement, the Board must fix the remuneration of the Chief Executive Officer.
148. Subject to the leave of the Board the Chief Executive Officer is required to attend meetings of the Board but is not entitled to exercise any vote.
149. The Board may on terms and with the restrictions it thinks fit, confer on the Chief Executive Officer any of the powers and duties of the Board.
150. The Board may at any time withdraw or vary any powers conferred on the Chief Executive Officer.

#### GENERAL MEETINGS OF THE ASSOCIATION

##### Annual General Meetings

151. The Board must determine the date, time and place of the annual general meeting.
152. If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
153. The ordinary business of the annual general meeting is as follows —
- (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
  - (b) to receive and consider:
    - (i) the Board's annual report on the Association's activities during the preceding financial year; and

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- (ii) the financial statements or financial reports of the Association for the preceding financial year presented as required under Part 5 of the Act; and
- (iii) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report.

- (c) to elect members of the Board;
- (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
- (e) to confirm or vary the Membership subscriptions and other amounts (if any) to be paid by members.

154. Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

#### Special General Meetings

155. The Board may convene a special general meeting.
156. The Board must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
157. The members requiring a special general meeting to be convened must —
- (a) make the requirement by written notice given to the secretary; and
  - (b) state in the notice the business to be considered at the meeting; and
  - (c) each sign the notice.
158. The special general meeting must be convened within 28 days after notice is given under Rule 157(a).
159. If the Board does not convene a special general meeting within that 28-day period, the members making the requirement (or any of them) may convene the special general meeting.
160. A special general meeting convened by members under Rule 159:
- (a) must be held within 3 months after the date the original requirement was made; and
  - (b) may only consider the business stated in the notice by which the requirement was made.
161. The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under Rule 159.

#### Notice of General Meetings

162. The secretary or, in the case of a special general meeting convened under Rule 159 the members convening the meeting, must give to each member:
- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
163. The notice must:
- (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the Board under rule 88; and
  - (d) if a special resolution is proposed —
    - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
    - (ii) state that the resolution is intended to be proposed as a special resolution.

#### Use of Technology to be present at General Meetings

164. The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
165. A member who participates in a general meeting as allowed under Rule 146 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### Presiding Member and quorum of General meetings

166. The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
167. If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the Board members at the meeting must choose one of them to act as chairperson of the meeting.
168. A quorum of a general meeting is no less than 10 members or 25% of the membership whichever is higher present and eligible to vote at a general meeting under these rules.

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169. No business is to be conducted at a general meeting unless a quorum is present.
170. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
- (a) in the case of a special general meeting, the meeting lapses; or
  - (b) in the case of the annual general meeting, the meeting is adjourned to :
    - (i) the same time and day in the following week; and
    - (ii) the same place unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
171. If:
- (c) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under Rule 170(b); and
  - (d) at least 5 members eligible to vote at a general meeting under these rules are present at the meeting,
- those members present are taken to constitute a quorum.

#### Adjournment of General Meetings

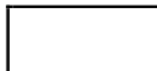
172. The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
173. Without limiting Rule 172, a meeting may be adjourned:
- (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
174. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
175. Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 162.

#### Voting at General Meetings

176. On any question arising at a general meeting, subject to Rule 184, each ordinary and life member has one vote unless the member may also vote on behalf of a community or corporate member under Rule 177.
177. A community or corporate member's governing body may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the organisation or body on any question at a particular general meeting.
178. A copy of the document by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
179. The appointment has effect until:
- (a) the end of any general meeting to which the appointment applies; or
  - (b) the appointment is revoked by the community or corporate member's governing body and written notice of the revocation is given to the secretary.
180. Except in the case of a special resolution, a motion is carried if a majority of the members present at a general meeting vote in favour of the motion.
181. In the case of a special resolution, a motion is carried if 3 / 4 members present at a general meeting vote in favour of the motion.
182. If votes are divided equally on a question, the chairperson of the meeting has a casting vote.
183. If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
184. For a person to be eligible to vote at a general meeting as an ordinary or life member, or on behalf of an community or corporate member under Rule 177, the member:
- (a) must have been an ordinary member at the time notice of the meeting was given under rule 162; and
  - (b) must have paid any fee or other money payable to the Association by the member.

#### Special Resolutions

185. A special resolution is required if it is proposed at a general meeting:
- (a) to affiliate the Association with another body; or



- (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (c) to alter its rules, including changing the name of the association under section 30(1) of the Act;
- (d) to approve the terms of an amalgamation with one or more other incorporated associations under section 102(4) of the Act;
- (e) to be wound up voluntarily under section 121(2)) of the Act or by the Supreme Court under section 124(a) and Schedule 4 item 9 of the Act;
- (f) to cancel its incorporation under section 129 of the Act.

186. Rule 185 does not limit the matters in relation to which a special resolution may be proposed.

#### Determining when a resolution is carried

187. For Rules 188 to 193, **poll** means the process of voting in relation to a matter that is conducted in writing.

188. Subject to Rule 190, the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:

- (a) carried; or
- (b) carried unanimously; or
- (c) carried by a particular majority; or
- (d) lost.

189. If the resolution is a special resolution, the declaration under Rule 188 must identify the resolution as a special resolution.

190. If a poll is demanded on any question by the chairperson of the meeting or by at least 3 members present who are eligible to vote under these rules:

- (a) the poll must be taken at the meeting in the manner determined by the chairperson;
- (b) the chairperson must declare the determination of the resolution on the basis of the poll.

191. If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.

192. If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.



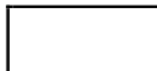
193. A declaration under Rule 188 or 190 must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

#### Minutes of General Meetings

194. The secretary, or a person authorised by the Board from time to time, must take and keep minutes of each general meeting.
195. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
196. In addition, the minutes of each annual general meeting must record —
- (a) the names of the ordinary members attending the meeting; and
  - (b) the financial statements or financial report presented at the meeting, as referred to in Rule 153(b) (ii), and
  - (c) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in Rule 153(b)(iii).
197. The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
198. The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by:
- (a) the chairperson of the meeting; or
  - (b) the chairperson of the next general meeting.
199. When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
- (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any election or appointment purportedly made at the meeting was validly made.

#### FINANCIAL MATTERS

200. The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited, other than funds held as the Wetlands Education Trust Fund.



201. Subject to any restrictions imposed at a general meeting, the Board may approve expenditure on behalf of the Association.
202. The Board may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
203. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by:
  - (a) the treasurer and one other Board member; or
  - (b) the treasurer and a person authorised by the Board.
204. All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

#### WETLANDS EDUCATION TRUST FUND

##### Purpose of Trust Fund

205. The purposes of the Wetlands Education Trust Fund are to support the environmental objects of the Association.
206. The Fund shall be used only to support the Association's environmental objects.

##### Operation of Trust Fund

207. The Cockburn Wetlands Education Centre Incorporated. will establish a public fund to be called the Wetlands Education Trust Fund to further the environmental objects of the Association, in compliance with section 30-E of the Income Tax Assessment Act 1997.
208. A separate bank account shall be opened to deposit money donated to the Fund, including interest accruing thereon.
209. Members of the general public shall be invited to make gifts of money or property to the Fund for the environmental objects of the Association.
210. All money from interest on donations, income derived from donated property, and money from the realisation of such property shall be deposited into the Fund.
211. The Fund shall not receive any other money or property, including corporate sponsorship money, and gifts to it shall be kept separate from any other funds of the Association.

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212. Receipts shall be issued in the name of the Fund and proper accounting records and procedures shall be kept and used for the Fund.
213. The Fund shall be operated on a non-profit basis. None of the money or property accumulated by the Fund shall be distributed to members of the Association or to the trustees apart from payment in good faith of remuneration to any officer of the Association for services actually rendered or value given to the Association.
214. In the event of the winding up of the Fund, if there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members, but shall be given or transferred to another association incorporated under the Associations Incorporation Act (1987) which has similar objectives and which has a Fund that is that is on the Register of Environmental Organisations and to which tax deductible gifts can be made as approved by the Commissioner of Taxation. This association and Fund shall be determined by resolution of the members. .

#### Administration of Trust Fund

215. The Fund will be administered by a Committee of Trustees which shall:
- (a) be appointed by the Board of the Association;
  - (b) have no fewer than three persons as members;
  - (c) have as members a majority of persons who, because of their tenure of some public office or their position in the community, have a degree of responsibility to the community as a whole as distinct from obligations solely in regard to the objectives of the Association;
  - (d) consider requests from the Board or General Meetings of the Association for use of the Trust Fund. If they are satisfied that the proposed uses are consistent with the objectives of the Fund they may resolve to authorise payment of the appropriate funds. Any payments issued by the trustees from the Trust Fund must be authorised by at least two trustees and must comply with a resolution from the Committee of Trustees; and
  - (e) ensure that the allocation by the Association of any funds or property to other organisations, persons or groups shall be made in accordance with the objectives of the Association and shall not be influenced by the expressed preference or interests of a particular donor to the Association.
216. The Association will inform the Department responsible for the environment as soon as possible if:
- (a) It changes its name or the name of its public fund; or
  - (b) There is any change to the membership committee of the Wetlands Education Trust Fund; or



- (c) There has been any departure from the model rules for public funds located in the Guidelines to the Register of Environmental Organisations.

217. Statistical data about gifts to the Fund during the financial year shall be provided to the Department responsible for the Register of Environmental Organisations within four months after the end of the financial year and in the form required by the Department.
218. An audited financial statement for the Association and the Wetlands Education Trust Fund will be supplied with the annual statistical return. The statement will provide information on the expenditure of public fund monies and the management of public fund assets.
219. The Association will comply with any rules that the Treasurer and Minister with responsibility for the environment may make to ensure that gifts made to the Wetlands Education Trust Fund are only used for its principal purpose.

#### RESOLVING DISPUTES

220. The procedures in Rules 221 – 230 apply to disputes between members and disputes between one or more members and the Association.
221. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
222. If the parties to a dispute are unable to resolve the dispute between themselves within fourteen days after the dispute has come to the attention of each party, any party to the dispute may start the grievance procedure by giving written notice to the secretary of the parties to the dispute and the matters that are the subject of the dispute.
223. Within 28 days after the secretary is given the notice, a Board meeting must be convened to consider and determine the dispute.
224. The secretary must give each party to the dispute written notice of the Board meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
225. The notice given to each party to the dispute must state —
- (a) when and where the Board meeting is to be held; and

## Item 12.1 Attachment 4

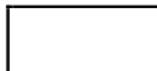
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- (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the dispute.
226. If —
- (a) the dispute is between one or more members and the Association; and
- (b) any party to the dispute gives written notice to the secretary stating that the party —
- (i) does not agree to the dispute being determined by the Board; and
- (ii) requests the appointment of a mediator under Rule 231,
- the Board must not determine the dispute.
227. At the Board meeting at which a dispute is to be considered and determined, the Board must —
- (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the dispute; and
- (b) give due consideration to any submissions so made; and
- (c) determine the dispute.
228. The Board must give each party to the dispute written notice of the Board's determination, and the reasons for the determination, within 7 days after the Board meeting at which the determination is made.
229. A party to the dispute may, within 14 days after receiving notice of the Board's determination may give written notice to the secretary requesting the appointment of a mediator under Rules 231.
230. If notice is given under Rule 229, each party to the dispute is a party to the mediation.

## MEDIATION

231. The mediator must be a person chosen:
- (a) if the appointment of a mediator was requested by a member under Rule 39 — by agreement between the Member and the Board; or
- (b) if the appointment of a mediator was requested by a party to a dispute under Rule 226(b)(ii) or 229 — by agreement between the parties to the dispute.
232. If there is no agreement for the purposes of Rule 231(a) or (b), then, subject to Rule 233 and 234, the Board must appoint the mediator.

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233. The person appointed as mediator by the Board must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by:
- (a) a member under Rule 39; or
  - (b) a party to a dispute under rule 226(b)(ii); or
  - (c) a party to a dispute under Rule 229 and the dispute is between one or more members and the Association.
234. The person appointed as mediator by the Board may be a member or former member of the Association but must not:
- (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.
235. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
236. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
237. In conducting the mediation, the mediator must —
- (a) give each party to the mediation every opportunity to be heard; and
  - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
238. The mediator cannot determine the matter that is the subject of the mediation.
239. The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
240. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

## GENERAL MATTERS

### By-laws

241. The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
242. By-laws may:
- (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
  - (b) impose restrictions on the Board's powers, including the power to dispose of the association's assets; and
  - (c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
  - (d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
243. A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
244. Without limiting Rule 241, a by-law made for the purposes of Rule 242(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
245. At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

### Executing documents

246. The Association may execute a document without using a common seal if the document is signed by —
- (a) the treasurer or Chairperson and one other Board member; or
  - (b) the treasurer or Chairperson and a person authorised by the Board.
247. If the Association has a common seal:
- (a) the name of the Association must appear in legible characters on the common seal; and
  - (b) a document may only be sealed with the common seal by the authority of the Board and in the presence of —
    - (i) the treasurer or chairperson and one other Board member; or

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- (ii) the treasurer or chairperson and a person authorised by the Board,

and each of them is to sign the document to attest that the document was sealed in their presence.

248. The secretary must make a written record of each use of the common seal.
249. The common seal must be kept in the custody of the secretary or another Board member authorised by the Board.

#### Giving notice to members

250. A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
- (a) delivered by hand to the address of the member as recorded in the register of members; or
  - (b) sent by prepaid post to the postal address of the member as recorded in the register of members; or
  - (c) sent by electronic transmission to an electronic address of the member as recorded in the register of members.

#### Custody of books and securities

251. Subject to Rule 252, the books and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
252. The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
253. Rule 251 and 254 have effect except as otherwise decided by the Board.
254. The books of the Association must be retained for at least 7 years.

#### Record of office holders

255. The secretary, or another person authorised by the Board, is responsible for the requirements imposed on the Association under section 58 of the Act to maintain a record of —
- (a) the names and addresses of the persons who are members of the Board; or hold other offices of the Association provided for by its rules;
  - (b) the name and address of any person who is authorised to use the common seal of the Association (if it there is a common seal); and

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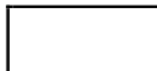
- (c) the name and address of any person who is appointed or acts as trustee on behalf of the association.

#### Inspection of records and documents

256. Rule 257 applies to a member who wants to inspect:
- (a) the register of members under section 54(1) of the Act; or
  - (b) the record of the names and addresses of Board members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
  - (c) any other record or document of the association.
257. The member must contact the secretary to make the necessary arrangements for the inspection.
258. The inspection must be free of charge.
259. If the member wants to inspect a document that records the minutes of a Board meeting, the right to inspect that document is subject to any decision the Board has made about minutes of Board meetings generally, or the minutes of a specific Board meeting, being available for inspection by members.
260. The member may make a copy of or take an extract from a record or document referred to in Rule 256(c) but does not have a right to remove the record or document for that purpose.
261. The member must not use or disclose information in a record or document referred to in Rule 256(c) except for a purpose —
- (a) that is directly connected with the affairs of the Association; or
  - (b) that is related to complying with a requirement of the Act.

#### Distribution of surplus property on winding up

262. The Association may be wound up and dissolved voluntarily only by Special Resolution.
263. If upon the winding up or dissolution of the Association there remains any surplus property after the satisfaction of all its debts and liabilities, and the costs and charges and expenses of winding up, that property must be given or transferred to one or more of those entities specified in section 24 of the Act which has wholly or substantially similar purposes to the Association, as the meeting resolving upon winding up and dissolution or any subsequent meeting may determine.



264. Except as provided for in the Rules, no portion of the property of the Society may be paid to or distributed among members of the Society whether upon the winding up or dissolution of the Society or otherwise.

*Alteration of rules*

265. Where the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.



WA Wildlife is a trading name of Native ARC Incorporated. Native ARC Inc is a registered charity, license number 21503, licensed in Western Australia under the Charitable Collections Act 1946.

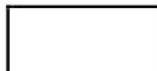


## Budget Request & Reports on KPIs 2021-2022



Email: [support@wawildlife.org.au](mailto:support@wawildlife.org.au)  
Website: [www.wawildlife.org.au](http://www.wawildlife.org.au)

Tel: 08 9417 7105  
Address: 172 Hope Road Bibra Lake, Perth, WA, 6163



## OVERVIEW

On behalf of the Executive Committee of WA Wildlife (Native ARC Inc.), I am pleased to provide this report outlining the Key Performance Indicators for the 2021-2022 financial year and activities undertaken during the 2021 calendar year. Our vision guiding WA Wildlife's development has been to grow our grass roots organisation to be the leading native wildlife hospital and rehabilitation facility in Western Australia and engage as a Member of the Cockburn Wetlands Precinct.

This year we have seen considerable growth and opportunities, all of which would not have been possible without the ongoing encouragement and support of many individuals, supporters and organisations including:

- WA Wildlife Patron, Hon Melissa Parke.
- WA Wildlife Executive Committee.
- WA Wildlife Staff.
- WA Wildlife Volunteers.
- City of Cockburn.
- Lotterywest.
- BP Kwinana Refinery.
- Society for the Prevention of Cruelty to Animals International (SPCAI).
- WIRES NSW.
- WWF Australia.

WA Wildlife is now widely recognised as the leading wildlife treatment and rehabilitation facility in Western Australia and we will continue to build capacity within the community to improve outcomes for wildlife, expand existing services and explore new opportunities to disseminate information, learning and behaviour change to support wildlife conservation.

Our progress would not have been possible without the ongoing support of the City of Cockburn and we are incredibly grateful for this. WA Wildlife will continue to grow from strength to strength and will be a legacy for the Cockburn community for years to come.

Sincerely,



Robert Dunn  
Chairman  
WA Wildlife

*NOTE 1: It should be noted that any financial totals listed for the 2021—2022 period are **projections only**. The projections are based on current profit and loss reports and unallocated funds as of June 2022. Actual figures are subject to change based on end of financial year reconciliations and final audited accounts in September/October 2022.*

*NOTE 2: Key Performance Indicators are based on the 2021-2022 financial year. Other statistics and information are based on the 2021 calendar year (unless noted otherwise).*

## 2021-2022 FINANCIAL YEAR KPI'S DEVELOPED FOR WA WILDLIFE BY THE CITY OF COCKBURN

### KPI # 1: Service Delivery

*Achieve industry standard for outcomes and maintain minimum standards of animal care based on Department of Biodiversity, Conservation and Attractions requirements.*

#### WA Wildlife Hospital

A significant key performance indicator was the commencement of operations of the WA Wildlife Hospital. The building (funded by the City of Cockburn) is a centre of excellence for wildlife medicine and rehabilitation in Australia. The WA Wildlife hospital was the first and one of only two wildlife veterinary hospitals in Western Australia licensed with the Veterinary Surgeons' Board of WA and is also a licensed rehabilitation facility with the Department of Biodiversity, Conservation and Attractions. Planning for the WA Wildlife Hospital began in 2016 with concepts developed by WA Wildlife. The design was based on feedback from many scoping and planning sessions attended by staff and volunteers in 2018-2019 and on advice and guidance from Currumbin Wildlife Hospital and the Australia Zoo Wildlife Hospital.



Treatment Room at the WA Wildlife Hospital

Significant in-kind staff and volunteer hours were invested to ensure the best design for WA Wildlife.

Whilst the City of Cockburn funded the construction of the WA Wildlife Hospital, WA Wildlife was responsible for sourcing funds for fit-out. Hundreds of hours of research, planning and report writing ensured a strong grant application was submitted to Lotterywest. The application was successful with \$1,469,000 allocated for fit-out and new education and rehabilitation enclosures. The WA Wildlife Hospital aims to be a leader in wildlife medicine and rehabilitation through achieving excellence in the following areas:

- Hospital services: To provide a high standard of veterinary care allowing wildlife patients access to advanced diagnostics, medicine and surgery.
- Referral services: To provide trusted and practical advice to veterinary practitioners regarding wildlife cases.
- Education and training: To advance skills in wildlife medicine in the veterinary industry through provision of a broad range of educational opportunities and partnerships with peak organisations.
- Research: To advance wildlife research through partnerships, publishing and provision of resources.
- Policy: To collaborate with government to achieve greater outcomes for wildlife in WA.

*"The building is a centre of excellence for wildlife medicine and rehabilitation in Australia."*

#### WA Wildlife Hospital Veterinary Advisory Group

To help achieve the goals outlined above, the WA Wildlife Hospital Veterinary Advisory Group was convened. The purpose of the Advisory Group is to provide advice on strategies to build capacity within the veterinary community to treat injured/diseased wildlife.

The Advisory Group met four times during 2021-2022 and assisted WA Wildlife by:

- Identifying education and training opportunities for veterinary professionals in WA.
- Reviewing veterinary specific Policies and Procedures at WA Wildlife.
- Providing advice on kangaroo translocation projects.
- Advising on ethical considerations regarding displaying veterinary areas/procedures as part of WA Wildlife Hospital tours.
- Advising on dart gun training requirements.

The Advisory Group works directly with WA Wildlife's Director of Operations, Senior Veterinarian and Veterinary Projects Officer. Members as of June 2022.

- WA Wildlife.
- Murdoch School of Veterinary Medicine.
- Australian Veterinary Association WA.
- Currumbin Wildlife Hospital (Qld).
- Hilton Veterinary Hospital; and
- Vets Beyond Borders.



## Item 12.1 Attachment 5

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**WA Wildlife Resource Portal**

WA Wildlife, in partnership with the Society for the Prevention of Cruelty to Animals International secured funding to develop the WA Wildlife Resource Portal. The Portal allows WA Wildlife to communicate with wildlife rehabilitators and veterinarians across the regions and coordinate the rehabilitation of wildlife in an emergency response.

The Portal supports online training and provision of information to wildlife practitioners throughout regions and value adds the training programs for veterinarians being developed through funding from WWF Australia.

**Bushfires**

Between February 2<sup>nd</sup> 2021 and February 7<sup>th</sup> 2021, WA Wildlife was involved in the animal welfare response at the Wooroloo bushfires as part of the activation of the State Support Plan.

WA Wildlife, on request from the Department of Primary Industries and Regional Development (DPIRD) and the Australian Veterinary Association WA, provided volunteers during the response. This was the first time a response of this nature was mobilised, and the overall response can only be seen as a positive outcome for wildlife in Western Australia.

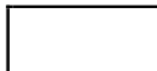
WA Wildlife, in response to the issues faced by wildlife in bushfires, convened the four major wildlife rehabilitation organisations in the metropolitan area. The group, now known as the Wildlife Emergency Response Group (WERG), consists of representatives from WA Wildlife, Native Animal Rescue, Kanyana Wildlife Rehabilitation Centre and Darling Range Wildlife Shelter. In discussions with these organisations, the Group has agreed that a united position within the wildlife rehabilitation industry is essential.

*"This was the first time a response of this nature was mobilised, and the overall response can only be seen as a positive outcome for wildlife in Western Australia."*

**WA Wildlife Ambulance**

In February 2021, the WA Wildlife Ambulance commenced operations. The Ambulance and fit out was funded through a grant from the Foundation for National Parks and Wildlife. The purpose of the Ambulance is to act as an emergency triage vehicle during bushfires and other emergencies.

To maximise the use of the vehicle when there are no emergencies, it operates as a rescue vehicle 365 days p/a. Salaries for Wildlife Rescue Officers are covered by the Society for the Prevention of Cruelty to Animals International. In 2021, more than 1095 animals were rescued from a variety of locations and situations throughout the Perth metropolitan region.





### Research

WA Wildlife partners with a range of organisations on various research projects. The WA Wildlife Hospital was selected to become a member of the Sentinel Clinic Disease Surveillance program coordinated by Wildlife Health Australia. This program involves participants from several zoological institutions, universities and wildlife hospitals around the country. WA Wildlife participates in collaboration, sample collection and reporting of both free-ranging and rehabilitation wildlife cases relevant to wildlife health in Western Australia. This information is entered regularly into the national wildlife health database.

Veterinarians at the WA Wildlife Hospital work closely with the Department of Primary Industries and Regional Development and the Department of Biodiversity, Conservation and Attractions in wildlife disease surveillance and reporting. WA Wildlife is also involved in several research projects with universities across the country, undertaking roles in collaboration, data collection, surveillance, and sample collection. Projects of local significance include:

- Data/sample collection for Shingleback Nidovirus1.
- Data collection for Magpie Paralysis.
- Data collection, surveillance and sample collection for Oblong Turtles (adults and hatchlings).

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**Marine Turtles**

WA Wildlife obtained funding from the National Resource Management (NRM) to establish a Marine Turtle rehabilitation facility on-site. The project is due for completion at the end of 2022 and will significantly build capacity for endangered Marine Turtles in Western Australia.

WA Wildlife will partner with the DBCA, Dolphin Discovery Centre in Bunbury and AQWA to ensure WA Wildlife's facilities value add existing Marine Turtle projects.

**Wildlife Admissions**

In 2021 (calendar year), 5648 animals were admitted compared to 4091 the previous year (an increase of 38%).

Year	Admissions	Volunteer hours at WA Wildlife (rounded up to nearest thousand)	Financial Value (in-kind contribution) <sup>1</sup>
2021	5648	85,000	\$2, 550,000.00
2020	4091	56 897	\$1,706,910.00
2019	3557	74 563	\$2,236,890.00
2018	3835	69 600	\$2, 088,000.00
2017	3355	64 581	\$1,937,430.00
2016	2864	63 833	\$ 1, 914, 990.00
2015	2922	54,444	\$1,633,320.00
2014	2662	41,518	\$1,245,540.00
2013	2244	26,249	\$787,470
2012	1458	20,497	\$614,910
2011	1200	17,535	\$526,050

1. Each year, independent sectors gather data and conduct research on volunteerism in the nonprofit sectors. The results of this research provides nonprofits with a way to calculate the value of volunteer time. As of 2022, the estimated national value of in-kind support from volunteers ranges from \$20.00 - \$45.00 per/hour. WA Wildlife uses \$30.00 per/hour to recognise in-kind support.

Volunteer hours in 2021 (calendar year) were ~85,000 compared to ~57,000 the previous year (an increase of ~49%). This is a result of WA Wildlife's volunteer programs being strengthened after the 2020 Covid-19 lock downs.

The WA Wildlife Hospital continues to admit more wildlife than any other wildlife rehabilitation facility in Western Australia. In addition to general operating expenses, costs associated with veterinary examinations, treatment, medicines, food and housing costs are borne by WA Wildlife. A significant amount of expenditure is directed towards treatment and care.

WA Wildlife receives many referrals from local veterinarians and the Animal Hospital at Murdoch University as veterinary clinics are not equipped to treat and rehabilitate wildlife.



### Service Delivery KPI SUMMARY

WA Wildlife meets all the compliance requirements to operate a wildlife veterinary hospital and rehabilitation facility. This is demonstrated by the licenses obtained from the governing authorities, the partnerships developed with research/teaching institutions and representation on State advisory committees.

WA Wildlife:

- is a licensed veterinary hospital with the Veterinary Surgeons' Board of WA.
- is a licensed rehabilitation facility with the Department of Biodiversity, Conservation and Attractions.
- is a sentinel clinic with Wildlife Health Australia.
- collaborates with several organisations around Australia on research projects.
- is a member on the Committee for Animal Welfare in Emergencies (State Gov).
- is a member on the Wildlife Rehabilitation Consultation Group (State Gov).
- is a practicum site for veterinary science students from Murdoch University.
- is a registered volunteer placement program with Vets Beyond Borders.
- will be 1 of 3 Marine Turtle rehabilitation facilities in Western Australia.
- was open 365 days a year (including all Covid-19 lock-downs);
- provided a 24-hour phone service (approximately 10,000 calls per annum) to the public;
- admitted 5648 sick, injured and orphaned animals to the WA Wildlife Hospital;
- rescued 1095 animals from a variety of situations throughout the Perth Metropolitan region.
- is a best practice model for wildlife medicine and rehabilitation - all animals admitted to the WA Wildlife Hospital are examined by a Veterinarian. We are the only wildlife rehabilitation centre (and wildlife veterinary hospital) in Western Australia to operate this model.
- provides free veterinary treatment to other wildlife rehabilitation groups including Western Australian Seabird Rescue, Mandurah Wildlife Rehabilitation Centre, Darling Range Wildlife Shelter, Healing Hands Wildlife Sanctuary and Bluegum Wildlife Rescue.
- provides training and education to other wildlife rescue and rehabilitation organisations.
- is progressing four online training modules for veterinary professionals which will be rolled out in July 2022. This training will be the first of its kind in Western Australia and will improve wildlife outcomes in all parts of the State including regional and remote areas.
- is progressing its Accreditation with the Zoological and Aquarium Association, accreditation will reflect WA Wildlife's high standards for animal welfare and husbandry.
- provided opportunities for over 270 regular volunteers wishing to gain experience in animal care and wildlife rehabilitation.



**KPI # 2: Financial Performance**

*Aim to achieve a growth in income of at least 10% over the preceding 12 months.*

Income for July 2020 to June 2021 (less grants)	Projected income for July 2021 to June 2022 (less grants)	Difference (rounded up to nearest thousand)	Percentage
\$243, 338	\$270,000	+ \$26,000	+ 10.95%

WA Wildlife has placed emphasis on grants/fundraising to support ongoing running costs and to support start-up costs associated with our new wildlife hospital.

Expenses have increased significantly largely due to insurance premiums, additional employees and increased animal treatment/rehabilitation costs due to increased patient admissions.

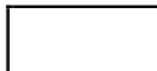
**KPI # 3: Investment and Development**

*Aim to achieve a 10% growth in Education/training programs income over the preceding 12 months*

Education/Training income for July 2020 to June 2021	Projected Education/Training income for July 2021 to June 2022	Difference (rounded up to nearest thousand)	Percentage
\$22, 270	\$37, 000	+\$14, 000	+66.1%

In addition to grants (mainly for capital works) WA Wildlife generates funds primarily through fundraising and fee for service activities (whilst still including education and training). Current analysis of the market indicates the need to investigate new and innovative areas to generate additional revenue.

**\*\*\*We would request the Committee consider changes to this KPI to better reflect our future activities.**



### KPI # 4: Strong Corporate Partnerships

*At least one corporate involvement/partnership developed annually.*

WA Wildlife provides team-based volunteer opportunities for corporate organisations. More than 8 corporates attended team building days at WA Wildlife in 2021/2022 across 16 different projects.

- Austal Ships (new partnership)
- BE Projects (new partnership)
- City of Cockburn Corporate Affairs Team (new partnership)
- BHP
- Deloitte Australia
- Endress+Hauser Australia Pty. Ltd.
- Rio Tinto
- Woodside



*"The City of Cockburn Corporate Affairs team came to WA Wildlife for a few hours yesterday to volunteer and spend time together as a team. I just wanted to say what a fantastic experience we had on the day, learning more about the facility and interacting with the animals. My aim was for the team to get to know each other in a relaxed and educational environment, and WA Wildlife certainly delivered. In particular, Karen was an absolute joy to be around, and her enthusiasm and evident dedication to the animals was infectious. Thanks again for helping organise the afternoon. Below is a team photo we took with the dingoes. Thanks, Victoria Green, Executive Corporate Affairs."*

A new partnership with GOSAC (Give Our Strays A Chance) has resulted in increased donations of medical supplies including syringes, dressings, bandages, surgical supplies and cleaning supplies.

Ongoing partnerships with the following corporate organisations (all within the City of Cockburn) ensures WA Wildlife is stocked with fresh fruit and vegetables at no cost. This is a savings projected at more than \$25,000 p/a. WA Wildlife receives produce donations from the following companies:

- Woolworths Port Coogee, Palmyra and Melville (fruit and vegetables).
- Spud Shed Jandakot and Spearwood (dark leafy greens).
- Costas Distribution Jandakot (fruit and vegetables).
- Marley Spoon Bibra Lake (fruit/vegetables, chicken, beef, fish) (new partnership).

A new partnership with Vets Beyond Borders resulted in two veterinarians volunteering 6 hours each week at the WA Wildlife Hospital. This partnership will continue in 2022 with additional volunteer support.

## 2021-2022 FINANCIAL YEAR

### ADDITIONAL INITIATIVES FOR WA WILDLIFE

#### Grants/Partnerships

Partnerships are a fundamental component of WA Wildlife's operating model and are an integral part of many of the projects we undertake.

\$256,400 was secured from WWF Australia to develop a 2-year training program for veterinary professionals (funding to be paid in installments during 2021-2022 and 2022-2023).

WA Wildlife partners with the Society for the Prevention of Cruelty to Animals International (USA based organisation) to ensure the WA Wildlife Ambulance is on the road 365 days p/a. The SPCA provided funding in 2020-2021 and continued funding in 2021-2022 to the value of \$US47,000 (approximately AU\$65,000).

WA Wildlife was successful in obtaining a \$100,000 grant from the Department of Biodiversity, Conservation and Attractions for veterinary equipment (funding to be paid in installments during 2021-2022 and 2022-2023).

WA Wildlife has an ongoing partnership with BP Australia. BP Australia provided \$30,000 in 2021-2022 to upgrade the WA Wildlife Hospital's electronic Animal Management System (AMS) which was previously funded by BP Australia.

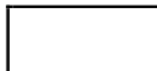
\$5,000 was secured from International Fund for Animal Welfare (IFAW) to fund the WA Wildlife Hospital's laboratory running costs.

Grantor	Amount
WWF Australia *	\$256,400
Department of Biodiversity Conservations and Attractions *	\$100,000
Society for the Prevention of Cruelty to Animals International	\$65,000
BP Australia	\$30,000
International Fund for Animal Welfare	\$5,000
<b>Total Grants 2021-2022</b>	<b>\$456,400</b>

*\* These grants will be paid in both the 2021-2022 and 2022-2023 financial years.*

WA Wildlife contributes as a Member of the Cockburn Wetlands Precinct to promote environmental sustainability within the Cockburn community.

WA Wildlife provides practicum opportunities for veterinary science students studying at Murdoch University. Fifth year students can also complete their six-week wildlife streaming at the Wildlife Hospital which was previously only available at Perth Zoo. Additionally, researchers from Murdoch University have partnered with WA Wildlife on two projects. One project investigated causality of an emerging disease in Australian Magpies and other Corvids and the



other project investigated Shingleback Nidovirus in Shingleback Lizards. WA Wildlife has been credited in both publications.

WA Wildlife partners with Western Australian Seabird Rescue (WASR) by providing veterinary and rehabilitation services. WASR have limited access to veterinarians and experienced wildlife rehabilitators. However, they have a great network of experienced seabird rescuers. This partnership utilises each organisation's strengths and resources thus increasing overall outcomes for sick and injured seabirds/waterbirds in the Perth metropolitan area.

### Education and Training

WA Wildlife undertakes a range of education programs throughout the year.

- WA Wildlife conducted 8 school holiday programs which were well attended.
- More than 35 education sessions were provided to schools throughout Perth.
- WA Wildlife [participated in the City of Cockburn's World Environment Day program with 10 Cockburn schools participating (747 students total).
- WA Wildlife delivered ongoing wildlife training to South Metropolitan TAFE, wildlife rehabilitation groups and the public.
- WA Wildlife's Director of Operations was the Master of Ceremonies for the 2021 Australian Wildlife Rehabilitation Conference which ran for three days and attracted more than 550 attendees from around Australia and New Zealand.
- WA Wildlife was selected to run the 2023 Australian Wildlife Rehabilitation Conference in partnership with Kanyana Wildlife Rehabilitation Centre.
- WA Wildlife has almost 17,000 followers on Facebook (increase of 4000 followers since the previous year) with daily educational videos and stories about wildlife, biodiversity and sustainability being posted.
- WA Wildlife is partnering with WWF Australia to develop training packages for veterinary professionals in Western Australia. The packages are being developed for multiple modes of delivery to enhance the skills of veterinarians and veterinary nurses treating wildlife in medical trauma situations, particularly bushfires. The training focuses on Western Australian species due to the uniqueness of the State including wildlife distribution, geographical distance and isolation of veterinary professionals. The training will complement existing training packages developed in other States (NP: these packages tend to focus on species not seen in WA) and is the first of it's kind in Western Australia.

### Sustainability

The WA Wildlife Op Shop opened in November 2020. The Op Shop is a retail store selling second-hand merchandise to the community at affordable prices. The Shop was conceived during the Covid-19 Pandemic as an additional income generating opportunity (as most WA Wildlife's fundraising programs were not feasible during the Pandemic). The store is a fantastic sustainability initiative as it recycles up to 35 m3 of clothing, books and household items each year.

The WA Wildlife Hospital has a large composting system on-site which reduces approximately 1 ton of organic waste going to land fill each year.

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Excess fruit/veg/produce stock is donated on to other charities which support smaller organisations and reduces our impact on landfill. Charities include:

- Perth Rescue Angels and Colony Cats (fish).
- Dog rescue groups including Greyhound Rescue, Saving Animals From Euthanasia (SAFE) Avon Valley and Perth, Wheatbelt Dog Rescue Group, K9 Dog Rescue and HAART (Homeless and Abused Animal Rescue Team) (fish and chicken).
- Other Wildlife Rescue Groups including Darling Range Wildlife Shelter, River Wren Rescue, Marsupial Mammals and Pappas and Karakin Black Cockatoo Conservation Centre (fruit/veg/chicken).
- Possum Valley Animal Sanctuary (fruit/veg).

### Fundraising / Fee for Service

Several fundraising & fee for service activities raised additional funds in the 2021-2022 financial year (not including June 2022).

Fundraising Activity / Fee for Service	Amount
Donation campaigns (online, at WA Wildlife Hospital and donation tins)	~ \$115,000
WA Wildlife Op Shop	~ \$40,000
Bandicoot research project	~ \$15,000
Misc fundraising	~ \$6,000
Misc fee for service	~ \$5,000
Corporate volunteering	~ \$4,000
Containers for change	\$1,500
Membership Fees	~ \$500
<b>Total Fundraising Activity / Fee for Service 2021-2022</b>	<b>~ \$187,000</b>

### Upgrade of Leased Site at 172 Hope Road Bibra Lake.

WA Wildlife provided significant in-kind contributions during the Cockburn Wetlands Precinct Development. To better reflect the services provided by Native ARC Inc after its major redevelopment, an overall rebrand of Native ARC was implemented. As of the 1<sup>st</sup> March 2021, Native ARC Incorporated ceased trading as Native ARC and commenced trading as WA Wildlife. The WA Wildlife brand is more reflective of Native ARC Incorporated's overall services which now includes:

- The treatment and rehabilitation of wildlife at the WA Wildlife Hospital (Hospital construction funded by City of Cockburn. Fit-out and other upgrades funded by Lotterywest, NRM and BP Australia).
- Professional and industry recognised education and training programs at the WA Wildlife Education and Training Centre (construction funded by City of Cockburn and fit-out funded by Lotterywest).





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The WA Wildlife brand has received overwhelming positive feedback from volunteers, staff, community partners, sponsors and the general public who visit the redeveloped site. Whilst the Native ARC brand is no longer being actively promoted, the legacy of the Native ARC brand lives on in our values, philosophies and long-term volunteers/staff who continue to represent everything that the Native ARC brand represented.

*"WA Wildlife provided significant in-kind contributions during the Cockburn Wetlands Precinct Project"*



### Employees

WA Wildlife has seen an increase in the number of contracted staff in the last two years (salaries for these positions are not funded from donation income). All contracted staff are funded through grants, annual sponsorship from corporates/government or fee for service income (i.e., education and training).

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One full time staff member is employed along with several part-time, casual or fixed-term contracts. All contribute significant volunteer hours in addition to their paid hours and are very committed to wildlife conservation.

WA Wildlife now has three part-time veterinarians and two casual veterinarians (largely funded by WIRES 2020-2022) and a small group of volunteer veterinarians who ensure the WA Wildlife Hospital has a veterinarian on-site from 8.30am-7.00pm 365 days/year. Pro bono support from 8 volunteer veterinary nurses also provides an additional layer of support and expertise.

A partnership with Vets Beyond Borders has resulted in 12 hours of pro bono veterinary services each week. This partnership will continue in 2022 with additional volunteer support likely to expand.

In addition to 270 volunteers, WA Wildlife has 16 staff positions.

- CEO = part-time (12 hours/wk)
- Director of Operations = full-time (38 hours/wk)
- Hospital Manager = part-time (25 hours/wk)
- Senior Veterinarian = part-time (16 hours/wk)
- Veterinarian = part-time (12 hours/wk)
- Veterinary Projects Officer = (25 hours)
- Projects Officer = part-time (15 hours/wk)
- Bookkeeper = part-time (15 hours/wk)
- Rescue Officers x 2 = part-time (38 hours/wk split between 2 people)
- Education and Training Officers x 2 = casual (average 12 hours/wk split between 2 people)
- Rescue Officer = casual (average 4 hours/wk)
- Veterinarians x 2 = casual (average 6 hours each/wk)

These positions equate to 5.8 Full Time Equivalent (FTE) positions. Approximately 4.2 FTE of the 5.8 FTE positions are covered by grant funding (including the City of Cockburn grant) most of which are not considered ongoing funding sources.



## 2021-2022 SUMMARY

### Way Forward

Our vision for the future is to build capacity in Western Australia for wildlife medicine/rehabilitation practitioners and to provide environmental experiences and education opportunities for the community. We will provide communities and future generations with exciting opportunities to connect with the land, the natural environment and increase community awareness as to the importance of environmental sustainability.

As WA Wildlife continues to expand and diversify, we will grow our brand to ensure it is reflective of the services we provide, our values and our commitment to wildlife.

The next twelve months will continue to challenge and excite us as we continue to expand the WA Wildlife Hospital along with the construction of our state-of-the-art education enclosures, pre-release enclosures and marine turtle facility.

We look forward to the contribution WA Wildlife can make to improving the plight of wildlife and the natural environment.

WA Wildlife would not be where it is today without the City of Cockburn's ongoing support and vision for a sustainable future.



**Robert Dunn**  
Chair  
WA Wildlife

22 June 2022



GRANTS, DONATIONS & SPONSORSHIP RECOMMENDED ALLOCATIONS BUDGET 2022-23						
Activity OP 315 Natural Acc 6810	Description	Allocated 2021-22	Actual 2021-22	Proposed 2022- 23	Comments	Council Decision/ Delegated Authority
	<b>Donations</b>					
	<b>Committed/Contractual</b>					
8243	Little Green Steps WA Partnership Agreement	31,569	31,569	31,569	Two-year partnership agreement with LGS WA to support early year childhood services with education for sustainability for 2021/22 and 2022/23. Council Decision 12 August 2021.	Council Decision
8896	Cockburn Community Men's Shed Coordinator	42,462	42,462	54,854	Funding for Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator. (plus CPI 7.6%). Council Decision 12 August 2021.	Council Decision
9239	Native ARC	94,814	94,814	102,020	Donation to support the annual administration costs of Native ARC (plus annual CPI 7.6%). Council Decision 24 August 2018.	Council Decision
9310	The Wetlands Centre Cockburn	94,814	94,814	102,020	Donation to support the annual administration costs of The Wetlands Centre Cockburn (plus CPI 7.6%). Council Decision 24 August 2018.	Council Decision
9317	Pineview Preschool Maintenance Contribution	8,215	8,125	8,305	Annual contribution for maintenance of grounds and building (plus CPI 1.1%)	Lease Agreement
9322	Cockburn ARC/Dolphin Swim Club Subsidy	150,000	159,091	150,000	Subsidised fees for Dolphin Swim Club at Cockburn ARC (as to Minute 6057 of OCM 13 April 2017)	Council Decision
9398	Cockburn Senior Citizens Building Donation	10,081	10,081	10,192	Assists with maintenance costs as per lease agreement (plus CPI 1.1%)	Lease Agreement
9559	Cockburn Cricket Club Insurance	1,500	1,500	1,500	Commitment included in the lease agreement (flat fee)	Lease Agreement
9574	Spearwood Dalmatinac Club - Rates Reimbursement	11,636	11,636	12,511	Reimbursement of 50% of annual rates payable by Spearwood Dalmatinac Club for 42 Azelia Rd, Spearwood as to Council Decision 14 May 2009	Council Decision
9244	Melville Cockburn Chamber of Commerce (MCCC)	20,000	20,000	0	Two-year agreement for \$20,000 per annum in 2020/21 and 2021/22, and peppercorn lease, subject to development of a Memorandum of Understanding (MOU) and the MCCC meeting and reporting on agreed Key Performance Indicators. OCM 13 August	Council Decision
4938	Fremantle Biennale - Moombaki 2021	60,000	60,000	0	Funding approved for 2021-2022 only	Council Decision
	Future Allocations	908	0	0		
	<b>Committed/Contractual Sub Total</b>	<b>526,000</b>	<b>534,092</b>	<b>472,971</b>		
	<b>Donations to Organisations</b>					
9196	Donations to Organisations	210,000	191,489	210,000	Amount set aside for allocation in the two funding rounds for 2022/23	Council Decision
	<b>Donations to Organisations Sub Total</b>	<b>210,000</b>	<b>191,489</b>	<b>210,000</b>		
	<b>Sponsorships</b>					
9197	Sponsorships	90,000	58,500	90,000	Amount set aside for allocation in the two funding rounds for 2022/23	Council Decision
9197	Individual Sponsorship	10,000	600	10,000	Formal Sponsorship Program for Individuals	Council Decision
	<b>Sponsorships Sub Total</b>	<b>100,000</b>	<b>59,100</b>	<b>100,000</b>		
	<b>Grants</b>					
8040	Landowner Biodiversity Conservation Program	35,000	13,439	35,000	Financial and natural resource management training support program for Cockburn landowners to conserve the natural bushland and wetland areas on their property	Delegated Authority
9004	Emergency Disaster Fund	15,000	0	15,000	For one-off emergency and disaster situations	Delegated Authority
9015	Youth Academic Grants	2,000	0	2,000	Assists young people to travel to attend academic programs and activities	Delegated Authority
9031	Junior Sports Travel Assistance Program	40,000	21,600	40,000	Assists young people in Cockburn representing WA or Australia in interstate or international team or individual sports to travel to competitions	Delegated Authority
9240	Sustainability Grants Program	40,000	35,085	40,000	Grants program established in accordance with Council Decision on 13 May 2010	Delegated Authority
9241	Len Packham Hall Subsidy (Burdia)	6,000	870	6,000	Subsidy program that assists Indigenous and multicultural Cockburn families with hall hire costs for hosting funerals, memorials and cultural events	Delegated Authority
9312	Community Grants Program	100,000	73,314	100,000	Formal grant process for local community groups and organisations	Delegated Authority
9314	Provide Bins Sporting Events	3,000	2,619	3,000	Provide bins to schools for sports carnivals	Delegated Authority
9327	Community/Residents Assoc. Hall Hire Subsidy and Support Program	12,000	8,574	12,000	Assists community groups with hall hire for monthly meetings and events, incorporation/set up funds for new residents associations, small PO box hire funds	Delegated Authority

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Activity OP 315 Natural Acc 6810	Description	Allocated 2021-22	Actual 2021-22	Proposed 2022- 23	Comments	Council Decision/ Delegated Authority
9329	Cultural Grants Program	40,000	9,955	40,000	Provide small grants to cultural and artistic groups and individuals	Delegated Authority
9331	Bus Hire Subsidy	1,500	0	1,500	Provides a subsidy towards the bus hire for community organisations	Delegated Authority
9335	Grants General Welfare	10,000	6,847	10,000	Miscellaneous requests for small donations as per Community Funding Guidelines	Delegated Authority
9341	Community Group Newsletter Subsidy	11,000	6,734	10,000	Assists community groups to disseminate information	Delegated Authority
9373	Small Events Sponsorship Program	35,000	43,911	45,000	Small Events Sponsorship Program for local events for community organisations	Delegated Authority
9396	U Fund	1,000	243	1,000	Small grants for youth for cultural/arts initiatives and events	Delegated Authority
9399	Youth Arts Scholarships	5,000	0	5,000	Assist young people to travel in order to participate in performing/arts events and also for further study	Delegated Authority
9490	Environmental Education Initiatives Program	15,000	7,000	15,000	Assists schools to facilitate environmental education	Delegated Authority
9517	Cockburn Community Group Volunteer Insurance	18,500	16,524	18,500	Cockburn Community Group Insurance Program	Delegated Authority
9535	Council Match Staff Donation	2,000	300	2,000	Council to match staff fundraising effort	Delegated Authority
9649	Safety House/Walk to School Program	1,000	0	1,000	Support to schools for safety programs for children getting to school and to attend Safety House shows in Safety House month	Delegated Authority
9673	Sport and Recreation Club Grants	35,000	36,479	50,000	Grants matched by local sporting clubs for minor capital works on Council owned facilities and sporting equipment	Delegated Authority
9674	Grants to Schools	13,000	8,881	13,000	For small donations to schools for minor items	Delegated Authority
9688	Security Subsidy for Seniors	60,000	61,890	63,000	Subsidy program for security devices for seniors	Delegated Authority
9732	Economic Development (Business) Grants	100,000	101,235	100,000	For one-off projects or activities that support local economic development	Delegated Authority
9495	Donation and Grants General Account	18,000	4,912	44,029	Remainder of grant allocations, to be allocated based on expenditure throughout the year	
	<b>Grants Programs Sub Total</b>	<b>619,000</b>	<b>460,412</b>	<b>672,029</b>		
	<b>Totals</b>	<b>1,455,000</b>	<b>1,245,092</b>	<b>1,455,000</b>		
	<b>Budget</b>	<b>1,455,000</b>		<b>1,455,000</b>		
	<b>Balance</b>	<b>0</b>		<b>0</b>		

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Item 12.2

## 12.2 (2022/MINUTE NO 0021) Guidelines Review - Community Funding for Community Organisations and Individuals

**Author** Karoline Jamieson

**Attachments** 1. Guidelines for Community Funding for Community Organisations and Individuals [↓](#)

### Officer Recommendation/Committee Recommendation

MOVED Cr C Reeve-Fowkes SECONDED Cr T Dewan

The Committee recommends that Council:

- (1) ADOPTS the Guidelines for Community Funding for Community Organisations and Individuals.

**CARRIED UNANIMOUSLY 6/0**

### Background

The Guidelines for Community Funding for Community Organisations and Individuals were adopted by Council 8 August 2019.

The purpose of these Guidelines is to complement the associated Policy Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) that provides a framework for the provision of community funding to local community groups, organisations, and individuals.

The Guidelines support how the City responds to requests for financial assistance in line with the City's Strategic Community Plan and aims to optimise the use of Council funds to support community groups, organisations, and individuals to deliver social, environmental, and economic benefits.

The Guidelines ensure funds are distributed in a rational way, eligibility, selection, and evaluation criteria are required for the assessment and prioritisation of applications to be funded.

### Submission

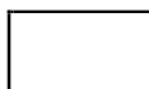
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### Report

The following changes have been made to the Guidelines:

- On the request of an Elected Member the inclusion of a statement that ensures organisations with a political affiliation do not receive City of Cockburn funding *under Objectives section, Page 3*
- Removal of all references to the Grants and Donations Committee (GAD Committee)

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- Inclusion of the Expenditure Review Committee (ERC) *Objective Section Page 3*
- Change of Delegated Authority title from previous title of Manager Community Development to current title of Head of Community Development and Services. *Under Major and Minor Funding section page 12*

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

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

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds is met.

To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and/or did not use the funds for the purposes they were provided.

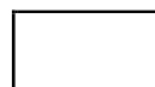
Adherence to these requirements is essential.

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

N/A

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

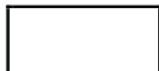
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City of Cockburn  
Guidelines:  
**Community Funding for  
Community Organisations  
and Individuals**





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

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**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

### Objective

The purpose of these guidelines is to complement the associated Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' that provide a framework for the provision of community funding to local community groups, organisations and individuals.

Council provides up to two per cent of the annual rates income to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.

The funds allocated to local community groups, organisations and individuals are to assist in the provision of the activities and services that benefit the local community. This program is divided into seven (7) categories to encourage and cater for a range of applications and activities.

Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category A - Community Grants	One-off projects, programs or activities that benefit the wider Cockburn community.	Twice a year, in March and September	\$15,000	Delegated Authority
Category B - Cultural Grants	Events, projects, workshops and residencies that embody at least one of the diverse art and cultural interests of the Cockburn community.	Twice a year, in March and September	\$5,000	Delegated Authority
Category C - Sustainability Grants	Projects or activities that demonstrate Sustainability principles and themes for the benefit of the Cockburn community.	Annually in March	\$4,000	Delegated Authority
Category D - Small Events Sponsorship	Small-scale neighbourhood events across Cockburn.	Open all year round	\$3,000	Delegated Authority
Category E - Donations	Covers operating or ongoing expenses to assist the disadvantaged and/or vulnerable within the Cockburn community.	Twice a year, in March and September	\$20,000	Council Decision







**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

Category F - Sponsorships	Financial contribution to a significant event, activity, service or endeavour to either a Group or Individual and, in return, the City receives public recognition for its contribution.	Groups - Twice a year, in March and September  Individuals - open all year round	Groups - \$20,000  Individuals - \$1,000	Groups – Council Decision  Individuals – Delegated Authority
Category G - Major and Minor Funding	Major funding proposals, minor funding and requests outside of established categories.	Upon enquiry and invitation to apply	Dependent on funding type	Dependent on funding type

These guidelines assist how the City responds to requests for financial assistance in line with the City's Strategic Community Plan and aim to optimise the use of Council funds to support community groups, organisations and individuals to deliver social, environmental and economic benefits. These outline the relevant selection criteria, evaluation and limitations of each funding category, and are to be utilised in conjunction with the associated Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships).

Applicants for funding to be distributed from the Grants and Donations budget are required to apply and address the relevant criteria in one of the funding categories. Assessment and approval will be done according to the category and be done under the relevant delegated authority or recommendation by the Expenditure Review Committee to Council, and applicants cannot bypass these processes.

For applications in Categories A, E, F and G, any requests over \$5,000 will require a copy of the most recent, audited financial statements to be provided with the application.

An applicant may successfully apply for and receive funding from two different categories from the Policy per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

Applications will not be accepted for activities of a political or lobbying nature which may be used as a forum for political lobbying or canvassing and compromise the City's impartiality.



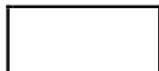


**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

**Cockburn Community Fund**

**Community Grants**

1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
  - (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
  - (c) Applications must include a financial and/or in-kind contribution to the project.
2. Selection Criteria:
  - (a) Primarily serve residents of the City.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
  - (d) Must hold public liability insurance to a value as agreed with the City.
3. Evaluation Criteria for Project or Activity:
  - (a) Can demonstrate how project or activity outcomes will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Meets an identified need in line with one of the themes of the City's Strategic Community Plan.
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Applications will not require commitment to ongoing funding from Council.
  - (e) Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable.
  - (f) Project does not duplicate an activity already available in the local area.
  - (g) As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.
4. Funding Rounds:
  - (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.
5. Grant Limitations:
  - (a) The maximum grant available to any one group or organisation in the Community Grants category will not exceed \$15,000.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

- (b) There are caps of:
    - (i) \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
    - (ii) \$3,000 for recurring community events. Recurring community events are defined as types of events that have already been funded by Community Grants or Small Events Sponsorship and are regularly applied for and funded, such as Christmas events and neighbourhood movie nights (also applies under Small Events Sponsorship).
    - (iii) \$1,000 for costs associated with incorporation of a new organisation (N.B. Residents associations can access funds under LGAC\$7 for these purposes, so these grants are intended for community groups that are not residents associations).
  - (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.
  - (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.
6. Elected Members are to be informed of the outcome of applications for Community Grants.

**Cultural Grants**

- 1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn and primarily service the residents of the City of Cockburn or organisations who will be working with a majority of Cockburn residents through the life of the project and can show considerable community support for the program/project.
  - (b) Individual applicants may be considered if they are residents of the City of Cockburn and/or:
    - (i) They are invited by the community and can demonstrate a high level of community support for 'Artist in the Community' or 'Telling Community Stories' program; or
    - (ii) Individuals who have been selected as an 'Artist in the Community' outside of Cockburn may be considered on presentation of supporting documentation.
  - (c) Schools and other educational institutions in accordance with Schools eligibility.
- 2. Selection Criteria:
  - (a) Can demonstrate the ability to manage financial affairs effectively.
  - (b) Priority will be given to applicants who haven't previously been funded.

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**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

- (c) Program/project needs to represent the residents of Cockburn or embody one or more of the diverse art and cultural interests of the City of Cockburn through one of the following areas:
    - (i) Artist in the Community Program
    - (ii) Celebrating Community Program
    - (iii) Creative Community Program
    - (iv) Telling Community Stories Program
  - (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.
  - (e) Funding will not be for personal items such as costumes, food consumables or catering costs.
  - (f) Program/Project does not duplicate an activity already available in the local area.
3. Evaluation Criteria for Project or Activity:
- (a) Can demonstrate how program/project outcomes will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Programs/Projects should:
    - (i) Develop and nurture the skill base of the local community;
    - (ii) Develop and nurture the skill base of individual artists (all art forms);
    - (iii) Express local culture and identity;
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Will not require commitment to ongoing funding from Council.
4. Funding Rounds:
- (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.
5. Grant Limitations:
- (a) The maximum grant available to any one group or organisation in the Cultural Grants category will not exceed \$5,000.
6. Elected Members are to be informed of the outcome of the applications for Cultural Grants.





## City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

### Sustainability Grants

1. Eligibility Criteria:
  - (a) The following groups who are based within the City of Cockburn and/or provide services primarily within Cockburn:
    - (i) Community groups
    - (ii) Not-for-profit organisations
    - (iii) Collective households (>2)
    - (iv) Small businesses (<20 employees)
    - (v) Schools
2. Evaluation Criteria for Project or Activity:
  - (a) Project or activity must relate to one or more of the below themes:
    - (i) Giving Back
    - (ii) Protecting our Future
    - (iii) Strong Communities
    - (iv) Water, Energy and Waste
    - (v) TravelSmart
    - (vi) Healthy Lifestyles
  - (b) Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable.
3. Funding Rounds:
  - (a) Applications are invited annually, closing at the end of March each year, as advertised.
4. Grant Limitations:
  - (a) The maximum grant available to any one group or organisation in the Sustainability Grants category will not exceed \$4,000.
5. Elected Members are to be informed of the outcome of the applications for Sustainability Grants.

### Small Events Sponsorship

1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
  - (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
  - (c) Applications must include a financial and/or in-kind contribution to the project.



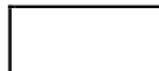
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**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

2. Selection Criteria:
  - (a) Primarily serve residents of the City.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
3. Evaluation Criteria for Project or Activity:
  - (a) Project or activity will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Project meets an identified need in line with one of the themes of the City's Strategic Community Plan.
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Project will not require commitment to ongoing funding from Council.
  - (e) Applications from Schools and other educational institutions must be in accordance with school specific eligibility criteria.
  - (f) Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable, as will those who source funding from other sources.
  - (g) Project does not duplicate an activity already available in the local area.
4. Funding Rounds:
  - (a) Applications will be invited year-round, assessed and notified within a month.
5. Funding Limitations:
  - (a) The maximum funding available to any one group or organisation in the Small Events Sponsorship category will not exceed \$3,000.
  - (b) Only one successful application in this category per financial year per organisation.
  - (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.
  - (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.
6. Elected Members are to be informed of the outcome of the applications for Small Events Sponsorship.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

**Donations**

1. Eligibility Criteria:
  - (a) Eligible applicants include not-for-profit benevolent organisations that directly assist the disadvantaged and/or vulnerable within the Cockburn community. This does not include sports clubs, residents associations or other special interest groups.
2. Selection Criteria:
  - (a) Not-for-profit benevolent organisations that primarily serve and can demonstrate direct improved social outcomes for City residents and the Cockburn community.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought. For requests over \$5,000, a copy of the most recent, audited financial statement must be provided with the application.
3. Evaluation Criteria:
  - (a) A Donation is a contribution of money towards a groups day-to-day running costs.
  - (b) A Donation is not for a specific project or activity.
  - (c) Priority will be given to applications that can demonstrate:
    - (i) How they will provide direct outcomes for the disadvantaged and/or vulnerable in the Cockburn community.
    - (ii) Overall benefits to City residents.
    - (iii) Improved access to services or activities for Cockburn residents.
    - (iv) Value for money and/or value adding as a result of the proposed funding.
    - (v) Other funding sources so that the funding is subsidising operations rather than relying solely on funding from the City.
    - (vi) Alignment with the objectives in the City's Strategic Community Plan.
4. Funding Rounds:
  - (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.
5. Donation Limitations:
  - (a) The maximum donation available to any one group or organisation will not exceed \$20,000.



**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

**Sponsorships**

1. Eligibility Criteria for Group Sponsorship:
  - (a) Applicants are eligible for Group Sponsorship if their project or activity provides brand exposure and public recognition benefits to the City of Cockburn and meets the eligibility, selection and evaluation criteria outlined in the Community Grants paragraphs 1, 2 and 3. Private organisations are also eligible to apply for Group Sponsorship.
  - (b) Applications must include a financial and/or in-kind contribution to the project.
  - (c) In addition to satisfying paragraphs 1(a) and 1(b) above, Sporting Teams/Clubs can only apply if they are:
    - (i) representing at a National or International level event at which they have been selected based on their endeavours in their chosen activity; or
    - (ii) hosting a sporting event or activity in the City of Cockburn that is of State, National or International significance that will add value to the City of Cockburn.
2. Eligibility Criteria for Individual Sponsorship:
  - (a) Individual applicants are eligible if they are residents of the City of Cockburn and they can demonstrate a high level of community support.
  - (b) Individuals attending a significant event or activity at a National or International level at which he or she has been selected on the basis of their individual endeavours in their chosen activity. (Individuals must supply supporting documentation from the relevant governing association of the activity).
  - (c) Individuals attending or completing a significant activity that benefits the community.
  - (d) Applications are invited from all ages for a range of projects, events or activities including sporting, welfare, education and arts/cultural, unless eligible to apply for funding through the City's Junior Sports Travel Assistance Program, or Youth Art Scholarship Program.
3. Evaluation Criteria for Activity/Event:
  - (a) Activity/Event will be of long-term benefit to the local community and/or the City of Cockburn generally.
  - (b) Activity/Event will provide brand exposure and public recognition benefits to the City of Cockburn.
  - (c) Activity/Event will increase awareness and raise the profile of the City of Cockburn, in line with its desired image.
  - (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.





### City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

- (e) Funding will not be for personal items such as uniforms, food consumables or catering costs.
- 4. Funding Rounds:
  - (a) Applications for Group Sponsorships are invited twice per year, closing at the end of March and September as advertised during each round.
  - (b) Applications for Individual Sponsorships are invited year round.
- 5. Sponsorship Limitations:
  - (a) The maximum sponsorship available to any one group or organisation will not exceed \$20,000.
  - (b) The maximum sponsorship available to any one individual will not exceed \$1,000.
  - (c) The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years.

### Major and Minor Funding

This Category incorporates a large range of funding opportunities under both Council Decision and Delegated Authorities.

### Major Funding Proposals and Committed and Contractual Funding

Most of the Cockburn Community Fund budget is distributed to community groups, organisations and individuals through established grants, donations and sponsorship programs and application processes in accordance with Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and these guidelines.

There are also some donations made annually out of this budget that are deemed to be committed by legal agreements, such as leases, or by Council Decision.

Occasionally, the City receives new requests for funding that fall outside of the scope of the category rounds and other limitations. Hence why this category was established to include a process and assessment criteria for funding requests received that do not fit within the other established categories and processes, which may include major or partnership funding proposals, or committed or contractual funding arrangements.

- 1. Eligibility Criteria:
  - (a) As per the relevant category from these guidelines that the funding request would normally apply to.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

2. Project Selection and Evaluation Criteria:
  - (a) Funding requests that align with the evaluation criteria of one of the funding categories described in these guidelines, must follow the process below for consideration.
  - (b) A proposal for funding must be submitted to the City which outlines:
    - (i) How it meets the evaluation criteria of one of the funding categories of the Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and within these guidelines and a statement addressing the eligibility, selection and evaluation criteria of the category.
    - (ii) The justification for the funding request and why it cannot be accommodated within the established programs and processes outlined in the other categories within these guidelines.
    - (iii) The amount of funding requested.
    - (iv) The proposed term of funding or partnership.
    - (v) Key terms and conditions.
    - (vi) Proposed outputs, outcomes or benefits of the proposed funding arrangement to the Cockburn community, and how these will be evaluated.
    - (vii) Any contractual considerations.
3. Process:
  - (a) The proposal must be submitted to the City's Community Grants service unit for initial assessment at least one month prior to the next scheduled Expenditure Review Committee Meeting.
  - (b) The Head of Community Development and Services will review the proposal and provide a report with a recommendation to the Expenditure Review Committee for consideration at its next meeting. The Head of Community Development and Services may exclude a proposal from being considered by the Committee if the applicant does not provide adequate information or does not meet the evaluation criteria of one of the funding categories.
  - (c) The Expenditure Review Committee will make their recommendation for consideration by Council.

**Community Innovation and Participatory Budgeting**

1. Eligibility Criteria:
  - (a) Applicant is a not-for-profit or private organisation that primarily services residents and/or the interests of the City, or has a specific project that intends to do so.
  - (b) Applicant is an incorporated organisation.
  - (c) Applicant can demonstrate it is financially sound.
  - (d) Applicant holds appropriate insurance/s to a value as agreed with the City.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

2. Project Selection Criteria:
  - (a) The project primarily serves residents and/or ratepayers of the City.
  - (b) The applicant can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
3. Evaluation Criteria:
  - (a) The Project/Activity demonstrates innovation.
  - (b) The Project/Activity meets a community need, and can demonstrate how the project or activity outcomes will benefit the local Cockburn community.
  - (c) The applicant can demonstrate clear community involvement and support through the participatory budgeting process.
  - (d) Project/Activity gives consideration to sustainability principles as outlined in the Sustainability Policy.
  - (e) Risks posed to the community or the organisation can be mitigated, including safety and legal liability.
  - (f) The Project/Activity does not require commitment to ongoing funding from Council.
  - (g) There are sufficient resources available to meet community objectives for the life of the project.
  - (h) Project/Activity does not duplicate an activity already available in the local area.
  - (i) The Project/Activity is in accordance with eligibility criteria for applications from schools and other educational institutions.
  - (j) The Project/Activity attracts a financial and/or in-kind contribution.
4. Funding Conditions:
  - (a) Applications will be sought through the participatory budgeting process at a frequency and an allocation determined by Council.
  - (b) Consideration will be given to whether an organisation has been funded previously within the financial year.
  - (c) Projects are only eligible for once-off funding, and applicants cannot apply through other Council sources.
  - (d) Projects must start within six months of funding allocation and funding should be spent within 12 months of the project start date.
  - (e) The distribution of funding to approved projects will be in accordance with the participatory budgeting community voting process.
5. Elected Members are to be informed of the outcome of the applications for participatory budgeting funding.

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**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

**Minor Funding**

The City also has provisions for minor funding contributions through allocations in the Grants and Donations budget allocation.

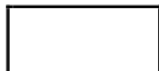
1. The majority of these fall under the following Delegated Authorities:
  - (a) LGASC2 Local Government Act, 1995 – Minor Funding (Small grants, donations and subsidies)
    - (i) Minor Donations
    - (ii) Subsidies
    - (iii) Minor Grants
    - (iv) Youth Reward and Recognition
    - (v) Donations to Schools – Reimbursements
    - (vi) Community Welfare Funding
  - (b) LGACS7 Local Government Act, 1995 – Funding Assistance for Community Associations
    - (i) Publication & Distribution of Newsletters
    - (ii) Cockburn Community Insurance Program
    - (iii) Hire of Council Community Centres & Halls
    - (iv) Resident Association Support

**Minor Donations**

No donation can be made to non-local groups or individuals (other than charitable groups). Excluding donations relating to point 4 below, there is a delegated authority to make donations of up to \$200 to individuals and groups, but only after consultation with the Mayor.

The following minor donations can be requested for consideration by the Head of Community Development and Services.

1. Up to six tip passes or equivalent rubbish removal costs for schools/welfare groups or vulnerable individuals with a disability undertaking an essential clean-up of their area.
2. The cost of hall hire less cleaning costs for School Award/Graduation functions in respect of halls under Council control, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.
3. Half the cost of hall hire for local groups based in Cockburn and charitable groups, where the groups are conducting fundraising functions for purposes which may benefit the City and its ratepayers, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

4. Donations of up to \$200 to individuals and groups after consultation with the Mayor.
5. On a dollar for dollar basis to match funds raised by City staff for benevolent purposes as approved by the Chief Executive Officer.

**Subsidies**

Bus Subsidy for not-for-profit community groups based in the City of Cockburn, servicing a significant number of Cockburn residents for 50% of bus hire costs (excluding City of Cockburn bus hire) up to \$100 per claim (maximum 1 claim per month and for a maximum of \$500 per financial year).

**Minor Grants**

To small grants programs approved by Council from time to time. This includes guidelines for the below Minor Grants program that is administered under the Delegated Authority LGACS2.

***Environmental Education for Schools Grants***

1. Eligibility Criteria:
  - (a) All primary and secondary schools within the City of Cockburn are eligible to apply.
2. Selection Criteria:
  - (a) A teacher or group of teachers must be nominated as a point of contact and to coordinate the funded activities. The City of Cockburn will provide assistance but will not coordinate the program.
  - (b) Demonstrate a commitment to incorporating environmental and sustainability principles into the school and local community, through existing school activities and participation in school, local or state programs.
  - (c) The grant is to fund sustainability and environmental educators to deliver activities, presentations or programs either at school as in-class sessions or off the school grounds as part of an excursion.
3. Funding Rounds:
  - (a) The funding is available annually, with the grant opening in early February and closing at the end of March.
4. Grant Limitations:
  - (a) Schools can apply for a maximum of \$1,000.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

5. Elected Members are to be informed of the outcome of the applications for Environmental Education for Schools Grants.

**Youth Recognition and Reward**

***Youth Academic Assistance***

To allocate funds for youth residing in the City of Cockburn to attend academic events.

1. Eligibility Criteria:
  - (a) Applicants must:
    - (i) be either studying full-time or part-time at an education institution recognised by the State or Commonwealth Government, and;
    - (ii) be 21 years of age or younger, and;
    - (iii) reside within the City of Cockburn.
2. Selection Criteria:
  - (b) Applications must:
    - (i) be in writing, advising of when the event is to occur and the costs likely to be paid by the applicant as a result of participation in the event, and;
    - (ii) include written evidence of selection or participation by the applicant from the organising group or a representative of the academic body with which the student is associated.
3. The funds are available for travel assistance to a maximum of \$350 to any one individual for an event, with the actual amount to be determined at the discretion of the Delegated Officer in consideration of the overall cost of the travel.

***Youth Arts Scholarships***

The funds are available for Youth Art Scholarships to a maximum of \$500 to any one individual, with the actual amount to be determined at the discretion of the delegated officer in consideration of the overall cost of the travel or study and previous applications in accordance with established criteria.

1. Eligibility Criteria:
  - (a) Any person aged 18 or younger as of the application closing date is eligible to obtain a Youth Art Scholarship in any one of the following categories:
    - (i) Travel - Individual
    - (ii) Further Study
  - (b) Applicants must be residents of the City of Cockburn.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

2. Travel – Individual Scholarships:
  - (a) These will be awarded to individuals who have been given the opportunity to study or perform within the arts arena interstate, overseas or outside the Perth metropolitan area.
  - (b) Travel - Individual Scholarships will be up to \$500.
3. Further Study Scholarships:
  - (a) These scholarships are designed to assist young people with fees, materials or similar who wish to pursue the arts in further study at a TAFE/University level or specialist Art high school such as John Curtin SHS or extracurricular arts based activity.
  - (b) Further Study Scholarships will be up to \$500.
4. Selection Criteria:
  - (a) Applicants who have shown initiative and endeavour to raise funds for themselves will be highly considered.
  - (b) These awards will be based on results obtained at your current school especially in the area of artistic talent, teacher recommendations, and school and community participation.
  - (c) Proof of enrolment/acceptance in a full time course will be required.
5. Funding Rounds:
  - (a) Applications are invited twice per year, closing at the end of March and September as advertised.

**Donations to Schools – Reimbursements**

The following items can be requested from schools located within the City boundaries for the reimbursement of costs for the items/activities designated. These are recorded as donations.

1. Upon receipt of an invoice from the Principal of any school within the boundaries of the City, for the supply of sand to that school, delegates are authorised to reimburse costs incurred for the supply and delivery, up to a maximum of 6m<sup>3</sup> in any one year.
2. Each school in the municipality will be reimbursed the cost of one bus trip per year to the annual inter-school sports day.
3. The City will reimburse the cost of a maximum of 20 trees and shrubs per year up to a total value of \$200 to schools upon receipt of an invoice from the Principal.

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**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

4. In the case of the City undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours.
5. The City will provide all schools within the City with a book voucher for presentation as an annual student graduation prize. The award (of a Community Service nature) is \$50 for Primary Schools and \$100 for Secondary Schools issued as a book voucher. An optional additional book voucher will be provided for a graduating Aboriginal and Torres Strait Islander (ATSI) student as per the City's Reconciliation Action Plan. An acknowledgement of the City at the presentation ceremony will be requested.

For items 1 – 4 above, all requests for reimbursements need to be emailed to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) with the attached invoice and receipt showing that the school has purchased the applicable items and is seeking reimbursement from the City.

**Graduation Prizes**

For item 5 above, the City will contact all local schools each year seeking confirmation if they would like to receive the additional ATSI award and the book vouchers will be distributed prior to graduation each year.

**Community Welfare Funding**

To approve enrolment fees for identified disadvantaged children to enrol in Holiday Care Programmes.

1. Satisfactory evidence of the children's inability to pay fees required, prior to funding approval being given.

**Funding Assistance for Community Associations**

**Publication & Distribution of Newsletters**

1. Local Resident Associations are eligible for a subsidy under this program if the following conditions are met:
  - (a) A draft copy of the publication is provided for approval;
  - (b) The newsletter must be widely available and free of charge to those who live in the area;
  - (c) The newsletter must not promote the individual interests or platform of an Elected Member or an individual who is seeking election to Council;





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

- (d) Articles must be accurate and factual to the best of their ability and provide a balanced view of the issue considered.
- (e) The publication and distribution cost (printed or electronic) will be subsidised by an agreed amount up to \$4,200 annually.

**Cockburn Community Insurance Program**

1. Resident Associations and not-for-profit community groups are eligible to apply for an insurance subsidy under this program if the following conditions are met:
  - (a) It can demonstrate it is a local Residents Association;
  - (b) The group is affiliated with (a member of, or relationship with ) a local Resident Association;
  - (c) The group is a not-for-profit group which can demonstrate that they are providing a community benefit to Cockburn residents and that it has no more than \$5,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs;
  - (d) The group or organisation does not have the option to affiliate to a peak body or State/National organisation with insurance provisions, and/or cannot access insurance cover by other means;
  - (e) The group or organisation is not a religious body or a political interest group or party.
2. Subsidy Conditions:
  - (a) Eligible associations or groups can apply for Public Liability and Volunteer Accident Insurance of up to \$10 million, or up to \$20 million where the organisation leases a City facility.
  - (b) All applicants will need to accept the insurance coverage period is from 1st October – 30th September annually.
  - (c) All applicants must complete an insurance application form and provide current financial statements.
  - (d) The applicant commits to notifying Community Development staff of any changes to information provided on the application form as well as any new events/activities.
  - (e) The applicant commits to reapplying and providing updated insurance information annually in July to ensure the City's insurer has the correct information.
3. Participation of each association or group in the Cockburn Community Insurance Program will be reviewed annually by the City.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

**Hire of Council Community Centres & Halls**

1. Resident Associations or a group affiliated with a Resident Association (member of, relationship with) are eligible to apply for:
  - (a) Funds to cover the cost of hall hire for up to 12 meetings per financial year for Cockburn Resident Association meetings.
  - (b) Funds to cover costs for storage if required and available.
  - (c) Funds to cover cost of facility hire when running community events up to a maximum of 6 events per financial year.
2. Not-for-profit organisations are eligible to apply for:
  - (a) Funds to cover the cost of facility hire when running community events that benefit the local Cockburn community for up to a maximum of 6 events per financial year where:
    - (i) The group has no more than \$5,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs; and
    - (ii) The group is not a religious body or a political interest group or party.

**Resident Association Support**

Resident Associations are eligible to apply for:

1. Funds to cover costs for PO Box hire each financial year.
2. A once-off donation of \$1,000 for the establishment of a resident association for the purpose of a facility bond, float, signage, logo, stationery.





**City of Cockburn Guidelines:  
Community Funding for Community Organisations and Individuals**

**Schools and Educational Institutions**

The City receives requests from Schools, Parents and Citizens (P&Cs), and Parents and Friends Associations (P&Fs) for funding and reimbursements for the cost of certain items/activities.

**School Specific Application Criteria**

1. Applications from Schools, P&Cs, P&Fs and other educational institutions must be in accordance with the eligibility for the funding category they are applying for, and satisfy the following additional criteria:
  - (a) There is an identified community need for the project or activity.
  - (b) The project or activity is extra-curricular and accessible to the wider Cockburn community outside of school hours (clearly outside the Education Department's area of responsibility).
  - (c) There is a financial or in-kind contribution of at least 50% or more to the project or activity.

**Reimbursements**

The following items can be requested from schools located within the City boundaries for the reimbursement of costs for the items/activities designated. These are recorded as donations, as per the Minor Donations criteria.

1. Costs incurred for the supply and delivery of sand, up to a maximum of 6m<sup>3</sup> in any one year.
2. Cost of one bus trip per year to the annual inter-school sports day.
3. Cost of a maximum of 20 trees and shrubs per year up to a total value of \$200.
4. In the case of the City undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours.
5. The City will provide all schools within the City with a book voucher for presentation as an annual student graduation prize. An optional additional book voucher will be provided for a graduating Aboriginal and Torres Strait Islander student as per the City's Reconciliation Action Plan. An acknowledgement of the City at the presentation ceremony will be requested.

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**13. Governance and Strategy**

Nil

**14. Corporate Affairs**

Nil

**15. Office of the CEO**

Nil

**16. Motions of Which Previous Notice Has Been Given**

Nil

**17. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**

Nil

**18. New Business of an Urgent Nature Introduced by Members or Officers**

Nil

**19. Matters to be Noted for Investigation, Without Debate**

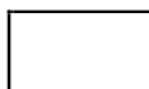
Nil

**20. Closure of Meeting**

The meeting closed at 7.08pm.

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**18.3 Proposed Amendment to Locality Boundaries for North Coogee**

**Author** Emma Milne

**Attachments** N/A

**RECOMMENDATION**

That Council:

- (1) RECEIVES the update for the Proposed Amendment to Locality Boundaries for North Coogee.

**Background**

On 13 May 2021 Council endorsed its support of the proposed amendment to locality boundaries for North Coogee as follows:

That Council RECOMMENDS to the Geographic Names Committee (GNC) that it supports the joint petition for the renaming of that part of the current locality of "North Coogee" as "Port Coogee" and the renaming of that part of the current locality of "*North Coogee*" as "*South Beach*" as shown in *Attachment 2*.

The basis for the position was Council's determination there was overwhelming support from the community, and the grounds for the proposed name changes by the petitioners at the time were valid and reasonable.

Council determined to allow the final decision to rest with the Geographic Names Committee (GNC).

**Submission**

N/A

**Report**

On 1 December 2021 the GNC resolved not TO support the name "South Beach".

The GNC did support Landgate's request for evidence substantiating service delivery issues, and supported Landgate's position in support of the locality of Port Coogee subject to community consultation and evidence of service delivery issues.

Subsequently the City facilitated a meeting with stakeholders to discuss the way forward.

On 31 May 2022 West Ward Councillors met with City Officers, Landgate representatives, South Beach Community Group (SBCG) representatives and Port Coogee Community Association (PCCA) representatives.

Will Mathers of the office of the Honourable Simone McGurk was also in attendance as an observer.

The objective of the meeting was for Landgate to advise the community groups of the roles, responsibilities, and process of the GNC, Landgate's current policy position, and discussion of the community groups' objectives.

The groups also discussed the options available to continue to progress the matter.

It was made clear in the meeting that the name "South Beach" will not be supported by the GNC and is therefore not an option which can be considered.

The view shared by Landgate was that the only way forward would be to identify an alternative name for the currently proposed suburb of "South Beach".

Landgate representatives stated that in order for any name change to occur, there needs to be:

1. Rigorous community consultation
2. A "compelling driver for a change".

The requirements for community consultation were discussed at the recent meeting, which identified the following community consultation requirements:

- There is a need to ensure fair representation and that all people have a voice
- Must be led by the local government
- Must show overwhelming community support for the change.

Landgate representatives confirmed there are two "compelling drivers" for a name change:

1. The name change will alleviate confusion caused by the current naming situation and will not create additional confusion for emergency services dispatch and other services,
2. There is a strong historic connection between the name and the area.

Hereon, the Community Groups will engage with the City to identify potential alternate names for the City to present to Landgate for consideration and pre-approval prior to undertaking formal community consultation.

Any alternative name must satisfy the Landgate policy requirements and must also satisfy the "compelling driver for a name change".

A report on the potential alternate names will be presented to Council prior to the commencement of a formal community consultation process.

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

**Listening & Leading**

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

There is no initial budget implication from this report however, depending on the process, there may be initial community consultation costs and additional staff resource allocations related to the identification of potential alternate names for the locality of “South Beach”.

There may be future financial implications related to the cost of any community consultation undertaken by the City, which would need to be referred back to Council, via the Expenditure Review Committee (ERC) should that need arise.

This will depend on the method of community consultation undertaken (internal or external) and the duration.

There are currently no budget provisions for external engagement for community consultation for this matter.

This matter will return to Council for consideration after further engagement with Stakeholders.

**Legal Implications**

There are no legal implications from this report.

**Community Consultation**

N/A

**Risk Management Implications**

Council has previously endorsed its support with respect to the locality boundary and name changes for North Coogee.

At this stage the matter has not progressed as further community consultation is required, and an alternate name for “South Beach” must be determined.

The identified risk is low.

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

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 August 2022 Ordinary Council Meeting.

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

Nil



## 19. Corporate Affairs

### 19.1 Advocacy Priorities 2022-2023

**Author** Victoria Green

**Attachments** N/A

#### **RECOMMENDATION**

That Council:

- (1) ENDORSES the Advocacy Priorities for FY23;
- (2) APPROVES interstate travel for the Mayor, Deputy Mayor, CEO and relevant staff for the purpose of advocacy; and
- (3) NOTES the City will continue to pursue funding for items that may not be on the Advocacy Priority list.

#### **Background**

Council-led advocacy seeks to influence stakeholders with political or funding influence to implement public projects and policies that benefit our community.

The City of Cockburn's Advocacy Program places concerted effort on a handful of priority projects where the City is seeking to secure funding or influence a change in order to progress the City's outcomes identified in the Strategic Community Plan and Corporate Business Plan.

There are nine priority projects identified in the proposed advocacy approach, with at least two items falling into each of the four advocacy focus areas.

The identified projects form the workplan: however, if an opportunity arises to progress an item identified in the Corporate Business Plan that is not listed in the priority list, it will be considered by officers and resources may be allocated to pursue such an opportunity.

Face-to-face meetings with key stakeholders, such as Federal Ministers, generally occur in Canberra and approval is sought to pre-authorise the CEO, Mayor, Deputy Mayor, and relevant Executive and staff to travel interstate for the purpose of undertaking meetings to progress the advocacy agenda.

#### **Submission**

N/A

## Report

The City of Cockburn's advocacy program places concerted effort on a handful of priority projects where the City is seeking to secure funding or influence a change in order to progress the City's outcomes identified in the Strategic Community Plan and Corporate Business Plan.

Advocacy projects are generally identified as:

- Long-term
- Too complex or expensive for the City to deliver independently
- Decision making authority is generally outside of LGA control
- Selective and focused.

The table below identifies the nine priority projects for 2022 and 2023.

Each project has a direct link to the Strategic Community plan (SCP) and the Corporate Business Plan (CBP)

	Theme	Project	SCP	CBP
1	Cockburn Central - capital of the south metro	Cockburn Civic and Cultural Centre	4	4.2.1a
2	Cockburn Central - capital of the south metro	Expansion of Cockburn ARC and community changerooms (Fremantle Dockers)	3	3.1.4e
3	Transforming the Cockburn Coast	Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking	4	4.3.1b
4	Transforming the Cockburn Coast	Redevelopment of South Fremantle Power Station Precinct	4	4.1.1
5	Transforming the Cockburn Coast	Protect beaches from coastal erosion	2	2.1.1 2.3.1
6	Sustainable and Connected Communities	Wally Hagan Recreation Centre Redevelopment	3	3.1.4d
7	Sustainable and Connected Communities	Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project	4	4.1.2b
8	Investment Partner of Choice – Thriving industrial precincts	Encourage local investment and create local employment through the Blue Economy and defence	1	1.1.2a
9	Investment Partner of Choice – Thriving industrial precincts	Realigning Russell Road x Rockingham Rd intersection	4	4.3.2

**Strategic Plans/Policy Implications**Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

Environmental Responsibility

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

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

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.

City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An integrated, accessible and improved transport network.
- Cockburn Central as the capital of Perth's South Metro Region.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

All activities in the proposed plan are currently included in the annual operating budget for this service unit.

If the priority project list exceeds 10 items, an additional FTE resource will be required to implement the additional workplan.

This has not been budgeted.

**Legal Implications**

N/A

**Community Consultation**

Priority projects are drawn from the City's Corporate Business Plan and Strategic Community Plan, which were developed in consultation with the community.

**Risk Management Implications**

The City faces a moderate risk of decreased funding opportunities if it is unable to operate a responsive advocacy program in the early stages of a new Federal Government.

The City faces a moderate risk of reputational damage if it does not proactively engage with stakeholders and adapt projects and activities to align with new government directions and policy.

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

N/A

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

Nil

**19.2 Economic Exchange Activities - Indonesia (Surabaya)**

**Author** Victoria Green

**Attachments** N/A

**RECOMMENDATION**

That Council:

- (1) NOTES the opportunities identified in developing a strategic economic partnership with Indonesia; and
- (2) ENDORSES the recommendations for development and engagement with Indonesia in FY23

**Background**

The City of Cockburn Economic Development Framework recommends that strategic relationships are built locally, nationally and globally.

Recent Federal and State visitations to Indonesia and recent City of Cockburn engagement has identified the opportunity and attraction for Australian businesses to activate within a global context, in the pursuit of new and emerging markets and opportunities in Indonesia.

There are clear benefits for the City of Cockburn to establish a strategic economic relationship with Indonesian, including.

- Under Indonesian Australia-Comprehensive Economic Partnership Agreement (IA-CEPA) there is a significant push from both Australia and Indonesia to engage in exchange activities.

Previous barriers to entry have been eliminated with 99% of products traded becoming free of tax implications.

Investment and asset ownership restrictions have been relaxed to attract foreign investment.

- Surabaya is home port to the Indonesian Eastern Fleet and is a strategic shipbuilding port for commercial and defence vessels (including Submarines).

Invitations have been received from the Indonesian Consul General to collaborate in the maritime and shipbuilding sector.

- Impending relaxation of visa entry requirements for Indonesians working in Australia has the capacity to assist Cockburn industry and businesses in addressing trades skills gap within a relatively short period.

- The Indonesian Consul General, and the Deputy Governor, Surabaya have engaged with the City directly and offered to facilitate bi-lateral exchange opportunities and personal introductions for Cockburn key strategic stakeholders in Cockburn.

To facilitate further development, it is proposed to progress the current collaboration and economic development activities in two stages:

### **Stage 1: Digital Exchange Forum**

Deliver one (1) digital exchange event in **December 2022**. The event will be jointly hosted by the Indonesian Consulate/City of Cockburn and supported by the Indonesian Institute and Australian Indonesian Business Council.

The Digital Exchange Form would focus on 1) Defence; 2) Shipbuilding; 3) Health; 4) Education; 5) Research (AI/Robotics/Defence/ Subsea Tech).

Each participant will be e-introduced and matched to industry groups in Indonesia, who are actively engaged in developing exchanges with Australia.

### **Stage 2: City facilitated delegation visit to Jakarta and Surabaya**

Conduct a City of Cockburn facilitated delegation visit to Jakarta and Surabaya in **March 2023**.

Delegation will consist of 10-20 Industry representatives that attended the Digital Exchange and additional delegates from the City including the Mayor, CEO, Executive Corporate Affairs, Lead, Business and Economic Development and up to two Elected Members.

The focus of the visit would be to secure tangible outcomes for each industry sector, building on previous discussions and developing MoU's specific to the delegates own business operations.

The City's role is to facilitate and assist in international negotiations and guidance where requested. All industry representatives will pay their own cost.

It is anticipated that the Governor of East Java will host a formal dinner for all Australian and Indonesian delegates during the visit.

### **Submission**

It is recommended that the City support the development of bi-lateral economic exchange activities with Indonesia as a facilitator and enabler for key industry and stakeholder groups to develop new markets.

Significant synergies exist with the City of Surabaya shipbuilding and defence, digital, health and education sectors.

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

#### Local Economy

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

- Increased Investment, economic growth and local employment.
- A City that is 'easy to do business with'.

### **Budget/Financial Implications**

#### **Stage 1: Digital Exchange Forum – December 2022**

Provision for this event has been budgeted in the 2022/23 budget allocation.

#### **Stage 2: City facilitated delegation to Indonesia – March 2023**

Estimated cost to the City for the delegation visit to Indonesia is **\$15,000**.

This would be an additional budget requirement and referral back to Council via assessment by the Expenditure Review Committee (ERC) should Council wish to pursue this option.

NB: All industry delegates will fund their own representation.

### **Legal Implications**

NA

### **Community Consultation**

NA

### **Risk Management Implications**

NA

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

N/A

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

Nil



**20. Office of the CEO**

Nil

## 21. Motions of Which Previous Notice Has Been Given

### 21.1 Council and Executive Strategy Days - Postpone Until New CEO is Appointed

**Author** Emma Milne

**Attachments** N/A

#### **RECOMMENDATION**

That Council:

1. DEFERS the proposed Council and Executive Strategy Days until a new Chief Executive Officer has been appointed; and
2. REQUESTS a report to Council following the appointment of a new Chief Executive Officer or within 12 months, whichever is the earlier, to determine the location, format and specifics of the strategy days.

#### **Background**

Deputy Mayor Widenbar submitted the following Notice of Motion on 17 July 2022:

1. Council defers the proposed Council and Executive Strategy days until a new CEO has been appointed.
2. Once a new CEO has been appointed the location, format and specifics of the strategy days are to return to a future Council meeting to be endorsed by Council.

Reason:

The Council and Executive Strategy Days will be most effective if they include the new CEO.

#### **Submission**

N/A

## Report

On 14 April 2022 Council resolved, following recommendations from the Cole Report, as follows:

That Council:

...

- (6) *CONDUCTS an annual strategic planning event for Elected Members and Executive staff at an off-site venue, facilitated by an external consultant, covering the following topics:*

1. *Team Development*
2. *Strategy and Alignment*
3. *Priority District Developments*
4. *Council Governance and Performance Evaluation...*

The conduct of the Council and Executive Strategy Days is an action adopted by Council following the City of Cockburn Independent Governance Review 2021 Report by Stephen Cole.

Council should consider the impact of the deferral in meeting this requirement.

It is recommended Council revisit this item within 12 months of this report.

## Strategic Plans/Policy Implications

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

## Budget/Financial Implications

There are no financial implications from this report.

## Legal Implications

N/A

## Community Consultation

N/A

## Risk Management Implications

The Council and Executive Strategy Days are a Council endorsed action.

The Strategy Days are required to take place annually. It is recommended Council revisit this item within 12 months, irrespective of whether a CEO has been appointed.

The associated risk is low.

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

N/A

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

Nil

## 21.2 Interpretive Signage - Historical Sites

**Author** Anton Lees

**Attachments** N/A

### RECOMMENDATION

That Council:

- (1) NOTES the report; and
- (2) RECOMMENDS the project being listed for consideration in the 2023/24 draft capital works budget

### Background

Cr Stone submitted the following Notice of Motion on 19 July 2022:

That Council:

1. Allocates \$20k from the FY22-23 budget surplus to work together with key stakeholders to create and install interpretive signage at Emplacement Park WWII gun battery - North Coogee.
2. Write to the Department of Biodiversity, Conservation and Attractions seeking an update on the installation of the interpretive signage for the WWII Women's Army Camp, Bibra Lake (reserve 46787) as outlined in the Ordinary Council Meeting (2019/Minute No 0047) and if not planned for delivery in 2022/23 seek to understand how the City could assist in expediting the signage installation.

Reason:

These sites are currently being defaced or are at risk of being lost altogether. By raising awareness of these historical WWII sites, the role they played in the defence of our coast and sharing the stories behind them through interpretive signage, it may decrease the risk of them becoming further degraded or subjected to graffiti.

Highlighting these sites will also increase community awareness and sense of place, attracting people to Cockburn as unique points of interest and potentially increasing local economy, especially when incorporated into the upcoming Tourism Strategy.

### Submission

N/A

**Report**

Interpretive signage provides rich information to the community about the City's history.

Interpretive signage is provided in close proximity to historical locations, old relics and buildings, environmental elements and other key infrastructure.

Signage of this type requires a significant amount of time to research, source images and receive approval for the written text.

In addition, there may be extensive consultation with key stakeholders, agencies, and community groups to ensure the correct information is presented.

The delivery of interpretive signage is a multidisciplinary and collaborative process involving team members from various service units within the City along with commissioning consultants as required.

Initial planning and scoping for these types of signs is undertaken in the preceding year to delivery enabling Service Unit Managers time to schedule staff resources and identify in their Annual Service Plans.

In response to Point 1 of the Notice of Motion, and being cognisant of the process for interpretive signage, there are three options for the interpretive signage for Emplacement Park:

**Option 1**

Allocate \$20k from the FY22-23 budget surplus adopted by Council at the 23 June 2022 Special Council Meeting.

**Option 2**

Refer to the Expenditure Review Committee (ERC) for consideration and impact on FY23 capital works program. This option enables the ERC to determine impact on program, capacity to deliver within the remaining financial year, potential for carry forwards and consider swapping out a project of similar value and scope.

**Option 3**

Defer to FY24. Deferring to next year will enable incorporation of this project into the FY24 capital program and associated Project Plans and Service Plans.

In relation to Point 2 of the Notice of Motion, a letter to the Department of Biodiversity, Conservation and Attractions (DBCA) will be issued seeking an update on the installation of the interpretive signage for the WWII Women's Army Camp, Bibra Lake (Reserve 46787).

A copy of the letter will be placed in the City's HUB with subsequent follow up correspondence from DBCA.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.

City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An attractive, socially connected and diverse built environment.
- Choose an item.

**Budget/Financial Implications**

NA

**Legal Implications**

NA

**Community Consultation**

NA

**Risk Management Implications**

There is minimal risk to Council's reputation or finances in adopting the recommendation.

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

N/A

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

Nil

## 21.3 Key Nyungar Place Names - Dual Naming

**Author** Karoline Jamieson

**Attachments** N/A

### RECOMMENDATION

That Council:

- (1) NOTES the report;
- (2) INCLUDES dual naming in the Reconciliation Action Plan (RAP) review process; and
- (3) PROVIDES in principle support to developing a partnership with the relevant organisations and local Nyungar knowledge holders to identify key Nyungar place names and their stories across the City.

### Background

Cr Corke submitted the following Notice of Motion on 26 July 2022:

That Council:

- (1) Recognises that many features and places within the City of Cockburn have Nyungar names.
- (2) Provides in principle support to develop a partnership with the relevant organisations and local Nyungar knowledge holders to identify key Nyungar place names and their stories across the City.
- (3) Supports the introduction of dual naming across the City once the key Nyungar place names have been identified.

Reason

Formal recognition and signage for the Nyungar place names in our district is well overdue.

Right now, there is a potential Community Arts Network grant funded Indigenous Languages and Arts Program to deliver community arts and cultural development programs across Nyungar Country.

The City is supportive of this, and we have agreed to connect CAN with the ARG if they secure funding.

This project would identify key Nyungar place names and their stories.

CAN has previously secured funding for Fremantle and Melville to undertake a similar language, cultural and arts Nyungar place naming project, so we are hopeful that Cockburn will be next.

Formal Council approval of the introduction of dual naming will help to expedite the process and make it clear that the investigation and the time spent will have visible, tangible results.



**Submission**

N/A

**Report**

The City of Cockburn, City of Fremantle and City of Melville have been meeting regularly over the past year to establish potential areas of collaboration across Reconciliation Action Plans (RAPs).

All three Cities are currently in the process of developing new RAPs.

All have Stretch RAPs that require targets to be set, and all anticipate new RAP completions this financial year.

The City of Cockburn Draft RAP is due to be submitted to Council in June 2023.

The dual naming item was a potential area investigated for collaboration, as locations and boundaries for First Nations people are not confined to Local Government boundaries, and at times consultation and engagement may include the same groups of people.

However, Fremantle was funded in 2021 to participate in the Community Arts Network (CAN) project which resulted in the workshoping and Nyungar naming of locations around Fremantle.

City of Melville was also funded early in 2022 to participate in the same process across Melville locations and is currently undertaking this project.

City of Cockburn would like to deliver a similar project in conjunction with CAN, undertaken across the Cockburn region to ensure the strong Aboriginal community engagement demonstrated so far and the resulting consensus on the most accurate Nyungar names and stories for key locations in our community.

The City provided a Letter of Support to CAN on 19 May 2022, providing in principle support for CAN's application to the Indigenous Languages and Arts Program to deliver community arts and cultural development programs across Noongar Country.

The City has expressed interest in being involved in a future project should they be successful in securing funding.

Council providing in principle support to work in partnership with the relevant organisations and local Nyungar knowledge holders to undertake a Nyungar Place Names project across the City, as a means of uniting the community through stories, culture and art, and identification of accurate Nyungar place names would assist the City to progress the project, should CAN be successful in securing funding.

This project's progression requires partnership with CAN to ensure the financial and organisational capability required.

Securing Council's in-principle support would assist the City to expedite the progress of the project should CAN be successful in securing funding.

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

#### Environmental Responsibility

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

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

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.
- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

Community consultation would occur as part of the planned Reconciliation Action Plan review.

### **Risk Management Implications**

There would be a high likelihood of significant reputation damage, in particular with the Aboriginal Community, should the City not provide in-principle support to develop a partnership with the relevant organisations and local Nyungar knowledge holders to identify key Nyungar place names and their stories across, particularly when identified as an objective of the City's Reconciliation Action Plan engagement.

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

N/A

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

Nil

- 22. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**
- 23. New Business of an Urgent Nature Introduced by Members or Officers**

## 24. Matters to be Noted for Investigation, Without Debate

### 24.1 Activities on Greyhound Racing

**Author** Michael Emery

**Attachments** 1. Racing and Wagering Western Australia (RWWA) Response [↓](#)

#### RECOMMENDATION

That Council:

- (1) NOTES the Report; and
- (2) ENDORSES Option 2 contained in the Report.

#### Background

Cr Terblanche (former) submitted the following Matter for Investigation to the 9 December 2021 Ordinary Council Meeting:

*A report to investigate creation of a position statement that identifies that the City of Cockburn do not support Greyhound racing.*

#### Reason

*The City does not have a position statement about whether it supports greyhound racing activities in the Cockburn District.*

*There are currently no greyhound racing facilities in Cockburn, but if the City has a position statement on the prohibition of greyhound racing activities taking place within Cockburn, it may help Racing and Wagering Western Australia understand the City's position on this important animal welfare issue.*

#### Submission

N/A

#### Report

Within Western Australia, Greyhound racing is conducted at three approved locations, Cannington, Mandurah and Northam.

There is no greyhound racing within the City of Cockburn and the City does not have regulatory powers over this industry.

The sport within Western Australia is regulated by Racing and Wagering Western Australia (RWWA) and has statutory authority on the overall management of greyhound racing.

In July 2022, the Royal Society for the Prevention of Cruelty to Animals (RSPCA) WA publicly announced that they do not support greyhound racing. The position was based on numerous welfare concerns within the industry.

The RSPCA noted their concerns included overbreeding, injuries in racing and training, poor housing and high euthanasia rates.

The RSPCA further advocated In July 2022 for the public to sign an e-petition before the State's Legislative Council.

The Principal Petitioner is noted as living in Success and submitted on behalf of the Free the Hounds group, a non-government organisation advocating for the banning of greyhound racing.

As part of this report, the City approached RWWA.

The RWWA responded to the City's queries and is provided in Attachment 1 of this report.

According to RWWA, over 11 greyhound trainers reside in the City, notably Treeby and Banjup. It is unclear whether these trainers rely on the sport as a sole income or a hobby pursuit.

The RWWA cited that the sport contributes more than \$146 million to the Western Australian economy and generates around \$134million in direct spending.

This economic activity is derived from the three greyhound racing venues and hosts more than 350 race meetings each year that reportedly attract approximately 58,000 people.

The RWWA information also highlights the sport supports more than 1300 full-time-equivalent jobs across the State.

Continued animal welfare is a key concern raised by many opponents of the sport. Although the RWWA outlined many services it either sponsors or oversees, opponents and the RSPCA do not think it goes far enough to protect the welfare of greyhounds and possible live bating.

Both the Free the Hounds group and the RWWA have conflicting views on the outcomes of current animal welfare practices.

The City does not have the appropriate authority or resources to form a conclusive view on the information provided by either party.

Socially, research shows that the sentiment toward greyhound racing has changed, reflecting on the number of former racing greyhounds that have been adopted.

In 2022, the State *Dog Act 1976* was amended to remove the need for greyhounds to be muzzled in public.

Although the City has no legislative context or City managed facilities involved that could limit greyhound racing, there is a social license due to public sentiment for Council to consider an advocacy position.

The following options could be considered by Council:

**Option 1** – Notes this report, and no further action occurs by the City's Administration.

**Option 2** – Council approves the creation of an Administration Policy outlining:

1. The City supports banning of greyhound racing
2. Restricting any community grants provided by the City that support the sport
3. Lobby for greater oversight by the RSPCA WA to monitor the welfare of racing greyhounds.

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

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

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

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

The report was a result of a matter for investigation, as such no community consultation has been undertaken.

The City has consulted with the Free the Hounds group and the RWWA to gain further understanding of the sport to write this report.

**Risk Management Implications**

Should Option 1 is adopted by Council, it is likely that some community members and the Free the Hounds group will see this decision as a default endorsement for the sport to continue.

Should Option 2 be adopted, there could be isolated negative feedback by some of the reported 11 registered greyhound trainers in Cockburn.

It is likely that this criticism will be outweighed by the overall public sentiment against the sport.

However, there may be concerns that the City is involved in an issue outside of its jurisdiction and also on a matter which does not occur within the City's district.

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

N/A

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

Nil





## BRIEFING NOTE

### Background information

- Greyhound racing in Western Australia is subject to strict welfare and integrity controls, which are enforced by the state regulator, Racing and Wagering Western Australia (RWWA).
- The *RWWA Greyhound Rules of Racing* are in place to protect racing animals, which are effectively laws that regulate the actions of all people in the sector.
- In addition, the racing community continues to evolve its welfare standards to ensure the best levels of care are provided to racing animals, during all stages of their lives.
- On and off the track, RWWA applies its *Code of Practice for the Keeping of Racing Greyhounds* (The Code), which outlines the expectations for the physical and behavioural care of greyhounds.
- The Code is enforced by RWWA's stewards who carry out regular and unannounced inspections of trainers' properties and attend all race meetings in WA.
- The Code is based on scientific knowledge and recommended industry practice and was developed in conjunction with experts in greyhound management, welfare and veterinary science.
- To ensure the wellbeing of the State's racing animals, 1% of total advertised prizemoney on all WA races is allocated to animal welfare initiatives. This is in addition to RWWA's existing budget, representing a total combined investment in animal welfare of more than \$5.8 million each year across the three codes.

### Current situation

#### Economic Impact

- Greyhound racing contributes more than \$146 million to the Western Australian economy and generates around \$134million in direct spending.
- Even more importantly, more than 2000 people are directly involved, which is far more than a sign of the economic value the dogs bring to Western Australia. It shows the interest and significance the dogs have for many people.
- Western Australia's three greyhound racing venues host more than 350 race meetings each year attended by a total of just over 58,000 people. Greyhound racing supports more than 1300 full-time-equivalent jobs across the State.
- There are currently over 11 greyhound trainers that reside in the suburbs of Treeby and Banjup.

#### Greyhound welfare

In line with RWWA's commitment to greyhound welfare, the following initiatives are in place to ensure greyhound welfare:

*Full Life-Cycle Tracking*

- Racing greyhounds are tracked throughout all stages of their lives until they leave the care of the racing community, from birth to retirement.

#### *Breeding*

- RWWA has strict controls in place to ensure the proper regulation and conduct of greyhound breeding, including restrictions on licences, age and frequency.

#### *Veterinary Care*

- All greyhounds must receive appropriate veterinary care, both at the track and at home.
- Present at all greyhound race meetings is veterinarian and a veterinary nurse.
- All greyhounds are examined by the veterinarian prior to racing to ensure they are fit and healthy. If there are any concerns, the greyhound is not permitted to race.
- Greyhounds that exhibit any sign of injury during a race undergo examination by the veterinarian immediately.

#### *Injury Recovery Scheme*

- In WA, 99.8% of greyhound starters race safely without serious injury. The very low rate of serious injury would not be inconsistent with similar injury rates within the domestic dog population from accidents or a result of dog activity in various environments.
- Any minor injuries including grazes or cuts are also recorded and reported on. In the event a major injury occurs, RWWA has in place two injury support schemes to ensure appropriate care is available for those greyhounds:
  - Greyhound Injury Rebate Scheme: provides financial assistance to owners and trainers to assist in covering the costs of veterinary treatments, with priority entry into RWWA's Greyhounds As Pets (GAP) program if required.
  - Greyhound Injury Full Recovery Scheme: allows owners and trainers to sign over ownership of the greyhound to RWWA, where all veterinary costs are paid for. Once recovered, the greyhound is rehomed through RWWA's Greyhounds as Pets (GAP) program. RWWA provides monthly status reports on the greyhounds within the scheme, through publicly accessible publications.

#### *Track research*

- Track injury data is continually monitored and analysed.
- In the quest for continuous improvement, RWWA commissioned the University of Technology Sydney (UTS) to assess the State's three greyhound racing tracks against the latest design and maintenance standards to ensure they deliver the best levels of care for racing greyhounds.
- The UTS recommendations provide advice on upgrades to the State's three greyhound tracks to include the latest design and maintenance technology.
- RWWA has considered all findings within the review, resulting in a series of current and planned works.

#### *Greyhound Re-homing*

- Unless there is a medical or behavioural reason determined by a veterinarian or qualified animal behaviourist, the WA Rules of Racing require all greyhounds bred for racing to be rehomed.

- Prior to rehoming, all greyhounds must be sterilised and undergo a fundamental dental examination and treatment, with a rebate available from RWWA to assist with covering these expenses.
- RWWA heavily invests in its dedicated GAP rehoming facility in Southern River, which facilitates the successful transition of greyhounds from life as an athlete, to life as a pet.
- In FY2021, 359 greyhounds were adopted through GAP.
- RWWA also provides financial support to another local rehoming agency.

**CURRENT AT:** 22 June 2022

**CONTACT:** **Anthea Macrides**  
**Corporate Affairs Advisor**  
Tel: (08) 9445 5424

**DEPARTMENT/AGENCY:** Racing and Wagering Western Australia

**24.2 Traffic Counts - Liddelow, Beenyup, Harper, Gibbs, Coffey Roads**

**Author** Daniel Arndt

**Attachments** N/A

**RECOMMENDATION**

That Council:

- (1) NOTES the report;
- (2) NOTES the City has completed review of the Banjup Traffic Study Report prepared by Cardno in 2020 and the recommendation was to liaise with Main Roads WA to review the speed zones and signage and line marking in Banjup;  
  
Review of speed zones has been completed and review of signage and line marking is still in process;
- (3) NOTES to improve safety of Gibbs Road, the City has prepared proposed signage and line marking plans for the road, which are being reviewed by Main Roads WA;
- (4) NOTES in accordance with the City's Local Area Traffic Management Investigation Policy, the City will review Gibbs Road again after two years; and
- (5) NOTES the City will organise data collection for Bartram Road and Boronia Road, Banjup and review the posted speed limit in accordance with Main Roads WA Speed Zoning Policy and Application Guidelines.

**Background**

Cr Kirkwood requested the following Matter to be Noted for Investigation on 1 July 2022:

1. Perform counts of vehicles by number, axles, and speed:
  - At the north and south ends of Liddelow Road and Beenyup Road
  - On the main cross routes of Harper Road, Gibbs Road and Coffey Road.
2. Subsequently to review the Cardno report and plan for its prompt implementation.
3. Review the posted speed limits across Banjup, including Boronia Road, Gibbs Road East and Bartram Road, Banjup.
4. Investigate how traffic volumes on Gibbs Road might be reduced.
5. A report to be brought back to the Council by November 2022 with the above information.

Reason:

The Banjup Residents Association (BRA) recently held their AGM and voted unanimously for Council to address the following concerns from residents.

The BRA wants to see more implementation from the Cardno Report - Banjup Traffic Study.

### **Submission**

N/A

### **Report**

In September 2018, the City completed a review of the City of Cockburn District Traffic Study (DTS), which was developed in 2013 to provide a framework for the future road network planning of the City of Cockburn.

The DTS report has been consulted with the wider community and was adopted at the 11 April 2019 Ordinary Council Meeting.

The City engaged Cardno Consultants to complete a Banjup Traffic Study Report (BTSR) in January 2020, which used DTS traffic data and involved seeking the Banjup community's views and inputs.

The BTSR was reviewed and a Council report was adopted at the 9 April 2020 Ordinary Council Meeting.

The recommendation was to request MRWA to undertake a review of signage, line marking and speed zones within the study area.

Further, a Council report includes updates for the project was adopted at the 8 July 2021 Ordinary Council Meeting, which were:

- Main Roads WA (MRWA) have approved signage and line marking design drawings of Beenyup Road between Gaebler Road and Rowley Road, including intersections, in May 2021
- The preparation of engineering design drawings for the remainder of the study area have been drafted and submitted to Main Roads WA for approval
- The City approached the Speed Zoning Team at Main Roads WA and submitted a speed reduction proposal for roads within Banjup in 2020.

The proposal was finalised and published on Main Roads WA website and includes three roads within the study, being Beenyup, Gibbs and Harper Roads.

As noted in that report, the City will proceed to complete review of signage and line marking for the remainder area of the study area within Banjup including Gibbs Road.

This City is currently experiencing a similar situation to many industries, with delays in contractor availability.

It is estimated that line markings and signs will be implemented within the next 6-8 months.

As the speed reduction proposal of Gibbs Road has been finalised and the proposed signage and line marking for the road is currently being reviewed by MRWA, the City will review Gibbs Road again after two years, in accordance with the City's Local Area Traffic Management Investigation Policy.

The City will also organise data collection for Bartram Road and Boronia Road and review the posted speed limit in accordance with MRWA Speed Zoning Policy and Application Guidelines.

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

#### City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An integrated, accessible and improved transport network.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

### **Budget/Financial Implications**

The cost for design, assessment and application to MRWA, along with signage and line marking, has been allocated within WC01790 - Banjup Traffic Management.

The cost for signage and line marking installation will be covered by MRWA.

### **Legal Implications**

N/A

### **Community Consultation**

The City undertook community consultation sessions to allow local residents to provide feedback on the existing traffic conditions within and around the study area.

The community consultation involved two stages; the first was held on 14 May 2019 to document the concerns of the residents within the Banjup locality, and the second stage, held on 6 August 2019, was conducted to allow residents to view Cardno's recommended treatments based on community concerns and to provide any further input.

Cardno's BTRS Report has been sent to all residents who participated in the above sessions for their information and any feedback.

The changes in speed zones approved by MRWA are available for public access on The MRWA website.

### **Risk Management Implications**

The implication of not providing stakeholders with the opportunity to engage with Council on BTRS and MRWA changes in speed zones and signage and line marking is being non-compliant with the City of Cockburn Community Engagement – SC2 Policy.

To ensure a safe environment for all road users, it is necessary to review and modify certain speed zones.

The enforcement of speed limits enables traffic flow, maximises road capacity, minimises overtaking and reduces crash risk.

While MRWA are responsible for speed zoning across the State, speed zone changes and signage and line marking on local roads are at the request of the local government.

An investigation and assessment is carried out, prior to any change being approved.

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

N/A

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

Nil

## 25. Confidential Business

### 25.1 Selection Panel and CEO Recruitment

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *a matter affecting an employee or employees.*

## 26. Resolution of Compliance

### RECOMMENDATION

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

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

## 27. Closure of Meeting