

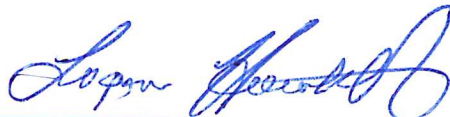


The Council of the City of Cockburn Ordinary Council Meeting **Minutes**

For Thursday, 13 October 2022

These Minutes are subject to confirmation

Presiding Member's signature

A handwritten signature in blue ink, appearing to read 'Logan Hewitt', is written over a horizontal line.

Date: 10 November 2022

The Council of the City of Cockburn

Ordinary Council Meeting 13 October 2022 at 7pm

	Page
1. Declaration of Meeting.....	5
2. Appointment of Presiding Member.....	5
3. Disclaimer	5
4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)	5
5. Apologies & Leave of Absence	5
6. Written Requests for Leave of Absence.....	6
7. Response to Previous Public Questions Taken on Notice	6
8. Public Question Time	7
9. Confirmation of Minutes.....	11
9.1 Minutes of the Ordinary Council Meeting - 8/09/2022	11
9.1 (2022/MINUTE NO 0202) Minutes of the Ordinary Council Meeting - 8/09/2022	11
9.2 Minutes of the Special Council Meeting - 6/10/2022	11
9.2 (2022/MINUTE NO 0203) Minutes of the Special Council Meeting - 6/10/2022	11
10. Deputations	11
11. Business Left Over from Previous Meeting (if adjourned)	11
12. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting	12
13. Decisions Made at Electors Meeting.....	12
14. Built and Natural Environment	13
14.1 (2022/MINUTE NO 0204) Significant Tree Nomination - Tuart Tree, Lot 61 Millan Place, Hamilton Hill	13
15. Finance	23
15.1 (2022/MINUTE NO 0205) Payments Made from Municipal Fund and Local Procurement Summary - August 2022	23
15.2 (2022/MINUTE NO 0206) Monthly Financial Reports - August 2022.....	101
15.3 (2022/MINUTE NO 0207) Review 2021-22 Carried Forward Projects.....	128
15.4 (2022/MINUTE NO 0208) Review Status and Usage of the Spearwood Library Electric Vehicle Charging Station	144
16. Operations.....	147
17. Community Services.....	148



17.1	(2022/MINUTE NO 0209) Automatic Number Plate Recognition - Data Sharing with WA Police	148
18.	Governance and Strategy	163
18.1	(2022/MINUTE NO 0210) Minutes - Expenditure Review Committee Meeting 21 September 2022	163
18.2	(2022/MINUTE NO 0211) Minutes - Audit, Risk and Compliance Committee Meeting 21 September 2022	325
19.	Corporate Affairs	680
20.	Office of the CEO	680
21.	Motions of Which Previous Notice Has Been Given.....	681
21.1	(2022/MINUTE NO 0212) Request from Banjup Residents Group for New Local Planning Policy	681
21.2	(2022/MINUTE NO 0213) Multi-Storey Car Park - Cockburn Central.....	694
22.	Notices Of Motion Given At The Meeting For Consideration At Next Meeting.....	697
22.1	Crime Prevention Strategy - Justice Reinvestment Principles.....	697
22.2	Bushfire Risk Management Plan - Indigenous Engagement	697
22.3	Implementation of Library of Things.....	697
22.4	United Nations Sustainability Development Goals	697
23.	New Business of an Urgent Nature Introduced by Members or Officers	698
24.	Matters to be Noted for Investigation, Without Debate	698
25.	Confidential Business	699
	(2022/MINUTE NO 0214) Meeting to Proceed Behind Closed Doors	699
25.1	Confidential Staff Matter	699
26.	(2022/MINUTE NO 0218) Resolution of Compliance	700
27.	Closure of Meeting	700

The Council of the City of Cockburn

Ordinary Council Meeting 13 October 2022 at 7pm

Minutes

Present

Elected Members

Mr L Howlett	-	Mayor (Presiding Member)
Mr T Widenbar	-	Deputy Mayor
Mr K Allen	-	Councillor
Ms P Corke	-	Councillor
Mr T Dewan	-	Councillor
Mr P Eva	-	Councillor
Ms L Kirkwood	-	Councillor
Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	Councillor
Ms C Stone	-	Councillor

In Attendance

Ms V Green	-	Acting Chief Executive Officer
Ms J Iles	-	Executive People Experience and Transformation
Ms E Milne	-	Executive Governance and Strategy
Mr D Arndt	-	Chief of Built and Natural Environment (dep 8.40pm & did not return)
Mr S Downing	-	Chief Financial Officer
Mr A Lees	-	Chief of Operations
Ms S Seymour-Eyles	-	Communications and Marketing Manager (dep 8.40pm & did not return)
Ms M Todd	-	Manager Legal and Compliance
Mr S Cecins	-	Media and Communications Officer (dep 8.40pm & did not return)
Mr N Sandiford	-	Systems Support Officer (IT Support) (dep 8.40pm & did not return)
Mrs B Pinto	-	Governance Officer (dep 8.40pm & did not return)
Mrs S D'Agnone	-	Council Minute Officer (dep 8.40pm & did not return)



1. Declaration of Meeting

The Presiding Member declared the meeting open at 7pm.

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

The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and paid respect to the Elders of the Nyungar Nation, both past and present and extended that respect to First Nations People who are with us tonight.

The Presiding Member advised the following:

‘This meeting is being recorded and streamed live on the Council’s website, in accordance with Council’s Live Streaming of Council Meetings Policy, which can be viewed on Council’s website.

All reasonable care is taken to maintain your privacy, however, as a visitor in the public gallery, your presence may be recorded, not only verbally but also on camera. By remaining in the public gallery, it is assumed your consent is given if your image is broadcast.’

2. Appointment of Presiding Member

Nil

3. Disclaimer

The Presiding Member read the 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)

Mayor L Howlett	-	Impartiality Interest – Item 18.1
Cr P Eva	-	Proximity Interest - Item 21.2

5. Apologies & Leave of Absence

Nil

6. Written Requests for Leave of Absence

Nil

7. Response to Previous Public Questions Taken on Notice

The following questions were taken on notice at the 8 September 2022 Ordinary Council Meeting. Mr Certoma was provided with the following responses:

Anthony Certoma, Coogee

Q2. Which other Local Government areas in Western Australia hold an Electors' Meeting so close to Christmas?

A2. The City of Gosnells, City of Belmont, City of Armadale, Shire of Wagin, Shire of Shark Bay are some of the local governments who have held their Annual Meeting of Electors in December.

Timing of Annual Electors' Meeting for a local government can be impacted by the availability of financial audits, responsibility for which has transitioned to the Office of the Auditor General.

Some local governments have recently varied the ordinary timing of their Annual Meeting of Electors due to the availability of financial audit reports.

Q3. When did the CEO address the proposed change with the Mayor?

A3. The Executive Governance and Strategy advised that the Chief Executive Officer and a number of the Executive have a weekly meeting with the Mayor, and this was discussed on the 10 August.

An Agenda Briefing is also held a week before the Ordinary Council Meeting, 1 September 2022.

Q4. Specific date when that was discussed?

A4. As above.

Q5. If it was done after the time that he tended his resignation, why did he do so, given that he won't be there, and if it was done beforehand, why has it taken so long to get to Council, given the CEO resigned in early July?

A5. Mayor Howlett advised the CEO has not resigned at this time. He may have submitted his resignation, however the effective/final date is 4 October 2022.

The CEO resigned in July 2022 and is currently on leave with an end date of 4 October 2022.

There is no connection with the proposal of a change in date and the CEO resignation. The original suggestion was put forward by another Member of the Executive Committee.



8. Public Question Time

Judy Fogarty, Spearwood

Agenda Item 18.1 Expenditure Review Committee Minutes (Manning Park Costings)

Q1. Given that environmental studies will not be conducted until Spring 2023 and that decisions may not happen in the next few years, and that the continued destruction to the environment on Manning Park Ridge through illegal construction of trails by non-passive users has not been ceased, and that the City's Natural Area Management Strategy 2012-2022 has Priority Classification for Manning Park's 56ha of bush land as a conservation area, would the City please advise of what strategies are to be put in place in order to conserve environment of Bush Forever site 247 from further destruction while studies and decisions undergo due process?

A1. The Chief of Built and Natural Environment advised the City will continue to manage the upland areas of Manning Park for conservation, as per the actions outlined in the City's Natural Area Management Strategies.

If individuals are caught clearing native vegetation and are identified, they will be prosecuted.

Any new trails that are created illegally, that are brought to the City's attention, will be closed as soon as practically possible.

Q2. Although illegal clearing and illegal constructions have been reported to the City of Cockburn prior to 2017, the damage has intensified since that time.

Would the City please consider the closing of all trails, giving the ridge a chance to regenerate itself? If not, then how is the City of Cockburn to fulfil its priority classification of the Bushland area?

A2. The Chief of Built and Natural Environment advised that closing down all the trails on the ridge at Manning Park would adversely impact a whole range of users, many of which do not adversely impact on the environment of the area.

Trail closures would also restrict access by fire fighting vehicles, and policing any closure or restrictions on people using the trails, would require a 24 hour/7 day a week presence by City officers, which is not practically possible. The City will continue to manage the area as outlined in a previous response.

Janette Mouttet, Jandakot

Subject: Glen Iris

Q1. As Aventura's website states the Prinsep Road, Jandakot Surf Park Planning Application was lodged in August 2022, can you please provide the specific date that it was lodged with the City of Cockburn?



- A1. The Chief of Built and Natural Environment advised the application for the Surf Park was lodged through the State's Joint Development Assessment Panel process and was receipted by the Western Australian Planning Commission on 15 September 2022.

The information was then distributed to the City's respective service units, such as Strategic Planning and Traffic and Transport, for analysis shortly after that date.

- Q2. Mr Arndt is it correct that in reply to my 8 September 2022 Ordinary Council Meeting public question regarding significant Glen Iris Estate Berrigan Drive traffic implications, you stated: 'As previously indicated, Main Roads ROM Model outputs consider future growth forecasts for all planned residential areas. This, however, would not include the Wave Park as no development applications have been submitted for consideration.'?
- A2. The Chief of Built and Natural Environment advised yes, although as advised last month, the ROM Model forecasts include the traffic generation for that site being used for Mixed Business purposes, so the modelling does look at the use of the land, just not for the purpose of a wave park.
- Q3. If the City of Cockburn received the Surf Park Planning Application prior to 8 September 2022, why did you tell me it had not been received by City of Cockburn?
- A3. The Chief of Built and Natural Environment advised that, as per his previous advice, it wasn't receipted at the Western Australian Planning Commission until 15 September 2022, and then referred onto the City.
- Q4. Are Elected Members aware that on the Wave Park Traffic Impact Assessment (page 25, table 5.1) it states that 25% of all inbound and outbound generated traffic is expected to arrive and depart via Prinsep Road?
- A4. The Chief of Built and Natural Environment advised that Elected Members may not yet be aware as that information will be contained in the report the officers prepare and provide to Council for the November 2022 Ordinary Council Meeting. Of note, however, is the modelling forecasts that the majority of the 25% of inbound and outbound generated traffic will then continue north-east via Pilatus Road and/or Berrigan Drive towards Roe Highway and beyond. Those seeking to access the freeway from the Wave Park will use the much closer and more convenient connection via the new North Lake Road interchange.
- Q5. As the Surf Park is now open for public comment, will Elected Members take into account the Surf Park traffic in their Glen Iris Estate recommendation?



- A5. The Chief of Built and Natural Environment advised the City officers have reviewed the traffic report included with the Wave Park proposal and have considered the implications it may have on the former Glen Iris golf course rezoning and structure plan proposals and that will be contained in a report to be presented to the November 2022 Ordinary Council Meeting.
- Q6. As there is an anticipated 1 million visitors annually to the Surf Park and a large percentage of visitors will not arrive by train or bus, will Elected Members ensure that a traffic study is done as an alternative motion due to this significant impact on current Glen Iris Golf Course Estate residents, particularly as the proposal of circa 600 houses/additional circa 2k of residents living in the proposed Glen Iris Golf Course Estate puts residents at increased bush fire risk with potential traffic bottle-necking onto Berrigan Drive?
- A6. The Chief of Built and Natural Environment advised that, whilst he does not speak on behalf of Elected Members, his advice to them would be that there is no need. As previously advised, the potential impact of traffic to and from the proposed wave park on the former Glen Iris golf course rezoning and structure plan proposals has already been identified and will be taken into consideration within the City's report to the November 2022 Ordinary Council Meeting.
- Q7. Are Elected Members aware that the northern side of the proposed Glen Iris Estate has limited entry and exit points which could result in a fire death trap, as the current Estate abuts rural land?
- A7. The Chief of Built and Natural Environment advised this is a leading question, with a significantly conflicting viewpoint to what the draft Bushfire Management Plan submitted with the proposal concludes. Elected Members are familiar with the existing road network in the area.
- Q8. Are Elected Members aware that the Glen Iris Course is in a bushfire prone area meaning land in WA that has the potential to be impacted by bushfires?
- A8. The Chief of Built and Natural Environment advised it is noted that a significant amount of land across the entire Perth metropolitan area is mapped as Bushfire Prone. It is a standard planning consideration in the assessment of strategic planning proposals as required by the State's Planning framework.

Robyn Colledge, Hamilton Hill

Agenda Item 18.1 Expenditure Review Committee Minutes (Manning Park Costings)

- Q1. Has any person been prosecuted in relation to mountain bikes?
- A1. The Head of Community Safety and Ranger Services advised there have been no recent prosecutions.
- Q2. We do not need extreme measures, as per a previous response. What strategies will you take, other than 24 hours/7 days per week?



A2. The Chief of Built and Natural Environment advised his previous response was to a question asked in relation to stopping all users using the trails on the ridge line at Manning Park.

Q3. In relation to the runners, running through the park, is that an extreme running factor that can cause danger throughout the Manning Ridge and to the snakes that are in there at the moment? Does the Council take any liability in relation to that?

A3. The Chief of Built and Natural Environment advised that it is obviously the responsibility of those users of the Park to take due caution when they are using the Park.

As indicated at the September Ordinary Council Meeting, the City are currently looking at education programs for users in the Park, and will be developing those within the coming months, which can be provided to those intending to use the Park.

Q4. Would that be in relation to the runners?

A5. The Chief of Built and Natural Environment advised the City is looking at a program for all park users, whether they be people who run or walk through the park. The intent being to make it relatively generic to all park users, as opposed to targeting any individual or specific groups.

Q5. In relation to the runners, who allowed them in the first instance, to take up running in the Park? There is over 2,000 people registered on the running list. Would you believe that would cause further impact on the ridge?

A5. The Chief of Built and Natural Environment advised the current Management Plan for Manning Park does not restrict people from accessing Manning Park, whether they are walking or running.

Q6. That is in relation to passive users, as in relation to the Beeliar Management Plan, not active, which is mountain bikes etc. Over the last 10 years active users have been in there and are causing a huge amount of destruction.

A6. The Chief of Built and Natural Environment advised, as per his previous response, there are no formal restrictions on people walking or running in the Park.

Q7. In relation to who is able to use the Park, is that in relation to the management of the Park by the City of Cockburn or by reading the Beeliar Regional Park Management Plan, or both?

A7. The Chief of Built and Natural Environment advised it is a combination of both. As indicated previously, Manning Park is a public Park, which means that all members of the public can access and use the Park.



9. Confirmation of Minutes

9.1 (2022/MINUTE NO 0202) Minutes of the Ordinary Council Meeting - 8/09/2022

Council Decision

MOVED Cr M Separovich SECONDED Cr C Stone

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 8 September 2022 as a true and accurate record.

CARRIED UNANIMOUSLY 10/0

9.2 (2022/MINUTE NO 0203) Minutes of the Special Council Meeting - 6/10/2022

Council Decision

MOVED Cr C Stone SECONDED Cr T Dewan

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 6 October 2022 as a true and accurate record.

CARRIED UNANIMOUSLY 10/0

10. Deputations

7.22pm The Governance Officer departed the meeting and returned at 7.25pm.

The Presiding Member invited the following deputations:

Ian Thurston and Andrew Riches, Banjup Residents Group

Item 21.1 Request from Banjup Residents Group for New Local Planning Policy "Banjup Preservation"

Marg McIlroy, WestCycle

Item 18.1 Minutes - Expenditure Review Committee Meeting 21 September 2022

The Presiding Member thanked all for their 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

Nil

En Bloc Resolutions

7.41pm The following items were carried En Bloc by Simple Majority Resolution of Council:

14.1	15.1
	15.2
	15.3
	15.4

13. Decisions Made at Electors Meeting

Nil



14. Built and Natural Environment

14.1 (2022/MINUTE NO 0204) Significant Tree Nomination - Tuart Tree, Lot 61 Millan Place, Hamilton Hill

Author	Daniel Arndt
Attachments	1. Assessment of Tree - Lot 61 Millan Place, Hamilton Hill ↓
Location	Lot 61 Millan Place, Hamilton Hill.
Owner	Crown Reserve, State of WA
Applicant	N/A
Application Reference	095/001

Recommendation/Council Decision

MOVED Cr T Dewan SECONDED Cr P Corke
That Council:

- (1) DOES NOT INCLUDE the nominated Tuart tree at Lot 61 Millan Place, Hamilton Hill (rear of 31 Recreation Road) on the Significant Tree list; and
- (2) ADVISES the nominator of the decision accordingly.

CARRIED UNANIMOUSLY 10/0

Background

At the 13 May 2021 Ordinary Council Meeting, a nomination was considered for a Significant Tree in the road reserve (unconstructed road) at Lot 61 Millan Place, Hamilton Hill, to the rear of 31 Recreation Road, Hamilton Hill.

Council resolved to:

Defer the decision regarding the proposed inclusion of the nominated Tuart tree at Lot 61 Millan Place, Hamilton Hill (rear of 31 Recreation Road) on the Significant Tree list to a future Council meeting after the criteria have been reviewed and adopted, and

Require the City to review the criteria for inclusion on the Significant Tree list regarding, in particular, the status of trees as roost sites, significant foraging habitat or canopy for consideration at a future Council meeting.
Receive a report to a future Council meeting once the criteria has been reviewed.

At the 8 September 2022 Ordinary Meeting Council adopted revised Significant Tree criteria.



The purpose of this report is to now consider the Tuart Tree in the road reserve of Millan Place, Hamilton Hill against the updated Significant Tree criteria.

City of Cockburn Local Government Inventory

Local Government Inventories (LGI), or Local Heritage Surveys, are required to be prepared by local governments under the *Heritage Act 2018*.

The inventories are a survey of places in the district that are, or may become, of cultural heritage significance.

The City's LGI also includes a Significant Tree list for trees that meet the criteria adopted by Council and contained within the LGI.

Statutory Considerations

Significant trees are protected through the requirement for planning approval prior to their removal or significant pruning, with a provision in the City of Cockburn Town Planning Scheme No. 3 (TPS3) setting out this requirement.

Submission

The subject tree was nominated by a member of the community via the City of Cockburn's Significant Tree Form located on the City's website.

Report

The purpose of this report is to consider the nomination for the Tuart Tree in the road reserve of Millan Place, Hamilton Hill against the updated 'Significant Tree' criteria to determine whether it should be advertised for proposed inclusion on the 'Significant Tree' list.

The City has undertaken a site visit and a detailed assessment of the nomination against the updated criteria.

The results of the assessment are included (refer Attachment 1) and discussed in this report.

Assessment of Nomination

The updated criteria require nominations to include the consent of the landowner and to be located on private property, however it is noted that this nomination pre-dates these requirements.

Accordingly, this report still assesses and considers the appropriateness of its inclusion on the 'Significant Tree' list based on its values.

The new criteria also require trees in the 'Significant Tree' list to be healthy specimens with ongoing viability.



The purpose of this requirement is to ensure that the trees do not pose a safety threat.

The subject tree is not a healthy specimen due to termite infestation and damage from over-pruning, and its long-term viability is considered to be poor.

Historical, commemorative, cultural, social value

There is no information indicating that the tree has historical significance, and there is no evidence (markings, scarring etc.) indicating that the tree was used by the Indigenous community.

Scientific value

The tree has no known scientific value.

Visual, aesthetic, landmark value

The Tuart is located at the rear of a private property, bordering into an unmade local road reserve.

It does not present a significant contribution to the landscape, notwithstanding that it is the sole survivor of encroaching residential development.

Given the poor condition of the tree, it does not present an outstanding example of aesthetic value and does not meet this criterion.

Significant ecological value

The updated criteria include a new criterion 'Significant Ecological Value', which also requires the tree to make an outstanding contribution to amenity.

The location of the tree bordering an under-width road reserve abutting residential zoned land means that it lacks both current and likely future visibility from the public realm.

This limits its ability to contribute to the current or future amenity of the area in any significant way.

The tree itself is not considered to be the type of exceptional specimen that would make an outstanding contribution to amenity due to:

- Poor health and condition, negatively affecting its appearance
- Its form compromised by pruning that has resulted in a multi-leadered structure that does not reflect the natural form of a healthy Tuart tree as a tall single-stemmed tree.

In terms of its ecological value, the City's Parks Services inspected the Tuart and found that it is lacking in horticultural values because it has termite infestation, is multi-leadered and has been poorly pruned at some stage.



The Tuart (*Eucalyptus gomphocephala*) Woodlands and Forests of the Swan Coastal Plain ecological community (Tuart Woodlands and Forests) is listed as Critically Endangered under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

This listing pertains to the location of tuarts within a woodland setting, aimed at reducing and mitigating the clearance of tuart forests during development.

Individual Tuart trees, whilst surviving surrounding development, do not fall within this listing, which is intended to preserve larger ecological communities.

As an individual species there is no evidence that it is providing 'significant habitat' for rare, threatened, priority or locally uncommon or common native species.

No Cockatoo roosting sites were observed.

The tree is therefore not considered to meet the criterion for 'Significant Ecological Value'.

Conclusion

The tree at Millan Place, Hamilton Hill has been assessed against the updated criteria for 'Significant Trees' and is not considered to meet any of the criterion.

It is therefore not recommended that the Tuart be advertised for inclusion on the City's 'Significant Tree' list.

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Improve our urban forest and streetscapes across the City.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Recognise and celebrate the significance of cultural, social and built heritage including local Indigenous and multicultural groups.

Budget/Financial Implications

Nil

Legal Implications

Nil





Community Consultation

Nil, it is not recommended that the tree be advertised for proposed inclusion on the 'Significant Tree' list.

Risk Management Implications

Trees which are not included within the Significant Tree Register can be removed without a planning application being submitted and assessed by the Statutory Planning department.

Trees which are included, but present a risk to human safety, can also be removed without the need for a planning application.

It is therefore prudent to only include healthy trees on the Significant Tree Register.

Advice to Proponents/Submitters

The nominator has been advised that this matter is to be considered at the 13 October 2022 Ordinary Council Meeting.

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

Nil



Significant Tree Assessment - Lot 61 Millan Place, Hamilton Hill (rear of 31 Recreation Road)



Location of Tuart Tree



1953 aerial



CITY OF COCKBURN SIGNIFICANT TREE CRITERIA

All nominations:

- Tree must be a healthy specimen with ongoing viability.
- Tree must be located on private land.
- Nominations must include the consent of the landowner(s).

Notes:

- Tree is not a healthy specimen due to termite infestation, prior pruning and growth pattern.
- While the consent of the landowner was not received it is noted that the nomination pre-dates this requirement.

Criteria	Description	Assessment Notes
Historical, commemorative, cultural, social value	<ul style="list-style-type: none"> • Tree/s commemorating a particular occasion or event, including plantings by notable people, or having associations with an important event in local, state or national history. • Tree/s possessing a history specifically related to the City or its surrounding areas. • Tree/s associated with a heritage-listed place that are representative of the same historic era and contribute to its cultural heritage significance. • Tree/s that is highly valued for its strong and important link to the community or a specific group located within the City. • Tree/s that has a recognised association with Indigenous people, or that is valued for continuing and developing cultural traditions. 	<p>The nominator has not provided any information that the tree has cultural, spiritual or social values, and no evidence of such values has been identified.</p> <p>There is no information which indicates that the tree has historical significance.</p> <p>There is currently no evidence (markings, scarring etc.) indicating that the tree was used by the Indigenous community.</p> <p>The tree is not considered to meet this criterion.</p>
Scientific value	<ul style="list-style-type: none"> • Tree/s of outstanding horticultural, scientific, or genetic value and which could be an important 	The tree has no known scientific value.

	source of propagating stock, including specimens particularly resistant to disease or exposure.	
Visual, aesthetic, landmark value	<ul style="list-style-type: none"> • Tree/s that is outstanding for its species due to its particular age, size or irregular form relative to other normal mature tree species that currently reside within the City, including exceptional height, circumference and canopy spread. • Tree/s that is exceptional due to its very unique and curious forms, particularly abnormal outgrowths, fused branches or unusual root structures. • Tree/s with high visibility that acts as a landmark, or occurs in a unique location or context so as to provide a major contribution to landscape and/or local place character. 	<p>The tuart is located at the rear of private property, bordering into a future local road reserve. It does not present a significant contribution to the landscape, notwithstanding that it is the sole survivor of encroaching residential development.</p> <p>Given the poor condition of the tree, it does not present an outstanding example of aesthetic value and does not meet this criterion.</p>
Significant ecological value	<p>Tree/s that makes an outstanding contribution to amenity and has significant ecological value, including:</p> <ul style="list-style-type: none"> • Tree/s that is an exceptional example of a priority, rare, threatened or locally uncommon species, enhancing the diversification of the local urban forest. • Indigenous remnant tree/s that predates the urban development in its immediate proximity. • Tree/s which provides significant habitat – including roost sites, foraging and canopy – elements for rare, threatened, priority or locally uncommon or common native species. 	<p>The location of the tree bordering a future underwidth road reserve abutting residential zoned land means that it lacks both current and likely future visibility from the public realm. This limits its ability to contribute to the current or future amenity of the area in any significant way.</p> <p>The tree itself is not considered to be the type of exceptional specimen that would make an outstanding contribution to amenity due to:</p> <ul style="list-style-type: none"> • Its poor health and condition negatively affecting its appearance; • Its form has been compromised by pruning that has resulted in a multi-leadered structure that does not reflect the natural form of a healthy Tuart tree as a tall single-stemmed tree (with the exception of low and multi-stemmed tree in response to salinity and winds). <p>In terms of its ecological value, the City's Parks Services inspected the Tuart and found that it is</p>

		<p>lacking in horticultural values because it has termite infestation, is multi-leadered (the main stems branching from ground level) and has been poorly pruned at some stage. No roosting was observed.</p> <p>The Tuart (<i>Eucalyptus gomphocephala</i>) Woodlands and Forests of the Swan Coastal Plain ecological community (Tuart Woodlands and Forests) is listed as Critically Endangered under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). This listing pertains to the location of tuarts within a woodland setting, aimed at reducing and mitigating the clearance tuart forests during development. Individual Tuart trees, whilst surviving surrounding development, do not fall within this listing, which is intended to preserve larger ecological communities.</p> <p>As an individual species there is no evidence that it is providing 'significant habitat' for rare, threatened, priority or locally uncommon or common native species.</p>
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Officer Recommendation:

The Tuart does not comply with any of the listed criteria under the LGI. A site visit by the City's Parks Services confirms that the state of the tree is unhealthy and heavily damaged by over-pruning. For these reasons, it is not recommended to include the tuart within the Significant Tree list.



15. Finance

15.1 (2022/MINUTE NO 0205) Payments Made from Municipal Fund and Local Procurement Summary - August 2022

Author Stuart Downing

Attachments

1. Monthly Payments Report - August 2022 [↓](#)
2. Credit Card Expenditure Report - July 2022 [↓](#)
3. Fuel Cards Report 1-31 July 2022 [↓](#)

Recommendation/Council Decision

MOVED Cr T Dewan SECONDED Cr P Corke

That Council:

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

CARRIED UNANIMOUSLY 10/0

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 August totalled \$17.806 million, and a listing of these is attached to the agenda for review by Council.

These comprise:

- EFT payments (suppliers and sundry creditors) - \$13.013 million (795 payments)
- Payroll payments - \$4.689 million (3 fortnights)
- Corporate credit cards – total of \$88,010 (67 cards used)
- Bank transactional fees (BPay and merchant fees) - \$15,461.



The City makes payments throughout 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 monthly credit card payments report, showing July transactions (paid for in August) by cardholder position.

There were two transactions on the CEO's credit card, totalling \$7,398, with most of this for Committee for Economic Development of Australia (CEDA) membership.

The Council decision also required fuel card expenditure to be reported, so the City's fuel card report for July (paid in August) has also been included.

This shows total spending of \$33,104, restricted to only fuel purchases for the City's fleet.

Local Procurement

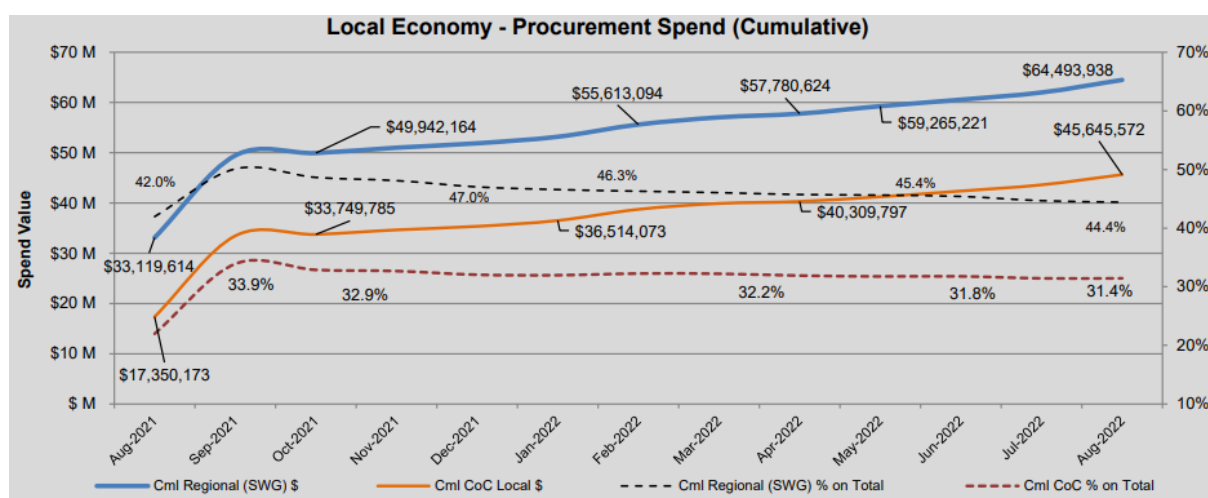
Monthly statistics on local and regional procurement spend are summarised below, showing the spend amounts and percentages against total spend:

Procurement Report - Local Buy Summary & Trends				August 2022	
Monthly Statistics	Total SWG Spend	\$2,497,898	CoC Local \$	31.6%	Local/Regional \$ 38.8%
	CoC Local Spend	\$2,031,679	CoC Local %	27.6%	Local/Regional % 32.4%

In August, local spending within Cockburn made up 31.6 percent of the City's monthly spend, comprising 27.6 percent of all procurement transactions made for the month.

Within the Perth South West region, this increased to 38.8 percent of monthly spend from 32.4 percent of transactions.

The following one year rolling chart to August 2022 tracks the City's procurement spend with businesses located within Cockburn and the Perth South West region:



The rolling 12-month cumulative local Cockburn spend was \$45.64 million, representing 31.4 percent of the City's total spend, with \$64.49 million or 44.4 percent of total spend within the Perth South West 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



AUGUST 2022 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF151781	10888	Lj Caterers	Catering Services	2/08/2022	5,334.62
EF151782	26987	Cti Risk Management	Security - Cash Collection	2/08/2022	913.75
EF151783	11741	Western Australian Treasury Corporation	Loan Repayments	4/08/2022	38,955.48
EF151784	10152	Aust Services Union	Payroll Deductions	5/08/2022	782.90
EF151785	10154	Australian Taxation Office	Payroll Deductions	5/08/2022	493,654.00
EF151786	10305	Child Support Agency	Payroll Deductions	5/08/2022	1,047.81
EF151787	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	5/08/2022	44.00
EF151788	19726	Health Insurance Fund Of Wa	Payroll Deductions	5/08/2022	1,117.10
EF151789	27874	Smartsalary	Salary Packaging/Leasing Administration	5/08/2022	11,702.68
EF151790	26987	Cti Risk Management	Security - Cash Collection	9/08/2022	727.45
EF151791	99997	Family Day Care	Fdc Payment We 07/08/2022	11/08/2022	45,798.12
EF151792	27475	Lara Kirkwood	Monthly Elected Member Allowance	15/08/2022	74.74
EF151793	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	15/08/2022	32,069.64
EF151794	11760	Water Corporation	Sewer Easement	15/08/2022	7,227.12
EF151795	88888	Mr Kim Newbold	Bond Refund	15/08/2022	500.00
EF151796	88888	Cambert Nominees Pty Ltd	Bond Refund	15/08/2022	35,020.15
EF151797	88888	Cambert Nominees Pty Ltd	Bond Refund	15/08/2022	14,215.19
EF151798	99997	Seida Nezovic	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151799	99997	Graeme Wells	Volunteer Reimbursement - Graeme Wells	15/08/2022	94.00
EF151800	99997	Sylvia Hanna	Reimbursement For Social Work Membership	15/08/2022	659.00
EF151801	99997	Emily Rainsford	Working With Childrens Check -Petty Cash	15/08/2022	87.00
EF151802	99997	Esther Mcdowell	Esther Mcdowell / Yabini Kickett Inv 01	15/08/2022	1,000.00
EF151803	99997	Sai Wei Lam	Crossover Contribution - Sai Wei Lam	15/08/2022	300.00
EF151804	99997	Ivanka Pymont	Crossover Contribution - Ivana Pymont	15/08/2022	300.00
EF151805	99997	Mark Ryan Moodie	Crossover Contribution - Mark Moodie	15/08/2022	300.00
EF151806	99997	Calogero Mike Tomeo	Crossover Contribution - Calogero Tomeo	15/08/2022	300.00
EF151807	99997	Angela Mcmeeken	Nappy And Sanitary Rebate - A Mcmeeken	15/08/2022	50.00
EF151808	99997	Alyse Kingsland	Nappy & Sanitary Rebate Alyse Kingsland	15/08/2022	50.00
EF151809	99997	Gary Allen	Invoice 142 - Naidoc Day 5/07/2022	15/08/2022	200.00
EF151810	99997	Cory J Lewis	Bond Refund - Cory Lewis	15/08/2022	100.00
EF151811	99997	Sarina E Roose	Bird Bath Rebate - S Roose	15/08/2022	23.00
EF151812	99997	R L & S M Milar	Bird Bath Rebate - S Millar	15/08/2022	22.99
EF151813	99997	Angela And Duncan Powrie	Junior Basketball Refund	15/08/2022	57.00
EF151814	99997	Megan Riley	Refund For No Longer Playing	15/08/2022	57.00

EF151815	99997	Kasey Boardman	Refund Request Arc - Kasey Boardman	15/08/2022	29.00
EF151816	99997	Doorum Nyoongah Advisory Group Aborigina	Invoice 001 - 4/7/22 Naidoc Performance	15/08/2022	1,500.00
EF151817	99997	Gordon R Maher	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151818	99997	Sm & Mb Rear	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151819	99997	Df Hingston	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151820	99997	J. Meyers-Sluggett	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151821	99997	Pera Jerkovich	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151822	99997	Philip John Taylor	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151823	99997	Annemieke Homes	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151824	99997	Thomas Mathein	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151825	99997	Michael Ng	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151826	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/08/2022	300.00
EF151827	99997	Michael Daff	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151828	99997	Bozena & Jan Bedzinski	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151829	99997	Pa & Le Dvauz	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151830	99997	B&G Hastings	Senior Security Subsidy Scheme	15/08/2022	40.00
EF151831	99997	Matthew And Ann Garrity	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151832	99997	Gregory J Baker	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151833	99997	Asifa Kuc	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151834	99997	Michael And Beverley West	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151835	99997	Jw & R Wakelam	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151836	99997	Nina Gavranich	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151837	99997	Josephine Calameri	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151838	99997	Alan Yates	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151839	99997	Fleay Margaret Amelia	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151840	99997	Jean Davidson	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151841	99997	Mrs Mm Jurcun	Senior Security Subsidy Scheme	15/08/2022	80.00
EF151842	99997	Mr Laurence Paul Pages	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151843	99997	Mr R&J Galeano	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151844	99997	Christine Ann Edgley	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151845	99997	Mary Hall	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151846	99997	Ellen Bennett	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151847	99997	Christine Huber	Senior Security Subsidy Scheme	15/08/2022	40.00
EF151848	99997	Paul Mccaw	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151849	99997	Judith Ricetti	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151850	99997	Maria Rosaria Da Paz	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151851	99997	Thomas H Derham	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151852	99997	Cockburn Ses	Cockburn Ses Reimbursement	15/08/2022	4,862.90
EF151853	99997	South Lake Primary School	Enviornmental Education Grant	15/08/2022	1,100.00
EF151854	99997	Penny Graham C/O Friday Nature Adventure	Enviornmental Education Grant	15/08/2022	1,000.00

EF151855	99997	B M Dunnell	Historical Fiction Panel Hosting	15/08/2022	264.00
EF151856	99997	Dr Portland Jones	Historical Fiction Panel	15/08/2022	233.00
EF151857	99997	David Whish - Wilson & Belinda Rowe	Participation In Two Literary Panels	15/08/2022	497.00
EF151858	99997	Melissa Arangio	Crossover Contribution - Melissa Arangio	15/08/2022	300.00
EF151859	99997	Amy Wythes	Reimbursement Of Curtin University Fees	15/08/2022	1,432.00
EF151860	99997	Marianne Smith	Compost Bin Rebate - Marianne Smith	15/08/2022	49.99
EF151861	99997	Soazig Le Bot	Nappy & Sanitary Rebate - Soazig Le Bot	15/08/2022	50.00
EF151862	99997	Kevin Chu	Compost Bin Rebate - Li Quin Song	15/08/2022	49.99
EF151863	99997	Peter Farmer	Public Art Project Concept Presentation	15/08/2022	1,100.00
EF151864	99997	Ashah Tanoa	Resource Code Cos001	15/08/2022	200.00
EF151865	99997	Yarns R Us	Resource Code Cos001	15/08/2022	400.00
EF151866	99997	Jordan T Dinardo	Refund Request Arc - Jordan Dinardo	15/08/2022	71.00
EF151867	99997	Sharron Elizabeth Booth	Invoice 2206 - Great Big Book Club	15/08/2022	233.00
EF151868	99997	Chemutai Glasheen	Invoice 30 - Panel Appearance	15/08/2022	233.00
EF151869	99997	Karen And Ross Whittle-Herbert	Invoice Coc2022007 Great Big Book Club	15/08/2022	256.30
EF151870	99997	Yirga Gelaw Woldeyes	Invoice 20224 - Great Big Book Club	15/08/2022	264.00
EF151871	99997	Leigh Straw	Invoice 15 - Great Big Book Club 23/7/23	15/08/2022	233.00
EF151872	99997	Maria Papas	Invoice 3172022 Great Big Book Club	15/08/2022	233.00
EF151873	99997	Olivia Inez Tjhai	Nappy & Sanitary Product Rebate O Tjhai	15/08/2022	32.95
EF151874	99997	Yee Sing Lee	Nappy & Sanitary Rebate Yee Sing Lee	15/08/2022	50.00
EF151875	99997	Beth Fisher	Nappy & Sanitary Rebate - Beth Fisher	15/08/2022	50.00
EF151876	99997	Elisabetta Di Bisceglie	Cockburn Care Overcharge Hcp Fees	15/08/2022	348.17
EF151877	99997	Kim Cheong Char Sit Yee	Senior Security Subsidy Scheme	15/08/2022	120.00
EF151878	99997	Murray Perkins	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151879	99997	Adelia Spinozzi	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151880	99997	George J & June E Rogers	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151881	99997	Bd & Mj Oxbrow	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151882	99997	Mr C M & Mrs G M Harburn	Senior Security Subsidy Scheme	15/08/2022	200.00
EF151883	99997	Andre & Danica Frei	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151884	99997	Pauline Bonafila	Senior Security Subsidy Scheme	15/08/2022	100.00
EF151885	99997	Commalog	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151886	99997	Robert G Nichols	Senior Security Subsidy Scheme	15/08/2022	300.00
EF151887	99997	Cockburn Gp Super Clinic	Delivery Of The Heal Program	15/08/2022	22,000.00
EF151888	10058	Alsco Pty Ltd	Hygiene Services/Supplies	15/08/2022	250.84
EF151889	10082	Armandos Sports	Sporting Goods	15/08/2022	860.42
EF151890	10097	Blackwoods Atkins	Engineering Supplies	15/08/2022	897.25
EF151891	10184	Benara Nurseries	Plants	15/08/2022	870.30
EF151892	10201	Big W Discount Stores	Various Supplies	15/08/2022	84.00
EF151893	10207	Boc Gases	Gas Supplies	15/08/2022	591.12
EF151894	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	15/08/2022	33,104.47

EF151895	10226	Bridgestone Australia Ltd	Tyre Services	15/08/2022	1,562.95
EF151896	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/08/2022	2,542.13
EF151897	10247	Bunzl Australia Ltd	Paper/Plastic/Cleaning Supplies	15/08/2022	610.83
EF151898	10279	Castrol Australia Pty Ltd	Grease/Lubricants	15/08/2022	4,555.40
EF151899	10287	Centreline Markings	Linemarking Services	15/08/2022	5,665.00
EF151900	10333	Cjd Equipment Pty Ltd	Hardware Supplies	15/08/2022	3,698.75
EF151901	10359	Cockburn Painting Service	Painting Supplies/Services	15/08/2022	9,634.90
EF151902	10368	Cockburn Wetlands Education Centre	Community Grant	15/08/2022	288.00
EF151903	10483	Landgate	Mapping/Land Title Searches	15/08/2022	7,773.29
EF151904	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	15/08/2022	57,524.83
EF151905	10528	Easifleet	Vehicle Lease	15/08/2022	921.52
EF151906	10535	Workpower Incorporated	Employment Services - Planting	15/08/2022	12,060.60
EF151907	10589	Fines Enforcement Registry	Fines Enforcement Fees	15/08/2022	4,536.00
EF151908	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	15/08/2022	22,712.21
EF151909	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	15/08/2022	1,468.50
EF151910	10628	Fremantle Sailing Club Inc	Function/Catering Services	15/08/2022	24,318.50
EF151911	10683	Gronbek Security	Locksmith Services	15/08/2022	165.26
EF151912	10732	Horizons West Bus & Coachlines	Transportation Services	15/08/2022	571.45
EF151913	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	15/08/2022	20,265.30
EF151914	10787	Jandakot Accident Repair Centre	Panel Beating Services	15/08/2022	2,000.00
EF151915	10879	Les Mills Aerobics	Instruction/Training Services	15/08/2022	1,536.48
EF151916	10888	Lj Caterers	Catering Services	15/08/2022	3,728.84
EF151917	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/08/2022	622.16
EF151918	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	15/08/2022	364.87
EF151919	10938	Mrp Pest Management	Pest & Weed Management	15/08/2022	1,012.25
EF151920	10942	Mcgees Property	Property Consultancy Services	15/08/2022	1,925.00
EF151921	10944	Mcleods	Legal Services	15/08/2022	10,370.72
EF151922	11028	Neverfail Springwater Ltd	Bottled Water Supplies	15/08/2022	364.31
EF151923	11036	Northlake Electrical Pty Ltd	Electrical Services	15/08/2022	32,653.25
EF151924	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	15/08/2022	5,583.60
EF151925	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	15/08/2022	1,920.16
EF151926	11235	Reinforced Concrete Pipes Pty Ltd	Concrete Pipe Supplies	15/08/2022	3,063.50
EF151927	11247	Richgro Wa	Gardening Supplies	15/08/2022	223.08
EF151928	11307	Satellite Security Services Pty Ltd	Security Services	15/08/2022	16,132.48
EF151929	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/08/2022	6,017.52
EF151930	11334	Shenton Pumps	Pool Equipment/Services	15/08/2022	11,323.55
EF151931	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	15/08/2022	4,964.32
EF151932	11387	Bibra Lake Soils	Soil & Limestone Supplies	15/08/2022	392.00
EF151933	11425	Resource Recovery Group	Waste Disposal Gate Fees	15/08/2022	1,260.00
EF151934	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	15/08/2022	125.00

EF151935	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	15/08/2022	10,642.50
EF151936	11483	St John Ambulance Aust Wa Operations	First Aid Courses	15/08/2022	655.00
EF151937	11625	Nutrien Water	Reticulation Supplies	15/08/2022	8,752.30
EF151938	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/08/2022	313.50
EF151939	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	15/08/2022	651.40
EF151940	11773	Nutrien Ag Solutions	Chemical Supplies	15/08/2022	586.87
EF151941	11787	Department Of Transport	Vehicle Search Fees	15/08/2022	703.55
EF151942	11789	Walga	Advertising/Training Services	15/08/2022	96,548.49
EF151943	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/08/2022	22,792.41
EF151944	11795	Western Power	Street Lighting Installation & Service	15/08/2022	296.00
EF151945	12153	Hays Personnel Services Pty Ltd	Employment Services	15/08/2022	18,181.12
EF151946	12207	Civica Pty Ltd	Software Support/Licence Fees	15/08/2022	1,914.26
EF151947	12500	Ellenby Tree Farm	Plant Supplies	15/08/2022	847.55
EF151948	12672	Norman Disney & Young	Consultancy Services	15/08/2022	9,286.42
EF151949	12796	Isentia Pty Ltd	Media Monitoring Services	15/08/2022	1,496.00
EF151950	13558	Engineering Technology Consultants	Consultants Services	15/08/2022	4,950.00
EF151951	13779	Porter Consulting Engineers	Engineering Consultancy Services	15/08/2022	2,750.00
EF151952	13825	Jackson Mcdonald	Legal Services	15/08/2022	15,043.05
EF151953	14350	Baileys Fertiliser	Fertiliser Supplies	15/08/2022	1,917.92
EF151954	15393	Stratagreen	Hardware Supplies	15/08/2022	2,743.03
EF151955	15588	Natural Area Consulting Management Services	Weed Spraying	15/08/2022	1,660.00
EF151956	15746	Western Australia Police Service	Police Clearances	15/08/2022	217.10
EF151957	16064	Cms Engineering	Airconditioning Services	15/08/2022	8,467.78
EF151958	16396	Mayday Rental	Road Construction Machine Hire	15/08/2022	34,584.00
EF151959	16432	Scarvac's Iga	Groceries	15/08/2022	704.80
EF151960	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	15/08/2022	1,084.28
EF151961	16846	Action Glass & Aluminium	Glazing Services	15/08/2022	294.25
EF151962	16894	Treblex Industrial Pty Ltd	Chemicals - Automotive	15/08/2022	1,478.40
EF151963	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/08/2022	25.30
EF151964	18126	Dell Australia Pty Ltd	Computer Hardware	15/08/2022	88.00
EF151965	18272	Austraclear Limited	Investment Services	15/08/2022	76.43
EF151966	18494	Dept Of Biodiversity, Conservation And Attractions	Licence Renewal	15/08/2022	400.00
EF151967	18801	Fremantle Bin Hire	Bin Hire - Skip Bins	15/08/2022	1,330.00
EF151968	18941	Allstamps	Stationery	15/08/2022	34.00
EF151969	18962	Sealanes (1985) P/L	Catering Supplies	15/08/2022	1,560.82
EF151970	19107	Forever Shining	Monument	15/08/2022	10,413.00
EF151971	19496	Officer Woods Architects Pty Ltd	Architects	15/08/2022	9,422.60
EF151972	19533	Woolworths Ltd	Groceries	15/08/2022	1,658.15
EF151973	19541	Turf Care Wa Pty Ltd	Turf Services	15/08/2022	10,085.43
EF151974	20547	Garrards Pty Ltd	Insecticides / Pesticides	15/08/2022	217.30

EF151975	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	15/08/2022	1,100.00
EF151976	21010	Redman Solutions	Computer Software	15/08/2022	2,288.00
EF151977	21291	The Worm Shed	Environmental Education	15/08/2022	140.00
EF151978	21294	Cat Haven	Animal Services	15/08/2022	2,093.30
EF151979	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	15/08/2022	164,574.54
EF151980	21577	Lavan	Legal Services	15/08/2022	12,388.20
EF151981	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/08/2022	27,383.99
EF151982	21744	Jb Hi Fi - Commercial	Electronic Equipment	15/08/2022	12,653.04
EF151983	21747	Unicare Health	Wheelchair Hire	15/08/2022	133.10
EF151984	21791	The Leisure Institute Of Wa (Aquatics) Inc.	Professional Organisation	15/08/2022	5,360.00
EF151985	21946	Ryan's Quality Meats	Meat Supplies	15/08/2022	1,443.47
EF151986	22119	Bindi Bindi Dreaming Marissa Verma	Consult - Aboriginal Education/Ent	15/08/2022	550.00
EF151987	22553	Brownes Food Operations	Catering Supplies	15/08/2022	923.46
EF151988	22569	Sonic Health Plus Pty Ltd	Medical Services	15/08/2022	209.00
EF151989	22638	Maalinup Aboriginal Gallery	Artistic	15/08/2022	660.00
EF151990	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/08/2022	1,100.37
EF151991	22749	People Solutions Australasia Pty Ltd	Consultancy Services - Hr	15/08/2022	935.00
EF151992	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	15/08/2022	73,933.87
EF151993	22854	Lgiswa	Insurance Premiums	15/08/2022	1,891.58
EF151994	22879	Remida Perth Inc	Artistic Services	15/08/2022	380.00
EF151995	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	15/08/2022	1,113.29
EF151996	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/08/2022	2,609.46
EF151997	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	15/08/2022	11,546.70
EF151998	23755	lap2 Australasia	Training Services	15/08/2022	467.50
EF151999	23971	Find Wise Location Services	Locating Services - Underground	15/08/2022	564.30
EF152000	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	15/08/2022	12,816.56
EF152001	24655	Automasters Spearwood	Vehicle Servicing	15/08/2022	2,307.80
EF152002	24974	Scott Print	Printing Services	15/08/2022	16,427.40
EF152003	25121	Imagesource Digital Solutions	Billboards	15/08/2022	2,516.80
EF152004	25332	Intergraph Corporation	Mapping Services	15/08/2022	5,128.20
EF152005	25418	Cs Legal	Legal Services	15/08/2022	2,742.00
EF152006	25771	Integral Development Associates Pty Ltd	Training Courses	15/08/2022	1,153.68
EF152007	25813	Lg Connect Pty Ltd	Erp Systems Development	15/08/2022	7,152.64
EF152008	26114	Grace Records Management	Records Management Services	15/08/2022	1,306.31
EF152009	26120	Ecoburbia	Environmental Waste Workshops	15/08/2022	4,675.00
EF152010	26195	Play Check	Consulting Services	15/08/2022	330.00
EF152011	26211	Amcom Pty Ltd	Internet/Data Services	15/08/2022	10,692.00
EF152012	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/08/2022	5,235.00
EF152013	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	15/08/2022	172,295.07
EF152014	26314	Cpe Group	Temporary Employment Services	15/08/2022	9,212.97

EF152015	26354	Electrofen	Repair Services - Security Fences	15/08/2022	792.00
EF152016	26470	Scp Conservation	Fencing Services	15/08/2022	11,803.00
EF152017	26550	Game Vault Pty Ltd	Amusement Services	15/08/2022	1,080.00
EF152018	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	15/08/2022	189.96
EF152019	26577	S-Tech Holdings Pty Ltd	Sign Making Services	15/08/2022	8,873.70
EF152020	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	15/08/2022	43,467.07
EF152021	26614	Marketforce Pty Ltd	Advertising	15/08/2022	2,897.83
EF152022	26620	Gra Partners Pty Ltd	Consulting/Advisory	15/08/2022	6,600.00
EF152023	26625	Andover Detailers	Car Detailing Services	15/08/2022	876.31
EF152024	26628	The Escapehunt Experience (Perth)	Team Building Activities	15/08/2022	960.00
EF152025	26698	Melville Mitsubishi	Purchase Of New Vehicles & Maintenance	15/08/2022	471.28
EF152026	26709	Talis Consultants Pty Ltd	Waste Consultancy	15/08/2022	2,200.00
EF152027	26735	Shane McMaster Surveys	Survey Services	15/08/2022	10,505.00
EF152028	26739	Kerb Doctor	Kerb Maintenance	15/08/2022	2,371.60
EF152029	26745	Embroidme Myaree	Embroidery	15/08/2022	649.00
EF152030	26778	Robert Walters	Recruitment Services	15/08/2022	2,543.01
EF152031	26782	Soft Landing	Recycling Services	15/08/2022	8,741.88
EF152032	26813	Buswest	Bus Hire	15/08/2022	1,331.00
EF152033	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	15/08/2022	290.00
EF152034	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	15/08/2022	1,980.00
EF152035	26923	Woodlands	Rubbish Collection Equipment	15/08/2022	11,084.70
EF152036	26946	Av Truck Services Pty Ltd	Truck Dealership	15/08/2022	757.91
EF152037	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	15/08/2022	590.04
EF152038	26985	Access Icon Pty Ltd	Drainage Products	15/08/2022	5,914.47
EF152039	26987	Cti Risk Management	Security - Cash Collection	15/08/2022	1,770.80
EF152040	27010	Quantum Building Services Pty Ltd	Building Maintenance	15/08/2022	716.65
EF152041	27011	Baileys Marine Fuel Australia	Fuel	15/08/2022	1,043.66
EF152042	27015	Intelli Trac	Gps Tracking	15/08/2022	4,064.50
EF152043	27031	Downer Edi Works Pty Ltd	Asphalt Services	15/08/2022	60,424.78
EF152044	27054	Vocus Pty Ltd	Telecommunications	15/08/2022	2,323.20
EF152045	27065	Westbooks	Books	15/08/2022	3,391.71
EF152046	27082	Kulbardi Pty Ltd	Stationery Supplies	15/08/2022	1,643.15
EF152047	27093	Magnetic Automation Pty Ltd	Gates/Barriers	15/08/2022	594.00
EF152048	27098	Q2 (Q-Squared)	Digital Data Service	15/08/2022	2,062.50
EF152049	27143	Embroidme Success	Embroidery Services	15/08/2022	330.00
EF152050	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	15/08/2022	7,515.10
EF152051	27241	Landscape Elements	Landscaping Services	15/08/2022	61,892.15
EF152052	27246	Veale Auto Parts	Spare Parts Mechanical	15/08/2022	392.20
EF152053	27269	Payrix Australia	Payment Processing	15/08/2022	12,170.97
EF152054	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	15/08/2022	27,808.00

EF152055	27334	Westcare Print	Printing Services	15/08/2022	126.50
EF152056	27348	Message Media	Telecommunications	15/08/2022	352.40
EF152057	27377	Accidental Health And Safety - Perth	First Aid Supplies	15/08/2022	495.67
EF152058	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/08/2022	352.38
EF152059	27401	Emprise Mobility	Mobility Equipment	15/08/2022	4,156.50
EF152060	27403	Freedom Fairies Pty Ltd	Amusement	15/08/2022	1,210.00
EF152061	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	15/08/2022	6,109.40
EF152062	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	15/08/2022	3,004.98
EF152063	27427	Home Chef	Cooking/Food Services	15/08/2022	656.59
EF152064	27432	Lg Solutions Pty Ltd	Financial Services	15/08/2022	9,317.00
EF152065	27455	Site Protective Services	Cctv Parts	15/08/2022	13,842.92
EF152066	27482	Billi Australia Pty Ltd	Water Filter Taps	15/08/2022	367.90
EF152067	27499	Hodge Collard Preston Architects	Architects	15/08/2022	19,774.25
EF152068	27507	Serco Facilities Management Pty Ltd	Cleaning Services	15/08/2022	53,906.18
EF152069	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	15/08/2022	2,886.05
EF152070	27528	Monsido Pty Ltd	Computer Software	15/08/2022	6,545.00
EF152071	27546	Bpa Engineering	Consultancy - Engineering	15/08/2022	2,420.00
EF152072	27575	Shred X Secure Destruction	Document Destruction	15/08/2022	10.44
EF152073	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	15/08/2022	35,222.00
EF152074	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	15/08/2022	320.00
EF152075	27602	Rawlinsons (Wa)	Surveying Services	15/08/2022	15,295.50
EF152076	27615	Lrs Australia	Communications	15/08/2022	764.50
EF152077	27622	Truegrade Medical Supplies	Medical Supplies	15/08/2022	2,337.78
EF152078	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/08/2022	2,824.80
EF152079	27644	Cmaktech	Ict Engineering & Consulting	15/08/2022	45,991.98
EF152080	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	15/08/2022	7,313.85
EF152081	27657	Positive Balance Massage	Massage Therapy	15/08/2022	100.00
EF152082	27675	Wgawa Pty Ltd	Consultancy Engineering	15/08/2022	8,420.50
EF152083	27676	Blue Force Pty Ltd	Security Services	15/08/2022	570.30
EF152084	27683	Cleanaway Industrial Solutions Pty Ltd	Waste Services	15/08/2022	2,688.51
EF152085	27695	Qtm Pty Ltd	Traffic Management	15/08/2022	64,555.09
EF152086	27701	Perth Better Homes	Shade Sails	15/08/2022	7,425.00
EF152087	27722	Metra Australia	Software	15/08/2022	313.04
EF152088	27757	Ground Support Systems (Aust)	Shoring Equipment	15/08/2022	6,396.50
EF152089	27767	Altus Group Consulting Pty Ltd	Surveying Services	15/08/2022	1,650.00
EF152090	27779	Sports Circuit Linemarking	Linemarking	15/08/2022	764.50
EF152091	27797	City Lift Services Pty Ltd	Lift Maintenance	15/08/2022	319.00
EF152092	27818	Modus Compliance Pty Ltd	Consultanct Engineering	15/08/2022	5,489.00
EF152093	27827	Abc Containers	Sea Containers	15/08/2022	238.70
EF152094	27850	Dowsing Group Pty Ltd	Concreting Services	15/08/2022	23,671.52

EF152095	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	15/08/2022	23,793.00
EF152096	27856	My Flex Health International	Nursing Services	15/08/2022	7,362.35
EF152097	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	15/08/2022	4,312.00
EF152098	27894	Homecare Physiotherapy	Healthcare	15/08/2022	3,107.49
EF152099	27896	Rmc Rail Services Pty Ltd	Rail Traffic Management	15/08/2022	2,970.00
EF152100	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/08/2022	861.14
EF152101	27931	Big Ass Fans Australia Pty Ltd	Ceiling Fans	15/08/2022	3,685.00
EF152102	27953	Truckline	Spare Parts, Truck/Trailer	15/08/2022	767.93
EF152103	27986	Daily Living Products	Mobility Equip	15/08/2022	392.00
EF152104	28001	Corsign Wa Pty Ltd	Sign Making Material	15/08/2022	605.00
EF152105	28003	Taylor Made Design	Graphic Design	15/08/2022	550.00
EF152106	28015	Imprint Plastic	Badges	15/08/2022	303.60
EF152107	28047	Mitchell Garlett	Ceremonial Services	15/08/2022	1,300.00
EF152108	28049	Copy Magic	Printing Services	15/08/2022	158.07
EF152109	28078	Crayon Australia Pty Ltd	Licensing	15/08/2022	459.23
EF152110	28130	Geoffrey London Architectural Consultant	Architectural Consultant	15/08/2022	480.00
EF152111	28144	Baby Bunting	Sanitary Supplies	15/08/2022	635.50
EF152112	28159	Intelligent Rfid Solutions	Rfid Software	15/08/2022	2,191.20
EF152113	28171	Smc Marine Pty Ltd	Construction Services - C100812	15/08/2022	338,801.65
EF152114	28179	Ecospill Pty Ltd	Emergency Shower Supply And Service	15/08/2022	97.35
EF152115	28180	Ecocycle Pty Ltd	Recycling Services	15/08/2022	305.81
EF152116	28181	Seaview Rentals	Aquarium Servicing	15/08/2022	85.00
EF152117	28184	Spearwood Veterinary Hospital	Veterinary Hospital	15/08/2022	35.00
EF152118	28186	Oracle Corporation Australia Pty Ltd	Software	15/08/2022	1,598.11
EF152119	28191	Enviro Sweep	Sweeping Services	15/08/2022	4,609.00
EF152120	28197	Lite N Easy Pty Ltd	Food Supplies	15/08/2022	823.12
EF152121	28201	Select Fresh	Food Supplies	15/08/2022	393.48
EF152122	28202	Carers Plus Australia Pty Ltd	Employment Services	15/08/2022	6,415.20
EF152123	28215	Complete Office Supplies Pty Ltd	Stationery	15/08/2022	1,202.07
EF152124	28217	Southern Cross Care (Wa) Inc	Healthcare Services	15/08/2022	4,456.50
EF152125	28218	Laminar Capital Pty Ltd	Financial Services	15/08/2022	1,485.00
EF152126	28222	Tcn Group Pty Ltd	Gift Vouchers	15/08/2022	260.73
EF152127	28228	Delta Roofing Pty Ltd	Roofing Services	15/08/2022	6,127.00
EF152128	28241	Swift Flow Pty Ltd	Plumbing	15/08/2022	17,766.56
EF152129	28242	Innovyze Pty Ltd	Software Application	15/08/2022	1,573.00
EF152130	28258	Garden Care West	Gardening Services	15/08/2022	1,196.25
EF152131	28264	Garden Organics	Organics Processing	15/08/2022	16,363.07
EF152132	28265	Tree Care Wa	Vegetation Maintenance Services	15/08/2022	24,318.19
EF152133	28273	Ae Hoskins Building Services	Construction Services	15/08/2022	208,157.33
EF152134	28277	Gesha Coffee Co	Coffee Supplies	15/08/2022	11,848.00

EF152135	28279	Doongurra Civil Mining Pty Ltd	Earthworks - Wattleup rd	15/08/2022	204,342.73
EF152136	28283	Mills Recruitment	Recruitment Services	15/08/2022	4,145.82
EF152137	28289	Grafton General Products	Mobility Equipment	15/08/2022	1,163.80
EF152138	28301	Bondin All Metals	Marine Welding, Fabrication	15/08/2022	31,222.40
EF152139	28302	Ohura Group Pty Ltd	Industrial Relations Consulting	15/08/2022	11,520.00
EF152140	28303	Miracle Recreation Equipment	Playground Equipment	15/08/2022	4,627.70
EF152141	28304	Moray & Agnew	Legal Services	15/08/2022	1,873.42
EF152142	28313	Cannings Purple	Marketing	15/08/2022	569.25
EF152143	28319	Wavelength Consulting Pty Ltd	Engineering - Project Management	15/08/2022	4,763.00
EF152144	28330	Vanhar Civils Pty Ltd	Road Profiling	15/08/2022	1,496.00
EF152145	28336	Holonic Pty Ltd	Consulting - Enviro	15/08/2022	2,660.00
EF152146	28352	Donut Waste Pty Ltd	Workshops	15/08/2022	499.00
EF152147	28358	Chris Kitchen	Catering	15/08/2022	200.00
EF152148	28363	Altura Learning Australia Pty Ltd	Trainining Services	15/08/2022	4,532.55
EF152149	28366	Russell Kennedy Lawyers	Legal	15/08/2022	7,370.00
EF152150	28367	Ron Mack Machinery Australia Pty Ltd	Power Tools	15/08/2022	15,290.00
EF152151	28371	Flexi Staff	Employment Services	15/08/2022	26,676.21
EF152152	28374	Corelogic Asia Pacific	Property Data	15/08/2022	2,904.00
EF152153	28384	Bamboozled Productions Pty Ltd	Event Management	15/08/2022	1,650.00
EF152154	10047	Alinta Energy	Natural Gas & Electrcity Supply	15/08/2022	40,464.00
EF152155	11794	Synergy	Electricity Usage/Supplies	15/08/2022	415,919.89
EF152156	99996	Veronica Cooper	Rates And Property Related Refunds	15/08/2022	30.00
EF152157	99996	Ajana Embleton	Rates And Property Related Refunds	15/08/2022	100.00
EF152158	99996	Tara Glover	Rates And Property Related Refunds	15/08/2022	56.65
EF152159	99996	Anthony Taranto	Rates And Property Related Refunds	15/08/2022	56.65
EF152160	99996	Daniella Piscopo	Rates And Property Related Refunds	15/08/2022	56.65
EF152161	99996	Neil McNickle	Rates And Property Related Refunds	15/08/2022	56.65
EF152162	99996	Elite Blockwork	Rates And Property Related Refunds	15/08/2022	56.65
EF152163	99996	Glen Crawford	Rates And Property Related Refunds	15/08/2022	56.65
EF152164	99996	J Corp Pty Ltd T/A Terrace Homes	Rates And Property Related Refunds	15/08/2022	56.65
EF152165	99996	Tangent Nominees Pty Ltd	Rates And Property Related Refunds	15/08/2022	323.58
EF152166	99996	J Corp Pty Ltd T/A Terrace Homes	Rates And Property Related Refunds	15/08/2022	416.16
EF152167	99996	Essential First Choice Homes Pty Ltd	Rates And Property Related Refunds	15/08/2022	1,028.30
EF152168	99996	Eileen Glynn	Rates And Property Related Refunds	15/08/2022	1,011.47
EF152169	99996	Anna M A De Gennaro	Rates And Property Related Refunds	15/08/2022	481.45
EF152170	99996	Edith Miller	Rates And Property Related Refunds	15/08/2022	1,500.00
EF152171	99996	Stephanie Perie	Rates And Property Related Refunds	15/08/2022	1,042.71
EF152172	99996	Mirella Rodgers	Rates And Property Related Refunds	15/08/2022	773.18
EF152173	99996	Etuate Liukovi Mei Atalanga Palelei	Rates And Property Related Refunds	15/08/2022	685.67
EF152174	99996	Lillian Barton	Rates And Property Related Refunds	15/08/2022	1,862.02

EF152175	99996	Rodney James Whitson	Rates And Property Related Refunds	15/08/2022	891.40
EF152176	99996	Graham Dudley	Rates And Property Related Refunds	15/08/2022	713.02
EF152177	99996	C Seah	Rates And Property Related Refunds	15/08/2022	113.02
EF152178	99996	C Seah	Rates And Property Related Refunds	15/08/2022	1,142.70
EF152179	99996	Ventura Home Group Pty Ltd	Rates And Property Related Refunds	15/08/2022	1,135.03
EF152180	99996	Halpd Pty Ltd	Rates And Property Related Refunds	15/08/2022	364.74
EF152181	99996	Tristan And Aimee Velnoweth	Rates And Property Related Refunds	15/08/2022	147.00
EF152182	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	15/08/2022	110.00
EF152183	99996	Carlin Team	Rates And Property Related Refunds	15/08/2022	1,311.08
EF152184	99996	Hengzi Li	Rates And Property Related Refunds	15/08/2022	12.67
EF152185	99996	Katrina Perera	Rates And Property Related Refunds	15/08/2022	1,497.66
EF152186	26987	Cti Risk Management	Security - Cash Collection	16/08/2022	857.25
EF152187	99997	Amp Bank	Ref : 1054646996 Audit Certificate	16/08/2022	25.00
EF152188	10152	Aust Services Union	Payroll Deductions	19/08/2022	782.90
EF152189	10154	Australian Taxation Office	Payroll Deductions	19/08/2022	468,697.00
EF152190	10305	Child Support Agency	Payroll Deductions	19/08/2022	1,086.01
EF152191	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	19/08/2022	44.00
EF152192	19726	Health Insurance Fund Of Wa	Payroll Deductions	19/08/2022	1,117.10
EF152193	27874	Smartsalary	Salary Packaging/Leasing Administration	19/08/2022	10,832.42
EF152194	26987	Cti Risk Management	Security - Cash Collection	23/08/2022	314.50
EF152195	99997	Western Australian Planning Commission	Final Instalment Of Lot 1001 Tin	23/08/2022	1,680,000.00
EF152196	99997	Western Australian Planning Commission	Gst - Ato Direct For Wsales	23/08/2022	280,000.00
EF152197	13910	Ato - Deputy Commissioner Of Taxation	Tax Payments (GST & FBT)	23/08/2022	350,145.00
EF152198	28376	Edume Ltd	Software	24/08/2022	26,930.24
EF152199	99997	Family Day Care	Fdc Payment We 21/08/2022	25/08/2022	44,799.45
EF152200	10747	linet Limited	Internet Services	31/08/2022	1,119.87
EF152201	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	31/08/2022	1,297.83
EF152202	99996	Eileen Glynn	Rates And Property Related Refunds	31/08/2022	110.00
EF152203	99996	Gabriel Johnson	Rates And Property Related Refunds	31/08/2022	593.35
EF152204	99996	Yvonne Goold	Rates And Property Related Refunds	31/08/2022	171.65
EF152205	99996	Revenuewa	Rates And Property Related Refunds	31/08/2022	72.53
EF152206	99996	Raistlin The Red Pty Ltd	Rates And Property Related Refunds	31/08/2022	1,661.65
EF152207	99996	Matthew And Sally Oliver	Rates And Property Related Refunds	31/08/2022	1,751.37
EF152208	99996	Charles Gregory James	Rates And Property Related Refunds	31/08/2022	2,149.02
EF152209	99996	Dean Mather	Rates And Property Related Refunds	31/08/2022	131.53
EF152210	99996	Christopher Wilks	Rates And Property Related Refunds	31/08/2022	334.23
EF152211	99996	Courtney Baxter	Rates And Property Related Refunds	31/08/2022	880.83
EF152212	99996	Emanuel Francisco	Rates And Property Related Refunds	31/08/2022	52.71
EF152213	99996	Benjamin Lionel White	Rates And Property Related Refunds	31/08/2022	1,666.92
EF152214	99996	Kan Ni	Rates And Property Related Refunds	31/08/2022	1,671.14

EF152215	99996	Lynette Pringle	Rates And Property Related Refunds	31/08/2022	397.42
EF152216	99996	Jemma Wuthenow	Rates And Property Related Refunds	31/08/2022	21.25
EF152217	99996	Scott Miller	Rates And Property Related Refunds	31/08/2022	150.00
EF152218	99996	Fern Clarke	Rates And Property Related Refunds	31/08/2022	100.00
EF152219	99996	Emma Garcia	Rates And Property Related Refunds	31/08/2022	150.00
EF152220	99996	Kyaw Win Myint Kyi	Rates And Property Related Refunds	31/08/2022	150.00
EF152221	99996	Dale Alcock Homes Pty Ltd	Rates And Property Related Refunds	31/08/2022	1,088.59
EF152222	99996	Davley Building Pty Ltd	Rates And Property Related Refunds	31/08/2022	558.40
EF152223	99996	Profounder Factory Direct Pty Ltd	Rates And Property Related Refunds	31/08/2022	147.00
EF152224	99996	Frasers Property Australia	Rates And Property Related Refunds	31/08/2022	147.00
EF152225	99996	Element Wa	Rates And Property Related Refunds	31/08/2022	521.40
EF152226	99996	Sam Powell	Rates And Property Related Refunds	31/08/2022	680.23
EF152227	99996	M J Fialho	Rates And Property Related Refunds	31/08/2022	2,240.30
EF152228	99996	Kenneth M Goodes	Rates And Property Related Refunds	31/08/2022	814.49
EF152229	99996	Paula Mondlane	Rates And Property Related Refunds	31/08/2022	250.00
EF152230	99996	Joe Coelho	Rates And Property Related Refunds	31/08/2022	887.00
EF152231	99996	Natalie C Bennett	Rates And Property Related Refunds	31/08/2022	450.00
EF152232	99996	Treefield Holdings Pty Ltd	Rates And Property Related Refunds	31/08/2022	54.00
EF152233	99996	Joel Vanson	Rates And Property Related Refunds	31/08/2022	1,969.03
EF152234	99996	Debbie Hammond	Rates And Property Related Refunds	31/08/2022	325.34
EF152235	99996	Pantaleo Holdings Wa Pty Ltd	Rates And Property Related Refunds	31/08/2022	16,726.66
EF152236	99996	Carol Hall	Rates And Property Related Refunds	31/08/2022	583.18
EF152237	99996	Joyce Property Investments	Rates And Property Related Refunds	31/08/2022	613.40
EF152238	99996	Cbre Pty Ltd	Rates And Property Related Refunds	31/08/2022	393.70
EF152239	99996	Winnie Leong	Rates And Property Related Refunds	31/08/2022	904.48
EF152240	10047	Alinta Energy	Natural Gas & Electricity Supply	31/08/2022	377.90
EF152241	11794	Synergy	Electricity Usage/Supplies	31/08/2022	42,380.22
EF152242	12025	Telstra Corporation	Communications Services	31/08/2022	15,675.13
EF152243	88888	Sandra King	Bond Refund	31/08/2022	150.00
EF152244	88888	Symbolise Holdings Pty Ltd	Bond Refund	31/08/2022	4,216.00
EF152245	88888	Peter Gray	Bond Refund	31/08/2022	100.00
EF152246	99997	Servau Offcl. Departmental Recpts & Paym	Document Number : 180136157	31/08/2022	218.79
EF152247	99997	Cascade Pty Ltd	Inv-0203 - Consulting & Coaching	31/08/2022	3,300.00
EF152248	99997	Kate Mckillop & Nicholas Mckenna	Compost Bin Rebate - Kate Mckillop	31/08/2022	50.00
EF152249	99997	Ysabel Peikert	Waterwise Verge Rebate - Ysabel Peikert	31/08/2022	249.85
EF152250	99997	Keya Tutu	Grants, Donations & Refunds	31/08/2022	71.00
EF152251	99997	Lucie Labrecque	Waterwise Rebate - Lucie Labrecque	31/08/2022	225.20
EF152252	99997	Macquarie Bank	Waterwise Rebate - Macquarie Bank	31/08/2022	250.00
EF152253	99997	Mrs H C Mr K W Greer	Waterwise Rebate - Mrs H C Mr K W Greer	31/08/2022	250.00
EF152254	99997	Jeni And Tom Butler	Wwc Reimbursement	31/08/2022	87.00

EF152255	99997	Kim Newbold	Port Coogee Marina D130 Pen Fee Refund	31/08/2022	540.00
EF152256	99997	Antony Svilicich	Neighbourhood Watch Facebook Ad	31/08/2022	82.11
EF152257	99997	Spearwood Primary School	National Tree Day 2022	31/08/2022	200.00
EF152258	99997	M & J Whitmore	Waterwise Verge Incentive Scheme	31/08/2022	250.00
EF152259	99997	Ki & Rc Levett	Waterwise Verge Rebate - Ronald Levett	31/08/2022	250.00
EF152260	99997	K Hicks	Waterwise Rebate - Kate Hicks	31/08/2022	250.00
EF152261	99997	Seida Nezovic	Senior Security Subsidy Scheme	31/08/2022	300.00
EF152262	99997	Sara A C Hall	The Organising School Inv-972	31/08/2022	350.00
EF152263	99997	Inspired Development Solutions Pty Ltd	Invoice 1721 - Group Coaching Session	31/08/2022	880.00
EF152264	99997	Kerry Street Community School	Small Events Sponsorship	31/08/2022	1,028.50
EF152265	99997	Chatterbox Public Speaking	Speaking Coaching For Victoria Green	31/08/2022	6,050.00
EF152266	99997	Beeliar Primary School	Donation - Beeliar Primary School	31/08/2022	503.36
EF152267	99997	Janet Kedzlie	Compost Bin - Janet Kedzlie	31/08/2022	49.00
EF152268	99997	Jayden Dadleh	Compost Bin Rebate - Jayden Dadleh	31/08/2022	49.98
EF152269	99997	Kirkwood Lara	Nappy Rebate - Kirkwood Lara	31/08/2022	44.98
EF152270	99997	Robert And Elaine Graczyk	Nappy Rebate - Robert And Elaine Graczyk	31/08/2022	50.00
EF152271	99997	Larissa Thomas	Nappy Rebate - Larissa Thomas	31/08/2022	50.00
EF152272	99997	Tessa M Simpson	Nappy Rebate - Tessa M Simpson	31/08/2022	18.00
EF152273	99997	Jeanelle Harvey-Bridges	Nappy & Sanitary Rebate - Jeanelle Harve	31/08/2022	100.00
EF152274	99997	Cockburn Bowling And Recreational Club	Grants, Donations & Refunds	31/08/2022	1,000.00
EF152275	99997	Cockburn Cobras Football Club	Grants, Donations & Refunds	31/08/2022	1,000.00
EF152276	99997	Phoenix Cricket Club	Grants, Donations & Refunds	31/08/2022	1,000.00
EF152277	99997	Phoenix Park Little Athletics Club	Grants, Donations & Refunds	31/08/2022	1,000.00
EF152278	99997	Hammond Park Footballclub (Inc) Kara Cra	Grants, Donations & Refunds	31/08/2022	1,000.00
EF152279	99997	Cockburn Netball Club	Grants, Donations & Refunds	31/08/2022	399.00
EF152280	99997	Lalu Joy	Casual Hire Refund	31/08/2022	345.00
EF152281	99997	Miss Rachel Eaton	Nappy Rebate - Miss Rachel Eaton	31/08/2022	18.75
EF152282	99997	David And Carmen Allan - Petale	Inv Waoe-0046 Interview Holden Sheppard	31/08/2022	360.00
EF152283	99997	Sofia Madrugo Piedade	Crossover Contribution - S M Piedade	31/08/2022	300.00
EF152284	99997	Gk + Jm Northen	Crossover Contribution - Gary Northen	31/08/2022	300.00
EF152285	99997	Ashleigh Arthur Merlin Cass	Crossover Contribution - Ashleigh Cass	31/08/2022	300.00
EF152286	99997	Kyle Shin	Crossover Contribution - Kyle Shin	31/08/2022	300.00
EF152287	99997	Benjamin Armstrong	Crossover Contribution - B J Armstong	31/08/2022	300.00
EF152288	99997	John Mayne	Crossover Contribution - John Mayne	31/08/2022	300.00
EF152289	99997	Syeda Wahida Rafig	Crossover Contribution - M A Rahman	31/08/2022	300.00
EF152290	99997	Stephanie Ann Brydon	Crossover Contribution - S Brydon	31/08/2022	300.00
EF152291	99997	Philip Anthony Whellens	Crossover Contribution - Philip Whellens	31/08/2022	300.00
EF152292	99997	Spanish Club Of Wa	Small Events Sponsorship	31/08/2022	3,000.00
EF152293	99997	South Beach Community Group	Small Events Sponsorship	31/08/2022	555.00
EF152294	99997	Childrens Medical Research Institute	Reference 0220877	31/08/2022	294.00

EF152295	99997	Rebecca Sneddon	Nappy Rebate - Rebecca Sneddon	31/08/2022	25.00
EF152296	99997	Stacey Johnson	Nappy Rebate - Stacey Johnson	31/08/2022	50.00
EF152297	99997	S L Glover	Nappy Rebate - S L Glover	31/08/2022	48.00
EF152298	99997	Naomi Alexis	Nappy & Sanitary Rebate - Naomi Alexis	31/08/2022	50.00
EF152299	99997	Anna Chuah	Nappy & Sanitary Rebate - Anna Chuah	31/08/2022	47.95
EF152300	99997	Meegan Lane	Nappy & Sanitary Rebate - Meegan Lane	31/08/2022	50.00
EF152301	99997	Kaitlyn King	Nappy & Sanitary Rebate - Kaitlyn King	31/08/2022	50.00
EF152302	99997	Mrs Rhianna Fleay	Nappy And Sanitary Product Rebate	31/08/2022	48.00
EF152303	99997	Emma Mclay And Liam Gretgrix	Nappy And Sanitary Product Rebate	31/08/2022	50.00
EF152304	99997	Karen Marshall	Nappy And Sanitary Product Rebate	31/08/2022	49.98
EF152305	99997	Rachael Belton	Nappy And Sanitary Product Rebate	31/08/2022	50.00
EF152306	99997	Natasha And Aidan Cooper	Nappy And Sanitary Product Rebate	31/08/2022	50.00
EF152307	99997	Gabrielle Shillito	Nappy/Sanitary Rebate Gabrielle Shillito	31/08/2022	50.00
EF152308	99997	Sara Mccarrol	Nappy And Sanitary Product Rebate	31/08/2022	50.00
EF152309	99997	Clayton Utz (Perth)	60124 / 22132 / 81025034	31/08/2022	5,085.30
EF152310	10118	Australia Post	Postage Charges	31/08/2022	84,531.36
EF152311	10184	Benara Nurseries	Plants	31/08/2022	1,680.90
EF152312	10207	Boc Gases	Gas Supplies	31/08/2022	456.83
EF152313	10226	Bridgestone Australia Ltd	Tyre Services	31/08/2022	52,819.61
EF152314	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	31/08/2022	1,249.91
EF152315	10244	Building & Const Industry Training Fund	Levy Payment	31/08/2022	28,516.66
EF152316	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	31/08/2022	1,390.90
EF152317	10287	Centreline Markings	Linemarking Services	31/08/2022	5,995.00
EF152318	10329	City Of Rockingham	Tip Fees	31/08/2022	11,712.77
EF152319	10333	Cjd Equipment Pty Ltd	Hardware Supplies	31/08/2022	9,324.46
EF152320	10384	Progilty Pty Ltd	Communication Services	31/08/2022	16,335.00
EF152321	10526	E & Mj Rosher Pty Ltd	Mower Equipment	31/08/2022	7,262.35
EF152322	10528	Easifleet	Vehicle Lease	31/08/2022	415.27
EF152323	10535	Workpower Incorporated	Employment Services - Planting	31/08/2022	13,684.83
EF152324	10589	Fines Enforcement Registry	Fines Enforcement Fees	31/08/2022	2,754.00
EF152325	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	31/08/2022	2,070.20
EF152326	10787	Jandakot Accident Repair Centre	Panel Beating Services	31/08/2022	2,018.14
EF152327	10888	Lj Caterers	Catering Services	31/08/2022	6,426.10
EF152328	10896	Local Health Authorities Analytical Committee	Analytical Services	31/08/2022	29,201.78
EF152329	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	31/08/2022	2,602.73
EF152330	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	31/08/2022	861.03
EF152331	10942	Mcgees Property	Property Consultancy Services	31/08/2022	4,950.00
EF152332	10944	Mcleods	Legal Services	31/08/2022	4,467.25
EF152333	10951	Melville Motors Pty Ltd	Motor Cars	31/08/2022	3,369.37
EF152334	10991	Beacon Equipment	Mowing Equipment	31/08/2022	3,815.00

EF152335	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	31/08/2022	611.60
EF152336	11028	Neverfail Springwater Ltd	Bottled Water Supplies	31/08/2022	424.80
EF152337	11036	Northlake Electrical Pty Ltd	Electrical Services	31/08/2022	81,819.92
EF152338	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	31/08/2022	5,583.60
EF152339	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	31/08/2022	4,860.90
EF152340	11307	Satellite Security Services Pty Ltd	Security Services	31/08/2022	1,474.00
EF152341	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	31/08/2022	2,128.32
EF152342	11316	Seek Limited	Recruitment Advertising	31/08/2022	4,492.68
EF152343	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	31/08/2022	4,204.86
EF152344	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	31/08/2022	125.00
EF152345	11483	St John Ambulance Aust Wa Operations	First Aid Courses	31/08/2022	95.00
EF152346	11557	Technology One Ltd	It Consultancy Services	31/08/2022	855,897.50
EF152347	11625	Nutrien Water	Reticulation Supplies	31/08/2022	11,570.35
EF152348	11642	Trailer Parts Pty Ltd	Trailer Parts	31/08/2022	54.86
EF152349	11701	Vibra Industrial Filtration Australasia	Filter Supplies	31/08/2022	752.29
EF152350	11702	Villa Dalmacia Association Inc.	Spical Club Activities	31/08/2022	1,690.00
EF152351	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	31/08/2022	2,742.54
EF152352	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	31/08/2022	112,039.48
EF152353	11835	Wurth Australia Pty Ltd	Hardware Supplies	31/08/2022	1,260.60
EF152354	11854	Zipform Pty Ltd	Printing Services	31/08/2022	21,641.53
EF152355	12153	Hays Personnel Services Pty Ltd	Employment Services	31/08/2022	15,810.44
EF152356	12394	Mp Rogers & Associates	Consultancy Services - Marine	31/08/2022	2,431.00
EF152357	12500	Ellenby Tree Farm	Plant Supplies	31/08/2022	1,837.55
EF152358	12847	Our Community Pty Ltd	Subscription Renewals	31/08/2022	350.00
EF152359	13393	South West Group	Contributions	31/08/2022	64,630.50
EF152360	13558	Engineering Technology Consultants	Consultants Services	31/08/2022	6,600.00
EF152361	13563	Green Skills Inc	Employment Services	31/08/2022	478.91
EF152362	14350	Baileys Fertiliser	Fertiliser Supplies	31/08/2022	5,702.40
EF152363	15271	Ple Computers Pty Ltd	Computer Hardware	31/08/2022	550.00
EF152364	15393	Stratagreen	Hardware Supplies	31/08/2022	1,638.45
EF152365	15550	Apace Aid Inc	Plants & Landscaping Services	31/08/2022	82.50
EF152366	16064	Cms Engineering	Airconditioning Services	31/08/2022	7,656.15
EF152367	16107	Wren Oil	Waste Disposal Services	31/08/2022	49.50
EF152368	16363	Atco Gas Australia	Gas Supplies/Services	31/08/2022	425.67
EF152369	16396	Mayday Rental	Road Construction Machine Hire	31/08/2022	27,834.40
EF152370	16846	Action Glass & Aluminium	Glazing Services	31/08/2022	12,903.44
EF152371	16985	Wa Premix	Concrete Supplies	31/08/2022	1,985.28
EF152372	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	31/08/2022	2,742.03
EF152373	17600	Lightforce Asset Pty Ltd (ErectionsI)	Guard Rails	31/08/2022	5,445.00
EF152374	18114	Bollig Design Group P/L	Architectural Services	31/08/2022	15,400.00

EF152375	18126	Dell Australia Pty Ltd	Computer Hardware	31/08/2022	528.00
EF152376	18203	Natsync Environmental	Pest Control	31/08/2022	425.00
EF152377	18494	Dept Of Biodiversity, Conservation And Attractions	Licence Renewal	31/08/2022	200.00
EF152378	18962	Sealanes (1985) P/L	Catering Supplies	31/08/2022	759.58
EF152379	18997	Gissa International Pty Ltd	Training Services	31/08/2022	3,914.90
EF152380	19349	Wrightway Road Training Pty Ltd	Driver Training	31/08/2022	231.00
EF152381	19533	Woolworths Ltd	Groceries	31/08/2022	806.52
EF152382	19541	Turf Care Wa Pty Ltd	Turf Services	31/08/2022	15,195.31
EF152383	19776	Josh Byrne & Associates	Environmental Consultant	31/08/2022	1,823.25
EF152384	19856	Western Tree Recyclers	Shredding Services	31/08/2022	92,444.86
EF152385	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	31/08/2022	19,622.18
EF152386	20146	Data#3 Limited	Contract It Personnel & Software	31/08/2022	3,068.82
EF152387	20321	Riverjet Pty Ltd	Educting-Cleaning Services	31/08/2022	19,074.00
EF152388	21577	Lavan	Legal Services	31/08/2022	38,524.20
EF152389	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	31/08/2022	11,085.63
EF152390	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	31/08/2022	1,934.00
EF152391	21691	Zeltanet Pty Ltd	Internet/Web Services	31/08/2022	786.67
EF152392	21744	Jb Hi Fi - Commercial	Electronic Equipment	31/08/2022	7,831.67
EF152393	21747	Unicare Health	Wheelchair Hire	31/08/2022	1,656.25
EF152394	21782	Westcoast Timber Flooring	Flooring Supplies	31/08/2022	18,125.00
EF152395	21946	Ryan's Quality Meats	Meat Supplies	31/08/2022	611.43
EF152396	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	31/08/2022	669.14
EF152397	22553	Brownes Food Operations	Catering Supplies	31/08/2022	215.92
EF152398	22569	Sonic Health Plus Pty Ltd	Medical Services	31/08/2022	3,762.00
EF152399	22613	Vicki Royans	Artistic Services	31/08/2022	750.00
EF152400	22639	Shatish Chauhan	Training Services - Yoga	31/08/2022	1,395.00
EF152401	22752	Elgas Limited	Gas Supplies	31/08/2022	1,039.41
EF152402	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	31/08/2022	85,796.54
EF152403	22859	Top Of The Ladder	Gutter Cleaning Services	31/08/2022	4,136.00
EF152404	22874	Economic Development Australia Ltd	Conference/Events	31/08/2022	2,277.00
EF152405	22903	Unique International Recoveries Llc	Debt Collectors	31/08/2022	204.80
EF152406	22913	Opal Australian Paper	Envelopes	31/08/2022	178.77
EF152407	23457	Totally Workwear Fremantle	Clothing - Uniforms	31/08/2022	1,137.21
EF152408	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	31/08/2022	6,787.97
EF152409	24506	Amaranti's Personal Training	Personal Training Services	31/08/2022	600.00
EF152410	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	31/08/2022	12,160.50
EF152411	24655	Automasters Spearwood	Vehicle Servicing	31/08/2022	8,128.30
EF152412	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	31/08/2022	1,176.45
EF152413	24978	Ambius	Plants Supplies	31/08/2022	714.34
EF152414	25102	Fremantle Mobile Welding	Welding Services	31/08/2022	4,394.50

EF152415	25121	Imagesource Digital Solutions	Billboards	31/08/2022	1,602.70
EF152416	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	31/08/2022	82,949.43
EF152417	25264	Acurix Networks Pty Ltd	Wifi Access Service	31/08/2022	6,360.20
EF152418	25415	Jandakot Stock & Pet Supplies	Pet Supplies	31/08/2022	60.00
EF152419	25418	Cs Legal	Legal Services	31/08/2022	285.50
EF152420	25586	Envirovap Pty Ltd	Hire Of Leachate Units	31/08/2022	8,717.50
EF152421	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	31/08/2022	800.00
EF152422	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The F	Consultancy Services	31/08/2022	3,107.50
EF152423	25771	Integral Development Associates Pty Ltd	Training Courses	31/08/2022	16,894.35
EF152424	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	31/08/2022	1,075.00
EF152425	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	31/08/2022	18,134.60
EF152426	26314	Cpe Group	Temporary Employment Services	31/08/2022	2,764.86
EF152427	26470	Scp Conservation	Fencing Services	31/08/2022	2,607.00
EF152428	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	31/08/2022	498.65
EF152429	26574	Eva Bellydance	Entertainment - Belly Dancing	31/08/2022	225.00
EF152430	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	31/08/2022	115,445.58
EF152431	26610	Tracc Civil Pty Ltd	Civil Construction - T0388	31/08/2022	939,176.35
EF152432	26625	Andover Detailers	Car Detailing Services	31/08/2022	2,273.92
EF152433	26698	Melville Mitsubishi	Purchase Of New Vehicles & Maintenance	31/08/2022	323.00
EF152434	26705	Creative Adm	Marketing Services	31/08/2022	3,558.50
EF152435	26709	Talis Consultants Pty Ltd	Waste Consultancy	31/08/2022	4,619.87
EF152436	26735	Shane McMaster Surveys	Survey Services	31/08/2022	12,320.00
EF152437	26739	Kerb Doctor	Kerb Maintenance	31/08/2022	9,684.95
EF152438	26745	Embroidme Myaree	Embroidery	31/08/2022	545.60
EF152439	26754	Insight Call Centre Services	Call Centre Services	31/08/2022	4,176.43
EF152440	26778	Robert Walters	Recruitment Services	31/08/2022	4,762.07
EF152441	26782	Soft Landing	Recycling Services	31/08/2022	5,922.75
EF152442	26888	Media Engine	Graphic Design, Marketing, Video Product	31/08/2022	2,910.60
EF152443	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	31/08/2022	7,233.30
EF152444	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	31/08/2022	577.50
EF152445	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	31/08/2022	292.03
EF152446	26923	Woodlands	Rubbish Collection Equipment	31/08/2022	18,616.35
EF152447	26929	Elan Energy Matrix Pty Ltd	Recycling Services	31/08/2022	658.13
EF152448	26932	Central Regional Tafe	Tafe	31/08/2022	885.25
EF152449	26985	Access Icon Pty Ltd	Drainage Products	31/08/2022	10,675.28
EF152450	26986	Aha! Consulting	Consultancy	31/08/2022	1,936.00
EF152451	27015	Intelli Trac	Gps Tracking	31/08/2022	2,602.60
EF152452	27028	Technogym Australia Pty Ltd	Fitness Equipment	31/08/2022	1,739.38
EF152453	27031	Downer Edi Works Pty Ltd	Asphalt Services	31/08/2022	24,780.34
EF152454	27034	Adelby Pty Ltd	Firebreak Construction	31/08/2022	6,352.50

EF152455	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	31/08/2022	23,261.43
EF152456	27048	Patron Power Pty Ltd	Marine Equipment	31/08/2022	1,023.00
EF152457	27065	Westbooks	Books	31/08/2022	2,678.46
EF152458	27082	Kulbardi Pty Ltd	Stationery Supplies	31/08/2022	452.99
EF152459	27130	Motio Play Pty Ltd	Digital Marketing & Software Service Pro	31/08/2022	1,788.46
EF152460	27143	Embroidme Success	Embroidery Services	31/08/2022	374.00
EF152461	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	31/08/2022	52,662.59
EF152462	27168	Nightlife Music Pty Ltd	Music Management	31/08/2022	465.53
EF152463	27177	Initial Hygiene	Hygiene	31/08/2022	3,428.72
EF152464	27189	Healthstrong Pty Ltd	Home Care	31/08/2022	440.00
EF152465	27194	Animal Care Equipment & Services Australia Pty Ltd	Animal Handling & Catching Equipment	31/08/2022	2,293.34
EF152466	27205	Cameron Chisholm Nicol	Architectural Services	31/08/2022	756.25
EF152467	27210	Urban Design Lab	Landscape Design	31/08/2022	3,240.00
EF152468	27231	Civil Survey Solutions Pty Ltd	Consultancy - Engineering	31/08/2022	57,805.01
EF152469	27243	Arjohuntleigh Pty Ltd	Supply, Repairs Health Equipemnt	31/08/2022	1,001.00
EF152470	27246	Veale Auto Parts	Spare Parts Mechanical	31/08/2022	41.20
EF152471	27275	Hospitality Total Services	Hospitality Consultants	31/08/2022	1,853.50
EF152472	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	31/08/2022	1,594.63
EF152473	27334	Westcare Print	Printing Services	31/08/2022	126.50
EF152474	27364	Balshaws Florist	Florist	31/08/2022	875.00
EF152475	27381	Fit For Life Exercise Physiology	Exercise Classes	31/08/2022	2,160.00
EF152476	27388	Signprint Australia Pty Ltd	Screen Printing	31/08/2022	951.63
EF152477	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	31/08/2022	32.85
EF152478	27401	Emprise Mobility	Mobility Equipment	31/08/2022	4,148.00
EF152479	27410	The Kit Bag	Ppe Clothing	31/08/2022	4,284.24
EF152480	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	31/08/2022	6,700.67
EF152481	27427	Home Chef	Cooking/Food Services	31/08/2022	485.98
EF152482	27455	Site Protective Services	Cctv Parts	31/08/2022	11,285.02
EF152483	27507	Serco Facilities Management Pty Ltd	Cleaning Services	31/08/2022	105,391.77
EF152484	27519	Euphorium Creative	Events Management	31/08/2022	10,725.00
EF152485	27523	Robert Lawrence Toohey	High Pressure Cleaning	31/08/2022	4,500.50
EF152486	27539	Jasmin Carpentry & Maintenance	Carpentry	31/08/2022	874.50
EF152487	27548	Standing Fork	Catering	31/08/2022	1,628.00
EF152488	27566	Thuroona Services	Asbestos Removal	31/08/2022	59,400.00
EF152489	27579	Soco Studios	Photography Services	31/08/2022	154.00
EF152490	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	31/08/2022	950.00
EF152491	27602	Rawlinsons (Wa)	Surveying Services	31/08/2022	1,045.00
EF152492	27617	Atturra Business Applications	Consultancy - It	31/08/2022	12,890.63
EF152493	27622	Truegrade Medical Supplies	Medical Supplies	31/08/2022	2,128.58
EF152494	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	31/08/2022	2,818.20

EF152495	27635	Mammoth Security	Security	31/08/2022	46.00
EF152496	27645	Department Of Agriculture, Water And The Environment	Governing Body	31/08/2022	240.00
EF152497	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	31/08/2022	5,129.25
EF152498	27676	Blue Force Pty Ltd	Security Services	31/08/2022	160.60
EF152499	27695	Qtm Pty Ltd	Traffic Management	31/08/2022	24,760.79
EF152500	27701	Perth Better Homes	Shade Sails	31/08/2022	52,074.00
EF152501	27717	Moore Stephens (Wa) Pty Ltd	Accounting Services	31/08/2022	14,593.06
EF152502	27731	Alan Ross Architects Pty Ltd	Architectural Services	31/08/2022	8,360.00
EF152503	27749	Advisian	Consulting - Enginnering	31/08/2022	7,884.36
EF152504	27770	Planet Honda Motorcycles	Motobike Riding Equipment	31/08/2022	1,293.95
EF152505	27778	Culture Counts Australia	Surveying/Marketing Services	31/08/2022	2,475.00
EF152506	27809	Ra-One Pty Ltd	Software	31/08/2022	20,289.50
EF152507	27831	Butler And Brown	Event Management	31/08/2022	17,050.00
EF152508	27850	Dowsing Group Pty Ltd	Concreting Services	31/08/2022	42,767.41
EF152509	27852	First 5 Minutes Pty Ltd	Training & Education	31/08/2022	814.00
EF152510	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	31/08/2022	21,524.25
EF152511	27894	Homecare Physiotherapy	Healthcare	31/08/2022	17,107.97
EF152512	27917	Go Doors Advanced Automation	Door Maintenance & Repair	31/08/2022	6,108.29
EF152513	27926	Sine Group Pty Ltd	Computer Software	31/08/2022	3,779.60
EF152514	27950	Greenlite Electrical Contractors Pty Ltd	Electrical Services	31/08/2022	218,181.87
EF152515	27953	Truckline	Spare Parts, Truck/Trailer	31/08/2022	578.74
EF152516	27984	Sabrina Fenwick	Excercise Classes	31/08/2022	720.00
EF152517	27985	Rosmech Sales & Service Pty Ltd	Road Sweeper	31/08/2022	218.38
EF152518	27986	Daily Living Products	Mobility Equip	31/08/2022	768.00
EF152519	27994	Fabritecture Australia Pty Ltd	Construction - Roofing	31/08/2022	3,753.20
EF152520	28001	Corsign Wa Pty Ltd	Sign Making Material	31/08/2022	756.25
EF152521	28003	Taylor Made Design	Graphic Design	31/08/2022	880.00
EF152522	28013	Rps Aap Consulting Pty Ltd	Project Management	31/08/2022	8,404.00
EF152523	28031	Brandon's Shredding Boxes	Recycling	31/08/2022	60.00
EF152524	28049	Copy Magic	Printing Services	31/08/2022	70.50
EF152525	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	31/08/2022	15,262.50
EF152526	28062	Marsh	Insurance Premiums	31/08/2022	4,510.00
EF152527	28102	Community Data Solutions	Financial Services	31/08/2022	1,188.00
EF152528	28115	Survitec	Safety And Survival Equipment	31/08/2022	66.26
EF152529	28147	Modest Mounts	Vehicle Accessories	31/08/2022	865.90
EF152530	28168	Sifting Sands	Sand Cleaning	31/08/2022	1,232.00
EF152531	28171	Smc Marine Pty Ltd	Construction Services - C100812	31/08/2022	319,086.93
EF152532	28186	Oracle Corporation Australia Pty Ltd	Software	31/08/2022	2,674.20
EF152533	28189	Mercury Messengers Pty Ltd	Courier Service	31/08/2022	2,080.95
EF152534	28191	Enviro Sweep	Sweeping Services	31/08/2022	1,505.36

EF152535	28197	Lite N Easy Pty Ltd	Food Supplies	31/08/2022	789.76
EF152536	28201	Select Fresh	Food Supplies	31/08/2022	435.10
EF152537	28202	Carers Plus Australia Pty Ltd	Employment Services	31/08/2022	4,299.26
EF152538	28208	Art Plus Public Art	Artistic	31/08/2022	8,500.00
EF152539	28215	Complete Office Supplies Pty Ltd	Stationery	31/08/2022	2,490.06
EF152540	28228	Delta Roofing Pty Ltd	Roofing Services	31/08/2022	12,589.50
EF152541	28241	Swift Flow Pty Ltd	Plumbing	31/08/2022	10,902.27
EF152542	28244	I Macdonald & Co.	Legal Services	31/08/2022	400.00
EF152543	28258	Garden Care West	Gardening Services	31/08/2022	1,531.75
EF152544	28265	Tree Care Wa	Vegetation Maintenance Services	31/08/2022	87,703.00
EF152545	28275	Farrington Dry Cleaners	Dry Cleaning	31/08/2022	305.00
EF152546	28277	Gesha Coffee Co	Coffee Supplies	31/08/2022	1,964.66
EF152547	28283	Mills Recruitment	Recruitment Services	31/08/2022	3,998.81
EF152548	28289	Grafton General Products	Mobility Equipment	31/08/2022	6,896.34
EF152549	28303	Miracle Recreation Equipment	Playground Equipment	31/08/2022	12,431.10
EF152550	28318	Ati-Mirage	Training	31/08/2022	1,850.00
EF152551	28324	Yonga Solutions Pty Ltd	Printing Services	31/08/2022	5,918.00
EF152552	28344	Seat Shop Wa Pty Ltd	Repairs And Replacements To Heavy Fleet	31/08/2022	207.90
EF152553	28348	Thylacine Design And Project Management	Interpretive Design	31/08/2022	49,412.00
EF152554	28351	Clever Designs Uniforms	Clothing	31/08/2022	1,006.00
EF152555	28356	Apollo Healthcare Technologies Pty Ltd	Provide Hospital, Aged Care, Home Carean	31/08/2022	5,376.00
EF152556	28370	Diversity Australia Pty Limited	Training	31/08/2022	3,465.00
EF152557	28371	Flexi Staff	Employment Services	31/08/2022	45,136.37
EF152558	28378	Advoc8 Grm Pty Ltd	Software	31/08/2022	16,498.90
EF152559	28381	Sandwai Pty Ltd	Software	31/08/2022	12,815.00
EF152560	28384	Bamboozled Productions Pty Ltd	Event Management	31/08/2022	95,700.00
EF152561	28390	Logo Appointments	Employment Services	31/08/2022	5,129.60
EF152562	11867	Kevin John Allen	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152563	12740	Logan Howlett	Monthly Elected Member Allowance	25/08/2022	11,725.09
EF152564	19059	Carol Reeve-Fowkes	Monthly Councillor Allowance	25/08/2022	2,705.83
EF152565	25353	Philip Eva	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152566	27326	Michael Separovich	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152567	27327	Chontelle Stone	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152568	27475	Lara Kirkwood	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152569	27871	Tom Widenbar	Monthly Elected Member Allowance	25/08/2022	4,622.43
EF152570	27872	Phoebe Corke	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152571	28238	Tarun Dewan	Monthly Elected Member Allowance	25/08/2022	2,705.83
EF152572	27492	Superchoice Services Pty Limited	Payroll Deductions	29/08/2022	920,447.83
EF152573	13834	Sulo Mgb Australia Pty Ltd	Mobile Garbage Bins	30/08/2022	27,522.00
EF152574	26400	Premier Artists Pty Ltd	Entertainment Services	30/08/2022	13,750.00

EF152575	26987	Cti Risk Management	Security - Cash Collection	30/08/2022	469.25
		TOTAL OF 795 EFT PAYMENTS			13,013,830.46
		<u>LESS: CANCELLED EFT PAYMENTS:</u>			
EF151416	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	1/08/2022	-300.00
EF151826	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/08/2022	-300.00
EF152182	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	17/08/2022	-110.00
		TOTAL CANCELLED EFT PAYMENT			-710.00
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			13,013,120.46
		<u>ADD: BANK FEES</u>			
		BPAY BATCH FEE			7.77
		MERCHANT FEES COC			
		MERCHANT FEES MARINA			
		MERCHANT FEES ARC			
		MERCHANT FEES VARIOUS OUT CENTRES			
		NATIONAL BPAY CHARGE			12,512.64
		RTGS/ACLR FEE			
		NAB TRANSACT FEE			2,871.19
		MERCHANDISE / OTHER FEES			70.00
					15,461.60
		<u>ADD: CREDIT CARD PAYMENTS</u>			88,010.04
		<u>ADD: PAYROLL PAYMENTS</u>			
		COC08/07/22 Pmt 000211713342 City of Cockburn		3/08/2022	2,491.77
		COC25/07/22 Pmt 000211711247 City of Cockburn		3/08/2022	2,561.84
		COC25/07/22 Pmt 000211714036 City of Cockburn		3/08/2022	784.51
		COC26/07/22 Pmt 000211711812 City of Cockburn		3/08/2022	16,455.36
		COC28/07/22 Pmt 000211712347 City of Cockburn		3/08/2022	1,926.88
		COC29/07/22 Pmt 000211712848 City of Cockburn		3/08/2022	15,007.17
		COC31/07/22 Pmt 000211759795 City of Cockburn		3/08/2022	1,525,194.52
		COC04/08/22 Pmt 000211859999 City of Cockburn		4/08/2022	244.76

	COC01/08/22 Pmt 000212213518 City of Cockburn	10/08/2022	317.91
	COC05/08/22 Pmt 000212686254 City of Cockburn	17/08/2022	1,343.16
	COC11/08/22 Pmt 000212686735 City of Cockburn	17/08/2022	285.79
	COC14/08/22 Pmt 000212724258 City of Cockburn	17/08/2022	1,536,539.49
	COC18/08/22 Pmt 000212853170 City of Cockburn	18/08/2022	3,367.29
	COC19/08/22 Pmt 000212926467 City of Cockburn	19/08/2022	432.38
	COC18/08/22 Pmt 000213195037 City of Cockburn	24/08/2022	7,760.90
	COC19/08/22 Pmt 000213194248 City of Cockburn	24/08/2022	13,109.86
	COC22/08/22 Pmt 000213734058 City of Cockburn	31/08/2022	95.48
	COC26/08/22 Pmt 000213733574 City of Cockburn	31/08/2022	10,578.74
	COC28/08/22 Pmt 000213721615 City of Cockburn	31/08/2022	1,550,958.99
			4,689,456.80
	TOTAL PAYMENTS MADE FOR THE MONTH		17,806,048.90

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Jun-2022 and 28-Jul-2022

Reference	Date	Status	Service Provider	Card Liability	Description
Adult Services Coordinator				562.75	
000014	29/06/2022	Completed	MISS MAUD	136.35	Events and Functions
000014	5/07/2022	Completed	EZYC* COREHOSPITALITYG	500.50	Supplies and Materials purchases
000014	8/07/2022	Completed	COLES 0490	28.98	Consumables
000014	11/07/2022	Completed	WOOLWORTHS 4367	22.65	Consumables
000014	18/07/2022	Completed	SP JUST BAR STOOLS	-159.73	Supplies and Materials purchases
000014	22/07/2022	Completed	BIG W 0455	28.00	Supplies and Materials purchases
000014	28/07/2022	Completed	WOOLWORTHS 4367	6.00	Supplies and Materials purchases
Art and Culture Coordinator				867.99	
000023	18/07/2022	Completed	MYO* Archival Survival	837.41	Supplies and Materials purchases
000023	19/07/2022	Completed	MYO* Archival Survival	30.58	Supplies and Materials purchases
Branch Librarian - Success				344.00	
000044	29/06/2022	Completed	WANEWSDTI	288.00	Subscriptions
000044	4/07/2022	Completed	NEWS LIMITED	56.00	Subscriptions
Branch Manager - Spearwood Library				667.51	
000001	12/07/2022	Completed	NEVERFAIL SPRINGWTR	42.00	Hire of equipment and facilities
000001	20/07/2022	Completed	WANEWSDTI	613.21	Subscriptions
000001	28/07/2022	Completed	SECURE PARKING BARRA	12.30	Parking Expenses
Branch Manager Coolbellup Library				660.25	
000050	7/07/2022	Completed	SP JB HI-FI ONLINE	157.85	Supplies and Materials purchases
000050	14/07/2022	Completed	BOOKTOPIA PTY LTD	429.95	Supplies and Materials purchases
000050	15/07/2022	Completed	SP JB HI-FI ONLINE	60.95	Supplies and Materials purchases
000050	26/07/2022	Completed	WOOLWORTHS 4703	11.50	Consumables

Business Planning Officer**302.00**

000061	30/06/2022	Completed	OFFICEWORKS	125.00	Supplies and Materials purchases
000061	4/07/2022	Completed	PAYPAL *BALDIVISENC	177.00	Supplies and Materials purchases

Chief Executive Officer**7,426.00**

CC75507	1/07/2022	Outstanding	NEWS LIMITED	28.00	Subscriptions
CC75508	1/07/2022	Outstanding	CEDA	7,398.00	Application, Licence, Registration Fees

Chief Financial Officer**85.49**

CC75524	29/06/2022	Outstanding	NEWS LIMITED	40.00	Subscriptions
CC75523	30/06/2022	Outstanding	APPLE.COM/BILL	1.49	Consumables
CC75441	15/07/2022	Outstanding	CITY OF FREMANTLE	4.00	Parking Expenses
CC75311	27/07/2022	Outstanding	NEWS LIMITED	40.00	Subscriptions

Chief of Built and Natural Environment**195.00**

000043	18/07/2022	Completed	LOCAL GOVERNEMENT MANA	110.00	Conferences and Seminars
000043	25/07/2022	Completed	LGPA	85.00	Conferences and Seminars

Chief of Operations**554.22**

000019	5/07/2022	Completed	LOCAL GOVERNEMENT MANA	531.00	Subscriptions
000019	28/07/2022	Completed	CPP CONVENTION CENTRE	23.22	Parking Expenses

Child Care and Seniors Manager**250.00**

CC75650	18/07/2022	Outstanding	WARRICK M THOMAS	250.00	Equipment purchases
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Child Care Services Manager**1,841.20**

000058	5/07/2022	Completed	DEPARTMENT OF COMMUN	438.00	Subscriptions
000058	5/07/2022	Completed	FAMILYDAYCAREAUSTRALIA	299.00	Subscriptions
000058	6/07/2022	Completed	MYO*Harmony Kids	465.00	Subscriptions
000058	7/07/2022	Completed	MYO*Harmony Kids	639.20	Subscriptions

City Facilities Coordinator**1,555.75**

CC75422	6/07/2022	Outstanding	CSR BUILDING PRODUCT	637.75	Supplies and Materials purchases
000028	8/07/2022	Completed	ELECTRICAL HOME AIDS	129.00	Supplies and Materials purchases
000028	25/07/2022	Completed	SQ *WA COMMERCIAL APP	700.00	Supplies and Materials purchases
000028	28/07/2022	Completed	BIG W 0455	89.00	Equipment purchases

City Facilities Manager**959.66**

000031	1/07/2022	Completed	MM ELECTRICAL JANDAK	959.66	Supplies and Materials purchases
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Civil Infrastructure Manager**771.78**

000030	7/07/2022	Completed	Gateways Newsagency	12.99	Events and Functions
000030	15/07/2022	Completed	YI SUSHI	68.79	Events and Functions
000030	18/07/2022	Completed	COLES 0494	100.00	Events and Functions
000030	18/07/2022	Completed	COLES 0494	100.00	Events and Functions
000030	18/07/2022	Completed	COLES 0494	100.00	Events and Functions
000030	18/07/2022	Completed	COLES 0494	100.00	Events and Functions
000030	18/07/2022	Completed	COLES 0494	100.00	Events and Functions
000030	18/07/2022	Completed	Subway Beeliar	190.00	Events and Functions

Cockburn ARC Manager**630.90**

000002	28/07/2022	Completed	PRO-AM AUSTRALIA	485.90	Equipment purchases
000002	28/07/2022	Completed	SP JB HI-FI ONLINE	145.00	Equipment purchases

Cockburn Community Care Manager**2,095.64**

CC75636	6/07/2022	Outstanding	EZI*MRS PEGGS PRODUCT	269.00	Supplies and Materials purchases
CC75635	11/07/2022	Outstanding	KMART	358.00	Supplies and Materials purchases
CC75634	19/07/2022	Outstanding	BUNNINGS GROUP LTD	40.16	Supplies and Materials purchases
CC75633	20/07/2022	Outstanding	Nutricia Australia	175.68	Supplies and Materials purchases
CC75632	21/07/2022	Outstanding	NDS LTD	463.00	Supplies and Materials purchases
CC75631	25/07/2022	Outstanding	MEDELEQ AUSTRALIA	789.80	Supplies and Materials purchases

Collection Development Librarian**1,444.55**

000042	4/07/2022	Completed	BOOKTOPIA PTY LTD	122.27	Supplies and Materials purchases
000042	4/07/2022	Completed	POST HAMILTON HILL LHA	87.00	Application, Licence, Registration Fees
000042	25/07/2022	Completed	Booktopia Pty Ltd	139.15	Supplies and Materials purchases
000042	26/07/2022	Completed	BOLINDA PUBLISHING	1,096.13	Supplies and Materials purchases

Communications and Marketing Manager**1,598.48**

CC75620	29/06/2022	Outstanding	NEWS LIMITED	40.00	Subscriptions
CC75621	29/06/2022	Outstanding	STANDARDS AUSTRALIA	121.50	Equipment purchases
CC75617	13/07/2022	Outstanding	INTNL TRANSACTION FEE	4.30	Bank and other fees
CC75618	13/07/2022	Outstanding	CREATIVE MARKET	171.97	Equipment purchases

CC75619	13/07/2022	Outstanding	ASANA.COM	45.95	Subscriptions
CC75615	14/07/2022	Outstanding	FAIRFAX SUBSCRIPTIONS	15.00	Subscriptions
CC75616	14/07/2022	Outstanding	DROPBOX*99XW8NN4YHRH	18.69	Subscriptions
CC75613	15/07/2022	Outstanding	ASANA.COM	303.44	Subscriptions
CC75614	15/07/2022	Outstanding	SEC*CITY OF COCKBURN	198.00	Events and Functions
CC75612	22/07/2022	Outstanding	NETREGISTRY	70.79	Subscriptions
CC75609	25/07/2022	Outstanding	MailChimp	505.36	Subscriptions
CC75610	25/07/2022	Outstanding	FACEBK *77EU3GB8P2	12.00	Advertising
CC75611	25/07/2022	Outstanding	FACEBK *LX5UXFT7P2	12.00	Advertising
CC75604	26/07/2022	Outstanding	INTNL TRANSACTION FEE	0.04	Bank and other fees
CC75605	26/07/2022	Outstanding	LNK.BIO	1.44	Subscriptions
CC75606	26/07/2022	Outstanding	FACEBK *WYSAHG7P2	12.00	Advertising
CC75607	26/07/2022	Outstanding	NEWS LIMITED	40.00	Subscriptions
CC75608	26/07/2022	Outstanding	FAIRFAX SUBSCRIPTIONS	26.00	Subscriptions

Community Development Coordinator**2,895.97**

000007	29/06/2022	Completed	SEC*CITY OF COCKBURN	54.00	Hire of equipment and facilities
000007	30/06/2022	Completed	OFFICEWORKS	489.09	Supplies and Materials purchases
000007	1/07/2022	Completed	YANGEBUP IGA	10.29	Consumables
000007	4/07/2022	Completed	TRYBOOKING* KIDSAFE WA	30.50	Conferences and Seminars
000007	13/07/2022	Completed	WOOLWORTHS 4367	273.14	Supplies and Materials purchases
000007	15/07/2022	Completed	SPACETOCO VENUE HIRE	22.00	Hire of equipment and facilities
000007	18/07/2022	Completed	LOCAL GOVERNMENT MANA	185.00	Subscriptions
000007	18/07/2022	Completed	LOCAL GOVERNMENT MANA	185.00	Subscriptions
000007	20/07/2022	Completed	Pear Tree	21.44	Meeting/Workshop Catering
000007	22/07/2022	Completed	K & C FORSTER PL	533.00	Meeting/Workshop Catering
000007	22/07/2022	Completed	OFFICEWORKS	-1.49	Supplies and Materials purchases
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	297.50	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	297.50	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	77.00	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	68.50	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	52.25	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	44.00	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	21.00	Hire of equipment and facilities
000007	26/07/2022	Completed	SEC*CITY OF COCKBURN	21.00	Hire of equipment and facilities
000007	27/07/2022	Completed	DMIRS - ONLINE PAYMENT	140.80	Subscriptions
000007	27/07/2022	Completed	SEC*CITY OF COCKBURN	59.50	Hire of equipment and facilities
000007	28/07/2022	Completed	WOOLWORTHS 4367	14.95	Meeting/Workshop Catering

Customer Experience and Marketing Lead

946.81

000044	4/07/2022	Completed	YELLOW RAVEN CAFE	11.30	Supplies and Materials purchases
000044	11/07/2022	Completed	FACEBK *GXTGJFTDE2	385.00	Advertising
000044	12/07/2022	Completed	CRICUT	13.99	Subscriptions
000044	14/07/2022	Completed	FACEBK *V47DZFBDE2	194.36	Advertising
000044	15/07/2022	Completed	OFFICEWORKS 0620	90.89	Supplies and Materials purchases
000044	25/07/2022	Completed	BIG W 0444	2.00	Supplies and Materials purchases
000044	25/07/2022	Completed	Booktopia Pty Ltd	100.00	Supplies and Materials purchases
000044	25/07/2022	Completed	BUNNINGS 729000	59.45	Supplies and Materials purchases
000044	25/07/2022	Completed	OFFICEWORKS 0620	89.82	Supplies and Materials purchases

Customer Experience Coordinator

921.18

000062	5/07/2022	Completed	Domino's Estore Spearw	105.58	Meeting/Workshop Catering
000062	11/07/2022	Completed	SCORPTEC COMPUTERS	815.60	Equipment purchases

Customer Experience Coordinator - ARC

3,212.73

000009	29/06/2022	Completed	FITNESS.EDU.AU	179.40	Subscriptions
000009	12/07/2022	Completed	GYMSALES.NET	280.72	Subscriptions
000009	12/07/2022	Completed	INTNL TRANSACTION FEE	13.14	Bank and other fees
000009	12/07/2022	Completed	INTNL TRANSACTION FEE	13.14	Bank and other fees
000009	12/07/2022	Completed	KEEPME PTE LTD	525.69	Subscriptions
000009	12/07/2022	Completed	KEEPME PTE LTD	525.69	Subscriptions
000009	13/07/2022	Completed	BLOOMEX PTY LTD	110.91	Consumables
000009	19/07/2022	Completed	SYSTEMOLOGY-SYSTEMHUB	732.71	Subscriptions
000009	20/07/2022	Completed	COCKBURN ARC	29.00	Application, Licence, Registration Fees
000009	20/07/2022	Completed	KMART 1362	13.00	Consumables
000009	20/07/2022	Completed	Rave Discounts	3.99	Consumables
000009	20/07/2022	Completed	SPOTLIGHT COCKBURN	86.00	Supplies and Materials purchases
000009	25/07/2022	Completed	COLES 0490	40.99	Meeting/Workshop Catering
000009	25/07/2022	Completed	FACEBK *BVM52H7QQ2	13.20	Advertising
000009	25/07/2022	Completed	FACEBK *M6BDVH3QQ2	13.20	Advertising
000009	25/07/2022	Completed	PAYPAL *CHRISTOPHER	69.99	Equipment purchases
000009	26/07/2022	Completed	FACEBK *E78WYFPPQ2	13.20	Advertising
000009	26/07/2022	Completed	FACEBK *WMLG5GBPQ2	13.20	Advertising
000009	27/07/2022	Completed	BIG W 0444	9.98	Consumables
000009	27/07/2022	Completed	KMART 1362	47.75	Supplies and Materials purchases
000009	27/07/2022	Completed	WOOLWORTHS 4394	61.74	Consumables

000009	27/07/2022	Completed	WOOLWORTHS 4394	18.60	Consumables
000009	28/07/2022	Completed	MEGA MUSIC AUSTRALIA	129.00	Equipment purchases
000009	28/07/2022	Completed	OFFICEWORKS	83.90	Supplies and Materials purchases
000009	28/07/2022	Completed	PARTYSOURCE	184.59	Supplies and Materials purchases

Executive Governance and Strategy**2,595.00**

CC75654	14/07/2022	Outstanding	LOCAL GOVERNEMENT MANA	531.00	Conferences and Seminars
CC75652	15/07/2022	Outstanding	GOVERNANCE INSTITUTE	85.00	Application, Licence, Registration Fees
CC75653	15/07/2022	Outstanding	GOVERNANCE INSTITUTE	85.00	Application, Licence, Registration Fees
CC75647	19/07/2022	Outstanding	IT Equipment	947.00	Equipment purchases
CC75648	19/07/2022	Outstanding	IT Equipment	947.00	Equipment purchases

Executive Officer to the CEO**1,890.49**

000018	1/07/2022	Completed	ANNUAL FEE	8.00	Bank and other fees
000018	12/07/2022	Completed	LEGAL PRACTICE BOARD	1,562.50	Training & Professional Development
000018	22/07/2022	Completed	TOTALLY WORK WEAR FR	319.99	Supplies and Materials purchases

Family & Community Development Manager**1,457.69**

CC75528	29/06/2022	Outstanding	AUSPIRE	452.69	Supplies and Materials purchases
CC75488	1/07/2022	Outstanding	SEC*CITY OF COCKBURN	55.00	Subscriptions
CC75486	4/07/2022	Outstanding	PAYPAL *AUSTRALIANA	110.00	Subscriptions
CC75446	5/07/2022	Outstanding	THEFLOWERRUN.COM.AU	840.00	Supplies and Materials purchases

Head of Community Development & Services**1,758.42**

CC75514	30/06/2022	Outstanding	RECONCILIATION AUST	1,650.00	Subscriptions
CC75472	12/07/2022	Outstanding	CABCHARGE PAYMENTS PTY	58.92	Travel and Accommodation
CC75363	21/07/2022	Outstanding	CV CHECK	49.50	Subscriptions

Head of Community Safety & Ranger Svcs**139.00**

CC75658	12/07/2022	Outstanding	Starlink Internet	139.00	Application, Licence, Registration Fees
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Head of Develop Assessment & Compliance**76.00**

000032	21/07/2022	Completed	MILMAR DISTRIBUTORS	76.00	Supplies and Materials purchases
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Head of Finance**775.00**

000003	7/07/2022	Completed	CA ANZ	775.00	Subscriptions
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Head of Information and Technology**88.74**

CC75676	29/06/2022	Outstanding	WOOLWORTHS 4367	58.44	Meeting/Workshop Catering
CC75671	4/07/2022	Outstanding	CLOUDFLARE	29.56	Subscriptions
CC75672	4/07/2022	Outstanding	INTNL TRANSACTION FEE	0.74	Bank and other fees

Head of Library and Cultural Services**2,728.48**

CC75596	30/06/2022	Outstanding	WILSON PARKING AUSTRAL	14.00	Parking Expenses
CC75595	6/07/2022	Outstanding	EZI*ALIA	1,245.00	Subscriptions
CC75594	11/07/2022	Outstanding	LEADERSHIP WESTERN AUS	660.00	Conferences and Seminars
CC75593	20/07/2022	Outstanding	INDOOR GARDENS PTY L	495.00	Subscriptions
CC75592	21/07/2022	Outstanding	Booktopia Pty Ltd	314.48	Supplies and Materials purchases

Head of Planning**85.00**

000047	22/07/2022	Completed	LGPA	85.00	Conferences and Seminars
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Head of Projects**911.40**

000048	15/07/2022	Completed	TOTALLY WORK WEAR FR	163.80	Supplies and Materials purchases
000048	25/07/2022	Completed	SQ *WA COMMERCIAL APP	747.60	Supplies and Materials purchases

Head of Recreation Infrastructure & Svcs**3,132.17**

000016	30/06/2022	Completed	STANDING STRONG	449.00	Training & Professional Development
000016	30/06/2022	Completed	SANITISER SOLUTIONS AU	265.99	Equipment purchases
000016	30/06/2022	Completed	BIGW ONLINE	118.00	Supplies and Materials purchases
CC75503	1/07/2022	Outstanding	BIGW ONLINE	44.80	Consumables
000016	1/07/2022	Completed	PAYPAL *FICSEDUCATI	262.50	Training & Professional Development
000016	1/07/2022	Completed	OFFICEWORKS	438.00	Equipment purchases
000016	1/07/2022	Completed	FILEX HOLDINGS	149.00	Application, Licence, Registration Fees
000016	1/07/2022	Completed	AUSTRALIAN LEISURE M	380.00	Subscriptions
000016	1/07/2022	Completed	Alpha Medical Solution	272.50	Equipment purchases
000016	1/07/2022	Completed	SANITISER SOLUTIONS AU	-265.99	Equipment purchases
000016	1/07/2022	Completed	BIGW ONLINE	-8.00	Supplies and Materials purchases
CC75418	6/07/2022	Outstanding	Alpha Medical Solution	-272.50	Equipment purchases
000016	6/07/2022	Completed	SNEEZEGUARDS AUSTRALIA	346.50	Equipment purchases
000016	6/07/2022	Completed	LOCAL GOVERNEMENT MANA	445.00	Training & Professional Development
000016	7/07/2022	Completed	OUTGROW	170.03	Subscriptions
000016	7/07/2022	Completed	INTNL TRANSACTION FEE	4.25	Bank and other fees
000016	8/07/2022	Completed	FITNESS.EDU.AU	179.40	Subscriptions

000016	28/07/2022	Completed	QUICKTAPSURVEY	186.04	Subscriptions
000016	28/07/2022	Completed	INTNL TRANSACTION FEE	4.65	Bank and other fees
000016	28/07/2022	Completed	BIGW ONLINE	-37.00	Supplies and Materials purchases

Head of Sustainability and Environment**1,855.77**

000029	7/07/2022	Completed	SEC*CITY OF COCKBURN	93.50	Events and Functions
CC75344	11/07/2022	Outstanding	Little Hawk Freo	471.20	Events and Functions
000029	11/07/2022	Completed	Little Hawk Freo	466.07	Events and Functions
000029	20/07/2022	Completed	EB *State NRM amp Coas	825.00	Conferences and Seminars

Health Promotion Officer**596.00**

CC75530	29/06/2022	Outstanding	THE GOOD GUYS	356.00	Supplies and Materials purchases
CC75519	30/06/2022	Outstanding	KMART 1024	120.00	Supplies and Materials purchases
CC75493	1/07/2022	Outstanding	Super Retail Group Ltd	120.00	Supplies and Materials purchases

Infrastructure & Operations Coordinator**2,096.39**

CC75487	1/07/2022	Outstanding	INTNL TRANSACTION FEE	0.69	Bank and other fees
CC75501	1/07/2022	Outstanding	MAGGIE DENT ONLINE	55.00	Subscriptions
CC75505	1/07/2022	Outstanding	ZUBTITLE.COM	27.69	Subscriptions
CC75471	4/07/2022	Outstanding	INTNL TRANSACTION FEE	5.79	Bank and other fees
CC75477	4/07/2022	Outstanding	GECKOBOARD	231.75	Subscriptions
CC75480	4/07/2022	Outstanding	Canva* 03469-3245984	17.99	Subscriptions
CC75460	5/07/2022	Outstanding	NAAVI PTY LTD	25.00	Subscriptions
CC75356	8/07/2022	Outstanding	MailChimp	282.48	Subscriptions
CC75340	11/07/2022	Outstanding	SEC*CITY OF COCKBURN	1,100.00	Application, Licence, Registration Fees
CC75329	25/07/2022	Outstanding	OUR COMMUNITY PTY LTD	350.00	Training & Professional Development

Landfill Supervisor HWRP**446.60**

CC75645	21/07/2022	Outstanding	FRANKLIN OFFSHORE	446.60	Equipment purchases
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Library Technician**1,986.42**

000025	6/07/2022	Completed	BOOKTOPIA PTY LTD	259.72	Supplies and Materials purchases
000025	7/07/2022	Completed	AMAZON MARKETPLACE AU	33.77	Supplies and Materials purchases
000025	7/07/2022	Completed	AMAZON MARKETPLACE AU	22.35	Supplies and Materials purchases
000025	7/07/2022	Completed	AMAZON MARKETPLACE AU	16.06	Supplies and Materials purchases
000025	7/07/2022	Completed	BIGW ONLINE	67.90	Supplies and Materials purchases
000025	7/07/2022	Completed	SP JB HI-FI ONLINE	721.35	Supplies and Materials purchases

000025	7/07/2022	Completed	SP JB HI-FI ONLINE	223.80	Supplies and Materials purchases
000025	8/07/2022	Completed	AMAZON AU	24.50	Supplies and Materials purchases
000025	8/07/2022	Completed	AMAZON AU	19.79	Supplies and Materials purchases
000025	11/07/2022	Completed	AMAZON AU	31.35	Supplies and Materials purchases
000025	11/07/2022	Completed	AMAZON AU	22.98	Supplies and Materials purchases
000025	12/07/2022	Completed	BOOKTOPIA PTY LTD	193.71	Supplies and Materials purchases
000025	13/07/2022	Completed	BIGW ONLINE	69.40	Supplies and Materials purchases
000025	13/07/2022	Completed	SP JB HI-FI ONLINE	279.74	Supplies and Materials purchases

Library Technology Coordinator**1,651.28**

000015	6/07/2022	Completed	MAILCHIMP *MISC	304.69	Subscriptions
000004	7/07/2022	Completed	Windcave	231.89	Bank and other fees
000015	20/07/2022	Completed	DREAMITHOS* DREAMIT HO	234.70	Subscriptions
000004	21/07/2022	Completed	SEC*SecurePay	880.00	Bank and other fees

Manager Advocacy and Engagement**1,114.79**

000027	1/07/2022	Completed	IPAA	150.00	Subscriptions
000027	28/07/2022	Completed	SP JB HI-FI ONLINE	964.79	Supplies and Materials purchases

Manager Building Services**7.50**

000013	27/07/2022	Completed	CITY OF FREMANTLE	7.50	Parking Expenses
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Manager Business & Economic Development**2,964.46**

CC75591	14/07/2022	Outstanding	LOCAL GOVERNEMENT MANA	40.00	Conferences and Seminars
CC75590	15/07/2022	Outstanding	SQ *CAFFISSIMO PHOENI	10.20	Consumables
CC75588	18/07/2022	Outstanding	CITY OF FREMANTLE	7.00	Parking Expenses
CC75589	18/07/2022	Outstanding	WAASEANSUMMIT	1,416.60	Conferences and Seminars
CC75586	19/07/2022	Outstanding	City of Joondalup	2.40	Parking Expenses
CC75587	19/07/2022	Outstanding	City of Joondalup	4.80	Parking Expenses
CC75585	21/07/2022	Outstanding	SQ *THE GRIND REAPER	29.26	Consumables
CC75583	22/07/2022	Outstanding	CITY OF VINCENT	2.00	Parking Expenses
CC75584	22/07/2022	Outstanding	THEASSOCIATIONSPECIA	1,390.00	Conferences and Seminars
CC75581	27/07/2022	Outstanding	WILSON PARKING AUSTRAL	21.00	Parking Expenses
CC75582	27/07/2022	Outstanding	KAILIS BROS FISH CAFE	41.20	Consumables

Manager Environment Health**3,288.77**

CC75440	5/07/2022	Outstanding	BOC GAS & GEAR	7.10	Supplies and Materials purchases
CC75442	5/07/2022	Outstanding	EHA (WA) Inc	1,100.00	Subscriptions
CC75444	5/07/2022	Outstanding	WOOLWORTHS 4367	1,015.90	Events and Functions
CC75428	6/07/2022	Outstanding	SUEZ RECYCLING&RECOV	249.74	Hire of equipment and facilities
CC75451	14/07/2022	Outstanding	ECEFast	147.40	Equipment purchases
CC75445	15/07/2022	Outstanding	EHA (SA) Inc	761.50	Subscriptions
CC75369	20/07/2022	Outstanding	BOC GAS & GEAR	7.13	Supplies and Materials purchases

Manager Recreation Services**37.23**

000036	29/06/2022	Completed	BIG W 0455	9.35	Supplies and Materials purchases
000036	30/06/2022	Completed	OFFICEWORKS 0616	14.48	Supplies and Materials purchases
000036	1/07/2022	Completed	WOOLWORTHS 4367	13.40	Supplies and Materials purchases

Manager Workplace Health and Safety**800.93**

CC75675	30/06/2022	Outstanding	SAFETYCULTURE	146.30	Subscriptions
CC75661	11/07/2022	Outstanding	BREATHALYSER SALES	594.00	Supplies and Materials purchases
CC75662	11/07/2022	Outstanding	CHEMIST WAREHOUSE	39.98	Supplies and Materials purchases
CC75657	14/07/2022	Outstanding	CANNING VALE IGA	20.65	Meeting/Workshop Catering

Marina Manager**1,548.59**

000040	4/07/2022	Completed	MARINE PLUS	1,518.59	Equipment purchases
000040	25/07/2022	Completed	TARGET 5036	30.00	Supplies and Materials purchases

Organisational Development Coordinator**1,745.33**

CC75448	5/07/2022	Outstanding	INTNL TRANSACTION FEE	0.81	Bank and other fees
CC75462	5/07/2022	Outstanding	RLSSWA	159.00	Training & Professional Development
CC75464	5/07/2022	Outstanding	POLINODE - NETWORKS	32.52	Training & Professional Development
CC75465	13/07/2022	Outstanding	TONY AVELING & ASSOCIA	1,089.00	Training & Professional Development
CC75467	13/07/2022	Outstanding	ST JOHN AMBULANCE AUST	55.00	Training & Professional Development
CC75435	15/07/2022	Outstanding	AUST WIDE FIRST AID	129.00	Training & Professional Development
CC75409	18/07/2022	Outstanding	ST JOHN AMBULANCE AUST	55.00	Training & Professional Development
CC75413	18/07/2022	Outstanding	PAYPAL *KELYN TRAIN	195.00	Training & Professional Development
CC75379	20/07/2022	Outstanding	PAYPAL *DTEENTERPRI	550.00	Training & Professional Development
CC75361	21/07/2022	Outstanding	PAYPAL *DTEENTERPRI	400.00	Training & Professional Development
CC75341	22/07/2022	Outstanding	PAYPAL *DTEENTERPRI	-150.00	Training & Professional Development
CC75343	22/07/2022	Outstanding	PAYPAL *DTEENTERPRI	-80.00	Training & Professional Development

CC75345	22/07/2022	Outstanding	TONY AVELING & ASSOCIA	-990.00	Training & Professional Development
CC75347	22/07/2022	Outstanding	LEOBEN CONSULTING	300.00	Conferences and Seminars

Parenting Service Coordinator**96.85**

000038	27/07/2022	Completed	COLES 0391	25.00	Consumables
000038	27/07/2022	Completed	KMART 1024	71.85	Supplies and Materials purchases

Parks Operations Coordinator**1,918.22**

000033	29/06/2022	Completed	SPUD SHED	82.75	Meeting/Workshop Catering
000033	1/07/2022	Completed	STIHL SHOP COCKBURN	152.00	Equipment purchases
000033	5/07/2022	Completed	PICKLES AUCTIONS	286.00	Motor vehicle expenses
000033	5/07/2022	Completed	SPUD SHED	46.24	Meeting/Workshop Catering
000033	6/07/2022	Completed	WOOLWORTHS 4703	25.25	Meeting/Workshop Catering
000033	12/07/2022	Completed	AQUARIUS TECHNOLOGIE	275.00	Subscriptions
000033	12/07/2022	Completed	CLEANTEX PTY LTD	518.98	Supplies and Materials purchases
000033	12/07/2022	Completed	SEC* CITY OF COCKBURN	300.00	Application, Licence, Registration Fees
000033	13/07/2022	Completed	MERTENS MOTORS	232.00	Motor vehicle expenses

Recycling Supervisor**510.66**

000011	1/07/2022	Completed	COASTLINE MOWER WORL	153.70	Supplies and Materials purchases
000011	13/07/2022	Completed	COLES 0494	193.30	Supplies and Materials purchases
000011	22/07/2022	Completed	BUNNINGS 303000	102.20	Supplies and Materials purchases
000011	28/07/2022	Completed	BUNNINGS 303000	61.46	Supplies and Materials purchases

Senior Centre Coordinator**3,081.92**

000053	29/06/2022	Completed	PHOENIX NEWSAGENCY	314.95	Supplies and Materials purchases
000053	5/07/2022	Completed	OFFICE NATIONAL CANNIN	318.00	Supplies and Materials purchases
000053	7/07/2022	Completed	DEPARTMENT OF TRANSPOR	94.00	Training & Professional Development
000053	13/07/2022	Completed	COSTCO WHOLESALE AUSTR	59.97	Conferences and Seminars
000053	19/07/2022	Completed	LOCAL GOVERNEMENT MANA	185.00	Supplies and Materials purchases
000053	22/07/2022	Completed	LORT HEIGHTS NOMINEE	1,050.00	Events and Functions
000053	22/07/2022	Completed	PERTH RACING	1,000.00	Events and Functions
000053	25/07/2022	Completed	LOCAL GOVERNEMENT MANA	60.00	Conferences and Seminars

Senior Centre Programs Booking Officer**4,524.96**

000054	30/06/2022	Completed	OPTUS STADIUM	1,330.00	Events and Functions
000054	1/07/2022	Completed	CITY OF KALAMUNDA	228.00	Events and Functions
000054	1/07/2022	Completed	CITY OF KALAMUNDA	132.00	Events and Functions
000054	4/07/2022	Completed	BUNNINGS GROUP LTD	16.80	Supplies and Materials purchases
000054	4/07/2022	Completed	SQ *ARALUEN BOTANIC P	300.00	Events and Functions
000054	11/07/2022	Completed	CITY OF PERTH	77.00	Events and Functions
000054	11/07/2022	Completed	THE QUINDANNING HOTEL	1,777.50	Events and Functions
000054	12/07/2022	Completed	DEPARTMENT OF TRANSPOR	94.00	Training & Professional Development
000054	15/07/2022	Completed	KMART	63.00	Supplies and Materials purchases
000054	15/07/2022	Completed	United Cinemas Rocking	200.00	Events and Functions
000054	18/07/2022	Completed	BUNNINGS 303000	6.66	Consumables
000054	20/07/2022	Completed	SOUTH METRO TAFE	300.00	Events and Functions

Senior Youth Justice and Outreach Worker**611.95**

CC75518	30/06/2022	Outstanding	BUNNINGS 303000	594.00	Supplies and Materials purchases
CC75334	11/07/2022	Outstanding	Subway South Lakes	11.95	Meeting/Workshop Catering
CC75391	19/07/2022	Outstanding	ALDI STORES - BEELIAR	6.00	Consumables

Social Club Coordinator**787.67**

CC75489	1/07/2022	Outstanding	EZI*safetyxpress	61.60	Supplies and Materials purchases
CC75494	1/07/2022	Outstanding	HAMILTON HILL IGA	69.91	Supplies and Materials purchases
CC75408	6/07/2022	Outstanding	HH RED CHICKEN PTY L	31.80	Supplies and Materials purchases
CC75368	8/07/2022	Outstanding	HH RED CHICKEN PTY L	7.95	Supplies and Materials purchases
CC75459	13/07/2022	Outstanding	Woolworths Online	291.40	Supplies and Materials purchases
CC75407	18/07/2022	Outstanding	KIMS FISH & CHIPS	100.00	Supplies and Materials purchases
CC75389	19/07/2022	Outstanding	WANEWSDTI	36.00	Subscriptions
CC75367	20/07/2022	Outstanding	Woolworths Online	58.91	Supplies and Materials purchases
CC75357	21/07/2022	Outstanding	WANEWSDTI	35.60	Subscriptions
CC75337	22/07/2022	Outstanding	KIMS FISH & CHIPS	94.50	Meeting/Workshop Catering

Sr Exec Assistant to Mayor & Councillors**2,021.07**

000021	7/07/2022	Completed	BIG W 0455	16.00	Supplies and Materials purchases
000021	7/07/2022	Completed	SP SHOPIFY ASPECTS	605.00	Supplies and Materials purchases
000021	7/07/2022	Completed	SPEARWOOD FLORIST	100.00	Events and Functions
000021	12/07/2022	Completed	Muffin Break Phoenix	100.00	Meeting/Workshop Catering
000021	12/07/2022	Completed	WOOLWORTHS 4367	83.50	Meeting/Workshop Catering
000021	12/07/2022	Completed	WOOLWORTHS 4367	22.28	Meeting/Workshop Catering

000021	13/07/2022	Completed	ULTIMO CATRNG&EVEN P	387.15	Meeting/Workshop Catering
000021	13/07/2022	Completed	ULTIMO CATRNG&EVEN P	368.15	Meeting/Workshop Catering
000021	15/07/2022	Completed	AUSTRALIAN LOCAL GOV	-25.00	Conferences and Seminars
000021	15/07/2022	Completed	NESPRESSO	44.00	Consumables
000021	28/07/2022	Completed	TOTALLY WORK WEAR FR	319.99	Supplies and Materials purchases

Strategic Procurement Manager**54.50**

000022	5/07/2022	Completed	WOOLWORTHS 4367	5.00	Consumables
000022	8/07/2022	Completed	BTTB MARKETING PTY L	49.50	Events and Functions

Support Services Lead**877.90**

000006	29/06/2022	Completed	MISS MAUD	288.75	Meeting/Workshop Catering
000006	4/07/2022	Completed	SPUD SHED	92.05	Meeting/Workshop Catering
000006	5/07/2022	Completed	WOOLWORTHS 4367	55.50	Meeting/Workshop Catering
000006	5/07/2022	Completed	WOOLWORTHS 4394	29.90	Meeting/Workshop Catering
000006	8/07/2022	Completed	SEC*CITY OF COCKBURN	332.50	Hire of equipment and facilities
000006	25/07/2022	Completed	WILSON PARKING P187	3.80	Motor vehicle expenses
000006	28/07/2022	Completed	ALDI STORES - SOUTH LA	75.40	Meeting/Workshop Catering

Waste Collection Supervisor**243.97**

000034	8/07/2022	Completed	BUNNINGS 303000	11.97	Consumables
CC75381	20/07/2022	Outstanding	MERTENS MOTORS	232.00	Supplies and Materials purchases

Waste Education Coordinator**464.30**

000020	6/07/2022	Completed	PAYPAL *PLASTICOCEA	108.95	Subscriptions
000020	8/07/2022	Completed	BAKERSDELIGHTSTHFREM	28.00	Meeting/Workshop Catering
000020	8/07/2022	Completed	Little Hawk Freo	48.53	Meeting/Workshop Catering
000020	8/07/2022	Completed	Storehouse Fremantle	22.76	Supplies and Materials purchases
000020	8/07/2022	Completed	WOOLWORTHS 4387	90.07	Meeting/Workshop Catering
000020	14/07/2022	Completed	SQ *CAFFISSIMO PHOENI	14.20	Meeting/Workshop Catering
000020	18/07/2022	Completed	WA BOLTS PTY LTD	7.63	Consumables
000020	20/07/2022	Completed	YANGEBUP IGA	16.09	Meeting/Workshop Catering
000020	21/07/2022	Completed	ALDI STORES - SUCCESS	39.57	Supplies and Materials purchases
000020	21/07/2022	Completed	Grilld Pty Ltd	88.50	Meeting/Workshop Catering

Waste Services Manager**1,261.76**

000012	1/07/2022	Completed	CLEANTEX PTY LTD	415.18	Supplies and Materials purchases
000012	1/07/2022	Completed	MERTENS MOTORS	195.40	Motor vehicle expenses
000012	8/07/2022	Completed	COSTCO WHOLESALE AUSTR	150.63	Meeting/Workshop Catering
000012	8/07/2022	Completed	WOOLWORTHS 4330	18.65	Meeting/Workshop Catering
000012	13/07/2022	Completed	SEC* CITY OF COCKBURN	300.00	Professional Services
000012	15/07/2022	Completed	ZEDS MECHANICAL AND	181.90	Motor vehicle expenses

Waster Services Coordinator**-150.00**

000045	19/07/2022	Completed	MISCELLANEOUS CREDIT	-150.00	Equipment purchases
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Young Peoples Services Coordinator**1,960.41**

000055	29/06/2022	Completed	BIG W 0455	23.99	Consumables
000055	29/06/2022	Completed	BUNNINGS 729000	18.94	Consumables
000055	1/07/2022	Completed	BOOKTOPIA PTY LTD	793.86	Supplies and Materials purchases
000055	1/07/2022	Completed	EDUCATIONAL ART SUPP	325.27	Supplies and Materials purchases
000055	4/07/2022	Completed	BUNNINGS 334000	19.50	Supplies and Materials purchases
000055	4/07/2022	Completed	SEC* READINGS	74.97	Supplies and Materials purchases
000055	5/07/2022	Completed	BOOKTOPIA PTY LTD	487.66	Supplies and Materials purchases
000055	5/07/2022	Completed	BOOKTOPIA PTY LTD	65.45	Supplies and Materials purchases
000055	5/07/2022	Completed	BOOKTOPIA PTY LTD	-18.39	Supplies and Materials purchases
000055	5/07/2022	Completed	COLES 0490	37.80	Supplies and Materials purchases
000055	6/07/2022	Completed	BUNNINGS GROUP LTD	58.95	Supplies and Materials purchases
000055	6/07/2022	Completed	SP JB HI-FI ONLINE	75.91	Supplies and Materials purchases
000055	19/07/2022	Completed	BOOKTOPIA PTY LTD	-3.50	Supplies and Materials purchases

Young Peoples Services Librarian**447.35**

CC75410	6/07/2022	Outstanding	BOOKTOPIA PTY LTD	220.68	Supplies and Materials purchases
CC75336	11/07/2022	Outstanding	BIGW ONLINE	94.00	Supplies and Materials purchases
CC75447	14/07/2022	Outstanding	DYMOCKS BOORAGOON	76.62	Supplies and Materials purchases
CC75399	18/07/2022	Outstanding	INTNL TRANSACTION FEE	0.93	Bank and other fees
CC75429	18/07/2022	Outstanding	10MINUTESOFQUALITYTIME	37.22	Supplies and Materials purchases
CC75373	20/07/2022	Outstanding	BIGW ONLINE	17.90	Supplies and Materials purchases

Youth Centre Coordinator

775.20

CC75677	29/06/2022	Outstanding	Domino's Estore South	39.00	Supplies and Materials purchases
CC75678	29/06/2022	Outstanding	COLES 0490	16.80	Supplies and Materials purchases
CC75667	6/07/2022	Outstanding	KMART	81.00	Supplies and Materials purchases
CC75668	6/07/2022	Outstanding	COLES 0490	57.17	Supplies and Materials purchases
CC75665	7/07/2022	Outstanding	WOOLWORTHS 4394	30.70	Supplies and Materials purchases
CC75666	7/07/2022	Outstanding	COLES 0490	112.32	Supplies and Materials purchases
CC75660	11/07/2022	Outstanding	Domino's Estore South	92.00	Supplies and Materials purchases
CC75655	14/07/2022	Outstanding	COLES 0490	56.42	Supplies and Materials purchases
CC75656	14/07/2022	Outstanding	COLES 0490	21.79	Supplies and Materials purchases
CC75651	15/07/2022	Outstanding	SPOTLIGHT COCKBURN	65.00	Supplies and Materials purchases
CC75649	18/07/2022	Outstanding	ZAMBRERO SUCCESS	203.00	Supplies and Materials purchases

Youth Development Officer

1,954.04

000051	30/06/2022	Completed	BOUNCE HOLDINGS AUSTRA	375.00	Events and Functions
000051	30/06/2022	Completed	BUNNINGS 303000	163.80	Equipment purchases
000051	30/06/2022	Completed	BUNNINGS GROUP LTD	-84.00	Equipment purchases
000051	30/06/2022	Completed	Domino's Estore Spearw	50.90	Events and Functions
000051	30/06/2022	Completed	THE HOYTS CORPORATIO	300.00	Events and Functions
000051	1/07/2022	Completed	ARMANDOS SPORTS	176.00	Supplies and Materials purchases
000051	1/07/2022	Completed	Domino's Estore South	55.90	Meeting/Workshop Catering
000051	1/07/2022	Completed	KMART 1362	302.50	Supplies and Materials purchases
000051	5/07/2022	Completed	COLES 0391	99.01	Meeting/Workshop Catering
000051	6/07/2022	Completed	COLES 0490	43.65	Meeting/Workshop Catering
000051	11/07/2022	Completed	SUBWAY GATEWAYS	108.00	Disputed Transaction
000051	13/07/2022	Completed	COLES 0490	63.28	Events and Functions
000051	13/07/2022	Completed	THE HOYTS CORPORATIO	300.00	Events and Functions

88,010.04

Report Run On: 19-Sep-2022 16:56:08

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: 1800 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: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 1 of 37
Date: 31/07/2022

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 (\$)
7050 15405338 03104 1GTA793 2057 WHITE FORD RANGER UTE Cost Centre	06/07/22 21/07/22	11:18:17 11:57:03	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003614 004667	ULT DSL	227.50 P	62.78	129.84	12.98	142.82	61148	618	10.2	23.1
							ULSD G10	198.77	63.40	114.56	11.46	126.02	61786	638	9.9	19.1
							DIESEL		126.18	244.40	24.44	268.84				
							TOTAL	THIS PERIOD	126.18	244.40	24.44	268.84		1256	10.0	21.4
							YEAR TO DATE		594.16	1,024.71	102.48	1,127.19		5614	10.6	20.1
							DIESEL		126.18	244.40	24.44	268.84				
							TOTAL	THIS PERIOD	126.18	244.40	24.44	268.84		1256	10.0	21.4
							YEAR TO DATE		594.16	1,024.71	102.48	1,127.19		5614	10.6	20.1
							DIESEL		126.18	244.40	24.44	268.84				
							TOTAL	THIS PERIOD	126.18	244.40	24.44	268.84		1256	10.0	21.4
							YEAR TO DATE		594.16	1,024.71	102.48	1,127.19		5614	10.6	20.1
7050 15405338 02890 1GNC933 2067 WHITE KIA SORENTO WAGON Cost Centre	01/07/22 08/07/22 15/07/22 22/07/22 29/07/22	17:28:33 17:27:38 17:25:05 17:27:13 17:26:33	MYAREE MYAREE MYAREE MYAREE MYAREE	WA WA WA WA WA	1840 1840 1840 1840 1840	059376 059568 087383 087676 060163	ULT DSL	225.50 P	34.39	70.50	7.05	77.55	81143	443	7.8	17.5
							ULT DSL	226.50 P	36.65	75.46	7.55	83.01	81500	357	10.3	23.3
							ULT DSL	217.72	28.85	57.10	5.71	62.81	81815	315	9.2	19.9
							ULT DSL	199.77	30.04	54.55	5.46	60.01	82150	335	9.0	17.9
							ULT DSL	197.72	29.26	52.59	5.26	57.85	82400	250	11.7	23.1
							DIESEL		159.19	310.20	31.03	341.23				
							TOTAL	THIS PERIOD	159.19	310.20	31.03	341.23		1700	9.4	20.1
							YEAR TO DATE		986.39	1,701.65	170.19	1,871.84		7156	13.8	26.2
							DIESEL		159.19	310.20	31.03	341.23				
							TOTAL	THIS PERIOD	159.19	310.20	31.03	341.23		1700	9.4	20.1
							YEAR TO DATE		986.39	1,701.65	170.19	1,871.84		7156	13.8	26.2
7050 15405338 03146 1GSP704 2077 WHITE HYUNDAI 130 HATCHBACK	10/07/22 27/07/22	16:11:48 08:57:17	BIBRA LAKE SPEARWOOD	WA WA	7451 0443	003888 000488	ULT DSL	227.50 P	33.39	69.05	6.91	75.96	86677	541	6.2	14.0
							ULT DSL	197.72	30.09	54.08	5.41	59.49	777			
							DIESEL		63.48	123.13	12.32	135.45				
							TOTAL	THIS PERIOD	63.48	123.13	12.32	135.45		541	11.7	25.0
							YEAR TO DATE		205.79	373.30	37.34	410.64		3369	6.1	12.2

Go paperless and receive your invoices and statements via email. Provide your BP Plus account number along with your email address to austcare@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

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BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 2 of 37
Date: 31/07/2022

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 03722 1HBQ384 2097 WHITE SUBARU OUTBACK	04/07/22 27/07/22	11:26:39 09:08:57	COCKBURN CENTRAL CURRAMBINE	WA 6427	7395 038504 049003		DIESEL		63.48	123.13	12.32	135.45			
							TOTAL		63.48	123.13	12.32	135.45		541	25.0
							YEAR TO DATE		205.79	373.30	37.34	410.64		3369	12.2
							ULT DSL	226.50 P	52.19	107.46	10.75	118.21	72616	770	15.4
							ULT DSL	197.72	52.54	94.44	9.44	103.88	73043	427	24.3
							DIESEL		104.73	201.90	20.19	222.09			
							TOTAL		104.73	201.90	20.19	222.09		1197	18.6
							THIS PERIOD		104.73	201.90	20.19	222.09		1197	18.6
							YEAR TO DATE		1,188.65	2,052.06	205.20	2,257.26		16759	13.5
							DIESEL		104.73	201.90	20.19	222.09			
Cost Centre 7050 15405338 03724 1HBT680 2117 WHITE NISSAN XTRAIL WAGON	01/07/22 09/07/22 17/07/22 25/07/22	08:16:46 17:31:08 21:46:11 08:16:00	SPEARWOOD CANNINGTON CARLISLE RIVERTON	WA 6443 WA 6204 WA 6218 WA 6186	005854 069631 009129 011380		DIESEL		104.73	201.90	20.19	222.09			
							TOTAL		104.73	201.90	20.19	222.09		1197	18.6
							THIS PERIOD		104.73	201.90	20.19	222.09		1197	18.6
							YEAR TO DATE		1,188.65	2,052.06	205.20	2,257.26		16759	13.5
							ULT DSL	226.50 P	57.38	118.15	11.82	129.97	40130		
							ULT DSL	226.50 P	60.91	125.42	12.54	137.96	40000		
							ULT DSL	217.72	56.14	111.12	11.11	122.23	41625	1625	7.5
							ULT DSL	197.72	51.68	92.89	9.29	102.18	42327	702	14.6
							DIESEL		226.11	447.58	44.76	492.34			
							TOTAL		226.11	447.58	44.76	492.34		2327	21.2
Cost Centre 7050 15405338 02981 1GQB942 2105 WHITE MITSUBISHI TRITON UTE	05/07/22 12/07/22 20/07/22 28/07/22	06:55:31 00:52:27 06:55:13 15:27:39	GREENWOOD NORTH GREENWOOD NORTH GREENWOOD NORTH SPEARWOOD	WA 9856 WA 9856 WA 9856 WA 6443	014140 014502 014964 006526		DIESEL		226.11	447.58	44.76	492.34			
							TOTAL		226.11	447.58	44.76	492.34		2327	21.2
							THIS PERIOD		226.11	447.58	44.76	492.34		2327	21.2
							YEAR TO DATE		1,254.68	2,199.58	219.94	2,419.52		11410	21.2
							ULT DSL	230.98	48.92	102.72	10.27	112.99	67423	619	18.3
							ULT DSL	217.22	49.33	97.42	9.74	107.10	68020	597	17.9
							ULT DSL	199.27	54.35	98.46	9.85	108.31	68677	657	16.5
							ULT DSL	197.72	54.03	97.12	9.71	106.83	69366	689	15.5
							DIESEL		206.63	395.72	39.57	435.29			
							TOTAL		206.63	395.72	39.57	435.29		2562	17.0
							THIS PERIOD		206.63	395.72	39.57	435.29		2562	17.0
							YEAR TO DATE		1,146.86	2,017.46	201.71	2,219.17		13086	17.0

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6965

CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 3 of 37
Date: 31/07/2022

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 03989 1HMW121 2176 WHITE MITSUBISHI TRITON UTE	30/06/22 07/07/22 14/07/22 21/07/22 28/07/22	14:31:21 14:49:14 14:09:45 09:21:21 13:15:26	BIBRA LAKE BIBRA LAKE COCKBURN CENTRAL COCKBURN CENTRAL BIBRA LAKE	WA WA WA WA WA	7451 7451 7395 7395 7451	000278 003727 038976 039248 005109		DIESEL	206.63	395.72	39.57	435.29					
							TOTAL	THIS PERIOD	206.63	395.72	39.57	435.29		2562	8.1	17.0	
								YEAR TO DATE	1,146.86	2,017.46	201.71	2,219.17		13086	8.8	17.0	
								ULT DSL	226.50 P	53.11	109.35	10.94	120.29	12805	571	9.3	21.1
								ULT DSL	227.50 P	57.16	118.22	11.82	130.04	13493	598	9.6	21.7
								ULT DSL	217.72	56.40	111.03	11.10	122.79	14088	595	9.5	20.0
								ULT DSL	199.77	63.02	114.45	11.44	125.89	14796	708	8.9	17.8
								ULT DSL	197.72	49.21	88.45	8.85	97.30	15331	535	9.2	18.2
								DIESEL	278.90	542.10	54.21	596.31					
								TOTAL	THIS PERIOD	278.90	542.10	54.21	596.31		3007	9.3	19.8
		YEAR TO DATE	1,430.38	2,531.02	253.09	2,784.11		12505	11.4	22.3							
Cost Centre 7050 15405338 03138 1GT1458 2205 WHITE VOLKSWAGEN CADDY VAN	13/07/22	07:25:35	SPEARWOOD	WA	6443	003429		DIESEL	278.90	542.10	54.21	596.31					
							TOTAL	THIS PERIOD	278.90	542.10	54.21	596.31		3007	9.3	19.8	
								YEAR TO DATE	1,430.38	2,531.02	253.09	2,784.11		12505	11.4	22.3	
								ULP 95 UNIM	206.20	45.88	86.01	8.60	94.61	81166	646	7.1	14.6
								M/S	45.88	86.01	8.60	94.61					
							TOTAL	THIS PERIOD	45.88	86.01	8.60	94.61		646	7.1	14.6	
								YEAR TO DATE	1,144.71	1,915.05	191.50	2,106.55		13800	8.3	15.3	
								M/S	45.88	86.01	8.60	94.61					
								TOTAL	THIS PERIOD	45.00	86.01	8.60	94.61		646	7.1	14.6
									YEAR TO DATE	1,144.71	1,915.05	191.50	2,106.55		13806	8.3	15.3
Cost Centre 7050 15405338 03575 1G2Q776 2217 WHITE TOYOTA CAMRY SEDAN	05/07/22	11:30:33	SPEARWOOD	WA	6443	003340		ULP UNIM	190.90 P	43.72	75.87	7.59	83.46	25796	879	5.0	9.5

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 4 of 37
Date: 31/07/2022

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 03443 1GYO281 2235 WHITE FORD RANGER UTILITY	01/07/22 07/07/22 15/07/22 20/07/22 25/07/22	09:32:15 08:12:02 11:16:39 13:28:24 04:54:20	MANDURAH COCKBURN CENTRAL BIBRA LAKE COCKBURN CENTRAL BALDIVIS	WA WA WA WA WA	1993 7395 7451 7395 7375	002693 026346 004264 039213 103991		M/S	43.72	75.87	7.59	83.46					
							TOTAL	THIS PERIOD	43.72	75.87	7.59	83.46		879	5.0	9.5	
								YEAR TO DATE	127.49	210.70	21.07	231.77		2363	5.4	9.8	
								M/S	43.72	75.87	7.59	83.46					
							TOTAL	THIS PERIOD	43.72	75.87	7.59	83.46		879	5.0	9.5	
								YEAR TO DATE	127.49	210.70	21.07	231.77		2363	5.4	9.8	
								ULT DSL	225.50 P	68.68	140.79	14.08	154.87	85012	555	12.4	27.9
								ULT DSL	226.50 P	69.34	142.78	14.28	157.06	8573			
								ULSD G10	216.72	41.91	82.57	8.26	90.83	777			
								ULT DSL	199.77	64.79	117.06	11.77	129.43	80400			
Cost Centre 7050 15405338 04052 1GMF052 2246 WHITE SUBARU OUTBACK WAGON	06/07/22 14/07/22 20/07/22 27/07/22	15:03:05 11:36:59 13:00:28 09:48:38	SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD	WA WA WA WA	6443 6443 6443 6443	003367 006152 003495 006492		DIESEL	293.89	572.18	57.23	629.41					
							TOTAL	THIS PERIOD	293.89	572.18	57.23	629.41		2952	10.0	21.3	
								YEAR TO DATE	2,204.34	3,944.24	394.43	4,338.67		16424	13.9	26.4	
								DIESEL	293.89	572.18	57.23	629.41					
							TOTAL	THIS PERIOD	293.89	572.18	57.23	629.41		2952	10.0	21.3	
								YEAR TO DATE	2,284.34	3,944.24	394.43	4,338.67		16424	13.9	26.4	
								ULT DSL	226.50 P	47.26	97.31	9.73	107.04	62915	645	7.3	16.6
								ULT DSL	217.72	49.40	97.77	9.78	107.55	63604	689	7.2	15.6
								ULT DSL	199.77	43.35	78.73	7.87	86.60	64184	580	7.5	14.9
								ULT DSL	197.72	36.71	69.98	6.99	72.98	64708	524	7.0	13.9
Cost Centre 7050 15405338 02999 1GRV215 2256 WHITE FORD RANGER UTILITY	03/07/22 10/07/22 18/07/22 25/07/22	17:58:16 12:17:18 16:46:30 09:30:44	MAIDA VALE MAIDA VALE MAIDA VALE MAIDA VALE	WA WA WA WA	6180 6180 6180 6180	007129 007180 002700 002046		DIESEL	176.72	339.79	33.98	373.77					
							TOTAL	THIS PERIOD	176.72	339.79	33.98	373.77		2438	7.2	15.3	
								YEAR TO DATE	406.73	765.04	76.52	841.56		4930	8.4	17.4	
								DIESEL	176.72	339.79	33.98	373.77					
							TOTAL	THIS PERIOD	176.72	339.79	33.98	373.77		2438	7.2	15.3	
								YEAR TO DATE	795.92	1,392.50	139.27	1,531.77		6566	12.1	23.3	
								ULT DSL	226.50 P	59.79	123.11	12.31	135.42	140511	781	7.7	17.3
								ULT DSL	225.50 P	54.65	112.04	11.20	123.24	141215	704	7.8	17.5
								ULT DSL	199.77	63.54	115.39	11.54	126.93	141997	782	8.1	16.2
								ULT DSL	197.72	41.38	74.38	7.44	81.82	142508	511	8.1	16.0

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MELBOURNE VIC 3001

BP Plus Fleet Control Report

Account Enquiries: Tegan Morosi Telephone: 1800 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: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 5 of 37
Date: 31/07/2022

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	28/07/22	12:29:03	WILLIAMS WA	1938	000515		ULSD G10	197.50 P	70.35	126.31	12.63	138.94	143349	841	8.4	16.5
							DIESEL		289.71	551.23	55.12	606.35				
						TOTAL	THIS PERIOD		289.71	551.23	55.12	606.35		3619	8.0	16.8
							YEAR TO DATE		1,794.94	2,946.90	294.70	3,241.60		21843	7.9	14.8
	11/07/22 21/07/22	13:19:10 11:45:39	BIBRA LAKE WA BIBRA LAKE WA	7451 7451	003946 004666		DIESEL		289.71	551.23	55.12	606.35				
						TOTAL	THIS PERIOD		289.71	551.23	55.12	606.35		3619	8.0	16.8
							YEAR TO DATE		1,734.94	2,946.90	294.70	3,241.60		21843	7.9	14.8
							BP ULT UNIM	209.70 P	45.65	87.03	8.70	95.73	70257	969	4.7	9.9
Cost Centre	19/07/22	10:39:48	COCKBURN CENTRAL WA	7395	026703		BP ULT UNIM	186.67	41.10	69.75	6.97	76.72	71147	890	4.6	8.6
							M/S		86.75	156.78	15.67	172.45				
						TOTAL	THIS PERIOD		86.75	156.78	15.67	172.45		1859	4.7	9.3
							YEAR TO DATE		621.25	1,071.41	107.14	1,178.55		10952	5.7	10.8
	06/07/22 20/07/22	08:06:50 07:53:07	COCKBURN CENTRAL WA BIBRA LAKE WA	7395 7451	038606 004549		ULT DSL	199.77	51.95	94.35	9.43	103.78	71287	556	9.3	18.7
							DIESEL		51.95	94.35	9.43	103.78				
						TOTAL	THIS PERIOD		51.95	94.35	9.43	103.78		556	9.3	18.7
							YEAR TO DATE		772.02	1,336.70	133.66	1,470.36		8823	8.8	16.7
06/07/22 20/07/22	08:06:50 07:53:07	COCKBURN CENTRAL WA BIBRA LAKE WA	7395 7451	038606 004549		DIESEL		51.95	94.35	9.43	103.78					
					TOTAL	THIS PERIOD		51.95	94.35	9.43	103.78		556	9.3	18.7	
						YEAR TO DATE		772.02	1,336.70	133.66	1,470.36		8823	8.8	16.7	
						ULP 95 UNIM	211.73	58.27	112.15	11.22	123.37	27334				
06/07/22 20/07/22	08:06:50 07:53:07	COCKBURN CENTRAL WA BIBRA LAKE WA	7395 7451	038606 004549		ULP UNIM	173.41	58.55	92.30	9.23	101.53	20012				

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Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 6 of 37
Date: 31/07/2022

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 02247 1GDT651 2328 WHITE NISSAN XTRAIL SUV	22/07/22	12:00:53	BIBRA LAKE	WA	7451	004759		M/S	116.82	204.45	20.45	224.90					
							TOTAL	THIS PERIOD	116.82	204.45	20.45	224.90					
							YEAR TO DATE	765.45	1,258.76	125.87	1,384.63		3369	22.7	41.1		
								M/S	116.82	204.45	20.45	224.90					
							TOTAL	THIS PERIOD	116.82	204.45	20.45	224.90					
							YEAR TO DATE	765.45	1,258.76	125.87	1,384.63		3369	22.7	41.1		
Cost Centre 7050 15405338 03963 1HLQ161 2336 WHITE FORD RANGER UTILITY	10/07/22 23/07/22	11:48:09 13:40:11	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	026426 039300		ULSD G10	198.77	40.86	73.84	7.38	81.22	77153	590	6.9	13.8
								DIESEL		40.86	73.84	7.38	81.22				
							TOTAL	THIS PERIOD	40.86	73.84	7.38	81.22		590	6.9	13.8	
							YEAR TO DATE	328.18	562.09	56.19	618.28		3087	10.6	20.0		
								DIESEL		40.86	73.84	7.38	81.22				
							TOTAL	THIS PERIOD	40.86	73.84	7.38	81.22		590	6.9	13.8	
Cost Centre 7050 15405338 03948 1HJO790 2346 WHITE FORD RANGER UTILITY	04/07/22 26/07/22	08:30:42 13:19:19	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003400 004948		ULT DSL	226.50 P	67.64	139.27	13.93	153.20	11439	725	9.3	21.1
								ULT DSL	199.77	71.06	129.05	12.90	141.95	12177	738	9.6	19.2
								DIESEL		138.70	268.32	26.83	295.15				
							TOTAL	THIS PERIOD	138.70	268.32	26.83	295.15		1463	9.5	20.2	
							YEAR TO DATE	952.22	1,626.05	162.60	1,788.65		8371	11.4	21.4		
								DIESEL		138.70	268.32	26.83	295.15				
Cost Centre 7050 15405338 03948 1HJO790 2346 WHITE FORD RANGER UTILITY	04/07/22 26/07/22	08:30:42 13:19:19	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003400 004948		ULSD G10	224.50 P	55.19	112.64	11.26	123.90	19560	660	8.4	18.8
								ULSD G10	196.72	61.93	110.75	11.08	121.83	20300	740	8.4	16.5
								DIESEL		138.70	268.32	26.83	295.15				
							TOTAL	THIS PERIOD	138.70	268.32	26.83	295.15		1463	9.5	20.2	
							YEAR TO DATE	952.22	1,626.05	162.60	1,788.65		8371	11.4	21.4		
								DIESEL		138.70	268.32	26.83	295.15				

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 7 of 37
Date: 31/07/2022

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 03526 1GYO863 2355 WHITE FORD RANGER UTILITY	12/07/22 28/07/22	12:36:02 17:50:22	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	004023 005134		DIESEL	117.12	223.39	22.34	245.73					
							TOTAL	THIS PERIOD YEAR TO DATE	117.12 879.25	223.39 1,491.99	22.34 149.21	245.73 1,641.20		1400 10050	8.4 8.7	17.6 16.3	
								DIESEL	117.12	223.39	22.34	245.73					
							TOTAL	THIS PERIOD YEAR TO DATE	117.12 879.25	223.39 1,491.99	22.34 149.21	245.73 1,641.20		1400 10050	8.4 8.7	17.6 16.3	
								ULSD G10 ULSD G10	216.72 196.72	51.46 44.43	101.38 79.45	10.14 7.95	111.52 87.40	34087 34494	467 407	11.0 10.9	23.9 21.5
								DIESEL	95.89	180.83	18.09	198.92					
Cost Centre 7050 15405338 03161 1GT14/2 2316 WHITE MITSUBISHI TRITON UTE	30/06/22 20/07/22	13:48:37 15:24:09	NAVAL BASE BIBRA LAKE	WA WA	7770 7451	009705 004604	TOTAL	THIS PERIOD YEAR TO DATE	95.89 263.24	180.83 473.67	18.09 47.38	198.92 521.05		874 874	11.0 30.1	22.8 59.0	
								DIESEL	95.89	180.83	18.09	198.92					
								ULSD G10 ULSD G10	227.50 P 196.77	63.30 51.59	130.92 93.22	13.09 9.32	144.01 102.24	34026 34504	1777 538	3.6 9.6	8.1 19.1
								DIESEL	114.89	224.14	22.41	246.55					
							TOTAL	THIS PERIOD YEAR TO DATE	114.89 177.05	224.14 310.99	22.41 31.09	246.55 342.08		2315 2999	5.0 5.9	10.7 11.4	
							Cost Centre 7050 15405338 03013 1GQNZ92 2387 WHITE MITSUBISHI TRITON UTE	01/07/22 07/07/22 14/07/22 20/07/22 25/07/22 28/07/22	12:50:43 09:19:02 06:30:56 13:24:43 12:27:12 12:49:05	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA WA	7451 7451 7451 7451 7451 7451	003297 003695 004166 004981 004868 005105		DIESEL	114.89	224.14
TOTAL	THIS PERIOD YEAR TO DATE	114.89 177.05	224.14 310.99	22.41 31.09	246.55 342.08									2315 2999	5.0 5.9	10.7 11.4	
	ULSD G10 ULSD G10 ULSD G10	224.50 P 224.50 P 216.72	44.50 43.07 56.11	90.82 87.90 110.55	9.08 8.79 11.05	99.90 96.69 121.60								78446 78888 79418	430 442 530	10.3 9.7 10.6	23.2 21.9 22.9
	ULSD G10 ULSD G10 ULSD G10	196.77 196.72 196.72	52.25 53.37 43.44	94.42 95.45 77.68	9.44 9.54 7.77	103.86 104.99 85.45								79948 80480 8922	530 532 8922	9.9 10.0 19.7	19.6 19.7 19.7
	ULSD G10 ULSD G10 ULSD G10	224.50 P 224.50 P 216.72	44.50 43.07 56.11	90.82 87.90 110.55	9.08 8.79 11.05	99.90 96.69 121.60								78446 78888 79418	430 442 530	10.3 9.7 10.6	23.2 21.9 22.9
	ULSD G10 ULSD G10 ULSD G10	196.77 196.72 196.72	52.25 53.37 43.44	94.42 95.45 77.68	9.44 9.54 7.77	103.86 104.99 85.45								79948 80480 8922	530 532 8922	9.9 10.0 19.7	19.6 19.7 19.7

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 8 of 37
Date: 31/07/2022

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 03351 1GXF233 2397 WHITE FORD RANGER UTILITY	01/07/22 07/07/22 15/07/22	16:03:11 12:18:03 16:23:19	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	003313 003712 004300	DIESEL		292.74	556.82	55.67	612.49			
							TOTAL		292.74	556.82	55.67	612.49		2464	11.9
							YEAR TO DATE		1,327.90	2,315.47	231.55	2,547.02		10021	25.4
							DIESEL		292.74	556.82	55.67	612.49			
							TOTAL		292.74	556.82	55.67	612.49		2464	11.9
							YEAR TO DATE		1,327.90	2,315.47	231.55	2,547.02		10021	25.4
							ULT DSL	226.50 P	52.92	108.96	10.90	119.86	75430	637	8.3
							ULT DSL	227.50 P	59.37	122.79	12.28	135.07	76097	667	8.9
							ULT DSL	217.72	68.32	135.22	13.52	148.74	76877	780	20.3
							DIESEL		180.61	366.97	36.70	403.67			19.1
Cost Centre 7050 15405338 03500 1GYF2376 2407 WHITE MITSUBISHI TRITON UTE	02/07/22 14/07/22 26/07/22	06:58:03 09:14:48 11:18:28	NAVAL BASE NAVAL BASE NAVAL BASE	WA WA WA	7770 7770 7770	009825 010508 011304	TOTAL		180.61	366.97	36.70	403.67		2084	8.7
							YEAR TO DATE		1,087.36	2,910.34	291.02	3,201.36		17181	19.4
							DIESEL		180.61	366.97	36.70	403.67			
							TOTAL		180.61	366.97	36.70	403.67		2084	8.7
							YEAR TO DATE		1,087.36	2,910.34	291.02	3,201.36		17181	19.4
							ULT DSL	227.50 P	54.39	112.49	11.25	123.74	46108	411	13.2
							ULT DSL	217.72	58.82	116.42	11.64	128.06	777		30.1
							ULT DSL	197.72	53.60	96.35	9.63	105.98	46592		
							DIESEL		166.81	325.26	32.52	357.78			
							TOTAL		166.81	325.26	32.52	357.78		411	40.6
Cost Centre 7050 15405338 03781 1HEJ525 2418 WHITE FORD RANGER UTILITY	01/07/22 06/07/22 11/07/22 19/07/22 27/07/22	12:00:46 18:39:07 09:16:39 11:44:58 14:14:10	BIBRA LAKE BALDIVIS BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA	7451 7374 7451 7451 7451	003292 016911 003923 004496 005030	TOTAL		1,085.72	1,852.34	185.21	2,037.55		5024	18.3
							YEAR TO DATE		1,085.72	1,852.34	185.21	2,037.55		5024	34.4
							DIESEL		166.81	325.26	32.52	357.78			
							TOTAL		166.81	325.26	32.52	357.78		411	40.6
							YEAR TO DATE		1,085.72	1,852.34	185.21	2,037.55		5024	34.4
							ULT DSL	226.50 P	74.18	152.75	15.27	168.02	50739	1763	4.2
							ULT DSL	227.50 P	56.06	115.95	11.59	127.54	51380	641	9.5
							ULT DSL	217.72	66.94	132.49	13.25	145.74	52170	790	8.5
							ULT DSL	199.77	72.11	130.95	13.10	144.05	53002	832	17.3
							ULT DSL	197.72	69.93	125.69	12.57	138.26	53787	785	17.6

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Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
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Page: 9 of 37
Date: 31/07/2022

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 03898 1HIN859 2438 WHITE FORD RANGER UTILITY	01/07/22 11/07/22 20/07/22 29/07/22	13:21:11 13:04:22 11:19:29 14:00:24	SPEARWOOD BIBRA LAKE SPEARWOOD BIBRA LAKE	WA WA WA WA	6443 7451 6443 7451	003319 003944 006324 005198	DIESEL		339.22	657.83	65.78	723.61			
							TOTAL		339.22	657.83	65.78	723.61		4811	7.1
							YEAR TO DATE		1,798.09	3,114.57	311.45	3,426.02		16761	10.7
							DIESEL		339.22	657.83	65.78	723.61			
							TOTAL		339.22	657.83	65.78	723.61		4811	7.1
							YEAR TO DATE		1,798.09	3,114.57	311.45	3,426.02		16761	10.7
							ULT DSL	226.50 P	63.67	131.10	13.11	144.21	25245	1287	4.9
							ULSD G10	216.72	63.91	125.91	12.59	138.50	777		
							ULT DSL	199.77	57.98	105.30	10.53	115.83	25788		
							ULSD G10	190.72	63.67	113.86	11.39	125.25	26400	012	10.4
Cost Centre 7050 15405338 03054 1GRH938 2457 WHITE FORD RANGER UTILITY	07/07/22	13:49:21	SUCCES	WA	5992	006047	DIESEL		249.23	476.17	47.62	523.79			
							TOTAL		249.23	476.17	47.62	523.79		1899	19.1
							YEAR TO DATE		1,389.43	2,400.03	240.02	2,640.05		10286	13.5
							DIESEL		249.23	476.17	47.62	523.79			
							TOTAL		249.23	476.17	47.62	523.79		1899	13.1
							YEAR TO DATE		1,389.43	2,400.03	240.02	2,640.05		10286	13.5
							ULT DSL	220.50 P	65.16	134.17	13.42	147.59	32007	748	8.7
							DIESEL		65.16	134.17	13.42	147.59			
							TOTAL		65.16	134.17	13.42	147.59		748	8.7
							YEAR TO DATE		410.89	693.73	69.38	763.11		4525	9.1
Cost Centre 7050 15405338 03120 1GTE408 2467 WHITE FORD RANGER UTE	01/07/22 28/07/22	13:55:24 11:53:04	BIBRA LAKE COCKBURN CENTRAL	WA WA	7451 7395	003301 027016	DIESEL		65.16	134.17	13.42	147.59			
							TOTAL		65.16	134.17	13.42	147.59		748	8.7
							YEAR TO DATE		410.89	693.73	69.38	763.11		4525	9.1
							DIESEL		65.16	134.17	13.42	147.59			
							TOTAL		65.16	134.17	13.42	147.59		748	8.7
							YEAR TO DATE		410.89	693.73	69.38	763.11		4525	9.1
							ULT DSL	226.50 P	72.45	149.18	14.92	164.10	777		
							ULT DSL	197.72	70.03	125.87	12.59	138.46	36324		

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Page: 10 of 37
Date: 31/07/2022

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 03971 1HMI124 2497 WHITE FORD RANGER UTE	18/07/22	14:23:21	SPEARWOOD	WA	6443	006257	DIESEL		142.48	275.05	27.51	302.56			
							TOTAL		142.48	275.05	27.51	302.56			
							YEAR TO DATE		751.72	1,317.64	131.76	1,449.40		2355	61.5
							DIESEL		142.48	275.05	27.51	302.56			
							TOTAL		142.48	275.05	27.51	302.56			
							YEAR TO DATE		751.72	1,317.64	131.76	1,449.40		2355	61.5
Cost Centre 7050 15405338 02494 1GGH334 2507 WHITE MAZDA 6 SEDAN	06/07/22 22/07/22	08:25:39 08:05:28	BIBRA LAKE SUCCESS	WA WA	7451 5992	003601 038384	ULT DSL	199.77	70.92	128.80	12.88	141.68	8000	1330	5.3
							DIESEL		70.92	128.80	12.88	141.68			
							TOTAL		70.92	128.80	12.88	141.68		1330	5.3
							YEAR TO DATE		752.16	1,290.10	129.01	1,419.11		6340	22.4
							DIESEL		70.92	128.80	12.88	141.68			
							TOTAL		70.92	128.80	12.88	141.68		1330	5.3
Cost Centre 7050 15405338 04110 1HPF979 2523 ISUZU D-MAX UTILITY	20/07/22	17:59:43	SUCCESS	WA	5992	002059	ULP UNM	198.70 P	46.91	84.74	8.47	93.21	89691	553	8.5
							ULP UNM	108.90 P	51.05	78.38	7.84	86.22	90334	643	7.9
							M/S		97.96	163.12	16.31	179.43			
							TOTAL		97.96	163.12	16.31	179.43		1196	8.2
							YEAR TO DATE		903.02	1,416.14	141.61	1,557.75		11198	13.9
							M/S		97.96	163.12	16.31	179.43			
Cost Centre	20/07/22	17:59:43	SUCCESS	WA	5992	002059	TOTAL		97.96	163.12	16.31	179.43		1196	8.2
							YEAR TO DATE		903.02	1,416.14	141.61	1,557.75		11198	13.9
Cost Centre	20/07/22	17:59:43	SUCCESS	WA	5992	002059	ULT DSL	199.77	61.57	111.82	11.18	123.00	40091		

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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: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 11 of 37
Date: 31/07/2022

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 03849 1HH8989 2537 WHITE FORD RANGER UTILITY	30/06/22 07/07/22 16/07/22 19/07/22 27/07/22	14:31:29 13:10:09 08:11:43 13:50:23 12:44:35	BIBRA LAKE SPEARWOOD COCKBURN CENTRAL COCKBURN CENTRAL BIBRA LAKE	WA WA WA WA WA	7451 6443 7395 7395 7451	000283 003384 026616 039101 005019	DIESEL		61.57	111.82	11.18	123.00			
							TOTAL		61.57	111.82	11.18	123.00			
							YEAR TO DATE		61.57	111.82	11.18	123.00			
							DIESEL		61.57	111.82	11.18	123.00			
							TOTAL		61.57	111.82	11.18	123.00			
							YEAR TO DATE		61.57	111.82	11.18	123.00			
							ULT DSL	226.50 P	44.17	90.95	9.10	100.05	27338	470	9.4
							ULT DSL	226.50 P	57.82	119.05	11.91	130.96	27974	636	9.1
							ULT DSL	217.72	42.05	83.23	8.32	91.55	28400	426	9.9
							ULT DSL	199.77	94.01	98.08	9.81	107.89	29100	700	7.7
Cost Centre 7050 15405338 03344 1GX8734 2555 WHITE SUBARU OUTBACK WAGON	30/06/22 14/07/22 27/07/22	09:58:35 07:31:27 13:46:59	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	003189 004170 005027	ULT DSL	226.50 P	58.17	119.78	11.98	131.76	91666	1104	5.3
							ULT DSL	217.72	58.53	115.85	11.58	127.43	92770	1930	2.9
							ULT DSL	197.72	55.29	99.38	9.94	109.32	94700		5.7
							DIESEL		171.99	335.01	33.50	368.51			
							TOTAL		171.99	335.01	33.50	368.51			
							THIS PERIOD		171.99	335.01	33.50	368.51			
							YEAR TO DATE		782.57	1,364.89	136.50	1,501.39			
							DIESEL		171.99	335.01	33.50	368.51			
							TOTAL		171.99	335.01	33.50	368.51			
							THIS PERIOD		171.99	335.01	33.50	368.51			
Cost Centre 7050 15405338 03591 1GXV149 2565 WHITE FORD RANGER UTILITY	07/07/22 26/07/22	12:10:39 08:50:40	SPEARWOOD BIBRA LAKE	WA WA	6443 7451	003382 004920	ULT DSL	226.50 P	70.43	145.02	14.50	159.52	37495	695	10.1
							ULT DSL	197.72	71.90	129.24	12.92	142.16	38187	732	9.8
							DIESEL								
							TOTAL								
							THIS PERIOD								
							YEAR TO DATE								
							DIESEL								
							TOTAL								
							THIS PERIOD								
							YEAR TO DATE								

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 12 of 37
Date: 31/07/2022

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 04094 1HPP327 2575 WHITE ISUZU D-MAX UTE	03/07/22 10/07/22 18/07/22 20/07/22	17:30:42 15:37:51 14:12:19 12:50:54	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA	7451 7451 7451 7451	003373 003886 004421 004945	DIESEL		142.33	274.26	27.42	301.68			
							TOTAL		142.33	274.26	27.42	301.68		1427	10.0
							YEAR TO DATE		1,003.51	1,725.58	172.54	1,898.12		9891	10.1
							DIESEL		142.33	274.26	27.42	301.68			
							TOTAL		142.33	274.26	27.42	301.68		1427	10.0
							YEAR TO DATE		1,003.51	1,725.58	172.54	1,898.12		9891	10.1
							ULT DSL	226.50 P	57.66	118.73	11.87	130.60	3000	2918	2.0
							ULT DSL	227.50 P	39.64	81.98	8.20	90.18	943		
							ULT DSL	199.77	58.49	106.22	10.62	116.84	1358	415	14.1
							ULT DSL	197.72	53.16	95.95	9.56	105.11	1883	525	10.1
Cost Centre 7050 15405338 02900 1GNM104 2596 WHITE MITSUBISHI TRITON UTE	06/07/22 19/07/22 27/07/22	07:10:48 06:10:14 14:53:45	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	000591 000422 005034	DIESEL		208.95	402.48	40.25	442.73			
							TOTAL		208.95	402.48	40.25	442.73		3858	5.4
							YEAR TO DATE		261.25	508.68	50.87	559.55		3858	6.8
							DIESEL		208.95	402.48	40.25	442.73			
							TOTAL		208.95	402.48	40.25	442.73		3858	5.4
							YEAR TO DATE		261.25	508.68	50.87	559.55		3858	6.8
							ULT DSL	227.50 P	59.74	123.55	12.36	135.91	52776	475	12.6
							ULT DSL	199.77	60.13	109.20	10.92	120.12	53273	497	12.1
							ULT DSL	197.72	56.40	101.37	10.14	111.51	53726	453	12.5
							DIESEL		176.27	334.12	33.42	367.54			
Cost Centre 7050 15405338 04086 1HOK035 2606 WHITE FORD RANGER UTILITY	05/07/22 14/07/22 20/07/22	14:24:58 13:17:09 13:33:36	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	003549 004205 004951	DIESEL		176.27	334.12	33.42	367.54			
							TOTAL		176.27	334.12	33.42	367.54		1425	12.4
							YEAR TO DATE		917.56	1,594.18	159.42	1,753.60		6402	14.3
							DIESEL		176.27	334.12	33.42	367.54			
							TOTAL		176.27	334.12	33.42	367.54		1425	12.4
							YEAR TO DATE		917.56	1,594.18	159.42	1,753.60		6402	14.3
							ULT DSL	227.50 P	49.47	102.31	10.23	112.54	1908	409	12.1
							ULT DSL	217.72	62.26	123.23	12.32	135.55	2205	297	21.0
							ULT DSL	197.72	66.41	119.36	11.94	131.30	2671	466	14.3
							DIESEL		176.27	334.12	33.42	367.54			

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 13 of 37
Date: 31/07/2022

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 02528 1GHC971 2617 WHITE HYUNDAI ACCENT HAICH	08/07/22 19/07/22 25/07/22	09:55:36 08:56:43 12:16:39	SUCCESS SUCCESS SUCCESS	WA WA WA	5992 5992 5992	001429 038310 002296	DIESEL		178.14	344.90	34.49	379.39			
							TOTAL		178.14	344.90	34.49	379.39		1172	15.2
							YEAR TO DATE		374.62	710.70	71.07	781.77		1961	39.9
							DIESEL		178.14	344.90	34.49	379.39			
							TOTAL		178.14	344.90	34.49	379.39		1172	15.2
							YEAR TO DATE		374.62	710.70	71.07	781.77		1961	39.9
							ULP UNM	194.90 P	23.52	41.67	4.17	45.84	87239	338	7.0
							ULP UNM	166.90 P	29.33	44.50	4.45	48.95	87622	383	7.7
							ULP UNM	163.18	25.81	38.29	3.83	42.12	87885	263	9.8
							M/S		79.00	124.40	12.45	136.91			
							TOTAL		78.66	124.40	12.45	136.91		984	8.0
Cost Centre 7050 15405338 03112 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	04/07/22 18/07/22	14:39:47 07:26:51	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003447 004368	YEAR TO DATE		636.90	1,010.90	101.10	1,112.00		6772	9.4
							M/S		79.66	124.46	12.45	136.91			
							TOTAL		78.66	124.46	12.45	136.91		984	8.0
							YEAR TO DATE		636.90	1,010.90	101.10	1,112.00		6772	9.4
							ULT DSL	226.50 P	55.78	114.85	11.49	126.34	27200	300	18.6
							ULT DSL	199.77	57.26	103.99	10.40	114.39	7200		42.1
							DIESEL		113.04	218.84	21.89	240.73			
							TOTAL		113.04	218.84	21.89	240.73		300	37.7
							YEAR TO DATE		782.59	1,334.33	133.46	1,467.79		4000	36.7
							DIESEL		113.04	218.84	21.89	240.73			
Cost Centre 7050 15405338 04029 1HOA671 2646 WHITE MITSUBISHI TRITON	05/07/22 13/07/22 20/07/22 28/07/22	09:21:43 14:32:44 16:21:13 09:20:41	BIBRA LAKE BIBRA LAKE CANNINGTON BIBRA LAKE	WA WA WA WA	7451 7451 6204 7451	000340 004134 070056 005080	TOTAL		113.04	218.84	21.89	240.73		300	37.7
							YEAR TO DATE		782.59	1,334.33	133.46	1,467.79		4000	36.7
							ULT DSL	227.50 P	51.53	106.57	10.66	117.23	8102	542	9.5
							ULT DSL	217.72	50.02	99.00	9.90	108.90	8655	553	9.0
							ULT DSL	199.77	55.29	100.41	10.04	110.45	9272	617	9.0
							ULT DSL	197.72	56.90	102.27	10.23	112.50	9874	602	9.5

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 14 of 37
Date: 31/07/2022

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 03914 1HIN742 2667 WHITE MITSUBISHI TRITON UTE	30/06/22 06/07/22 13/07/22 21/07/22 29/07/22	06:57:21 10:45:18 13:49:32 06:48:41 07:49:38	SPEARWOOD SPEARWOOD BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA	6443 6443 7451 7451 7451	005832 005976 004128 004038 005159		DIESEL	213.74	408.25	40.83	449.08					
							TOTAL	THIS PERIOD YEAR TO DATE	213.74 858.95	408.25 1,552.84	40.83 155.29	449.08 1,708.13		2314 9080	9.2 9.5	18.4 18.8	
								DIESEL	213.74	408.25	40.83	449.08					
							TOTAL	THIS PERIOD YEAR TO DATE	213.74 858.95	408.25 1,552.84	40.83 155.29	449.08 1,708.13		2314 9080	9.2 9.5	18.4 18.8	
								ULT DSL	224.50 P	61.05	124.60	12.46	137.06	18616	504	12.1	27.2
								ULT DSL	226.50 P	58.35	120.15	12.01	132.16	19105	489	11.9	27.0
								ULT DSL	217.72	60.50	119.75	11.97	131.72	19624	519	11.7	25.4
								ULT DSL	199.77	63.57	115.45	11.54	126.99	20141	517	12.3	24.0
								ULT DSL	197.72	56.75	102.00	10.20	112.20	20631	490	11.6	22.9
								DIESEL	300.22	581.95	58.18	640.13					
TOTAL	THIS PERIOD YEAR TO DATE	300.22 1,406.11	581.95 2,455.11	58.18 245.51	640.13 2,700.62		2519 11702	11.9 11.0	25.4 22.0								
Cost Centre 7050 15405338 03823 1HGH898 2677 WHITE MITSUBISHI TRITON UTE	03/07/22 07/07/22 25/07/22	06:40:46 13:25:24 08:51:20	COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA	7395 7395 7395	026188 038669 026876		DIESEL	300.22	581.95	58.18	640.13					
							TOTAL	THIS PERIOD YEAR TO DATE	300.22 1,406.11	581.95 2,455.11	58.18 245.51	640.13 2,700.62		2519 11792	11.9 11.9	25.4 22.9	
								ULT DSL	226.50 P	56.60	116.55	11.65	128.20	26964	528	10.7	24.3
								ULT DSL	226.50 P	55.43	114.14	11.41	125.55	27372	408	13.6	30.8
								ULT DSL	197.72	58.90	105.87	10.59	116.46	27874	502	11.7	23.2
								DIESEL	170.93	336.56	33.65	370.21					
							TOTAL	THIS PERIOD YEAR TO DATE	170.93 1,455.16	336.56 2,500.67	33.65 250.08	370.21 2,750.75		1438 9645	11.9 15.1	25.7 28.5	
								DIESEL	170.93	336.56	33.65	370.21					
							TOTAL	THIS PERIOD YEAR TO DATE	170.93 1,455.16	336.56 2,500.67	33.65 250.08	370.21 2,750.75		1438 9645	11.9 15.1	25.7 28.5	
							Cost Centre 7050 15405338 03765 1HEJ019 2687 WHITE ISUZU D-MAX UTE	07/07/22 13/07/22 18/07/22 27/07/22	12:04:24 14:35:39 16:18:41 12:20:29	BIBRA LAKE SPEARWOOD BIBRA LAKE SPEARWOOD	WA WA WA WA	7451 6443 7451 6443	003709 003435 004440 003559		ULT DSL	227.50 P	60.14
	ULT DSL	217.72	64.77	128.19	12.82	141.01								31351	545	11.9	25.9
	ULT DSL	199.77	68.62	124.62	12.46	137.08								31968	617	11.1	22.2
	ULT DSL	197.72	61.51	110.56	11.06	121.62								32455	487	12.6	25.0
	DIESEL	170.93	336.56	33.65	370.21												
TOTAL	THIS PERIOD YEAR TO DATE	170.93 1,455.16	336.56 2,500.67	33.65 250.08	370.21 2,750.75									1438 9645	11.9 15.1	25.7 28.5	
	DIESEL	170.93	336.56	33.65	370.21												
TOTAL	THIS PERIOD YEAR TO DATE	170.93 1,455.16	336.56 2,500.67	33.65 250.08	370.21 2,750.75									1438 9645	11.9 15.1	25.7 28.5	
	ULT DSL	227.50 P	60.14	124.38	12.44	136.82								30806	514	11.7	26.6
	ULT DSL	217.72	64.77	128.19	12.82	141.01								31351	545	11.9	25.9
	ULT DSL	199.77	68.62	124.62	12.46	137.08	31968	617	11.1	22.2							
	ULT DSL	197.72	61.51	110.56	11.06	121.62	32455	487	12.6	25.0							

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 15 of 37
Date: 31/07/2022

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 03229 1GTA665 2697 WHITE ISUZU D-MAX UTE	02/07/22 13/07/22 20/07/22	12:24:38 18:13:19 15:06:37	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	003346 004154 004600	DIESEL		255.04	487.75	48.78	536.53			
							TOTAL		255.04	487.75	48.78	536.53		2163	11.8
							YEAR TO DATE		682.52	1,303.64	130.38	1,434.02		5662	12.1
							DIESEL		255.04	487.75	48.78	536.53			
							TOTAL		255.04	487.75	48.78	536.53		2163	11.8
							YEAR TO DATE		682.52	1,303.64	130.38	1,434.02		5662	12.1
Cost Centre 7050 15405338 03922 1HJA/63 2/06 WHITE FORD RANGER UTILITY	01/07/22 12/07/22 27/07/22	16:42:40 17:17:36 13:36:57	COCKBURN CENTRAL COCKBURN CENTRAL BIBRA LAKE	WA WA WA	7395 7395 7451	026106 038872 005025	ULT DSL	226.50 P	56.94	117.25	11.72	128.97	67746	476	12.0
							ULT DSL	217.72	66.31	131.25	13.12	144.37	68241	495	13.4
							ULT DSL	199.77	65.70	119.32	11.93	131.25	68787	546	12.0
							DIESEL		188.95	367.82	36.77	404.59			
							TOTAL		188.95	367.82	36.77	404.59		1517	12.5
							YEAR TO DATE		2,025.11	3,433.94	343.37	3,777.31		15858	12.8
Cost Centre 7050 15405338 03336 1GVU053 2723 WHITE ISUZU FIRE TRUCK	08/07/22 30/07/22	18:49:30 18:40:25	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	038721 039649	DIESEL		188.95	367.82	36.77	404.59			
							TOTAL		188.95	367.82	36.77	404.59		1517	12.5
							YEAR TO DATE		2,025.11	3,433.94	343.37	3,777.31		15858	12.8
							ULT DSL	226.50 P	68.00	140.02	14.00	154.02	18578	590	11.5
							ULT DSL	217.72	68.52	135.62	13.56	149.18	191106		
							ULT DSL	197.72	67.53	121.38	12.14	133.52	910791		
Cost Centre 7050 15405338 03336 1GVU053 2723 WHITE ISUZU FIRE TRUCK	08/07/22 30/07/22	18:49:30 18:40:25	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	038721 039649	DIESEL		204.05	397.02	39.70	436.72			
							TOTAL		204.05	397.02	39.70	436.72		590	34.6
							YEAR TO DATE		1,323.13	2,229.91	222.98	2,452.89		8119	16.3
							DIESEL		204.05	397.02	39.70	436.72			
							TOTAL		204.05	397.02	39.70	436.72		590	34.6
							YEAR TO DATE		1,323.13	2,229.91	222.98	2,452.89		8119	16.3
Cost Centre 7050 15405338 03336 1GVU053 2723 WHITE ISUZU FIRE TRUCK	08/07/22 30/07/22	18:49:30 18:40:25	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	038721 039649	ULSD G10	226.50 P	56.55	116.45	11.64	128.09	777		
							ULSD G10	196.72	138.63	247.92	24.79	272.71	777		

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 16 of 37
Date: 31/07/2022

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 01454 1EZY791 2753 TOYOTA LANDCRUISER UTILITY	13/07/22	18:49:24	2723 COCKBURN CENTRAL	WA	7395	026548		DIESEL	195.18	364.37	36.43	400.80								
							TOTAL	THIS PERIOD	195.18	364.37	36.43	400.80								
								YEAR TO DATE	1,281.06	2,103.56	210.35	2,313.91		148	865.6	1563.5				
								DIESEL	195.18	364.37	36.43	400.80								
							TOTAL	THIS PERIOD	195.18	364.37	36.43	400.80								
								YEAR TO DATE	1,281.06	2,103.56	210.35	2,313.91		148	865.6	1563.5				
Cost Centre 7050 15405338 01926 1EZG248 2765 SILVER KIA SPORTAGE WAGON	01/07/22 21/07/22	09:46:11 16:48:14	2763 BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003276 004700		ULT DSL	217.72	18.27	36.16	3.62	39.78	19966						
								ULP UNM	196.58	1.22	2.18	0.22	2.40							
								DIESEL		18.27	36.16	3.62	39.78							
								M/G		1.22	2.18	0.22	2.40							
							TOTAL	THIS PERIOD	19.49	38.34	3.84	42.18								
								YEAR TO DATE	146.12	242.32	24.24	266.56								
Cost Centre 7050 15405338 03492 1GYK722 2777 WHITE ISUZU D-MAX UTILITY	08/07/22 24/07/22	15:06:51 14:20:09	2765 SUCCEED BIBHA LAKE	WA WA	5992 7451	001447 004823		ULP UNM	202.88	35.84	66.10	6.61	72.71	80315 80854	368 539	9.7 8.8	19.8 15.3			
								ULP UNM	173.41	47.70	75.20	7.52	82.72							
								M/G		83.54	141.30	14.13	155.43							
							TOTAL	THIS PERIOD	83.54	141.30	14.13	155.43						907	9.2	17.1
								YEAR TO DATE	466.91	763.62	76.36	839.98						4280	10.9	19.6
								M/G		83.54	141.30	14.13	155.43							
	TOTAL	THIS PERIOD	83.54	141.30	14.13	155.43		907	9.2	17.1										
		YEAR TO DATE	466.91	763.62	76.36	839.98		4280	10.9	19.6										
							ULT DSL	226.50 P	68.49	141.03	14.10	155.13	54281 54848	597 567	11.5 12.2	26.0 24.3				
							ULI DSL	199.77	69.03	125.36	12.54	137.90								

BP Australia Pty Ltd
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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: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 17 of 37
Date: 31/07/2022

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 00548 1DAQ568 TOYOTA LANDCRUISER	16/07/22	13:02:07	SUCCESS	WA	5992	001834	DIESEL		137.52	266.39	26.64	293.03			
							TOTAL		137.52	266.39	26.64	293.03		1164	25.2
							YEAR TO DATE		1,233.56	2,109.29	210.95	2,320.24		8145	28.5
							DIESEL		137.52	266.39	26.64	293.03			
							TOTAL		137.52	266.39	26.64	293.03		1164	25.2
							YEAR TO DATE		1,233.56	2,109.29	210.95	2,320.24		8145	28.5
Cost Centre 7050 15405338 03872 1HIN800 2/19/ WHITE FORD RANGER UTE	30/06/22 05/07/22 13/07/22	12:55:54 08:41:28 13:34:32	COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA	7395 7395 7395	026136 020253 038918	ULT DSL	217.72	109.20	216.14	21.61	237.75	49692	34	699.3
							DIESEL		109.20	216.14	21.61	237.75			
							TOTAL		109.20	216.14	21.61	237.75		34	699.3
							YEAR TO DATE		638.07	1,074.07	107.40	1,181.47		1953	60.5
							DIESEL		109.20	216.14	21.61	237.75			
							TOTAL		109.20	216.14	21.61	237.75		34	699.3
Cost Centre 7050 15405338 03864 1HFX818 2808 BLUE NISSAN X-TRAIL	05/07/22 15/07/22 30/07/22	09:25:26 23:10:50 10:29:05	SUCCESS HUNTINGDALE HUNTINGDALE	WA WA WA	5992 6117 6117	001226 058465 058805	ULT DSL	226.50 P	20.00	41.18	4.12	45.30	20717	217	20.9
							ULT DSL	226.50 P	40.16	82.09	8.27	90.90	21085	308	24.7
							ULT DSL	217.72	45.99	91.03	9.10	100.13	21495	410	24.4
							DIESEL		106.15	214.90	21.49	236.39			
							TOTAL		106.15	214.90	21.49	236.39		995	23.8
							YEAR TO DATE		1,081.05	1,875.69	187.57	2,063.26		8399	24.6
Cost Centre 7050 15405338 03864 1HFX818 2808 BLUE NISSAN X-TRAIL	05/07/22 15/07/22 30/07/22	09:25:26 23:10:50 10:29:05	SUCCESS HUNTINGDALE HUNTINGDALE	WA WA WA	5992 6117 6117	001226 058465 058805	ULT UNM	194.90 P	56.00	99.22	9.92	109.14	28080	682	16.0
							ULT UNM	194.90 P	57.00	100.99	10.10	111.09	28736	656	16.9
							ULT UNM	163.18	58.00	86.05	8.60	94.65	29386	650	14.6
							DIESEL		106.15	214.90	21.49	236.39			
							TOTAL		106.15	214.90	21.49	236.39		995	23.8
							YEAR TO DATE		1,081.05	1,875.69	187.57	2,063.26		8399	24.6

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 18 of 37
Date: 31/07/2022

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 03567 1GYU017 2836 TOYOTA CAMRY SEDAN	28/07/22	17:17:58	BIBRA LAKE	WA	7451	005131	M/S		171.00	286.26	28.62	314.88			
							TOTAL		171.00	286.26	28.62	314.88		1988	8.6
							YEAR TO DATE		1,013.02	1,594.56	159.44	1,754.00		9355	10.8
							M/S		171.00	286.26	28.62	314.88			
							TOTAL		171.00	286.26	28.62	314.88		1988	8.6
							YEAR TO DATE		1,013.02	1,594.56	159.44	1,754.00		9355	10.8
Cost Centre 7050 15405338 04060 1HNM915 2897 WHITE ISUZU D-MAX UTE	01/07/22 17/07/22 25/07/22	17:48:19 08:07:46 13:20:35	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451	003317 004331 004875	BP ULT UNIM	175.95	43.37	69.37	6.94	76.31	43934		
							M/S		43.37	69.37	6.94	76.31			
							TOTAL		43.37	69.37	6.94	76.31		5421	8.0
							YEAR TO DATE		433.08	701.39	70.14	771.53			
							M/S		43.37	69.37	6.94	76.31			
							TOTAL		43.37	69.37	6.94	76.31		5421	8.0
Cost Centre 7050 15405338 02510 1GHC724 2866 WHITE MITSUBISHI TRITON UTE	18/07/22	08:09:05	BIBRA LAKE	WA	7451	004374	ULSD G10	224.50 P	63.52	129.64	12.96	142.60	3319	561	11.5
							ULSD G10	216.72	64.63	127.33	12.73	140.06	3880	345	25.0
							ULT DSL	197.72	45.61	81.98	8.20	90.18	4225		26.1
							DIESEL		173.76	338.95	33.89	372.84			
							TOTAL		173.76	338.95	33.89	372.84		906	19.2
							YEAR TO DATE		486.90	916.27	91.62	1,007.89		3319	14.7
Cost Centre 7050 15405338 02510 1GHC724 2866 WHITE MITSUBISHI TRITON UTE	18/07/22	08:09:05	BIBRA LAKE	WA	7451	004374	DIESEL		173.76	338.95	33.89	372.84		906	19.2
							TOTAL		173.76	338.95	33.89	372.84		906	19.2
Cost Centre 7050 15405338 02510 1GHC724 2866 WHITE MITSUBISHI TRITON UTE	18/07/22	08:09:05	BIBRA LAKE	WA	7451	004374	YEAR TO DATE		486.90	916.27	91.62	1,007.89		3319	14.7
							ULT DSL	199.77	50.94	92.51	9.25	101.76	49788	562	9.1

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CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/07/2022** Period Ending: **31/07/2022**

Page: 19 of 37
Date: 31/07/2022

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 04011 1HJU694 2877 WHITE ISUZU D-MAX UTILITY	15/07/22 22/07/22 30/07/22	12:01:25 10:48:01 15:03:15	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	004271 004754 005257	DIESEL		50.94	92.51	9.25	101.76			
							TOTAL		50.94	92.51	9.25	101.76		562	9.1
							YEAR TO DATE		860.42	1,450.05	145.00	1,595.05		6976	12.3
							DIESEL		50.94	92.51	9.25	101.76			
							TOTAL		50.94	92.51	9.25	101.76		562	9.1
							YEAR TO DATE		860.42	1,450.05	145.00	1,595.05		6976	12.3
							ULT DSL	217.72	63.83	126.34	12.63	138.97	18710	552	11.6
							ULT DSL	199.77	65.22	118.45	11.84	130.29	19252	542	12.0
							ULT DSL	197.72	58.21	104.63	10.46	115.09	19696	444	13.1
							DIESEL		187.26	349.42	34.93	384.35			
Cost Centre 7050 15405338 02486 1GEH032 2883 WHITE ISUZU FIRE TRUCK	08/07/22	15:12:02	COCKBURN CENTRAL	WA	7395	038707	TOTAL		187.26	349.42	34.93	384.35		1538	12.2
							YEAR TO DATE		826.24	1,483.84	148.39	1,632.23		4340	19.0
							DIESEL		187.26	349.42	34.93	384.35			
							TOTAL		187.26	349.42	34.93	384.35		1538	12.2
							YEAR TO DATE		1,409.89	2,408.80	240.88	2,715.08		8188	18.0
							ULSD G10	226.50 P	35.49	73.07	7.31	80.38	15492	42	84.5
							DIESEL		35.49	73.07	7.31	80.38			
							TOTAL		35.49	73.07	7.31	80.38		42	84.5
							YEAR TO DATE		545.15	930.83	93.07	1,023.90		511	106.7
							DIESEL		35.49	73.07	7.31	80.38			
Cost Centre 7050 15405338 03096 1GSG891 2896 WHITE FORD RANGER UTE	06/07/22 11/07/22 18/07/22 27/07/22	06:44:24 18:58:49 15:55:42 18:19:25	BALDIVIS PORT KENNEDY BALDIVIS BALDIVIS	WA WA WA WA	7375 7736 7374 7375	102912 003944 008159 069069	TOTAL		35.49	73.07	7.31	80.38		42	84.5
							YEAR TO DATE		545.15	930.83	93.07	1,023.90		511	106.7
							ULT DSL	227.50 P	66.70	137.95	13.79	151.74	73699	528	12.6
							ULT DSL	217.72	69.27	137.10	13.71	150.81	74252	553	12.5
							ULT DSL	199.77	57.85	105.06	10.51	115.57	74799	547	10.6
							ULT DSL	197.72	65.44	117.63	11.76	129.39	75280	481	13.6
							DIESEL		35.49	73.07	7.31	80.38			
							TOTAL		35.49	73.07	7.31	80.38		42	84.5
							YEAR TO DATE		545.15	930.83	93.07	1,023.90		511	106.7
							DIESEL		35.49	73.07	7.31	80.38			

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 20 of 37
Date: 31/07/2022

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 03658 1HA0880 2913 WHITE MERCEDES SPRINTER BUS	08/07/22 15/07/22	15:14:24 15:09:43	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003828 004295	DIESEL		259.26	497.74	49.77	547.51			
							TOTAL		259.26	497.74	49.77	547.51		2109	12.3
							YEAR TO DATE		1,821.81	3,059.05	305.90	3,364.95		10568	31.8
							DIESEL		259.26	497.74	49.77	547.51			
							TOTAL		259.26	497.74	49.77	547.51		2109	12.3
							YEAR TO DATE		1,821.81	3,059.05	305.90	3,364.95		10568	31.8
Cost Centre 7050 15405338 03666 1GCX392 2943 WHITE MITSUBISHI ROSA BUS	07/07/22 12/07/22 29/07/22	15:07:21 15:20:48 10:20:11	BIBRA LAKE BIBRA LAKE SOUTH FREMANTLE	WA WA WA	7451 7451 9802	003729 004040 005108	ULT DSL	227.50 P	43.57	90.11	9.01	99.12	21674	329	13.2
							ULT DSL	217.72	48.83	96.65	9.66	106.31	22106	432	11.3
							DIESEL		92.40	186.76	18.67	205.43			
							TOTAL		92.40	186.76	18.67	205.43		761	12.1
							YEAR TO DATE		695.20	1,193.97	119.39	1,313.36		3943	33.3
							DIESEL		92.40	186.76	18.67	205.43			
Cost Centre 7050 15405338 03930 1GWT630 2965 WHITE MITSUBISHI TRITON UTE	05/07/22 11/07/22 16/07/22 21/07/22 26/07/22 30/07/22	07:27:20 13:28:22 12:14:46 12:29:45 13:58:34 06:09:24	BALDIVIS MANDURAH MANDURAH BIBRA LAKE NAVAL BASE BALDIVIS	WA WA WA WA WA WA	7375 7778 7778 7451 7770 7375	067612 009143 024362 004671 005203 069250	ULT DSL	227.50 P	63.24	130.79	13.08	143.87	89817	579	10.9
							ULT DSL	217.72	62.03	122.77	12.28	135.05	90342	525	11.8
							ULT DSL	217.72	60.65	120.04	12.00	132.04	90846	504	12.0
							ULT DSL	199.77	59.29	107.67	10.77	118.44	91351	505	11.7
							ULT DSL	197.72	59.90	107.66	10.77	118.43	91845	494	12.1
							ULT DSL	197.72	54.39	97.76	9.76	107.54	92289	444	12.2

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 21 of 37
Date: 31/07/2022

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 03674 1EWR786 2993 WHITE MITSUBISHI ROSA BUS	05/07/22 13/07/22 20/07/22 28/07/22	15:29:15 11:03:07 15:43:44 09:32:03	BIBRA LAKE BIBRA LAKE BIBRA LAKE SPEARWOOD	WA WA WA WA	7451 7451 7451 0443	003556 004109 004605 000515		DIESEL	359.50	686.69	68.68	755.37					
							TOTAL	THIS PERIOD	359.50	686.69	68.68	755.37			3051	11.8	24.8
							YEAR TO DATE	2,174.86	3,800.31	380.04	4,180.35		15622	13.9	26.8		
								DIESEL	359.50	686.69	68.68	755.37					
							TOTAL	THIS PERIOD	359.50	686.69	68.68	755.37		3051	11.8	24.8	
							YEAR TO DATE	2,174.86	3,800.31	380.04	4,180.35		15622	13.9	26.8		
								ULT DSL	227.50 P	53.14	109.90	10.99	120.89	112817	302	17.6	40.0
								ULT DSL	217.72	27.21	53.85	5.39	59.24	112947	130	20.9	45.6
								ULT DSL	199.77	57.33	104.12	10.41	114.53	113244	297	19.3	38.6
								ULT DSL	197.72	52.29	93.99	9.40	103.39	113589	341	15.3	30.3
Cost Centre 7050 15405338 02551 1GGP946 3306315 SILVER HYUNDAI I30 HATCH	06/07/22	11:24:53	SUCCESO	WA	5992	001301		DIESEL	199.97	361.96	36.19	398.05					
							TOTAL	THIS PERIOD	199.97	361.86	36.19	398.05			1070	17.8	37.2
							YEAR TO DATE	1,125.37	1,956.22	195.62	2,151.84		4487	25.1	48.0		
								ULP UNM	200.90 P	26.71	48.78	4.88	53.66	39058	274	9.7	19.6
								M/S	26.71	48.78	4.88	53.66					
							TOTAL	THIS PERIOD	26.71	48.78	4.88	53.66		274	9.7	19.6	
							YEAR TO DATE	129.50	220.46	22.04	242.50		1443	9.0	16.8		
								M/S	26.71	48.78	4.88	53.66					
							TOTAL	THIS PERIOD	26.71	48.78	4.88	53.66		274	9.7	19.6	
							YEAR TO DATE	129.50	220.46	22.04	242.50		1443	9.0	16.8		
Cost Centre 7050 15405338 03740 1HCL935 4255 WHITE FORD RANGER UTILITY	05/07/22 16/07/22 24/07/22	15:23:01 13:10:22 11:39:42	NAVAL BASE LANGFORD FORRESTDALE	WA WA WA	7770 5378 8009	010008 002265 009502		ULT DSL	227.50 P	67.13	138.84	13.88	152.72	29064	608	11.0	25.1
								ULT DSL	217.72	70.59	139.72	13.97	153.69	29704	640	11.0	24.0
								ULT DSL	199.77	68.73	124.82	12.48	137.30	30340	642	10.7	21.4
							TOTAL	THIS PERIOD	26.71	48.78	4.88	53.66		274	9.7	19.6	
							YEAR TO DATE	129.50	220.46	22.04	242.50		1443	9.0	16.8		
								ULT DSL	227.50 P	67.13	138.84	13.88	152.72	29064	608	11.0	25.1
								ULT DSL	217.72	70.59	139.72	13.97	153.69	29704	640	11.0	24.0
								ULT DSL	199.77	68.73	124.82	12.48	137.30	30340	642	10.7	21.4
							TOTAL	THIS PERIOD	26.71	48.78	4.88	53.66		274	9.7	19.6	
							YEAR TO DATE	129.50	220.46	22.04	242.50		1443	9.0	16.8		

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Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 22 of 37
Date: 31/07/2022

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 02742 1GLP881 4264 SILVER FORD FOCUS HATCH	04/07/22 14/07/22	08:43:57 08:28:35	SPEARWOOD SPEARWOOD	WA WA	6443 6443	003330 006144		DIESEL	206.45	403.38	40.33	443.71					
							TOTAL	THIS PERIOD	206.45	403.38	40.33	443.71		1890	10.9	23.5	
							YEAR TO DATE	1,091.61	2,895.56	289.53	3,185.09		12874	13.1	24.7		
								DIESEL	206.45	403.38	40.33	443.71					
							TOTAL	THIS PERIOD	206.45	403.38	40.33	443.71		1890	10.9	23.5	
							YEAR TO DATE	1,091.61	2,895.56	289.53	3,185.09		12874	13.1	24.7		
Cost Centre 7050 15405338 03906 1HGI138 4294 WHITE MITSUBISHI TRITON UTE	07/07/22 25/07/22	14:20:02 10:54:43	BIBRA LAKE SUCCESS	WA WA	7451 5992	003726 038445		ULP UNM	198.90 P	34.34	62.09	6.21	68.30	96708	351	9.8	19.5
								ULP UNM	196.58	42.09	75.22	7.52	82.74	99145	437	9.6	18.9
								M/S	76.43	137.31	13.73	151.04					
							TOTAL	THIS PERIOD	76.43	137.31	13.73	151.04		788	9.7	19.2	
							YEAR TO DATE	473.34	753.51	75.35	828.86		4718	10.0	17.0		
								M/S	76.43	137.31	13.73	151.04					
Cost Centre 7050 15405338 02866 1GNL074 5043 WHITE KIA SPORTAGE WAGON	09/07/22 25/07/22	13:50:01 13:33:02	BELMONT BELMONT	WA WA	2244 2244	041054 041921		ULT DSL	227.50 P	62.51	129.28	12.93	142.21	71692	647	9.7	22.0
								ULT DSL	197.72	62.71	112.72	11.27	123.99	72375	683	9.2	18.2
								DIESEL	125.22	242.00	24.20	266.20					
							TOTAL	THIS PERIOD	125.22	242.00	24.20	266.20		1330	9.4	20.0	
							YEAR TO DATE	764.12	1,327.61	132.77	1,460.38		8038	9.5	18.2		
								DIESEL	125.22	242.00	24.20	266.20					
Cost Centre								ULT DSL	226.50 P	43.67	89.92	8.99	98.91	88132	625	7.0	15.8
								ULT DSL	197.72	39.88	71.68	7.17	78.85	88662	530	7.5	14.9

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CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
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BIBRA LAKE DC PRIVATE BOXES WA
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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 23 of 37
Date: 31/07/2022

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 03799 1EVG812 5211 SILVER KIA CARNIVAL WAGON	30/06/22 20/07/22	08:13:31 13:38:42	BIBRA LAKE SPEARWOOD	WA WA	7451 6443	003180 003497		DIESEL	83.55	161.60	16.16	177.76					
							TOTAL	THIS PERIOD	83.55	161.60	16.16	177.76		1155	7.2	15.4	
							YEAR TO DATE	767.96	1,299.28	129.93	1,429.21		6034	12.7	23.7		
								DIESEL	83.55	161.60	16.16	177.76					
							TOTAL	THIS PERIOD	83.55	161.60	16.16	177.76		1155	7.2	15.4	
							YEAR TO DATE	767.96	1,299.28	129.93	1,429.21		6034	12.7	23.7		
Cost Centre 7050 15405338 03534 1GY0808 5291 WHITE FORD TRANSIT VAN	07/07/22	12:20:37	BIBRA LAKE	WA	7451	003713		ULSD G10	224.50 P	57.51	117.37	11.74	129.11	48223	716	8.0	18.0
								ULT DSL	199.77	59.32	107.73	10.77	118.50	48917	694	8.5	17.1
								DIESEL	116.83	225.10	22.51	247.61					
							TOTAL	THIS PERIOD	116.83	225.10	22.51	247.61		1410	8.3	17.6	
							YEAR TO DATE	590.77	1,028.08	102.87	1,131.55		7065	8.4	16.0		
								DIESEL	116.83	225.10	22.51	247.61					
Cost Centre 7050 15405338 02569 1GHO226 5282 WHITE HYUNDAI I30 HATCH	28/07/22	12:18:20	SUCCESS	WA	5992	038520		ULSD G10	227.50 P	54.30	112.30	11.23	123.53	38558	489	11.1	25.3
								DIESEL	54.30	112.30	11.23	123.53					
							TOTAL	THIS PERIOD	54.30	112.30	11.23	123.53		489	11.1	25.3	
							YEAR TO DATE	879.18	1,488.95	148.92	1,637.87		5372	16.4	30.5		
								DIESEL	54.30	112.30	11.23	123.53					
							TOTAL	THIS PERIOD	54.30	112.30	11.23	123.53		489	11.1	25.3	
YEAR TO DATE	879.18	1,488.95	148.92	1,637.87		5372	16.4	30.5									
	ULT DSL	197.72	31.12	55.94	5.59	61.53	32030	504	6.2	12.2							

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Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 24 of 37
Date: 31/07/2022

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 04045 1GMJ053 5313 WHITE MAZDA 6 SEDAN	07/07/22 25/07/22	07:36:32 07:46:21	BIBRA LAKE SPEARWOOD	WA WA	7451 6443	003680 006429	DIESEL		31.12	55.94	5.59	61.53			
							TOTAL		31.12	55.94	5.59	61.53		504	6.2
							YEAR TO DATE		62.21	110.18	11.01	121.19		504	12.3
							DIESEL		31.12	55.94	5.59	61.53			
							TOTAL		31.12	55.94	5.59	61.53		504	6.2
							YEAR TO DATE		62.21	110.18	11.01	121.19		504	12.3
							ULP UNM	196.70 P	27.27	48.76	4.88	53.64	44939	824	3.3
							ULP UNM	160.90 P	27.74	40.57	4.06	44.63	44741		6.5
							M/S		55.01	89.33	8.94	98.27			
							TOTAL		55.01	89.33	8.94	98.27		824	6.7
Cost Centre 7050 15405338 03880 1HGQ065 5404 WHITE VW TIGUAN WAGON	11/07/22 29/07/22	17:12:06 15:49:38	COCKBURN CENTRAL COCKBURN CENTRAL	WA WA	7395 7395	038818 027052	YEAR TO DATE		153.78	256.38	25.05	282.03		824	18.7
							M/S		55.01	89.33	8.94	98.27			
							TOTAL		55.01	89.33	8.94	98.27		824	6.7
							YEAR TO DATE		231.49	371.09	37.18	408.87		1041	14.1
							ULP 95 UNM	206.20	44.12	82.71	8.27	90.98	10309	483	9.1
							ULP 95 UNM	171.95	40.74	63.08	6.37	70.05	10805	496	8.2
							M/S		84.86	146.39	14.64	161.03			
							TOTAL		84.86	146.39	14.64	161.03		979	8.7
							YEAR TO DATE		422.26	700.05	70.00	770.05		4582	9.2
							M/S		84.86	146.39	14.64	161.03			
Cost Centre 7050 15405338 03328 1GVQ031 5423 WHITE TOYOTA CAMRY SEDAN	15/07/22	15:11:28	SPEARWOOD	WA	6443	003462	TOTAL		84.86	146.39	14.64	161.03		979	8.7
							YEAR TO DATE		422.26	700.05	70.00	770.05		4582	9.2
							ULP UNM	192.90 P	45.00	78.92	7.89	86.81	22765	750	6.0

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CITY OF COCKBURN

Account Number: **0050188034** Customer Number: **0115405338**
Period Starting: **01/07/2022** Period Ending: **31/07/2022**

Page: 25 of 37
Date: 31/07/2022

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 03419 1GXW202 5434 BLUE VOLKSWAGEN TIGUAN	24/07/22	11:21:00	MYAREE	WA	1840	087725	M/S		45.00	78.92	7.89	86.81			
							TOTAL		45.00	78.92	7.89	86.81		750	6.0
							YEAR TO DATE		131.01	214.33	21.43	235.76		750	17.5
							M/S		45.00	78.92	7.89	86.81			
							TOTAL		45.00	78.92	7.89	86.81		750	6.0
							YEAR TO DATE		131.01	214.33	21.43	235.76		750	17.5
Cost Centre 7050 15405338 03716 1HBW349 5463 WHITE FORD RANGER UTILITY	30/06/22	11:14:26	BIBRA LAKE	WA	7451	003196	BP ULT UNM	182.90 P	57.70	95.94	9.59	105.53	55387	602	9.6
							M/S		57.70	95.94	9.59	105.53			
							TOTAL		57.70	95.94	9.59	105.53		602	9.6
							YEAR TO DATE		594.08	982.41	98.24	1,080.65		4715	12.0
							M/S		57.70	95.94	9.59	105.53			
							TOTAL		57.70	95.94	9.59	105.53		602	9.6
Cost Centre 7050 15405338 03559 1GZB377 5473 WHITE TOYOTA CAMRY SEDAN	07/07/22 18/07/22 28/07/22	13:19:31 15:32:46 13:47:52	COCKBURN CENTRAL BIBRA LAKE BIBRA LAKE	WA WA WA	7395 7451 7451	038658 004437 005113	ULT DSL	226.50 P	43.26	89.07	8.91	97.98	45243		
							DIESEL		43.26	89.07	8.91	97.98			
							TOTAL		43.26	89.07	8.91	97.98			
							YEAR TO DATE		650.73	1,086.81	108.68	1,195.49		4469	14.6
							DIESEL		43.26	89.07	8.91	97.98			
							TOTAL		43.26	89.07	8.91	97.98		4469	14.6
							ULP UNM	201.81	47.64	87.40	8.74	96.14	54431	849	5.6
							ULP UNM	173.41	45.69	72.03	7.20	79.23	55283	852	5.4
							ULP UNM	163.18	44.58	66.14	6.61	72.75	56074	791	5.6

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 26 of 37
Date: 31/07/2022

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 03070 1GQN293 5493 WHITE MITSUBISHI TRITON UTE	05/07/22 13/07/22 21/07/22 27/07/22	14:56:37 12:55:32 11:16:02 12:37:41	BIBRA LAKE BIBRA LAKE SUCCESS BIBRA LAKE	WA WA WA WA	7451 7451 5992 7451	003553 004122 002087 005018		M/S	137.91	225.57	22.55	248.12					
							TOTAL	THIS PERIOD	137.91	225.57	22.55	248.12		2492	5.5	10.0	
								YEAR TO DATE	738.28	1,162.90	116.28	1,279.18		8065	9.2	15.9	
								M/S	137.91	225.57	22.55	248.12					
							TOTAL	THIS PERIOD	137.91	225.57	22.55	248.12		2492	5.5	10.0	
								YEAR TO DATE	738.28	1,162.90	116.28	1,279.18		8065	9.2	15.9	
								ULT DSL	227.50 P	61.46	127.11	12.71	139.82	91871	151	40.7	92.6
								ULT DSL	217.72	50.03	99.02	9.90	108.92	92353	482	10.4	22.6
								ULT DSL	199.77	61.94	112.49	11.25	123.74	92935	582	10.6	21.3
								ULT DSL	197.72	53.41	90.00	9.00	105.00	93435	500	10.7	21.1
Cost Centre 7050 15405338 04003 1HND795 5503 WHITE FORD RANGER UTE	06/07/22 22/07/22	11:12:21 12:55:48	BIBRA LAKE COCKBURN CENTRAL	WA WA	7451 7395	003797 026821		DIESEL	226.84	434.62	43.46	478.08					
							TOTAL	THIS PERIOD	226.84	434.62	43.46	478.08		1715	13.2	27.9	
								YEAR TO DATE	1,782.45	3,083.36	308.33	3,391.69		16062	11.1	21.1	
								DIESEL	226.84	434.62	43.46	478.08					
							TOTAL	THIS PERIOD	226.84	434.62	43.46	478.08		1715	13.2	27.9	
								YEAR TO DATE	1,782.45	3,083.36	308.33	3,391.69		16062	11.1	21.1	
								ULT DSL	227.50 P	61.46	127.11	12.71	139.82	75705	793	9.9	20.1
								ULT DSL	199.77	74.22	134.79	13.48	148.27	76604	819	9.1	18.1
								DIESEL	144.18	279.48	27.95	307.43					
								TOTAL	THIS PERIOD	144.18	279.48	27.95	307.43		1612	8.9	19.1
Cost Centre 7050 15405338 03856 1HHE012 5523 WHITE FORD RANGER UTILITY	13/07/22	13:32:54	BIBRA LAKE	WA	7451	004127		YEAR TO DATE	666.47	1,229.34	122.94	1,352.28		5068	13.2	26.7	
								DIESEL	144.18	279.48	27.95	307.43					
							TOTAL	THIS PERIOD	144.18	279.48	27.95	307.43		1612	8.9	19.1	
								YEAR TO DATE	883.08	1,559.31	155.94	1,715.25		6584	13.4	26.1	
								ULT DSL	217.72	51.49	101.91	10.19	112.10	7616	492	10.5	22.8

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 27 of 37
Date: 31/07/2022

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 02874 1GNE148 5532 SILVER MITSUB TRITON UTE	04/07/22 20/07/22	07:13:38 10:20:25	BIBRA LAKE SUCCESS	WA WA	7451 5992	003389 002046	DIESEL		51.49	101.91	10.19	112.10			
							TOTAL		51.49	101.91	10.19	112.10		492	10.5
							YEAR TO DATE		236.96	432.84	43.28	476.12		2245	10.6
							DIESEL		51.49	101.91	10.19	112.10			
							TOTAL		51.49	101.91	10.19	112.10		492	10.5
							THIS PERIOD		51.49	101.91	10.19	112.10			
							YEAR TO DATE		236.96	432.84	43.28	476.12		2245	10.6
							ULT DSL	226.50 P	61.12	125.85	12.59	138.44	69821	675	9.1
							ULT DSL	199.77	58.60	106.42	10.64	117.06	70485	664	8.8
							DIESEL		119.72	232.27	23.23	255.50			
							TOTAL		119.72	232.27	23.23	255.50		1339	8.9
Cost Centre 7050 15405338 03542 1GYZ08Z 5542 WHITE SUBARU FORESTER WAGON	06/07/22 22/07/22 28/07/22	07:44:55 07:13:43 12:48:08	SUCCESS SUCCESS SPEARWOOD	WA WA WA	5992 5992 6443	001287 002138 006523	DIESEL		119.72	232.27	23.23	255.50			
							TOTAL		119.72	232.27	23.23	255.50		1339	8.9
							THIS PERIOD		119.72	232.27	23.23	255.50			
							YEAR TO DATE		477.30	831.07	83.15	914.82		5153	9.3
							BP ULT UNM	215.73	50.28	98.61	9.86	108.47	27680	540	9.3
							BP ULT UNM	186.07	55.87	94.81	9.48	104.29	28277	597	9.4
							ULP UNM	163.18	35.35	52.45	5.24	57.69	28684	407	8.7
							M/S		141.50	245.87	24.58	270.45			
							TOTAL		141.50	245.87	24.58	270.45		1544	9.2
							THIS PERIOD		141.50	245.87	24.58	270.45			
							YEAR TO DATE		690.43	1,100.23	110.04	1,210.27		4399	15.7
Cost Centre 7050 15405338 03773 1HDY134 5552 WHITE ISUZU MUX WAGON	19/07/22	14:32:38	BIBRA LAKE	WA	7451	001515	M/S		141.50	245.87	24.58	270.45			
							TOTAL		141.50	245.87	24.58	270.45		1544	9.2
							THIS PERIOD		141.50	245.87	24.58	270.45			
							YEAR TO DATE		690.43	1,100.23	110.04	1,210.27		4399	15.7
							ULSD G10	198.77	55.77	100.77	10.08	110.85	155531		

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Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/07/2022 Period Ending: 31/07/2022

Page: 28 of 37
Date: 31/07/2022

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			5552				DIESEL		55.77	100.77	10.08	110.85					
							TOTAL	THIS PERIOD	55.77	100.77	10.08	110.85					
							YEAR TO DATE	387.35	633.00	63.30	696.30		475	81.5	146.6		
							TOTAL	THIS PERIOD	55.77	100.77	10.08	110.85					
7050 15405338 03690 1HBD279 5701 WHITE ISUZU D-MAX UTILITY	30/06/22 01/07/22 04/07/22 06/07/22 14/07/22 15/07/22 16/07/22 18/07/22	01:19:29 13:08:11 11:12:30 04:17:14 02:25:12 09:05:08 14:44:31 04:27:06	SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD COCKBURN CENTRAL BIBRA LAKE SPEARWOOD SPEARWOOD	WA WA WA WA WA WA WA WA	6443 6443 6443 6443 7395 7451 6443 6443	005829 003318 003331 005905 038937 004254 006206 006242	ULT DSL	224.50 P	33.12	67.59	6.76	74.35	76247	282	11.7	26.4	
							ULT DSL	226.50 P	32.63	67.19	6.72	73.91	76533	286	11.4	25.8	
							ULT DSL	226.50 P	32.21	66.33	6.63	72.96	76834	301	10.7	24.2	
							ULT DSL	226.50 P	31.99	65.87	6.59	72.40	77122	288	11.1	25.2	
							ULT DSL	217.72	34.26	67.81	6.78	74.59	77422	300	11.4	24.9	
							ULT DSL	217.72	26.64	50.78	5.07	55.82	81228				
							ULT DSL	217.72	29.49	58.36	5.84	64.20	77881				
							ULT DSL	199.77	33.27	90.42	9.04	96.49	78169	285	11.7	23.3	
							DIESEL	252.61	504.32	50.43	554.75						
							TOTAL	THIS PERIOD	252.61	504.32	50.43	554.75					
							YEAR TO DATE	3,146.78	5,284.70	528.49	5,813.19		1742	14.5	31.8		
							Cost Centre			5701				DIESEL		252.61	504.32
TOTAL	THIS PERIOD	252.61	504.32	50.43	554.75												
YEAR TO DATE	3,146.78	5,284.70	528.49	5,813.19		1742								14.5	31.8		
TOTAL	THIS PERIOD	252.61	504.32	50.43	554.75												
7050 15405338 03690 1GZL076 5711 WHITE NISSAN QASHQAI SUV	30/06/22 03/07/22 05/07/22 11/07/22 14/07/22 16/07/22 17/07/22 18/07/22 19/07/22 24/07/22 25/07/22 26/07/22 27/07/22 28/07/22 29/07/22 29/07/22	17:45:32 11:30:02 17:35:42 17:36:48 16:12:00 16:24:22 17:36:59 20:42:42 17:42:42 07:40:05 05:22:58 04:23:16 16:54:51 17:10:52 03:13:37 17:10:56	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE SPEARWOOD COCKBURN CENTRAL COCKBURN CENTRAL SPEARWOOD COCKBURN CENTRAL SPEARWOOD BIBRA LAKE	WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA	7451 7451 7451 7451 7451 7451 7451 7451 7451 6443 7395 7395 6443 7395 6443 7451	000294 003366 003567 003974 004220 000413 004343 004447 004528 006400 026855 039439 003564 027025 006535 005221	ULP UNM	202.88	32.94	60.02	6.00	66.02	130982	331	9.8	19.9	
							ULP UNM	202.88	47.31	87.25	8.73	95.98	131141	459	10.3	20.9	
							ULP UNM	201.81	32.01	58.73	5.87	64.60	131442	301	10.6	21.5	
							ULP UNM	187.70 P	37.61	64.17	6.42	70.59	131714	272	13.8	26.0	
							ULP UNM	196.98	40.15	71.79	7.18	78.93	777				
							ULP UNM	196.58	34.81	62.21	6.22	68.43	132325				
							ULP UNM	194.70 P	27.79	49.19	4.92	54.11	777				
							ULP UNM	173.41	22.84	36.01	3.60	39.61	133200				
							ULP UNM	173.41	27.16	42.82	4.28	47.10	777				
							ULP UNM	160.90 P	54.25	79.35	7.94	87.29	133550				
							ULP UNM	163.18	28.76	42.66	4.27	46.93	133777				
							ULP UNM	163.18	31.27	46.39	4.64	51.03	13413				
							ULP UNM	163.18	29.88	43.88	4.39	48.27	134301				
							ULP UNM	163.18	41.37	61.37	6.14	67.51	134247				
							ULP UNM	163.18	16.94	25.13	2.51	27.64	134909	662	2.6	4.2	
							ULP UNM	163.18	20.08	30.08	3.07	33.75	135093	184	11.2	18.3	

BP Australia Pty Ltd
A.B.N. 53 004 085 616
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MELBOURNE VIC 3001

BP Plus Fleet Control Report

Account Enquiries: Tegan Morosi Telephone: 1800 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: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 29 of 37
Date: 31/07/2022

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	30/07/22	03:33:48	SPEARWOOD	WA 6443	006549		ULP UNM	163.18	16.05	23.81	2.38	26.19	135237	144	11.1	18.2	
	30/07/22	17:04:27	COCKBURN CENTRAL	WA 7395	039645		ULP UNM	163.18	22.03	32.68	3.27	35.95	135479	242	9.1	14.9	
							M/S		563.15	918.10	91.83	1009.93					
							TOTAL		563.15	918.10	91.83	1,009.93		2822	20.0	35.8	
								YEAR TO DATE	4,745.71	7,433.17	743.36	8,176.53		23651	20.1	34.6	
								M/S		563.15	918.10	91.83	1009.93				
							TOTAL		563.15	918.10	91.83	1,009.93		2822	20.0	35.8	
								YEAR TO DATE	4,745.71	7,433.17	743.36	8,176.53		23651	20.1	34.6	
								ULP UNM	202.88	28.70	52.94	5.29	58.23				
								ULP UNM	202.88	21.93	40.45	4.04	44.49	122124			
7050 15405338 03617 1GZL077 5721 WHITE NISSAN QASHQAI SUV	03/07/22	04:41:28	SUCCESS	WA 5992	001122		ULP UNM	202.88	20.96	38.65	3.87	42.52	122331	207	10.1	20.5	
	03/07/22	17:18:31	SUCCESS	WA 5992	037947		ULP UNM	202.88	20.28	37.40	3.74	41.14	122527	196	10.3	21.0	
	04/07/22	17:38:23	BIBRA LAKE	WA 7451	003477		ULP UNM	201.81	20.51	37.63	3.76	41.39	122685	158	13.0	26.2	
	05/07/22	17:29:25	BIBRA LAKE	WA 7451	003566		ULP UNM	201.81	18.90	34.67	3.47	38.14	122860	175	10.8	21.8	
	05/07/22	20:43:15	BIBRA LAKE	WA 7451	003578		ULP UNM	201.81	42.52	78.01	7.80	85.81	102990				
	07/07/22	05:07:53	SPEARWOOD	WA 6443	005969		ULP UNM	194.90 P	22.01	39.00	3.90	42.90	122950				
	07/07/22	17:45:18	BIBRA LAKE	WA 7451	003754		ULP UNM	196.70 P	18.51	33.10	3.31	36.41	123172	222	8.3	16.4	
	08/07/22	00:05:43	SOUTH FREMANTLE	WA 9602	004837		ULP UNM	196.90 P	28.23	50.53	5.05	55.58	777				
	09/07/22	17:52:31	BIBRA LAKE	WA 7451	003872		ULP UNM	192.70 P	43.61	79.40	7.94	87.34	123554				
	10/07/22	17:25:06	BIBRA LAKE	WA 7451	003892		ULP UNM	191.70 P	18.01	31.39	3.14	34.53	123703	149	12.1	23.2	
	11/07/22	17:39:28	BIBRA LAKE	WA 7451	003975		ULP UNM	187.70 P	23.62	40.30	4.03	44.33	123929	226	10.5	19.6	
	12/07/22	05:28:18	BIBRA LAKE	WA 7451	003981		ULP UNM	187.70 P	18.69	31.89	3.19	35.08	12460				
	12/07/22	17:38:51	BIBRA LAKE	WA 7451	004095		ULP UNM	187.70 P	16.90	28.84	2.88	31.72	124235				
	13/07/22	17:28:19	BIBRA LAKE	WA 7451	004150		ULP UNM	196.58	15.37	27.46	2.75	30.21	124374	139	11.1	21.7	
	14/07/22	11:29:48	BIBRA LAKE	WA 7451	004196		ULP UNM	196.58	9.98	16.76	1.68	18.44	124459	95	11.0	21.7	
	14/07/22	17:01:43	BIBRA LAKE	WA 7451	004222		ULP UNM	196.58	8.93	15.95	1.60	17.55	124520	61	14.6	28.8	
	16/07/22	15:33:11	BIBRA LAKE	WA 7451	004325		ULP UNM	196.58	37.12	66.34	6.63	72.97	124853	333	11.1	21.9	
	17/07/22	05:32:36	SPEARWOOD	WA 6443	006216		ULP UNM	184.90 P	21.65	36.39	3.64	40.03	125060	207	10.5	19.3	
	19/07/22	05:22:52	BIBRA LAKE	WA 7451	004182		ULP UNM	179.41	40.66	64.10	6.41	70.51	125465	405	10.0	17.4	
	20/07/22	17:32:15	BIBRA LAKE	WA 7451	004614		ULP UNM	173.41	21.35	33.65	3.37	37.02	125880	415	5.1	8.9	
	21/07/22	05:43:12	BIBRA LAKE	WA 7451	004629		ULP UNM	173.41	18.62	29.35	2.94	32.29	125788				
	22/07/22	05:18:53	COCKBURN CENTRAL	WA 7395	026791		ULP UNM	173.41	35.58	56.09	5.61	61.70	126133	345	10.3	17.9	
	22/07/22	17:47:36	BIBRA LAKE	WA 7451	004787		ULP UNM	179.41	16.64	26.24	2.62	28.86	126918	195	0.0	15.6	
	23/07/22	03:58:02	SPEARWOOD	WA 6443	006373		ULP UNM	164.90 P	18.84	28.25	2.82	31.07	126479	161	11.7	19.3	
	23/07/22	08:00:24	SOUTH FREMANTLE	WA 9602	005032		ULP UNM	162.90 P	48.85	72.35	7.23	79.58	133400				
	25/07/22	04:39:32	COCKBURN CENTRAL	WA 7395	026853		ULP UNM	163.18	40.28	59.75	5.98	65.73	126845				
	25/07/22	17:30:12	BIBRA LAKE	WA 7451	004900		ULP UNM	160.10	14.40	21.40	2.15	23.55	126255	2420	0.6	1.0	
	26/07/22	05:46:04	BIBRA LAKE	WA 7451	004900		ULP UNM	163.18	17.68	26.23	2.62	28.85	127156				
	26/07/22	17:01:56	BIBRA LAKE	WA 7451	004965		ULP UNM	163.18	17.37	25.77	2.58	28.35	127324	168	10.3	16.9	
	27/07/22	05:36:39	BIBRA LAKE	WA 7451	000468		ULP UNM	163.18	17.39	25.80	2.58	28.38	127512	188	9.2	15.1	

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus Fleet Control Report

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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: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 30 of 37
Date: 31/07/2022

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	27/07/22	17:45:02	BIBRA LAKE	WA	7451	005049	ULP UNM	163.18	21.74	32.25	3.23	35.48	127758	245	8.8	14.4
	28/07/22	04:45:09	SUCCESS	WA	5992	002452	ULP UNM	163.18	13.22	19.61	1.96	21.57	127904	146	9.1	14.8
	28/07/22	17:40:56	BIBRA LAKE	WA	7451	005132	ULP UNM	163.18	21.82	32.37	3.24	35.61	128116	212	10.3	16.8
	29/07/22	04:09:25	SUCCESS	WA	5992	002510	ULP UNM	163.18	11.01	16.34	1.63	17.97	128235	119	9.3	15.1
	30/07/22	02:17:42	SUCCESS	WA	5992	002560	ULP UNM	163.18	28.43	42.17	4.22	46.39	128527	292	9.7	15.9
	30/07/22	17:01:55	COCKBURN CENTRAL	WA	7395	039544	ULP UNM	163.18	12.78	18.96	1.90	20.86	128584	157	8.1	13.3
							M/S		872.57	1444.86	144.50	1589.36				
	TOTAL	THIS PERIOD	872.57	1,444.86	144.50	1,589.36	7617	11.5	20.9							
		YEAR TO DATE	4,466.64	7,040.45	704.09	7,744.54	27729	16.1	27.9							
							M/S	872.57	1444.86	144.50	1589.36					
	TOTAL	THIS PERIOD	872.57	1,444.86	144.50	1,589.36	7617	11.5	20.9							
							YEAR TO DATE	4,466.64	7,040.45	704.09	7,744.54	27729	16.1	27.9		
7050 15405338 03625 1GZL075 5731 WHITE NISSAN QASHQAI SUV	08/07/22	16:14:24	BIBRA LAKE	WA	7451	003836	ULP UNM	194.70 P	53.89	95.38	9.54	104.92	103337	863	6.2	12.2
	10/07/22	15:18:47	SUCCESS	WA	5992	001518	ULP UNM	188.90 P	57.61	98.94	9.89	108.83	103767	430	13.4	25.3
	13/07/22	16:16:52	BIBRA LAKE	WA	7451	004146	ULP UNM	196.58	40.95	73.18	7.32	80.50	104056	289	14.2	27.9
	14/07/22	17:41:32	BIBRA LAKE	WA	7451	004225	ULP UNM	196.58	42.68	76.27	7.63	83.90	104491	435	9.8	19.3
	15/07/22	17:31:39	BIBRA LAKE	WA	7451	004303	ULP UNM	196.58	39.08	69.84	6.98	76.82	777			
	16/07/22	17:09:50	SPEARWOOD	WA	6443	003472	ULP UNM	184.90 P	29.12	48.95	4.89	53.84	777			
	17/07/22	12:20:02	BIBRA LAKE	WA	7451	004338	ULP UNM	194.70 P	10.18	18.02	1.80	19.82	105239			
	17/07/22	17:29:17	SPEARWOOD	WA	6443	006236	ULP UNM	184.90 P	7.84	13.18	1.32	14.50	105314	75	10.5	19.3
	18/07/22	12:05:42	BIBRA LAKE	WA	7451	004399	ULP UNM	173.41	8.81	13.80	1.39	15.19	105389	75	11.7	20.4
	19/07/22	11:27:28	BIBRA LAKE	WA	7451	004494	ULP UNM	173.41	18.23	28.74	2.87	31.61	105531	142	12.8	22.3
	19/07/22	17:35:01	BIBRA LAKE	WA	7451	004520	ULP UNM	173.41	6.70	10.05	1.07	11.12	105578	47	14.4	24.9
	21/07/22	05:25:03	BIBRA LAKE	WA	7451	004627	ULP UNM	173.41	31.25	49.26	4.93	54.19	105793	215	14.5	25.2
	22/07/22	05:24:50	BIBRA LAKE	WA	7451	004705	ULP UNM	173.41	21.14	33.33	3.33	36.66	105957	164	12.9	22.4
	24/07/22	05:29:30	SPEARWOOD	WA	6443	006399	ULP UNM	160.90 P	36.45	53.32	5.33	58.65	106290	333	10.9	17.6
	24/07/22	16:51:57	SPEARWOOD	WA	6443	006418	ULP UNM	160.90 P	17.18	25.13	2.51	27.64	106393	103	16.7	26.8
	25/07/22	05:05:56	BIBRA LAKE	WA	7451	004831	ULP UNM	163.18	20.12	29.85	2.98	32.83	106589	196	10.3	16.8
	26/07/22	17:26:55	SUCCESS	WA	5992	002912	ULP UNM	162.18	16.99	26.12	2.61	27.69	106729	140	12.1	19.7
	27/07/22	17:41:57	BIBRA LAKE	WA	7451	005048	ULP UNM	163.18	28.92	42.90	4.29	47.19	107016	287	10.1	16.4
	28/07/22	03:25:14	SPEARWOOD	WA	6443	006507	ULP UNM	163.18	14.53	21.55	2.16	23.71	107151	135	10.8	17.6
	28/07/22	17:16:45	BIBRA LAKE	WA	7451	005130	ULP UNM	163.18	23.87	35.41	3.54	38.95	107374	223	10.7	17.5
							M/S		525.54	862.91	86.28	949.19				
							TOTAL	THIS PERIOD	525.54	862.91	86.28	949.19	4152	12.7	22.9	
								YEAR TO DATE	525.54	862.91	86.28	949.19	4152	12.7	22.9	

BP Australia Pty Ltd
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Accounts Payable (Invoice Only) PO
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BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 31 of 37
Date: 31/07/2022

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			5731				M/S	525.54	862.91	86.28	949.19					
						TOTAL	THIS PERIOD YEAR TO DATE	525.54 525.54	862.91 862.91	86.28 86.28	949.19 949.19		4152 4152	12.7 12.7	22.9 22.9	
7050 15409338 04078 1GZL082 5741 WHITE NISSAN QASHQAI SUV	30/06/22	01:41:47	SPEARWOOD	WA	6443	008890	U/L P UNIM	202.88	50.45	93.05	9.30	102.35	777			
	30/06/22	17:27:52	BIBRA LAKE	WA	7451	003243	U/LP UNM	202.88	25.85	47.08	4.77	52.45	140610			
	01/07/22	05:08:01	SPEARWOOD	WA	6443	005847	U/LP UNM	202.88	13.83	25.51	2.55	28.00	140748	138	10.0	20.3
	02/07/22	05:20:52	SPEARWOOD	WA	6443	005867	U/LP UNM	202.88	34.56	63.75	6.37	70.12	141121	373	9.3	18.8
	03/07/22	05:14:22	SPEARWOOD	WA	6443	005904	U/LP UNM	198.90 P	16.93	30.61	3.06	33.67	141282	161	10.6	20.9
	04/07/22	05:23:30	BIBRA LAKE	WA	7451	003376	U/LP UNM	201.81	16.87	30.95	3.10	34.05	141450	168	10.0	20.3
	04/07/22	08:42:05	SPEARWOOD	WA	6443	003329	U/LP UNM	198.90 P	50.62	91.53	9.15	100.68	777			
	04/07/22	17:09:37	COCKBURN CENTRAL	WA	7395	038531	U/LP UNM	201.81	16.33	29.96	3.00	32.96	141632			
	06/07/22	05:04:01	BIBRA LAKE	WA	7451	009169	U/LP UNM	201.81	19.67	35.90	3.59	39.49	141842	210	9.3	18.8
	06/07/22	05:08:11	BIBRA LAKE	WA	7451	003580	U/LP UNM	201.81	19.37	35.54	3.55	39.09	142042	200	9.7	19.5
	17/07/22	18:40:40	SPEARWOOD	WA	6443	006239	U/LP UNM	184.90 P	49.36	82.97	8.30	91.27	148445			
	19/07/22	05:17:17	BIBRA LAKE	WA	7451	004450	U/LP UNM	173.41	36.86	58.11	5.81	63.92	142888			
	20/07/22	05:21:15	BIBRA LAKE	WA	7451	004594	U/LP UNM	173.41	20.88	47.11	4.71	51.82	143147	250	11.5	20.0
	22/07/22	05:27:59	BIBRA LAKE	WA	7451	004706	U/LP UNM	173.41	48.86	77.03	7.70	84.73	143537	390	12.5	21.7
	23/07/22	05:34:11	BIBRA LAKE	WA	7451	004794	U/LP UNM	173.41	23.32	36.76	3.68	40.44	143768	231	10.1	17.5
	25/07/22	15:49:56	BIBRA LAKE	WA	7451	004887	U/LP UNM	163.18	44.47	65.97	6.60	72.57	144126	358	12.4	20.3
	27/07/22	05:34:46	BIBRA LAKE	WA	7451	004979	U/LP UNM	163.18	50.72	52.00	5.20	57.20	144401	305	10.7	17.4
	29/07/22	17:32:31	BIBRA LAKE	WA	7451	005223	U/LP UNM	163.18	39.62	58.77	5.88	64.65	144841	380	10.4	17.0
	30/07/22	05:22:01	BIBRA LAKE	WA	7451	005228	U/LP UNM	163.18	16.34	24.24	2.42	26.66	144995	154	10.6	17.3
	30/07/22	16:55:53	BIBRA LAKE	WA	7451	005260	U/LP UNM	163.18	16.51	24.49	2.45	26.94	145179	184	9.0	14.6
							M/S	605.32	1012.92	101.29	1114.21					
						TOTAL	THIS PERIOD YEAR TO DATE	605.32 1,458.18	1,012.92 2,500.34	101.29 250.04	1,114.21 2,750.38		3541 8178	17.1 17.8	31.5 33.6	
Cost Centre			5741				M/S	605.32	1012.92	101.29	1114.21					
						TOTAL	THIS PERIOD YEAR TO DATE	605.32 5,060.97	1,012.92 7,948.27	101.29 794.85	1,114.21 8,743.12		3541 26983	17.1 18.8	31.5 32.4	
7050 15405338 03641 1GZL000 5751 WHITE NISSAN QASHQAI SUV	30/06/22	04:54:00	BIBRA LAKE	WA	7451	003157	U/LP UNM	202.88	21.36	39.40	3.94	43.34	128472	215	9.9	20.2
	01/07/22	04:57:16	SPEARWOOD	WA	6443	005846	U/LP UNM	202.88	15.04	27.74	2.77	30.51	777			
	03/07/22	18:51:25	SPEARWOOD	WA	6443	005926	U/LP UNM	198.90 P	28.07	50.75	5.08	55.83	128926			
	04/07/22	02:16:02	COCKBURN CENTRAL	WA	7395	038480	U/LP UNM	201.81	11.09	20.35	2.03	22.38	129027	101	11.0	22.2
	04/07/22	17:31:18	BIBRA LAKE	WA	7451	003476	U/LP UNM	201.81	27.37	50.22	5.02	55.24	129310	283	9.7	19.5
	05/07/22	01:47:21	COCKBURN CENTRAL	WA	7395	000540	U/LP UNM	201.01	11.41	20.94	2.09	23.03	129140			
	05/07/22	23:01:10	COCKBURN CENTRAL	WA	7395	038589	U/LP UNM	201.81	13.60	24.95	2.50	27.45	129546	406	3.3	6.8
	06/07/22	05:16:57	COCKBURN CENTRAL	WA	7395	026273	U/LP UNM	201.81	12.82	23.52	2.35	25.87	129689	143	9.0	18.1
	07/07/22	05:31:10	BIBRA LAKE	WA	7451	009661	U/LP UNM	198.70 P	24.07	43.48	4.35	47.83	129893	204	11.8	23.4

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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: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 32 of 37
Date: 31/07/2022

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	07/07/22	17:34:13	BIBRA LAKE	WA	7451	003751	ULP UNM	196.70 P	20.33	36.35	3.64	39.99	130087	194	10.5	20.6	
	08/07/22	05:13:59	BIBRA LAKE	WA	7451	003759	ULP UNM	196.70 P	19.72	35.26	3.53	38.79	130247	160	12.3	24.2	
	08/07/22	17:43:38	BIBRA LAKE	WA	7451	003840	ULP UNM	194.70 P	20.54	36.35	3.64	39.99	130449	202	10.2	19.8	
	09/07/22	09:43:30	BIBRA LAKE	WA	7451	003845	ULP UNM	194.70 P	25.21	44.02	4.40	49.08	130502	203	12.4	24.2	
	09/07/22	17:41:14	BIBRA LAKE	WA	7451	003871	ULP UNM	192.70 P	18.72	32.79	3.28	36.07	130811	159	11.8	22.7	
	10/07/22	05:27:29	SPEARWOOD	WA	6443	006046	ULP UNM	184.90 P	27.93	46.95	4.69	51.64	131032	221	12.6	23.4	
	10/07/22	17:24:27	BIBRA LAKE	WA	7451	003891	ULP UNM	191.70 P	21.87	38.11	3.81	41.92	131217	185	11.8	22.7	
	12/07/22	17:34:15	BIBRA LAKE	WA	7451	004054	ULP UNM	187.70 P	25.95	44.28	4.43	48.71	131450	233	11.1	20.9	
	13/07/22	04:08:24	SPEARWOOD	WA	6443	006126	ULP UNM	178.90 P	28.28	45.99	4.60	50.59	131200				
	14/07/22	05:13:17	COCKBURN CENTRAL	WA	7395	026549	ULP UNM	196.58	20.97	37.47	3.75	41.22	131654	454	4.6	9.1	
	17/07/22	05:30:23	SPEARWOOD	WA	6443	006215	ULP UNM	184.90 P	41.35	69.51	6.95	76.46	34049				
	18/07/22	04:53:17	COCKBURN CENTRAL	WA	7395	039073	ULP UNM	173.41	16.90	26.65	2.66	29.31	132239				
							M/G		452.60	795.68	79.57	875.25					
							TOTAL	THIS PERIOD		452.60	795.68	79.57	875.25		3363	13.5	26.0
								YEAR TO DATE		3,909.74	6,249.39	624.93	6,874.32		19038	20.5	36.1
								M/S		452.60	795.68	79.57	875.25				
								TOTAL	THIS PERIOD	452.60	795.68	79.57	875.25		3363	13.5	26.0
								YEAR TO DATE		3,909.74	6,249.39	624.93	6,874.32		19038	20.5	36.1
	7050 15405338 03062 1HA5515 5761 WHITE NISSAN QASHQAI WAGON	30/06/22	04:29:15	SUCCESS	WA	5992	000954	ULP UNM	202.88	31.90	58.84	5.88	64.72	134732			
		01/07/22	03:47:13	SUCCESS	WA	5992	001018	ULP UNM	202.88	15.96	29.44	2.94	32.38	134880	148	10.8	21.9
02/07/22		04:17:43	COCKBURN CENTRAL	WA	7395	038474	ULP UNM	202.88	29.03	53.55	5.35	58.90	135188	308	9.4	19.1	
04/07/22		05:41:41	BIBRA LAKE	WA	7451	003379	ULP UNM	201.81	20.28	37.21	3.72	40.93	777				
05/07/22		04:42:20	BIBRA LAKE	WA	7451	003482	ULP UNM	201.81	12.44	22.83	2.28	25.11	777				
06/07/22		20:01:35	BIBRA LAKE	WA	7451	003657	ULP UNM	198.70 P	37.21	67.22	6.72	73.94	135973				
07/07/22		05:31:37	BIBRA LAKE	WA	7451	003662	ULP UNM	198.70 P	20.19	36.47	3.65	40.12	136162	199	10.7	21.2	
08/07/22		03:46:27	SPEARWOOD	WA	6443	006004	ULP UNM	193.90 P	25.79	45.46	4.55	50.01	136424	262	9.8	19.1	
09/07/22		05:33:01	BIBRA LAKE	WA	7451	003844	ULP UNM	194.70 P	26.84	47.51	4.75	52.26	136550	231	11.0	22.0	
10/07/22		05:19:55	SPEARWOOD	WA	6443	006045	ULP UNM	184.90 P	23.60	39.67	3.97	43.64	136881	226	10.4	19.3	
11/07/22		05:20:31	BIBRA LAKE	WA	7451	003905	ULP UNM	191.70 P	26.31	61.64	6.16	67.69	137228	347	10.2	19.5	
11/07/22		17:40:02	BIBRA LAKE	WA	7451	003976	ULP UNM	187.70 P	10.90	18.60	1.86	20.46	137321	93	11.7	22.0	
12/07/22		05:26:08	BIBRA LAKE	WA	7451	003980	ULP UNM	187.70 P	17.35	29.61	2.96	32.57	137572	251	6.9	13.0	
12/07/22		17:26:02	BIBRA LAKE	WA	7451	004052	ULP UNM	187.70 P	18.63	31.79	3.18	34.97	137653	81	23.0	43.2	
13/07/22		05:12:52	BIBRA LAKE	WA	7451	004064	ULP UNM	187.70 P	21.64	36.03	3.60	40.62	137147				
15/07/22		04:53:10	COCKBURN CENTRAL	WA	7395	038905	ULP UNM	196.58	30.30	54.15	5.41	59.56	13841				
17/07/22		05:36:33	COCKBURN CENTRAL	WA	7395	026627	ULP UNM	196.58	38.65	69.07	6.91	75.98	138572				
18/07/22		04:53:34	COCKBURN CENTRAL	WA	7395	026644	ULP UNM	173.41	14.85	23.41	2.34	25.75	138726	154	9.6	16.7	
19/07/22		16:57:50	SUCCESS	WA	5992	039001	ULP UNM	173.41	19.50	39.75	3.97	43.62	132900				
20/07/22		04:40:24	COCKBURN CENTRAL	WA	7395	039185	ULP UNM	173.41	26.50	41.77	4.18	45.95	139176				
20/07/22	17:48:01	BIBRA LAKE	WA	7451	004616	ULP UNM	173.41	22.05	34.76	3.48	38.24	139391	215	10.3	17.8		
21/07/22	05:30:54	BIBRA LAKE	WA	7451	004628	ULP UNM	173.41	18.95	29.89	2.99	32.88	139572	181	10.5	18.2		

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6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 33 of 37
Date: 31/07/2022

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	22/07/22	17:56:16	BIBRA LAKE	WA	7451	004789	ULP UNIM	173.41	38.58	60.82	6.08	66.90	139880	308	12.5	21.7
	23/07/22	17:41:10	SUCCESS	WA	5992	002221	ULP UNIM	164.90	20.98	31.45	3.15	34.60	140078	198	10.6	17.5
	24/07/22	17:08:37	BIBRA LAKE	WA	7451	004827	ULP UNIM	167.70	15.57	23.74	2.37	26.11	140229	151	10.3	17.3
	28/07/22	04:38:24	COCKBURN CENTRAL	WA	7395	039537	ULP UNIM	103.18	15.80	23.44	2.34	25.78	140383	154	10.3	10.7
	30/07/22	05:08:11	BIBRA LAKE	WA	7451	005227	ULP UNIM	163.18	39.01	57.87	5.79	63.66	777			
							M/S		647.82	1097.79	109.76	1207.55				
							TOTAL		647.82	1,097.79	109.76	1,207.55		3497	18.5	34.5
							YEAR TO DATE		4,445.31	7,091.69	709.10	7,794.79		29310	15.2	26.4
							M/S		647.82	1097.79	109.76	1207.55				
							TOTAL		647.82	1,097.79	109.76	1,207.55		3497	18.5	34.5
7050 15405338 03807 1HFK120 5971 WHITE FORD RANGER UTILITY	02/07/22	11:03:02	PARMELIA	WA	6178	004120	ULT DSL	224.50	66.00	134.70	13.47	148.17	21000	1000	6.2	12.4
	21/07/22	07:28:25	NAVAL BASE	WA	7770	010982	ULT DSL	199.77	62.05	112.69	11.27	123.96	22000	721	6.9	13.6
	26/07/22	17:26:14	NAVAL BASE	WA	7770	011341	ULT DSL	197.72	49.69	89.32	8.93	98.25	22721			
Cost Centre							DIESEL		177.74	336.71	33.67	370.38				
							TOTAL		177.74	336.71	33.67	370.38		1721	10.3	21.5
							YEAR TO DATE		772.59	1,361.81	136.20	1,498.01		7587	10.2	19.7
							DIESEL		177.74	336.71	33.67	370.38				
							TOTAL		177.74	336.71	33.67	370.38		1721	10.3	21.5
							YEAR TO DATE		772.59	1,361.81	136.20	1,498.01		7587	10.2	19.7
							ULT DSL	199.77	71.73	130.26	13.03	143.29	13005	379	18.9	37.8
							DIESEL		71.73	130.26	13.03	143.29				
							TOTAL		71.73	130.26	13.03	143.29		379	18.9	37.8
							YEAR TO DATE		150.71	280.14	28.02	314.76		379	41.3	83.1
7050 15405338 01256 1DNH007 6191 WHITE ISUZU DUAL CAB TRUCK	23/07/22	14:38:43	COCKBURN CENTRAL	WA	7395	039353	ULT DSL	199.77	71.73	130.26	13.03	143.29	13005	379	18.9	37.8
Cost Centre							DIESEL		71.73	130.26	13.03	143.29				
							TOTAL		71.73	130.26	13.03	143.29		379	18.9	37.8
							YEAR TO DATE		150.71	280.14	28.02	314.76		379	41.3	83.1
							DIESEL		71.73	130.26	13.03	143.29				
							TOTAL		71.73	130.26	13.03	143.29		379	18.9	37.8
							YEAR TO DATE		150.71	280.14	28.02	314.76		379	41.3	83.1
							DIESEL		71.73	130.26	13.03	143.29				
							TOTAL		71.73	130.26	13.03	143.29		379	18.9	37.8
							YEAR TO DATE		150.71	280.14	28.02	314.76		379	41.3	83.1
							ULP UNIM	163.18	30.62	45.43	4.54	49.97	40071			

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CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/07/2022

Customer Number: 0115405338
Period Ending: 31/07/2022

Page: 34 of 37
Date: 31/07/2022

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 (\$)			
1GGP946 6911 SILVER HYUNDAI I30 HATCH Cost Centre							M/S		30.62	45.43	4.54	49.97			
							TOTAL		30.62	45.43	4.54	49.97			
							THIS PERIOD		30.62	45.43	4.54	49.97			
							YEAR TO DATE		30.62	45.43	4.54	49.97			
7050 15405338 00787 1DMM606 7602 WHITE ISUZU TRUCK Cost Centre	29/07/22	02:25:19	COCKBURN CENTRAL	WA	7395	039572	M/S		30.62	45.43	4.54	49.97			
							TOTAL		30.62	45.43	4.54	49.97			
							THIS PERIOD		30.62	45.43	4.54	49.97			
							YEAR TO DATE		30.62	45.43	4.54	49.97			
7050 15405338 00757 1HDS430 7922 WHITE FORD RANGER UTILITY Cost Centre	29/07/22	02:25:19	COCKBURN CENTRAL	WA	7395	039572	ULSD G10	196.72	101.76	181.98	18.20	200.18	49240		
							DIESEL		101.76	181.98	18.20	200.18			
							TOTAL		101.76	181.98	18.20	200.18			
							THIS PERIOD		101.76	181.98	18.20	200.18			
7050 15405338 00757 1HDS430 7922 WHITE FORD RANGER UTILITY Cost Centre	21/07/22	09:50:24	SPEARWOOD	WA	6443	005075 006341	ULSD G10	199.77	67.10	134.73	13.47	148.20	37407	710	9.3
							DIESEL		67.10	134.73	13.47	148.20	38146	709	9.5
							TOTAL		134.73	260.98	26.10	287.08			
							THIS PERIOD		134.73	260.98	26.10	287.08			
7050 15405338 02692 1GJT235 7951 WHITE HYUNDAI I30 HATCH Cost Centre	21/07/22	10:26:56	BIBRA LAKE	WA	7451	004658	ULSD G10	199.77	42.74	77.62	7.76	85.38	74072		
							DIESEL		42.74	77.62	7.76	85.38			
							TOTAL		42.74	77.62	7.76	85.38			
							THIS PERIOD		42.74	77.62	7.76	85.38			

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 35 of 37
Date: 31/07/2022

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 02635 1GJF670 7981 WHITE HYUNDAI I30 HATCH	19/07/22	09:42:57	COCKBURN CENTRAL	WA	7395	039144		DIESEL		42.74	77.62	7.76	85.38				
							TOTAL	THIS PERIOD		42.74	77.62	7.76	85.38				
								YEAR TO DATE		427.24	726.96	72.71	799.67		3803	11.2	21.0
								DIESEL		42.74	77.62	7.76	85.38				
							TOTAL	THIS PERIOD		42.74	77.62	7.76	85.38				
								YEAR TO DATE		427.24	726.96	72.71	799.67		3803	11.2	21.0
Cost Centre 7050 15405338 03815 1HCR245 8206886 SILVER MITSUBISHI OUTLANDER	09/07/22 26/07/22	17:26:49 16:16:47	BIBRA LAKE COCKBURN CENTRAL	WA WA	7451 7395	003809 039483		ULT DSL	199.77	43.20	78.45	7.85	86.30	677			
								DIESEL		43.20	78.45	7.85	86.30				
							TOTAL	THIS PERIOD		43.20	78.45	7.85	86.30				
								YEAR TO DATE		122.49	215.29	21.53	236.82		618	19.8	38.3
								DIESEL		43.20	78.45	7.85	86.30				
							TOTAL	THIS PERIOD		43.20	78.45	7.85	86.30				
Cost Centre 7050 15405338 02593 Other Other	30/06/22	07:16:55	BIBRA LAKE	WA	7451	003174		ULP UNM	192.70 P	50.60	88.65	8.86	97.51	23730	564	9.0	17.3
								ULP UNM	103.18	54.74	81.21	8.12	89.33	24331	601	9.1	14.9
								M/S		105.34	169.86	16.98	186.84				
							TOTAL	THIS PERIOD		105.34	169.86	16.98	186.84				
								YEAR TO DATE		688.97	1,093.45	109.33	1,202.78		7020	9.8	17.1
								M/S		105.34	169.86	16.98	186.84				
	TOTAL	THIS PERIOD		105.34	169.86	16.98	186.84										
		YEAR TO DATE		688.97	1,093.45	109.33	1,202.78		7020	9.8	17.1						
		ULSD G10	224.50 P	129.96	265.24	26.52	291.76	80692									

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CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/07/2022**

Customer Number: **0115405338**
Period Ending: **31/07/2022**

Page: 36 of 37
Date: 31/07/2022

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 01105 PARKS Parks PARKS	28/07/22	12:02:58	BIBRA LAKE	WA	7451	005099	DIESEL		129.96	265.24	26.52	291.76			
							TOTAL		129.96	265.24	26.52	291.76			
							YEAR TO DATE		10,715.71	24,298.92	2,429.96	26,728.88		4766	224.8
							DIESEL		129.96	265.24	26.52	291.76			
							TOTAL		129.96	265.24	26.52	291.76			
							YEAR TO DATE		10,715.71	24,298.92	2,429.96	26,728.88		4766	224.8
Cost Centre 7050 15405338 04102 WASTE Waste WASTE	07/07/22 13/07/22	15:08:27 08:24:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003730 004090	ULSD G10	196.72	48.34	86.45	8.64	95.09	87297		
							DIESEL		48.34	86.45	8.64	95.09			
							TOTAL		48.34	86.45	8.64	95.09		4459	61.4
							YEAR TO DATE		2,736.82	5,055.51	505.54	5,561.05			124.7
							DIESEL		48.34	86.45	8.64	95.09			
							TOTAL		48.34	86.45	8.64	95.09			
Cost Centre 7050 15405338 04102 WASTE Waste WASTE	07/07/22 13/07/22	15:08:27 08:24:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003730 004090	YEAR TO DATE		2,736.82	5,055.51	505.54	5,561.05		4459	61.4
							ULP 95 UNM	209.70 P	38.78	73.93	7.39	81.32	43022		
							ULSD G10	216.72	67.66	133.30	13.33	146.63	12398		
							DIESEL		67.66	133.30	13.33	146.63			
							M/S		38.78	73.93	7.39	81.32			
							TOTAL		106.44	207.23	20.72	227.95			
Cost Centre 7050 15405338 04102 WASTE Waste WASTE	07/07/22 13/07/22	15:08:27 08:24:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	003730 004090	YEAR TO DATE		106.44	207.23	20.72	227.95			
							DIESEL		67.66	133.30	13.33	146.63			
							M/S		38.78	73.93	7.39	81.32			
							TOTAL		106.44	207.23	20.72	227.95			
							YEAR TO DATE		184.15	345.17	34.52	379.69			

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: 1800 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 Customer Number: 0115405338 Page: 37 of 37
Period Starting: 01/07/2022 Period Ending: 31/07/2022 Date: 31/07/2022

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 (\$)			
CUSTOMER TOTAL							DIESEL		11035.15	21295.61	2129.55	23425.16			
							M/S		5235.78	8799.39	879.92	9679.31			
							GRAND TOTAL		16,270.93	30,095.00	3,009.47	33,104.47			
							YEAR TO DATE		123,406.15	214,375.35	21,437.62	235,812.97			



15.2 (2022/MINUTE NO 0206) Monthly Financial Reports - August 2022**Author** Stuart Downing**Attachments** 1. Monthly Financial Report for August 2022 [↓](#)**Recommendation/Council Decision**

MOVED Cr T Dewan SECONDED Cr P Corke
That Council:

- (1) ADOPTS the Monthly Financial Reports containing the Statements of Financial Activity and other financial information for the month of August 2022, as attached to the Agenda..

CARRIED UNANIMOUSLY 10/0**Background**

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

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

1. Details of the composition of the closing net current assets (less restricted and committed assets)
2. Explanation for each material variance identified between year to date (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.

The materiality threshold has been set by Council at \$300,000 for the 2022-23 financial year (FY23).



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 August 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 amended budget opening surplus is now \$8.06 million and includes the \$5.56 million municipal funding for the City's carry forward projects adopted by Council at its September meeting. The other \$2.5 million was a conservative estimate of the uncommitted closing surplus from FY22 used in balancing the FY23 budget.

The unaudited opening surplus amount reported in the August financial report is \$11.85 million, (\$3.79 million greater than the budget surplus). Once the City's audit is complete, any additional funds will be brought to Council (via the Expenditure Review Committee) for determination in accordance with Council's Corporate Strategic Planning & Budget Policy.

Closing Surplus

The City's YTD closing surplus at the end of August was \$122.74 million, versus a YTD budget of \$111.07 million. This represents a favourable variance of \$11.66 million, comprising the additional (unaudited) opening surplus variance and other variances across the operating and capital budgets reported in the sections following.



Operating Revenue

Operating revenue of \$130.52 million was \$2.88 million ahead of the YTD budget for August.

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	118,200,000	117,020,235	116,979,771	(40,464)
Specified Area Rates	624,000	598,000	594,416	(3,584)
Operating Grants, Subsidies, Contributions	14,614,352	1,593,166	1,948,331	355,165
Fees and Charges	36,770,902	7,683,919	10,090,637	2,406,718
Service Charges	500,000	0	0	0
Interest Earnings	2,725,280	864,683	873,304	8,621
Profit/(Loss) on Asset Disposals	4,202,648	(122,642)	34,678	157,320
Total	177,637,182	127,637,361	130,521,137	2,883,776

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

- Fees and Charges (\$2.40 million ahead of YTD budget):
 - Landfill operations revenue was \$1.72 million ahead of budget and is tracking to exceed full year budget.

Operating Expenditure

Operating expenditure to the end of August of \$25.24 million was under the YTD budget by \$2.42 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	(69,123,008)	(10,855,380)	(9,829,043)	1,026,337
Materials and contracts	(44,000,028)	(6,107,162)	(4,762,147)	1,345,015
Utility charges	(6,100,264)	(1,023,853)	(929,153)	94,700
Depreciation on non-current assets	(37,563,705)	(6,014,092)	(6,015,214)	(1,122)
Interest expenses	(500,939)	(253)	(38,955)	(38,702)
Insurance expenses	(2,015,300)	(1,185,300)	(1,059,580)	125,720
Other expenditure	(11,465,513)	(2,475,210)	(2,602,815)	(127,605)
Total	(170,768,757)	(27,661,250)	(25,236,907)	2,424,343

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

- Employee Costs (\$1.03 million under YTD budget):
 - Broad budget variances across all business areas (no material variances) with a net reduction in leave entitlements contributing \$0.33 million to the various.
- Materials and Contracts (\$1.34 million under YTD budget):
 - Environment, Parks & Streetscapes service unit showing a \$0.55 million underspend against YTD budget mostly due to seasonal factors.
 - City Facilities service unit had a \$0.31 million underspend variance in maintenance costs.
- Other Expenditure (\$0.13 million over YTD budget):
 - Landfill levy was showing a \$0.75 million overspend variance, correlating to the additional tonnage revenue.
 - The community grants program had an underspend variance of \$0.70 million (timing variance).



Capital Expenditure

Council adopted a capital works program of \$50.9 million in the FY23 annual budget, which has grown to \$81.0 million with the carry forward projects adopted by Council at the September meeting.

To the end of August, the City had spent \$5.49 million. This was showing an underspend of \$1.93 million against YTD budget (timing variances).

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Land	1,680,000	1,680,000	1,680,000	0
Buildings	9,135,774	1,595,874	841,127	(754,747)
Furniture & Equipment	126,000	15,666	9,127	(6,539)
Plant and equipment	10,006,490	13,334	39,343	26,009
Information technology	5,092,605	228,472	49,191	(179,281)
Infrastructure - roads	34,681,234	1,657,646	1,221,758	(435,888)
Infrastructure - drainage	3,210,098	433,226	492,058	58,832
Infrastructure - footpath	2,105,832	125,812	132,104	6,292
Infrastructure - parks hard	6,574,499	903,449	562,738	(340,711)
Infrastructure - landscaping	1,841,005	256,834	42,529	(214,305)
Infrastructure - landfill site	3,050,878	56,316	38,456	(17,860)
Infrastructure - marina	2,358,710	340,123	308,284	(31,839)
Infrastructure - coastal	1,132,552	116,970	72,230	(44,740)
Total	80,995,677	7,423,722	5,488,945	(1,934,777)

Only the Roads asset class contained projects with material (timing) variances as follows:

Project	Amended Annual Budget \$	YTD Amended Budget \$	YTD Actual \$	YTD Variance \$
Rowley Road & Lyon Road	1,647,775	274,630	3,990	270,640
Bethesda Car Park	2,325,839	507,904	13,313	494,592
Hammond Road Branch to Bartram	14,336,673	514,838	991,897	(477,059)

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is a net \$19.24 million. This includes \$23.14 million in funding to be received, less an outgoing contribution of \$3.90 million to the State Government for underground power in South Lake.

At this early stage of the year, the City is reporting revenue of only \$0.11 million. Most of the budgeted revenue will be recognised as projects are completed (as per Australian Accounting Standard requirements).

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$177.94 million held at the end of August (\$183.44 million last month). The balance reduction is mostly from a transfer out of \$4.43 million in restricted grants, that held in reserves to move across financial years (e.g. FAGS and other grants for funded services).

Council funded reserves made up \$151.02 million of this balance, with \$11.97 million held for restricted and legislated purposes, and another \$14.94 million for developer contribution plans.

Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$257.99 million (up from \$211.86 million last month). The significant increase is due to the annual property rates first instalment falling due in August.

This balance included financial assets (term deposits and investments) of \$237.69 million, and cash and cash equivalent holdings of \$20.29 million.

\$181.67 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits held. The remaining \$76.32 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 2.04 percent as of 31 August (up from 1.36 percent last month and 1.24 percent the month before). This underperformed the City's KPI target rate of 2.85 percent (comprising RBA cash rate of 2.35 percent plus a 0.50 percent performance margin).

The swiftness and quantity of increases made to the official cash rate by the Reserve Bank of Australia, means many of the City's existing term deposits are yielding well under the City's current KPI target. However, this will improve over time as existing deposits mature and new ones are placed at the higher rates.



New investments placed during the month were between rates of 3.55 and 4.25 percent for varying durations.

Current term deposit investments are fully compliant with Council's Investment Policy requirements, as indicated below:

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 \$2.469 million and market value of \$1.612 million, although the City is carrying them at a book value of \$0.894 million (net of a \$1.575 million impairment provision).

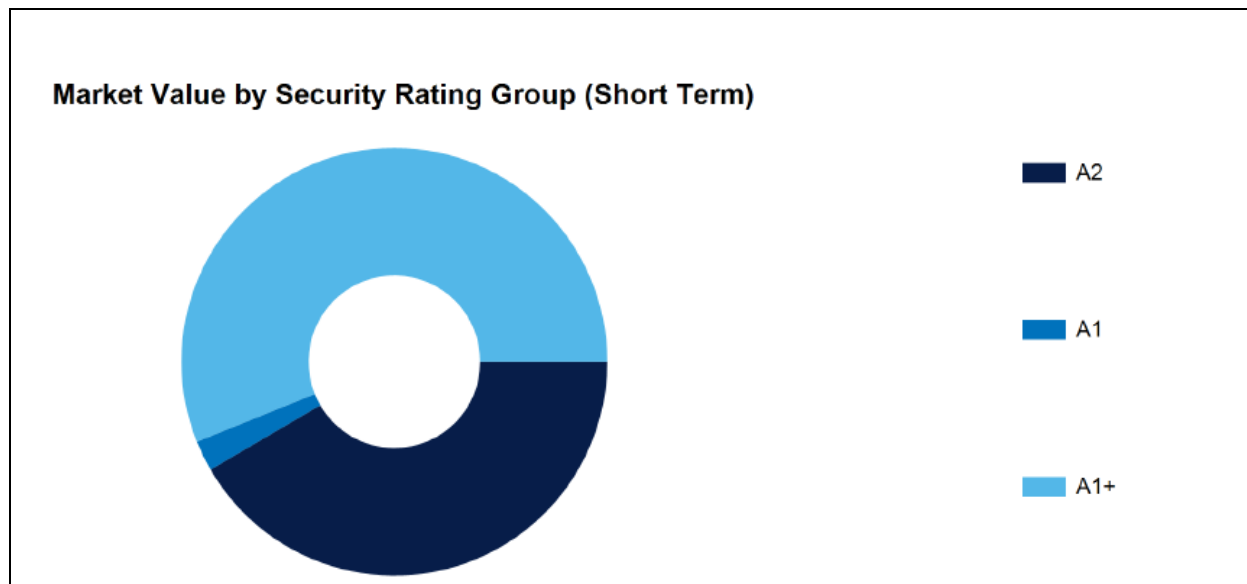
The City continues receiving interest and capital payments, with \$0.531 million returned to date of the original \$3.0 million invested.

The City's investments were held with the following financial institutions as at 31 August:

Issuer	Market Value	% Total Value
AMP Bank Ltd	18,146,544.45	7.05%
Australian Unity Bank	7,049,717.81	2.74%
Bank of Queensland Ltd	22,666,431.51	8.80%
Commonwealth Bank of Australia Ltd	94,494,337.11	36.69%
Defence Bank Ltd	3,011,983.56	1.17%
Emerald Reverse Mortgage Trust	1,612,627.82	0.63%
Macquarie Bank	6,007,246.74	2.33%
Members Equity Bank Ltd	7,020,657.53	2.73%
MyState Bank Ltd	22,636,584.66	8.79%
National Australia Bank Ltd	39,738,487.16	15.43%
Suncorp-Metway Ltd	9,077,244.94	3.52%
Westpac Banking Corporation Ltd	26,052,587.38	10.12%
Portfolio Total	257,514,450.66	100.00%

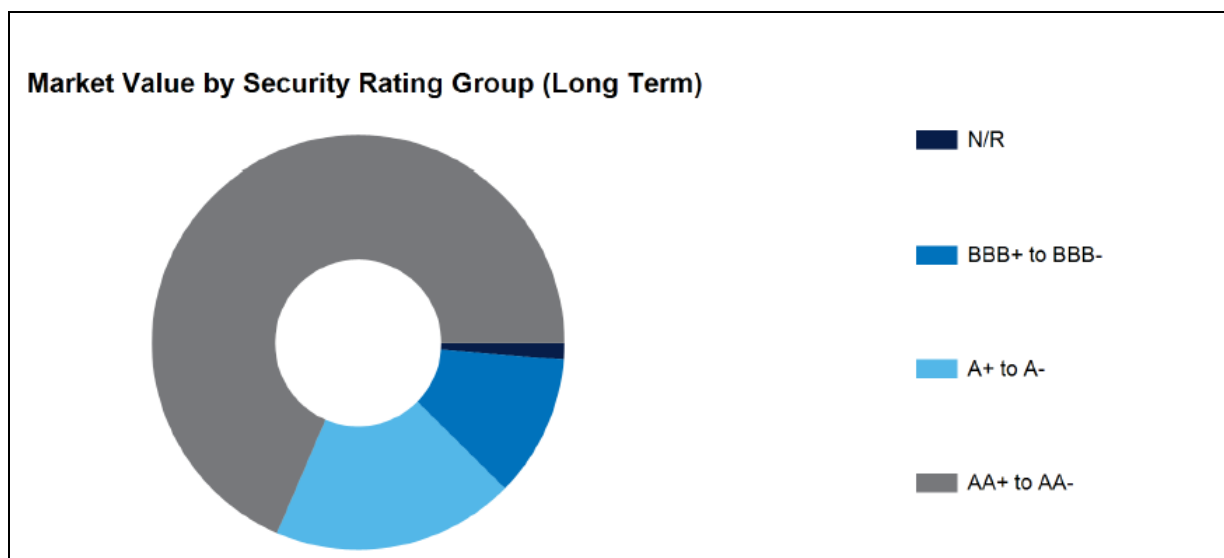
The City's short-term deposits (less than 12 months) made up 50.7 percent (\$130.46 million) of the City's portfolio, up from 45.0 percent (\$93.33 million) last month.

These are classified under the following credit ratings:



Deposits invested between 1 and 3 years made up 49.3 percent (\$127.05 million) of the City's portfolio, compared to 55.0 percent (\$114.02 million) last month.

These are classified under following credit ratings:



Investment in Fossil Fuel Free Banks

At month end, the City held 19.2 percent or \$50.97 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (down from 23.6 percent or \$48.97 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 higher deposit rate.

Rates Debt Recovery

The collectible rates and charges for 2022-23 (comprising arrears, annual levies and part year rating) totals \$141.48 million.

To the end of August, the City had collected \$67.05 million (47.4 percent), leaving a balance outstanding of \$74.43 million (52.6 percent).

The City has also received \$0.53 million in prepayments for future year rates.

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 80 properties owing a total of \$0.65 million in combined rates and legal fees (down from 85 properties last month owing \$0.69 million).

Given the size of the City's ratepayer base (around 53,000 properties), this reflects an exceptionally good result in controlling overdue rates.

Formal debt recovery activities are commenced when ratepayers have overdue rates and 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 \$4.11 million in outstanding debtors to the end of August (\$3.58 million last month).

Those debts overdue by more than 90 days made up \$342k or 8.33 percent of total debts outstanding (\$442k or 12.4 percent last month).

The 90-day debtors included debts owing by State Government related entities totalling \$163k (no risk) and lease monies owed by naval base tenants totalling \$69k (on payment plans).

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 budget amendments recommended in this month's report, with most now being referred to Council's Expenditure Review Committee for recommendation. Council's adopted budget surplus for FY23 of \$360,899 has since reduced to \$88,231 due to various Council decisions since. These are listed at note 8 to the financial report.

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. This enables it to be informed on and identify any potential financial risks.

Advice to Proponents/Submitters

N/A

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

Nil



CITY OF COCKBURN**MONTHLY FINANCIAL REPORT****(Containing the Statement of Financial Activity)****For the period ending 31 August 2022****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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



MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2022

SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$8.06 M	\$8.06 M	\$11.85 M	\$3.79 M
Closing	\$0.09 M	\$111.07 M	\$122.74 M	\$11.66 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$257.99 M	% of total
Unrestricted Cash	\$76.33 M	29.6%
Restricted Cash	\$181.67 M	70.4%
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)
\$36.92 M	\$106.29 M	\$113.17 M	\$6.88 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$9.83 M)	% Variance
YTD Budget	(\$10.86 M)	(9.5%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$117.57 M	% Variance
YTD Budget	\$117.62 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$10.09 M	% Variance
YTD Budget	\$7.68 M	31.3%
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$4.76 M)	% Variance
YTD Budget	(\$6.11 M)	(22.0%)
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)
(\$56.82 M)	(\$7.18 M)	(\$5.34 M)	\$1.84 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Amended Budget	\$4.94 M	0.7%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$5.49 M	% Spent
Amended Budget	\$81.00 M	6.8%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$0.12 M)	% Received
Amended Budget	(\$23.14 M)	0.5%
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)
\$11.92 M	\$3.90 M	\$3.06 M	(\$0.84 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$11.43 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$177.94 M
Interest earned	\$0.05 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 31 AUGUST 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 31 AUGUST 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)	8,063,428	8,063,428	11,849,453	3,786,025	46.95%	▲
Revenue from operating activities							
Rates		118,200,000	117,020,235	116,979,771	(40,464)	(0.03%)	
Specified area rates		624,000	598,000	594,416	(3,584)	(0.60%)	
Operating grants, subsidies and contributions		14,614,352	1,593,166	1,948,331	355,165	22.29%	▲
Fees and charges		36,770,902	7,683,919	10,090,637	2,406,718	31.32%	▲
Service charges		500,000	0	0	0	0.00%	
Interest earnings		2,725,280	864,683	873,304	8,621	1.00%	
Profit/(loss) on disposal of assets		4,202,648	(122,642)	34,678	157,320	(128.28%)	
		177,637,182	127,637,361	130,521,137	2,883,776		
Expenditure from operating activities							
Employee costs		(69,123,008)	(10,855,380)	(9,829,043)	1,026,337	9.45%	▲
Materials and contracts		(44,000,028)	(6,107,162)	(4,762,147)	1,345,015	22.02%	▲
Utility charges		(6,100,264)	(1,023,853)	(929,153)	94,700	9.25%	
Depreciation on non-current assets		(37,563,705)	(6,014,092)	(6,015,214)	(1,122)	(0.02%)	
Interest expenses		(500,939)	(253)	(38,955)	(38,702)	(15297.23%)	
Insurance expenses		(2,015,300)	(1,185,300)	(1,059,580)	125,720	10.61%	
Other expenditure		(11,465,513)	(2,475,210)	(2,602,815)	(127,605)	(5.16%)	
		(170,768,757)	(27,661,250)	(25,236,907)	2,424,343		
Non-cash amounts excluded from operating activities							
	1(a)	30,050,222	6,310,912	7,881,288	1,570,376	24.88%	▲
Amount attributable to operating activities		36,918,647	106,287,023	113,165,518	6,878,495		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		19,240,362	245,526	116,123	(129,403)	(52.70%)	
Proceeds from disposal of assets	3	4,938,500	0	34,678	34,678	0.00%	
Payments for property, plant and equipment and infrastructure	4	(80,995,677)	(7,423,722)	(5,488,945)	1,934,777	26.06%	▲
Amount attributable to investing activities		(56,816,815)	(7,178,196)	(5,338,144)	1,840,052		
Financing Activities							
Transfer from reserves	6	54,051,399	3,901,968	4,538,455	636,487	16.31%	▲
Repayment of debentures	5	(3,900,000)	0	0	0	0.00%	
Transfer to reserves	6	(38,228,428)	0	(1,478,068)	(1,478,068)	0.00%	
Amount attributable to financing activities		11,922,971	3,901,968	3,060,387	(841,581)		
Closing funding surplus / (deficit)	1(c)	88,231	111,074,223	122,737,214	11,662,991		

KEY INFORMATION

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

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

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 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 31 AUGUST 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)	8,063,428	8,063,428	11,849,453	3,786,025	46.95%	▲
Revenue from operating activities							
Corporate Strategy		0	0	2,620	2,620	0.00%	
Governance, Risk & Compliance		1,653	274	191	(83)	(30.29%)	
Finance		127,806,020	118,518,672	118,885,771	367,099	0.31%	▲
Library & Cultural Services		142,000	3,000	6,433	3,433	114.43%	
Recreation Infrastructure & Services		13,204,853	1,959,657	2,464,080	504,423	25.74%	▲
Community Development & Services		7,679,893	1,361,032	1,070,785	(290,247)	(21.33%)	
Community Safety & Ranger Services		1,261,960	197,231	203,822	6,591	3.34%	
Development Assessment & Compliance		3,577,282	813,209	1,087,675	274,466	33.75%	
Planning		190,702	3,020	0	(3,020)	(100.00%)	
Sustainability & Environment		825,357	137,559	38,367	(99,192)	(72.11%)	
Operations & Maintenance		15,618,065	3,938,716	5,931,529	1,992,813	50.60%	▲
Projects		0	0	209,126	209,126	0.00%	
Property & Assets		7,032,397	655,491	550,775	(104,716)	(15.98%)	
Human Resources		97,000	16,167	38,732	22,565	139.57%	
Workplace Health & Safety		200,000	33,333	31,231	(2,102)	(6.31%)	
		177,637,182	127,637,361	130,521,137	2,883,776		
Expenditure from operating activities							
Executive Support		(3,568,981)	(549,967)	(407,579)	142,388	25.89%	
Civic Services		(1,725,741)	(245,870)	(286,844)	(40,974)	(16.66%)	
Corporate Strategy		(329,051)	(24,132)	(5,049)	19,083	79.08%	
Governance, Risk & Compliance		(1,010,050)	(177,257)	(164,570)	12,687	7.16%	
Finance		(6,855,401)	(1,743,112)	(1,956,151)	(213,039)	(12.22%)	
Information & Technology		(8,406,312)	(1,407,994)	(1,577,925)	(169,931)	(12.07%)	
Procurement		(883,208)	(140,172)	(151,028)	(10,856)	(7.74%)	
Library & Cultural Services		(6,033,013)	(882,784)	(844,534)	38,250	4.33%	
Recreation Infrastructure & Services		(15,308,928)	(2,392,574)	(2,160,903)	231,671	9.68%	
Community Development & Services		(12,707,183)	(2,511,714)	(1,468,129)	1,043,585	41.55%	▲
Community Safety & Ranger Services		(6,654,210)	(1,070,888)	(717,267)	353,621	33.02%	▲
Development Assessment & Compliance		(6,607,106)	(1,012,610)	(891,897)	120,713	11.92%	
Planning		(2,901,335)	(358,798)	(306,386)	52,412	14.61%	
Sustainability & Environment		(4,115,170)	(708,458)	(344,625)	363,833	51.36%	▲
Operations & Maintenance		(73,995,492)	(11,383,865)	(11,597,892)	(214,027)	(1.88%)	
Projects		(2,722,079)	(390,282)	(242,213)	148,069	37.94%	
Property & Assets		(11,525,201)	(1,878,658)	(1,414,000)	464,658	24.73%	▲
Stakeholder Management		(1,052,749)	(198,284)	(218,716)	(20,432)	(10.30%)	
Communications & Marketing		(1,701,312)	(267,137)	(267,148)	(11)	(0.00%)	
Customer Experience		(1,248,337)	(188,720)	(156,808)	31,912	16.91%	
Business & Economic Development		(492,308)	(102,961)	(22,741)	80,220	77.91%	
Human Resources		(2,525,160)	(420,767)	(409,153)	11,614	2.76%	
Workplace Health & Safety		(851,655)	(133,657)	(96,097)	37,560	28.10%	
Transformation, Culture & Innovation		(612,800)	(71,758)	(54,429)	17,329	24.15%	
Internal Recharging		3,064,025	601,169	525,177	(75,992)	(12.64%)	
		(170,768,757)	(27,661,250)	(25,236,907)	2,424,343		
Non-cash amounts excluded from operating activities	1(a)	30,050,222	6,310,912	7,881,288	1,570,376	24.88%	▲
Amount attributable to operating activities		36,918,647	106,287,023	113,165,518	6,878,495		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		19,240,362	245,526	116,123	(129,403)	(52.70%)	
Proceeds from disposal of assets	3	4,938,500	0	34,678	34,678	0.00%	
Payments for property, plant and equipment and infrastructure	4	(80,995,677)	(7,423,722)	(5,488,945)	1,934,777	26.06%	▲
Amount attributable to investing activities		(56,816,815)	(7,178,196)	(5,338,144)	1,840,052		
Financing Activities							
Transfer from reserves	6	54,051,399	3,901,968	4,538,455	636,487	16.31%	▲
Repayment of debentures	5	(3,900,000)	0	0	0	0.00%	
Transfer to reserves	6	(38,228,428)	0	(1,478,068)	(1,478,068)	0.00%	
Amount attributable to financing activities		11,922,971	3,901,968	3,060,387	(841,561)		
Closing funding surplus / (deficit)	1(c)	88,231	111,074,223	122,737,214			

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 2022-23 year is \$300,000 or 0.00% whichever is the greater.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 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 31 August 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 31 AUGUST 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				
		\$	\$	\$
Adjustments to operating activities				
Less: (Profit)/loss on asset disposals	3	(4,202,648)	0	(34,678)
Less: Movement in liabilities associated with restricted cash		(3,410,835)	296,820	1,455,732
Less: Movement in other liabilities		100,000	0	36,439
Movement in employee benefit provisions (non-current)		0	0	(64,210)
Add: Public Open Space payment (non-current)		0	0	472,791
Add: Depreciation on assets		37,563,705	6,014,092	6,015,214
Total non-cash items excluded from operating activities		30,050,222	6,310,912	7,881,288

(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 2022	This Time Last Year 31 August 2021	Year to Date 31 August 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(180,998,229)	(168,760,311)	(177,937,842)
Less: Bonds & deposits		(4,303,373)	(6,149,897)	(3,730,223)
Add: Borrowings	5	3,934,065	4,020,624	3,934,065
Add: Lease liabilities		114,651	218,182	114,651
Add: Financial assets at amortised cost - non-current	2	101,900,141	925,971	101,894,517
Total adjustments to net current assets		(79,352,745)	(169,745,431)	(75,724,832)
Cash and cash equivalents	2	20,777,520	3,491,354	20,298,970
Financial assets at amortised cost	2	92,800,000	239,500,000	135,800,000
Rates receivables		2,204,257	66,982,286	68,597,888
Receivables		5,730,575	12,048,827	12,696,573
Other current assets		4,937,691	2,507,787	5,198,564
Less: Current liabilities				
Payables		(17,017,985)	(23,084,661)	(25,346,211)
Borrowings	5	(3,934,065)	(4,020,624)	(3,934,065)
Contract liabilities	7	(4,994,711)	(6,600,374)	(5,745,842)
Lease liabilities		(114,651)	(218,182)	(114,651)
Provisions	7	(9,186,433)	(8,821,088)	(8,989,177)
Less: Total adjustments to net current assets	1(b)	(79,352,745)	(169,745,431)	(75,724,832)
Closing funding surplus / (deficit)		11,849,453	112,039,889	122,737,214

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Cash at bank	Cash and cash equivalents	2,272,502	0	2,272,502		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	26,468	0	26,468		
Term deposits - current	Cash and cash equivalents	18,000,000	0	18,000,000		AMP
Term deposits - current	Financial assets at amortised cost	0	22,500,000	22,500,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	6,000,000	6,000,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	0	7,000,000	7,000,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	0	39,500,000	39,500,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	9,000,000	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	20,000,000	6,000,000	26,000,000		WESTPAC
Term deposits - current	Financial assets at amortised cost	21,831,935	668,065	22,500,000		MYSTATE BANK
Term deposits - current	Financial assets at amortised cost	300,000	0	300,000		ASIA UNITED BANK
Other investment - non current	Financial assets at amortised cost	894,517	0	894,517		BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	12,000,000	12,000,000		BANK OF QUEENSLAND
Other investment - non current	Financial assets at amortised cost	0	25,500,000	25,500,000		COMMONWEALTH BANK
Other investment - non current	Financial assets at amortised cost	0	21,000,000	21,000,000		WESTPAC
Other investment - non current	Financial assets at amortised cost	0	25,500,000	25,500,000		NATIONAL AUSTRALIA BANK
Other investment - non current	Financial assets at amortised cost	3,000,000	3,000,000	6,000,000		SUNCORP
Other investment - non current	Financial assets at amortised cost	4,000,000	1,000,000	5,000,000		AMP
Other investment - non current	Financial assets at amortised cost	6,000,000	0	6,000,000		MYSTATE BANK
Total		76,325,422	181,668,065	257,993,487	0	
Comprising						
		\$	\$	\$	\$	
Cash and cash equivalents		20,298,970	0	20,298,970	0	
Financial assets at amortised cost		56,026,452	181,668,065	237,694,517	0	
		76,325,422	181,668,065	257,993,487	0	

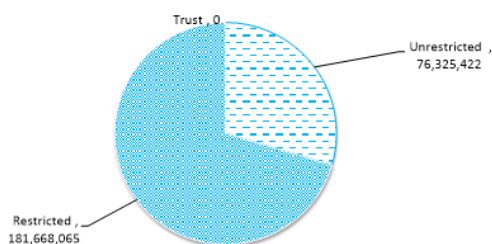
KEY INFORMATION

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

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

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

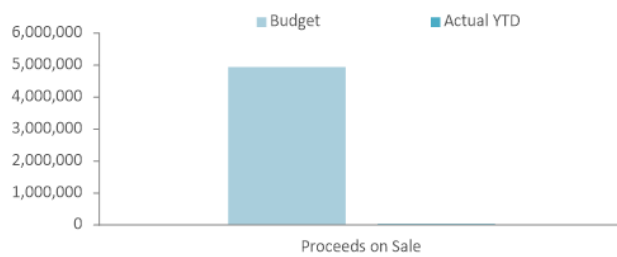
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment	735,852	1,838,500	1,102,648	0	0	34,678	34,678	0
	Freehold Land		3,100,000	3,100,000	0			0	0
		735,852	4,938,500	4,202,648	0	0	34,678	34,678	0



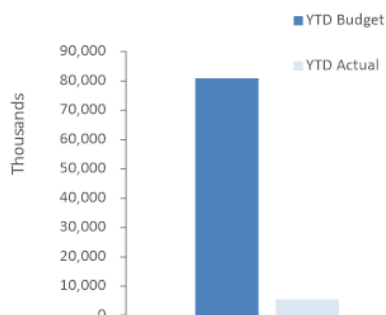
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

**INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	1,680,000	1,680,000	1,680,000	0
Buildings	9,135,774	1,595,874	841,127	(754,747)
Furniture and equipment	126,000	15,666	9,127	(6,539)
Plant and equipment	10,006,490	13,334	39,343	26,009
Information technology	5,092,605	228,472	49,191	(179,281)
Infrastructure - roads	34,681,234	1,657,646	1,221,758	(435,888)
Infrastructure - drainage	3,210,098	433,226	492,058	58,832
Infrastructure - footpath	2,105,832	125,812	132,104	6,292
Infrastructure - parks hard	6,574,499	903,449	562,738	(340,711)
Infrastructure - parks landscaping	1,841,005	256,834	42,529	(214,305)
Infrastructure - landfill site	3,050,878	56,316	38,456	(17,860)
Infrastructure - marina	2,358,710	340,123	308,284	(31,839)
Infrastructure - coastal	1,132,552	116,970	72,230	(44,740)
Payments for Capital Acquisitions	80,995,677	7,423,722	5,488,945	(1,934,777)
Total Capital Acquisitions	80,995,677	7,423,722	5,488,945	(1,934,777)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(23,140,362)	(245,526)	(116,123)	129,404
Other (disposals & C/Fwd)	(4,938,500)	0	(34,678)	(34,678)
Cash backed reserves				
Plant & Vehicle Replacement	(7,091,003)	(35,690)	0	35,690
Information Technology	(26,794)	(4,466)	0	4,466
Major Building Refurbishment	(271,670)	(201,670)	0	201,670
Waste & Recycling	(3,710,878)	(69,650)	0	69,650
Land Development and Investment Fund	(11,864,921)	(677,156)	0	677,156
Roads & Drainage Infrastructure	(4,803,664)	(346,112)	0	346,112
Community Infrastructure	(828,691)	(116,404)	0	116,404
Port Coogee Special Maintenance - SAR	(393,666)	(58,500)	0	58,500
Community Surveillance	(155,000)	(25,830)	0	25,830
Restricted Grants & Contributions	(4,554)	(3,036)	(4,555)	(1,519)
CIHCF Building Maintenance	(423,769)	(141,256)	0	141,256
Cockburn ARC Building Maintenance	(100,000)	0	0	0
Carry Forward Projects	(10,316,349)	(1,809,422)	(4,809)	1,804,613
Port Coogee Marina Assets Replacement	(366,566)	(4,666)	0	4,666
Port Coogee Waterways - WEMP	(345,000)	0	0	0
Developer Contribution Plans - Various	(125,693)	(20,948)	0	20,948
Contribution - operations	(12,088,597)	(3,663,390)	(5,328,781)	(1,665,391)
Capital funding total	(80,995,677)	(7,423,722)	(5,488,945)	1,934,777

SIGNIFICANT ACCOUNTING POLICIES

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

FINANCING ACTIVITIES

NOTE 5

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
SMRC		1,434,065	0	0	0	1,400,000	1,434,065	34,065	0	50,020
Recreation and culture										
To assist fund the Cockburn Central West development	8	10,000,000	0	0	0	2,500,000	10,000,000	7,500,000	0	350,000
C/Fwd Balance		11,434,065	0	0	0	3,900,000	11,434,065	7,534,065	0	400,020
Total		11,434,065	0	0	0	3,900,000	11,434,065	7,534,065	0	400,020
Current borrowings		3,226,983					3,934,065			
Non-current borrowings		8,207,082					7,500,000			
		11,434,065					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 31 AUGUST 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Council Funded									
Staff Payments & Entitlements	762,036	0	0	0	0	0	0	762,036	762,036
Plant & Vehicle Replacement	12,190,360	0	0	1,320,000	0	(7,091,003)	0	3,051,469	12,190,360
Information Technology	1,674,702	0	0	1,500,000	0	(26,794)	0	3,205,240	1,674,702
Major Building Refurbishment	18,113,555	0	0	1,000,000	0	(271,670)	0	19,682,585	18,113,555
Waste & Recycling	16,226,330	0	0	3,000,000	0	(3,710,878)	0	9,177,655	16,226,330
Land Development and Investment Fund	8,173,172	0	0	3,600,000	0	(14,984,921)	0	1,121,377	8,173,172
Roads & Drainage Infrastructure	11,747,017	0	0	3,000,000	0	(4,898,320)	0	7,992,256	11,747,017
Naval Base Shacks	1,261,186	0	0	30,000	0	0	0	1,228,213	1,261,186
Community Infrastructure	31,702,223	0	0	7,000,000	0	(1,670,933)	0	33,293,486	31,702,223
Insurance	2,391,204	0	0	0	0	0	0	2,659,263	2,391,204
Greenhouse Action Fund	908,938	0	0	200,000	0	0	0	1,253,734	908,938
HWRP Post Closure Management & Contan	3,385,769	0	0	1,500,000	0	(20,000)	0	5,349,276	3,385,769
Municipal Elections	151,420	0	0	150,000	0	0	0	301,420	151,420
Community Surveillance	987,870	0	0	200,000	0	(405,000)	(10,995)	584,480	976,875
Waste Collection	8,312,856	0	0	2,000,000	0	0	0	9,963,528	8,312,856
Environmental Offset	248,759	0	0	0	0	0	0	308,011	248,759
Bibra Lake Management Plan	15,267	0	0	0	0	0	0	161,243	15,267
CIHCF Building Maintenance	11,706,747	0	0	800,000	0	(423,769)	0	11,048,730	11,706,747
Cockburn ARC Building Maintenance	6,675,048	0	0	1,500,000	0	(100,000)	0	7,968,365	6,675,048
Carry Forward Projects	12,322,168	0	0	5,563,428	0	(11,108,833)	(4,809)	408,660	12,317,360
Port Coogee Marina Assets Replacement	2,084,887	0	0	300,000	0	(366,566)	0	1,544,321	2,084,887
Coogee Beach Foreshore Management	0			1,000,000	0	0	0	1,000,000	0
Total Council Funded Reserve	151,041,516	0	0	33,663,428	0	(45,078,687)	(15,804)	122,065,348	151,025,712

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted Funded									
Aged and Disabled Asset Replacement	465,834	0	1,010	0	0	0	0	452,140	466,844
Welfare Projects Employee Entitlements	1,053,457	0	1,083	0	0	0	0	2,279,463	1,054,540
Port Coogee Special Maintenance - SAR	2,040,979	0	4,409	400,000	0	(663,123)	(87,790)	1,402,113	1,957,598
Port Coogee Waterways - SAR	194,765	0	530	105,000	0	0	0	257,222	195,295
Family Day Care Accumulation Fund	11,600	0	25	0	0	0	0	11,549	11,625
Naval Base Shack Removal	826,130	0	1,790	35,000	0	0	0	760,695	827,920
Restricted Grants & Contributions	5,388,608	0	0	0	0	(308,782)	(4,430,745)	382,652	957,863
Public Open Space - Various	5,182,134	0	10,858	0	149,531	(125,693)	0	4,799,751	5,342,524
Port Coogee Waterways - WEMP	1,075,185	0	2,445	0	0	(482,231)	0	586,468	1,077,630
Cockburn Coast SAR	85,406	0	185	55,000	0	(12,048)	(4,116)	91,995	81,475
Total Restricted Funded Reserve	16,324,097	0	22,336	595,000	149,531	(1,591,877)	(4,522,652)	11,024,048	11,973,313
Developer Contribution Plans									
Community Infrastructure DCP 13	773,410	0	2,181	3,000,000	1,010,995	(2,979,783)	0	2,095,930	1,786,585
Developer Contribution Plans - Various	12,859,207	0	25,025	970,000	268,001	(4,401,052)	0	8,562,189	13,152,232
Total Developer Contribution Reserve	13,632,617	0	27,205	3,970,000	1,278,995	(7,380,835)	0	10,658,119	14,938,817
Total Cash Reserve	180,998,229	0	49,542	38,228,428	1,428,527	(54,051,399)	(4,538,455)	143,747,515	177,937,842

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 August 2022
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		4,994,711	788,206	(37,075)	5,745,842
Total unspent grants, contributions and reimbursements		4,994,711	788,206	(37,075)	5,745,842
Provisions					
Annual leave		4,812,649	9,358,655	(9,555,910)	4,615,393
Long service leave		4,373,784	0	0	4,373,784
Total Provisions		9,186,433	9,358,655	(9,555,910)	8,989,177
Total other current assets		14,181,144	10,146,861	(9,592,986)	14,735,019
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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
				\$	\$	\$	\$
	Budget adoption						360,899
	Expenditure Review Committee May 2022 - Womens Shed						
OP4908	investigation	OCM 09/06/22	Operating Expenses			(20,000)	340,899
OP7965	Recruitment expenses. Confidential item.	OCM 14/07/22	Operating Expenses			(100,000)	240,899
	Marina boardwalk refurbishment funded from Reserves and						
CW6268	budget surplus	OCM 11/08/22	Capital Expenses			(98,000)	142,899
	Transfer from Marina Reserves to fund marina boardwalk						
CW6268	refurbishment	OCM 11/08/22	Transfer from Reserve		65,332		208,231
Various	Amendments as per 8 Sept 22 OCM	OCM 08/09/22				(120,000)	88,231
				0	65,332	(338,000)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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 2022-23 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Finance	367,099	0.31%	▲ Timing	Revenue brought forward
Recreation Infrastructure & Services	504,423	25.74%	▲ Timing	Revenue brought forward
Operations & Maintenance	1,992,813	50.60%	▲ Timing	Revenue brought forward
Expenditure from operating activities				
Community Development & Services	1,043,585	41.55%	▲ Timing	Expenditure delayed
Community Safety & Ranger Services	353,621	33.02%	▲ Timing	Expenditure delayed
Sustainability & Environment	363,833	51.36%	▲ Timing	Expenditure delayed
Property & Assets	464,658	24.73%	▲ Timing	Expenditure delayed
Transfer from reserves	636,487	16.31%	▲ Timing	Expenditure delayed
Payments for property, plant and equipment and infrastructure	1,934,777	26.06%	▲ Timing	Expenditure brought forward

15.3 (2022/MINUTE NO 0207) Review 2021-22 Carried Forward Projects**Author** Stuart Downing**Attachments** 1. Carry Forwards Consolidated 22-23 [↓](#)**Recommendation/Council Decision**MOVED Cr T Dewan SECONDED Cr P Corke
That Council:

(1) RECEIVES the report.

CARRIED UNANIMOUSLY 10/0**Background**

At the OCM for September 2022, Agenda Item 15.3 – 2021-22 Carry-forward Projects the following resolution was adopted:

- (3) REQUIRES details of Carry Forward Works and Projects be presented to the October 2022 Ordinary Council Meeting, detailing at a minimum for each item, the amount spent to date, progress of project/works, date of initiation/approval, and estimated time of delivery.

Submission

N/A

Report

The attached report, similar to the one presented at the September 22 OCM has been updated to include the following additional details:

- Amount spent to date
- Commentary on progress of the works
- Date of initiation of the project
- Estimated date of delivery.

A snapshot of the adopted FY22 Carried Forward Works shows:

	Completed	Commenced & due for completion in FY23	Not yet started
By project number (226)	16% (37)	74% (167)	10% (22)
By dollar value (\$31.62m)	20% (\$6.23m)	74% (\$23.37m)	6% (\$2.01m)



The table below provides in more detail the current state of the carried forward works adopted by Council in September 2022 by Capital Works and OP project, then by delivering division divided into completed projects, projects underway and for delivery in FY23 and finally projects that have not yet commenced:

Capital Works	Projects	Spent to Date - \$M	Carried Forward \$M	Progress					
				Complete No.	Complete \$M	Underway- No.	Underway - \$M	Not Started - No.	Not Started - \$M
Operations	118	\$17.79	\$22.92	16	\$4.13	97	\$17.5	5	\$1.29
Community Services	37	\$12.60	\$4.29	5	\$1.34	26	\$2.52	6	\$0.43
Built & Natural Environment	20	\$1.77	\$1.11	2	\$0.11	15	\$0.95	3	\$0.05
Finance	10	\$0.44	\$0.64	3	\$0.38	6	\$0.18	1	\$0.08
Total Capital Works	185	\$32.61	\$28.97	26	\$5.96	144	\$21.1	15	\$1.85

Operating (Opex)	Projects	Spent to Date - \$M	Carried Forward - \$M	Progress					
				Complete No.	Complete \$M	Underway- No.	Underway - \$M	Not Started - No.	Not Started - \$M
Operations	12	\$0.12	\$1.50	8	\$0.12	4	\$1.38	0	\$0.00
Community Services	20	\$0.11	\$0.78	1	\$0.08	15	\$0.06	4	\$0.06
Built & Natural Environment	4	\$0.44	\$0.15	2	\$0.07	1	\$0.02	1	\$0.06
Finance	5	\$0.10	\$0.22	0	\$0.00	3	\$0.18	2	\$0.04
Total Opex (OP)	41	\$0.76	\$2.65	11	\$0.27	23	\$2.21	7	\$0.16
Total Capital and Opex	226	\$33.388	\$31.62	37	\$6.23	167	\$23.3	22	\$2.012

As noted in the attached and detailed project by project report, 90% of the projects are completed or underway for completion in FY23 (subject to supply chain issues).

The remaining 10% of projects are either yet to commence or are on hold. The future of these projects will be reviewed as part of the FY23 Mid-year budget review.



Strategic Plans/Policy ImplicationsListening & 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 in this report as Council has already adopted the FY22 Carried Forward Works other than those projects that have been deferred or put on hold.

These projects will be reviewed as part of the FY23 MYBR process to come to Council in February 23.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are no risk management issues in adopting this report as it is for information purposes.

The risk management issue is in the management of supply chain risks as they are impacting on delivery times of key projects and assets.

Officers are managing these issues in conjunction with the City's Procurement Team and key suppliers.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Project Description	FY Project Initiated	2021/22 Information		Expenditure	2022/23 Budget Carried Forward Projects and Works from 2021/22	
					Project update or has project been completed	Budget sufficient to complete project
		Expenditure				
		Full Year Budget	Actuals to 18/8/2022			
CW1653 - Digital Strategy - Audit & Map Employee Systems	2021/22	30,000	26,000	4,000	Project Completed	Yes
CW4836 - Replace Admin Projectors	2021/22	234,000	228,759	5,240	Ongoing project to replace phones as required	Yes
OP4941 - ICT - Mobile Phone Replacement/New	2021/22	26,000	7,534	18,466	Project now not required funds to be handed back at MYBR	Yes
OP6280 - Mobility Tablet Replacements	2021/22	26,000	3,309	22,690	Project now not required funds to be handed back at MYBR	Yes
CW1673 - Core and Distribution Network Replacement	2021/22	175,000	148,206	26,794	Ongoing project to replace WiFi points across all City facilities as planned Cpmplete FY23	Yes
OP4910 - After hours IT Support	2021/22	28,000	0	28,000	Tender now finalised and to be awarded. Complete Fy23	Yes
CW1676 - ICT - 10GB DR - ARC Wireless link for redundancy	2021/22	30,000	0	30,000	Need to replace old tablets - will occur in Qtr 2	Yes
CW1679 - ICT - 10GB AB-DR Wireless Link for redundancy	2021/22	30,000	0	30,000	Need to install AV equipment across all facilities Complete FY23	Yes
CW1677 - CYBER - ISO Review	2021/22	30,000	0	30,000	Continued rollout of ISO27000	Yes
CW1680 - ICT - Corporate WIFI Replacement	2021/22	100,000	22,751	77,249	Project Completed	Yes
CW1681 - CYBER - SIEM Security Incident and Event Management	2021/22	300,000	418	299,582	Project Completed	Yes
CW1682 - ESRI - Parks CR mobility	2021/22	60,000	0	60,000	Project delayed to coincide with customer request system update in Qtr 3	Yes
OP8905 - Techone Ci Anywhere	2021/22	125,000	53,702	29,727	Project now ready to be commissions in Qtr 2	Yes
CW1683 - Optimo development	2021/22	95,000	14,876	80,123	Project is underway planning and consultation. Complete in FY23	Yes
OP7986 - Corporate Website	2021/22	153,000	30,487	122,512	This is an ongoing project as the City moves from Ci to CiAnywhere with Technology One. Complete in FY24	Yes
OP9995 - Library Grants Minor	Annual	0	1,818	2,181	project scheduled for 2023 - not commenced.	Yes
OP8918 - Rebrand of Library Signage	2021/22	7,645	0	7,645	project scheduled for 2023 - not commenced.	Yes

Project Description	FY Project Initiated	2021/22 Information		Expenditure	2022/23 Budget Carried Forward Projects and Works from 2021/22	
					Project update or has project been completed	Budget sufficient to complete project
		Full Year Budget	Actuals to 18/8/2022			
CW4571 - Success Library Reglazing of upper floor	2019/20	3,596	0	3,596	Work to be completed in FY23	Yes
OP9590 - Annual RSL Anzac Day Parade	Annual	35,000	27,938	7,062	youth parade impacted by covid so delivering in line with remembrance day.	Yes
CW1698 - Market Swamp Mural	2020/21	7,000	0	7,000	Permission from owner still required	yes
CW1697 - Len Packham Mural	2020/21	15,000	6,000	9,000	Project completed	Yes
OP9108 - Harvest Lakes Event	Annual	46,720	11,263	35,456	Cockburn Live - event delivered 5-13 november.	Yes
CW1699 - Spearwood Avenue Noise Wall Mural	2020/21	70,000	0	70,000	project scheduled for 2023 - not commenced.	Yes
CW4829 - Cockburn Coast Oval	2019/20	237,557	86,767	20,000	Project on hold	Yes
CW1484 - Major Capital Works Grants Program	2019/20	131,229	0	29,000	Ongoing- seeking applications. Completed in FY23	Yes
OP4989 - CSRFP Review and Planning	2021/22	100,000	6,410	93,590	Project underway. Complete in FY23	Yes
CW1686 - Success Reserve Master Plan	2020/21	45,000	0	45,000	Appointment of consultant imminent	May require additonal funds at MYBR
CW6130 - Dixon Park/ Wally Hagan Recreation Centre Redevelopment	2019/20	54,327	0	54,327	Project ongoing - Section 18 expected to be submitted Q4 FY23	Yes
CW6128 - Santich Park – Parking and New Lights	2020/21	108,915	29,029	79,886	Project in design. Budget for Contruction stage. Complete in FY23	Yes
CW6283 - Reserve Upgrade Yandjet Park, Yangebup	2021/22	100,000	0	100,000	Revised concept design in development. Engagement with stakeholders anticipated during QTR 2	Yes
CW6284 - Clubroom Upgrade Beeliar Reserve	2020/21	100,000	0	100,000	Project underway - consultant appointment soon	Yes
CW6285 - Clubroom Upgrade Tempest Park, Coolbellup	2020/21	100,000	0	100,000	Project underway - consultant appointment soon	Yes
OP4988 - Port Coogee Centre Fit Out Design	2020/21	170,000	7,758	162,242	Project underway. Complete in FY23	Yes
CW4544 - Beale Park Redevelopment	2018/19	329,107	93,283	235,824	Project is currently in Design stage as per approved project plan. Expected to go to ERC by Qtr 4. Budget for Contruction stage TBD	Yes but subject to final tender
CW4676 - Frankland Park Recreation Centre & Ovals - Design	2017/18	6,616,561	6,332,231	292,530	Completed in Defects Liability Phase - This is a 12 month process	Yes
CW6066 - Len Packham Park Sports Lighting	2020/21	487,530	97,600	389,930	Flood lighting is operational, minor works anticipated during Qtr 2 to complete the Project	Yes
CW6067 - Goodchild Park Upgrades	2020/21	1,305,493	778,242	527,250	Practical completion scheduled for October due to continuing supply and trade issues.	Yes

Project Description	FY Project Initiated	2021/22 Information		Expenditure	2022/23 Budget Carried Forward Projects and Works from 2021/22	
					Project update or has project been completed	Budget sufficient to complete project
		Expenditure				
		Full Year Budget	Actuals to 18/8/2022			
CW1695 - Sports Stadium Curtain	2020/21	35,000	0	35,000	No longer required, added to CW4824 cladding project	Yes
CW9978 - External branding screen - Entrance Cockburn ARC	2020/21	40,000	0	40,000	Project underway - complete FY23	Yes
CW1696 - Pool Filtration Backwash Upgrade	2021/22	90,000	19,400	70,600	in Project initiation - added to CW1696 for Melchor plant room project	No: combining with CW1694 and deferring WC02342 (small group project) will still be \$5k short
CW4954 - 50m pool concourse upgrade	2020/21	152,937	29,013	123,924	Defect liability claim - Will resolve in FY23	Yes
CW1694 - Chlorine Generator Replacement	2021/22	160,000	19,500	140,500	project initiation. added to CW1696 for Melchor plant room project. Complete in FY23	No: combining with CW1696 and deferring WC02342 (small group project). will Still be \$5k short
CW4824 - Internal cladding sports stadium ARC	2021/22	300,000	556	299,443	Non Award Tender process	No
CW4714 - Consultancy Services - Health and Fitness Expansion	2020/21	660,335	21,944	638,390	Project underway . Complete in FY23	Tender to determine final costing
CW4953 - Geothermal Filter upgrade	2020/21	12,500	0	12,500	Ongoing Maintenance	Yes
CW6071 - Artwork/stencils on footpaths and	2020/21	650	0	650	Delayed due to pandemic restrictions	Yes
OP4917 - Treeby Community Centre Opening Event	2018/19	15,000	4,722	10,278	Commenced - to be held in October 22	Yes
CW4715 - Calleya Estate 'Treeby' Community Centre	2018/19	5,036,833	4,957,736	79,096	Commenced to be completed in FY23	
OP8892 - Youth Grant Funding Costs	Annual	79,121	0	113,012	Artwork fabrication ongoing,. Installation anticipated QTR 2	Yes
OP9729 - MY Time Group	Annual	0	11,627	2,448	Review commenced, consultant apointed	Yes
OP9461 - Consultant for Reconciliation Action Plan Strategy	2021/22	30,000	0	30,000	Grant funding ongoing program delivery. Complete in FY23	Yes
OP9507 - Sea container storage	2021/22	8,000	0	8,000	ongoing program delivery for FY23	Yes
OP9394 - Youth Programs	Annual	31,000	16,410	14,590	Postponed due to external factors - still required and ready to commence	Yes
OP8969 - HACC program Services	Annual	17,524	12,541	10,222	ongoing program delivery for FY23	Yes
OP8324 - Private Fee Income	Annual	62,959	5,899	106,405	ongoing program delivery for FY23	Yes
OP8247 - Fundraising - Senior Centre	Annual	20,510	0	27,126	ongoing program delivery for FY23	Yes
OP4980 - Summer Beach Overflow Parking Management	2020/21	5,000	2,677	2,323	Project commenced - awaiting hardware Complete FY23	Yes
OP4985 - Phase 2 - Local Cat Law Implimentation	2021/22	20,000	0	20,000	Project commenced - awaiting hardware Complecte FY23	Yes

Project Description	FY Project Initiated	2021/22 Information		Expenditure	2022/23 Budget Carried Forward Projects and Works from 2021/22	
		Expenditure			Project update or has project been completed	Budget sufficient to complete project
		Full Year Budget	Actuals to 18/8/2022			
OP4981 - LoRaWN Community Safety Pilot Project	2021/22	30,000	0	30,000	Still to scope for FY24	Yes
OP4982 - AI Parking Solution	2021/22	80,000	0	80,000	Project completed	N/A
CW1693 - Market Garden Swamp CCTV	2021/22	40,000	36,252	3,748	Contract awarded and underway Complete FY23	Yes
CW4951 - Jandakot Station Patio	2021/22	13,636	9,082	4,554	Contract awarded and underway Complete FY23	Yes
CW1691 - Navel Base Shacks CCTV	2021/22	80,000	68,851	11,148	Contract awarded and underway Complete FY23	Yes
OP4983 - Commence 'No its not Okay' Program	2021/22	20,000	4,385	15,615	Contract awarded and underway Complete FY23	Yes
CW1692 - Cockburn Youth Centre CCTV Renewal	2020/21	30,000	0	30,000	Contract awarded and underway Complete FY23	Yes
CW1662 - CCTV Project- Port Coogee Expansion	2019/20	35,000	0	35,000	Contract awarded and underway Complete FY23	Yes
CW1660 - CCTV Project - Malabar Park	2019/20	45,000	0	45,000	Contract awarded and underway Complete FY23	Yes
CW7667 - Chelydra Beach – CCTV	2021/22	50,000	0	50,000	Contract awarded and underway Complete FY23	Yes
CW1689 - Wetlands Education Centre CCTV	2020/21	70,000	0	70,000	Contract awarded and underway Complete FY23	Yes
CW1690 - Harvest Lakes Village CCTV	2021/22	80,000	122	79,878	Contract awarded and underway Complete FY23	Yes
CW1687 - Safer Coolbellup Project	2020/21	220,000	0	220,000	Contract awarded and underway Complete FY23	Yes
CW1659 - Phase 1 - Project BETTI	2020/21	261,910	20,554	241,356	Contract awarded and underway Complete FY23	Yes
OP9945 - ECU Research Pilot Project	2021/22	4,718	4,211	507	Project complete	Funds sufficient.
CW4969 - Urban Forest Crossing	2020/21	216,546	215,297	1,249	Construction not completed due to additional requirements for community consultation. Additional community consultation scheduled. Complete in FY23	Yes
CW4892 - Banjup Traffic Management	2020/21	48,347	46,695	1,651	New proposal is to repurpose the funds to continue with the MRWA Grant Application to secure funds for roundabout construction at the intersection of North Lake Road / Discovery Road. Detailed design in progress. Complete appn in FY23	Yes
CW2375 - TRAFFIC SAFETY MANAGEMENT - Traffic calming & minor works	2015/16	280,852	267,421	13,430	Drainage works in progress. Additional funds for drainage works estimated to \$40,000 Complete FY23	No. additional funds required. Service relocation increased the costs significantly.
CW6223 - Atwell College Kiss and Ride	2021/22	50,000	6,128	43,872	Design in progress. Complete in FY23	Yes

Project Description	FY Project Initiated	2021/22 Information		Expenditure	2022/23 Budget Carried Forward Projects and Works from 2021/22	
		Expenditure			Project update or has project been completed	Budget sufficient to complete project
		Full Year Budget	Actuals to 18/8/2022			
CW6197 - Coolbellup Ave Shared Path	2021/22	100,000	39,491	49,066	Design in progress. Complete in FY23	Yes
CW5000 - North Lake Road cycling bollards	2020/21	50,000	0	50,000	Construction in progress. Complete FY23	Yes
CW3957 - Rowley Road Lyon Road roundabout	2018/19	156,372	101,782	54,589	Design in progress. Complete in FY24	Yes
CW4854 - BP Oil Path stage 2 Phoenix to Angus	2019/20	120,000	0	60,000	Design in progress. Complete design FY23	Yes
CW6224 - Blackwood Avenue and Ely Street speed humps	2021/22	80,000	9,030	70,970	Construction in progress. Complete FY23	Yes
CW6225 - Coogee Primary School Childrens Crossing	2021/22	105,000	27,431	77,568	Construction in progress. Complete FY23	Yes
CW6198 - Macquarie Boulevard Shared Path	2021/22	180,000	97,801	82,198	Linemarking works in progress Complete FY23	Yes
CW4999 - Cockburn Road Orsino to Keisey path with Traffic signals mo	2021/22	160,000	21,300	138,700	Investigation and Design in progress. Project to be re-assigned to Operations Team. Complete FY24	Yes
CW3996 - RAC Healy Road	2021/22	200,000	2,910	197,090	Linemarking works in progress Complete FY23	Yes
CW6188 - Coogee Maritime Trail Stage 4	2020/21	25,000	0	25,000	To be assessed by new Coastal Engineer.	Budget unlikely to be sufficient to install to be able to construct new stairs. Additional pontoon is alternative.
CW6262 - Coogee Beach Observation Tower Foundations	2021/22	47,000	22,715	24,285	Project not completed last year. Additional protection works required in 22/23	This will supplement 22/23 funding.
CW6290 - CY O'Connor Fringing Reef	2021/22	565,000	540,303	24,697	Project not completed last year. Additional protection works required in 22/23	This will supplement 22/23 funding.
OP8966 - Port Coogee Sand Bypass	Triannual	74,755	54,941	19,813	Project not completed last year. Additional protection works required in 22/23	This will supplement 22/23 funding.
CW6266 - Visitor Moorings Coogee Maritime Trail	2021/22	35,725	8,148	27,577	To be undertaken by recently appointed Coastal Engineer. Complete FY24	Funds sufficient.
CW4950 - Beach Steps - Chelydra Point	2019/20	30,000	0	30,000	Project complete. Final Invoice due and variation request to be assessed.	Yes
OP4945 - Port Coogee sand bypassing	Triannual	300,000	237,768	62,231	Additional quotes to be obtained. DA to be lodged. Works complete in FY23	Funds unlikely to be sufficient to complete project.
OP8597 - C Y O'Connor Beach Nourishment Works	Annual	210,000	139,955	70,045	Works complete. Final Invoice expected.	Funds sufficient.
CW4820 - Beach Access Ramp - Coogee Beach Jetty	2019/20	429,986	367,132	62,854	Awaiting Council Decision on Tender. Complete FY23	Funds sufficient.
CW4732 - C Y O'Connor Protection Modelling & Design	2018/19	80,001	0	80,001	Project completed. 10% held as a surety. To be paid March 2023	Funds sufficient.

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OP4944 - Urban Canopy Grant	Annual	37,446	37,178	268	Project completed	Yes
OP8066 - Cockburn Central Wetland/Bushland	2021/22	7,147	6,300	847	Project completed	Yes
CW6153 - Coolbellup Hub, Coolbellup playground renewal	2021/22	75,000	71,846	3,154	Project completed	Yes
CW6140 - Koorilla Boundary Wall	2021/22	25,000	20,500	3,625	Project on hold, pre tender estimates considerably higher than current budget	Additional funds to be requested at MYBR
OP7744 - Goldsmith POS	Annual	7,249	5,865	1,385	Project completed	Yes
OP4969 - Bindjar North (804L Preston Dve)	Annual	8,000	1,696	11,677	Project completed	Yes
OP7519 - Quenda North	Annual	7,500	5,194	14,706	Project Completed	Yes
OP7529 - Dimago Park	Annual	26,670	6,695	19,974	Project Completed	Yes
OP7831 - Minigwal Loop	Annual	26,718	6,576	20,142	Project Completed	Yes
CW6104 - Banjup Memorial - Provision of Water to Allow Reticulation o	2019/20	70,000	38,035	31,964	Project Completed, ongoing truck watering over summer for plant establishment	Yes
CW6184 - CY O'Connor Reserve, North Coogee install replacement shade	2021/22	60,000	15,360	44,640	Various options (4) to refurbish or replace the structures being considered. Decision as to preferred approach is anticipated during QTR 2 with works to be sceduled during QTR3/4 subject to additional budget being approved.	Additional funds to be requested at MYBR
CW6289 - Cockburn Bowling and Recreation Club - function space redeve	2021/22	47,730	0	47,730	Project proposal provided to CBC, awaiting feedback to agree scope and delivery between both parties. Timeline for completion TBC Complete in FY24	Yes
CW5715 - Streetscapes Major Roads	2015/16	200,000	132,358	67,641	Project Completed	Yes
CW6039 - Aubin Grove Skate Facility	2019/20	587,258	461,564	125,693	Project Completed	Yes
CW6183 - McFaul Park, Spearwood, toilet facility.	2021/22	150,000	921	149,078	Project to be scheduled to co-incide with Dog park consultation at same location. Enagagement to expected to commence Qtr 3.	Yes
CW5681 - City Street Tree Planting Requests	2015/16	771,300	624,199	153,364	ongoing delivery of street tree planting and watering	Yes
CW6207 - Elderberry Drive Hackettianna to Apra	2021/22	170,817	148,391	22,425	Project Completed	Yes
CW4995 - Yangebup Lake PSP upgrade	2021/22	126,750	99,269	27,481	Project Completed	Yes
CW6234 - Jervois Drainage	2021/22	175,000	134,632	40,367	To be completed this FY23	Yes

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CW4903 - Rinaldo and Malvollio Drainage Design	2020/21	43,610	0	43,610	To be completed this FY23	No additional funding required, cost of materials has increased since original budget request. Work was originally going to be completed in house, no longer have the resources to complete the project so works will need to be outsourced. MYBR
CW4904 - 19B Jean StreetDesign	2020/21	44,720	0	44,720	Land acquisition discussions in progress. Complete in FY23	Will be subject to request for more funds
CW4902 - Hammon Road flooding Sucess	2020/21	70,536	2,506	68,030	To be completed this FY23	No additional funding required, wall design was not included in original quotation, supplier didn't allow for the cost of tree removal, scope of work is greater than originally anticipated.
CW4800 - Rockingham Road Revitalisation	2019/20	152,172	83,313	68,859	85% detail design received from Consultant and comments sent back. Internal meeting arranged to determine way forward. Land acquisitions proposed for FY24 and construction in FY25	Yes
CW6240 - Rockingham Rd Hamilton to Bailey	2021/22	474,069	403,861	70,208	Project Completed	Yes
CW4997 - Littlerush Lake PSP upgrade	2021/22	126,750	54,788	71,520	Project Completed	Yes
CW6237 - Rockingham Rd Paulik to Hamilton	2021/22	407,871	341,611	88,898	Project Completed	Yes
CW6233 - Fanstone Drainage	2021/22	275,000	150,992	124,007	To be completed this FY23	Yes
CW4815 - Armadale to North Lake drainage connection under Freeway	2019/20	197,919	58,680	139,239	investigations as to the viabily and timing of the project will continue during 22/23.	Yes
CW6232 - Collis Road new sump	2020/21	250,000	0	250,000	Land acquisition discussions in progress	Land valuation in progress and future funding will be required
CW4906 - Postans Road underground storage	2020/21	595,192	229,810	365,382	Project Completed	Yes

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CW3950 - Hammond Road Branch to Bartram	2018/19	8,747,007	5,657,974	3,089,033	Hammond Road Duplication (Branch Circus to Bartram Road) has reached 45% completion. Over the past month relocation of sewer lines has progress to 60% completion, with road construction activities and retaining wall installations in progress at various locations reaching 35%. Western Power works commenced in June and will continue throughout the project. Over the next month roadworks and retaining wall installations will continue with relocation of sewer mains to be completed and testing and commissioning of water mains to be undertaken by WaterCorp. Practical completion is scheduled for April 2023.	Yes
CW7664 - New Internal Cage Rangers Van	2021/22	6,000	0	6,000	Supply delays - should be FY23	Yes
CW7658 - Enviro Spray Unit PL6581	2015/16	15,000	0	15,000	Supply delays - should be FY23	Yes
CW7426 - PL426 Strategic planning svcs - C Catherwood	2017/18	26,810	0	26,810	This vehicle is being reviewed as to requirements	Yes
CW7205 - Light Fleet Commercial PL205 Building Dept	2015/16	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7216 - Light Fleet PL216 Building - Mike Ward	2015/16	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7220 - PL220 Swimming Pool Inspector	2015/16	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7230 - Light Fleet PL230 Commercial Waste Supervisor - G Ware	2015/16	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7232 - Light Fleet Statutory Planning PL232	2016/17	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7238 - PL 238 Roads Supervisor - S Bavan	2015/16	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7258 - Hilux S/Cab Ute Roads PL2583	2015/16	29,000	0	29,000	This vehicle is being reviewed as to requirements	Yes
CW7261 - PL261 Swimming Pool Inspector - Sharon Cairns	2016/17	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7276 - PL276 Planning Services - Natalie East	2015/16	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7286 - Light Vehicle - Rangers	2016/17	29,000	0	29,000	Completed	Yes
CW7545 - Administration Fleet Vehicle	2019/20	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7550 - Light Fleet PL550 Parks Superrvisor	2016/17	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7795 - Street Tree Officer - New	2017/18	29,000	0	29,000	Supply delays - should be FY23	Yes
CW7103 - Out Front Mower	2017/18	30,000	0	30,000	Completed	Yes
CW7106 - Heavy Fleet Out Front Mower - Parks PL1063	2017/18	30,000	0	30,000	Supply delays - should be FY23	Yes
CW7255 - PL255 Waste Manager - L Davieson	2016/17	34,000	0	34,000	This vehicle is being reviewed as to requirements	Yes

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CW7553 - PL 553 Recreation Services Coordinator	2017/18	34,000	0	34,000	Supply delays - should be FY23	Yes
CW7225 - PL225 Building Alan Savage	2015/16	35,000	0	35,000	Supply delays - should be FY23	Yes
CW7250 - PL250 Facilities Projects Officer - E Bjelland	2016/17	35,000	0	35,000	This vehicle is being reviewed as to requirements	Yes
CW7296 - PL296 Recycling Supervisor - Cliff Ryan	2016/17	35,000	0	35,000	Supply delays - should be FY23	Yes
CW7549 - PL549 Health Department Officer - Stuart Greer	2015/16	35,000	0	35,000	Supply delays - should be FY23	Yes
CW7600 - Canopy Rangers	2021/22	36,000	0	36,000	Completed	Yes
CW7206 - Light Vehicle - Manager Building Services	2017/18	38,000	0	38,000	This vehicle is being reviewed as to requirements	Yes
CW7534 - Quad bike & trailer - waste collection	2015/16	40,000	0	40,000	Supply delays - should be FY23	Yes
CW7223 - Environmental Svcs - M Kennewell	2017/18	42,000	0	42,000	This vehicle is being reviewed as to requirements	Yes
CW7207 - Light Fleet PL207 Planning & Develop Manager	2016/17	44,000	0	44,000	This vehicle is being reviewed as to requirements	Yes
CW7504 - PL 504 ICT Manager	2017/18	44,000	0	44,000	This vehicle is being reviewed as to requirements	Yes
CW7521 - Health Promotion Services - Gilly Street (New) 7 Seater Van	2015/16	50,000	0	50,000	This vehicle is being reviewed as to requirements	Yes
CW7577 - Ranger Services Supercab (New) PL 577	2016/1	50,000	0	50,000	Supply delays - should be FY23	Yes
CW7715 - Heavy Fleet Parks Hino Dutro 5500 PL7151	2016/17	90,000	0	90,000	Supply delays - should be FY23	Yes
CW7726 - Heavy Fleet - Parks Isuzu NPR 400 Crew Cab PL7262	2015/16	90,000	0	90,000	Supply delays - should be FY23	Yes
CW7729 - Heavy Fleet - Parks Isuzu NPR 400 Crew Cab PL7292	2015/16	90,000	0	90,000	Supply delays - should be FY23	Yes
CW7763 - Parks - Mitsubishi Fuso Canter Dual Cab Truck	2015/16	90,000	0	90,000	Supply delays - should be FY23	Yes
CW7840 - Waste Verge Loader (New)	2021/22	125,000	0	125,000	Supply delays - should be FY23	Yes
CW7705 - Heavy Fleet - Roads Mits. FM65H1RFAE PL7052	2015/16	172,380	0	172,380	Supply delays - should be FY23	Yes
CW7709 - Heavy Fleet - Roads Mits. FM65H1RFAE PL7092	2015/16	172,380	0	172,380	Supply delays - should be FY23	Yes
CW7743 - Waste Articulated Loader	2016/17	240,000	0	240,000	Supply delays - should be FY23	Yes
CW7802 - Waste Collection Side Loader 22m3 (New) PL 802	2020/21	380,000	0	380,000	Supply delays - should be FY23	Yes

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CW7720 - MacDonald Johnston VT605 Sweeper PL7201 Roads	2016/17	381,000	0	381,000	Supply delays - should be FY23	Yes
CW7722 - MacDonald Johnston VT605 Sweepers PL 7221 Roads	2016/17	381,000	0	381,000	Supply delays - should be FY23	Yes
CW7753 - IVECO Waste Collection Truck PL753-2	2016/17	395,000	0	395,000	Supply delays - should be FY23	Yes
CW7758 - Inter2350E Compactor Waste Collection	2016/17	395,000	0	395,000	Supply delays - should be FY23	Yes
CW7771 - Truck Green Waste Side Arm 29m3 (New) No 1	2016/17	395,000	0	395,000	Supply delays - should be FY23	Yes
CW7772 - Roads Front End Loader PL772	2015/16	400,000	0	400,000	Supply delays - should be FY23	Yes
OP4913 - No Parking Signs	2021/22	10,000	0	10,000	Project to be completed in FY23	Yes
CW2000 - Generator to Power Aircon Unit for Transfer station gate hou	2021/22	7,000	0	7,000	Building yet to be relocated will occur in FY23	Yes
CW1700 - Chesham Way Waste Truck Turn Circle	2021/22	50,000	21,672	28,328	Preliminary works in progress Complete FY23	Yes
OP4916 - CRRP Business Case Operations Review	2020/21	30,000	0	30,000	Tender to Oct 22 OCM	Additional funds to be sourced from Reserves
CW1665 - GPS for Compactor	2019/20	80,000	0	80,000	Project in progress to be completed in FY23	Yes
CW7665 - Temporary Staff building upgrades	2021/22	100,000	0	100,000	Works in progress Complete in FY23	Yes
CW1992 - Design of Changes to HWRP	2018/19	226,017	69,113	156,904	Tender to Oct 22 OCM	Yes
CW1667 - Stage1 Enabling Works Henderson Redevelopment	2020/21	2,662,846	35,871	2,626,974	Tender to Oct 22 OCM Complete FY24	Additional funds to be sourced from Reserves
CW4717 - Omeo Park Toilet Block, Port Coogee	2018/19	180,821	163,424	17,397	As per Justification, detailed design phase to be completed in QTR.2. Exco to determine if project is to proceed to construction in QTR 3 (subject to resources and budget).	Yes
CW4149 - Operations Centre Stage 2	2018/19	1,172,826	874,954	120,000	Remaining funds required to be address additional scope required to improve safety for the workshop and sign shop Teams. Complete in FY23	Yes
CW4156 - Wetlands Education Ctr	2018/19	870,369	662,132	208,237	Defects works to be progressed and legal recourse continuing . Complete in FY23	Additional funding may be required
CW6202 - Spearwood Ave & Hamilton Rd	2021/22	507,245	42,193	465,052	100% State funded project to be completed during QTR 2 22/23	Yes
CW4952 - Rockingham Road and Phoenix Roundabout	2020/21	1,141,507	68,144	1,073,362	Project on hold	N/A

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CW6200 - Rowley Road & Lyon Road	2020/21	1,647,775	0	1,647,775	As per Justification, this is a multi year project with budget and resources for the Initiation and design stage funded during 22/23	Yes
OP4932 - WAPC land to be considered by City as future Reserve Mayor R	2019/20	50,000	0	50,000	Project purchase is complete - Sale negotiation ongoing. Complete FY23	Yes
OP4991 - All Wetlands Precinct User Utilities (Water & Electricity)	2021/21	132,000	41,872	90,128	Project in progress. Complete in FY23	Yes
CW3436 - Subdivisional Works	2015/16	40,000	0	40,000	Project is a recurrent project - funds needed to complete outstanding items. Complete FY23	Yes
OP7863 - Purchase of Jandakot/Solomon Road – Crown land	2019/20	100,000	5,343	94,656	Project is still progressing Complete FY23	Yes
CW1639 - Land Purchase - Sale Lot 1001 Tindal Ave	2020/21	2,520,000	840,000	1,680,000	Purchase completed	Yes
CW4640 - Civic and Community Buildings - BBQ Replacement for Parks &	2016/17	25,000	23,031	1,969	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW4686 - Civic and Community Buildings - Furniture Replacement	2017/18	38,325	34,195	4,130	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW6272 - Waterways Fishing Jetty screening	2020/21	5,000	0	5,000	Project to start when Marina Expansion is completed. Complete in FY23	Yes
CW6271 - Marina Services Building Flagpoles	2020/21	6,000	0	6,000	Project to start when Marina Expansion is completed. Complete in FY23	Yes
CW6259 - Bakers Square - Court Resurface	2021/22	32,500	22,645	9,855	In progress and to go to tender this FY Complete in FY23	Yes
CW4933 - C Y O'Connor Toilet - Minor Refurbishments	2020/21	11,245	0	11,245	Planning and design underway. Complete FY23	Yes
CW6254 - Civic & Community Buildings - Swipe Card installation	2021/22	50,000	35,962	14,038	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW6250 - Administration Building - Staff workstation area alterations	2021/22	90,000	75,163	14,836	Planning and design underway. Complete FY23	Yes
CW6260 - Success Regional Sports Centre - Design Fees	2021/22	20,000	3,158	16,842	CW balance of funds to be allocated to minor repairs	Yes
CW4608 - Civic and Community Bldg Various - HVAC replacement	2015/16	93,722	78,805	24,462	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes

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CW4109 - Civic & Community Buildings - Signage Replacement/Upgrade	2018/19	45,000	20,215	24,785	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW4769 - Wetlands Education Centre - Stormwater Drainage Treatment	2018/19	30,000	0	30,000	Not Proceeding	N/A
CW6261 - Aubin Grove Community Centre	2021/22	40,000	1,680	38,320	To be completed this FY	Yes
CW4926 - Community Buildings All - Circuit Breaker Replacement	2020/21	53,651	8,864	44,787	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW4379 - Disability Access Facility Improvements	2015/16	137,138	89,892	47,245	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW6268 - Marina boardwalk refurbishment	2020/21	56,000	0	56,000	Project scheduled for Oct 22	Yes
CW4647 - Civic and Community Buildings - Exterior and Interior Painti	2016/17	112,965	56,285	56,679	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW4639 - Civic and Community Buildings - Asbestos Removal	2016/17	100,000	31,786	68,214	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes
CW6253 - Cockburn Youth Centre - Main Hall Floor Replacement	2021/22	70,000	380	69,620	Scope being defined due to change in product supply. RFQ to be issues Q2. Should be complete in FY23	Yes
CW6256 - Winterfold Childcare Centre - Refurbishment	2021/22	75,000	316	74,683	Project currently on hold and expectation is for works to begin Later in FY	Yes
CW1099 - Executive Area Refurbishment	2021/22	105,000	550	104,450	Project planning deferred to arrival of New CEO	Yes
CW6286 - Marina Services Building Upgrade	2021/22	190,000	35,195	154,805	Project has reached detailed design stage. Budget constraints are being evalated prior to commencing the refurbishment. Complete FY24	No estimate \$120K additional required to complete project - subject to RFT then ERC for additional funds
CW7666 - Memorial Hall Flooring Rectifications	2021/22	200,000	19,797	180,202	Project to be complete by end of Q1 FY23	Yes
CW4976 - Kumon Tenancy works	2021/22	200,000	10,480	189,520	Work is ongoing and completion scheduled by end of Q2	Yes
CW4935 - Integrated Health Facility - Cladding Replacement	2020/21	230,000	32,946	197,054	Contract awarded, Project Services awaiting work schedule from preferred contractor. Complete in FY23	Yes
CW4927 - Civic and Community Buildings - Key and Padlock Replacement	2020/21	410,000	150,354	259,646	Recurring CW - Works unable to be completed last FY, but works planned and budget required Complete FY23	Yes

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CW6243 - Integrated Health Centre - Landscaping and Courtyard	2021/22	450,000	26,231	423,769	Landscaping works at 50%. Project resourcing issues. Courtyard works are critical not urgent. Complete in FY23	Yes
CW4947 - Maraboo Island Anti Climb	2020/21	585,610	33,487	552,123	Project is in the detailed design Stage and subject to resources is anticipated to completed during QTR 3 of 22/23	Yes
CW4946 - Marina Expansion - Stage 1	2020/21	6,622,600	5,368,524	1,254,075	Project nearing completion at end of Qtr 1 then defects liability phase	Yes
CW4980 - Bethesda Car Park – Design & Construct	2020/21	1,935,070	87,641	1,847,428	Construction stage has commenced with Practical Completion scheduled for November 22	Subject to additional contribution from Bethesda
CW6239 - Asset Management Maturity/Benchmarking	2021/22	20,000	2,500	17,500	In progress and funds are committed to be completed Q2	No - additional \$30k required - MYBR
CW1475 - Works & Assets Systems Development	2017/18	19,395	0	19,395	Completed	Yes
CW1563 - Asset Data Collection Initiative: Condition Assessment of Co	2020/21	68,866	41,044	27,822	Project is complete and balance of funds have been requested to be transferred to CW6239 to cover shortfall	Yes, subject to MYBR
		65,349,391	33,382,062	31,619,650		

15.4 (2022/MINUTE NO 0208) Review Status and Usage of the Spearwood Library Electric Vehicle Charging Station

Author Stuart Downing

Attachments N/A

Recommendation/Council Decision

MOVED Cr T Dewan SECONDED Cr P Corke

That Council:

- (1) RECEIVES the report.

CARRIED UNANIMOUSLY 10/0

Background

At the 9 September 2021 Ordinary Council Meeting Item 20.1 12 Month Trial – Free Electric Vehicle (EV) Charging - Spearwood Library Electronic Vehicle Charger Council resolved:

- (5) REVIEWS the status and usage of the Spearwood Library carpark Electric Vehicle Charging Station after one year.

Submission

N/A

Report

The City implemented Council's resolution and the data for the last 12 months (10 September 2021 to 19 September 2022) is provided below:

The City has also included, for comparison purposes only, the data on the fast-charging station in Cockburn Central.

Location	Hours of use	KwHrs of Electricity consumed	CO2 Abated in Kgs	No. of Transactions	Revenue \$	Cost \$
Spearwood	560	2,467.36	786.7	383	Nil	\$641
Cockburn Central	380.1	14,383.98	4,588	760	\$6,469	\$3,741

The Spearwood facility has proved popular in both hours of use and the number of transactions, noting these two stations are trickle feed whereas the one in Cockburn Central is a high-speed facility.

The additional revenue earned by the Cockburn Central station covers the cost of the Spearwood station.



As such, the facility at Spearwood should remain free so as to further encourage the take up of electric vehicles in the community.

Council officers will maintain a watching brief over this facility and will make further comment in the FY24 Municipal budget.

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.

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.

Listening & Leading

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

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

Budget/Financial Implications

The current Schedule of Fees and Charges should be retained, that is no fee should be levied for the use of the Spearwood EV Charging stations.

Legal Implications

N/A

Community Consultation

The continued provision of and access to free charging stations at Spearwood Library should be promoted in various Cockburn publications as a push to decarbonise the community in which we live.

Risk Management Implications

The 12-month trial has worked well given the statistics presented above.

The financial risk is minimal given the nature of the trickle feed mechanism of the charging stations.

The cost is well covered from the fast-charging station at Cockburn Central.

The brand reputation by way of a free service is enhanced and can be reviewed annually as the rollout of EV motor vehicles further escalates.



Advice to Proponent(s)/Submitters

N/A

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

Nil



16. Operations

Nil



17. Community Services

17.1 (2022/MINUTE NO 0209) Automatic Number Plate Recognition - Data Sharing with WA Police

Author

Attachments 1. Automatic Number Plate Recognition (ANPR) Police Deed [↓](#)

Recommendation

That Council:

(1) APPROVES Option _____ .

Council Decision

MOVED Cr L Kirkwood SECONDED Cr T Dewan

- (1) APPROVES the City entering into the Automatic Number Plate Recognition Deed with the Western Australian Police Force;
- (2) APPROVES the City to amend clause 7(b) of the Deed to remove the words 'Error Reference Source not found'; and
- (3) AUTHORISES the Chief Executive Officer to execute the Deed.

CARRIED UNANIMOUSLY 10/0

Reason

This will assist in keeping our community safe with faster access to this information for police when investigating a crime and reducing internal staff costs and time.

Background

The City has an extensive array of Closed Circuit Television Cameras (CCTV) across the City. These cameras are placed predominantly in public open spaces and key access to some suburbs.

Several dozen cameras have an Automatic Number Plate Recognition (ANPR) artificial intelligence (AI) technology that uses optical character recognition on images captured to read vehicle registration plates.

The ANPR data allows for real-time alerting of identified number plates against a database of vehicles of interest (VOIs) suspected of being involved in crime, unregistered or stolen vehicles.

The City's CCTV network currently collects ANPR data from six sites and expanding.

WA Police Force has requested that ANPR data collected by the City's CCTV network be shared directly by remote communication.



Submission

N/A

Report

The City has been approached by WA Police to enter a deed of data access to the City's ANPR camera data.

WA Police Force state:

“Just as vehicular transport underpins legitimate activities, it can also be utilised to directly and indirectly facilitate criminal activity and the transportation of people who may pose a risk to themselves or others.

The ability to locate vehicles and people using ANPR technology has been recognised by WA Police Force as a valuable safety and crime prevention tool in emergency management, traffic and law enforcement operations.”

The Deed aims to provide real-time alerts of unregistered vehicles, vehicles of interest and stolen vehicles directly to the WA Police State Operations Centre.

Currently, WA Police Force can, through a Memorandum of Understanding (MOU), declare a reason and request a check for a VOI from the City's Video Management Software (VMS). This requires a manual data entry by CoSafe into the VMS.

CoSafe may then respond once the VMS produces a result. This can occur on a case-by-case basis. However, it was not the intent of the current MOU to engage in the level of information sharing proposed by the WA Police Force in the Deed.

As a result of this data access, the City's CCTV system will become directly accessible by members of WA Police. This changes the City's system of being accessed upon request to a live intelligence tool for WA Police.

If the access is approved, the City's officers cannot monitor the use of the ANPR data.

Upon request, WA Police have amended the Deed to incorporate a clause that allows the City to request information on the number of access attempts and overall success from the data of the camera network.

If approved, WA Police may be obligated to provide data captured through this Deed with other State and Commonwealth law enforcement agencies through their own separate data sharing agreements. As such, the City's system may be used beyond what would commonly be considered routine by members of the community.

From a technology aspect, the WA Police connection is via a plug-in software based on the camera's own internal computer.



The style of connection proposed will not be onerous and allows the City to still control its network security protocols without creating an additional risk of being compromised.

The software will also not impact the City's collection and use of the ANPR cameras.

The net benefit for the Cockburn community is the WA Police Force responding in real-time to the movement of stolen vehicles or vehicles involved in criminal activity.

Ultimately, Council will need to weigh up if the City's CCTV system should be expanded to provide this live intelligence collection to WA Police and balance the generally accepted use of the system by the community.

Two Options are presented to Council for their consideration.

Option 1

- (1) APPROVES the City entering the ANPR Deed with the Western Australian Police Force; and
- (2) AUTHORISES the Chief Executive Officer to execute the Deed.

Option 2

- (1) REJECTS the Deed.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

Aligned with Community Safety and Crime Prevention Plan 2022-2027
reduce the opportunity for crime through technology

Budget/Financial Implications

N/A

Legal Implications

Closed Circuit Television (CCTV) cameras are governed by the *Surveillance Devices Act 1998* within Western Australia. Entering into this Deed and sharing ANPR data will not have any impact with the City's adherence to this legislation.



Community Consultation

No community consultation has been undertaken on this item, as it was of request of WA Police.

Risk Management Implications

If the data shared with WA Police is misused, the City may be exposed to negative community feedback. Recently there has been a precedent whereby CCTV AI software has resulted in negative community feedback at other local governments and retail outlets.

Given that the City's camera network encompasses many key entry and exit routes to residents' homes, the risk of misuse or perception of overreach is a valid concern.

Accordingly, this item carries a "*moderate*" brand reputational risk.

Advice to Proponent(s)/Submitters

N/A

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

Nil





Release of Information Deed

BETWEEN

**State of Western Australia acting through the
Western Australia Police Force**

AND

City of Cockburn



TABLE OF CONTENTS

Summary	3
General Terms	4
1. Interpretation.....	4
1.1 Definitions	4
1.2 Defined terms in Summary	4
1.3 Interpretation rules.....	4
1.4 Use of the word “including” or “include”	4
2. Introduction	5
3. Term and Review.....	6
4. Sharing of Records	6
4.1 Purpose of Sharing Records.....	6
4.2 Requests for Information	6
4.3 Security of Information.....	6
4.4 Format Requirements of accepted ANPR Record.....	6
4.5 Relevant Provisions where Access is given to the ANPR System.....	6
5. WA Police Force Obligations	7
5.1 Protection of Information.....	7
5.2 General obligations.....	8
6. Third Party Provider Obligations	8
7. Termination.....	9
8. Disputes.....	9
9. Governing Law.....	9
10. Miscellaneous	9
10.1 Notices	9
10.2 Amendment.....	9
10.3 Relationship between the parties	10
10.4 Non-waiver	10
10.5 Rights in addition	10
10.6 No merger	10
10.7 Counterparts	10
Signing page	11

Automatic Number Plate Recognition (ANPR)

Summary

Item	Defined Terms	Details
1	Agreement	The Third-Party Provider agrees to provide ANPR Records to the WA Police Force for the General Purpose.
2	General Purpose	ANPR Records are used by the WA Police Force for the following purposes: <ul style="list-style-type: none"> (a) investigation and prosecution of offences; (b) incident response; (c) law enforcement activities; and (d) community safety.
3	Third Party Provider	City of Cockburn 9 Coleville Crescent Spearwood. Western Australia 6163.
4	Third Party Provider Representative	Name: Nathan Trenberth Role: Operations Coordinator Address: 9 Coleville Crescent Spearwood, WA 6163. Telephone: 9411 3389 Email: ntrenberth@cockburn.wa.gov.au
5	WA Police Force	State of Western Australia acting through the Western Australia Police Force 2 Adelaide Terrace Perth WA 6000.
6	WA Police Force Representative	Name: Brad Robinson Role: Capability Manager Address: Maylands Police Complex, 21 Swanbank Road, Maylands, WA 6051 Telephone: (08) 9323 5610 Email: ANPR@police.wa.gov.au

General Terms

1. Interpretation

1.1 Definitions

ANPR means automatic number plate recognition.

ANPR read means metadata (registration number, date/time, geographical position) and number plate images.

ANPR System means a system consisting of camera equipment, Back Office Facility monitoring and associated equipment for number plate recognition and recording purposes, including ANPR-enabled CCTV system.

ANPR Records means ANPR read from fixed or mobile ANPR Systems.

Unauthorised Act means, in relation to the ANPR Records collected or received by WA Police Force under or in connection with this Deed:

- (a) actual or potential breach of clause 5.1 by WA Police Force; or
- (b) unauthorised disclosure, use, modification or access, or attempted unauthorised disclosure, use, modification or access, or misuse or loss of such ANPR Records by WA Police Force.

1.2 Defined terms in Summary

Words set out in the Summary under the heading "Defined Terms" have the meanings and refer to the details set out under the heading "Summary".

1.3 Interpretation rules

In this Deed, unless the contrary intention appears:

- (a) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of this Deed;
- (b) the singular includes the plural and vice versa; and
- (c) a reference to a clause, item or schedule is a reference to a clause, item (of the Details) or schedule in this Deed;

1.4 Use of the word "including" or "include"

Where in this Deed, the word "including" or "include" is used, it is to be taken to be followed immediately by the words: "but not limited to" or "but are not limited to" as the case requires.

2. Introduction

Automatic Number Plate Recognition (ANPR) technology is commonly used throughout the community by State and Federal government agencies, Local Government Authorities and private businesses. It allows real-time matching and alerting of identified number plates against hotlists representing but not limited to unregistered vehicles, vehicles of interest and stolen vehicles.

The Perth Metropolitan area is one of the largest geographically spread capital cities in the world based on population density. The people of Western Australia are heavily reliant on the use of motor vehicles as a method of transport to move between locations. Just as vehicular transport underpins legitimate activities, it can also be utilised to directly and indirectly facilitate criminal activity and the transportation of people who may pose a risk to themselves or others.

WA Police Force are responsible for the world's largest single policing jurisdiction of approximately 1.2 million square kilometres. The ability to locate vehicles and people using ANPR technology has been recognised by WA Police Force as a valuable safety and crime prevention tool in emergency management, traffic and law enforcement operations.

The success of ANPR primarily for community safety has increased public interest in further use of the technology to support law enforcement. Therefore, the focus of WA Police Force is to expand its ANPR capability and network with authorised use of ANPR Records from Third Party Providers under community safety partnerships formalised in a Release of Information Deed.

3. Term and Review

- (a) This Deed commences on date of execution and remains in force unless and until it is terminated pursuant to clause 7.
- (b) The parties will conduct a periodic review of the Deed, at least every 2 years from the date of execution, to address any issues identified by either WA Police Force or the Third Party Provider and to make any changes agreed between the parties to improve its efficiency and effectiveness.

4. Sharing of Records

4.1 Purpose of sharing Records

The Third-Party Provider agrees to provide ANPR Records to WA Police Force for the General Purpose.

4.2 Requests for Information

WA Police Force acknowledges that access to the ANPR Records must be controlled and any requests or use of information must only be for the General Purpose.

WA Police Force agrees to provide a statistical report to the Third-Party upon request.

- (a) The statistical report will consist of:
 - (i) Data captured only from the Third-Party provider.
 - (ii) Vehicle(s) volume per camera(s).
 - (iii) Vehicle(s) of Interest (volume), per camera(s).

4.3 Security of Information

WA Police Force acknowledges that ANPR Records from the Third-Party Provider must be controlled and WA Police Force must, at all times, ensure appropriate security and storage of the ANPR Records.

4.4 Format requirements of accepted ANPR Record

WA Police Force accepts ANPR Records in Urban Traffic Management Control (UTMC) format, BOF2 protocol, XML files or JSON format.

WA Police Force may choose to convert ANPR Records in non-UTMC format to UTMC prior to storage in WA Police Force ANPR System.

WA Police Force requests the Third-Party Provider to provide ANPR Records in near real-time or at a frequency to be agreed with the Third Party Provider.

NOTE: The format requirements will be subject to change over time as technology evolves. However, the general purpose and conditions of this Deed regarding provision of ANPR Records will remain the same and therefore a new Deed will be unnecessary.

4.5 Relevant provisions where access is given to the ANPR system

- (a) The Third-Party Provider will provide the WA Police Force with ANPR Records. If the Third Party provider provides WA Police Force with authentication information for the purposes of accessing the Third Party Provider's systems, WA Police Force must appropriately protect that authentication information.
- (b) WA Police Force acknowledges that the Third Party Provider at all times retains overriding control of their ANPR System.

- (c) The Third Party Provider is responsible for the installation, maintenance and repair of their ANPR System.
- (d) WA Police Force is responsible for all connection costs to access the ANPR System and all costs relating to the development of relevant systems in order to provide the ANPR Records, which may include reasonable project management and systems development costs.
- (e) The Third Party Provider has no liability to WA Police Force for any delay or failure to maintain or repair any of the ANPR System, or for any loss that may arise from any failure to do so.
- (f) If the Third Party Provider is unable to provide ANPR Records, the Third Party Provider is not liable for any loss suffered or incurred by WA Police Force.
- (g) WA Police Force must:
 - (i) not cause disruption to the Third Party Provider during the provision of ANPR Records (i.e. not cause any damage to, or interference with, any ANPR System or related equipment); and
 - (ii) ensure there is appropriate security and protection in the systems that it uses to retrieve the ANPR Records from the Third Party Provider's systems to ensure that WA Police Force's systems are not used to adversely affect the Third Party Provider's systems.
- (h) WA Police Force agrees that the Third Party Provider has not made any promise, representation or warranty as to the:
 - (i) suitability of the ANPR System;
 - (ii) quality or accuracy of any ANPR Records; or
 - (iii) continuing availability of the ANPR System.

5. WA Police Force obligations

5.1 Protection of Information

WA Police Force must:

- (a) only store and use the ANPR Records for the General Purpose;
- (b) have appropriate security measures in place to protect ANPR Records in its possession and control; and
- (c) take all reasonable steps to ensure that the ANPR Records are protected from loss, misuse or unauthorised access, modification or disclosure.
- (d) immediately notify the Third Party Provider when it becomes aware that use or disclosure of the ANPR Records is required by any law;
- (e) not do, or fail to do, anything which is an Unauthorised Act in relation to the ANPR Records; and
- (f) if WA Police Force becomes aware of any Unauthorised Act in relation to the ANPR Records:
 - (i) notify the Third Party Provider immediately after becoming aware of the

7

- (ii) Unauthorised Act;
promptly provide the Third Party Provider with full details of, and assist the Third Party Provider in investigating, such Unauthorised Act;
- (iii) cooperate with the Third Party Provider in any investigation in relation to the ANPR Records; and
- (iv) use all reasonable efforts to prevent a recurrence of such Unauthorised Act.

5.2 General obligations

- (a) WA Police Force will not:
 - (i) disclose ANPR Records to any other person outside WA Police Force unless:
 - (A) ANPR Records are required to be disclosed for court purposes;
 - (B) ANPR Records are required by another law enforcement agency for purposes similar to General Purposes;
 - (C) authorised by the Third-Party Provider;
 - (D) to the extent that the ANPR Records are public knowledge (other than because of a breach of this Deed by WA Police Force);
 - (E) as required by any law, judicial or parliamentary body or governmental agency;
 - (F) it is necessary to lessen or prevent a serious threat to any individual's life, health or safety, or to public health or safety; and
 - (ii) knowingly do or omit to do anything that may cause the Third-Party Provider to become liable to any cost or penalty or to be in breach of any Privacy Law.
- (b) If at any time WA Police Force is required to disclose any ANPR Records under 5.2(a)(i)(B), 5.2(a)(i)(E) or 5.2(a)(i)(F), WA Police Force must promptly notify the ThirdParty Provider of the requirement and the reasons.

6. Third Party Provider obligations

- (a) Third Party Provider:
 - (i) will provide the ANPR Records for the purpose set out under this Deed;
 - (ii) will co-operate with WA Police Force to resolve any complaint alleging a breach of WA Police Force Privacy Policy; and
 - (iii) must keep WA Police Force information strictly confidential.
- (b) WA Police Force acknowledges that the Third Party Provider is required to have and to make publicly available a privacy policy setting out how it manages personal information and may disclose the arrangement set out in this Deed.

7. Termination

- (a) Either party may terminate this Deed upon written notice to the other party.
- (b) Clauses 5, 6, **Error! Reference source not found.** and 8 survive termination of this Deed.

8. Disputes

- (a) If a dispute arises about a matter the subject of this Deed, WA Police Force and the Third Party Provider will in good faith seek to resolve the dispute as quickly as possible.
- (b) Where possible, disputes should first attempt to be resolved at an individual level between the Third Party Provider Representative and the WA Police Force Representative, or such other authorised representative as notified by the parties in writing from time to time.
- (c) In the event the dispute is unable to be resolved to the satisfaction of all parties under clause 8(b), the dispute will be escalated to the senior authorised representatives of each of the parties to resolve as quickly as possible on reasonable terms.
- (d) If the senior authorised representatives of the parties are not able to resolve the dispute under clause 8(c), then either party may commence legal proceedings.
- (e) Nothing in this clause 8 prevents either party from seeking urgent interim or interlocutory relief.

9. Governing Law

- (a) This Deed is governed by and is to be construed in accordance with the laws in force in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts for any reason.

10. Miscellaneous

10.1 Notices

All notices to be given under the Deed must be:

- (a) in writing;
- (b) marked to the attention of the Third Party Provider Representative or the WA Police Force Representative (as applicable); and
- (c) sent to the address stipulated in the Summary, as may be varied from time to time by notice to the other party.

10.2 Amendment

No amendment or other variation of this Deed is effective unless it is in writing, is dated, expressly refers to this Deed and is signed by a duly authorised representative of each party.

10.3 Relationship between the parties

- (a) Neither the Third Party Provider nor the WA Police Force has the authority to

9

represent the other party nor to incur any debt or obligation on behalf of the other party under this Deed.

- (b) Except as expressly provided in this Deed, nothing contained or implied in this Deed creates any partnership, agency, joint venture, other joint relationship or trust between the parties and no party has the authority to bind the other in any other way.

10.4 Non-waiver

- (a) Subject to clause 10.4(b), no relaxation, delay or indulgence by either party in enforcing any of the terms and conditions of this Deed will prejudice, affect or restrict the rights of that party under this Deed, nor will any waiver by either party of any breach of this Deed operate as a waiver of any subsequent or continuing breach of this Deed.
- (b) Any waiver of a party's rights, powers or remedies under this Deed must be in writing and must be dated and signed by a duly authorised representative of the party granting that waiver and must specify the right that is being waived and to what extent.

10.5 Rights in addition

The rights of the parties under this Deed are in addition to any other rights of the parties at law.

10.6 No merger

Warranties, undertakings and indemnities in this Deed do not merge on the termination of this Deed.

10.7 Counterparts

This Deed may be executed in any number of counterparts which, when taken together, will constitute one instrument.



Signing page**EXECUTED** as a Deed.**DATED:**

EXECUTED for and on behalf of STATE OF WESTERN AUSTRALIA acting through WESTERN AUSTRALIA POLICE FORCE acting with authority of the agency.)
)	Signature of authorised person
)
)	Name of authorised person (block letters)
)
)	Office/position held
)
)	Signature of Witness
)
)	Name of witness (block letters)
		Date.....

EXECUTED for and on behalf of CITY OF COCKBURN acting with authority of the organisation.)
)	Signature of authorised person
)
)	Name of authorised person (block letters)
)
)	Office/position held
)
)	Signature of Witness
)
)	Name of witness (block letters)
		Date.....

18. Governance and Strategy

Type of Interest	Nature of Interest
Mayor Howlett submitted an Impartiality Interest relating to Item 12.1 of the Expenditure Review Committee Meeting Minutes, pursuant to Regulation 22 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i> for Item 18.1.	Mayor Howlett and his wife are members of the Historical Society of Cockburn.

18.1 (2022/MINUTE NO 0210) Minutes - Expenditure Review Committee Meeting 21 September 2022

Author	Stuart Downing
Attachments	<ol style="list-style-type: none"> Minutes - 21 September 2022 ↓ Confidential Minutes - 21 September 2022 (Confidential)

Recommendation/Council Decision

MOVED Cr C Stone SECONDED Cr L Kirkwood
That Council:

- (1) RECEIVES the Minutes of the 21 September 2022 Expenditure Review Committee Meeting; and
- (2) ADOPTS the recommendations contained therein.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 10/0

Background

The Expenditure Review Committee (ERC) conducted a meeting on 21 September 2022.

The Minutes of the meeting are required to be presented to Council.

Submission

N/A

Report

At the Expenditure Review Committee (ERC) Meeting held on 21 September 2022, the following reports were presented:

- 9.1 Manning Park Costings
- 10.1 Budget Amendments for the FY23 Municipal Budget (will require to be adopted by an Absolute Majority of Council)
- 11.1 Service Plans Review – Operational Division



- 12.1 Manning Park Historical Precinct – Future Use – Request for Curator
 12.2 Swimming WA Sponsorship Submission
 20.1 Confidential Item – Henderson Waste Recovery Park Operational Review

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

The Minutes contain a number of budget items which will require to be carried by an absolute majority of Council.

By adopting the 6 items in the report the Budget Surplus will fall from \$88,231 to \$8,153 as noted by the table below:

Nature	Budget Surplus Impact \$
Operating Revenue - Increase	39,922
Transfers from Reserves	106,000
Operating Expenditure - Increase	(210,000)
Capital expenditure – Increase	(16,000)
Net Budget Surplus - Decrease	(80,078)
Existing Budget Surplus	88,231
Amended Budget Surplus	8,153

The items are:

- | | | |
|----|----------------------------------|-----------|
| 1. | Volunteer Resource Centre Grant | +\$39,922 |
| 2. | Review Traffic Study – Banjup | -\$80,000 |
| 3. | Ranger Vehicle – Change of scope | +\$10,000 |
| 4. | Animal capture cage | \$Nil |
| 5. | Traffic Surveys and Consultancy | -\$50,000 |
| 6. | Demolition of Mopsa Way | \$Nil |



Legal Implications

Nil

Community Consultation

N/A

Risk Management Implications

The budget amendments required are for the good governance of the City.

There is a low-level risk impact to the City's operational and budget performance should Council not approve the budget amendments contained in this report.

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

Expenditure Review Committee (ERC) **Minutes**

For Wednesday, 21 September 2022

These Minutes are subject to confirmation

Presiding Member's signature

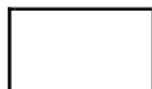
Date: 24 November 2022

ERC 21/09/2022

The Council of the City of Cockburn
Expenditure Review Committee (ERC) Meeting
21 September 2022 at 6pm

	Page
1. Declaration of Meeting	5
2. Appointment of Presiding Member (If required)	5
3. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)	5
4. Apologies & Leave of Absence	5
5. Confirmation of Minutes	5
5.1 Minutes of the Ordinary Expenditure Review Committee Meeting - 28/07/2022	5
5.1 (2022/MINUTE NO 0001) Minutes of the Expenditure Review Committee Meeting - 28/07/2022	5
6. Deputations	5
7. Business Left Over from Previous Meeting (if adjourned)	5
8. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting	6
9. Built and Natural Environment	7
(2022/MINUTE NO 0002) Suspend Standing Orders	7
(2022/MINUTE NO 0003) Reinstate Standing Orders	7
9.1 (2022/MINUTE NO 0004) Manning Park Costings	7
10. Finance	132
10.1 (2022/MINUTE NO 0005) Budget Amendments for the FY23 Municipal Budget	132
11. Operations	135
11.1 (2022/MINUTE NO 0006) Service Plans Review - Operations Division	135
12. Community Services	149
12.1 (2022/MINUTE NO 0007) Manning Park Historical Precinct - Future Use - Request for Curator	149
12.2 (2022/MINUTE NO 0008) Swimming WA Sponsorship Submission	153
13. Governance and Strategy	158
14. Corporate Affairs	158
15. Office of the CEO	158
16. Motions of Which Previous Notice Has Been Given	158
17. Notices Of Motion Given At The Meeting For Consideration At Next Meeting	158
18. New Business of an Urgent Nature Introduced by Members or Officers	158

2 of 159



167 of 700

ERC 21/09/2022

19.	Matters to be Noted for Investigation, Without Debate	158
20.	Confidential Business	159
20.1	(2022/MINUTE NO 0009) Henderson Waste Recovery Park Operational Review	159
21.	Closure of Meeting	159

ERC 21/09/2022

The Council of the City of Cockburn
Expenditure Review Committee (ERC) Meeting
21 September 2022 at 6pm

Minutes

Present**Elected Members**

Ms P Corke	-	Councillor (Presiding Member)
Mr T Widenbar	-	Deputy Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	Councillor
Ms C Stone	-	Councillor

Observer

Mr L Howlett	-	Mayor
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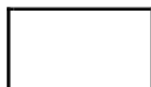
In Attendance

Ms V Green	-	A/Chief Executive Officer
Mr S Downing	-	Chief Financial Officer
Ms E Milne	-	Executive Governance and Strategy
Mr D Arndt	-	Chief of Built and Natural Environment
Mr A Lees	-	Chief of Operations
Ms B Cover	-	Head of Library and Cultural Services
Mr L Davieson	-	Waste Services Manager (arrive 6.02pm)
Mr N Mauricio	-	Head of Finance
Ms M Todd	-	Manager Legal and Compliance
Mr M Lees	-	System Support Officer (IT Support)
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

Guest

Mr I Watkins	-	Consultant, IW Projects (arrive 6.02pm)
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Note: Cr Dewan was unable to connect to the meeting due to technical difficulties.



ERC 21/09/2022

1. Declaration of Meeting

The Presiding Member declared the meeting open at 6.01pm and welcomed Mr I Watkins from IW Projects.

2. Appointment of Presiding Member (If required)

Nil

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

Nil

4. Apologies & Leave of Absence

Mr T Brun, Chief Executive Officer - Apology

5. Confirmation of Minutes**5.1 (2022/MINUTE NO 0001) Minutes of the Expenditure Review Committee Meeting - 28/07/2022****Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Stone

That Committee confirms the Minutes of the Expenditure Review Committee Meeting held on Thursday, 28 July 2022 as a true and accurate record.

CARRIED UNANIMOUSLY 5/0

6. Deputations

Nil

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

Nil

5 of 159

ERC 21/09/2022

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

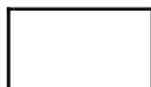
Nil

6.02pm The Waste Service Manager and Mr Watkins entered the meeting.

En Bloc Resolutions

6.03pm The following Items were carried by En Bloc Resolution of Council:

12.1
12.2



Item 9.1

ERC 21/09/2022

9. Built and Natural Environment**(2022/MINUTE NO 0002) Suspend Standing Orders****Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Stone

That Clauses 9.5 and 9.6 of the *Standing Orders Local Law 2016* be suspended for up to 60 minutes, the time being 6.05pm.

CARRIED UNANIMOUSLY 4/1

For: Deputy Mayor T Widenbar, Cr C Reeve-Fowkes, Cr M Separovich,
Cr C Stone

Against: Cr P Corke

(2022/MINUTE NO 0003) Reinstate Standing Orders**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr C Reeve-Fowkes

That Clauses 9.5 and 9.6 of the *Standing Orders Local Law 2016* be reinstated, the time being 6.42pm.

CARRIED UNANIMOUSLY 5/0**9.1 (2022/MINUTE NO 0004) Manning Park Costings**

Author Daniel Arndt

- Attachments**
1. Environmental Protection Authority - Technical Guidance Document - Flora and Vegetation Surveys - December 2016 [↓](#)
 2. Environmental Protection Authority - Technical Guidance Document - Terrestrial Vertebrate Fauna Surveys - June 2020 [↓](#)
 3. Aboriginal and Early European Heritage Study Request for Quote [↓](#)
 4. Detailed Management Plan Request for Quote [↓](#)

Recommendation

The Committee recommends that Council:

- (1) NOTES the officer's report; and
- (2) RECONSIDERS its position on the formalising of mountain bike trails in Manning Park based on the officer's report.

 7 of 159

ERC 21/09/2022

Item 9.1

Cr Separovich moved an Alternate Motion

Committee Recommendation
 MOVED Cr M Separovich SECONDED Cr C Stone

The Committee recommends that Council:

- (1) NOTES the officer's report;
- (2) ALLOCATES funds from the FY23/24 Municipal Budget for a combined flora and fauna survey, and for a detailed Aboriginal and European Heritage Assessment;
- (3) ADOPTS and ENDORSES the Department of Biodiversity, Conservation and Attractions' 8 Step Plan as a framework for investigating formalised trails in Manning Park; and
- (4) REQUESTS a report to the November 2022 Expenditure Review Committee which provides an indication of the likely interim costs to protect and maintain Manning Park.

CARRIED UNANIMOUSLY 5/0

Reason

The Department of Biodiversity, Conservation and Attractions (DBCA) 8 Step Plan is the best way of carrying it out and I would also like to note that under the DBCA 8 Step Plan there is no actual decision on the future of Manning Park trails until State 5, so I believe our best plan is to follow on from the Plan the DBCA have set out.

Officer Comment

The DBCA trails development guidelines provide a step by step process for trails development.

Step 1 seeks in principle support for the proposal from the land manager, alternatively the land manager can reject the proposal at this point. If supported, the process would continue with further studies undertaken to determine if the proposal is viable.

The proposal could be determined to be unviable depending on the results of the studies.

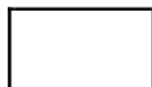
A steering group would be formed to develop a project outline.

The recommended costings are insufficient to undertake either study to the level of detail expected by the community.

The officers report outlines that \$80,000 would be required for the combined Flora and Fauna Study and \$80,000 for a detailed Aboriginal and European Heritage Assessment.

It should be noted that the combined flora and fauna study could not be undertaken until Spring (August-October) 2023.

8 of 159



Item 9.1ERC 21/09/2022

In addition, there would be additional costs that would need to be allocated to develop a proposal for mountain bike trails.

This could only occur after the Flora and Fauna assessment and Heritage Assessments had been completed.

Background

There are a variety of trail users in the upland area of Manning Park.

The area is described as area 30 in the Beeliar Regional Park Management Plan.

Users include walkers, trail runners, orienteers, and mountain bikers.

Some unsanctioned trails have been created by mountain bikers.

A Community Engagement Group (CEG) was established to work through some of the issues, including those relating to the Manning Park Mountain Bike Concept Plan.

Advice from the CEG was used to inform a Council Report which was presented to Council at the 12 May 2022 Ordinary Council Meeting.

The officer recommendation was:

That Council:

- (1) receives the report;
- (2) excludes mountain bikes from Manning Park, with the exception of designated cycle paths, effective from 1 March 2023;
- (3) refers the assessment of required works and associated budget impacts to the Expenditure Review Committee (ERC) for consideration and recommendation to Council; and
- (4) authorises the City to close and remove all unauthorised bike trails from Manning Park.

The resulting recommendation from the Council meeting was:

That Council:

- (1) Defers any decision regarding trails in the Manning Park upland area (Area 30) of Manning Park, as described in the Beeliar Regional Park Management Plan, until such time as the Expenditure Review Committee (ERC) have been provided, for consideration and recommendation to Council, a report detailing costs and presumptive timings for:
 - A full evaluation of the biodiversity and environmental values of the area
 - An Aboriginal heritage assessment
 - A European Heritage Assessment
 - Creation of a detailed specific Management Plan for Area 30

ERC 21/09/2022

Item 9.1

- Commencing a structured process regarding trails development following the DBCA Trails Development Process – Eight Staged Planning Process.
- (2) Forms a Community Advisory Group for the area once the Management Plan is completed, to guide and inform the Management Plan and future management of Manning Park;
- (3) Requests said report to be presented, at the latest, to the September 2022 meeting of the ERC.

Submission

N/A

Report

As per the Council recommendation, quotes and indicative timings were sought for the following in relation to the Manning Park upland area:

- A full evaluation of the biodiversity and environmental values of the area
- An Aboriginal heritage assessment
- A European Heritage Assessment
- Creation of a detailed specific management plan for Area 30
- Commencing a structured process regarding trails development following the DBCA Trails Development Process – Eight Staged Planning Process.

Full evaluation of the biodiversity and environmental values of the upland area of Manning Park

A full evaluation of the biodiversity and environmental values of Manning Park upland will require both a detailed flora and a detailed fauna survey as outlined in the Environmental Protection Authority Technical Guidance notes.

Surveys will include a targeted Black Cockatoo habitat assessment and targeted surveys for fauna of conservation significance.

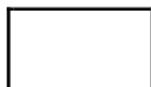
These surveys would be required as part of the DBCA Trails Development Guidelines.

Quotes were sought from four (4) consultants to undertake individual flora and fauna surveys and combined surveys. Only two consultants offer combined flora or fauna surveys.

All prices below exclude GST:

- Prices submitted for a detailed flora survey ranged from \$22,550 to \$32,240
- Prices submitted for a detailed fauna survey ranged from \$13,411 to \$100,000
- Prices for the combined flora and fauna survey ranged from \$35,961 to \$71,650.

10 of 159



175 of 700

Item 9.1

ERC 21/09/2022

Based on the prices submitted and, allowing for future price increases, it is estimated that \$80,000 would be required to fund a detailed biodiversity and environmental assessment of the subject area.

Given that consultants generally only hold prices for a specified period, requests for quotes may need to be re-issued.

The full details of the requirements for detailed flora and fauna surveys can be found in the EPA Technical Guidance documentation (refer Attachments 1 and 2).

Timing of Flora and Fauna Surveys

Detailed flora surveys are undertaken in spring with a second supplementary survey generally after autumn rains.

Detailed fauna surveys are undertaken at various times of the year depending on the fauna groups being surveyed.

Flora and fauna surveys could commence in spring 2023 if funding is made available.

Aboriginal and European Heritage Assessment

Quotes were sought from four (4) consultants to undertake a comprehensive Aboriginal and European Heritage Study for the subject area which includes the following key elements:

- Appropriate Aboriginal research and engagement to understand the Aboriginal heritage significance of the area
- Appropriate early European research, to understand the extent of early European history and heritage significance of the area.

These studies would also be required as part of the DBCA Trails Development Guidelines.

Only two of the four consultants approached submitted prices.

One consultant that was approached required payment to prepare a quote and, given no funds have yet been allocated to this project, no price was provided by that consultant.

Prices submitted to undertake a comprehensive Aboriginal and European Heritage Assessment of Manning Park Upland ranged from \$60,426 to \$78,146.

Based on the prices submitted and allowing for future price increases, it is estimated that \$80,000 would be required to undertake comprehensive Aboriginal and European Heritage Assessment of the subject area.

Given that consultants generally only hold prices for a specified period, requests for quotes may need to be re-issued.

ERC 21/09/2022

Item 9.1

The scope for the request for quote that was sent to consultants can be found in Attachment 2.

Timing of Heritage Assessments

Heritage assessments could commence as soon as funding was confirmed although it would be dependent upon the availability of suitably qualified consultants.

Detailed Management Plan for Manning Park Upland (Area 30)

Quotes were sought from three (3) consultants to develop a detailed management plan for the upland area of Manning Park, identified as Area 30 in the Beeliar Regional Park Management Plan.

Consultants were informed that development of the plan would need to consider protection and enhancement of the biodiversity and environmental values of the area and potentially the management and maintenance of trails.

The Management Plan would guide the ongoing use and management of the upland area of Manning Park over the next ten years.

Prices submitted to prepare a Management Plan ranged from \$14,560 to \$60,100.

Based on the prices submitted, and allowing for future price increases, it is estimated that \$60,000 would be required to develop a detailed management plan.

Timing for development of a Management Plan

Generally, the consultant charged with developing a Management Plan will use existing information within surveys and seek expert advice from other consultants who have expert knowledge in certain fields.

For example, if mountain bike trails were to be established in Manning Park, the consultant charged with developing the Management Plan would seek expert advice from trails designers and construction contractors in terms of requirements for ongoing management and maintenance.

The preparation of a detailed Management Plan for Manning Park Upland Area could commence as soon as funding is available however, it would be prudent to prepare the Plan once there is a decision in terms of trails development and once the other surveys and assessments have been completed.

It is recommended that development of the Management Plan commence in 24/25.

A community advisory group would be formed to help guide and inform the management plan and future management of Manning Park

Given that consultants generally only hold prices for a specified period, requests for quotes will need to be re-issued.

12 of 159



Item 9.1

ERC 21/09/2022

Details of the quote request can be found in Attachment 3.

DBCA Trails Development Process

The surveys, assessments, and development of a Management Plan, as detailed above, are integral components the DBCA Eight Stage Trail Development Process.

The development process is quite comprehensive and involves detailed consultation, establishment of a steering group, further studies of opportunities and constraints, field work, concept and detailed design and construction.

A summary of the process can be found in Table 1 below.

Without any in principle agreement for trail development by Council and an indication of where trails may be constructed or their length, the costs to commence and complete the trail development process are difficult to quantify.

It is recommended that initially, if the development of trails is supported in principle by Council, that \$50,000 is made available to commence the process.

Timing for commencement of the DBCA trails development process

Trails development using the DBCA Trails Development Guidelines could commence once funds are made available and a decision has been made in relation to any trail development.

Stage	Outcome
1. Trail Proposal	A trail development proposal is either supported in principle by the land manager/owner, or not supported (due to environmental, social, cultural, or other constraints). The purpose of a proposal could be to identify potential suitable areas for consideration.
2. Framework	A project outline developed by the steering group (stakeholders), including project objectives, project management model, stakeholders, roles, target market, requirements, execution, and ongoing management model.
3. Site	Assessment broad-scale study of the area and identification of opportunities, constraints, and characteristics such as soil types, vegetation etc.
4. Concept Planning	Field identification of opportunities and conceptual trail plan, including broad trail corridors and infrastructure requirements.
5. Corridor	Evaluation detailed assessment of trail corridors for use in determining the final trail alignment.
6. Detailed Design	Detailed trail design and alignments physically flagged in the field.

 13 of 159

ERC 21/09/2022

Item 9.1

	Includes detail on the trail classifications, technical trail features (TTFs), construction methods and specifications.
7. Construction	Trail constructed in line with the Detailed Design.
8. Management	Management plan implemented detailing maintenance and monitoring requirements

Table 1. Summary of the DBCA Trails Development Process

Future Trail Development Estimates

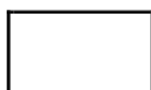
The total cost to develop a trails network in the upland area is difficult to quantify at this time without any indication of where trails might be established.

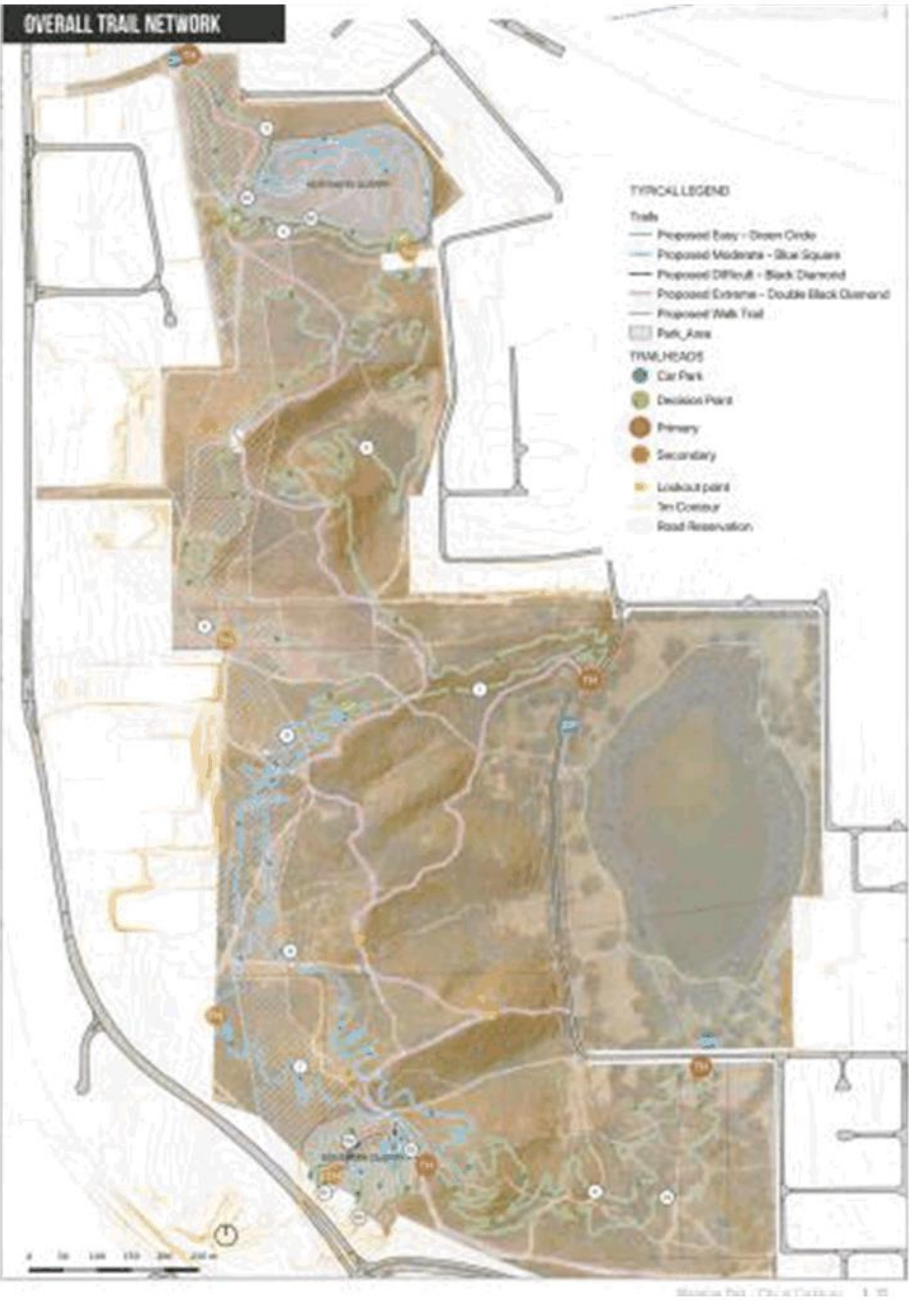
If we take a scenario where both the northern and southern quarries are to be activated and a loop trail constructed only in the road reservation linking the two quarry sites, using the DBCA trails development process, then we can get an indicative cost from the original Manning Park Mountain Bike Concept Plan.

Some of this expenditure could be supported from grant funding opportunities.

These cost estimates are indicative only and do not include any associated infrastructure costs such as car parking or trail head information.

Future Trail Development Estimate taken from original Manning Bike Mountain Bike Concept Plan	
Northern Quarry (Trails N1, N2, T3 & T4)	\$156,764
Southern Quarry (Trails S1-S5)	\$255,410
Loop Trail in road reservation (Trails T2, T7 & T8)	\$191,151
Total Cost	\$603,325





ERC 21/09/2022

Item 9.1

Strategic Plans/Policy ImplicationsEnvironmental 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.

Listening & Leading

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

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

Budget/Financial Implications

To undertake the necessary detailed flora and fauna surveys, Aboriginal and European Heritage surveys for the upland area of Manning Park, including the existing road reservation it would require \$220,000 to be allocated in the 2023/24 budget.

To allow the commencement of the DBCA Trails Development Process for the upland area of Manning Park, a further \$50,000 would need to be allocated in the 2023/24 budget.

To undertake for the development of a detailed management plan for the upland area of Manning Park it would require \$60,000 to be allocated in the 2024/25 budget.

Funding would be provided from the City's municipal budget and an operational account would need to be created to progress the studies.

Legal Implications

N/A

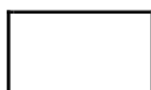
Community Consultation

N/A

Risk Management Implications

There is a risk that if there is no funding made available to undertake the relevant studies and assessments that there will be further delay in relation to a decision on trails development at Manning Park, potentially resulting in further degradation of the area, continued community angst and further staff time commitments.

16 of 159



Item 9.1

ERC 21/09/2022

Advice to Proponent(s)/Submitters

N/A

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

Nil



Technical Guidance

Flora and Vegetation Surveys for Environmental Impact Assessment



Environmental Protection Authority
December 2016



ERC 21/09/2022

Item 9.1 Attachment 1

Technical Guidance – Flora and Vegetation Surveys for Environmental Impact Assessment

Contents

1.0 Introduction	2	8.0 Vegetation	18
2.0 Preparation for survey	2	8.1 Structural vegetation classification	18
3.0 Desktop study	3	8.2 Floristic composition vegetation classification	18
3.1 Flora	3	8.4 Defining Threatened and Priority Ecological Communities	23
3.2 Vegetation	3	9.0 Mapping	24
3.3 Restricted landforms and soil types	4	10.0 Reporting	26
4.0 Survey	5	10.1 Introduction	26
4.1 Reconnaissance survey	5	10.2 Methods	26
4.2 Targeted survey	5	10.3 Results	27
4.3 Detailed survey	6	10.4 Discussion	27
5.0 Sampling techniques	7	10.5 Conclusions	28
5.1 Traverse	7	10.6 Appendices	28
5.2 Transect	7	11.0 Glossary	29
5.3 Relevé	8	12.0 References	32
5.4 Quadrat	8	Appendix A:	
5.5 Opportunistic sampling	9	Selected flora and vegetation survey reports for contextual reference	34
5.6 Vegetation condition rating	9	General	34
6.0 Survey design	11	South-West Province and South-Western Interzone	34
6.1 Survey area	13	Eremaean Province	37
6.2 Survey effort	13	Northern Province	38
6.3 Site selection	14		
6.4 Survey timing	15		
6.5 Flora population census	15		
6.6 Linear corridor survey	16		
7.0 Flora	17		
7.1 Collection and identification of specimens	17		
7.2 Vouchering	17		
7.3 New species	17		



1.0 Introduction

The purpose of this technical guidance is to ensure adequate flora and vegetation data of an appropriate standard are obtained and used in environmental impact assessment (EIA). The technical information provided within this guidance is applicable to flora and vegetation only and should be applied in conjunction with the Environmental Protection Authority's (EPA) Environmental Factor Guideline for Flora and Vegetation.

This guidance should be applied when planning and undertaking flora and vegetation surveys for environmental impact assessment of significant proposals under Part IV of the *Environmental Protection Act 1986* (EP Act).

This guidance provides advice on:

- survey preparation and desktop study;
- determining the type of survey required;
- sampling techniques and survey design; and
- data analysis and reporting.

This guidance is intended for use in all areas of the State however, in an area as large and diverse as Western Australia, site-specific circumstances may require deviation from the techniques in this document. Justification for use of an alternative method and how best practice has been applied must be presented in the limitations section of the survey report. If possible, consultation with the appropriate agency on the adequacy of the approach should occur.

For the purposes of this document, the term "botanist" is used as a broad label for individuals who plan and implement flora and vegetation surveys.

2.0 Preparation for survey

Flora and vegetation surveys should be coordinated and led by botanists with experience in systematic sampling and analysis methods. It is essential that survey is led by a botanist with knowledge and experience in the ecology of the flora and vegetation of the biogeographic region (bioregion) to be surveyed. The botanist leading the survey should have at least five years' experience in botanical survey in the bioregion in which the survey is to be conducted. Where the bioregion has been poorly surveyed, the experienced botanist should have more than five years' experience planning and leading surveys in that bioregion.

The experienced botanist should ideally lead the survey from beginning to end. Team members who are less experienced in surveys should be trained and supervised at all times by an experienced botanist. The experienced botanist should ensure that plant identifications undertaken by less experienced team members are checked for accuracy.

Appropriate licences should be obtained to collect flora and permission must be obtained from landholders or managers to access or undertake surveys on their lands.

3.0 Desktop study

The purpose of a desktop study is to gather contextual information on the area to be surveyed from existing surveys, literature, database searches and spatial information. A desktop study is not a survey. A desktop study should be undertaken before making a decision on an appropriate survey type and the information should be used to provide background information for the field survey and subsequent reporting.

Prior to using data from previous surveys, a judgement on the reliability of data should be made taking into account a number of factors, including suitability of methods, data analysis, timing of survey or status changes since reporting. The judgement/s should be provided in the limitations section of the survey report.

At the completion of the desktop study, there should be sufficient information to identify the potential range of flora and vegetation that may be affected by a proposal and their distribution in relation to the survey area.

The following sub-sections outline the information that should be collected as part of a desktop study.

3.1 Flora

An evaluation of previous flora and vegetation surveys should be undertaken to develop an understanding of dominant flora species, typical Families and potential diversity. *NatureMap* (Parks and Wildlife 2007-) or *FloraBase* (Western Australian Herbarium 1998-) should be used to create a list of known and expected flora species for the survey area. The Atlas of Living Australia (ALA 2015) may also be a useful reference, particularly for surveys close to the state boundary.

A search of the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) Threatened Flora list and the WA Department of Parks and Wildlife's threatened and priority flora databases are essential for all surveys. A wide search area encompassing the survey area should be selected for database queries for threatened or priority flora.

Any information, such as identifying characteristics, flowering period and habitat, likely to be useful during field survey to identify the characteristics and habitat of significant flora or vegetation should be recorded. Restricted geological features (e.g. outcropping), soil types and hydrology should be targeted where there has been limited survey in the bioregion.

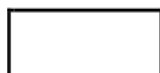
The desktop study may also identify other flora from the area that, while not listed, are also significant.

3.2 Vegetation

Investigation of known and likely characteristics of vegetation within the study area should be undertaken. The investigation should focus on identifying structural characteristics, composition and soil/landform associations, as well as regional and local mapping relevant to the study area. Regional vegetation mapping coverage may be statewide (Beard 1968-1981, Beard 1972-1980 and Beard *et al.* 2005) or region-specific (Heddl *et al.* 1980). More than one regional dataset may be relevant to the study area.

Quadrat-based regional datasets may be available for some regions and, in some cases, are supported by data analysis and an evaluation of vegetation significance, e.g. Gibson *et al.* 1994; Gibson *et al.* 2004; Lyons *et al.* 2004; on *NatureMap* (Parks and Wildlife 2007). Quadrat-based regional datasets should be used as a foundation for data collection and analysis.

A search of EPBC Act List of Threatened Ecological Communities and Parks and Wildlife's threatened and priority ecological communities' databases is essential for all surveys. A wide search area encompassing the survey area should be selected for database queries.



The following sources should be used to gather information about threatened ecological communities (TECs) and priority ecological communities (PECs):

- EPBC Act list of TECs;
- Parks and Wildlife's threatened and priority ecological community list (Parks and Wildlife, 2015a & 2015b);
- reports that contain the original descriptions of particular communities;
- nomination or listing descriptions of the TEC or PEC, if available from Parks and Wildlife or the Commonwealth;
- recovery plans and other reports containing information on the preferred habitats and distributions of TECs that can be checked against the study area; and
- survey reports or references in the region or locality (refer to Appendix A for a list of selected flora and vegetation reports).

Desktop study may also identify vegetation units that are not currently listed as TECs or PECs but may have significance for other reasons. Any information likely to be useful during field survey to identify the characteristics and habitat of significant communities should be recorded.

3.3 Restricted landforms and soil types

Areas that may contain unusual or restricted geological features (e.g. outcropping), distinctive soil types or hydrological features should be targeted for survey as these areas may support significant flora and vegetation.

During the desktop study, satellite imagery or aerial photography may assist in identifying these areas.

4.0 Survey

This guidance outlines three types of survey. The proponent should ensure that a decision on the appropriate survey type is based on the scale and nature of potential impacts set against the contextual flora and vegetation information acquired in the desktop study.

Flora and vegetation surveys should provide adequate information for the assessment of impacts in a local and regional context. The proponent should ensure a survey undertaken for EIA is consistent with the standards outlined in this document, as well as any environmental scoping document (ESD) instructions. An appropriate survey type should provide adequate information to determine impacts, conditions, offsets and an analysis of the cumulative impacts.

4.1 Reconnaissance survey

A reconnaissance survey is undertaken to provide context and gather broad information about a survey area. Generally, a reconnaissance survey is required where flora and vegetation values are well defined, the area is not likely to support significant flora or vegetation and the scale and nature of potential impacts are not likely to be significant. In many cases, the reconnaissance survey may indicate that more detailed information will be required to determine potential impacts to the flora and vegetation, initiating a detailed survey.

A reconnaissance survey may be adequate to describe the environmental values where there are no direct impacts to flora and vegetation, for referral of schemes and scheme amendments for consideration for assessment under s48A of the EP Act.

A reconnaissance survey is undertaken to verify the information obtained from the desktop study, characterise the flora and delineate the vegetation units present. In some instances a reconnaissance survey is necessary to determine the type of survey required.

A reconnaissance survey generally involves a site visit by an experienced botanist to undertake low intensity sampling of the flora and vegetation, to describe the general vegetation characteristics and condition at an appropriate scale.

The reconnaissance survey should clarify whether the area may support any significant flora or vegetation. If significant flora or vegetation is located or considered likely to be present during a reconnaissance survey, a targeted or detailed survey may be required.

4.2 Targeted survey

A targeted survey is used to gather comprehensive information on significant flora and/or vegetation. A targeted survey aims to determine the size and extent of all significant flora populations or vegetation in the survey area and to place any impacts into context.

A targeted survey requires one or more site visit/s by an experienced botanist to locate and record details of significant flora individuals and populations, and/or extent of vegetation. Surveys should be undertaken when the targeted flora and/or vegetation are most detectable and identifiable in the field (usually when in flower).

All potentially suitable habitats should be systematically searched for significant flora or vegetation. Sufficient resources should be allocated for field time to undertake the targeted survey. Where the habitat extends outside a predefined survey area, the full extent of the population or community should be surveyed. The presence and distribution of significant flora and vegetation cannot be described on the basis of their occurrence within quadrats. Additionally, a follow-up targeted survey may be required where significant flora or ecological communities are found during opportunistic sampling.



The results of a targeted survey may indicate that a proposal is likely to have an impact on significant flora or vegetation. If this is the case, targeted surveys beyond the survey area will be required to further quantify and provide context for local or regional impacts on significant flora or vegetation.

4.3 Detailed survey

A detailed survey will be required if the desktop study finds that the area supports a high diversity of flora or vegetation, restricted landforms or vegetation units, significant flora or vegetation, if the related proposal is in a region that has been subject to minimal survey effort, or the scale and nature of the potential impacts are likely to be significant. The purpose of a detailed survey is to provide adequate local and regional context relative to the values of the flora and vegetation within the survey area. A targeted survey may also be required.

A detailed survey is necessary for significant proposals to adequately address the EPA's objective for Flora and Vegetation, as a preliminary or key environmental factor of assessment.

A detailed survey requires comprehensive survey design. Survey design should pay particular consideration to optimal survey timing for the botanical province (Section 6.4), disturbance events that may affect survey results (such as fire) and supplementary survey requirements. Adequate survey may necessitate multiple sampling events in the same season or in different seasons to describe the representative flora and vegetation of the survey area.

Survey effort should include multiple quadrats located at representative points throughout each preliminary vegetation type. To clarify vegetation unit boundaries, additional quadrats can be deployed and quadrats rescored during supplementary surveys. Traverses or transects may also be used to provide supplementary information.

If the desktop study indicates that there is adequate local and regional context, the detailed survey can be carried out within the proposal area. Where this information is not available, it is necessary to survey beyond the proposal area to provide suitable local and/or regional context.

5.0 Sampling techniques

The sampling techniques used during field survey will vary according to the type of survey required. The definitions and purpose of sampling techniques used in EIA are outlined below.

Relevés and traverses, in addition to opportunistic sampling, are common techniques for reconnaissance surveys. A combination of systematic and informal sampling techniques such as quadrats, transects, traverses and opportunistic sampling can be used for targeted and detailed surveys.

5.1 Traverse

A traverse is an informal, unmarked route along which data are collected. Traverses are a useful method of gathering information for general characterisation of flora and vegetation and may also aid in identifying the boundaries of vegetation units or selecting sites for detailed sampling.

Traverses can be used for targeted searches for significant flora or vegetation and can also be used to collect opportunistic or supplementary data. Generally, the effective search width for traverses will be determined by the distance over which a targeted species can reasonably be observed, considering the general vegetation structure/density within the search area and conspicuousness of the species being targeted.

An effective width of 10 m is acceptable for many flora in the South West, equating to a 5 m search area either side of the walked transect. Some orchids and smaller herbs are likely to require more intensive searches. Wider transect search widths may be considered acceptable for other Botanical Provinces, depending on the likelihood of the presence of significant flora.

As a minimum, the following data should be recorded along a traverse: a descriptive location; GPS coordinates and datum; targeted species or community data/vegetation unit boundary/potential quadrat location (dependant on purpose of traverse); landform; aspect; soils; vegetation condition; period since the last fire; description of disturbances; and any apparent correlation between vegetation and landform features.

5.2 Transect

A transect is a defined straight line along which data are recorded. Data can be collected from quadrats, or by using point or line intercept methods (Clarke 2009a). Transects are useful for measuring vegetative cover, determining composition and species dominance within a vegetation unit or measuring vegetation changes across vegetation unit boundaries.

The number and length of transects will depend on the purpose of the survey, the diversity of topography and vegetation units, and the dimensions of the survey area. Additional information on establishing and using transects to collect data is available from Parks and Wildlife's website and Clarke (2009a).

Information collected along a transect should include location, GPS coordinates and datum, quadrat data/vegetation unit boundaries/intercept data (dependant on the purpose of the transect), landform and soils, assessment of vegetation condition, description of disturbances and any apparent correlation between vegetation and landform features.



5.3 Relevé

A relevé is an unmarked area within which data are collected. Relevés are a low intensity survey technique for gathering information for reconnaissance surveys. Relevés can be used to collect supplementary data in detailed surveys but should not be considered a primary sampling technique.

Information collected within a relevé should include location, GPS coordinates and datum, list of species, vegetation structure, landform and soils, vegetation condition, period since the last fire, and description of disturbances.

5.4 Quadrat

A quadrat is an area with a marked boundary within which data are collected. Square quadrats are recommended to provide for comparability between survey datasets. Where a square quadrat does not fit within the vegetation unit boundary, the shape can be amended provided the total area remains the same. Quadrats are used to record floristic presence and characterise vegetation units. As quadrats have a defined boundary, they provide repeatable and verifiable location and abundance information. Quadrats are an essential part of any detailed survey and may also be necessary for a targeted survey.

Quadrats should be positioned to avoid the boundary or transition zone between vegetation units and to minimise the influence of edge effects. Quadrats should also be located to avoid local disturbances and major environmental gradients, such as changes in soil type or aspect. Where possible, quadrats should be located in intact mature vegetation (Hnatiuk *et al.* 2009; Thackway *et al.* 2008) and in areas of best condition. All quadrats should be measured out and either all corner locations recorded with a high accuracy GPS or one corner permanently marked. Additional information and methods for establishing quadrats is available in Clarke (2009b).

Information collected in each quadrat should include:

- site code;
- location, with GPS coordinates (estimate of their accuracy) and datum;
- size and shape of quadrat;
- photograph/s from north-west corner;
- landform and soil description;
- dominant growth form, height, cover and species for the three traditional strata (upper, mid and ground) compatible with NVIS Level V (Executive Steering Committee for Australian Vegetation Information ESCAVI 2003);
- any other location information that might be useful in vegetation classification including slope, aspect, litter, fire history, vegetation/landform/soil correlations;
- assessment of vegetation condition and description of disturbances;
- a comprehensive species list, including weeds; and
- quadrat marking method.

Table 1 provides indicative quadrat sizes for the biogeographic regions of Western Australia, based on commonly used quadrat sizes for regional surveys in those regions.

Table 1: Guide to indicative quadrat sizes for bioregions within Western Australia

Bioregion	Quadrat Size
Geraldton Sandplains, Jarrah Forest, Swan Coastal Plain, Warren	10m x 10m
Avon Wheatbelt, Esperance Plains	10m x 10m understorey 20m x 20m overstorey
Coolgardie*, Gascoyne, Hampton, Mallee*, Murchison, Yalgoo*	20m x 20m
Carnarvon	30m x 30m
Central Ranges, Central Kimberley, Dampierland, Gibson Desert, Great Sandy Desert, Great Victoria Desert, Little Sandy Desert, Northern Kimberley, Nullarbor, Ord Victoria Plain, Pilbara, Tanami, Victoria Bonaparte	50m x 50m

* Where there is extensive tree canopy in the Yalgoo, Mallee and Coolgardie bioregions, the recommended quadrat sizes follow those for the Avon Wheatbelt.

5.5 Opportunistic sampling

Opportunistic sampling is any informal survey technique used to supplement sampling data. Flora found through opportunistic sampling that have not been recorded through other sampling methods should be recorded and collected. This is particularly important in areas where sampling by quadrat is difficult, where there is the likelihood of new or significant flora being present but not recorded in the quadrats or where there is a paucity of information.

5.6 Vegetation condition rating

The condition of vegetation can provide complementary information for assessing the significance of potential impacts. Categorising vegetation condition can vary based on the assessor, the time of year the assessment is made, following the germination of annuals (native and weeds) and time since disturbance (e.g. fire, flood or clearing). The ranking can also be influenced by the knowledge of what a particular vegetation unit looked like historically and knowledge of how a vegetation unit generally appears when in good condition. It relies on reliable field identification of plant species so that the ratio of native and introduced species can be compared (Brown *et al.* 2011).

Vegetation condition should be mapped across a site. If applying vegetation condition to vegetation mapping units, a range can be given with the most commonly encountered condition recorded first. A table should be provided with the area (hectares) and associated condition rating.

Table 2 adapts the vegetation condition scales outlined in Keighery (1994) for the South West and Interzone Botanical Province and Trudgen (1988) for assessment within the Eremaean and Northern Botanical Province. Table 2 uses the vegetation condition names and descriptions of Keighery (1994) as well as the corresponding descriptions from Trudgen (1988). The vegetation condition ratings described below relate to vegetation structure, the level of disturbance at each structural layer and the ability of the vegetation unit to regenerate.

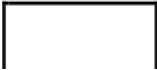


Table 2: Vegetation Condition Scale (adapted from Keighery 1994 and Trudgen 1988)

Vegetation Condition	South West and Interzone Botanical Provinces	Eremaean and Northern Botanical Provinces
Pristine	Pristine or nearly so, no obvious signs of disturbance or damage caused by human activities since European settlement.	
Excellent	Vegetation structure intact, disturbance affecting individual species and weeds are non-aggressive species. Damage to trees caused by fire, the presence of non-aggressive weeds and occasional vehicle tracks.	Pristine or nearly so, no obvious signs of damage caused by human activities since European settlement.
Very Good	Vegetation structure altered, obvious signs of disturbance. Disturbance to vegetation structure caused by repeated fires, the presence of some more aggressive weeds, dieback, logging and grazing.	Some relatively slight signs of damage caused by human activities since European settlement. For example, some signs of damage to tree trunks caused by repeated fire, the presence of some relatively non-aggressive weeds, or occasional vehicle tracks.
Good	Vegetation structure significantly altered by very obvious signs of multiple disturbances. Retains basic vegetation structure or ability to regenerate it. Disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds, partial clearing, dieback and grazing.	More obvious signs of damage caused by human activity since European settlement, including some obvious impact on the vegetation structure such as that caused by low levels of grazing or slightly aggressive weeds.
Poor		Still retains basic vegetation structure or ability to regenerate it after very obvious impacts of human activities since European settlement, such as grazing, partial clearing, frequent fires or aggressive weeds.
Degraded	Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. Disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds at high density, partial clearing, dieback and grazing.	Severely impacted by grazing, very frequent fires, clearing or a combination of these activities. Scope for some regeneration but not to a state approaching good condition without intensive management. Usually with a number of weed species present including very aggressive species.
Completely Degraded	The structure of the vegetation is no longer intact and the area is completely or almost completely without native species. These areas are often described as 'parkland cleared' with the flora comprising weed or crop species with isolated native trees and shrubs.	Areas that are completely or almost completely without native species in the structure of their vegetation; i.e. areas that are cleared or 'parkland cleared' with their flora comprising weed or crop species with isolated native trees or shrubs.

6.0 Survey design

Known or likely environmental values, nature of the environment, flora and vegetation being targeted and level of existing information are used to determine the type of survey and subsequent survey design. Survey design will also be influenced by a range of factors relating to the bioregion being surveyed.

The factors may vary between, and within, bioregions (Figure 1) including variability of climate, floral diversity and endemism, patterning in vegetation units, seasonal variation in detectability, distribution of restricted landforms or soil types and extent of historical disturbance.

Survey design should consider and, where possible, mirror the method applied in relevant regional studies to ensure results are comparable, including equal or greater intensity of sampling (e.g. one or multiple sampling events).

Most importantly, the survey design should be adequately explained and justified in the methods section of the survey report.



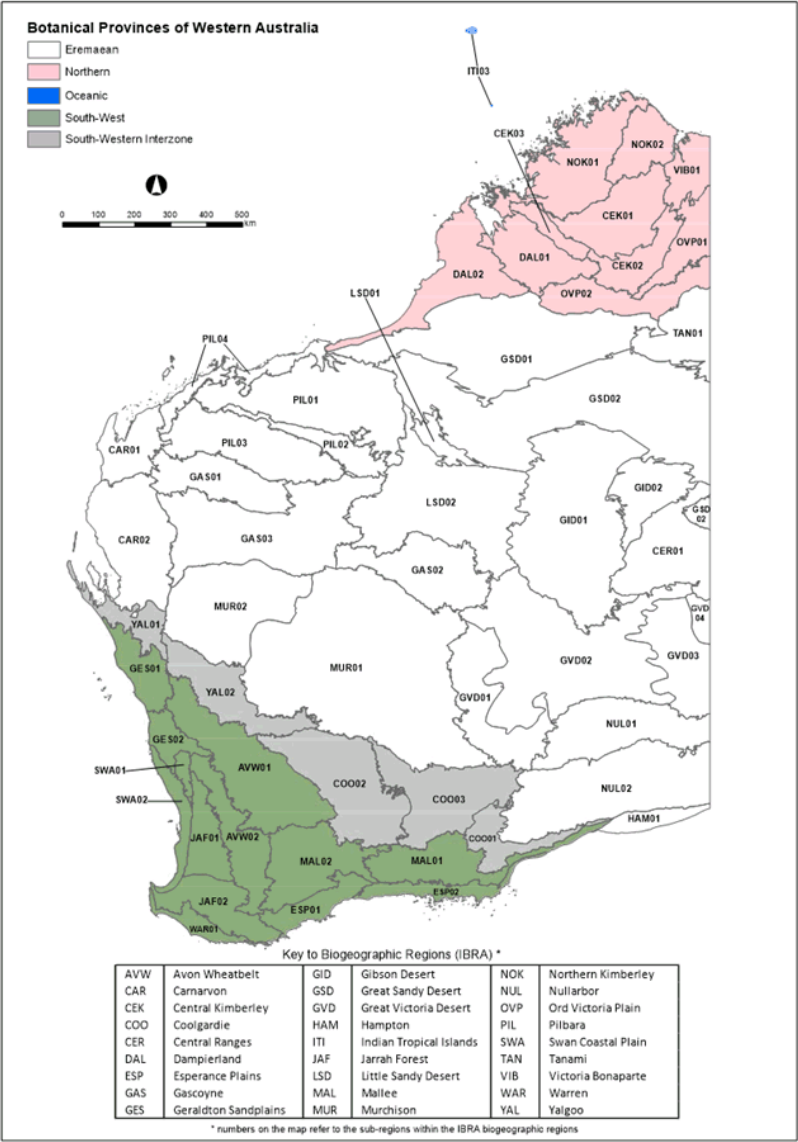


Figure 1: Botanical Provinces of Western Australia (Beard 1980) with biogeographic regions (Commonwealth of Australia 2012)

6.1 Survey area

The area surveyed should be sufficient to provide adequate information to assess direct and indirect impacts. For example, a proposal including a borefield requires survey in areas where there is a risk that groundwater drawdown may affect flora and vegetation as well as those areas cleared for infrastructure.

Botanists must ensure that an adequate area has been surveyed to enable assessment of all impacts to flora and vegetation. The size of the survey area will vary depending on the availability of existing survey information and scale of potential impacts. It may be necessary to survey beyond the proposal area to provide a local and regional context, particularly in an area or region that has been subject to minimal survey effort.

6.2 Survey effort

The survey effort should be adequate to characterise the flora and vegetation within the survey area. While survey effort can be estimated based on information gathered in the desktop study, the final decision on the appropriate sampling techniques, capture scale for vegetation mapping and amount of time required to sample the survey area should be determined based on the variability of landforms, flora and vegetation units encountered in the field.

Survey effort for a reconnaissance survey will be lower than that required for a targeted or detailed survey. In most cases, sampling techniques such as traverses or opportunistic sampling will provide sufficient survey effort for a reconnaissance survey.

Quadrat sampling is necessary for a detailed survey. The number of quadrats required will be dependent on the diversity of vegetation units present, heterogeneity within these vegetation units, the size of the vegetation units mapped and the size of the survey area. A minimum of three quadrats should be sampled in each vegetation unit. Quadrats within a widespread vegetation unit should be located to sample throughout its geographic range therefore the number of quadrats required within a vegetation unit is proportional to the area (hectares) of the unit.

Botanists must demonstrate that adequate sampling effort has been undertaken to enable an assessment of the proposal's impacts on flora and vegetation. The survey effort should also consider the number of quadrats required for adequate replication in data analysis. Species accumulation curves will generally indicate if an area has been adequately sampled.

When undertaking a detailed survey, a botanist should not rely on quadrats to obtain a comprehensive inventory of an area. Opportunistic collections, systematic transects and targeted inspections of potential habitat are also required to verify that the survey area has been well characterised and important values identified.

It may also be appropriate to increase the survey effort in areas that appear to have unusual habitat or potential to provide habitat for significant flora or vegetation, such as permanent or ephemeral wetlands, salt lakes, rocky outcrops, claypans, unusual geologies and cliffs. In such areas, it may be appropriate to install additional quadrats, survey along a transect and/or expend more time on opportunistic sampling (Figure 2).



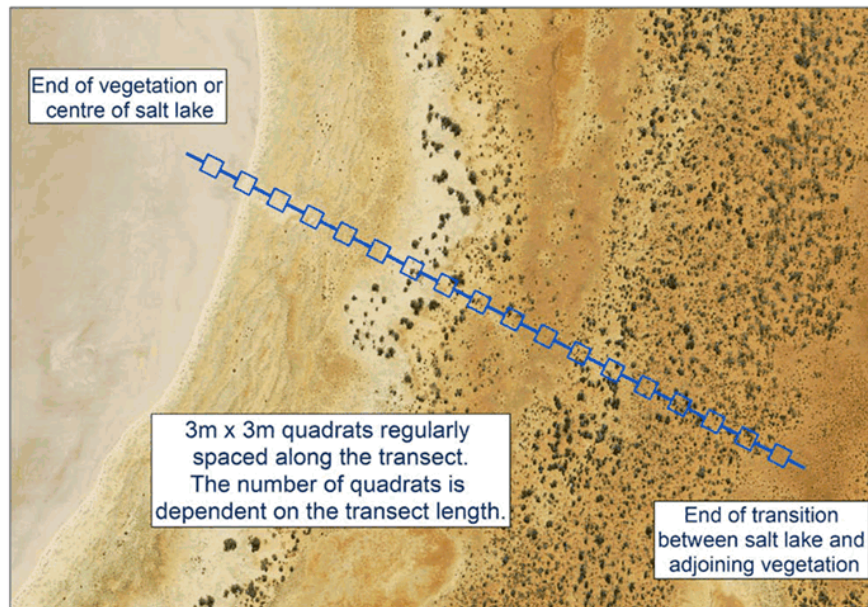


Figure 2: Example of increased survey intensity for salt lakes

6.3 Site selection

Site selection is a key aspect of survey design and field sampling as it determines the extent to which flora and vegetation can be defined. The aim of site selection is to characterise the flora and vegetation units within the survey area by collecting data at appropriate locations for the purpose of the survey.

For a reconnaissance survey, site selection should validate and elaborate on the desktop study information and map the vegetation units at a broad scale.

Site selection for a targeted survey should be guided by the habitat preference of the flora or vegetation being targeted.

In a detailed survey, sampling sites should be placed at representative locations throughout the survey area considering landform, geology, elevation, slope, aspect, surface or groundwater expression, and soil type, as well as structure, composition and condition of vegetation.

Sampling sites should be positioned to avoid the boundary or transition zone between vegetation units and to minimise the influence of edge effects.

Aerial photography is useful during survey design to determine the general location of sampling sites based on visual vegetation unit definition. Interpretation of vegetation boundaries and selection of sampling sites should be conducted with the use of aerial photography at 1:10,000 – 1:40,000 scale. The number and location of sites may require adjustment if variations in floristic patterning become evident during the survey, or if access or safety issues are encountered.



6.4 Survey timing

Surveys should be conducted during the season that is most suitable for detection and identification of the range of flora likely to occur in the survey area. This is particularly important where ephemeral or cryptic flora may be the target of survey.

Table 3 provides survey timing based on the Botanical Province (Figure 1) in which the survey area is located. Optimal survey timing may vary from year to year according to the occurrence of major ‘break of season’ rainfall events in the Eremaean and Northern Botanical Provinces. The amount and timing of winter rainfall may impact on appropriate survey timing in the South-West and Interzone Botanical Province. Flexibility in survey timing may be required to ensure the best chance of detection and collection of adequate survey data.

A survey undertaken in the optimal time is defined as the primary survey. More than one primary survey may be required if the area to be surveyed is affected by flooding, drought or fire. Supplementary survey is undertaken during secondary peaks in rainfall or the flowering period for additional suites of species and is commonly used to supplement the data collected in the primary survey.

Table 3: Recommended survey timing for vegetation surveys for each Botanical Province

Botanical Province	Primary survey (approximate timing)	Supplementary survey (approximate timing)
South-West and Interzone	Spring (September – November)	After Autumn rains
Eremaean	6-8 weeks post wet season (March – June)	Dry season survey (After Winter rainfall if available)
Northern	Wet season (January – March)	Post wet season

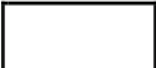
In periods of below average rainfall, supplementary sampling in succeeding years (with suitable rainfall) may be necessary to compensate for low diversity recorded during a survey (especially ephemeral species). This will be highly desirable in cases where drought is prolonged or in the absence of a range of species that might normally be expected in the environment.

6.5 Flora population census

The size and extent of significant flora populations can be determined using various techniques. Detailed counts and an understanding of area of occupancy of significant flora are generally required; however estimates (using appropriate techniques) may be sufficient for large or widespread populations. Detailed counts will be required where significant impacts are indicated (Section 4.2). More information about appropriate methods is available in the Parks and Wildlife’s *Threatened and Priority Flora Report Form - Field Manual* (Department of Parks and Wildlife 2010).

Survey design for population census should consider relevant techniques including individual counts along a traverse, transect or in a quadrat to estimate density where the boundary of a population is known. Establishing the boundaries of a population of a significant flora and determine the mean densities of plants (with range) within those areas of occupancy may be more useful and relevant to impact assessment than locating every individual plant.

Less conspicuous flora such as annuals or geophytes and cryptic or disturbance sensitive species (whether threatened, priority or otherwise significant) will require more intensive survey effort.





6.6 Linear corridor survey

Detailed surveys of linear infrastructure should incorporate vegetation unit characterisation of an area from 500 m to 1,000 m on both sides of the infrastructure corridor (where this is not already part of the survey area) to provide context for EIA. Vegetation unit extrapolation can be undertaken using survey data and aerial photography.

It should be possible, in most cases, to identify suitable habitat for significant flora and vegetation during the survey and conduct more detailed targeted searches as appropriate.

7.0 Flora

It is essential that survey reports use consistent and recognised nomenclature. Nomenclature should follow the contemporary Western Australian Plant Census. Where there is uncertainty with identifications or a potential new species is identified, every effort should be made to resolve preliminary taxonomic uncertainty by consulting with the Western Australian Herbarium.

7.1 Collection and identification of specimens

The collection of flora is a critical aspect of survey to ensure specimens can be independently verified at a later date and in providing a permanent record of a species distribution. Multiple specimens should be collected where flora appears to be unusual or may be outside its known range.

Details of appropriate methods for collecting and drying specimens suitable for submission to the Western Australian Herbarium are available on the Western Australian Herbarium website. Specimens should be collected and presented in a manner consistent with the information. Information on submitting specimens to the Herbarium is also available on the Western Australian Herbarium website.

Identification of specimens should be undertaken using taxonomic keys (published in books, journals and CDs), comparison with herbarium specimens and consultation with taxonomic experts. Specimen identification skills vary widely among individuals and between projects, depending on factors such as experience with the flora, quality of specimens collected in the field and timelines for projects. The quality of specimen identifications is a critical aspect of quality control in EIA. If specimens are incorrectly identified, the entire basis of an EIA process is flawed, and decisions arising from the process compromised. Seeking expert advice on specimen identification, where required, provides greater confidence in the outcomes.

7.2 Vouchering

The Western Australian Herbarium may request collection and vouchering of species in certain bioregions that may be under-collected or otherwise of value to the collection. The following should be vouchered in all surveys:

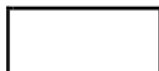
- specimens of new populations of threatened and priority flora;
- specimens of key species in new occurrences of TECs and PECs;
- specimens that appear to represent new species or that have atypical characteristics; and,
- specimens of bioregional range extensions, including introduced (weed) species.

7.3 New species

An issue in flora and vegetation survey is the uncertainty of the significance of new species and how this may impact on assessment. The Western Australian Herbarium should be consulted on all specimens considered to have potential to be new species or anomalous flora specimens.

If a new flora species is confirmed or suspected, targeted surveys should be undertaken to quantify numbers of individuals and populations. The preferred habitat of the new species within the survey area should be described.

There is no expectation that new species taxonomy will be finalised during the EIA process.



8.0 Vegetation

Vegetation classification is the process of identifying and characterising discrete vegetation units using empirical data. The aim of vegetation classification in EIA is to identify and describe the vegetation units present within a survey area, identify the local or regional significance of the identified units and to provide sufficient information to enable analysis of the significance of impacts.

Two primary methods are used to classify vegetation units in Western Australia: one is based on dominant species and vegetation structure and the other is based on analysis of floristic composition data.

A consistent approach to vegetation classification and description across surveys in similar regions is critical for the assessment of cumulative impacts at the local and regional scale. Differences in classification and analysis methods, consideration of scale, interpretation of floristic and structural vegetation information and terminology can lead to incompatibility. The approach outlined below provides a repeatable and consistent approach for Western Australia that is also consistent with national standards.

8.1 Structural vegetation classification

Structural vegetation classification uses vegetation structure and dominant species to describe differences between vegetation units. Structural vegetation classification provides information on height of strata, foliar cover and dominant species.

Structurally based classification is acceptable for reconnaissance surveys. Low level preliminary classification of structural vegetation units may be described from a desktop study and confirmed or amended during fieldwork. Final classification should be confirmed from low intensity field sampling, such as traverses and relevés.

8.2 Floristic composition vegetation classification

Floristic composition vegetation classification can be used to describe vegetation units based on analysis of species recorded in sampling sites. Surveys in areas with high species turn-over within short distances, such as kwongan heaths, banded iron formation ranges of the Yilgarn Craton and the Swan Coastal Plain bioregion, have demonstrated that floristic patterning is key to describing variation in the sub-canopy.


Floristic composition vegetation classification is the preferred classification system for a detailed survey as the method is repeatable and is considered more suitable for identification of significant vegetation as it focuses on the suite of species present within a quadrat.

Botanists should use appropriate analysis techniques and software and provide a rationale for their data treatments and interpretations. In some instances it may be necessary to seek the advice or services of an experienced practitioner for appropriate techniques, analysis and the interpretation of results. If expertise is sought, this should occur prior to data collection to ensure all data required for optimal analysis techniques are available.

When comparing quadrat data with data from another survey, it is recommended that only species presence/absence data be used, as variation in cover estimates may significantly affect the analysis. Ensuring that all taxon names are representative of the same nomenclature is critical for analyses involving multiple data sources (data reconciliation). When interpreting the results of analysis from multiple data sources, consideration should also be given to the influence of differences in survey effort, timing of survey, seasonal conditions and disturbance history.

Item 9.1 Attachment 1

ERC 21/09/2022



Use of different elements of the data may be considered in complementary statistical analysis, such as annuals, singletons, cover and/or opportunistic collections. Ephemeral species should be included in data analyses for classification in areas where they may clarify vegetation patterning (such as the Swan Coastal Plain) and excluded where they can obscure vegetation patterning (such as the Goldfields) or where ephemeral species can occupy a range of vegetation types. Ephemeral species should be excluded when using data collected over multiple survey seasons or long periods, which may affect ephemeral expression/identification. Singletons may clarify patterns in different circumstances, particularly where they may dominate a given vegetation unit or have other significance. Indicator species analysis may also be useful.

Multivariate comparative (cluster) analysis should be performed on a species-by-site matrix to measure the similarity between sites based on the presence or absence of species. A clearly legible dendrogram (Figure 3) should be produced to illustrate the similarities between the vegetation units that have been identified.

Decisions made during data interpretation require the judgement of a botanist who is experienced in the bioregion. The basis for similarities and differences between vegetation units should be described. Any correlation that exists between vegetation unit and landform, soil types, subcropping and outcropping geology, hydrology, period since fire, grazing and rainfall history should be considered in describing differences between vegetation units. The impact of vegetation condition on the outcomes of analysis should also be identified.



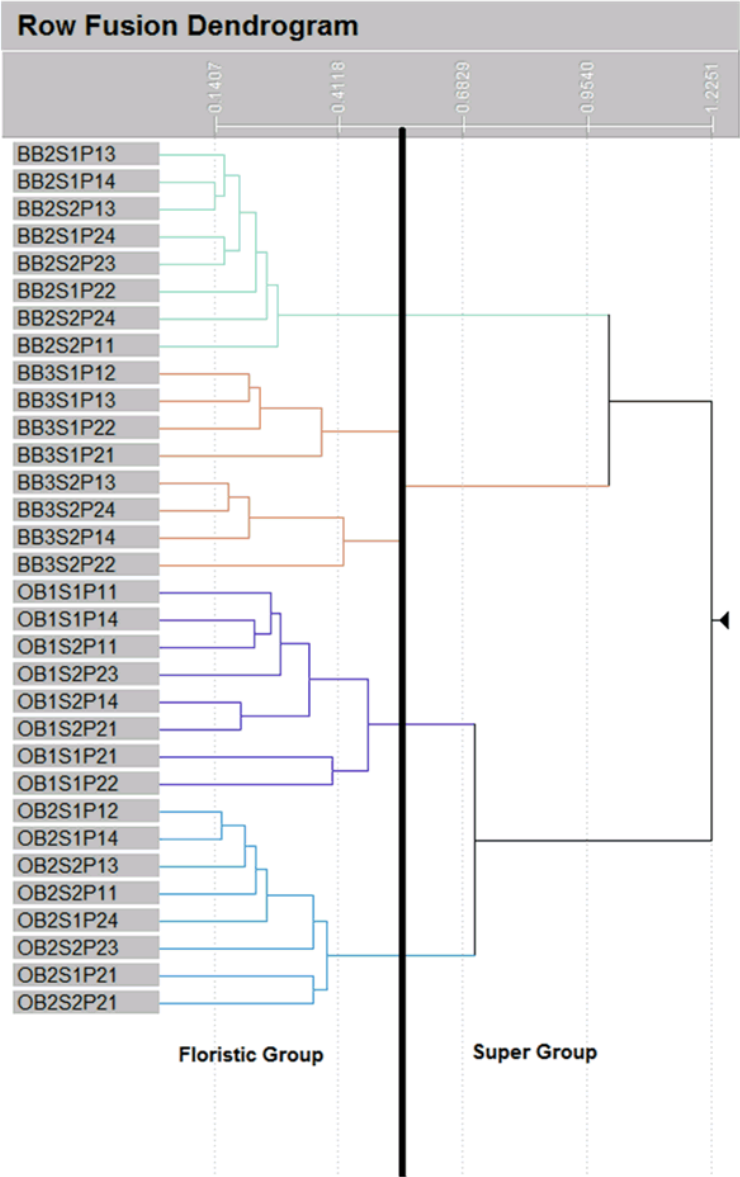


Figure 3: Example dendrogram (PATN, Belbin 2003) showing floristic and super group

The grouping of floristically similar vegetation units at a broad scale (super group) should be used when presenting regional floristic composition classification information (Figure 3). Vegetation units that are statistically distinct at a fine scale (floristic group) are suitable to classify vegetation at a local scale.

The level at which floristic and super groups are defined should be made based on data analysis and experience. Interpretation of the dendrogram should be informed by extensive and detailed field observations and supported by the relationship of the vegetation units to landform, geology, soils and hydrological conditions.

8.3 Vegetation description

The National Vegetation Information System (NVIS) (ESCAVI 2003) is the nationally adopted classification system and should be used for vegetation description for EIA in Western Australia. The use of a nationally accepted standard for documenting vegetation information provides consistency and comparability between data across a wide range of surveys, which will contribute to an improved understanding of the vegetation at a range of levels (local, regional, state, national) over time. This is particularly important for EIA where cumulative impacts across bioregions need to be considered. Current practice vegetation description in Western Australia and comparable NVIS classification hierarchy is presented in Table 4.

Local scale vegetation units should be described at NVIS Level V - Association. The term "Vegetation Type" should be used for local scale vegetation units as "Vegetation Association" is commonly used at the regional scale in Western Australia. In areas where no existing regional data is available, vegetation units should be described at NVIS Level III - Broad Floristic Formation for regional scale and cumulative impact assessment. Where vegetation units of known significance will be impacted, they should be described and mapped at the scale used in the report in which the vegetation unit was originally described.

The description of each vegetation unit should be representative of the entire area and not just the location of a quadrat. The accepted level of variability within and between vegetation units should be assessed and described. Where vegetation units contain more than one structural grouping, the range of structural variation should be presented in the description. The presence of mosaic units or smaller units within broader scale vegetation units should also be clearly identified.



ERC 21/09/2022

Item 9.1 Attachment 1

Table 4: The NVIS Information Hierarchy and comparable WA current practice

Western Australia Current Practice			National Standard	
Hierarchy of terms	Brief description in WA	Indicative scale	NVIS Level	NVIS structural/floristic components required
Vegetation formation	Structure and growth form – Forest, Woodland.	1:5 000 000	I	Dominant growth form for the ecologically or structurally dominant stratum.
Vegetation sub-formation	Structural and dominant vegetation layer - Eucalypt Forest, Banksia Woodland.	1:2 500 000	II	Dominant growth form, cover and height for the ecologically or structurally dominant stratum.
Vegetation association	Structural form and dominant species - Medium woodland; York gum (Eucalyptus loxophleba) & Wandoo	1:1 000 000 to 1:250 000	III	Dominant growth form, cover, height and dominant land cover genus for the uppermost or dominant stratum.
Vegetation complex	Structural and floristic description linked to geomorphology – Quindalup Complex.	1:250 000 to 1:100 000	IV	Dominant growth form, cover, height and dominant genus and Family for the three traditional strata. (i.e. Upper, Mid and Ground).
Vegetation type	Floristic definition by strata with structural detail. Often represented with a code and floristic description.	1:100 000 to 1:10 000	V	Dominant growth form, height, cover and up to 3 species for the three traditional strata. (i.e. Upper, Mid and Ground).
Plant community	Basic unit of vegetation classification, site specific and highly localised with detailed floristics for each stratum.	1:10 000	VI	Dominant growth form, height, cover and up to 5 species for all layers/strata.
Floristic Community Type	Floristic composition definition; e.g. Northern banksia woodlands over herb rich shrublands on the Swan Coastal Plain.	No absolute scale		

22 Technical Guidance – Flora and Vegetation Surveys for Environmental Impact Assessment

8.4 Defining Threatened and Priority Ecological Communities

The Department of Parks and Wildlife should be consulted regarding information for determining TECs or PECs and where advice is needed as to whether vegetation units are representative of listed TECs or PECs. Analysis of whether vegetation units described in the survey area represent TECs or PECs is a significant part of the vegetation classification process for EIA. Information gathered during the database and literature search stage of the desktop study should provide an early indication as to whether any known TECs or PECs occur within the survey area.

TECs and PECs may be described and listed at a number of scales. For example, communities can be described at a regional scale which incorporates many vegetation units (e.g. Vegetation Complexes of the Finnerty Ranges), regional scale describing a large area of potential occupancy (e.g. Horseflat land system of the Roebourne Plains PEC) to local scale descriptions (e.g. Sedgeland in Holocene dune swales of the southern Swan Coastal Plain).

As with priority flora, the PEC listing may reflect the level of local and regional survey information available, and the definitions, descriptions and scales of the communities described may be amended over time as better information becomes available. Where TECs or PECs are defined at a local scale, the objective of the vegetation classification will be to determine whether and where these occur within the survey area. Where the TEC or PEC is defined at a regional scale (association, alliance, complex, system or broader), vegetation sub-units of the listed ecological community should be identified so that the overall impact on the biodiversity values of the TEC or PEC can be evaluated.

Where vegetation units fall within the definition or mapped extent of a described TEC or PEC, qualitative or spatial comparison should be completed using the description and/or documented location of the TEC or PEC. Identification of TECs or PECs should be undertaken using formal descriptions of these ecological communities.

Where TECs or PECs have been described from quadrat-derived data, similarity should be determined by comparing data from the survey quadrats with data from the survey in which the TEC or PEC was identified. These data are often available in the literature or directly from Parks and Wildlife. The datasets from Gibson *et al.* (1994) and Bush Forever (2000) are available for download from NatureMap and notes on survey and analysis methods to determine floristic community types on the southern Swan Coastal Plain are also available from Parks and Wildlife.



9.0 Mapping

The results of a survey should be mapped to present information such as survey effort, distribution of vegetation units, significant vegetation and populations of significant flora in the survey area and provide complementary information to determine the significance of impact.

All maps should be legible, with an explanatory title and current information. Aerial photography should be the base layer for most maps with the subject of the map overlaid with transparent colours and labelled features. Colours of features and/or shapes of point symbols should be readily distinguishable from one another. The colours or textures used to indicate recurring features (e.g. impact footprint) should be consistent for all maps within the survey report. See Figure 4 for an example map showing minimum features. The scale of maps will vary depending on the size of the survey area, spatial heterogeneity of vegetation and amount of information that needs to be displayed.

The suite of maps presented in survey reports should include the following information (where relevant):

- an inset or separate map showing the location and extent of the survey area in a meaningful regional context (e.g. major roads, rail, Local Government Area boundaries);
- land system, soil or geological mapping for the survey area;
- mapping of the regional vegetation units, or other relevant dataset illustrating the regional context;
- the extent of previous surveys and known disturbance history;
- sampling effort depicted using GPS tracking data and/or location of sampling sites;
- distribution of vegetation units within the survey area with location of all sampling sites;
- local and regional distributions of all significant flora. If populations may be impacted, fine scale maps will be required to provide sufficient detail;
- local and regional distributions of all significant vegetation. If occurrences may be impacted, fine scale maps will be required to provide sufficient detail; and
- vegetation condition mapping (if applicable, see Section 5.6).

Significant species which may be subject to lower levels of impact may be mapped with less accuracy than those subject to high levels of impact.

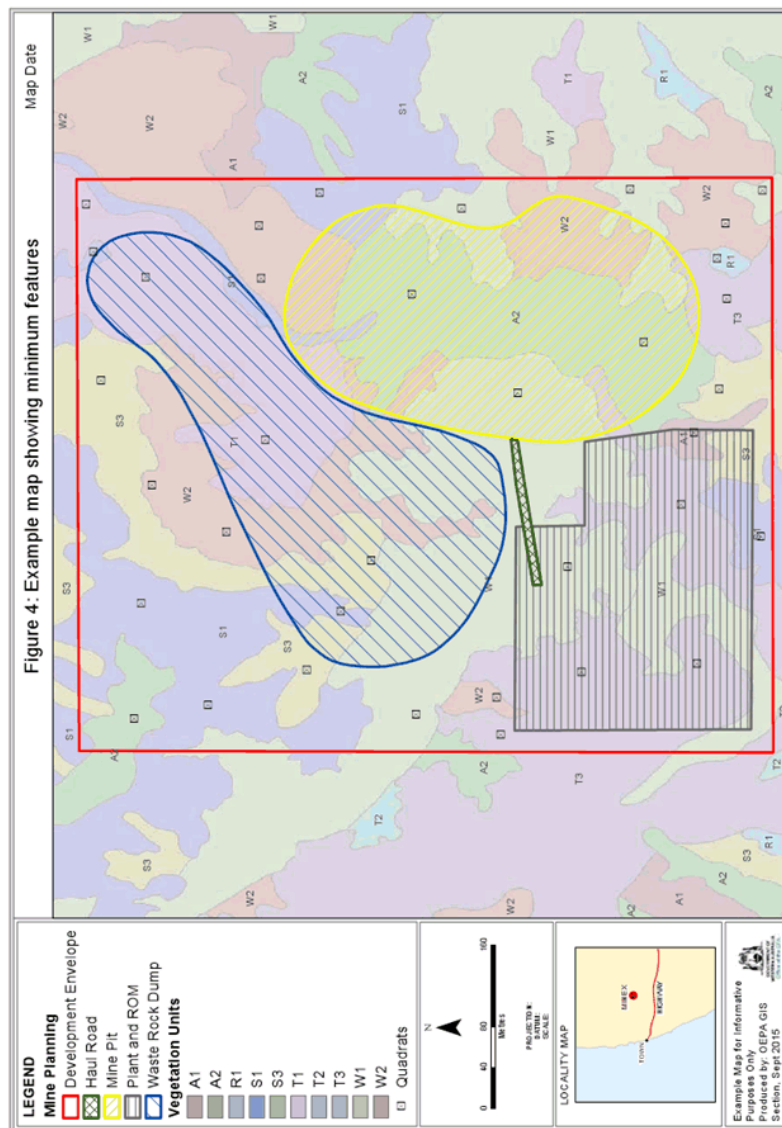


Figure 4: Example map showing minimum features

10.0 Reporting

The structure, content and detail of the survey report should be based on the objective/s of survey.

The survey report should be an accurate reflection of the information gained through survey, rational interpretation of the survey results and demonstrate that contemporary survey methods and guidance have been used.

The survey report should be prepared by the botanist involved in planning and conducting the survey where possible or should be based on interpretation by a professional in this field. Any significant changes to the report by those not involved in the survey should be justified.

The executive summary should be a succinct overview of the purpose of the survey, methods employed, key results and conclusions.

10.1 Introduction

The introduction should contain a clear statement of the objectives of the survey, the proposal and the area (hectares) of survey. Regional information such as location, climate, biogeography and disturbance history should be presented in this section.

Background information gathered during the desktop study should be presented in this section, including summaries of the results of previous studies in the area and database searches.

10.2 Methods

All reports should contain a section outlining the scope of the survey, the methods used and limitations of the survey. Justification of the type of survey conducted and the survey design, including any deviation from this guidance, should be provided.

Any survey-specific issues/limitations should be addressed in the limitations section. The following limitations should be addressed as standard, whether they were a limitation of survey or not:

- availability of contextual information at a regional and local scale;
- competency/experience of the team carrying out the survey, including experience in the bioregion surveyed;
- proportion of flora recorded and/or collected, any identification issues;
- was the appropriate area fully surveyed (effort and extent);
- access restrictions within the survey area;
- survey timing, rainfall, season of survey; and
- disturbance that may have affected the results of survey such as fire, flood or clearing.

The survey design, type of survey and choice of vegetation classification system used (structural or floristic) should be stated and justified. The rationale of data preparation for analysis should be detailed, including data reconciliation or data omitted to reduce 'noise' or outliers. A detailed description of the data analysis should be presented, including level of floristic and super group separation.

For detailed surveys, species accumulation curves should be presented as part of survey reporting. This analysis is particularly important where species composition was inconsistent with regional data or a different quadrat size from the recommended size was used.

10.3 Results

Survey results should be presented in text and tabular format summarising relevant flora and vegetation values within the survey area. Data may also be presented in graph or mapped form. Data collected during survey should be clearly differentiated from data gathered from published or unpublished sources and sources of information used should be clearly referenced in the report.

Information on flora recorded within the survey area should be presented in a flora sub-section, including numbers of taxa, genera and family representation, conservation status, any significant weed species and significant flora. Quantitative information on the size and location of significant species or populations of significant species recorded within and outside the survey area must be provided.

Information on vegetation should be presented in a vegetation sub-section. Where classification and mapping is primarily based on structural features, a two-way table organised by vegetation unit is required to illustrate the floristic variation in the units. A dendrogram should be presented where vegetation classification is based on floristic composition, with supporting text explaining the outcome of the vegetation classification. Illustrations (including dendrogram) should clarify and support interpretations made in the report. The clustering of the units within the dendrogram should illustrate the vegetation units described in the text. Any discrepancy between the dendrogram and described vegetation units should be explained in the text.

Quantitative information on the extent and location of vegetation types must be provided as well as a discussion of elements relevant to its distribution, such as landform, soils or aspect, associated flora species, groundwater or surface water dependence. There should also be a similar discussion of the regional vegetation units present within the survey area and relationship/s to described vegetation types.

An analysis indicating whether communities present in a survey area represent known TECs or PECs should be provided. Quantitative information on the size and location of significant vegetation recorded within and outside the survey area must be provided.

10.4 Discussion

A discussion should be provided on the values and significance of flora and vegetation identified within the survey area at a local and regional context. The discussion should be a synthesis of the values based on an objective interpretation of the results.

Where significant values were identified, through the desktop study, as potentially occurring in the survey area are not found, the report should discuss possible reasons for the divergence.

10.5 Conclusions

The survey report should conclude with a summary of the findings of the survey and any recommendations. All conclusions should be substantiated by the data and/or reference to the literature. The influence of survey limitations on the results should also be noted.

It is particularly important to highlight flora and vegetation issues to be mitigated in planning a proposal within the survey area, to provide advice to assist the management of potential issues (such as weeds) or where survey work is required to further define flora or vegetation values.



10.6 Appendices

Appendices should include:

- a complete list of all the species recorded during the survey grouped by family;
- a summary of database search results (if not already included in the report);
- a clear description of each sampling site with flora recorded, allocated vegetation unit, location details (GPS waypoints with datum), site photographs and any other relevant information ;
- a matrix of all species recorded during the survey by either vegetation type (reconnaissance, targeted and detailed survey) and vegetation type by quadrat (detailed survey); and
- any other information relevant to the survey.

Raw data should be provided electronically in tabular format (preferably MS Excel or Access) to allow for assimilation into future government reference datasets. To avoid publication of detail on conservation significant locations, appendices with database searches and TPRFs should be identified as being for agency reference only.

11.0 Glossary

Bioregion: see Interim Biogeographic Regionalisation of Australia (IBRA).

Context: An understanding of the survey area in relation to the local area or region. **Local context** should be considered at a scale that allows comparison of survey data and any detailed surveys found at desktop study. **Regional context** is considered at a broad scale, defined by existing regional studies.

Diversity: The variety and variability of living organisms and the environment in which they occur.

Ecological community: Naturally occurring biological assemblage that occurs in a particular type of habitat. The scale at which ecological communities are defined will often depend on the level of detail in the information source. Therefore no particular scale is specified (English & Blyth 1999).

Ecosystem: A dynamic complex of plant, animal, fungal, and microorganism communities and the associated non-living environment interacting as an ecological unit (Commonwealth of Australia 1996). (That is, all living and non-living parts of a system and their interaction. Non-living factors include climate, atmosphere, and the geosphere.)

Endemic: Being restricted to a specific region or location.

Interim Biogeographic Regionalisation of Australia (IBRA): Categorisation of the Australian continent into regions of like geology, landform, vegetation, fauna and climate (Commonwealth of Australia 2012).

National Vegetation Inventory System (NVIS): An Australia-wide consistent framework for describing and compiling data and vegetation information.

Population: All members of the same species in a given area of occupancy. Plants separated by >500 m (or a significant landscape feature) comprise a separate population

Priority ecological community: Possible threatened ecological communities that do not meet the stringent survey criteria for the assessment of threatened ecological communities, listed by Parks and Wildlife.

Priority flora: Plant taxa listed by Parks and Wildlife that are either under consideration as threatened flora but are in need of additional survey to adequately determine their status, or are adequately known but require monitoring to ensure that their security does not decline.

Proposal area: The area impacted by clearing for proposal and any adjacent indirect disturbance or impacts that may result from operation, including changes to hydrology or introduction of weeds.

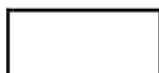
Range extension: The presence of a species or vegetation unit outside its previously known range.

Refugia: Habitat that through long-term isolation or as a remnant of a previously more widely distributed habitat, may act as an important refuge for flora and vegetation that require specific biotic or abiotic conditions.

Significant flora and vegetation: Flora and vegetation may be considered significant for a range of reasons, including, but not limited to the following:

Flora

- being identified as threatened or priority species
- locally endemic or association with a restricted habitat type (e.g. surface water or groundwater dependent ecosystems)
- new species or anomalous features that indicate a potential new species



- representative of the range of a species (particularly, at the extremes of range recently discovered range extensions, or isolated outliers of the main range)
- unusual species, including restricted subspecies, varieties or naturally occurring hybrids
- relic status, being representative of taxonomic groups that no longer occur widely in the broader landscape.

Vegetation

- being identified as threatened or priority ecological communities
- restricted distribution
- degree of historical impact from threatening processes
- a role as a refuge
- providing an important function required to maintain ecological integrity of a significant ecosystem.

Species/area curve: Number of species versus area (Lewis 1977); usually depicted as a graph.

Taxa (singular **Taxon**): A taxonomic grouping. Depending on context, this may be a species or one of their subdivisions (subspecies, varieties etc.), a genus or higher group.

Threatened Ecological Community (TEC): A naturally occurring assemblage of plants and animals listed by Parks and Wildlife, and endorsed by the Minister for Environment, as being threatened with extinction by human activity, or in danger of being destroyed or significantly modified by development and other pressures.

Threatened flora (Declared Rare Flora – Extant, DRF): Western Australian flora species that have been adequately searched for and are deemed to be in the wild either rare, in danger of extinction, or otherwise in need of special protection, and have been gazetted as such under the *Wildlife Conservation Act 1950* – at time of writing the listing is *Wildlife Conservation (Rare Flora) Notice 2014* (Government of Western Australia 2014). Properly known as threatened flora in accord with modern international practice, they are termed Declared Rare Flora under the WC Act.

Undescribed (new flora): Species which have not yet been formally described and published in a recognised journal.

Vegetation: The various combinations that all populations of all vascular plant species form within a given area, and the nature and extent of each combination (Lewis 1977; Onions 1978). The term 'vegetation' has been applied at a range of scales in general use (as have 'community' and 'habitat').

Vegetation association: A vegetation unit defined on the basis of a characteristic range of species composition, diagnostic species occurrence, habitat conditions and physiognomy defined by Beard (1980).

Vegetation complex: Broad-scale vegetation units mostly defined in relation to geomorphology, soils and climatic conditions defined by Heddl et al. (1980).

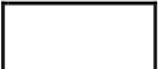
Vegetation community: A term sometimes used colloquially to refer to plant communities or vegetation units. For the purposes of this document, vegetation unit is preferred for use in flora and vegetation survey reports.

Vegetation mosaic: The pattern of different vegetation units; two or more vegetation units occurring in a pattern too detailed to map separately at the scale being applied.

Vegetation unit: A generic term applied to a distinct type of vegetation regardless of scale. For the purposes of this document, this terminology is preferred for use in flora and vegetation survey reports.



Weed: Plants that establish and persist in a natural ecosystem where they did not previously exist. Weeds may, or may not, have detectable environmental or economic impacts



12.0 References

- Atlas of Living Australia website at <http://www.ala.org.au>. Accessed 4 November 2015.
- Beard, J.S. (1972-1980). *Vegetation survey of Western Australia, 1:250,000 vegetation series*. Vegmap, Perth.
- Beard, J.S. (1968-1981). *Vegetation survey of Western Australia, 1:1,000,000 vegetation series*. Sheets 1-7. University of Western Australia Press, Nedlands.
- Beard, J.S. (1980). A new phytogeographic map of Western Australia. *Western Australian Herbarium Research Notes* 3: 37-58
- Beard, J.S., Beeston, G.R., Harvey, J.M., Hopkins, A.J.M. and Shepherd, D.P. (2005). *The vegetation of Western Australia: 1:3,000,000 map with explanatory memoir* 2nd edition). Conservation Science in Western Australia – Special Publication. Department of Conservation and Land Management, Perth.
- Belbin, L. (2003). *PATN, A revised User's Guide*. Unpublished report prepared by Blatant Fabrications, Tasmania.
- Brown, K., Bettink, K., Paczkowska, G., Cullity, J. and French, S. (2011). *Techniques for mapping weed distribution and cover in bushland and wetlands*. Standard Operating Procedure No. 22.1. Department of Environment and Conservation, Western Australia.
- Clarke, V. (2009a). *Establishing vegetation transects*. Standard Operating Procedure No. 6.2. Department of Environment and Conservation, Western Australia.
- Clarke, V. (2009b). *Establishing vegetation quadrats*. Standard Operating Procedure No. 6.1. Department of Environment and Conservation, Western Australia.
- Commonwealth of Australia (1999). *Environment Protection and Biodiversity Conservation Act*.
- Commonwealth of Australia (2010). *Australia's Biodiversity Conservation Strategy 2010-2030*. Department of the Environment, Canberra. <https://www.environment.gov.au/biodiversity/conservation/strategy>
- Commonwealth of Australia (2012). *Interim Biogeographic Regionalisation for Australia (IBRA) 7*. Department of the Environment, Canberra. <http://www.environment.gov.au/land/nrs/science/ibra>
- Department of Agriculture and Food and Department of Environment and Conservation (2012-). *Pre-European Vegetation*. Spatial dataset.
- Department of Parks and Wildlife (2007-). *NatureMap: Mapping Western Australia's Biodiversity*. Department of Parks and Wildlife. <http://naturemap.dpaw.wa.gov.au/>
- Department of Parks and Wildlife (2010). *Threatened and Priority Flora Report Form – Field Manual*. Department of Parks and Wildlife. <http://www.dpaw.wa.gov.au/>
- Department of Parks and Wildlife (2015a). *Priority ecological communities for Western Australia Version 22, 6 June 2015*. Department of Parks and Wildlife, WA.
- Department of Parks and Wildlife (2015b). *List of threatened ecological communities endorsed by the Minister for the Environment, 25 June 2015*. Department of Parks and Wildlife, WA.
- Executive Steering Committee for Australian Vegetation Information ESCAVI (2003). *Australian Vegetation Attribute Manual: National Vegetation Information System, Version 6.0*. Department of Environment and Heritage, Canberra. <http://www.environment.gov.au/node/18927>
- Gibson, N., Keighery, G.J., Lyons, M.N. and Webb, A. (2004). Terrestrial flora and vegetation of the Western Australian wheatbelt. *Records of the Western Australian Museum* Supplement 67: 139-189.

Item 9.1 Attachment 1

ERC 21/09/2022

Gibson, N., Keighery, B.J., Keighery G.J., Burbidge, A.H. and Lyons, M. (1994). *A Floristic Survey of the southern Swan Coastal Plain*. Unpublished Report for the Australian Heritage Commission prepared by Department of CALM and Conservation Council of WA (Inc.).

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Government of Western Australia (1986). *Environmental Protection Act*.

Government of Western Australia (2000). *Bush Forever, Volume 2 Directory of Bush Forever Sites*. Published by the Department of Environmental Protection, Perth.

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Government of Western Australia (2014). Wildlife Conservation (Rare Flora) Notice 2014. *Government Gazette*, WA, 02 December 2014.

Heddlie, E.M., Havel, J.J. and Loneragan, O.W. (1980). Vegetation Complexes of the Darling System, Western Australia. In: *Atlas of natural resources darling system, Western Australia*. Department of Conservation and Environment, Perth, WA.

Hnatiuk, Thackway and Walker (2009). Vegetation. In McDonald, R.C., Isbell, R.F., Speight, J.G., Walker, J. and Hopkins, M.S. (eds.) *Australian Soil and Land Survey Field Handbook* (3rd edition). The National Committee on Soil and Terrain, CSIRO Publishing, Australia.

Keighery, B.J. (1994). *Bushland Plant Survey: a Guide to Plant Community Survey for the Community*. Wildflower Society of WA (Inc.), Nedlands, Western Australia.

Lewis, W. H. (1977). *Ecology Field Glossary: a Naturalist's Vocabulary*. Greenwood Press, Westport, Connecticut, 152pp.

Lyons, M.N., Gibson, N., Keighery, G.J., and Webb, A. (2004). Wetland flora and vegetation of the Western Australian wheatbelt. *Records of the Western Australian Museum Supplement* 67: 39-89.

Onions, C.T. (1978). *The Shorter Oxford Dictionary, on Historical Principles*. Third Edition. Clarendon Press, Oxford.

Sandiford, E.M. and Barrett, S. (2010). *Albany Regional Vegetation Survey; Extent, Type and Status*. A project funded by the Western Australian Planning Commission (EnviroPlanning "Integrating NRM into Land Use Planning" and State NRM Program), South Coast Natural Resource Management Inc. and City of Albany for the Department of Environment and Conservation. Unpublished report prepared by the Department of Environment and Conservation, Western Australia.

Shepherd, D.P., Beeston, G.R. and Hopkins, A.J.M. (2002). *Native Vegetation in Western Australia: Extent, types and status*. Department of Agriculture, Western Australia.

Thackway, R., Neldner, V.J. and Bolton, M.P. (2008). Vegetation. In McKenzie, N.J., Grundy, M.J., Webster, R. and Ringrose Voase, A.J. (eds) *Guidelines for surveying soil and land resources* (2nd edition). CSIRO Publishing, Melbourne.

Trudgen, M.E. (1988). *A Report on the Flora and Vegetation of the Port Kennedy Area*. Unpublished report prepared for Bowman Bishaw and Associates, West Perth.

WAPC (2010). *Geraldton Regional Flora and Vegetation Survey*. Western Australian Planning Commission, Perth.

Western Australian Herbarium (1998-). *FloraBase — the Western Australian Flora*. Department of Parks and Wildlife. <http://florabase.dpaw.wa.gov.au/http://florabase.dpaw.wa.gov.au/>



Appendix A: Selected flora and vegetation survey reports for contextual reference

General

Beard, J.S. (1990). *Plant Life of Western Australia*. Kangaroo Press, Kenthurst, New South Wales.

Commonwealth of Australia (2012). *IBRA 7*. Department of Sustainability, Environment, Water, Population and Communities, Canberra, June 2012.

Department of Agriculture and Food and Department of Environment and Conservation Conservation (2012–). *Pre-European Vegetation*. Spatial dataset.

Department of Parks and Wildlife (2007–). *NatureMap: Mapping Western Australia's Biodiversity*. Department of Parks and Wildlife. URL: <http://naturemap.dpaw.wa.gov.au>

May, J.E. and McKenzie, N.L. (2003). *A biodiversity audit of Western Australia's 53 biogeographical subregions in 2002*. Department of Conservation and Land Management, Kensington WA.

Series of reports – Vegetation survey of Western Australia 1:250,000 vegetation series. Several examples are provided here, but other papers in the series cover other areas.

Beard, J.S. (1980). The vegetation of the Corrigin area, Western Australia: map and explanatory memoir, 1:250,000 series. Vegmap, Perth.

Beard, J.S. (1972). The vegetation of the Southern Cross area, Western Australia: map and explanatory memoir, 1:250,000 series. Vegmap, Perth.

Series of reports – Vegetation survey of Western Australia 1:1,000,000 vegetation series. Several examples are provided here, but other papers in the series cover other areas.

Beard, J.S. (1981). Swan: vegetation survey of Western Australia 1:1,000,000 vegetation series Sheet 7. University of Western Australia Press, Nedlands.

Beard, J.S. (1968). Great Sandy Desert: vegetation survey of Western Australia 1:1,000,000 vegetation series Sheet 2. University of Western Australia Press, Nedlands.

South-West Province and South-Western Interzone

Regional

Department of Planning and Ecoscape (Australia) Pty Ltd (2010). *Geraldton regional flora and vegetation survey*. Western Australian Planning Commission, Perth WA.

Freeman, K., Keighery, B.J., Keighery, G.J., Longman, V.M., Black, A. and Molloy, S. (2009). *The flora and vegetation of the Dawesville to Binningup region (Swan Coastal Plain): a report for the Environmental Protection Authority as part of the Swan Bioplan Project*. Department of Environment & Conservation, Perth WA.

Gibson, N., Meissner, R., Markey, A.S. and Thompson, W.A. (2012) Patterns of plant diversity in ironstone ranges in arid south western Australia. *Journal of Arid Environments* 77: 25-31.

Gibson, N., Keighery, G.J., Lyons, M.N. and Webb, A. (2004). Terrestrial flora and vegetation of the Western Australian wheatbelt. *Records of the Western Australian Museum*. Supplement 67: 139–189.

Item 9.1 Attachment 1

ERC 21/09/2022

Gibson, N., Keighery, G.J. and Keighery, B.J. (2000). Threatened plant communities of Western Australia 1. The ironstone communities of the Swan and Scott Coastal Plains. *Journal of the Royal Society of Western Australia* 83: 1-11.

Gibson, N., Keighery, B.J., Keighery, G.J., Burbidge, A.H. and Lyons, M. (1994). *A Floristic Survey of the southern Swan Coastal Plain*. Unpublished Report for the Australian Heritage Commission prepared by Department of Conservation and Land Management and Conservation Council of WA (Inc.).

Government of WA (2000a). *Bush Forever: keeping the bush in the city - final report*. Volume 1, policies, principles and processes. Western Australian Planning Commission, Perth.

Government of WA (2000b). *Bush Forever: keeping the bush in the city*. Volume 2, directory of Bush forever sites. Department of Environmental Protection, Perth.

Griffin, E.A. (1992). Floristic survey of remnant vegetation in the Bindoon to Moora area, Western Australia. *Resource management technical report 142*. Department of Agriculture, South Perth WA.

Griffin, E.A. and Keighery, B.J. (1989). *Moore River to Jurien Sandplain survey*. Western Australian Wildflower Society, Nedlands WA.

Hearn R., Stoneman, G.L., Keighery, G.J., Burrows, N., Yates, C. and Hopper, S. (2003). *Management of Significant Flora values in South-west Forests and Associated Ecosystems*. A report for the Conservation Commission's Forest Management Plan Steering Committee.

Hedde, E.M., Loneragan, O.W. and Havel, J.J. (1980). Vegetation complexes of the Darling System, Western Australia. In Department of Conservation and Environment (ed.) *Atlas of Natural Resources, Darling System, Western Australia*. Department of Conservation and Environment, Perth WA.

Keating, C. and Trudgen, M.E. (1986). *A Flora and Vegetation Survey of the Coastal Strip From Forrest Beach-Cape Naturaliste-Woodlands*. A report for the Department of Conservation and Environment, Western Australia.

Keighery, B.J., Keighery, G.J., Webb, A., and Longman, V.M. (2008). *A floristic survey of the Whicher Scarp*. Department of Environment and Conservation, Perth WA.

Keighery, B.J., Dell, J., Keighery, G.J., Madden, S., Longman, V.M., Green, B., Webb, A., McKenzie, B., Hyder, B., Ryan, R., Clarke, K.A., Harris, E., Whisson, G., Olejnik, C. and Richardson, A. (2006). *The vegetation, flora, fauna and natural areas of the Peel Harvey eastern estuary area catchment (Swan Coastal Plain): a report for the Department of Environment and Conservation as a contribution to the Peel Harvey Eastern Estuary Area Catchment Environmental Assessment Project and the Swan Bioplan Project*. Department of Environment and Conservation, Perth WA.

Keighery, B.J. and Longman, V.M. (eds.) (2002). *Tuart (Eucalyptus gomphocephala) and tuart communities*. Wildflower Society of WA - Perth Branch, Nedlands, WA.

Keighery, B.J. and Trudgen, M. (1992). *Remnant vegetation on the alluvial soils of the eastern side of the Swan Coastal Plain*. Department of Conservation and Land Management, Perth WA.

Keighery, G.J. (1990). *Coastal Limestone Endemics*. Unpublished report for the Department of Conservation and Land Management, Perth, Western Australia.

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- Lyons, M.N., Gibson, N., Keighery, G.J., Lyons, S.D. (2004). Wetland flora and vegetation of the Western Australian wheatbelt. *Records of the Western Australian Museum*. Supplement 67: 39-89.
- Markey, A. (1997). *Floristic Survey of the northern Darling Scarp*. Unpublished report to the WA Department of CALM, the WA Department of Environmental Protection and the WA Conservation Council for the Australian Heritage Commission.
- Mattiske, E.M. and Havel, J.J. (1998). *Regional Forest Agreement vegetation complexes*. Department of Conservation and Land Management, Como WA.
- Muir, B.G. (1977). Biological Survey of the Western Australian Wheatbelt. Pt. 2. Vegetation and habitat of the Bendering Reserve. *Records of the Western Australian Museum* Supplement 3.
- Sandiford, E.M. and Barrett, S. (2010). *Albany Regional Vegetation Survey: extent, type and status*. Department of Environment and Conservation, Albany WA.
- Smith, F.G. (1973). *Vegetation Survey of Western Australia, 1:250,000 series – Busselton & Augusta*. Western Australian Department of Agriculture, Perth, Western Australia.
- Smith, F.G. (1974). *Vegetation Survey of Western Australia, 1:250,000 series – Collie*. Western Australian Department of Agriculture, Perth, Western Australia.
- Trudgen, M. (1991). *A flora and vegetation survey of the coast of the City of Mandurah*. Department of Planning and Urban Development, Perth WA.
- Webb, A., Keighery, B.J., Keighery, G.J., Longman, V.M. and Black, A. (2009). *The flora and vegetation of the Busselton Plain (Swan Coastal Plain): a report for the Department of Environment and Conservation as part of the Swan Bioplan Project*. Department of Environment and Conservation, Perth WA.

Local

- Cranfield, R.J. and Parker, C.M. (1995). Flora survey of the Moresby Range, August 1983. *Western Australian Naturalist* 20: 1-12.
- Keighery, B.J., Keighery, G.J. and Gibson, N. (1997). *Floristics of Reserves and Bushland Areas of the Perth Region (System 6). Parts XI - XV*. Wildflower Society of Western Australia (Inc.), Nedlands, Western Australia.
- Keighery, B.J., Keighery, G.J. and Gibson, N. (1996). *Floristics of reserves and bushland areas of the Busselton region (System 1). Parts I-IV*. Wildflower Society of WA, Nedlands WA.
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- Kitchener, D.J., Chapman, A. and Dell, J. (1975). A biological survey of Cape Le Grand National Park. *Records of the Western Australian Museum* Supplement 1: 1-38.
- Lyons, M.N., Keighery, G.J., Gibson, N. and Wardell-Johnson, G. (2000). The vascular flora of the Warren bioregion, south-west of Western Australia: composition, reservation status and endemism. *CALMScience* 3: 181-250.

Item 9.1 Attachment 1

ERC 21/09/2022

Trudgen, M.E. (1988). *A Report on the Flora and Vegetation of the Port Kennedy Area*. Unpublished report prepared for Bowman Bishaw and Associates, West Perth.

Series of reports – Biological survey of the Western Australian Wheatbelt, Western Australia. Several examples are provided here, but other papers in the series cover similar areas.

Kitchener, D.J., Chapman, A., Dell, J., Johnstone, R.E., Muir, B.G. and Smith, L.A. (1976). Biological survey of the Western Australian Wheatbelt. Preface to the series and Part 1: Tarin Rock and North Tarin Rock Reserves. *Records of the Western Australian Museum Supplement 2*: 1-87.

Dell, J., Chapman, A., Kitchener, D.J., McGauran, D.J. and Muir, B.G. (1981). Biological survey of the Western Australian Wheatbelt. Part 14: East Yuna and Bindoo Hill Nature Reserves. *Records of the Western Australian Museum Supplement 13*: 7-105.

Eremaean Province

Pilbara Biological Survey Database – available at <http://science.dpaw.wa.gov.au/projects/pilbaradb/>. This database can be used to search for reports related to the Pilbara area. Current in 2006, contains some 800 reports.

Regional

Department of Environment and Conservation, and Department of Industry and Resources (2007). *Strategic review of the conservation and resource values of the banded iron formation of the Yilgarn Craton*. Government of Western Australia, Perth.

Gibson N., Meissner R., Markey A.S. and Thompson, W.A. (2012). Patterns of plant diversity in ironstone ranges in arid south western Australia. *Journal of Arid Environments 77*: 25-31.

Keighery, G.J., Halse, S.A., McKenzie, N.L. and Harvey, M.S. (eds.) (2004). A biodiversity survey of the Western Australian agricultural zone. *Records of the Western Australian Museum Supplement No. 67*: 1-384.

Muir, B.G. (1977). Biological Survey of the Western Australian Wheatbelt. Pt. 2. Vegetation and habitat of the Bendering Reserve. *Records of the Western Australian Museum Supplement 3*.

Trudgen, M.E. and Keighery, G.J. (1995). *Flora of the Shark Bay World Heritage Area and environs*. Department of Conservation and Land Management, Woodvale WA.

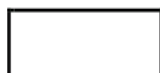
Van Leeuwen, S. (ed.) (2002). *Biological survey of the south-western Little Sandy Desert: National Reserve System Project N709: final report, June 2002*. Department of Conservation and Land Management, Perth WA.

Van Vreeswyk, A.M.E., Payne, A.L., Leighton, K.A. and Hennig, P. (2004). An inventory and condition survey of the Pilbara region, Western Australia. *Department of Agriculture Technical Bulletin 92*, December 2004.

Series of reports – Biological survey of the eastern goldfields of Western Australia. Several examples are provided here, but other papers in the series cover similar areas.

Newbey, K.R., Dell, J., How, R.A. and Hnatiuk, R.J. (1984). A biological survey of the eastern goldfields of Western Australia. Part 1, introduction and methods; Part 2, Widgiemooltha-Zanthus study area. *Records of the Western Australian Museum Supplement 18*: 21-158.

Burbidge, A.A., Hall, N.J., G.J. Keighery and McKenzie, N.L. (eds.) (1995). A biological survey of the eastern goldfields of Western Australia. Part 12, Barlee-Menzies study area. *Records of the Western Australian Museum Supplement 49*: 169-312.



Local

Richards, J.D. and Wilson, B. (eds.) (2008). A biological survey of Faure Island, Shark Bay World Heritage property, Western Australia. *Records of the Western Australian Museum* Supplement 75: 1-75.

Series of reports – Flora and vegetation of the eastern goldfields ranges. Several examples are provided here, but other papers in the series cover similar areas.

Gibson, N., Lyons, M.N. and Lepschi, B.J. (1997). Flora and vegetation of the eastern goldfields ranges. Part 1: Helena and Aurora Range. *CALMScience* 2: 231-246.

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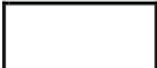
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Item 9.1 Attachment 1

ERC 21/09/2022



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Environmental Protection Authority 2016, *Technical Guidance – Flora and Vegetation Surveys for Environmental Impact Assessment*, EPA, Western Australia.

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Technical Guidance

Terrestrial vertebrate fauna surveys for environmental impact assessment



Environmental Protection Authority
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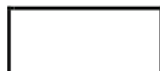
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Technical Guidance – Terrestrial vertebrate fauna surveys for environmental impact assessment

1 Contents

1	Introduction	2	10	Data analysis	28
2	Desktop study	3	10.1	Assessment of the reliability and veracity of data	28
2.1	Background environmental information	3	10.2	Basic interpretation of data	28
2.2	Species and habitat inventories.....	3	10.3	Assessment of survey effectiveness	29
2.3	Significant species and habitats.....	4	10.4	Data retention.....	29
3	Determining survey type	5	11	Mapping	30
4	Survey types	6	12	Reporting	32
4.1	Basic	6	12.1	Executive summary and introduction.....	32
4.2	Detailed	6	12.2	Methods.....	32
4.3	Targeted	6	12.3	Results.....	33
5	Preparation for survey	7	12.4	Discussion.....	33
6	Habitat assessment	8	12.5	Conclusions	34
6.1	Habitat mapping	8	12.6	Appendices.....	34
6.2	Habitat observations.....	8	12.7	Provision of electronic datasets....	34
7	Survey techniques	10	13	References	35
7.1	General techniques	12	Appendix A: A list of selected vertebrate fauna survey data reports		
7.2	Special-purpose techniques.....	19	A: 'Southern' broad climatic region		
8	Survey design	21	B: 'Eremaean' broad climatic region		
8.1	Site selection	21	C: 'Northern' broad climatic region		
8.2	Seasonality and timing.....	21	Appendix B: A list of selected vertebrate fauna identification texts		
8.3	Duration.....	25	48		
8.4	Trapping design for non-volant mammals and herpetofauna	25	Tables		
8.5	Animal welfare	26	Table 1: Key techniques for detecting broad fauna groups in EIA surveys		
9	Specimens	27	Table 2: Recommended timing for vertebrate fauna assemblage surveys ...		
9.1	Identification	27	11		
9.2	Nomenclature	27	Figures		
9.3	Vouchering	27	Figure 1: Broad climatic regions of Western Australia.....		
			Figure 2: Example map showing minimum expected elements.....		
			31		



1 Introduction

The purpose of this technical guidance is to ensure that terrestrial vertebrate fauna data of an appropriate standard are obtained and used for environmental impact assessment (EIA).

This guidance provides advice on:

- survey preparation and desktop study
- determining the type of survey required
- sampling techniques and survey design
- data analysis and reporting.

This guidance should be applied in conjunction with the Environmental Protection Authority's (EPA) *Environmental Factor Guideline - Terrestrial Fauna*. For information on determining the impacts to terrestrial fauna in the context of a proposal, please refer to the relevant documents under the Terrestrial Fauna factor in the EPA policy suite.

This guidance is applicable to terrestrial vertebrate fauna only. Other groups, including terrestrial short-range endemic invertebrates, are addressed in other EPA guidance documents. For the purposes of this document, the term 'fauna' is used as shorthand for terrestrial vertebrate fauna.

This guidance should be applied when planning and undertaking fauna surveys for EIA under the *Environmental Protection Act 1986* (WA).

In a state as large and diverse as Western Australia, site-specific circumstances may warrant deviation from this guidance. In the case of any deviation, the appropriate agency or agencies should be consulted to discuss the adequacy of the survey design and techniques. Justification for the use of any novel or alternative techniques, and evidence of how best practice has been applied, must be presented.

2 Desktop study

A desktop study is a typical prerequisite for surveys and EIA. The purpose of a desktop study is to gather contextual information about an area from existing surveys, literature, database searches and spatial datasets. A desktop study is not a survey. A desktop study should be undertaken to inform the choice of field survey type and to provide background information for the survey and subsequent reporting.

All information used in a desktop study requires an evaluation of its reliability. This should include consideration of the source and age of the information, suitability of techniques used, data analysis, survey timing, changes in species status since reporting and any changes in habitat (e.g. fire or *Phytophthora dieback* introduction). The reliability of the information should be discussed in the limitations section of the report.

A desktop study should include background environmental information, an inventory of species and habitats likely to occur and a discussion of significant species and habitats identified. At the completion of a desktop study there should be sufficient information to identify the potential fauna species and habitats that may be present, and place them in a regional context.

2.1 Background environmental information

An accurate summary of background environmental information is required to place fauna data into context. This information should include discussion of relevant:

- [Interim Biogeographic Regionalisation of Australia \(IBRA\)](#) bioregions and subregions
- land use and tenure, e.g. land reserved for conservation purposes, pastoral leases, Indigenous Protected Areas, unallocated crown land and private freehold land
- recognised sensitive sites, e.g. Bush Forever Sites, Ramsar Sites, Key Biodiversity Areas, Environmentally Sensitive Areas and Important Wetlands
- landscape characteristics, e.g. land systems, soil-landscapes, geology, topography, elevation, surface water and drainage
- climate information, including rainfall and temperature, from a weather station with adequate long-term data representative of the study area.

2.2 Species and habitat inventories

Comprehensive species and habitat inventories are important for planning surveys and reviewing survey adequacy. These should be compiled using the results of database searches, a literature review and any current survey data. The exclusion of any results from the final inventories should be stated and justified.

2.2.1 Database searches

Database searches should be conducted using search parameters appropriate for the area and its regional context. Databases that should be searched include:

- Department of Biodiversity, Conservation and Attractions (DBCA) and Western Australian Museum (WAM) NatureMap data portal
- DBCA Threatened and Priority Fauna database
- BirdLife Australia's Atlas and Birddata datasets
- Department of Agriculture, Water and the Environment Protected Matters Search Tool
- Atlas of Living Australia database
- Index of Biodiversity Surveys for Assessment (IBSA).



In poorly-surveyed areas additional information may be obtained by requesting searches from the WAM fauna databases directly. For areas near the border of Western Australia, the government biodiversity databases of the Northern Territory and/or South Australia should be searched.

2.2.2 Literature review

A literature review captures species records not available through databases, identifies the habitats that may be present and contributes to an overall understanding of the area and its regional context. The extent of a review will depend on the type and availability of information for the area.

Literature reviews should include, but not be limited to, previous survey reports, unpublished survey datasets, locally-held records (e.g. registers kept at mine sites) and any major regional survey reports or papers (e.g. Appendix A). Scientific literature, including the Species Profile and Threats Database (SPRAT), Conservation Advice, threatened species recovery plans and peer-reviewed journal articles and research are useful for providing information on a species status, biology and ecology.

Records incorporated into the literature review should represent observations from original sources, rather than records that were extrapolated or cited from derived sources. If information in a previous desktop study is relevant, the underlying original data should be included in the review rather than the previous desktop study itself.

2.3 Significant species and habitats

A detailed evaluation of significant fauna and habitats should be completed, based on the fauna and habitat inventories. For each significant species or habitat this should include discussion of:

- its conservation status or the other reasons for its significance
- for a species, its known distribution and habitat preferences
- for a habitat type, its known extent and attributes that are important to fauna
- its likelihood of occurrence in the study area, accounting for local environment, age and location of records, ecological knowledge and regional context
- any ecological traits or attributes relevant to EIA, such as vulnerabilities to specific impacts.

3 Determining survey type

This guidance outlines three survey types: basic, detailed and targeted. The type of survey required should be determined based on the survey objectives, existing available data, information required and the scale and nature of the potential impacts of the proposal. These aspects should be considered in the context of the information acquired by the desktop study.

An appropriate survey type should provide adequate information to determine impacts, conditions, offsets and an analysis of the cumulative impacts. Determining the type of survey requires consideration of the characteristics of the proposal and the scale and nature of the impact.

Areas that intersect or may otherwise impact national parks, nature reserves or other parts of the conservation reserve system, including areas that are not yet formally protected but have been recommended for protection for a conservation purpose, require a detailed survey as a minimum. For other areas, aspects to be considered when determining the type of survey required include the:

- level of existing regional knowledge
- type and comprehensiveness of recent local surveys
- degree of existing disturbance or fragmentation at the regional scale
- extent, distribution and significance of habitats
- significance of species likely to be present
- sensitivity of the environment to the proposed activities
- scale and nature of impact.

Small-scale impacts may not negate the need for a detailed or targeted survey. For example, in regions where there is a high degree of existing habitat fragmentation, small-scale impacts to remnant habitats may be significant and multiple activities in the local area or region may contribute to cumulative impacts. Therefore, detailed and/or targeted surveys may be required to better predict the residual impact to fauna. The type of survey required may vary both within and between regions, in response to regional characteristics such as landscape heterogeneity, the extents of geology and vegetation types, the degree of existing disturbance and the level of biodiversity knowledge.

The Swan Coastal Plain and Jarrah Forest bioregions have a high degree of existing impact and remnant areas can be of considerable importance to fauna. However, the fauna of these bioregions is well understood and comprehensive long-term data is available to inform and predict the significance of impacts. Therefore, basic and targeted surveys usually suffice in these bioregions.

Elsewhere in Western Australia, proposals generally require detailed and targeted surveys because of the scarcity of local-level data. Surveys should be consistent with the standards outlined in this document, as well as any environmental scoping document instructions.



4 Survey types

4.1 Basic

A basic survey is a low-intensity survey, conducted at the local scale to gather broad fauna and habitat information. The primary objectives are to verify the overall adequacy of the desktop study, and to map and describe habitats. A basic survey can also be used to identify future survey site locations and determine site logistics and access. The results from the basic survey are used to determine whether a detailed and/or targeted survey is required.

A basic survey should include habitat assessment, photography and mapping. These activities can also be undertaken as part of a detailed survey, in cases where a basic survey is bypassed. During a basic survey, opportunistic fauna observations should be made and low-intensity sampling can be used to gather data on the general faunal assemblages present.

4.2 Detailed

The purpose of a detailed survey is to gather quantitative data on species, assemblages and habitats in an area. A detailed survey requires comprehensive survey design and should include at least two survey phases appropriate to the biogeographic region (bioregion). Surveys should be undertaken during the seasons of maximum activity of the relevant fauna and techniques should be selected to maximise the likelihood that the survey will detect most of the species that occur. Techniques should be quantitative and standardised, with at least one trapping site established in each habitat type, to allow analysis and comparison of data.

4.3 Targeted

A targeted survey is used to gather information on significant fauna and/or habitats, or to collect data where a desktop study or field survey has identified knowledge gaps. Examples of where targeted surveys are appropriate include, but are not limited to:

- confirming the presence of a significant species likely to occur within the proposal area
- determining distribution and abundance of specific significant species
- determining fauna movement and habitat use
- describing and mapping habitats or features that are important to significant fauna or faunal assemblages, such as for breeding, foraging or dispersal
- monitoring significant species, assemblages or habitats.

Because impacts must be placed into context, targeted surveys are not necessarily confined to potential impact areas. For example, if a significant habitat will be impacted in a proposal area but its extent outside of the area is unknown, a targeted survey to obtain contextual data may be required in the surrounding region.

A targeted survey usually requires one or more site visits to detect and record significant fauna and habitats. For areas with multiple significant species there may not be a single time of year suitable to detect all species. In these cases, multiple visits, each targeting different species or groups, should be conducted.

5 Preparation for survey

All surveys should be coordinated and led by zoologists experienced in systematic fauna surveys and fauna identification. It is essential that surveys, and individual teams in the case of large surveys, are led by zoologists with extensive knowledge and experience of the fauna of the bioregion to be surveyed.

Survey leaders should have experience in the identification and ecology of the fauna expected to occur, and the ability to deal with taxonomic uncertainty. This includes the requisite skills to appropriately voucher specimens, sample and store tissue and/or accurately document and photograph key diagnostic characters. The survey leader should ideally oversee the survey from beginning to end, including the analysis, reporting and review. Team members who are less experienced should be trained and supervised by an experienced zoologist.

Appropriate licences must be obtained to take, i.e. trap, collect and/or disturb, fauna. Permission must also be obtained from landholders or managers to access or undertake surveys on their land.

Surveys are often conducted in remote and difficult terrain, and health and safety issues must be planned for. Survey-specific safety procedures are often needed to ensure that work can be safely undertaken. For example, night or cave work safety requirements should be identified early in planning.

Animal welfare and biosecurity should also be considered during survey planning. This includes management of risks associated with disease transfer, which may be animal-to-human (e.g. human contraction of Australian Bat Lyssavirus), animal-to-animal (e.g. from poor trap hygiene), or to soil and vegetation (e.g. spread of *Phytophthora dieback*). Refer to Section 8.5 for more details on animal welfare requirements.



6 Habitat assessment

Habitat assessment is used to identify fauna habitat types and quantify their extents within the study area. In documenting the habitats and habitat features, a habitat assessment should incorporate information obtained through the desktop study, e.g. vegetation and geological information, as well as information obtained through a field survey, e.g. habitat boundaries and physical characteristics.

Unique habitats can be identified based on their combinations of landforms, soil and vegetation, which determine their ability to support specific fauna assemblages or significant fauna. The history of an area may also need to be considered, e.g. an area may be treated differently if it was recently burnt or is long unburnt.

Significant habitats include rare or isolated habitats and habitat features, such as rock piles, caves, gullies, significant trees, drainage lines, waterholes, damplands and springs, and those that are likely to provide special resources to fauna. Other important habitats include ecological linkages and migration pathways, refugia, islands, areas that support large or seasonal aggregations of fauna and areas that are important to significant fauna, e.g. for breeding, roosting or foraging.

6.1 Habitat mapping

Preliminary habitat maps should be based on existing vegetation data, geological and geographical data, e.g. topography, soil and land systems, and aerial imagery. Information available from modelling or remote sensing datasets can also be incorporated. The scale at which habitat types are defined will depend on proposal-specific factors, such as the bioregion, the fauna assemblages expected, the size of the proposal, the degree of existing habitat fragmentation and the proximity of habitats to predicted impacts.

Preliminary habitat maps should be verified through field observations conducted as part of the survey. The habitats should be considered when planning the locations of any survey sites. Habitat maps should be refined as new field observations are made.

The final habitat map and underlying electronic dataset should be suitable for spatial analyses. These include the calculation of areas of habitat likely to be impacted and the correlation of fauna records with habitats.


6.2 Habitat observations

Comprehensive habitat observations should be made at locations representative of each habitat type and at each survey site. Key attributes to consider when making habitat observations include:

- soil type and characteristics
- extent and type of ground surfaces and landforms
- height, cover and dominant flora within each vegetation stratum
- presence of specific flora or vegetation of known importance to fauna
- evidence of fire history including, where possible, estimates of time since fire
- evidence and degree of other disturbance or threats, e.g. feral species
- presence of microhabitats and significant habitat features, such as coarse woody debris, rocky outcrops, tree hollows, water sources and caves
- evidence of potential to support significant fauna
- function of the habitat as a fauna refuge or part of an ecological linkage.

Item 9.1 Attachment 2

ERC 21/09/2022



The resulting data should be used to validate habitat maps, determine the extent and condition of each habitat type and produce detailed habitat descriptions.

Habitat observations should be undertaken systematically, such as at defined points within fixed areas or along transects. The use of unmanned aerial vehicles may be useful in areas with limited access, very large areas or when mapping linear corridors, but data obtained in this way should only be considered supplementary to direct habitat observations.

High-resolution, good-quality digital photographs should be taken of each habitat type. Enough photographs should be taken to ensure accurate representation of the habitat and capture any variation that exists or significant features.



7 Survey techniques

A wide variety of detection techniques are used in fauna surveys. The suitability of each depends on the expected species or assemblages, the nature of the environment, weather conditions and the purpose of the overall study.

This guide discusses the key sampling techniques used for fauna surveys and covers a range of techniques for different fauna groups. This guidance is not prescriptive about the use of any particular technique, but highlights the benefits and limitations of the different techniques to help zoologists in making appropriate choices.

A list of primary and supplementary techniques is provided in Table 1 and outlined below. This list is not exhaustive and other techniques may be suitable. Primary techniques are those known to efficiently deliver presence and abundance data. Surveys for EIA should use primary techniques to develop species inventories. Supplementary techniques can then be used to build on and refine results as necessary.

Special-purpose techniques, for particular species or circumstances, should be used where necessary. The [DBCA website](#) contains survey guidelines for a selection of Western Australian significant species. For species listed under the Commonwealth's *Environment Protection and Biodiversity Conservation Act 1999*, the Australian Government has published a series of general survey guidelines (DSEWPac 2011a, DEWHA 2010a, DSEWPac 2011b, DEWHA 2010b, DSEWPac 2011c, DEWHA 2010c); the [Species Profiles and Threats Database](#) should also be checked for species-specific survey guidelines. If necessary, DBCA should be consulted regarding survey techniques and design when targeting particular species.

Regardless of the survey techniques used, impacts to habitats due to survey activities should be minimised. Disturbed sites should be returned to their original condition, e.g. by backfilling of soil, at the end of the survey.

Item 9.1 Attachment 2

ERC 21/09/2022

**Table 1: Key techniques for detecting broad fauna groups in EIA surveys**

Primary detection techniques are denoted by X, supplementary techniques are denoted by S. The matrix should be considered indicative only.

Group	Pit traps	Funnel traps	Small-medium aluminium box traps	Large aluminium box traps	Cage traps	Spot lighting from vehicle	Spot lighting and head-torching on foot	Observation (e.g. bird surveys, active searching, opportunistic)	Searching for tracks and other signs	Acoustic surveys - audible calls	Acoustic surveys - ultrasonic calls	Camera traps
Small mammals < 30g (e.g. <i>Sminthopsis</i> spp.)	X		X				S		S			S
Medium mammals < 2500g (e.g. <i>Isodon</i> spp.)			X	X	X	S	S		X			X
Large mammals > 2500g (e.g. <i>Pterogale</i> spp.)					S	X	X	X	X			X
Phytophagic bats (e.g. <i>Pteropus</i> spp.)								X		S		
Zoophagic bats (e.g. <i>Raphiaenus</i> spp.)											X	
Birds						S	S	X		X		S
Small snakes < 45cm (e.g. <i>Parasuta</i> spp.)	X	X				S	X	X				
Medium-large Snakes > 45cm (e.g. <i>Pogona</i> spp.)		X				X	X	X	S			
Small-medium lizards < 150 mm (e.g. <i>Pogona</i> spp.)	X	X	S			S	X	X				
Large lizards > 150 mm (e.g. <i>Varanus</i> spp.)	S	X		S	S	S	S	X	X			
Frogs	X	S				S	X	X		X		



7.1 General techniques

7.1.1 Pit traps

Pit trapping is particularly productive for sampling small to medium-sized reptiles and mammals. A standardised design, in terms of trap configuration and timing, allows more robust data analyses than less quantitative survey techniques such as active searching.

Pit traps usually comprise a plastic bucket or PVC pipe buried with the open top flush with the ground. The trap captures unsuspecting animals that fall in and inquisitive animals that deliberately enter. Pit traps vary in depth and diameter, but typical sizes effective for surveys are 20 litre plastic buckets (45 cm deep x 30 cm wide) and PVC pipes (60 cm deep x 15 cm wide).

In general, the wider a pit the more effective it is at initial captures, and the deeper it is the better overall retention of those captures. Therefore, buckets tend to have significantly higher captures than narrow 15 cm PVC pipe (Cowan 2004), but the increased depth of PVC pipe (60 cm) is advantageous in retaining some species that are able to escape by jumping. For example, 60 cm deep pits have been specified for capturing agile species such as hopping mice (Moseby and Read 2001) and pit traps 55 to 60 cm deep are considered essential for sandhill dunnarts (*Sminthopsis psammophila*; Churchill 2001). The incorporation of funnel inserts can be used to enhance the effectiveness of shallow pits as this restricts the aperture through which animals can escape.

Pit traps should be used in conjunction with drift fences that direct animal movement towards pits and increase the likelihood of capture (e.g. Moseby and Read 2001). A drift fence consists of flywire, or some similar barrier, running over, or in line with, the centre of a pit, linking together a number of equidistantly spaced pits (Webb 1999). Drift fences are set at 20 to 30 cm high and buried at the base using local substrate. The base substrate should be flush with the pit opening to ensure there are no gaps that would divert fauna from the pit.

No particular configuration of pits along a fence is universally optimal (and there are various options, see Friend 1984, Friend et al. 1989, Hobbs et al. 1994, Morton et al. 1988, Rolfe and McKenzie 2000). However, pits positioned singly should generally be avoided in favour of pits positioned in pairs or in larger numbers along a continuous fence. Spacing between pits may vary. Configuration should reflect local conditions and survey objectives, but an appropriate overall level of trapping effort should be maintained (see Section 8.4).

7.1.2 Funnel traps

Funnel traps are usually made from mesh, such as shade cloth, covering a wire framed rectangular prism with small funnels opening at either end. Laid parallel to a drift fence, animals enter the trap through a funnel, but have difficulty in finding a way out.

Generally, funnel traps are used in pairs with one placed either side of a drift fence, alternating with pit traps along the fence. Because they are placed on the surface of the ground, funnel traps can also be readily used in areas where the substrate precludes establishment of pit lines, such as on granites or ironstone outcrops. Care should be taken to ensure that funnel traps are placed flush on the ground. In sandy habitats, the entrance to funnels can be partially buried, using soil to create a ramp that disguises the edge of the funnel.

Some studies have compared effectiveness of funnel traps to pits (in North America e.g. Crosswhite et al. 1999, Maritz et al. 2007, and in Australia e.g. Thompson and Thompson 2007), but the trap types have generally not had true independence from each other and the advantages and disadvantages of either trap type are difficult to determine. Funnel traps effectively capture reptiles that readily escape from pit traps, such as snakes and some larger varanids, but are ineffective in reliably capturing

Item 9.1 Attachment 2

ERC 21/09/2022

mammals. Independent trials conducted in Western Australia indicate that funnels should always be considered supplemental to pits, as pits are more effective overall (DBCA pers. comm. 17 May 2017).

7.1.3 Aluminium box traps

Aluminium box traps, e.g. Elliott and Sherman brand traps, operate using a trigger plate on the floor of the trap. This is set off by the animal when it enters and triggers a hinged door to close, trapping the animal inside. The size of the box trap used will depend on the species targeted or predicted to occur.

Animals are enticed into the traps by bait. A universal bait made from oats and peanut butter is suitable for most species, with other additives, e.g. bacon, sardines, fruit, honey or truffle oil, used to target specific species. Additives should be selected with care to minimise the risk of ant attack and bait spoiling (Petit and Waudby 2012).

Aluminium box traps are typically used in arrays or transects and are useful for capturing most rodent species and small to medium-sized mammals, e.g. quolls, mulgaras and bandicoots, using the appropriately sized trap. Aluminium box traps are not particularly effective for many small dasyurids and most reptiles, though they have worked for targeted collection of species including the kultarr (*Antechinomys laniger*), some skinks and some varanids.

Distance between aluminium box traps usually ranges from 10 to 20 m. The layout may incorporate a combination of different size traps.

Capture rates of aluminium box traps often improve after several days, perhaps because animals are initially wary of foreign objects. Therefore, it is essential that surveys are undertaken over sufficient time to account for this (James 1994, Moseby and Read 2001).

7.1.4 Cage traps

Cage traps made of wire mesh, e.g. Sheffield brand traps, are available in sizes ranging from those suitable for rodents, bandicoots and possums, to those suitable for wallabies. Soft-walled cage traps, made of shade-cloth or similar non-metal mesh material, are recommended for species that are prone to injure themselves when in traps. Cage traps operate via a treadle and wire link holding open a door. To access a bait the animal must cross the treadle, causing the trap door to be released and locked in the closed position, trapping the animal inside.

The bait used is usually the same as for aluminium box traps and depends on the species expected. Surveys targeting particular species, e.g. the carnivorous chuditch (*Dasyurus geoffroii*), can result in higher capture rates if the bait includes lure ingredients favoured by the target species but not by others (Wayne et al. 2008).

Rigid and collapsible type cage traps are available, the latter being particularly suitable for carrying over distance. Both types are relatively cumbersome to handle, transport and set out; consequently, if it is equally appropriate to trap for the expected species using aluminium box traps, these may be a better choice.

Cage traps may be used in isolation for targeted surveys or in conjunction with other trap types for detailed surveys, set along a transect or in an array or grid. The best arrangement and spacing of traps will depend on the target species, habitat characteristics and the data required, e.g. presence-absence or population density. For example, a study of chuditch successfully used transects with 200 m spacing between traps (Wayne et al. 2008), while studies of northern quoll (*Dasyurus hallucatus*) found that transects of 50 traps 50 m apart were appropriate in some areas but transects of 20 traps set 25 m apart were better in others (DPaW 2013, Morris et al. 2015.)



7.1.5 Spotlighting and headtorching

Spotlighting and headtorching are important survey techniques because much of Western Australia's fauna is nocturnal or crepuscular, particularly many threatened taxa. Many of these species are more often observed than trapped.

Spotlighting is a valuable technique for detecting mammals, nocturnal birds, geckos, snakes and frogs. However, when illuminated by a spotlight some species freeze and may be difficult to see, while others immediately flee and may be hard to identify. It is therefore essential to know what may be encountered beforehand and to have experienced individuals spotlighting.

Spotlighting can be done from a vehicle, to cover large distances along roads and tracks; with this method, the vehicle is driven at low speed on a predetermined transect, stopping as required. Portable spotlights can be used while walking to investigate at a finer scale, or in areas where vehicle access is not possible. Spotlighting on foot may be effective for cryptic species, e.g. quails, which may otherwise not be seen.

Headtorching is more useful than spotlighting for some fauna, such as geckos and frogs, due to the dimmer light and because having the light beam in the same plane as the observer's eyes improves detection of reflected eye shine. Headtorching is useful for inspecting discrete features, such as termite mounds, rocky outcrops and caves.

Spotlighting and headtorching are most productive for reptiles on warm evenings (Read and Moseby 2001), when they are more active. High humidity may also increase herpetofauna activity (e.g. Cowan 2016). However, cooler conditions should not necessarily negate undertaking night work. Headtorching for frogs is most successful following rain.

Spotlighting and headtorching should be conducted in a manner that minimises disturbance to fauna. For example, care should be taken with sensitive nocturnal bird species.

7.1.6 Observation - bird surveys

For birds, techniques for standardised site surveying include fixed time and position counts, transect searches and area searches (Bibby et al. 2000, Craig 2004, Craig and Roberts 2001, Gregory et al. 2004, Loyn 1986). These methods support both visual and acoustic detection of birds; additional information specific to acoustic surveys is contained in Section 7.1.10.

Bird surveys should occur during peak activity periods, typically after dawn and before dusk. Birds are less active in wet, windy and extremely hot conditions.

Birds can be recorded as present with or without an associated measure of abundance. Abundance data are harder to collect but can be useful for providing information on the relative importance of habitats, provided bias caused by detection differences between habitats is considered; however, it is often important to understand temporal variation in abundance before spatial variation can be interpreted (e.g. Ives and Klopfer 1997).

The best locations to survey birds may not correspond with those identified for trapping sites. Local terrain and conditions must be considered, and bird surveys should be conducted in the areas most likely to yield observations that accurately reflect the usage of given habitats by birds. For example, a stand of flowering grevilleas may yield additional bird species.

Bird survey results are highly observer-dependent and precautions should be taken to reduce bias. Sites should be surveyed more than once – at different times of day and on different days – in a consistent manner across sites. If multiple observers are used, they should be alternated when doing repeat surveys of individual sites. Multiple observers may also be used to survey the same site concurrently.

Item 9.1 Attachment 2

ERC 21/09/2022

Area searches and point counts are commonly used for bird surveys. Area searches involve inspecting a designated area for a pre-determined period. A typical area search may cover a 1 to 3 ha plot area over 10 to 20 minutes (DEWHA 2010a), however the size of the plot and time spent should reflect local conditions and larger areas will be more appropriate in arid regions. Area searches are most suitable in open habitats. Point counts involve making observations from a designated series of points or habitats for a pre-determined period. For example, York et al. (1991) conducted 10 minute observations at five points, 100 m apart along a 500 m transect. Point counts are most suitable in dense habitat.

Determining the technique to use will depend on the survey objectives. An area search is more useful where the aim is to detect as many species as possible for an inventory, because small, cryptic species are more likely to be encountered and walking through the area increases the chance of flushing individuals.

Some bird groups may require specific search techniques. For example, raptors tend to use thermals on warm days and can be spotted from high ground.

The time spent surveying each site will depend on the habitat present. Diverse and structurally complex habitats are likely to have higher bird species richness, require more survey effort and contain more species that are difficult to detect. Dense vegetation may require more survey effort than open vegetation where species are easier to detect. Imitating calls will often entice birds in closer, allowing a visual identification.

All observations should be recorded, but care should be taken in assigning them to locations. To ensure peripheral habitats do not skew results, only those species using the habitat surveyed should be assigned to that habitat. For example, during a bird survey of a ridgetop habitat, species seen circling over a distant plain should not be included in the ridgetop habitat dataset, but should be recorded as opportunistic observations.

Large areas, particularly for shorebird surveys, may require aerial survey (for an overview of techniques see Kingsford et al. 2008). Shorebird identification is difficult, and surveyors should have specific experience in their identification and survey techniques. Australian shorebird survey reference information is available from the *Shorebirds 2020 Program*.

7.1.7 Observation - active searching

Active searching, primarily for herpetofauna, involves searching microhabitats. This includes digging up burrows, turning over rocks and logs, splitting fallen timber, raking soil and leaf litter, peeling off bark and searching soil cracks and holes in fence posts (Bush et al. 2007). Active searching complements trapping because it allows for hand-capture of species that have low capture rates in traps.

Active searching requires knowledge of the species that may occur and their habitat preferences. Species detection is correlated with observer experience and the amount of effort applied, so it is important that surveys are designed to ensure that effort is adequate and consistent across sites.

Timing of active searches is important. In hot and dry conditions reptiles are hard to detect and they are quick and elusive to capture. In such conditions, searching earlier in the day may be more productive. Impacts to habitat should be minimised, with all rocks, logs and debris being returned to their original location and orientation after searching. Care should also be taken to ensure that the disturbance associated with active searching does not impact any other surveys being conducted in the same area.



7.1.8 Observation - opportunistic

All vertebrate fauna detected while travelling between sites or undertaking other general tasks should be recorded. These opportunistic records can make a substantial contribution to overall species lists. It is important to record the location and habitat where the signs or species were observed, so that these records can be considered in the context of the proposal.

7.1.9 Searching for tracks and other signs

Searching for tracks, diggings, burrows, nests, scats and pellets, claw marks on tree trunks and other signs requires persistence, well-developed observation skills and knowledge of the natural history of the local fauna. This technique is useful for species that are not readily trapped because they are too large or avoid traps, or are at low densities in the area. Species with clumped distributions, e.g. the brush-tailed mulgara (*Dasyercus blythi*) and bilby (*Macrotis lagotis*), may be easier to detect by way of tracks and other signs because large areas of potential habitat can be assessed relatively quickly.

Sand is an ideal substrate for tracks, although wind and rain will mask them quickly. Early morning or late afternoon, when the sun is lowest in the sky, are optimal times for searching; these give the greatest amount of shadow within tracks, maximising their detectability and interpretation.

Diggings and burrows can last for long periods, even years, after an animal was present; for example, malleefowl (*Leipoa ocellata*) mounds and boodie (*Bettongia lesueur*) diggings. Therefore, diggings and burrows may only indicate historical usage of an area, and targeted trapping or other confirmation may be required to determine the contemporary presence of a species.

7.1.10 Acoustic surveys - audible calls

Many birds and frogs produce audible calls that allow identification to species level, and listening for or recording these will often supplement information gathered through other survey techniques for these groups. Acoustic surveys are especially useful as a non-invasive means of surveying for nocturnal, rare or cryptic species (e.g. Burbidge et al. 2007).

Detecting birds in an area by their call is an effective survey technique, particularly for passerines. Passerine call frequencies are usually greatest at dawn and dusk, and before or after periods of rain. Listening to the dawn chorus at a site will give an understanding of the bird species that have roosted in the area the preceding night and may identify cryptic species that are hard to detect visually.

Experienced observers are essential for correctly interpreting bird calls. Mimicry is common in songbirds (e.g. Chisholm 1932, Kelley et al. 2008, Igic and Magrath 2014), and call repertoires can differ by region, time of day, situation and life history stage. When recording bird calls, the call locations must be accurately assigned to habitats. For example, an observer on a plain who hears a sacred kingfisher (*Todiramphus sanctus*) in an adjacent drainage line should assign the record to the drainage line, not the plain.

Playing pre-recorded calls of target species, i.e. call playback, can improve the chance of detecting birds. Call playback should only be used with consideration of the animal welfare and ethics of the technique (see Birdlife Australia 2012).

Resources for bird call identification are available online, e.g. from [xeno-canto](#), [AVoCet](#), the [Internet Bird Collection](#) and the [Macaulay Library](#), and as published materials (e.g. BOCA 2001, Simpson and Day 1999). Some field guide mobile applications also include calls.

Different frog species call in different seasons and survey timing should reflect this (Section 8). Most species call at night, often peaking a few hours after dusk. Frogs will also call from shaded and sheltered positions, dense vegetation or burrows during the day in overcast and warm weather periods.

Item 9.1 Attachment 2

ERC 21/09/2022

If an unfamiliar call is heard the frog should be located and identified visually. This can be difficult, as resonance from the call may give the impression that the frog is somewhere other than its actual location. Hard-to-locate individuals can be found by triangulation; this involves two people standing at 90 to 180 degrees estimating the direction of the call from two different angles simultaneously, then focusing on where the calls intersect to forage for the frog by hand (Bush et al. 2007).

Resources for frog call identification are available online, e.g. through the [Frog Watch](#) and [FrogID](#) projects. Some field guide mobile applications also include calls.

Any calls that represent unusual, ambiguous or significant observations should be recorded. Recordings can yield additional species for an inventory when referred to an expert, or can provide unequivocal evidence supporting an otherwise contentious record. If a specific survey objective is to record calls then digital recorders and specialty microphones should be used, otherwise incidental recordings can be made using a smartphone.

Autonomous recording units (ARUs) designed for bioacoustics are useful for acoustic surveys (Burbidge 2016). They can be deployed for long periods in any terrain and under most conditions, and record following a program. Because of this they can provide temporal sequence data that are not logistically feasible to collect using manual observations alone.

ARUs may be custom made or off-the-shelf. ARUs should be deployed to avoid weather, fire and interference, targeting the correct habitats, and with correct orientation, microphones and programming. Data analysis may be manual, using spectrogram viewing software such as Song Scope (Wildlife Acoustics) or Raven (Cornell Lab of Ornithology), or automated in special cases such as targeted surveys.

Automated analyses require a pre-existing reference library of calls. After creating classification rules based on the library, software such as Kaleidoscope (Wildlife Acoustics) or SoundID (SoundID) can use the rules to analyse and categorise sound clusters, i.e. calls, which the software identifies. This is not necessarily straightforward; the reference library must be accurate and comprehensive, classification rules must be thoroughly validated and it may not be possible to automatically identify calls in complex datasets.

ARUs are not a replacement for observer-based methods in assemblage surveys, but they can be cost-effective and accurate for targeted surveys. Current examples of effective ARU use include threatened bird monitoring (e.g. Pinder 2012, DPaW 2014) and night parrot (*Pezoporus occidentalis*) surveys (Murphy 2014). Where custom-made ARU equipment is used, or if automated techniques and reference libraries are used for analysis, quantitative evidence of the effectiveness of these methods must accompany any results.

7.1.11 Acoustic surveys - ultrasonic calls

The detection and recording of ultrasonic calls is an important survey method for zoophagic bats, which hunt using ultrasonic echolocation calls that cannot be heard by humans. Most bats in Western Australia are zoophagic; if phytophagic species are expected, echolocation surveys can be augmented with visual, acoustic and trap-based surveys as necessary.

Echolocation can be detected in real-time with handheld heterodyne or full-spectrum detectors, which detect calls and replay them audibly or display them as spectrograms. Full-spectrum detectors are more versatile, but still require an operator with expert knowledge of calls to identify species. Some modern full-spectrum detectors have potential to identify species in real-time based on classification rules, but these require setup and validation.

ARUs – see Section 7.1.10 – can be very effective at detecting and recording ultrasonic calls (Burbidge 2016). The type of ARU dictates the available recording and analysis methods; therefore it is important to identify the survey objectives, and thus the required recording method, equipment and settings,



prior to field work. The available technology changes rapidly, so this should be done in consultation with equipment manufacturers and experts on the expected bat fauna. The Song Meter (Wildlife Acoustics) and Anabat (Titely Electronics) platforms are commonly used ARUs in EIA surveys.

Zero-crossing and full-spectrum are common recording methods (e.g. see McKenzie and Bullen 2003, 2009, Agranat 2012). Zero-crossing recordings capture the frequency range, shape and duration of the strongest harmonic of the call, are simple to interpret and create relatively small files; however, they do not capture amplitude or harmonic information. This missing information can be important for differentiating species. Full-spectrum recordings capture all the available information and have a signal-to-noise ratio advantage, but create large files and require more analysis effort. The additional amplitude information can also be sensitive to interference. Full-spectrum recordings can be converted to zero-crossing, and data storage is declining in price, so full-spectrum recording is likely to be the best choice in most cases. Zoologists must ensure that the chosen recording method is appropriate based on the location and objectives of the survey.

ARUs, even those with omnidirectional microphones, must be placed appropriately with respect to habitats, interference, fire, weather and other local constraints. Good site choices include water sources, drainage lines, wooded areas, flyways along landscape features and potential roost caves. With long deployments, regular equipment checks and data downloads should be conducted. ARUs in some habitats may require protection from fauna gnawing on cables and microphones. A minimum of three complete recording nights should occur at each site during the warmer part of the year, and this should be during good weather (Australasian Bat Society 2006).

Analysis of bat echolocation recordings may be manual or automatic, and requires access to a call reference library (e.g. see McKenzie and Bullen 2009, 2012). Automated analyses are subject to limitations and may not be possible in many situations (see Section 7.1.10).

If bats have been identified from echolocation calls, the report should cite the reference library used and present example graphs of time versus frequency for each identified species (based on actual field data; Australasian Bat Society 2006). The method used to discriminate between species with similar calls should be described and the proportion of calls that could be identified out of the total number processed should be stated (Australasian Bat Society 2006).

7.1.12 Camera traps

A camera trap is a digital camera that captures an image or video using an infrared sensor when an animal moves into a detection zone. Most camera traps used in wildlife surveys are off-the-shelf units, from manufacturers such as Reconyx and Bushnell, but they can also be custom-built. Cameras can be left to operate for many days through to months, depending on power source and image storage, providing information beyond what is attainable by human observers during a field survey.

Camera traps are usually triggered by a passive infrared sensor detecting the movement of a heat signature, i.e. movement of an object with a different temperature to its surrounds. The camera then uses an infrared or white flash to take a greyscale or colour image, respectively, and stores the file internally or wirelessly transmits files back to the user.

Despite their advantages, camera traps are not suitable in all situations (e.g. see Richardson et al. 2017). Camera trapping is useful for medium-to-large, distinctive mammals (e.g. DPaW 2013, Cramer et al. 2016), and to a lesser extent birds, due to the likelihood they will trigger a sensor with their heat signature. Camera traps may also work for small mammal surveys (e.g. De Bondi et al. 2010). However, in areas where multiple similar species exist, they can be hard to differentiate – particularly if the images are of low resolution and/or there is no reference scale included in the image detection zone.

For some species, camera traps can be used to estimate density and abundance. This requires traps to be deployed according to a robust experimental design, incorporating known detection rates (e.g. Howe et al. 2017). If the objective is only to determine species presence, camera trap placement should target areas of activity including tracks and runways, burrow entrances or areas with foraging evidence.

Camera traps should be tailored to the survey requirements. Camera settings – particularly those relating to image quality and resolution, but also those for detection zone, trigger time and recovery time – should reflect the survey objectives, expected fauna, environmental conditions and specifications of the particular traps (Meek and Pittet 2012, Rovero et al. 2013, Meek et al. 2014, Gillespie et al. 2015 and Meek et al. 2015).

Baits may be used to attract fauna to camera traps, such as universal bait, a bait targeting a particular species (e.g. Wayne et al. 2008, Austin et al. 2016), or a bait station or scent lure designed for long-term use (e.g. Meek et al. 2014, Gillespie et al. 2015). Using bait stations of a known size, or installing an object for scale, is useful for identifying fauna. Baits should not be used where they could attract predators to locations critical for fauna. For example, baits should not be used outside bilby burrows or at malleefowl mounds.

Camera traps should be tested prior to being taken into the field, including ensuring time and date settings are correct, and after their initial setup. Camera traps deployed for extended periods should be inspected and have data downloaded regularly. Images and accompanying metadata should be stored following a systematic procedure (Gillespie et al. 2015).

7.2 Special-purpose techniques

7.2.1 Faecal DNA analysis

Population size and demography can be estimated by genotyping individuals from faecal DNA. The technique is useful for rare or cryptic fauna (Piggott and Taylor 2003), and is being increasingly adopted (e.g. Alacs et al. 2003, Piggott et al. 2006, Marks et al. 2009, Ruibal et al. 2009). In arid Western Australia, a protocol has been developed to survey for bilbies by identifying individuals from scats (Dzimirski and Carpenter 2014, DPaW 2016).

Faecal DNA analysis requires protocols to be developed for each species. The relevant research institution or analytical laboratory should be consulted for specimen collection requirements. Environmental conditions, scat age and preservation techniques all have the potential to influence results (Panasci et al. 2011, Carpenter and Dzimirski 2016), so appropriate precautions and pilot studies are required (Piggott and Taylor 2003).

7.2.2 Trapping for bats

Trapping for bats is required when it is necessary for them to be physically handled, e.g. for mark-recapture and tracking, and can also be used in areas where echolocation surveys may fail to detect or are unable to distinguish between species. Such situations are only occasionally encountered in an EIA context in Western Australia.

Bat trapping methods include the use of mist nets and harp traps (Jones et al. 1996). A mist net is a net that is stretched across a flyway and entangles bats. Harp traps, also set in flyways, comprise a series of vertical wires that deflect flying bats into a pocket below.

The technique used should be guided by the survey objectives, expected bat assemblage and site conditions (Thomas and West 1989, Jones et al. 1996, Flaquer et al. 2007). For procedure overviews, see Jones et al 1996, Murray et al. 2002, DEWHA 2010b and FUA 2015.



7.2.3 Hair tubes

Hair tubes collect hair samples for species identification using physiological or genetic analysis (Brunner and Coman 1974, Suckling 1978, Brunner and Triggs 2002). A hair tube is a tube or funnel, lined with adhesive tape, that captures hair when an animal enters the trap in response to a bait (e.g. Scotts and Craig 1988). Hair tubes are low-impact and can be set for long periods. However, they can be less effective than other techniques used for mammals (Catling et al. 1997), and their efficacy varies with design, geographic location and taxa present. Consequently, hair tubes are best used for targeted surveys.

Hair tubes should be placed where animals are likely to be active or to concentrate, such as runnels in dense vegetation. To avoid bycatch, e.g. small reptiles, adhesive should only be used on the upper sides and top of a hair tube, not the bottom or lower sides.

7.2.4 Checking scat and pellet contents

Bone and hair samples can be collected from owl pellets or carnivore scats and used to identify species (e.g. Huebschman et al. 2000, Bilney et al. 2010, Bilney 2014). Results must be interpreted carefully, as birds and large predators can forage over large distances, and the technique is time-consuming and not always conclusive.

Samples are best found below the nests or perches of raptors, along breakaways, under rock overhangs and in cave entrances. Scats of larger predators such as quolls and dingo (*Canis familiaris*) may be found in the open. Remains may also be found in middens under ghost bat (*Macroderma gigas*) feeding perches.

7.2.5 Examination of feral predator gut contents

Feral predators such as cats and foxes feed on native fauna (e.g. Martin et al. 1996, Risbey et al. 1999). The gut contents from specimens collected as road kill or predators that have been euthanased can be examined and any remains identified.

8 Survey design

Appropriate survey design is pivotal in EIA, and is determined by factors including the survey type, the objectives of the survey, the scale of the proposal, the local environment and the faunal assemblages expected. Survey design, including the level of effort applied, requires careful consideration and should reflect local and regional conditions (How 1998, Rolfe and McKenzie 2000, Berry et al. 1991).

Adequate effort must be applied during surveys to enable the assessment of impacts of the proposal on fauna and habitats. Survey adequacy is a function of techniques, site selection, seasonality and timing and survey duration. Parameters including the types and numbers of traps, their layout and the number of days over which they are operated will also determine adequacy. The rationale for the chosen survey design should be clear.

8.1 Site selection

The number of sites required will vary depending on the habitat characteristics of the study area and its surrounds, such as the type and variety of substrates, vegetation, topography, and the number of discrete habitats or degree of similarity between habitats within an area. Sites should be selected according to geographic extent and variation in these attributes, with an attempt made to survey across the entire range of variability.

For detailed surveys, trapping sites should be established in each habitat type. It is recommended that replicate trapping sites are established within each habitat type; the degree of such replication should reflect the extent and significance of habitats, the confidence that individual sites will adequately document assemblages, the data analyses required and the amount of existing knowledge for the study area. Replicated sites may result in additional species being captured as species are unlikely to be distributed equally within a habitat type.

Sites should generally be positioned within habitat types rather than on their peripheries – as this will reduce edge effects on results – unless surveying ecotones is important for the survey. Sites should be positioned to achieve adequate geographic spread throughout the study area.

Site selection should consider the size, shape and location of the proposed activities, and the scale and nature of the impacts of the proposal, where known. Survey sites should be established both inside and outside potential impact areas, to provide sufficient data to identify potential impacts and place these into context.

8.2 Seasonality and timing

Western Australia can be divided into three broad climatic regions – Southern, Eremaean and Northern – based on Beard's (1980) botanical provinces (Figure 1). Fauna activity is closely linked with the seasons in each of these regions.

Surveys must consider seasonality and timing of peak fauna activity by region, particularly for herpetofauna. Peak activity can coincide with conditions that preclude survey from logistical or animal welfare perspectives. In such cases, a compromise that is close to desired timing but also meets logistical and ethical requirements would be expected.

Recommended survey timing for different fauna groups in each region is given in Table 2. Timing should be further refined per the geography, expected weather conditions and actual weather over preceding months in the study area.

Repeated surveys yield more comprehensive species inventories than single surveys and account for temporal differences in activity patterns (Moseby and Read 2001, How and Cooper 2002, Cowan and How 2004). For EIA, a detailed survey should therefore include at least two complementary survey phases, based on seasons and fauna activity patterns (Table 2).

Technical Guidance – Terrestrial vertebrate fauna surveys for environmental impact assessment

21



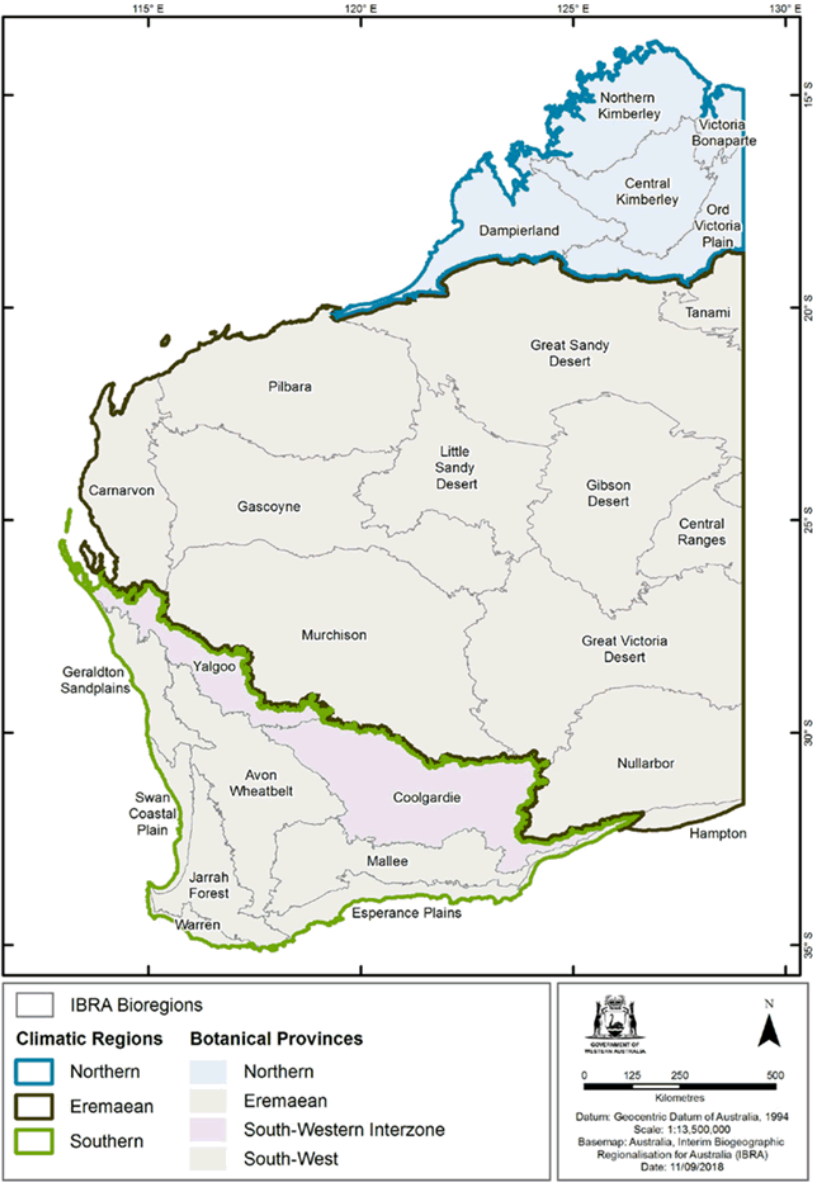


Figure 1: Broad climatic regions of Western Australia

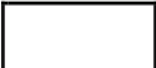
Based on botanical provinces (Beard 1980, modified following Desmond and Chant 2003). Bioregions per IBRA.

Table 2: Recommended timing for vertebrate fauna assemblage surveys

Recommended timing differs between the Southern, Eremaean and Northern broad climatic regions (Figure 1). A detailed survey should include at least two complementary survey phases, based on the approximate seasons and fauna activity patterns outlined below.

A: Southern

Fauna Group	Survey timing	Rationale
Reptiles	October-December (primary survey)	Reptiles typically become active with rising temperatures in spring, when they commence breeding. Then there is generally a less active period in summer, after which hatchlings appear in late summer/early autumn. Surveys should occur in spring to early summer and in late summer to autumn to coincide with peak activity (see How 1998). On the south coast, spring surveys may need to be later in the season due to generally lower temperatures. Local temperature records should be consulted prior to surveys.
	February-March (secondary survey)	
Amphibians	May-August (autumn-winter breeders)	Burrowing frogs, e.g. <i>Heleioporus</i> and <i>Neobatrachus</i> spp., begin calling with autumn-winter rains. The coldest, wettest part of winter is peak breeding time for winter breeders, e.g. <i>Crinia</i> and <i>Geocrinia</i> spp. Summer breeders, e.g. <i>Litoria</i> spp., commence their main calling as the weather heats up in late spring to early summer.
	November-December (summer breeders)	
Birds	September-December (most bush birds)	The main breeding period for most bush birds is spring, sometimes extending into early summer depending on local conditions. Most species have established breeding territories by this time, resulting in maximum vocalisation and activity. The main period when migrating shore birds are present in wetlands is between November and March.
	November-March (migratory birds)	
Mammals	September-December	As mammals are homeothermic, survey timing is not constrained as it is for reptiles. For efficiency mammal surveys can be concurrent with reptile surveys.



ERC 21/09/2022

Item 9.1 Attachment 2

B: Ereman

Temperatures increase along a northward latitudinal gradient. Rainfall is summer-dominated in the north and more evenly spread across the year in the south. Episodic summer thunderstorms and rain-bearing depressions are key bioclimatic activators and hence drive vertebrate activity. Working around these events is ideal, but difficult to plan and implement.

Faunal Group	Survey timing	Rationale
Reptiles	September-April	Reptiles are most active between September and April when higher temperatures are experienced. There is generally little activity during 'winter'. Surveys should therefore coincide with peak activity (see How et al. 1992, How and Dell 2004, Thompson and Thompson 2005).
Amphibians	Immediately after significant rain events.	Most frog species aestivate during dry periods and are activated by heavy rain. Breeding activity peaks after rain and tadpoles complete their metamorphosis cycle before water dries up. Episodic rain events generally occur in summer and autumn.
Birds	Immediately after rain events.	Prolific seeding after heavy rains activates breeding by most granivores, which declines to lower levels in periods of drought. In contrast, non-granivores do not concentrate spatially or temporally to the same extent (Berry et al. 1991, How et al. 1992), and survey timing for non-granivores is less constrained. Episodic rain generally occurs in summer and autumn. In times of drought breeding by both granivores and non-granivores is curtailed, and birds are less vocal and more difficult to observe.
Mammals	No preferred time (see rationale)	As mammals are homeothermic, survey timing is not constrained as it is for reptiles. For efficiency, mammal surveys can be concurrent with reptile surveys. Mammals can have differing population cycles, with carnivore and granivore populations peaking at different times. This often relates to rainfall (e.g. Cooper et al. 2006). In such cases, repeat surveys may need to occur at different times to reptile surveys.

C: Northern

Fauna Group	Survey timing	Rationale
All groups	December-March (planned based on local weather)	The wet season is the peak activity period for vertebrates and, access permitting, the primary survey should coincide with this.
	April to August (prior to conditions becoming too dry)	A second survey should occur during the dry season.

8.3 Duration

The duration of survey is important, with the number of species captured usually increasing over time. If the survey is too short, it considerably reduces the amount of data available for analysis and interpretation. When undertaking detailed surveys, a minimum of at least seven nights of trapping is recommended per phase, per method used. This duration reduces the potential for adverse weather conditions (e.g. extreme hot, cold or wet periods) to dominate the survey period that may cause suboptimal trapping conditions (e.g. Moseby and Read 2001). Surveys may need to be extended or repeated where adverse weather conditions result in poor capture rates or reduced trapping days. It is inappropriate to increase the number of traps to compensate for reduced duration, as this would not give an equivalent sampling effort.

8.4 Trapping design for non-volant mammals and herpetofauna

There is no single trapping design that is universally suitable for EIA in Western Australia, but there are several design elements that are commonly used and are known to be widely effective. A typical trapping grid for a detailed survey will include pit traps, funnel traps, aluminum box traps and cage traps. This is outlined below and should be considered a starting point for trapping design.

Pit trapping effort will vary with the habitats being surveyed, their extent and the species targeted. Based on previous studies, 10 to 12 pit traps should be used per site for detailed surveys. However, trap numbers will also depend on site characteristics. For example, pit trap placement may be difficult in hard substrates and the numbers of other trap types may need to be increased to compensate.

A combination of trap types can be used, for example deep PVC pipes (600 mm deep x 150 mm diameter) with 20 L buckets (400 mm deep x 300 mm diameter). Alternatively, 20 L buckets may be used on their own, where pipes would offer no clear advantage given the expected fauna. Pipes are efficient in capturing species that escape from buckets, e.g. hopping mice, but 150 mm pipes should not be used alone because they are not as effective as buckets and do not maximise efficiency, which is critical in short-duration surveys. Drift fences are essential to most pit trapping designs. Seven or more metres between pits is beneficial (Friend et al. 1989), but excessive distances are probably not helpful. Approximately 10 metre spacing is typical and is recommended.

Single pits centred in fences may be less effective than long fences with numerous pits. Therefore, the overall trapping effort (i.e. number of traps or trapping duration) may need to be increased if using single pits. Fences with single pits should be a minimum of 10 metres in length.

If the different habitats are extensive it may be desirable to replicate trap lines or, where conditions permit, it can be beneficial to split the trap line, i.e. install two lines of five pits or even three lines of four, rather than one line of 10 or 12. This can capture additional species, as assemblages are unlikely to be distributed evenly throughout a habitat. Replicated or split lines should be a minimum of 50 to 100 m apart to ensure some independence between sections. This gives good spatial representation at the site level and enables analysis of similarity within and between sites.

Funnel traps should be deployed in conjunction with pit trap lines to augment overall captures at a site. In general they should be used in pairs, placed on either side of a drift fence in alternation with pits, although they may be set in other configurations provided a drift fence is used. On granite and other impenetrable surfaces, where it is not possible to use pit traps, funnel traps can be used without pits. In these cases, the trapping design and effort should be similar to that for pit trap lines.

Aluminium box traps should be positioned systematically and at a consistent distance from pits.



Grids may be less effective than linear arrangements (Read et al. 1988). Optimal spacing varies with environment. When targeting small mammals, Read et al. (1988) concluded that 10 m spacing was better than 20 m. Because of their greater home range size, spacing between traps for larger species may be increased.

Aluminium box traps should be set some distance from other trap types, but still in the same habitat, to increase the area covered and maximise captures. It is recommended that a grid or transect of 20 medium box traps is laid, with an extra five large box traps where larger species are expected.

Cage traps should be set following the same principles as for aluminium box traps. The number used should reflect the attributes of local habitats and the expected density of target species, but for general applications two to four cage traps per trapping grid is sufficient.

8.5 Animal welfare

Welfare of fauna – both target species and bycatch – should be a primary concern during surveys, and all team members should be trained to recognise, mitigate and report welfare risks and issues. Techniques used to interact with, capture, handle or disturb fauna must comply with the *Animal Welfare Act 2002* (WA), the *Australian Code for the Care and Use of Animals for Scientific Purposes* (NHMRC 2013), the conditions of any survey-specific licences and permits and any other relevant legislation or policies.

The EPA expects that proponents and survey personnel will adhere to these animal welfare requirements when planning and implementing surveys. Consideration for animal welfare includes, but is not limited to:

- checking traps at appropriate times of day and at adequate frequencies
- the management of ants around traps
- ensuring appropriate thermal conditions in traps
- responding appropriately to unexpected rainfall, changes in weather or weather extremes
- maintaining trap hygiene and biosecurity protocols
- using tools like call playback responsibly
- avoiding disturbance to breeding and similarly vulnerable individuals.

Animal welfare considerations related to specific techniques and issues, e.g. sample collection, first aid, disease risk management and euthanasia, are documented in DBCA's [Standard Operating Procedures](#), and euthanasia principles and methods have been documented by the Australian and New Zealand Council for the Care of Animals in Research and Teaching (ANZCCART 2001). These references are not exhaustive and it is the survey team's responsibility to be aware of contemporary best practice.

9 Specimens

9.1 Identification

Selected texts and resources for fauna identification are listed in Appendix B. However, as taxonomy changes regularly, zoologists must keep up-to-date with the relevant primary literature.

Where zoologists are unfamiliar with a species likely to be encountered on a survey they should contact WAM to view available specimens before commencing fieldwork. If identification of a specimen to species level is not possible in the field, further information can be gathered by capturing digital images, taking standardised measurements, collecting genetic material or vouchering the specimen for later identification by an expert.

9.2 Nomenclature

Nomenclature and organisation of species lists should follow recognised checklists. Names and sequences used in reports and datasets should follow the [Checklist of the Terrestrial Vertebrate Fauna of Western Australia](#) for mammals and herpetofauna, and the [Australian Faunal Directory](#) for birds.

9.3 Vouchering

Vouchering of specimens improves biodiversity knowledge and validates species identification, and is particularly important for EIA surveys in poorly-studied areas. To prevent unnecessary collection, however, WAM and DBCA should be consulted during survey planning regarding the necessity of vouchering or tissue collection. Fauna specimens should be vouchered if they:

- have been specifically requested during pre-survey discussions with WAM or DBCA
- represent a substantial range extension or other significant record
- potentially represent an undescribed species.

Vouchering is not a substitute for having qualified and experienced zoologists make in-field identifications. The number of specimens vouchered should be kept to a minimum and based on advice from WAM or DBCA. Advice on specimen submission is available from WAM.

Photographs, recordings, tissue samples and hair samples may be an effective and less invasive means of verifying species identification. Diagnostic characters differ among taxonomic groups, and appropriate guides or experts should be consulted regarding the types of fauna that can be identified using these methods.



10 Data analysis

Considering data analysis prior to conducting field surveys will aid in development of an appropriate survey design. It is important to ensure that the analyses and data presentation:

- are commensurate with the type of survey or study
- provide evidence that the work was conducted in accordance with EPA guidance
- are sufficient to allow robust assessment of the impacts.

The types of analyses should be appropriate for the data available. For example, desktop studies may simply include species lists, whereas reports for detailed surveys may include species-by-site and species-by-habitat matrices. Analyses should incorporate abundance information whenever suitable data have been collected. Summary statistics can include species richness and/or diversity and similarity matrices. Care should be taken to ensure that the underlying assumptions of analyses are valid.

This guidance does not cover all possible analyses for the range of survey types used in EIA. Ecological data analysis methods evolve continuously and it is the survey leader's responsibility to ensure that the analyses are suitable. Involving biostatisticians in the design and analysis of surveys and monitoring programs can be beneficial.

The following sections outline steps expected in the treatment and analysis of data. Depending on the survey, these steps may be adequate as analyses in their own right or they may be precursors to more detailed analyses (Green et al. 2009 gives a useful review of methods).

10.1 Assessment of the reliability and veracity of data

The reliability of data should be critically evaluated. For example, an absence of records of a species does not necessarily indicate the absence of that species, and may instead be due to information gaps. Information gaps may be:


- spatial – if some areas have been better surveyed than others (e.g. due to access restrictions);
- taxonomic – if surveys focused on specific groups or their methodologies were not suitable for detecting all species present;
- ecological – if surveys omitted some habitat types or failed to account for species rarity or temporal variation in abundance; or
- topographic – if surveys focused on some features to the exclusion of others (e.g. survey only on ridge tops).

Checking data for errors such as misspellings of species names, incorrect identifications and erroneous data entry is essential before analysis. In addition, prior to grouping or presenting data for significant species, their current listing statuses should be checked.

10.2 Basic interpretation of data

Most surveys do not result in complete species inventories, so the choice of analyses depends on the amount of data collected. Analyses are also constrained by survey design; if data are not collected systematically, diversity measures cannot be compared and may be misleading.

Diversity information should be separated according to the major faunal groups – reptiles, frogs, birds and mammals. Diversity indices should be compared spatially, i.e. between sites and habitats; and temporally, i.e. between surveys and seasons, provided that data have been obtained using equal effort or that any variation in effort is accounted for in the analysis.



Different data types require different indices, and the overall analysis should give an indication of species that are common or restricted to specific sites or habitats. The inclusion of similarity matrices provides more interpretable and better comparative data. Useful indices include Jaccard's coefficient of community for binary data, i.e. presence-absence, and the Bray-Curtis coefficient for abundance data (see Legendre and Legendre 1998).

Abundance data should be incorporated into comparisons between sites, areas and habitats because variation in abundance is ecologically meaningful. This is especially important when many or all species are shared between sites.

10.3 Assessment of survey effectiveness

Plotting the cumulative number of species encountered against effort, either as trapping effort or cumulative individuals, provides a species accumulation curve. Species accumulation curves can be useful in estimating total species richness and the proportion of species caught during a survey. As effort increases, an under-surveyed assemblage will continue to show a rapid rise in the number of species, while a well-surveyed assemblage will have fewer new species added and the curve will begin to level out.

Randomised species accumulation curves should be calculated for the major fauna groups in the habitats surveyed. Where there is no evidence of a plateau additional survey effort may be necessary to better define the assemblages.

Programs used to create species accumulation curves can also estimate total species richness. These are based variously on the functions of the number of species in only one or two samples, e.g. Chao 2 and Jackknife, the number of species with only one or two individuals across all samples, e.g. Chao 1, or the proportions of samples that contain each species, e.g. Bootstrap (Chao et al. 2005, Green et al. 2009, Magurran 2004).

10.4 Data retention

All raw data collected during surveys, e.g. dates, locations, fauna records, habitat details, etc., should be retained in the form it was originally collected. Derived datasets and analysis outputs should also be retained. This ensures that subsequent surveys can be adequately designed, survey limitations are transparent to data users and the surveys themselves are verifiable and auditable.



11 Mapping

All reports should contain maps that adequately illustrate the existing environment and key field data, and support the interpretations and conclusions of the studies and surveys. Maps should be used, as relevant, to illustrate:

- extent of the study area in a regional context (e.g. major towns, roads, rail and Local Government Area boundaries)
- [IBRA](#) bioregions and subregions, land systems, vegetation, soils and geology
- extents of the desktop study database search areas, and the locations of previous surveys included in the literature review or otherwise discussed
- locations of significant fauna records in the region acquired during the desktop study, relative to the proposal area
- extents of fauna habitats within the study area, including any significant habitat features
- locations of current survey sites, in relation to fauna habitats and the proposal
- locations of significant fauna records from the current survey, in relation to fauna habitats and the proposal.

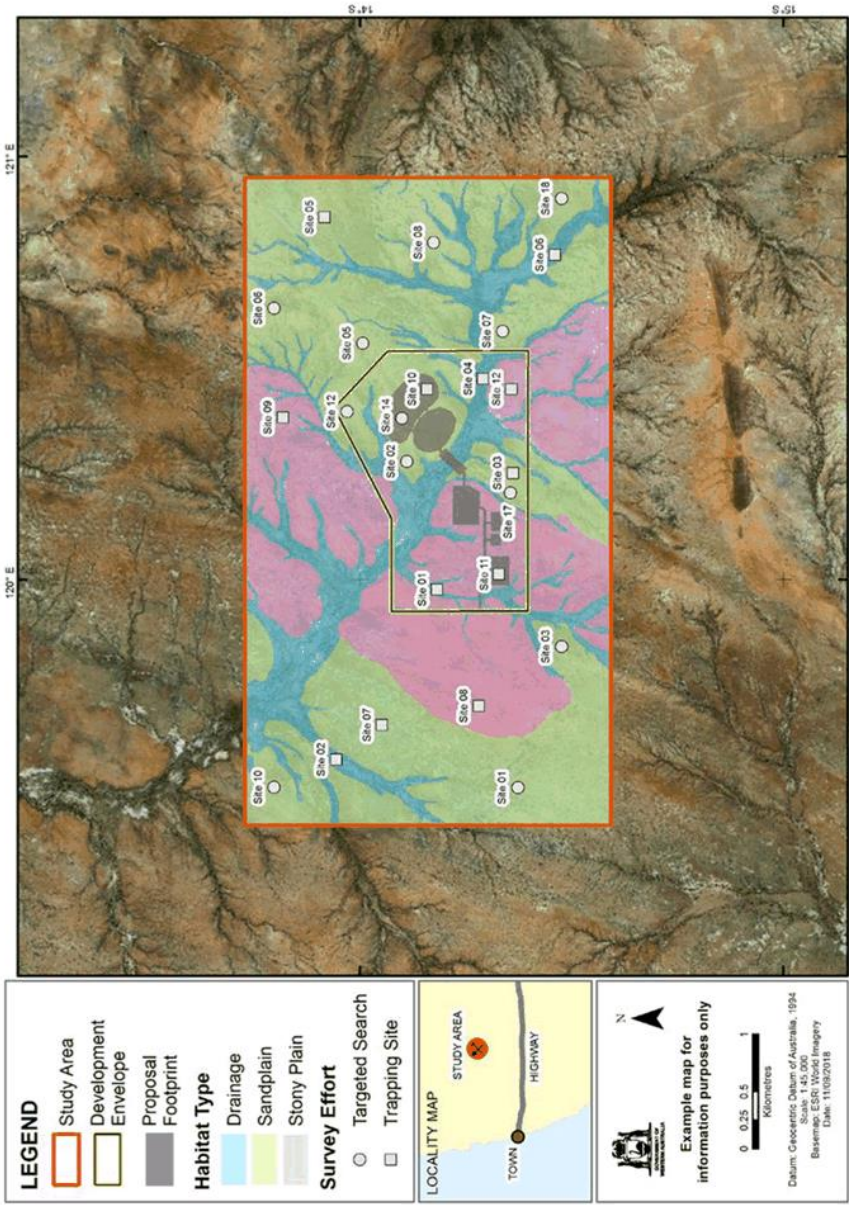
Maps should be legible and include the most current information. Aerial imagery should be the base layer for most maps, with the subject of the map overlaid using transparent colours and labelled features. Colours of features and/or shapes of symbols should be readily distinguishable from one another. The colours or textures used to indicate recurring features, e.g. impact footprint, should be consistent for all maps within the survey report.

As a minimum, all maps should include an explanatory title, legend or labels, scale bar, north point, grid or graticules, coordinate system identification, figure number and date or version (Figure 2). Maps should be north-oriented, use the GDA94 datum and be projected into the appropriate Map Grid of Australia zone, unless this is unsuitable for the scale. Map scale will vary depending on the size of the study area, spatial heterogeneity of data layers and overall amount of information that needs to be displayed.

Large map sets, especially those for linear corridors, should include an overview map for orientation and reference. For maps depicting only part of the study area, an inset illustrating the map extent relative to the whole area should be included. Insets can also be used to focus on areas with high numbers of records, to improve clarity or highlight important areas.



Figure 2: Example map showing minimum expected elements



12 Reporting

The structure, content and detail of the survey report should be based on the objectives of the survey. The report should accurately reflect the information obtained through the survey, include a rational interpretation of the results and demonstrate that contemporary techniques and guidance have been used.

Reports should be comprehensive, contain all relevant data and stand alone as the definitive source of information for a given survey. They should be written by a zoologist involved in conducting the survey, and any significant changes made to the report by those who were not involved in the survey should be justified.

12.1 Executive summary and introduction

The executive summary should be a succinct overview of the survey objectives, techniques, key results and conclusions. The introduction should state the survey objectives and summarise the relevant background information, including the nature of the proposal and key contextual data from the desktop study.

12.2 Methods

Reports should contain a section outlining the scope, techniques used and limitations of the survey. Justification of the type of survey conducted and the survey design, including any deviation from this guidance, should be provided.

The reports, publications, databases and other sources used for the desktop study should be stated. Documentation of the survey methods should include, but not be limited to, the survey dates and phases, survey level, rationale for survey design and site selection, weather prior to and during the survey, techniques used and survey effort. The survey effort should be broken down by technique and habitat, and should use meaningful units (i.e. person-hours or trap-nights). The methods and literature used for identifying fauna should be cited. Detailed descriptions of the data analysis methods should be provided.

The personnel involved in the survey should be listed and their roles, survey licence details, qualifications and experience should be outlined. If third parties contributed to the report or analyses, e.g. expert advice for a fauna group, their details and roles should also be included.

Any limitations of the survey should be outlined. These may include:

- availability of data and information
- competency/experience of the survey team, including experience in the bioregion surveyed
- scope of the survey, e.g. where faunal groups were excluded from the survey
- timing, weather and season
- disturbance that may have affected results, e.g. fire, flood
- the proportion of fauna identified, recorded or collected
- adequacy of the survey intensity and proportion of survey achieved, e.g. the extent to which the area was surveyed
- access problems
- problems with data and analysis, including sampling biases.

12.3 Results

Survey results should be presented in text and tabular format summarising relevant fauna and habitat values within the study area. The results from the desktop study and surveys should be collated.

Fauna data should be presented quantitatively wherever possible. Reports may contain observational notes and qualitative data, but raw data supporting key conclusions should always be presented, either in the report or as appendices.

Survey results should include tables and figures summarising the survey effort, weather records before and during the survey and observations and captures (by site and habitat, including geographic coordinates and survey techniques used). Data collected during the survey should be clearly differentiated from data gathered from the desktop study, and sources of information used should be clearly referenced in the report.

Information on fauna habitat should be presented. Each habitat type should be described in detail, including the key characteristics of the habitat (not just vegetation), how fauna may use it and the significant species likely to occur, and accompanied by photographs and maps. Each description should be based on the habitat assessment and desktop study. Any information regarding the sensitivity of the habitat to specific impacts should be included.

Species recorded should be discussed in a regional context, including the presence of regional endemics or species for which the project area is at the limits of the known range, or where the record is an extension of the previously known range. The main body of the report may present fauna assemblage data in summary, but should present records of significant species in detail.

Results for significant species should be detailed in a standalone section devoted specifically to significant species and their habitats. The information presented should include their conservation statuses, distributions, locations recorded and habitats occupied.

Identification results, including the relevant field specimen, voucher specimen or WAM lodgement numbers, should be included in the report where appropriate. This will enable identifications to be verified.

12.4 Discussion

The discussion should provide a summary of the fauna, assemblage and habitat values of the study area, and their significance in relation to the proposal and regional context. The scales defining local and regional contexts are different for every survey, and may even differ between fauna or habitats within a survey. For example, the local and regional contexts for migratory fauna will be quite different to those for a reptile endemic to a single salt lake.

The discussion should consider the adequacy of the survey and state whether the studies and surveys meet EPA guidance. To demonstrate the veracity of the field survey, the comprehensiveness of the overall species inventory should be discussed using quantitative data. This should include:

- tabulation of the survey effectiveness, based on the number of individuals captured and survey effort expended
- limitations of the inventory as demonstrated by species accumulation curves
- the use and relevance of diversity indices, estimates of species richness, measures of evenness and differences in the faunal assemblages among habitat types
- other analyses of fauna data, taking into account any effects of bias.



Where significant species were identified through the desktop study as potentially occurring in the study area but were not found, the report should discuss possible reasons for the difference. In such cases the need for additional surveys should be evaluated.

12.5 Conclusions

The survey report should conclude with a summary of the key findings of the survey and any recommendations. All conclusions should be substantiated by the data and/or reference to the literature. The influence of survey limitations on the results should also be noted. It is particularly important to highlight fauna issues to be mitigated in planning a proposal, or where further survey work is required to inform an assessment.

12.6 Appendices

Appendices containing species lists should be presented in tabular format, organised taxonomically and grouped by class and family, with significant and introduced species identified accordingly. At minimum, appendices should include:

- an inventory of all species recorded during the field survey, with abundance summarised according to site, habitat and broad detection technique (e.g. trapped, observed or secondary evidence)
- an inventory listing all species potentially present in the study area, noting whether they were recorded by each of the different databases and literature sources, and/or the field survey
- individual records for each significant species observed, including habitat, precise location, abundance and detection method (as well as lodgement details if any specimens were vouchered).

Appendices should be prepared and submitted per the guidelines for reporting above. All data sources should be cited and attributed to the original author, including maps, spatial data, figures and tables copied or adapted from other sources.

If a report relies substantially on information contained within another document – for example species identification reports or genetic analysis and results – then that document should be provided as an appendix. Any other substantial information that supports the main report or results should be appended.

12.7 Provision of electronic datasets

To support assessments, raw data should be supplied electronically. All reports containing field survey results should be accompanied by an electronic data package prepared according to the [IBSA data standards](#) and submitted through the [IBSA data portal](#).

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ERC 21/09/2022

Item 9.1 Attachment 2

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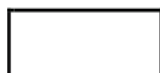
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ERC 21/09/2022

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Appendix A: A list of selected vertebrate fauna survey data reports

A: 'Southern' broad climatic region

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ERC 21/09/2022

Item 9.1 Attachment 2

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ERC 21/09/2022

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Technical Guidance – Terrestrial vertebrate fauna surveys for environmental impact assessment

43




ERC 21/09/2022

Item 9.1 Attachment 2

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Item 9.1 Attachment 2

ERC 21/09/2022

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C: 'Northern' broad climatic region

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Item 9.1 Attachment 2

ERC 21/09/2022

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Pearson, D. J., Cowan, M. A. and Caton, W. (2013) The avifauna of larger islands along the Kimberley coast, Western Australia. *Records of the Western Australian Museum* Supplement No. 81: 125-144.

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Appendix B: A list of selected vertebrate fauna identification texts

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Bush, B., Maryan, B., Browne-Cooper, R. and Robinson, D. (2010) *Field Guide to Reptiles and Frogs of the Perth Region*. Western Australian Museum, Perth.

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Menkhorst, P. and Knight, F. (2010) *A Field Guide to the Mammals of Australia*. 3rd ed. CSIRO Publishing, Sydney.

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Morcombe, M. (2004) *Field Guide to Australian Birds*. Revised ed. Steve Parish Publishing, Brisbane. Note – a companion app for mobile devices is also available.

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Item 9.1 Attachment 2

ERC 21/09/2022

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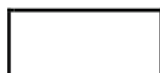
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van Dyck, S., Gynther, I. and Baker, A. (2013) *Field Companion to The Mammals of Australia*. New Holland, Sydney.

van Dyck, S. and Strahan, R. (editors) (2008) *The Mammals of Australia*. 3rd ed. Reed New Holland, Sydney.

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ERC 21/09/2022

Item 9.1 Attachment 2

Environmental Protection Authority 2020, *Technical Guidance – Terrestrial vertebrate fauna surveys for environmental impact assessment*, EPA, Western Australia.

This document is available in alternative formats upon request.
National Relay Service TTY: 133 677
(To assist persons with hearing and voice impairment)

More information:

EPA Services
Department of Water and Environmental Regulation
Prime House, 8 Davidson Terrace
Joondalup WA 6027

Locked Bag 10
Joondalup DC WA 6919

p: 08 6364 7000
e: info.epa@dwer.wa.gov.au
w: www.epa.wa.gov.au

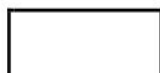
REQUEST FOR QUOTATION.**Manning Park – Aboriginal and Early European Heritage Study****PROJECT BRIEF****1. INTRODUCTION**

The purpose of this brief is to invite submissions of quotation for a detailed Aboriginal and early European heritage study of Manning Park.

The subject area is approximately 113 ha and is to include the extent of land as depicted below and adjacent edges if relevant.



Aerial 1. Location Plan – Manning Park

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

2. SCOPE REQUIREMENTS

The consultant(s) is to prepare a comprehensive Aboriginal and European Heritage Study for the subject area which includes the following key elements:

1. Appropriate Aboriginal research and engagement to understand the Aboriginal heritage significance of the area.
2. Appropriate early European research, to understand the extent of early European history and heritage significance of the area. This includes but is not limited to the following known/reported sites in the area:
 - Azelia Ley Homestead
 - Davilak Homestead Ruins
 - Possible WW II Embattlements
 - Significant Trees' including Tuart Trees XX.

See also Aerial 2.

3. A community engagement plan demonstrating culturally appropriate engagement to be submitted to the City for approval at commencement of the project for the above elements (1 and 2). It is particularly important that culturally appropriate engagement is designed for 1 and 2 above, and it is expected that a consultant ensures appropriate resources form part of the project team to enable this.
4. In respect of both elements, a completed and detailed synthesis of all previous studies, research and analysis that has been performed on the site relating to any aspect of Aboriginal or early European heritage, including 'significant trees.

3. STAKEHOLDER ENGAGEMENT

Consultation is to be carried out in line with the City of Cockburn Community Engagement Policy and Framework. The City expects that consultation forms the hallmark of the project, and that the consultant demonstrate that they are sufficiently resourced and experienced to be able to do this effectively.

Upon engagement, the successful consultant(s) will need to liaise with the City's Community Engagement Officer before proceeding with final engagement plan and implementation.

Community engagement is a pivotal element of the project, and will involve two stages:

Stage 1 - Early Community and Stakeholder Engagement

This is to occur prior to preparation of the document, including (but not limited to) engagement with the following stakeholders to inform the study:

- City of Cockburn staff

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

Item 9.1 Attachment 3

ERC 21/09/2022

- Diane Cook Local History Officer- City of Cockburn
- Cockburn Historical Society
- Aboriginal people and community
- City of Cockburn Aboriginal Reference Group
- Main Roads WA (landowner)
- Landcorp (landowner)
- Office of Heritage Department of Indigenous Affairs
- Hamilton Hill Community Group
- Spearwood Residents Association

Stage 2 – Stakeholder Engagement on Draft Document once prepared

Further consultation with relevant stakeholders on the draft Manning Park Aboriginal and European Heritage Study to assist in the finalisation of the study. This will be focussed on ensuring the Stage 1 consultation has captured an accurate and culturally appropriate account of the important Aboriginal and European heritage elements of the place.

4. PROJECT OUTPUTS

The intended output of the study will be:

1. A research document that can be relied upon as an up-to-date and comprehensive record of Aboriginal and early European history and heritage values of the precinct.
2. Evidence of extensive stakeholder engagement which has informed the study.
3. A set of plans, which spatially depict the different areas/sites, their values, 'areas of significance', and their level of integrity.
4. A set of recommendations for the State Government and the City to appropriately manage, protect and interpret the values. This should particularly recommend themes to underpin future land use and development options for the land.

At completion of the study, the Consultant(s) shall package and provide the following information to the City of Cockburn:

- The document and all plans and drawings in pdf format and where available, in MICROSTATION/CAD format (including all maps gathered throughout the project).
- Any other information collated during the project (electronically).

All materials (including computer data, originals of reports and plans, records of consultation with stakeholders) prepared and acquired during the study shall become the property of the City of Cockburn and must be provided to the City of Cockburn. This also includes copies of minutes of meetings, formal advice, and comment from other stakeholders/agencies, working drawings and correspondence during the study, which shall be submitted to the City of Cockburn.

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

5. STAGING AND TIMING

At present there is no definitive commencement time for this project. Quotations are to be provided to the City's Expenditure Review Committee (ERC) for consideration and recommendation to Council. Council will then decide as to whether the study is to proceed.

If the project is to proceed there will be an initial start-up meeting with City of Cockburn staff to confirm project plan and methodology. Consultants that have submitted quotes will be advised of the outcome once determined.

6. SELECTION CRITERIA

The successful consultant(s) will demonstrate the following essential criteria:

1. Appropriate qualifications and/or experience to undertake the Project.
2. Relevant understanding and knowledge of European and Aboriginal heritage issues within Western Australia.
3. Relevant experience engaging with a variety of stakeholders.
4. Relevant experience engaging with Aboriginal people and communities, and an understanding of Aboriginal culture and history. Demonstrating how engagement has been adjusted to suit the unique cultural circumstances each case warrants.
5. Knowledge of relevant local and state legislation and policy.
6. An ability to carry out the Project within the required time frame.
7. A competitive quote to undertake the Project.
8. Can provide an appropriate gender balance sensitive to cultural requirements were engaging the Aboriginal Community.

Submissions are to be made in writing with supporting documentation attached and will need to:

- 1) Indicate the names and relevant qualifications and experience of personnel to be deployed on the Project; (20%)
2. Provide details of the methodology and approach to carrying out the Project, including stakeholder engagement; (20%)
3. Provide specific details regarding the proposed approach to engagement with relevant Aboriginal people; (10%)
4. Indicate by task the time and cost allocations making up the total quotation; (10%)

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

Item 9.1 Attachment 3

ERC 21/09/2022

5. Provide your experience within your organisation or projects where sustainability principles have been incorporated over the past two years; (10%)

6. Provide a programme of implementation and completion of the Project; (10%)

7. Indicate the lump sum price, all inclusive of GST, travel, equipment, salaries, sub-contractors, computer software and hardware, printing, typing, telephone, report preparation, accommodation, communications, advertising, and presentation material. (20%)

The Principal reserves the right to consider additional factors as part of the selection process which are not detailed in the RFQ and is under no obligation to select and proceed to implementation upon completion of the evaluation. The Principal reserves the right to negotiate with any Respondent on all or part of their Quotation/s.

The RFQ shall be awarded to the Respondent which the Principal believes can supply the goods / services at the time and to the quality required, and at the best total cost to the Principal. This may not be the lowest quoted price or the highest scoring Quotation. The Principal may, in its absolute discretion, reject any or all Quotations and in its absolute discretion accept any Quotation.

7. QUOTATION DELIVERABLES

The project quotation shall not exceed \$50,000. It is expected that an electronic formal quotation will be provided to the City within two weeks of the date of receipt of this report.

8. INSURANCES

The consultant shall demonstrate cover for all events that are relevant to this Project including Public Liability Insurance, Professional Indemnity and Workers' Compensation.

9. PAYMENT

Payment shall include/allow for all costs involved in the supply of goods and services to the Principal, which are known to the Respondent at the time of submission. This shall include, but not be limited to, materials, labour rates, disbursements, travelling and inspection costs, delivery fees and all items relating to the principal request. The price / rates, lead times and required information as detailed in the Price Schedule of this RFQ; are to be submitted by the closing date. Prices shall be fixed for the duration of the Contract.

Payment will be made on a (25%)
staged basis, with a
proportional payment being
made reflective of the time
and work allocated for that
stage. This is to be paid upon
completion of all the work

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)



ERC 21/09/2022

Item 9.1 Attachment 3

required for each stage to the satisfaction of the City.

1. Completion of stakeholder engagement

(50%)

2. Submission to the City of a Draft Aboriginal and European Heritage Study

(25%)

3. Finalisation of Aboriginal and European Heritage Study, and submission of all required materials.

10. OWNERSHIP OF MATERIALS

All work items, materials or information of whatever nature produced or developed by the consultant or under the direction of the consultant pursuant to or while undertaking the consultancy shall be and shall become the sole and complete property of the City of Cockburn whether such property is tangible or is industrial or intellectual property rights (including copyright and rights of confidential information). The consultant shall not use any such works, items, materials, or information otherwise than for the purpose of undertaking the consultancy specified herein without first obtaining the written consent or license of the City of Cockburn.

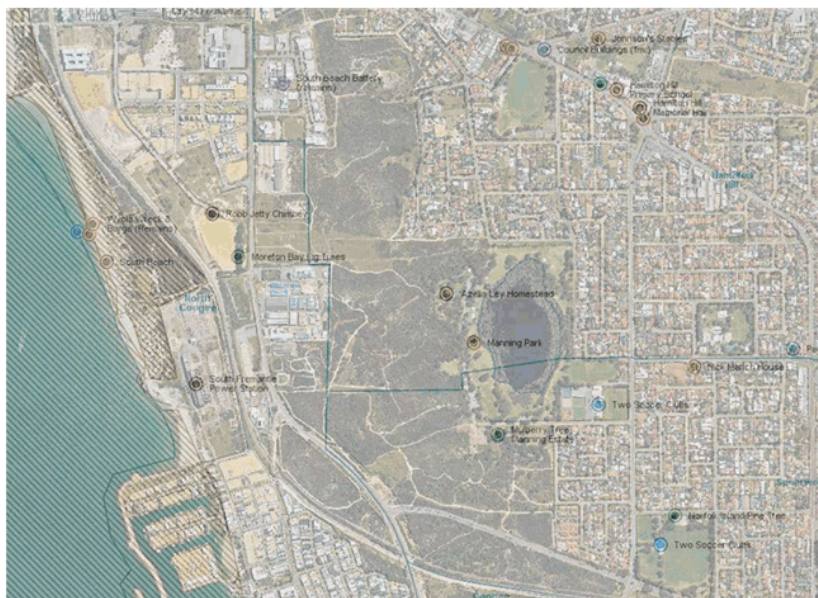
11. MATERIALS TO BE PROVIDED BY CITY OF COCKBURN

A package of information can be provided which includes the following:

- Local Government Inventory Place Records:
- Wadjak Nyungar Community Consultation and Response to the Manning Park Master Plan
- Manning Park Master Plan
- Manning Park Master Plan Consultation Analysis
- Manning Park Conservation Plan Amended Version
- Dixon Park Aboriginal Heritage Survey
- Cockburn: The Making of a Community. Michael Benson

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

117 of 159



Aerial 2. Places currently listed on the City of Cockburn Local Government Inventory

12. CITY OF COCKBURN CONTACTS

For further information please contact regarding this brief please contact:
Chris Beaton, Head of Sustainability and Environment, City of Cockburn
Email: cbeaton@cockburn.wa.gov.au

13. PROCEDURES FOR RESPONDING

Respondents must ensure that the information in their proposal clearly addresses the conditions and requirements of this Request for Quotation, but not limited to the following:

- a) The Respondent agrees that its Quotation shall remain valid for a period of sixty (60) days from the Closing Date,
- b) The Services are as directed by the Scope of Services and in accordance with the Conditions included in this RFQ,
- c) The Respondent must clearly state in their Quotation the full contact details of the person to whom the Principal will direct all enquiries or official notifications regarding the Quotation. This information shall include name, title, telephone, e-mail address and postal address.

The Respondent quotation will be evaluated against the stated selection criteria relevant to the scope of service of the RFQ.

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

- e) The Principal offers no guarantee as to the quantity of the services required.
- f) No reimbursement will be made for any costs incurred during preparing a response to the RFQ or any other subsequent Contract negotiations, and
- g) The Contract shall be evidenced by a purchase Order, General Conditions of Contract, Special Conditions, Scope of Services, RFQ and all things referred to therein.

14. PUBLICITY

The Contractor shall not issue any information, publication, document, or article for publication in any media or social media, which includes details of the Services under the Contract without the written approval of the Principal.

15. RECORD KEEPING RESPONSIBILITIES

In accordance with the provisions of the State Records Act 2000, records created or collected by the Contractor during contractual undertakings may be deemed a government – owned asset i.e., ownership and propriety interest of said documentation shall remain vested with the Principal in perpetuity.

The Contractor will create, receive, and maintain records; in accordance with the State Records Act 2000 and Principle 6 of the Principal's Record Keeping Plan; in a format that satisfies the Principal's legislative, business, and accountability requirements. The Contractor shall forward all records so deemed to the Principal for retention, on completion of the Contract.

16. SUB-CONTRACTING

Work in respect of this Contract shall not be sub-contracted, in whole or in part, without the prior written approval of the Principal.

Any approval to engage a sub-contractor to provide any part of the services required under this Contract shall not relieve the Contractor from any liabilities or obligations under this Contract.

The Contractor shall be responsible for the work of the sub-contractor or any employee or agent of the sub-contractor and guarantee that all services provided by the sub-contractor and furnished under the Contract shall be free from deficiencies in design, performance, materials, and workmanship.

17. OCCUPATIONAL SAFETY & HEALTH

To accomplish the City of Cockburn's safety and health policy objectives, the Principal will utilise Contractors who meet or exceed the Principal's safety and health standards. In this regard, Section OSH2.1 of the City of Cockburn Occupational Safety and Health Manual (August 2012) will be applied to determine suitable Contractors. The Contractor shall:

- Be informed of the Principal's safe work procedures and are required to comply with them at all times.
- Nominate a supervising representative to undertake a City of Cockburn Occupational Safety and Health Induction prior to the commencement of any work.
- Comply with the legislative requirements such as:
 - (a) Occupational Safety and Health Act 1984 (State).

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

Item 9.1 Attachment 3

ERC 21/09/2022

- (b) Occupational Safety and Health Regulations 1996(*State*).
- (c) Workers Compensation and Rehabilitation Act 1981; and
- (d) Any amendments to such Acts and Regulations.

The Principal's Occupational Safety & Health Manual (August 2012) is available **only on request**.

18. GENERAL CONDITIONS

The responses shall be deemed to have been made on the basis of and to incorporate the City of Cockburn Standard Terms and Conditions for Purchase of Goods or Services.

These terms and conditions are available from the Principal's website:
http://www.cockburn.wa.gov.au/Tenders_and_Quotations/

19. PRICE SCHEDULE

The City will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Offered Price and Pricing Requirements. The City reserves the right to reject any Offer that does not properly address and satisfy any of the Offered Price and Pricing Requirements.

a) OFFERED PRICE AND PRICE SCHEDULE

- (i) The Respondent must include in the Offer this completed Price Schedule.
 - (ii) The Respondent must state the basis of its Offered Price in Australian Dollars.
 - (iii) The Offered Price will be deemed to include the cost of complying with this Request (including the City Supply Agreement) and the cost of complying
- CONSULTANT PROJECT BRIEF (CONFIDENTIAL)**

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)



with all matters and things necessary or relevant for the due and proper performance of the City Supply Agreement. Any charge not stated as being additional to the Offered Price will not be payable by the City.
(iv) If the Offered Price is consideration for a taxable supply under the GST Act, the Offered Price will be deemed to be inclusive of all GST applicable to the taxable supply at the rate in force for the time being.

RESPONDENT TO COMPLETE	
Lump Sum includes:	
Lump Sum	\$

Please list any addition expenses not included in the above Lump sum, below:

CONSULTANT PROJECT BRIEF (CONFIDENTIAL)

PLEASE READ AND RETAIN THIS DOCUMENT



**Request for Quotation
Environmental Management Plan
Manning Park**

SCOPE OF WORKS

Quotes to be e-mailed to:

Rory Garven: rgarven@cockburn.wa.gov.au



PLEASE READ AND RETAIN THIS DOCUMENT

TABLE OF CONTENTS

1 INTRODUCTION 3

2 SCOPE OF WORK/SPECIFIC REQUIREMENTS..... 5

3 KEY PERFORMANCE INDICATORSERROR! BOOKMARK NOT DEFINED.

Item 9.1 Attachment 4

ERC 21/09/2022

Specification / Scope of Works

1 INTRODUCTION

Manning Park ('the park') is a large area of urban parkland located in the suburbs of Hamilton Hill and Spearwood in the City of Cockburn. The park currently supports a combination of recreational, environmental and historical values.

The park is very popular amongst the regional community. As such, the sustainable and coordinated management of its built and natural assets is important. The Manning Park Master Plan was developed to provide future direction for the Park.

1.1 Mountain Bike Trails

The park has a history of off road cyclists entering the park to create trails for unauthorised mountain biking. Left unmanaged, the continued creation of unsanctioned trails will increase the risks of weed invasion, erosion and vegetation degradation within the park.

The City of Cockburn *Manning Park Master Plan* ('the Master Plan') was prepared in 2018 to provide a structured regime for the ongoing enhancement of conservation and recreational values within the park. The Master Plan also sought to address the issue of unauthorised mountain biking by:

- Formalising some of the existing trails and incorporating them into a mountain bike trail network;
- Minimising environmental impact by ensuring that the formalised trail network is constructed in areas of high degradation and low vegetation cover; and
- Revegetating and restricting public access to the unsanctioned trails that are not due to be incorporated into the formal trail network.

It was considered that the establishment of good quality, well designed and maintained trails would prevent additional unsanctioned trails from being developed.

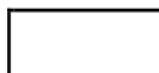
In 2020, the City prepared a concept plan for mountain bike trails and presented the draft design to the public for comment. While over 60% of the respondents were satisfied with the draft, several key issues were identified including:

- How to enhance environmental outcomes and protect important areas within the park;
- How to integrate the needs of other user groups; and
- How to achieve an appropriate scope and scale of trails.

In response to the concerns raised, the City resolved to continue public consultation on the matter by Establishing the Manning Park Trails Community Engagement Group ('CEG') in 2021.

The CEG was tasked with preparing a report to address the issues raised during the initial consultation phase and present Council with recommendations for a proposed way forward.

The final CEG report was presented to Council in May 2022 and upon review of the report, Council resolved to direct the City to undertake comprehensive biological and heritage surveys of Manning Park and develop a detailed management plan for the upland area of Manning Park.



Specification / Scope of Works

This area is identified as Area 30 in the Beelie Regional Park Management Plan and also incorporates the existing road reservation to the west of the park.

The objective of these surveys is to provide a detailed assessment of the biological and heritage values present within the park, and assist in identifying where, if at all, mountain bike trails could be installed without significantly impacting on any areas of value.

1.2 Management Plan

This Request for Quote provides the basic scope of works for a suitably qualified consultant to prepare a detailed management plan for the upland area of Manning Park. The Management Plan will guide the ongoing use and management of the park over the next ten years.

The consultant should take into account within their quote, the possibility that mountain bike trails may be constructed within the park in the future depending on Councils determination.

1.3 Study Area

The study area encompasses the upland area of Manning Park and is identified as area 30 within the Beelie Regional Park Management Plan. The road reservation to the west of the park needs to be included within the management plan and considered as part of the reserve. See Figure 1.

It is expected that the successful consultant spends time visiting the site to gain an understanding of the varying terrains and constraints associated with the site.

Specification / Scope of Works

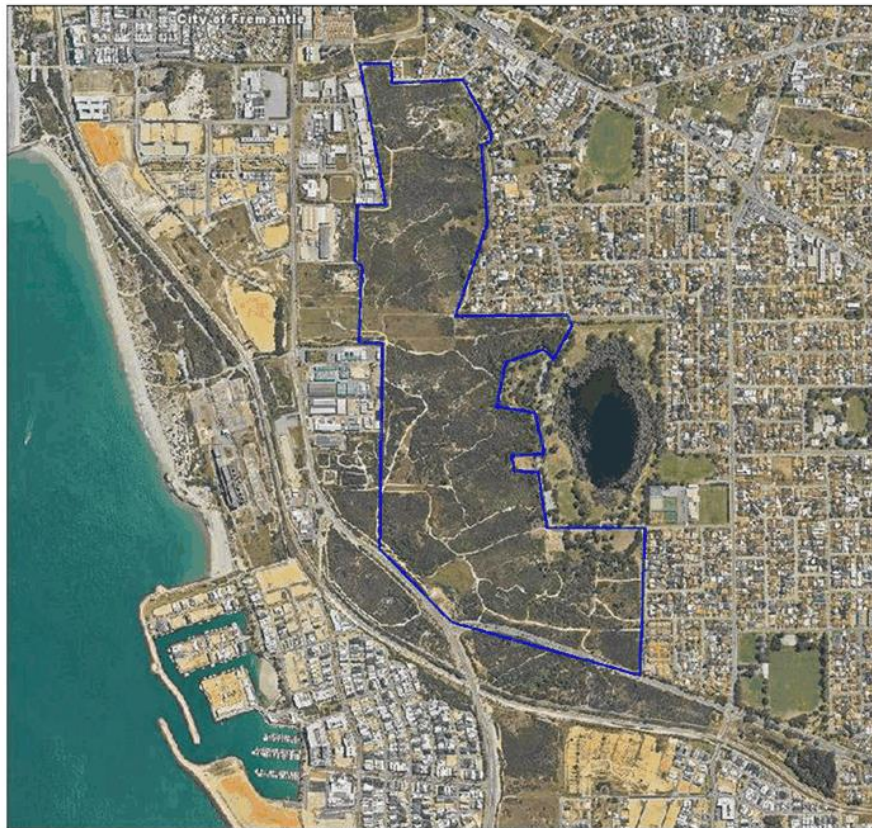


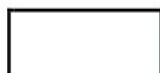
Figure 1: Manning Park upland study area.

2 SCOPE OF WORK/SPECIFIC REQUIREMENTS

The consultant's scope is broken down into three phases:

1. Literature Review with all information to be provided by the City.
2. Identification and mapping of existing trails.
3. Management Plan Preparation.

Phase	Assessment Component
1. Literature Review	<p>Review existing documents pertaining to the management of Manning Park. At a minimum, this must include:</p> <ul style="list-style-type: none"> - Detailed flora and fauna Surveys of Manning Park - Manning Park – Aboriginal and European Heritage Study - Manning Park Trails: Community Working Group Outputs Report (2022) - Manning Park Masterplan (2018)



Specification / Scope of Works

	<ul style="list-style-type: none"> - City of Cockburn Natural Area Management Strategy (2012) - A summary of revegetation undertaken in Manning Park over the past 5 years. - Beeliar Regional Park Management Plan (2002) - City of Cockburn Trails Master Plan (2013) - Perth and Peel Mountain Bike Master Plan (2017) - Draft Manning Park Mountain Bike Concept Plan and Schedule of Public Submissions (2020) - City of Cockburn Cycling and Walking Network Plan (2016) - Western Australia Mountain Bike Management Guidelines - Department of Biodiversity, Conservation and Attractions' Trail Development Guidelines (2019) - DBCA Regional Park Sign System - City of Cockburn Reconciliation Action Plan (2018) - City of Cockburn Signage Style Guide - City of Cockburn Public Open Space Development Guidelines (2014) - Manning Estate, Hamilton Hill, Conservation Plan (2011) - Davilak Ruins Archaeological Management Strategy - City of Cockburn Disability Access and Inclusion Plan (2015) - Historical environmental surveys of Manning Park - All City of Cockburn Council reports and determinations that are relevant to the project
2. Identification and mapping of existing trails.	The expectation is the successful consultant undertake extensive mapping of the upland area to identify existing trails. Existing trails, sanctioned or unsanctioned, are any trails that are currently used by visitors to the park. This includes unsanctioned mountain bike trails.
4. Management Plan Preparation	Minimum requirements for the management plan are detailed below.

Due to the significant mapping component of this project, the consultant must provide the City with draft maps prior to the submission of the draft Management Plan. The draft submission must include draft maps showing existing trail locations. The City will provide comments on the general presentation of maps to be included in the draft report.

Any requests for information or clarification shall be in writing and may be the subject of an addendum to this request. No requests for information or clarification to the RFQ will be accepted later than two (2) working days prior to the deadline.

The expected outputs of all deliverables must be described by the consultant, including the file types and the software to be used. The final Management Plan must be provided as a hard copy, a PDF and a Word document. All GIS mapping files must also be provided.

The consultant must submit a draft report in Word format and allow for one set of consolidated changes.

Item 9.1 Attachment 4

ERC 21/09/2022

Specification / Scope of Works

3 OVERALL DELIVERABLES

The Manning Park Management Plan is to be informed by the findings of the abovementioned Literature Review, and Field Survey. The Management Plan must include:

- **An Introduction**
 - o Acknowledgement of Traditional Owners
 - o Background, purpose and objectives
 - o Description of the study area
 - o Legislative and policy framework
- A discussion of the **Biophysical Environment** of the study area:
 - o Land Use
 - o Climate
 - o Bioregion
 - o Landforms, soils and topography
 - o Hydrology and wetlands
 - o Conservation Areas including regional parks, Bush Forever, prescribed Environmentally Sensitive Areas and local ecological linkages.
 - o Any other elements of the biophysical environment in the study area, as identified by the consultant.
- A detailed explanation of the **Methods** used in the:
 - o Desktop Survey
 - o Trails Mapping
- The plan must also include a summary of the methods and results of the detailed flora and fauna survey and Aboriginal and European Heritage Assessment. These should be used to inform the management plan.
- A **Discussion and an Analysis** of the results obtained from the abovementioned studies and how these are to be used to inform the management of the area going forward.
- A discussion of processes that have the potential to threaten biodiversity conservation in the Park. For example, weed invasion, feral animals, inappropriate access to conservation areas etc. The discussion must be specific to processes and current uses occurring at Manning Park.
- A summary of revegetation success, based on revegetation records provided by the City.
- **Management Recommendations** informed by the above listed inclusions. The recommendations must include, but not be limited to:
 - o An identification of where, if at all, mountain bike trails could be formalised or installed within the park without impacting upon areas of ecological or historical value
 - o Guidance on how to install and maintain the trails in the most sensitive manner.
 - o An identification of priority revegetation sites and the rationale for their selection.
 - o A list of revegetation species
 - o Recommended actions relative to the protection and preservation of any threatened ecological communities identified in the park
 - o Recommended actions relative to the protection and preservation of native fauna species identified in the park
 - o Management of feral fauna. Focus must be given to reducing any detrimental impacts that feral species have on conservation significant fauna, such as Quenda
 - o Proposed weed control methodology and implementation schedule for all identified weed species in the park
 - o Recommendations for any further targeted fauna surveys or environmental monitoring programs to address knowledge gaps and inform future management



Specification / Scope of Works

- Recommendations to address the key threatening processes observed to be occurring in the park
 - Proposed signage, fencing and path upgrades
- All recommendations must
 - Be cognisant of the intended outcomes of the Manning Park Masterplan (2018)
 - Include a cost estimate
 - Be categorised according to priority (high, medium or low)
 - Be assigned a financial year for implementation to inform budgeting requirements. Where possible, it is the City's preference that annual expenditure is distributed evenly across the ten-year term of this plan
- High resolution **Maps** in PDF and Shapefile format which must include, but not be limited to:
 - One overall map of the City of Cockburn, indicating the location of Manning Park upland
 - Soil types
 - Vegetation complexes
 - Land tenure
 - Detailed weed suite mapping
 - All relevant maps from the Detailed Flora and Fauna Survey of Manning Park
 - Recommended revegetation areas
 - A fauna map(s) of each sector detailing species and fauna habitat types. Maps must be of an appropriate scale to illustrate detail and more than one map may be required
 - An infrastructure map showing the type and condition of pathways, fencing and signage.
 - All relevant maps from the Manning Park – Aboriginal and European Heritage Study, including:
 - A map of all identified sites of historical significance in the park
 - A mountain bike trail network map, if determined to be feasible.
- The mapping should scaled appropriately according to the level of detail recorded.
- High resolution **Photographs** in jpg format. Relevant photos should be embedded into the body of the Management Plan. The remaining photos taken during the site visit must be provided to the City separately

4 PROVISIONS BY THE CITY OF COCKBURN

The following information will be made available upon the award of a contract:

- All documentation required to perform the Literature Review
- Relevant shapefiles and photographs from the Detailed Flora and Fauna Surveys of Manning Park and the Manning Park – Aboriginal and European Heritage Study
- Information regarding reserve access
- Ongoing project support

The City of Cockburn's representative is Mr Rory Garven, Environmental Co-ordinator.

E-mail: rgarven@cockburn.wa.gov.au
Phone: 08 9411 3453

5 ASSESSMENT OF SUBMISSIONS

Submissions will be assessed according to the *Council Policy – Procurement* and will be evaluated based on the following criteria:

Item 9.1 Attachment 4

ERC 21/09/2022

Specification / Scope of Works

1. Level of service – including the provision of information regarding previous experience and the ability to complete or supply similar requirements
2. Understanding of the brief – including the provision of information confirming understanding of this RFQ document
3. Value for money – the price to supply the required services.

6 PROJECT TIMELINE

Action	Timing
Quotations due	TBD
Contract awarded	TBD
Project start-up meeting	TBD
Field surveys	TBD
Submission of draft maps	TBD
City to consider draft maps	TBD
Submission of draft report	TBD
City to consider draft report	TBD
Consultant to consider matters raised in City's review	TBD
Submission of final report	TBD

7 PROCEDURES FOR RESPONDING

Respondents must ensure that the information in their proposal clearly addresses the conditions and requirements of this Request for Quotation, but not limited to the following;

- a) The Respondent agrees that its Quotation shall remain valid for a period of sixty (60) days from the Closing Date,
- b) The Services are as directed by the Scope of Services and in accordance with the Conditions included in this RFQ,
- c) The Respondent must clearly state in their Quotation the full contact details of the person to whom the Principal will direct all enquiries or official notifications regarding the Quotation. This information shall include name, title, telephone, e-mail address and postal address.

The Respondent quotation will be evaluated against the stated selection criteria relevant to the scope of service of the RFQ.

- e) The Principal offers no guarantee as to the quantity of the services required.
- f) No reimbursement will be made for any costs incurred during the course of preparing a response to the RFQ or any other subsequent Contract negotiations, and
- g) The Contract shall be evidenced by a purchase Order, General Conditions of Contract, Special Conditions, Scope of Services, RFQ and all things referred to therein.



Specification / Scope of Works

8 SCHEDULES

Phase	Item	Description 1	Description 2	Amount (\$)
One	1	Literature review		\$
Two	2	Trails and Infrastructure mapping		\$
Three	3	Management Plan preparation	Preparation of maps	\$
	4		Preparation of management plan	\$
TOTAL				\$

ERC 21/09/2022

Item 10.1

10. Finance**10.1 (2022/MINUTE NO 0005) Budget Amendments for the FY23 Municipal Budget****Author** Stuart Downing**Attachments** N/A**Recommendation/Committee Decision**

MOVED Cr C Reeve-Fowkes SECONDED Deputy Mayor T Widenbar

The Committee recommends that Council:

(1) AMENDS the FY23 Municipal Budget as detailed and summarised below:

Nature	Budget Surplus Impact \$
Operating Revenue - Increase	39,922
Transfers from Reserves	106,000
Operating Expenditure - Increase	(210,000)
Capital expenditure – Increase	(16,000)
Net Budget Surplus - Decrease	(80,078)
Existing Budget Surplus	88,231
Amended Budget Surplus	8,153

CARRIED UNANIMOUSLY 5/0**Background**

The Expenditure Review Committee (ERC) will review amendments to the adopted Municipal Budget before Council amends the budget, as required under the Terms of Reference of the ERC.

Submission

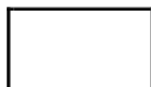
N/A

Report

A number of budget expenditure amendments have been submitted for consideration of the ERC.

The following expenditure amendments are submitted for consideration and recommendation to the next Ordinary Council Meeting, in this case 13 October 2022:

132 of 159



Item 10.1

ERC 21/09/2022

Description (Service Unit)	Expend. \$	Income or Funding \$	Budget Surplus Impact
Volunteer Resource Centre Operating State Grant: Department of Communities funding for VRC not included in FY23 budget (Family & Community Development)		(39,922)	Increase 39,922
Review Traffic Study Report – Banjup: Proposed treatment designs in report does not meet Main Roads current standards, so need to review and update it to current standards (referred to ERC at Aug OCM). (Transport & Traffic)	80,000		Decrease (80,000)
Animal capture cage - Ranger vehicle Operational change to vehicle requirements (funded from Plant Reserve) (Fleet Management)	26,000	(26,000)	No impact
New ranger vehicle - Change of vehicle specification: (from \$50k down to \$40k) (Fleet Management)	(10,000)		Increase 10,000
Traffic Surveys & Consultancy Funding for casual Traffic Officer to cover resourcing gap (new position in workforce plan FY24) (Transport & Traffic)	50,000		Decrease (50,000)
Demolition & clearing 40 Mopsa Way: ERC recommendation adopted at June OCM for FY22 budget. Inadvertently left off proposed carried forward projects (funded from Waste Reserve) (Public Health)	80,000	(80,000)	No impact
Totals	226,000	(145,922)	80,078

 133 of 159

ERC 21/09/2022

Item 10.1

Strategic Plans/Policy ImplicationsListening & Leading

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

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Following the adoption of the Organisational Performance Committee meeting minutes at the September Council meeting, the budget surplus was reduced to \$88,231. This comprised the \$188,231 reported at that time, less another \$100,000 adopted by Council in July for the recruitment of the new CEO.

The impact on the City's budget surplus from the budget amendments recommended in this report will be a net decrease of \$80,078. This will leave a budget surplus of \$8,153.

An Absolute Majority of Council will be required to amend the FY23 Municipal budget.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The budget amendments required are for the good governance of the City.

There is a low-level risk impact to the City's operational and budget performance should Council not approve the budget amendments contained in this report.

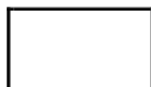
Advice to Proponent(s)/Submitters

N/A

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

Nil

134 of 159



Item 11.1

ERC 21/09/2022

11. Operations**11.1 (2022/MINUTE NO 0006) Service Plans Review - Operations Division****Author** Anton Lees

Attachments

1. Building and Security Service Plan [↓](#)
2. Civil Projects Service Plan [↓](#)
3. Landscape and Coastal Projects Service Plan [↓](#)
4. Project Management Office Service Plan [↓](#)
5. Asset Service Plan [↓](#)
6. Facilities Service Plan [↓](#)
7. Land and Leasing Service Plan [↓](#)
8. Civil Infrastructure Service Plan [↓](#)
9. Environmental, Parks and Streetscapes Service Plan [↓](#)
10. Fleet Service Plan [↓](#)
11. Waste Service Plan [↓](#)

Recommendation/Committee Decision

MOVED Cr M Separovich SECONDED Deputy Mayor T Widenbar
The Committee recommends that Council:

(1) NOTES the report.

CARRIED UNANIMOUSLY 5/0

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 Operations Division consists of three business units containing 11 service units, as listed below:

1. Operations and Maintenance
 - a. Civil Infrastructure, b. Fleet Management, c. Waste Services, d. Environment, Parks and Streetscapes.
2. Projects
 - a. Civil Projects, b. Building and Security Projects, c. Landscape and Coastal Projects, d. Project Management Office.
3. Property and Assets

135 of 159

ERC 21/09/2022

Item 11.1

a. Asset Management Services, b. City Facilities Services, c. Land and Leasing. These business units deal with a large range of operational services and delivery of projects which collectively contribute to the Operations Divisions purpose: Delivers Amenity of Great Pride.

The Operations Division was established through the organisational restructure in 2021, reorganising and realigning services which had previously been in separate divisions.

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Protection and enhancement of our natural areas, bushland, parks and open spaces.
- Sustainable resource management including waste, water and energy.

Community, Lifestyle & 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.

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

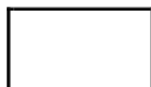
N/A

Legal Implications

N/A

Community Consultation

N/A

136 of 159

Item 11.1**ERC 21/09/2022**

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

Community,
Lifestyle &
Security

Building & Security Projects

Service Plan Review September 22		
Service Purpose	Exceptional building spaces delivered	
Service Units Reviewed	Building & Security Projects	
Relevance of service on strategic plan delivery	Service Unit is responsible for managing the development and delivery of the City's Major Building projects.	
Identify new risks or opportunities that will impact the service unit	Risks COVID-19 impacting the following: <ul style="list-style-type: none"> • Price escalation • Labour and skills shortages (recruitment and professional engagement) • Market competition • Supply chain and material availability 	Opportunities <ul style="list-style-type: none"> • Service Unit Manager appointed during Qtr 1 22/23 • Appropriate management and allocation of project resources to deliver the B&S project program
• Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> • Proposed changes to the Aboriginal Cultural Heritage Act may have significant impact all City projects. • Development and adoption of the City-Wide Infrastructure Plan and Community, Sport, Recreation and Facilities Plan 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> • Portfolio project prioritisation for all major 22/23 major capital projects. • Development of a four year (short term) major project program. • Construction of Treeby Community Centre and Frankland Park Sporting & Community Facility. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> • WHS compliance identifying high risk activities requiring multi-faceted approach. • Supply chain issues impacting delivery of construction projects. • Resource and labour shortages across the project management and design and construction industry. • New Service Unit Manager will provide effective leadership and direction to support the delivery of the capital program • Continued rollout of the PPM Framework, solutions, and training. 	
Any changes required to service plan	Not Required	



ERC 21/09/2022

Item 11.1 Attachment 2

City Growth
and moving
Around

CIVIL PROJECTS

Service Plan Review September 22		
Service Purpose	Delivering better roads and paths	
Service Units Reviewed	Civil Projects	
Relevance of service on strategic plan delivery	Service Unit is responsible for managing the development and delivery of the City's Civil projects.	
Identify new risks or opportunities that will impact the service unit	Risks COVID-19 impacting the following: <ul style="list-style-type: none"> • Price escalation • Labour and skills shortages (recruitment and professional engagement) • Market competition • Supply chain and material availability 	Opportunities <ul style="list-style-type: none"> • Service Unit Manager appointed during Qtr 1 22/23 • Appropriate management and allocation of project resources to deliver the Civil major project program
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> • Proposed changes to the Aboriginal Cultural Heritage Act may have significant impact all City projects. • Development and adoption of the City-Wide Infrastructure Plan and Integrated Traffic Management Plan 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> • Developed a strategic and collaborative approach to the planning and management of external funding for state & federal road network improvements. • Portfolio project prioritisation for all major 22/23 major capital projects. • Development of a four year (short term) major project program. • Completed the construction of Jandakot Road Stage 3 duplication and commenced the construction of Hammond Road Duplication. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> • WHS compliance identifying high risk activities requiring multi-faceted approach. • Supply chain issues impacting delivery of civil construction projects. • Resource and labour shortages across the project management and civil design and construction industry. • Service Unit Manager will provide effective leadership and direction to support the delivery of the capital program • Continued rollout of the PPM Framework. 	
Any changes required to service plan	Not required	

Environmental
Responsibility

Landscape & Coastal Projects

Service Plan Review September 22		
Service Purpose	Delivering amazing coastal and open spaces.	
Service Units Reviewed	Landscape & Coastal Projects	
Relevance of service on strategic plan delivery	Service Unit is responsible for managing the development and delivery of the City's Landscape & Coastal projects.	
Identify new risks or opportunities that will impact the service unit	Risks COVID-19 impacting the following: <ul style="list-style-type: none"> Price escalation Labour and skills shortages (recruitment and professional engagement) Market competition Supply chain and material availability 	Opportunities <ul style="list-style-type: none"> Service Unit Manager appointment Qtr. 3 22/23 Appropriate resource management and allocation of project resources to deliver the L&C project program
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Proposed changes to the Aboriginal Cultural Heritage Act may have significant impact all City projects. Development and adoption of the City-Wide Infrastructure Plan and Community, Sport, Recreation and Facilities Plan Various POS and coastal management plans 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Portfolio project prioritisation for all major 22/23 major capital projects. Renewal of Park hard Infrastructure Programs, Radiata Park Upgrades, multiple election projects including, Treeby Community centre turf replacement, Atwell Adventure play and Minori Park enhancements 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Future recruitment of Service Unit Manager will provide effective leadership and direction to support the delivery of the L&C capital program WHS compliance Supply chain issues Resource and labour shortages across the project management and design and construction industry. PPM Framework implementation 	
Any changes required to service plan	Not Required	

ERC 21/09/2022

Item 11.1 Attachment 4

Listening and
Leading

Project Management Office

Service Plan Review September 2022		
Service Purpose	Coordinated approach to delivering excellence.	
Service Unit Reviewed	Project Management Office	
Relevance of service on strategic plan delivery	Support the City to plan, develop and deliver capital and operational project programs ensuring quality outcomes are achieved	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market 	Opportunities <ul style="list-style-type: none"> Recruitment of two positions Qtr. 3 FY23 Technology advancements providing Integrated software solutions to improve employee experience and project visibility
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Development and adoption of the City-Wide Infrastructure Plan, Integrated Transport Strategy and the Community, Sport, Recreation and Facilities Plan Further development & performance reporting of the CBP KPI's and Project Plans 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Establishing an organisational / Portfolio level management model for all major projects. Portfolio project prioritisation for all major 22/23 major capital projects. Monthly Traffic Light reporting & dashboard providing risk-based assessment and reporting scope, budget & time (Project Management Quality Triangle). 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Future recruitment of Service Unit Manager will establish a leadership role to support the management of project performance and reporting across the organisation. The Service Unit will lead the continued rollout of the PPM Framework, Solutions and Training. 	
Any changes required to service plan	Not required.	

Listening and
Leading

Asset Management Services

Service Plan Review September 2022		
Service Purpose	Enabling City growth, through informed decisions to deliver safe and high-quality infrastructure.	
Service Units Reviewed	Asset Management Services	
Relevance of service on strategic plan delivery	Service Unit is essential in supporting all areas of the organisation to manage the lifecycle, condition, ownership tracking and particularly financial assessment (valuations and depreciation) of all of the City's infrastructure.	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> Changes in legislative requirements which will require policy / procedure changes and further staff training. 	Opportunities <ul style="list-style-type: none"> Technology advancements, which will create efficiencies and keep the Asset Management team at the forefront of the field. Integrated software options to further add efficiencies and improve the efficacy of data that is generated and stored.
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Labour market challenges due to the resource industry (where many asset professionals have been redirected to), means that staff resourcing opportunities are still limited compared to what was projected for FY23. Critical service levels are being maintained however 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Streamlining of processes to create best practice outcomes, saving time and improving accuracy. Specifically redirecting resource to close off long-running matters, in order to free up resourcing for urgent and current asset management matters that arise, has worked well with resourcing shortfalls. Clarification of the SU's purpose with the wider organisation has allowed the team to focus on the appropriate tasks, without taking on work that may fall outside of this purpose, as has been the case extensively in the past. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Resource availability continue to create workload challenges, however being managed appropriately. Appointment of two team members will improve this situation. Internal process requirements can potentially create lengthy time delays in lease approvals. 	
Any changes required to service plan	Not required.	



ERC 21/09/2022

Item 11.1 Attachment 6

Listening and
Leading

City Facilities Services

Service Plan Review September 2022		
Service Purpose	Maximising the life, accessibility and safety of our properties to be the best places.	
Service Units Reviewed	<ul style="list-style-type: none"> City Facilities Sign Shop 	
Relevance of service on strategic plan delivery	Service Unit is essential in supporting all areas of the organisation to manage the condition, maintenance and OSH aspects of every single City civic, sporting and community building.	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> Resourcing risks continue to be an issue, from a contractor and materials perspective. This affects the entire construction and maintenance industry in WA currently. Changes in legislative requirements which will require policy / procedure changes and further staff training. 	Opportunities <ul style="list-style-type: none"> Technology advancements, which will keep the City's facilities up to date with technologies that improve safety, and user experience. Integrated software options to improve employee experience, particularly around maintenance tracking, programming and customer requests.
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Several projects are being delayed or deferred across the organisation due to high costs and labour shortages, which affects the timing and outcome of delivery from this Service Unit. Progress on project delivery is outlined through the Corporate KPI report. 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> The City's Facilities Manager (appointed last FY) has a deep technical knowledge of the critical systems that our facilities utilise such as HVAC and Fire, and is able to better manage the City's resources and the facilities team in installing and maintaining these systems. Streamlining of processes to create best practice outcomes, saving time and improving accuracy. Specifically redirecting resource to close off long-running matters, in order to free up resourcing for urgent and current property matters that arise, has worked well with resourcing shortfalls. Clarification of the SU's purpose with the wider organisation has allowed the team to focus on the appropriate tasks, without taking on work that may fall outside of this purpose, as has been the case extensively in the past. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Resource availability continue to create workload challenges, however being managed appropriately Internal process requirements can potentially create lengthy time delays in lease approvals. 	
Any changes required to service plan	Not required.	

143 of 159

City Growth
and moving
Around

Lands & Leasing

Service Plan Review September 22		
Service Purpose	Strategically acquiring and optimising the value of the City's real estate portfolio.	
Service Unit Reviewed	Lands & Leasing (Property Services)	
Relevance of service on strategic plan delivery	This Service Unit is essential in supporting many of the City's other service units, by way of facilitating the effective and compliant use of land and buildings across the City.	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> Changes in legislative requirements which will require policy / procedure changes and further staff training. Market challenges which may affect strategic outcomes i.e. market values shifting significantly which will affect budget projections for FY23. 	Opportunities <ul style="list-style-type: none"> Technology advancements Integrated software options to improve efficiencies Professional partnerships (i.e. Property Council) to improve advocacy, information sharing and networking opportunities.
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Labour market challenges due to COVID-19 and the economy, means that staff resourcing is still limited compared to what was projected for FY23. Critical service levels are being maintained, however the capacity for proactive output is still limited. Several projects are being delayed or deferred across the organisation due to high costs and labour shortages, which affects the timing and outcome of delivery from this Service Unit (i.e. timeframe for delivery of land and building outcomes is extended). Progress on project delivery is outlined through the Corporate KPI report. 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Streamlining processes to create best practice outcomes, saving time and improving accuracy. i.e. utilising simpler language in correspondence to ensure stakeholders understand the process more effectively. This has worked well particularly with staffing shortfalls. Redirecting resource to close off long-running property matters, in order to free up resourcing for urgent and current property matters that arise, has worked well with staffing shortfalls. Clarification of the SU's purpose with the wider organisation has allowed the team to focus on the appropriate tasks, without taking on work that may fall outside of this purpose, as has been the case extensively in the past. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Staffing shortfalls continue to create workload challenges, however this is to be resolved shortly by the appointment of a Manager (as per the workforce plan). Internal process requirements can potentially create lengthy time delays in lease approvals. 	
Any changes required to service plan	No changes required.	



ERC 21/09/2022

Item 11.1 Attachment 8

City Growth
and moving
Around

CIVIL INFRASTRUCTURE

Service Plan Review September 22		
Service Purpose	<ul style="list-style-type: none"> Providing safe sustainable transport assets to keep our community moving. 	
Service Units Reviewed	<ul style="list-style-type: none"> Civil Infrastructure Minor Construction. Civil Infrastructure Maintenance 	
Relevance of service on strategic plan delivery	<ul style="list-style-type: none"> The maintenance of the City's Road infrastructure network, including roads, kerbs, lighting, footpaths, cycleways, car parks, bus shelters and drainage systems. Aligns to strategic link. - 4.3 An integrated, accessible, and improved transport network. 	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market. Asset renewal shortfalls Lack of digital capability to enable operational staff to perform duties in remote locations. 	Opportunities <ul style="list-style-type: none"> Transition from a construction team to maintenance focused workforce, reflecting the communities needs for higher level presentation of roads assets.
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Reporting and assessment changes for City owned bridges Road classification amendments Proposed changes to the Aboriginal Cultural Heritage Act may have significant impact on routine maintenance and operational activities that require ground disturbance on road networks and drainage infrastructure. 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Delivery of road infrastructure renewal programs. Rollout of paperless timesheet process enabling efficiencies in administrative duties. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> WHS compliance identifying high risk activities requiring a multi-faceted collaboration Supply chain issues impacting delivery of specialised plant and equipment for civils operations. Skilled labour shortages impacting the ability to recruit and retain staff with civil infrastructure skills and experience 	
Any changes required to service plan	<ul style="list-style-type: none"> Not required 	

Environmental
ResponsibilityPARKS ENVIRONMENT AND
STREETSCAPES

Service Plan Review September 22		
Service Purpose	Enhancing safe and appealing green recreational spaces for our thriving community	
Service Units Reviewed	<ul style="list-style-type: none"> Environmental operations Parks operations Streetscape's operations 	
Relevance of service on strategic plan delivery	<ul style="list-style-type: none"> Maintain accessible and high-quality open spaces, parks, streetscap and natural bushland areas. Strategic alignment: Environmental Responsibility – 2.1 Protection and enhancement of our natural, bushland, parks, and open spaces. 	
Identify new risks or opportunities that will impact the service unit	Risks <ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market Lack of digital capability to enable operational staff to perform duties in remote locations. 	Opportunities <ul style="list-style-type: none"> Restructure of the service unit to reflect a greater focus on streetscapes. Appointment of a Environmental Coordinator and Streetscapes Supervisor to in FY24
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Proposed changes to the Aboriginal Cultural Heritage Act may have significant impact on routine maintenance and operational activities that require ground disturbance on parks, natural areas, road networks and drainage infrastructure. With a requirement under the Act to conduct due diligence or seek approval for these works. 	
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Significant groundwater savings across parks and streetscapes. Customer Perceptions survey results rate the City's parks and playgrounds very highly. Residential street tree requests are increasing every year reflecting the community's acknowledgement of climate change issues with a positive impact on the City's urban forest canopy. 	
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> WHS compliance, identifying high risk activities requiring a multi-faceted collaboration between departments. Supply chain issues impacting delivery of specialised plant and materials requirements for parks and natural areas operations. Skilled labour shortages impacting the ability to recruit staff 	
Any changes required to service plan	<ul style="list-style-type: none"> Not required 	



ERC 21/09/2022

Item 11.1 Attachment 10

Listening and
Leading

FLEET MANAGEMENT

Service Plan Review September 2022	
Service Purpose	Optimising the utilisation and value of sustainable fleet assets.
Service Units Reviewed	Fleet management Fleet operations.
Relevance of service on strategic plan delivery	<ul style="list-style-type: none"> Procurement and maintenance of fleet and plant. Aligns to strategic link – 5.1 Best practice Governance, partnerships and value for money.
Identify new risks or opportunities that will impact the service unit	<div> <div> Risks <ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market. Fuel costs in a volatile supply market. Delays in vehicle and plant supply. </div> <div> Opportunities <ul style="list-style-type: none"> The organisational restructure has seen Fleet Management created as a standalone service unit. Providing opportunities to review and implement innovation to drive efficiencies in plant utilisation and maintenance. </div> </div>
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> A review of the City's light fleet vehicle utilisation has been completed to enable improved optimisation New vehicle usage guidelines will be provided to vehicle custodians for feedback.
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> The Operations Centre redevelopment has provided an opportunity to review and implement significant changes to the workshop configuration, enabling enhanced safety and ergonomic improvements and technology upgrades reflecting a modern well-equipped facility.
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> WHS compliance identifying high risk activities requiring a multi-faceted collaboration between Operations and the WHS team Supply chain issues impacting delivery of specialised plant requirements and general fleet consumables. Skilled labour shortages impacting the ability to recruit staff
Any changes required to service plan	Not required.

147 of 159

Environmental
Responsibility

WASTE SERVICES

Service Plan Review September 22					
Service Purpose	Providing community with sustainable waste management for environmental protection				
Service Units Reviewed	<ul style="list-style-type: none"> Waste Collection. Waste Disposal Waste Education 				
Relevance of service on strategic plan delivery	<ul style="list-style-type: none"> To deliver effective, efficient and safe waste and recycling collection service. Strategic alignment: Environmental Responsibility – 2.2 Sustainable resource management including waste, water, and energy. 				
Identify new risks or opportunities that will impact the service unit	<table border="1"> <thead> <tr> <th>Risks</th><th>Opportunities</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market. Delays in the construction of the CRRP and the inability to free up additional landfill airspace. </td><td> <ul style="list-style-type: none"> Increase in commercial waste tonnages due to delays in the commissioning of the Kwinana Waste to Energy facility and corresponding increase in revenue. Implement a staff restructure, that reflects a modern landfill facility and provides for an efficient 7-day operation. Appointment of a new Waste Collection supervisor to increase staff engagement and improve communications and safety. </td></tr> </tbody> </table>	Risks	Opportunities	<ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market. Delays in the construction of the CRRP and the inability to free up additional landfill airspace. 	<ul style="list-style-type: none"> Increase in commercial waste tonnages due to delays in the commissioning of the Kwinana Waste to Energy facility and corresponding increase in revenue. Implement a staff restructure, that reflects a modern landfill facility and provides for an efficient 7-day operation. Appointment of a new Waste Collection supervisor to increase staff engagement and improve communications and safety.
Risks	Opportunities				
<ul style="list-style-type: none"> COVID-19 impacts on resourcing and labour market. Delays in the construction of the CRRP and the inability to free up additional landfill airspace. 	<ul style="list-style-type: none"> Increase in commercial waste tonnages due to delays in the commissioning of the Kwinana Waste to Energy facility and corresponding increase in revenue. Implement a staff restructure, that reflects a modern landfill facility and provides for an efficient 7-day operation. Appointment of a new Waste Collection supervisor to increase staff engagement and improve communications and safety. 				
Identify any changes to strategic assumptions and impact on strategic plan	<ul style="list-style-type: none"> Re-evaluation of the City's commitment to alternative vehicle fuel sources. Waste Collection truck powered by renewable energy was unable to meet plant utilisation targets and operational requirements in the provision of levels of service for domestic waste collection. 				
Outlined what has worked well in the last 12 months	<ul style="list-style-type: none"> Reduced gate rate for major commercial customers has been effective in attracting additional tonnes to the site. Council approved business case for the redevelopment of the Cockburn Resource Recovery Precinct. Council endorsed changes to Bulk Verge collection program. 				
Outline internal/external environmental changes impacting on service	<ul style="list-style-type: none"> Contaminated site investigation by DWER and ongoing compliance issues. WHS compliance identifying high risk activities requiring a multi-faceted collaboration Supply chain issues impacting delivery of specialised plant requirements for landfill operations. Skilled labour shortages impacting the ability to recruit and retain staff with skills aligned to waste management 				
Any changes required to service plan	Not required				



Item 12.1

ERC 21/09/2022

12. Community Services**12.1 (2022/MINUTE NO 0007) Manning Park Historical Precinct - Future Use - Request for Curator****Author****Attachments** N/A**Recommendation/Committee Decision**

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

The Committee recommends that Council:

- (1) ENDORSES the proposal for a full-time curator position for a 12-month contract position as per the recommendations endorsed at the 9 June 2022 Ordinary Council Meeting, Item 17.4: Manning Park Future Use Plan.

CARRIED UNANIMOUSLY 5/0**Background**

The 9 June 2022 Ordinary Council Meeting (OCM), Item 17.4 Alternate Motion for the Manning Park Future Use Plan was approved by a 5 to 3 vote of Elected Members.

The Alternate Motion was approved as below:

That Council:

- (1) RECEIVES all recommendations in the *Manning Park Future Use Report*; and
- (2) SIGNS a Memorandum of Understanding with the Cockburn Restoration Club that includes the following:
 - a) recognises the Club's volunteer contribution to the Azelia Ley Museum, including but not limited to:
 - i. the development and documentation, as past executive members of the Historical Society of Cockburn, of the current Wagon Shed display and Heritage Day displays,
 - ii. the substantial contribution made by current members of the Club to a broad range of activities and events delivered within Manning Park over many years,
 - iii. the Club's ongoing volunteer commitment to the heritage equipment and machinery history of Cockburn,
 - iv. the City of Cockburn's support for this organisation.
 - b) requires the Cockburn Restoration Club to collaborate with the Historical Society of Cockburn to co-create a shared Code of Conduct relating to future management of the Manning Park Historical Precinct,

 149 of 159

ERC 21/09/2022

Item 12.1

- c) confirms the Cockburn Restoration Club as managers of the Wagon Shed complex at Manning Park, including providing volunteer maintenance and visitor assistance,
- d) determines, following an initial, minimum twelve-month, trial period of management of the Wagon Shed, whether the Restoration Club and the Historical Society of Cockburn can work constructively and cooperatively together,
- e) requires the Restoration Club, during this trial period, to develop in close consultation with the City, architectural plans for extensions to the Wagon Shed, to provide restoration and conservation workshop facilities, additional exhibition spaces and an outdoor display area alongside the existing Wagon Shed of the Azelia Ley Museum, to meet the needs of the Cockburn Restoration Club, These architectural plans are to be developed at the Cockburn Restoration Club's expense in association with its architectural sponsors,
- f) requires the Restoration Club to finalise its Business Plan, outlining funding, governance, and financial management to ensure the financial and social sustainability of both the Club and the facility, including sourcing sponsors and funding for the construction of the proposed extensions to the Wagon Shed, as well as managing the construction of the extensions if required,
- g) establishes a Manning Park Historic Precinct - Community Advisory Group with membership drawn from the Historical Society of Cockburn, Cockburn Restoration Club and other groups as identified that, operating with specific terms of reference, advises the City of Cockburn on a range of issues pertaining to the Azelia Ley Museum and the Manning Park Historic Precinct.

No financial costing was attributed to the recommendations, however a key component in delivering on the Alternate Motion is outlined in the Manning Park Future Use Report:

Recommendation 10:

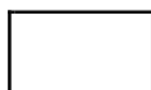
The City of Cockburn establish and manage one full-time curator position initially, and a part-time education officer position when funds allow, to professionally manage the Azelia Ley Museum, the City's collection, and broader heritage and history interests across the City.

As the recommendation stipulates, the broader heritage and historical interests across the position could also help inform curated exhibits at the new Aboriginal Cultural and Visitors Centre.

Submission

N/A

150 of 159



Item 12.1

ERC 21/09/2022

Report

The City of Cockburn engaged an experienced consultant and professional mediator to work with the Historical Society of Cockburn and the Cockburn Restoration Club to determine their ability to co-exist at the Azelia Ley Museum precinct.

The consultation was unsuccessful in gaining agreement on a shared use and way forward for the Azelia Ley Museum precinct.

The Alternative Motion to 9 June 2022 OCM, Item 17.4, requires that the two groups work alongside each other moving forward.

The Executive Officer Comment in the report also alerted that there would need to be an item/s presented to the Expenditure Review Committee on how this alternate decision will be funded going forward.

Officers working on the delivery of the Alternative Motion indicate that, for the endorsed recommendation to be delivered in a timely manner, additional human resource are required.

The primary focus of the proposed position will be to oversee the transition to a sharing of management of the City's collections housed in the Azelia Ley Museum precinct by both groups, as well as providing strategic oversight to all the City's history and heritage endeavours.

Additionally, significant work is required to upskill and review the current museum practises.

A recent significance assessment of the City's collection by *Heritage TODAY* identified that the collection has value and significance on both a local and state level.

Historic significance is generally measured by novelty, applicability, memory, and effects.

As a result, the City's collection needs to be conserved professionally using correct museum practices.

Given the recommendations from the Manning Park Future Use consultation and the significance assessment, the City has identified a key component of the process moving forward is to employ the services of a professional curator.

Their role will include managing the acquiring, collecting, and cataloguing of museum artefacts as well as ensuring overall conservation, especially as the care of the collection is now under the management of two groups.

The recommendations in the Manning Park Future Uses Report stipulates and references the need for a curator position and for this position to be key in setting the direction of the two groups.

 151 of 159

ERC 21/09/2022

Item 12.1

Strategic Plans/Policy ImplicationsCommunity, 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.

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

Budget/Financial Implications

Curator position Level 6.2 (\$87,229.13) plus all other associated employment costs.

Legal Implications

N/A

Community Consultation

Community and key stakeholder engagement has been identified in the Manning Park Future Use Plan's recommendations and will not be conducted in a timely manner, due to the limitations of the Cultural Services team.

Risk Management Implications

The risk in not employing a curator position will see a decline in the uniform presentation of displays and stories across the City's Museum collections, impacting on the ability to improve and present the collections professionally going forward as well as affecting the visitor experience.

Lack of professional expertise in curating the museum collection and gainfully directing the synergies of the Historical Society of Cockburn and Cockburn Restoration Club may result in the collections suffering long term irreparable damage, which may translate to reputational damage to the City.

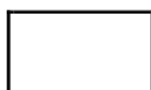
Advice to Proponent(s)/Submitters

N/A

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

Nil

152 of 159



Item 12.2

ERC 21/09/2022

12.2 (2022/MINUTE NO 0008) Swimming WA Sponsorship Submission

Author Karoline Jamieson
Attachments N/A

Recommendation/Committee Decision

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich
The Committee recommends that Council:

- (1) APPROVES the sponsorship request from Swimming WA for the 2022-23 Open Water Series, Coogee Round on 14 January 2023.

CARRIED UNANIMOUSLY 5/0

Background

A budget of \$1,455,000 for grants, donations, and sponsorship for 2022-23 was adopted by Council at the 11 August 2022 Ordinary Council Meeting.

The Expenditure Review Committee (ERC) is empowered to recommend to Council how these funds are to be distributed.

Submission

N/A

Report

The first instalment of grants, donations, and sponsorship for 2022-23 is currently being advertised and due to close on 30 September 2022.

A report will be presented to the ERC on 24 November 2022 to consider the requests for funding and make recommendations to Council on 8 December 2022.

A sponsorship request from Swimming WA (SWA) has been submitted outside the rounds process, as current approval timelines will prohibit SWA from meeting their sponsorship obligations, should funding be approved.

The total allocation for sponsorships in 2022-23 is \$100,000, including \$10,000 for Individual Sponsorships.

153 of 159

ERC 21/09/2022

Item 12.2

Following is a summary of SWA's sponsorship proposal:

Applicant: Swimming WA (SWA)

Proposal: Swimming WA - Open Water Series, Coogee Round 14
January 2023 - Official Sponsorship

Requested: \$7,500.00

Recommended: \$7,500.00

SWA is the peak body for the sport of swimming in Western Australia and represents over 85 clubs and 12,000+ members throughout the state.

The 2022-23 Open Water Swimming Series (OWS) consists of ten rounds commencing from September 2022 through to April 2022.

The OWS Coogee Round has continued to grow over the years since its inception in 2011-12, to become one of the most popular events in the series, with over 700 participants in 2021-22.

The event is open to swimmers of all abilities, aged over nine years and consists of distances ranging from 500m to 10km, under the watchful eye of FINA approved Technical Officials (allowing internationally recognised timing) and Coogee Beach Surf Life Saving Club.

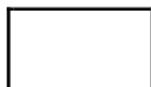
In 2022-23, teams and duos will be introduced as new categories which will create greater opportunities for teams and duos to swim together including, training for the Rottnest Channel Swim.

The event is a community-based, attracts many Cockburn residents as participants and spectators. It is supported by South Lake Dolphins Swimming Club who volunteer to assist in organising the event and Coogee Beach Surf Lifesaving Club who provide water safety.

The aims of the OWS Coogee Round are to:

- provide a safe event for participants to enjoy
- provide a high-level competition for swimmers
- provide an event that encourages swimmers and the local community to get involved in the sport of open water swimming
- provide an event that encourages people to visit Coogee Beach and highlights the venue to the public
- have 700+ swimmers participate
- increase cafes and restaurant patronage
- have local groups involved such as Coogee Beach SLSC and Cockburn swim clubs.

154 of 159



Item 12.2

ERC 21/09/2022

The applicant advises it will promote and publicise the City of Cockburn's sponsorship support through:

- An interview with the Master of Ceremonies at the event and regular references throughout the event
- Presentation of medals and awards at the event
- An activation opportunity at the event
- Sponsor logo on OWS website and all collateral for OWS Series
- Sponsor recognition on all OWS series electronic media throughout Series.

Branding benefits include:

- Four branded banners at the round (supplied by the City)
- Four branded teardrops at the round (supplied by the City)
- Additional signage if required and supplied by sponsor
- Activation opportunity at the event
- Sponsor logo on OWS website and all collateral for OWS Series
- Sponsor recognition on all OWS series electronic media throughout the Series.

The City has assisted this applicant in previous years as below:

- 2020, March \$5,000
- 2021, September \$5,000.

The applicant provided the following documents to support their proposal, which have been reviewed by City Officers:

- Sponsorship application and event budget
- Public Event Application Form
- Recent Bank Statement
- 2021 AGM Minutes
- [2020-21 Annual Report](#)
- Certificate of Currency
- Certificate of Incorporation.

Event parking has been discussed, as there have been no concerns or issues identified at the previous OWS Coogee events, formal mitigation strategies are not required for 2023 event.

City Officers will direct the applicant to use the coastal parking plan and will monitor and assess the situation this year and make recommendations for future events.

The applicant has requested an increase in sponsorship for the OWS Coogee Round in 2023 due to an increase in costs across all major components of event delivery.

Recommendation:

The sponsorship opportunity is in line with the City's desired image and the recommendation for sponsorship of \$7,500 is supported.

 155 of 159

ERC 21/09/2022

Item 12.2

Strategic Plans/Policy ImplicationsCommunity, 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

The cost can be met within the total allocation for Sponsorships in 2022-23 of \$100,000.

Legal Implications

N/A

Community Consultation

The September 2022 round, grants, donations and sponsorship funding opportunities are currently being promoted through local media and Council networks.

The promotional campaign comprises of:

- Three advertisements in the Cockburn Gazette on 26 August, 9 September, and 16 September 2022
- City of Cockburn Facebook promotional posts throughout the round
- Promotion to community groups through the Community Development Service Unit email networks, contacts, and community group meetings
- Additional advertising through Community Development promotional channels.
- Information available on the City of Cockburn website
- Reminder email sent to previous and regular applicants, and to enquirers during the application period.

Risk Management Implications

The Council allocates a significant amount of money to support individuals and groups through a range of funding programs.

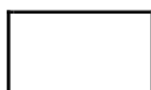
There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds is met.

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.

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.

156 of 159



Item 12.2**ERC 21/09/2022**

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 21 September 2022 Expenditure Review Committee.

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

Nil

 157 of 159

ERC 21/09/2022

CONFIDENTIAL

Item 20.1

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

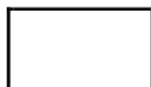
18. New Business of an Urgent Nature Introduced by Members or Officers

Nil

19. Matters to be Noted for Investigation, Without Debate

Nil

158 of 159



Item 20.1

CONFIDENTIAL

ERC 21/09/2022

20. Confidential Business**20.1 (2022/MINUTE NO 0009) Henderson Waste Recovery Park Operational Review**

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (e)(ii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person.

Recommendation/Committee Decision

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the Recommendation contained in the Confidential Report be adopted.

CARRIED 4/1

For: Cr P Corke, Deputy Mayor T Widenbar, Cr C Reeve-Fowkes and Cr M Separovich

Against: Cr C Stone

21. Closure of Meeting

The Presiding Member closed the meeting at 6.49pm.

159 of 159

18.2 (2022/MINUTE NO 0211) Minutes - Audit, Risk and Compliance Committee Meeting 21 September 2022**Author** Emma Milne**Attachments** 1. Minutes - 21 September 2022 [↓](#)**Recommendation**

That Council:

- (1) RECEIVES the Minutes of the 21 September 2022 Audit, Risk and Compliance Committee Meeting; and
- (2) ADOPTS the recommendations contained therein.

Deputy Mayor Widenbar moved an Alternate Motion**Council Decision**

MOVED Deputy Mayor T Widenbar SECONDED Cr T Dewan

That Council:

- (1) RECEIVES the Minutes of the 21 September 2022 Audit, Risk and Compliance Committee Meeting;
- (2) ADOPTS the recommendations contained within;
- (3) REQUESTS quotations for Council consideration for an external review of the City's policies covering workplace bullying and harassment, and workplace bullying and harassment claims made in 2022; and
- (4) REQUESTS quotations for Council consideration of an Organisational Culture Review by an independent consultant.

CARRIED 7/3**For:** Deputy Mayor T Widenbar, Cr K Allen, Cr P Corke, Cr T Dewan, Cr C Reeve-Fowkes, Cr M Separovich, Cr C Stone**Against:** Mayor L Howlett, Cr P Eva, Cr L Kirkwood**Reason**

I was recently involved in a review of a workplace bullying and harassment policy following the WA inquiry into the resources industry.

I was shocked at the number of complaints and how what were thought of as appropriate policies actually had room for improvement.

I would like to understand cost implications of an external review to determine if Council proceeds with the review.



Background

The Audit, Risk and Compliance (ARC) Committee conducted a meeting on 21 September 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 21 September 2022, the following reports were presented:

1. Audit Report – Information Systems and General Computer Control
2. Financial Audit Results – Local Govt 2020-21 (Office of the Auditor General)
3. Financial Management Review
4. Emissions and Energy Reporting for Henderson Landfill Facility
5. CoC Annual Groundwater Monitoring Summary 2021-22
6. Internal Audit Plan 2022-2023
7. Report on Office of Auditor General Fraud Risk Management – Best Practice Guide, Report 20 and CoC Response
8. Operational Risk Report
9. Operational Risks – Cyber Security, Harassment and Bullying and Workplace Health and Safety
10. Audit, Risk and Compliance Committee – Terms of Reference

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 Wednesday, 21 September 2022

These Minutes are subject to confirmation

Presiding Member's signature

Date: 24 November 2022



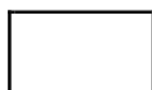
ARC 21/09/2022

The Council of the City of Cockburn

Audit Risk and Compliance (ARC) Committee Meeting Wednesday, 21 September 2022 at 7.30pm

	Page
1. Declaration of Meeting	4
2. Appointment of Presiding Member (If required)	5
3. Disclaimer.....	5
4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)	5
5. Apologies & Leave of Absence.....	5
6. Public Question Time.....	5
7. Confirmation of Minutes	5
7.1 Minutes of the Ordinary Audit Risk and Compliance Meeting - 28/07/2022	5
7.1 (2022/MINUTE NO 0015) Minutes of the Audit Risk and Compliance Meeting - 28/07/2022	5
8. Deputations	6
9. Business Left Over from Previous Meeting (if adjourned)	6
10. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting	6
11. Built and Natural Environment	6
12. Finance.....	7
12.1 (2022/MINUTE NO 0016) Audit Report - Information Systems and General Computer Control	7
12.2 (2022/MINUTE NO 0017) Financial Audit Results – Local Government 2020-21 (Office of the Auditor General)	42
12.3 (2022/MINUTE NO 0018) Financial Management Reiview (FMR)	116
13. Operations.....	134
13.1 (2022/MINUTE NO 0019) Emissions and Energy Reporting for Henderson Landfill Facility	134
13.2 (2022/MINUTE NO 0020) City of Cockburn Annual Groundwater Monitoring Summary 2021-2022	149
14. Community Services	224
15. Governance and Strategy	225
15.1 (2022/MINUTE NO 0021) Internal Audit Plan 2022-2023	225
15.2 (2022/MINUTE NO 0022) Report on Office of Auditor General Fraud Risk Management - Better Practice Guide, Report 20 and the City of Cockburn's Response	230

2 of 352



ARC 21/09/2022

15.3 (2022/MINUTE NO 0023) Operational Risk Report..... 308

15.4 (2022/MINUTE NO 0024) Review of Operational Risks - Cyber Security, Harassment and Bullying, and Workplace Health and Safety 322

15.5 (2022/MINUTE NO 0025) Audit Risk and Compliance Committee - Terms of Reference..... 348

16. Corporate Affairs 352

17. Office of the CEO..... 352

18. Motions of Which Previous Notice Has Been Given 352

19. Notices Of Motion Given At The Meeting For Consideration At Next Meeting 352

20. New Business of an Urgent Nature Introduced by Members or Officers..... 352

21. Matters to be Noted for Investigation, Without Debate 352

22. Confidential Business 352

23. Closure of Meeting 352

ARC 21/09/2022

The Council of the City of Cockburn

Audit Risk and Compliance Committee (ARC) Meeting Wednesday, 21 September 2022

Minutes

Present

Elected Members

Mr K Allen	-	Councillor (Presiding Member)
Mr T Widenbar	-	Deputy Mayor
Ms P Corke	-	Councillor
Mr G Geen	-	Independent Member (eMeeting)

Observer

Mr L Howlett	-	Mayor
Ms C Stone	-	Councillor

In Attendance

Ms V Green	-	Acting Chief Executive Officer
Mr S Downing	-	Chief Financial Officer
Ms E Milne	-	Executive Governance and Strategy
Mr D Arndt	-	Chief of Built and Natural Environment
Mr A Lees	-	Chief of Operations
Mr B Fellows	-	Head of Information and Technology
Ms C Hanrahan	-	Head of People Experience
Mr N Mauricio	-	Head of Finance
Ms M Todd	-	Manager Legal and Compliance
Mr J Fiori	-	Risk and Governance Advisor
Mr M Lee	-	System Support Officer (IT Support)
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

Note: Cr Dewan was unable to connect to the meeting due to technical difficulties.

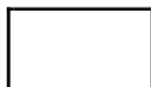
1. Declaration of Meeting

The Presiding Member declared the meeting open at 7.30pm.

“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 were present.

4 of 352



ARC 21/09/2022

2. Appointment of Presiding Member (If required)

Nil

3. Disclaimer

The Presiding Member read the 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

Mr T Brun, Chief Executive Officer - Apology

6. Public Question Time

Nil

7. Confirmation of Minutes**7.1 (2022/MINUTE NO 0015) Minutes of the Audit Risk and Compliance Meeting - 28/07/2022****Committee Recommendation**

MOVED Cr P Corke SECONDED Deputy Mayor T Widenbar

That Committee confirms the Minutes of the Audit Risk and Compliance Meeting held on Thursday, 28 July 2022 as a true and accurate record.

CARRIED UNANIMOUSLY 4/0

5 of 352

ARC 21/09/2022

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

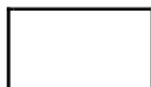
Nil

7.34pm The following Items were carried by En Bloc Resolution of Council:

12.1	13.1	15.2
12.2	13.2	15.3
12.3		15.4
		15.5

11. Built and Natural Environment

Nil



Item 12.1

ARC 21/09/2022

12. Finance**12.1 (2022/MINUTE NO 0016) Audit Report - Information Systems and General Computer Control****Author** Stuart Downing**Attachments** 1. Audit Report - Information Systems and General Computer Controls - 2022 [↓](#)**Recommendation/Committee Decision**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECEIVES the Office of the Auditor General's report on Information Systems and General Computer Controls 2022.

CARRIED UNANIMOUSLY 4/0**Background**

Each year since 2019, the Office of Auditor General (OAG) performs an audit on a selected group of Local Government entities in relation to Information Systems and General Computer Controls.

This OAG audit is based on the ISO 27002 international standard of managing information security.

The results and findings arising from the audits of local governments are anonymised, and the significant findings are reported to the Western Australian Parliament and to all local governments.

An Office of the Auditor General report into IT systems has highlighted the need for all local governments to continuously review and improve their practices to protect against cyber threats.

This report is brought to the Audit, Risk and Compliance Committee for review and to address recommendations made within by the OAG and where applicability to the City of Cockburn.

The Auditor General encourages local governments to review audit findings and consider recommendations made to support continuous improvement of their operating environments and governance frameworks.

Submission

N/A

7 of 352

ARC 21/09/2022

Item 12.1

Report

The OAG's audit focuses on assessing the capability maturity of local government entities in the following six General Computer Control (GCC) categories:



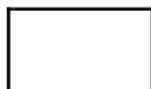
Figure 1 – OAG General Computer Control categories

The OAG conducted capability maturity assessments against 12 local government entities in 2021 (Cockburn was not a participant).

The figure below defines the capability maturity for each level of the six General Computer Control (GCC) categories.



Figure 2 – Capability maturity rating scale and criteria



Item 12.1

ARC 21/09/2022

The OAG's expectation is that audited entities achieve a minimum level 3 (Defined) rating or better for each category.

Whilst many local governments achieve this benchmark for some of the GCC categories, none of the audited entities meet the minimum benchmark of attaining capability maturity level 3 in all GCC's as highlighted in the table below:

Category	2020-21 %		2019-20 %
Information security	0	—	0
Business continuity	17	↓	18
Management of IT risks	42	↑	27
IT operations	33	↑	18
Change control	50	↑	18
Physical security	50	↑	45

Figure 3 – Percentage of entities rated level 3 or above

The recommendations made by the OAG in their report are summarised in the table below with comments made by the City. In addition, the Head of IT has provided a Maturity Level assessment for each of the recommendations based on the OAG assessment criteria.

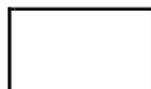
Recommendation	City Comment
<p>1. Information security</p> <p>a. Senior executives should implement appropriate policies and procedures to ensure the security of information systems and support their entity business objectives.</p> <p>b. Management should ensure good security policies and practices are implemented and continuously monitored, including:</p> <p>i. patching and vulnerability management</p>	<p>1. Information Security</p> <p>The City is continually improving and progressing its cyber security posture in a constantly evolving cyber threat landscape.</p> <p>The City currently has an ExCo-endorsed Information and Cyber Security policy which aligns the City to ISO 27001 and the Australian Signal Directorate (ASD) "Essential 8".</p> <p>i. The City performs regular patching and updates of both servers and workstation fleet. The City employs vulnerability management systems to detect and remediate cyber vulnerabilities. We're working to extend the capability maturity to include patching software applications.</p> <p><i>Maturity Level assessment - 2</i></p>

ARC 21/09/2022

Item 12.1

Recommendation	City Comment
ii. application hardening and control	ii. The City utilises various technologies to control and harden applications. Microsoft System Center is used to harden MS Windows, MS Office & MS Edge. We're working to extend our capability maturity to include blocking of Office Macros and Adobe Flash. <i>Maturity Level assessment - 1</i>
iii. Implement technical controls to prevent impersonation and detect/prevent phishing emails	iii. The City employs Mimecast to prevent impersonation and Phriendly Phishing to raise cyber security & phishing awareness. <i>Maturity Level assessment - 3</i>
iv. strong passphrases/passwords and multi-factor authentication	iv. The City has an ExCo-endorsed password policy in place to ensure minimum password strength for all users. MFA systems are also employed by the City. We're working to extend this password strength to system accounts. <i>Maturity Level assessment - 2</i>
v. limit and control administrator privileges	v. The City has made significant steps to reduce the number of administrator privileges. Separate admin accounts have been created for those that require admin access to systems. We're working to further reduce this by implementing Role Based Access Control (RBAC). <i>Maturity Level assessment - 2</i>
vi. segregate network and prevent unauthorised devices	vi. Network segregation is applied at various network level via use of firewalls. We're working to extend our segregation with deeper segregation within our network core. We're also planning to implement IEEE802.1X to restrict unauthorised devices from the network. <i>Maturity Level assessment - 2</i>
vii. secure cloud infrastructure, databases, email and storage, and know clearly 'who' they are	vii. Most IT systems are currently on-premises. Cloud-based systems that store Personally

10 of 352



337 of 700



Item 12.1

ARC 21/09/2022

Recommendation	City Comment
<p>handling entity and citizen data to through their use of cloud services</p> <p>viii. cyber security monitoring, intrusion detection and protection from malware.</p>	<p>Identifiable Information are identified in the City's Enterprise Risk Management system (RMSS).</p> <p><i>Maturity Level assessment - 2</i></p> <p>viii. The City currently employs various endpoint protection for detecting and protecting against malware. The City also employs Managed Threat Hunting (MTH) for intrusion detection. The City is currently evaluating a cyber security incident and event monitoring (SIEM) system to satisfy a component of GCC cyber security event monitoring.</p> <p><i>Maturity Level assessment - 2</i></p>
<p>2. Business Continuity</p> <p>Entities should have appropriate business continuity, disaster recovery and incident response plans to protect critical systems from disruptive events. These plans should be periodically tested.</p>	<p>The City concurs with the recommendation.</p> <p>The City has business continuity, disaster recovery and cyber incident response plans in place. Business Continuity testing of systems is currently on an ad-hoc basis.</p> <p><i>Maturity Level assessment - 2</i></p>
<p>3. Management of IT Risks</p> <p>Entities should:</p> <p>a. understand their information assets and apply controls based on their value</p> <p>b. ensure IT risks are identified, assessed, and treated within appropriate timeframes. Senior executives should have oversight of information and cyber security risks.</p>	<p>The City concurs with the recommendation.</p> <p>a. The City is developing an Information Asset Register (IAR) to identify its information assets and identify risks to this information. This will allow the City to apply the necessary controls to sensitive data.</p> <p><i>Maturity Level assessment - 1</i></p> <p>b. IT risks are currently identified and recorded in the City's Enterprise Risk Management System. ExCo has oversight of information and cyber security risks.</p> <p><i>Maturity Level assessment - 3</i></p>
<p>4. IT Operations</p> <p>Entities should implement policies and procedures to guide key areas of IT operations such as incident management and supplier performance</p>	<p>The City concurs with recommendation.</p> <p>IT has an evolving collection of policies and procedures documented</p>

 11 of 352

ARC 21/09/2022

Item 12.1

Recommendation	City Comment
monitoring.	as part of IT's Documented Operating Procedures which includes incident management. We're continually working to further document all operating procedures and monitor supplier performance. <i>Maturity Level assessment - 3</i>
5. Change Control Approved change control processes should be consistently applied when making changes to IT systems. All changes should go through planning and impact assessment to minimise the occurrence of problems. Change control documentation should be current and approved changes formally tracked.	The City concurs with the recommendation. The City employees a well-defined Change Management process as per ITIL Guidelines. All system changes are planned, and where possible, tested and authorised prior to implementation. Change control documentation is stored in the City's recordkeeping system. <i>Maturity Level assessment - 3</i>
6. Physical Security Entities should develop and implement physical and environmental control mechanisms to prevent unauthorised access, or accidental or environmental damage to IT infrastructure and systems.	The City concurs with the recommendation. The City uses electronic swipe card controls to gain access to the City's two datacentres. CCTV is used to monitor access. Environmental controls in the form of fire suppression are employed at both datacentres. <i>Maturity Level assessment - 3</i>

Strategic Plans/Policy Implications

Listening & Leading

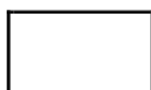
A community focused, sustainable, accountable, and progressive organisation.

- Employer of choice focusing on equity, innovation and technology.
- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Implementing cyber security protection controls involves acquiring hardware, software, along with specialist skills necessary to operationalise and support these controls.

12 of 352



339 of 700

Item 12.1**ARC 21/09/2022**

Given the enhanced focus on IT Controls and future audits from the OAG additional funds will be requested to address the maturity issues raised and commented above.

Each system required to satisfy the OAG's GCC controls will be budgeted for via the City's budgeting process.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The annual review of findings and recommendations contained in the OAG report, and subsequent implementation of cyber controls, helps the City reduce cyber security risks and improve its cyber security posture in a constantly evolving cyber threat landscape.

The risk of not implementing OAG recommendations puts the availability of the City's operational IT systems at risk which may result in financial loss in the event of a cyber breach.

The confidentiality, integrity and availability of the City's data and information is at risk of being compromised should a cyber breach occur.

This may result in significant financial loss to recover, and subsequent reputational loss.

Advice to Proponent(s)/Submitters

N/A

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

Nil

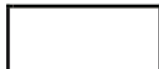
Western Australian Auditor General's Report



Information Systems Audit Report 2022 – Local Government Entities



Report 22: 2021-22
28 June 2022



ARC 21/09/2022

Item 12.1 Attachment 1

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*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

Item 12.1 Attachment 1

ARC 21/09/2022

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Information Systems Audit Report 2022 –
Local Government Entities**

Report 22: 2021-22
June 2022

16 of 352



ARC 21/09/2022

Item 12.1 Attachment 1

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THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

INFORMATION SYSTEM AUDIT REPORT 2022 – LOCAL GOVERNMENT ENTITIES

This report has been prepared for submission to Parliament under the provisions of section 24 of the *Auditor General Act 2006*.

Information systems audits focus on the computer environments of entities to determine if these effectively support the confidentiality, integrity and availability of information they hold.

This is the third local government annual information systems audit report by my Office. The report summarises the results of our 2021 annual cycle of information systems audits across a selection of 45 local government entities.

I wish to acknowledge the entities' staff for their cooperation with these audits.

CAROLINE SPENCER
AUDITOR GENERAL
28 June 2022



Contents

Auditor General’s overview 2

Introduction..... 3

Conclusion..... 4

What we found: General computer controls..... 5

What we found: Capability assessments 6

 Information security 8

 Business continuity.....11

 Management of IT risks12

 IT operations14

 Change control.....15

 Physical security16

Recommendations..... 18

Auditor General's overview

This report summarises important findings and recommendations from our 2020-21 annual cycle of information systems audits at 45 local government entities (entities).

Entities rely on information systems to operate and deliver services to their communities. In doing so, they collect and store vast amounts of information about their residents and operations. As information and cyber security threats continue to evolve, it is increasingly important that entities implement appropriate controls to protect their valuable information and systems. My November 2021 audit report¹ on cyber security highlighted the need for entities to improve their management of cyber security risks and this year's general computer controls (GCC) audits at entities show that information security remains a significant area of concern.

Like last year, none of the 12 entities where we performed capability maturity assessments met our benchmark for information security and none of the entities met our expectations across all 6 control categories. While we saw some improvements in the management of IT risks, physical security and IT operations, change control showed the most progress.

Included in this report are case studies which highlight how weak controls can potentially compromise entities and result in system breaches, loss of sensitive and confidential information and financial loss. Entities need to continuously review and improve their practices to establish robust safeguards and enhance their resilience against cyber threats. Complex networks and systems require smaller entities to also dedicate resources to manage their information and cyber security.

Entities should use the recommendations in this report to address weaknesses in their information systems controls and improve their capability maturity. Given the nature of findings this year, I have chosen again not to identify the audited entities.



¹ Auditor General for Western Australia, [Cyber Security in Local Government](#), Report 9: 2021-22, November 2021.



Introduction

Local government entities (entities) rely on information systems to prepare their financial statements and to deliver a wide range of services to their communities. Our general computer controls (GCC) audits assess if entities have effective system controls in place to support the confidentiality, integrity and availability of their IT systems and financial reporting. These audits are performed as an integral part of, and inform, our financial audit program.

This report summarises the GCC audit findings reported to 45 entities for 2020-21. For 12 of these entities, generally medium to large, we also performed capability maturity assessments. A GCC audit with a capability maturity assessment is the most comprehensive information systems audit we undertake. We use these findings to inform our financial audit risk assessment and work program for the sector.

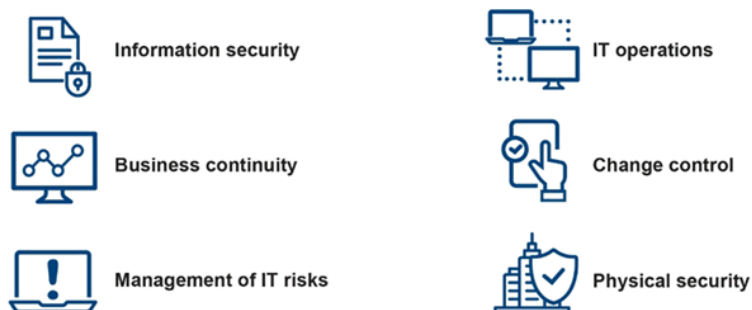
For our capability maturity assessments, we asked the 12 entities to self-assess against the provided capability maturity model. We then compared their results to ours (which were based on the results of our GCC audits). These assessments are a way to see how well-developed and capable entities' established IT controls are.

For the remaining 33 entities, our contract audit firms or our financial audit teams examined the GCCs but did not undertake capability maturity assessments. Information system findings identified during these audits are included in this report.

The methodology we have developed for our GCC audits is based on accepted industry good practice. Our assessment is also influenced by various factors including:

- business objectives of the entity
- level of dependence on IT
- technological sophistication of computer systems
- value of information managed by the entity.

We focused on the following 6 categories (Figure 1) for both our GCCs and capability maturity assessments.



Source: OAG

Figure 1: GCC categories

Throughout the report we have included case studies that illustrate the significant impact poor controls can have on entities.

Conclusion

We reported 358 control weaknesses to 45 entities this year, compared to 328 weaknesses at 50 entities last year. Ten percent (37) of this year's weaknesses were rated as significant and 71% (254) as moderate. These weaknesses represent a considerable risk to the confidentiality, integrity and availability of entities' information systems and need prompt resolution.

Fifty-six percent (202) of the findings were unresolved issues from last year. Entities need to address these weaknesses to reduce the risk of their systems and information being compromised.

None of the 12 entities that had capability maturity assessments met our expectations across all 6 control categories, a similar finding to last year. Information security remains a significant risk again this year and needs urgent attention. Compared to 2019-20, there have been some improvements in change control, management of IT risks, physical security and IT operations. However, entities need to improve in all 6 control categories.

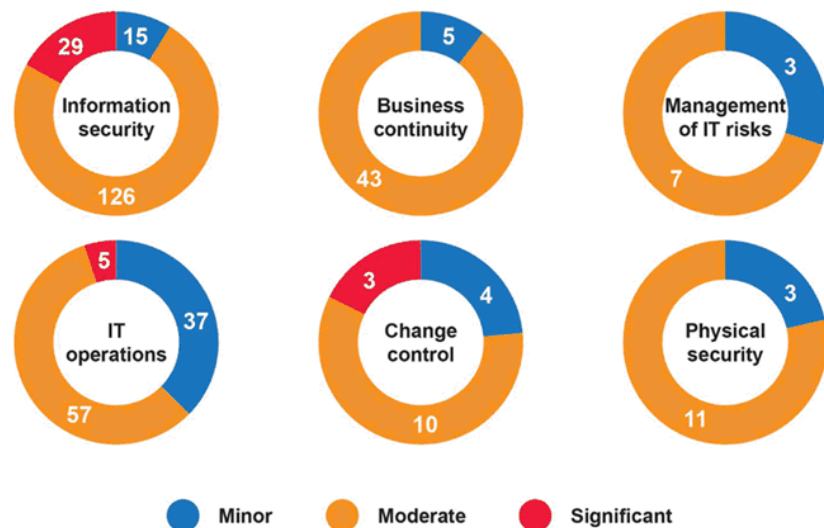


What we found: General computer controls

In 2020-21, we reported 358 findings to the 45 entities we audited. We reported the weaknesses we found to each entity in a management letter. As management letters are often made public, we removed any sensitive technical details which could increase an entity's risk of cyber attacks. To assist entities to address weaknesses we reported these sensitive details to them in separate confidential letters. Entities generally agreed to implement our recommendations.

Figure 2 summarises the distribution and significance of our findings across the 6 control categories.

Like last year, we rated most of our findings as moderate. Entities that fail to address these moderate risks can, over time, become more exposed to vulnerabilities. We have included in this report specific case studies to highlight how weak controls can potentially compromise entities' systems.



Source: OAG

Figure 2: Distribution and significance of GCC findings in each control category

What we found: Capability assessments

We conducted in-depth capability maturity assessments at 12 entities. We used a 0 to 5 rating scale² (Figure 3) to evaluate each entity's capability maturity in each of the 6 GCC categories. Our model allows us to compare entity results from year to year. We expect entities to achieve a level 3 (Defined) rating or better across all 6 categories.



Source: OAG

Figure 3: Rating scale and criteria

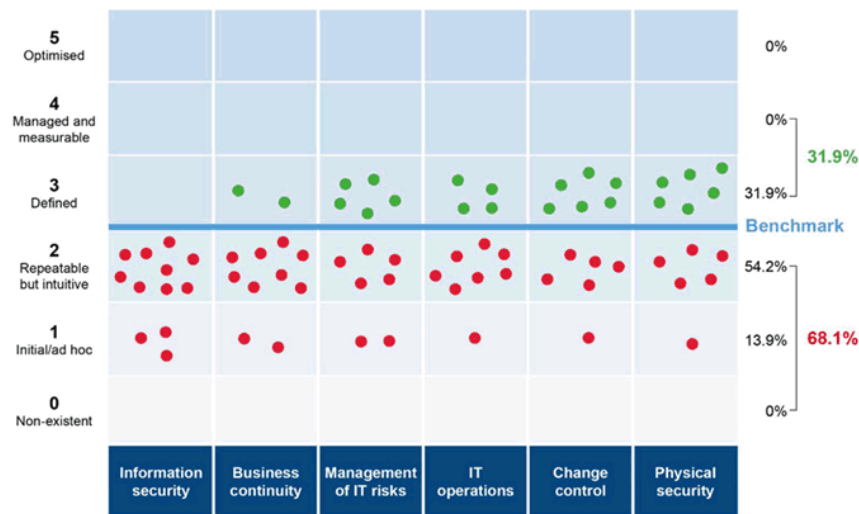
Figure 4 shows the results of our capability assessments across all 6 control categories for the 12 entities we assessed in 2020-21.

² The information within this maturity model assessment is derived from the criteria defined within COBIT 4.1, released in 2007 by ISACA.



ARC 21/09/2022

Item 12.1 Attachment 1



Source: OAG

Figure 4: 2020-21 capability maturity model assessment results

The percentage of entities rated level 3 or above for individual categories was as follows:

Category	2020-21 %		2019-20 %
Information security	0	—	0
Business continuity	17	↓	18
Management of IT risks	42	↑	27
IT operations	33	↑	18
Change control	50	↑	18
Physical security	50	↑	45

Source: OAG

Table 1: Percentage of entities rated level 3 or above

None of the 12 entities met our expected benchmark (level 3 Defined) across all control categories.

There were some improvements in the management of IT risks, IT operations, change control and physical security, however, most entities still fell below our benchmark. Information security remains a significant concern, with all entities below our benchmark and not able to demonstrate adequate controls. A lack of robust controls can expose entities and impact critical services provided to the public.

Information security

Cyber intrusions are becoming more sophisticated and frequent. Transitioning to digital services to achieve efficiencies increases the risk profile of many entities. Protection of sensitive and critical information that entities hold within their financial and operational systems should be managed with the highest priority using better practice information security controls to mitigate risks.

Our GCC audits and capability maturity assessments assess against better practice controls for information and cyber security. Figure 5 lists some of these controls.



Source: OAG

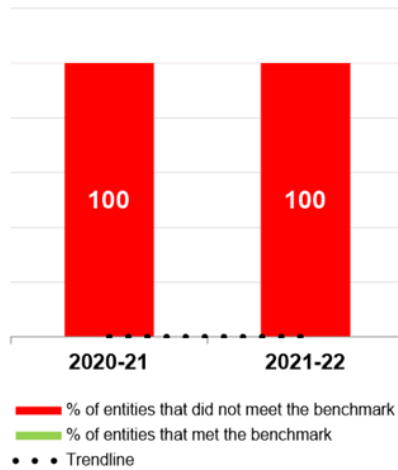
Figure 5: Information security – Better practice controls

None of the 12 entities met our benchmark for information security either because they did not have documented policies, processes and controls or they were not effective (Figure 6). Entities have a responsibility to implement adequate and robust controls to protect key systems and information.



ARC 21/09/2022

Item 12.1 Attachment 1



Source: OAG

Figure 6: Information security – percentage of entities that met/did not meet our benchmark

Common weaknesses we found included:

- **Inadequate information and cyber security policies** – policies did not sufficiently cover key areas of information and cyber security or were out of date.
- **Multifactor authentication not used** – a number of systems did not have multifactor authentication to strengthen access.
- **Administrator privileges not managed well** – administrators did not have separate unprivileged accounts for normal day to day tasks. Limiting privileges and separating administrative accounts are important mitigations against network and system compromise.
- **Vulnerability management is not effective** – entities did not have appropriate processes to identify and address vulnerabilities, which increases the risk of compromise.
- **Network segregation not appropriate** – networks were not segregated to limit and contain the impact of a compromise. Partitioning the network into smaller zones and limiting the communication between these zones is an important control.
- **Unauthorised device connectivity** – there are a lack of controls to detect or prevent unauthorised devices from connecting to entity internal networks. These devices can serve as an attack point and spread malware or listen in on network traffic.
- **Emails not protected** – entities did not have controls to ensure the integrity and authenticity of emails to reduce the likelihood of successful phishing attacks. Controls such as domain-based message authentication reporting and conformance (DMARC), sender policy framework (SPF) and domain keys identified mail (DKIM) were not implemented to prevent email impersonation.

Item 12.1 Attachment 1

ARC 21/09/2022

- **Lack of data loss prevention controls** – no processes to detect or block unauthorised transfers of sensitive data outside of the entities.

The importance and potential impact of common information and cyber security weaknesses are illustrated in the following case studies.

Case study 1: No policy to manage information and cyber security



Information
security
policy

One entity did not have a policy to manage cyber and information security. This means, systems or services may not meet security expectations of senior management and the entity may fail to achieve its objectives.

Adequate and clear policies are needed to ensure the security of information systems.

Case study 2: Weak password results in a network compromise



Password

One entity experienced a security breach when a cybercriminal was able to guess a weak password on an account used to access a public facing server through remote desktop protocol (RDP). A lack of network segregation allowed the attacker to access other parts of the network, gain privileged access to the domain controller and maliciously encrypt servers and information.

The use of strong password/passphrases, network segregation and multi-factor authentication reduce the risk of compromise.

Case study 3: No controls to mitigate malware infections



Malware
protection

One entity had anti-malware protection installed on some servers but not others. It did not have application whitelisting and blocking in place or only allow trusted macros. These controls prevent delivery and execution of malicious programs.

Without appropriate controls to protect systems against malware, there is an increased risk of compromise to the confidentiality, integrity and availability of entity information or data.

Case study 4: Default domain administrator account is not controlled



Limit admin
privilege

One entity shared the highly privileged default domain administrator account with individuals in different business units and had not changed the account password since 2005. The account was also heavily used for day to day operations and services, instead of using separate dedicated service accounts.



ARC 21/09/2022

Item 12.1 Attachment 1

Inappropriate management of the account increases the risk that the entity will not be able to hold individuals to account for unauthorised modifications to its systems and information.

Case study 5: Poor management of technical vulnerabilities



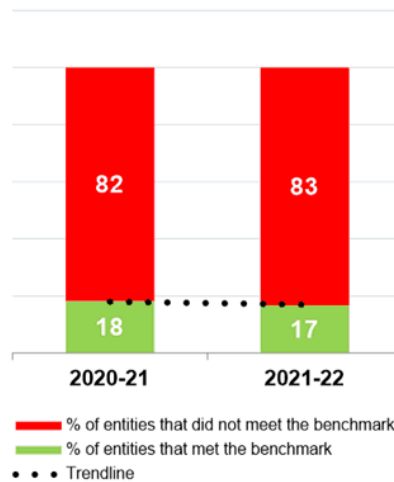
Vulnerability management

An audited entity did not have a process to manage technical vulnerabilities and system currency. It had not tested the adequacy of its external network controls to detect and prevent cyber attacks. Its process to apply software patches was also not operating well as we identified critical and high severity vulnerabilities dating back to 2013 that had not been patched.

Without effective procedures and processes to manage technical vulnerabilities in a timely manner, entities leave their IT systems exposed to malicious attackers. This could result in unauthorised access and system compromise.

Business continuity

There was no material change from last year with only 2 of the 12 entities (17%) meeting our benchmark in this category (Figure 7). Business continuity and disaster recovery plans help entities to promptly restore key business functions and processes during or after an unplanned disruption. Without these plans, entities could suffer extended outages and disruption to the delivery of important services to their communities.



Source: OAG

Figure 7: Business continuity – percentage of entities that met/did not meet our benchmark

Item 12.1 Attachment 1

ARC 21/09/2022

Common weaknesses we found included:

- **Lack of business continuity and disaster recovery plans** – entities did not have appropriate business continuity and disaster recovery plans, or they were out-of-date.
- **Disaster recovery plans not tested** – without appropriate testing of disaster recovery plans, entities cannot be certain the plan will work when needed.

Documented up-to-date business continuity and disaster recovery plans help entities to promptly recover critical information systems in the event of an unplanned disruption to their operations and services. The plans should identify critical business functions and IT systems along with their recovery time objectives.

The effectiveness of these plans should be periodically tested to identify improvements where required. Tests can also be used to check that key staff are familiar with the plans and their specific roles and responsibilities in a disaster situation.

The following case study illustrates common weaknesses in recovery procedures.

Case study 6: Configuration backups are not performed



Configuration backups

An audited entity did not backup the configuration of its firewall which protects its network from cyber attacks. In the event of an emergency, the entity may not be able to recover its firewall in a timely manner, which will impact delivery of services and security of its network.

Management of IT risks

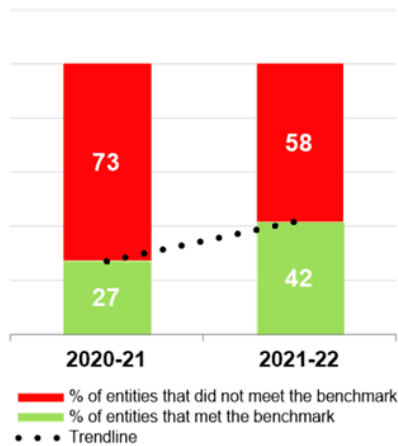
Forty-two percent of entities met our benchmark for this category in 2020-21, compared to 27% last year (Figure 8).

Entities should be aware of information and cyber security risks associated with IT including operational, strategic and project risks. All entities should have risk management policies and processes to assess, prioritise, address and monitor the risks that affect key business objectives.



ARC 21/09/2022

Item 12.1 Attachment 1



Source: OAG

Figure 8: Management of IT risks – percentage of entities that met/did not meet our benchmark

Common weaknesses we found included:

- **Out-of-date policies and processes to identify, assess and treat IT risks** – without appropriate policies and processes entities cannot effectively manage their IT risks.
- **Inadequate risk registers** – risk registers did not record controls and treatment action plans and risk ratings were not appropriately assessed.

Without IT risk management policies and practices to identify, mitigate and manage threats within reasonable timeframes, entities may not meet their business objectives to deliver key services to their communities.

The following case study illustrates that entities need processes to identify their risks.

Case study 7: Entity is not aware of its information and cyber risks



Information
and cyber
security risk
management

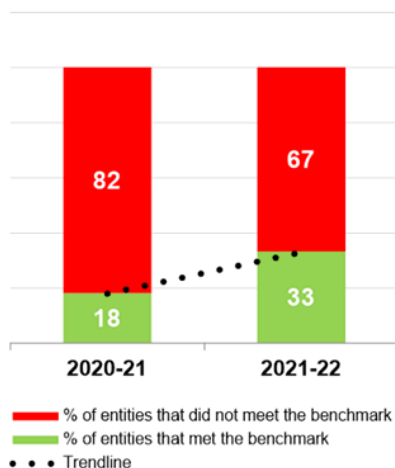
An audited entity maintained other corporate and financial risks, but it did not have a process to identify and address its cyber security risks.

The entity is at an increased risk of information and cyber security breaches.

IT operations

Entities improved in this category with 33% meeting our benchmark in 2020-21 (Figure 9). However, we identified similar weaknesses to those highlighted in last year's report.

IT operations maintain and support the delivery of entity services. Clearly defined and effectively managed IT operations support IT infrastructure that can withstand and recover from errors and failures.



Source: OAG

Figure 9: IT operations – percentage of entities that met/did not meet our benchmark

Common weaknesses we found included:

- **Processes are not defined** – a lack of or out of date procedures to support day to day operations, such as incident and problem management.
- **Inadequate monitoring of events** – entities did not have policies and procedures to monitor event logs. System logs provide an opportunity to detect suspicious or malicious behaviour in key business applications.
- **Supplier performance not monitored** – supplier performance was not reviewed to identify and manage instances of non-compliance with agreed service levels.
- **Background checks for new starters were not performed** – staff in privileged IT positions did not go through background checks (e.g. police clearance).
- **Access was not reviewed** – regular checks were not done to validate users had the level of access to systems applicable to their role or function, and revoke user access upon termination.



The following case study illustrates a common weakness in IT operations.

Case study 8: Contractor access was not revoked in a timely manner



User account
management

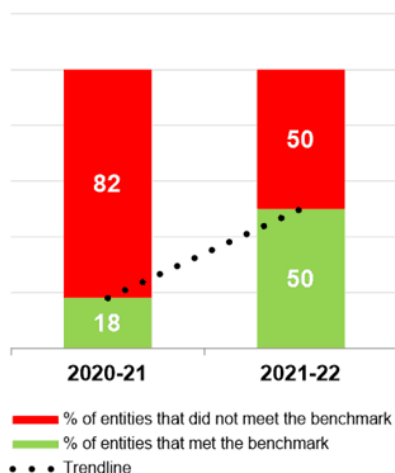
One entity did not have a central record of contract staff and therefore could not easily assess if their network access was appropriate. We sampled 13 active accounts and found that 8 belonged to terminated contract staff who no longer worked with the entity.

Poor processes to manage contract staff increases the risk of unauthorised access to the entity's IT systems and information.

Change control

Fifty percent of entities met our benchmark in 2020-21 (Figure 10), the largest improvement across the 6 control categories. This is 1 of the 2 categories where at least half of the entities met the benchmark and it is pleasing to see significant year on year improvement.

We reviewed entities' approaches to managing IT changes to minimise the risks and impacts to stakeholders. We covered change authorisation, testing, implementation and outcomes. An overarching change control framework ensures changes are made consistently and reliably.



Source: OAG

Figure 10: Change control – percentage of entities that met/did not meet our benchmark

Common weaknesses we found included:

- **Change processes not followed** – changes to critical systems did not follow change procedures. If formal procedures are not followed, there is a risk changes may be applied inconsistently resulting in unplanned system downtime and interruption to critical services.

Item 12.1 Attachment 1

ARC 21/09/2022

- **Change management processes not documented** – without documented processes, changes made to IT infrastructure can adversely affect entities' operations leading to unplanned or excessive system downtime.
- **Changes were not assessed prior to implementation** – allowing significant changes without appropriate scrutiny or approval increases the risk of system outages.

Without appropriate change control, entities risk compromising the integrity of their systems and information. This can lead to excessive outages and downtime to key systems and impact their delivery of services.

The following case study illustrates the risks when IT changes are not controlled and monitored.

Case study 9: Poor change management practices could result in financial system instability



Change management

One entity made changes to its financial system without testing the impact on system integrity and availability in an independent test environment. Uncontrolled changes can have significant unintended consequences to systems and the delivery of key services.

These changes were also not recorded, contrary to the entity's change management policy. Failure to record changes increases the effort required to respond, recover and restore business as usual operations.

Physical security

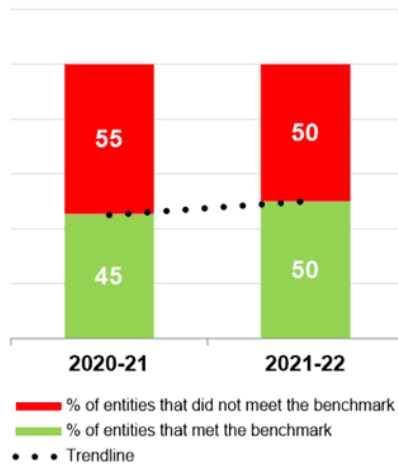
There was a small improvement in physical security with half the entities meeting our benchmark this year (Figure 11).

IT systems are housed in purpose-built server rooms, which must have restricted access and adequate cooling and power. We reviewed if IT systems were protected against potential environmental hazards and tested access restrictions to ensure only authorised individuals could access the server rooms.



ARC 21/09/2022

Item 12.1 Attachment 1



Source: OAG

Figure 11: Physical security – percentage of entities that met/did not meet our benchmark

Common weaknesses we found included:

- **Combustible and non-essential items were stored in server rooms** – the risk of outages is higher if server rooms are not appropriately maintained.
- **Unnecessary access to server rooms** – staff and contractors were assigned access to server rooms that they did not require and visitor access to server rooms was not logged. Lack of controlled access increases the risk of system outages and compromise from unauthorised access.
- **Fire suppression systems were not installed** – without appropriate fire suppression systems, IT infrastructure is likely to be damaged in the event of a fire.

The following case study illustrates the risk of server room outages if not protected against physical and environmental hazards.

Case study 10: Poor management of server rooms



Physical
security

One entity stored combustible materials such as furniture and cardboard boxes in their server room. In addition, an excessive number (114) of people had access to the server room and a visitor log was not maintained.

There is an increased risk of accidental or deliberate damage and unauthorised access to systems.

Recommendations

1. Information security

- a. Senior executives should implement appropriate policies and procedures to ensure the security of information systems and support their entity business objectives.
- b. Management should ensure good security policies and practices are implemented and continuously monitored for control areas identified in Figure 5, including:
 - i) patching and vulnerability management
 - ii) application hardening and control
 - iii) implement technical controls to prevent impersonation and detect/prevent phishing emails
 - iv) strong passphrases/passwords and multi-factor authentication
 - v) limit and control administrator privileges
 - vi) segregate network and prevent unauthorised devices
 - vii) secure cloud infrastructure, databases, email and storage, and know clearly 'who' they are handing entity and citizen data to through their use of cloud services
 - viii) cyber security monitoring, intrusion detection and protection from malware.

2. Business continuity

Entities should have appropriate business continuity, disaster recovery and incident response plans to protect critical systems from disruptive events. These plans should be periodically tested.

3. Management of IT risks

Entities should:

- a. understand their information assets and apply controls based on their value
- b. ensure IT risks are identified, assessed and treated within appropriate timeframes. Senior executives should have oversight of information and cyber security risks.

4. IT operations

Entities should implement policies and procedures to guide key areas of IT operations such as incident management and supplier performance monitoring.

5. Change control

Approved change control processes should be consistently applied when making changes to IT systems. All changes should go through planning and impact assessment to minimise the occurrence of problems. Change control documentation should be current and approved changes formally tracked.



6. Physical security

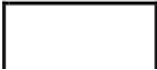
Entities should develop and implement physical and environmental control mechanisms to prevent unauthorised access, or accidental or environmental damage to IT infrastructure and systems.

Under section 7.12A of the *Local Government Act 1995*, the 45 audited entities are required to prepare an action plan to address significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament, and for publication on the entity's website. This action plan should address the points above, to the extent that they are relevant to their entity.

Item 12.1 Attachment 1

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Auditor General's 2021-22 reports

Number	Title	Date tabled
21	Delivering School Psychology Services	23 June 2022
20	Fraud Risk Management - Better Practice Guide	22 June 2022
19	Forensic Audit – Construction Training Fund	22 June 2022
18	Opinion on Ministerial Notification – FPC Sawmill Volumes	20 June 2022
17	2022 Transparency Report Major Projects	17 June 2022
16	Staff Rostering in Corrective Services	18 May 2022
15	COVID-19 Contact Tracing System – Application Audit	18 May 2022
14	Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities Part 2: COVID-19 Impact	9 May 2022
13	Information Systems Audit Report 2022 – State Government Entities	31 March 2022
12	Viable Cycling in the Perth Area	9 December 2021
11	Forensic Audit Report – Establishment Phase	8 December 2021
10	Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities	24 November 2021
9	Cyber Security in Local Government	24 November 2021
8	WA's COVID-19 Vaccine Roll-out	18 November 2021
7	Water Corporation: Management of Water Pipes – Follow-Up	17 November 2021
6	Roll-out of State COVID-19 Stimulus Initiatives: July 2020 – March 2021	20 October 2021
5	Local Government COVID-19 Financial Hardship Support	15 October 2021
4	Public Building Maintenance	24 August 2021
3	Staff Exit Controls	5 August 2021
2	SafeWA – Application Audit	2 August 2021
1	Opinion on Ministerial Notification – FPC Arbitration Outcome	29 July 2021



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Western Australia



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Item 12.2

12.2 (2022/MINUTE NO 0017) Financial Audit Results – Local Government 2020-21 (Office of the Auditor General)**Author** Stuart Downing**Attachments** 1. Financial Audit Results - Local Government 2020-2021**Recommendation/Committee Decision**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECEIVES the Office of the Auditor General's report on Financial Audit Results – Local Government 2020-21.

CARRIED UNANIMOUSLY 4/0**Background**

Responsibility for the financial audits of local governments has transitioned to the Office of the Auditor General (OAG) over a four-year period, with 2020-21 (FY21) the final year of this transition.

Each year, the OAG presents a report to Parliament on the results of the local government financial audits, including issues that are significant enough to bring to the attention of the Parliament.

This report is brought to the Audit, Risk and Compliance Committee for review and to address recommendations made within by the OAG.

The Auditor General encourages local governments to review audit findings and consider recommendations made to support continuous improvement of their operating environments and governance frameworks.

Submission

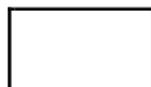
N/A

Report

The Financial Audit Results – Local Government 2020-21 (report) was tabled in Parliament by the Auditor General on 17 August 2022.

This report included the results and issues identified during the annual audits for 132 of the applicable 148 local government entities (with 16 audits still in progress).

42 of 352



Item 12.2

ARC 21/09/2022

Audit year	2017-18	2018-19	2019-20	2020-21
Number of entities subject to OAG audit	46	112	132	148
Clear audit opinions	44	107	129	130*
Qualified opinions	2	5	1	2*
Disclaimers of opinion	0	0	2	0*
Material matters of non-compliance	36	93	101	193*
Management control issues	198	802	704	601*

Source: OAG

The Auditor General reported that over the past two financial years, there has been a decrease in financial management controls weaknesses identified.

This indicates a comprehensive response by the local government sector to improve current practices and strengthen the integrity of financial reporting.

Audit opinions issued by the OAG can be one of the following:

- **Clear** – this indicates satisfactory financial controls and that the financial report is based on proper accounts, presented fairly, complies with relevant legislation and applicable accounting standards, and fairly represents performance during the year and the financial position at year end
- **Clear with an emphasis of matter** – this brings attention to a matter disclosed in the entity's financial report but is not significant enough to warrant a qualified opinion
- **Qualified** – these opinions are given when the audit identifies that the financial report is likely to be misleading to users, controls were inadequate or there was a material conflict with applicable financial reporting frameworks
- **Disclaimer of opinion** – issued when the auditor is unable to form an opinion due to insufficient evidence being available. This is the most serious audit opinion and is only issued after we have exhausted our efforts to achieve the desired audit objectives.

For the 2020-21 financial year, the City of Cockburn received a clear audit opinion without any matters of emphasis.

The OAG report also shows the City complied with statutory timelines for preparing and submitting the financial statements for audit (by 30 September) and was also one of the few local governments to have their audits finalised and the audit opinion issued by the end of November 2022.

Another pleasing aspect of the 2020-21 audit was the OAG finding of no material matters of non-compliance with legislation by the City.

The OAG reported 75 local governments had 193 material matters of non-compliance with legislation.

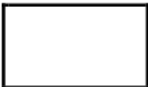
The OAG report showed a decreasing trend in the number of management control issues across the sector from an increasing number of entities being audited (601 in 2020-21 vs. 802 in 2018-19).

 43 of 352

ARC 21/09/2022

Item 12.2

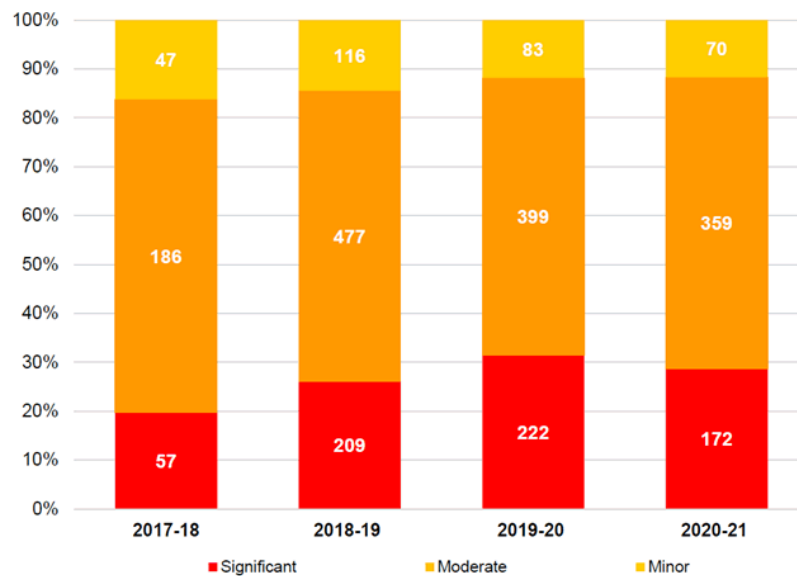
In 2020-21, the 601 control weaknesses spanned 126 entities (average of five per entity audited), with 172 of these weaknesses considered a potentially significant risk.



Item 12.2

ARC 21/09/2022

The City of Cockburn only had two moderate rated weaknesses reported in the 2020-21 financial audit, with both having since been promptly addressed:



Source: OAG

Figure 2: Proportion of control weaknesses reported to management in each risk category and comparative ratings of the control weaknesses

From the 2021-22 financial year audits, the OAG will recognise top performing entities who demonstrate best practice in the sector, as they already do for the State and tertiary sectors.

The best practice assessment criteria will include:

- clear opinions on financial reports and controls
- the number and significance of control weaknesses raised in management letters
- good quality financial reports, supported by reliable working papers and submitted for audit within the agreed timeframe
- management resolution of accounting standards and presentation issues
- availability of key staff during the audit process.

Given the City of Cockburn's relatively good audit result for the 2020-21 financial year, it aims to be recognised next year by the OAG for meeting best practice in financial audits.

The OAG highlighted in their report that the City of Cockburn had adopted a different accounting treatment for cash in lieu of public open space (to that recommended by the Department of Local Government), based on obtaining its own legal advice.

 45 of 352

ARC 21/09/2022

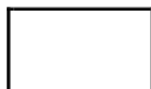
Item 12.2

However, this did not result in any adverse or non-compliance audit finding, and the City will continue adopting its more pragmatic accounting treatment (as supported by its legal advice).

The recommendations made by the OAG in their report are summarised in the table below with comments made by the City:

Recommendation	City Comment
1. We encourage entities to make use of our WA Public Sector Financial Statements – Better Practice Guide (available at audit.wa.gov.au) to improve their financial management and reporting practices, processes and procedures (page 16).	City officers previously attended an awareness session for the release of the guide and utilise aspects on a fit for purpose basis.
2. Local government entities should ensure they maintain the integrity of their financial control environment by: <ul style="list-style-type: none"> a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures and communicating these to staff b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments c. regularly monitoring compliance with relevant legislation d. promptly addressing control weaknesses brought to their attention by our audits and other audit and review mechanisms e. ensuring they consider new and revised accounting standards for their impact on financial operations to prepare a compliant financial report at year end (page 27). 	<ul style="list-style-type: none"> a. These activities are business as usual for the City. b. Internal controls are regularly assessed through management oversight, updating of risk registers, and financial systems improvements. These are also reviewed during Financial Management Reviews carried out every three years for the CEO. c. The LG annual compliance return, and audit check of responses serves this purpose. d. City concurs with this recommendation and its track record in addressing previous recommendations demonstrates commitment. e. The City works closely with its auditor to ensure revised accounting standard requirements are properly applied in the financial statements.
3. The Department of Local Government, Sport and Cultural Industries should provide guidance to assist entities with understanding the requirements of and interpreting the Australian Accounting Standards Board (AASB) accounting requirements to ensure greater accounting consistency across the sector,	City concurs with recommendation. It should be noted that the City developed a comprehensive financial model several years ago for recognising its landfill rehabilitation provision.

46 of 352



Item 12.2

ARC 21/09/2022

Recommendation	City Comment
including recognising provisions for the rehabilitation of landfills and other contaminated sites (page 30).	However, any guidance from the Department of Local Government would also be welcomed.
4. The Department of Local Government, Sport and Cultural Industries should continue to work with local government stakeholders towards the introduction of model financial statements for the 2022-23 financial year (page 41).	City concurs with recommendation and notes model financial statements have been developed and will apply for the 2022-23 financial year. The City favourably reviewed the proposed model template and looks forward to its application.

Strategic Plans/Policy ImplicationsListening & 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

N/A

Risk Management Implications

Reviewing the findings and recommendations contained in the OAG's report into Local Government financial audits each year serves to potentially reduce financial management risks for the City and improve its operating environment and governance frameworks.

Advice to Proponent(s)/Submitters

N/A

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

Nil

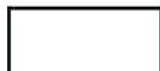
 47 of 352



Report 5: 2022-23 | 17 August 2022

FINANCIAL AUDIT RESULTS

Local Government 2020-21



ARC 21/09/2022

Item 12.2 Attachment 1

Office of the Auditor General
Western Australia

Audit team:

Grant Robinson
Lyndsay Fairclough
Financial Audit teams

National Relay Service TTY: 133 677
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for
those with visual impairment.

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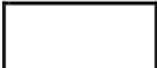
*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

Image credit: Tyler Olson/shutterstock.com

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Financial Audit Results –
Local Government 2020-21

Report 5: 2022-23
17 August 2022



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THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

FINANCIAL AUDIT RESULTS – LOCAL GOVERNMENT 2020-21

Under section 24 of the *Auditor General Act 2006*, this report covers the final year of a four year transition for my Office to conduct the annual financial audits of the local government sector, following proclamation of the *Local Government Amendment (Auditing) Act 2017*.

This report on the 2020-21 financial audits of 132 of the applicable 148 local government entities includes:

- results of the audits of local government entities' annual financial reports and their compliance with applicable legislation for the financial year ending 30 June 2021
- issues identified during these annual audits that are significant enough to bring to the attention of the Parliament.

I wish to acknowledge the assistance provided by the councils, chief executive officers, finance officers and others, including my staff and contract audit firms, throughout the financial audit program and in finalising this report.

A handwritten signature in black ink, appearing to read 'Caroline Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
17 August 2022



Contents

Auditor General's overview	7
Executive summary	8
Review of the four-year transition	8
Introduction	10
Year at a glance	11
Recommendations.....	13
Timeliness and quality of financial reporting	14
Reporting requirements	14
Review of financial reports submitted for audit	14
Recommendation	16
Summary of audit opinions	17
Two disclaimers of opinion for 2019-20	17
Response from Shire of Yalgoo.....	18
Two qualified audit opinions for 2020-21	18
Twenty-four entities received emphasis of matter paragraphs.....	18
Seventy-five entities had 193 material matters of non-compliance with legislation	19
Adverse trends in the financial position of 109 entities	20
We issued 275 audit certifications	20
Control weaknesses	22
Management controls.....	22
Recommendation	27
Information system controls.....	28
Issues impacting entity reporting	29
Rehabilitation of landfill sites	29
Recommendation	30
Valuation of assets.....	30
Developer contributions – Accounting for cash in lieu of public open space	31
Implementation of Service Concession Grantors Standard AASB 1059	32
Other changes to accounting standards	33

Item 12.2 Attachment 1

ARC 21/09/2022

Impact of emergencies	34
COVID-19	34
Cyclone Seroja	37
Opportunities for the DLGSC to improve the efficiency of financial reporting	38
Quality and timeliness	38
Response from the DLGSC	39
Review of financial ratios	39
Response from the DLGSC	40
Reduced disclosure reporting by entities	40
Response from the DLGSC	41
Local Government Regulations Amendment (Financial Management and Audit) Regulations 2022	41
Recommendation	41
Appendix 1: Status and timeliness of 2020-21 audits	42
Appendix 2: 2019-20 disclaimers of opinion	48
Appendix 3: 2020-21 qualified opinions	49
Appendix 4: Emphasis of matter paragraphs included in auditor's reports	50
Appendix 5: Material matters of non-compliance with legislation	54
Appendix 6: Certifications issued	57
Appendix 7: Other opinions and certifications issued since 18 November 2021	62



Auditor General's overview

The 2020-21 financial year marked the end of a four-year transition of local government financial auditing to my Office. The transition has brought many challenges as local governments and regional councils (entities) adjusted to our robust audits and we have learnt about the intricacies of the sector. Despite the challenges, it has been rewarding to facilitate financial reporting improvements and increase transparency of this important layer of government which impacts all West Australians. I have included a brief review of the transition at the beginning of this report.



For the 2020-21 audit cycle, we have completed 132 of 148 audits by 30 June 2022, with 16 outstanding. We have seen a demonstrated effort by the sector to improve the quality and timeliness of their annual financial reports and pleasingly reported a 15% decrease in weaknesses in financial management controls. This follows a 12% decrease the year before. To see this reduction in management control issues, across a larger number of audited entities, shows a comprehensive response by the sector to improve their current practices and strengthen the integrity of their financial reporting environment.

However, two entities received a qualified opinion on their financial reports and there may be further qualifications on the opinions not yet issued. We also reported a higher rate of material non-compliance and information system control weaknesses than previously.

In this report I have also included previously unreported outstanding opinions from 2019-20 for the Shires of Wiluna and Yalgoo. For both entities I issued a disclaimer of opinion as I was unable to obtain sufficient appropriate audit evidence on their books and records because of deficiencies in their internal controls and record keeping. A disclaimer of opinion is a serious matter for my Office as there is a missed opportunity for assurance over financial accountability and continuous improvement. This leads to a lack of confidence in the appropriate use of public monies.

To support continuous improvement in the local government sector, I encourage entities to review the findings of their audits, as well as this audit results report. Each entity should consider our recommendations in the context of their own operating environments and governance frameworks.

I note the newfound willingness and leadership of the Department of Local Government, Sport and Cultural Industries to enhance financial reporting, reduce complexity and cost, and enable improved governance for the sector. This report also outlines its progress on our previous recommendations.

Finally, I wish to acknowledge my incredibly hardworking staff, our contract audit firm partners and staff in the audited entities for their dedication to this year's audit process. Your professionalism and cooperation in working through uncommon challenges to complete the audits is appreciated.

Executive summary

Review of the four-year transition

The 2020-21 financial audit was the first year the Auditor General had responsibility for all 148 local government audits, marking the end of the four-year transition provided in the *Local Government Amendment (Auditing) Act 2017*.

A challenging transition

The transition has not been easy for the Office of the Auditor General (OAG) or entities, but Parliament was correct to acknowledge that change and improvement was needed for the sector. In too many cases, the quality of both financial reporting and audit was not what ratepayers and communities would rightly expect.

Our audits have brought greater rigour, scrutiny and sector-wide oversight. While challenging for many local governments and regional councils (entities), they have responded positively, particularly when they have understood that this helps them provide better transparency, accountability and financial management.

How challenging entities have found it to adapt to our requirements and approach was not predictable. Many smaller entities, who we might have expected to struggle, have adapted relatively easily while some of the larger ones with greater capacity have found it difficult. This has been particularly interesting given that all entities, regardless of size and complexity have to comply with the same legislative and regulatory framework.

Setting the baseline

As is often the case, the initial stages of reform have revealed many of the issues that need fixing. For the local government sector this includes the quality and timeliness of financial reporting and the need to aim for better practice, not just meet minimum levels of compliance. Our office has prepared guidance on preparing financial statements¹ and other topics² which entities have been encouraged to use.

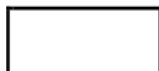
Achieving consistency in some key areas underpins ongoing improvement. One area we continue to report on each year³ is inconsistencies in property and asset valuation methodologies. Entities can see significant valuation swings depending on the valuer they appoint and the assumptions the valuer makes. While regulation changes mean a formal valuation is no longer required each year, entities still need to ensure their assets are recorded at fair value. Forthcoming guidance from the Australian Accounting Standards Board and in turn the Department of Local Government, Sport and Cultural Industries (DLGSC) may help.

Through the transition we have come to understand much better the extent of reporting and compliance required of entities, in some cases exceeding that required of the State government sector. We have advocated to, and worked with, the DLGSC for a reduction in these requirements and are pleased new model financial statements, with decreased reporting but without a loss of key disclosures, will be available for entities in 2022-23. We will continue to liaise with the DLGSC on other proposed reforms that aim to increase accountability, transparency and efficiency for the sector.

¹ Office of the Auditor General, [Western Australian Public Sector Financial Statements – Better Practice Guide](#), OAG, Perth, 2021.

² Office of the Auditor General, [‘Better Practice Guidance’](#), OAG, accessed August 2022.

³ Office of the Auditor General, [Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities](#), OAG, Perth, 2019, p. 20.



ARC 21/09/2022

Item 12.2 Attachment 1

The transition has also identified areas of improvement for our Office. Specifically, we have had to increase the training of our employees and contract audit firms to adequately understand the local government environment, which differs in some significant ways to the State and tertiary sectors. We also intend to increase the time our auditors spend onsite to further improve the engagement, efficiency and timeliness of audits.

We are also determined not to allow any overruns from our State sector audits to impact our delivery of local government audits, as it did for the 2020-21 audit cycle (due to a record number of State government entity audit qualifications). This means if State entities are not audit-ready or we encounter delays undertaking their audits, our teams will move on to the local government program as scheduled, even if State entities are not finalised. Our resolve on this matter will be tested during the 2021-22 audits, but we look forward to reporting back to the Parliament and all our audited entities on how this approach unfolds.

Seeing results

While the timeliness and quality of annual financial reports have been significant issues through the transition, there are signs of improvement. The reduction since 2018-19 in financial management control weaknesses shows a clear effort by entities to improve their current practices and strengthen the integrity of their financial reporting environment. Although the upward trend in material matters on non-compliance indicates there is still improvement needed. The following table shows entities' audit results over the past four years.

Audit year	2017-18	2018-19	2019-20	2020-21
Number of entities subject to OAG audit	46	112	132	148
Clear audit opinions	44	107	129	130*
Qualified opinions	2	5	1	2*
Disclaimers of opinion	0	0	2	0*
Material matters of non-compliance	36	93	101	193*
Management control issues	198	802	704	601*

Source: OAG

* Some 2020-21 audits are still ongoing and therefore these results are for 132 entities only.

Table 1: Audit results for four year transition period

Understanding of the significant role of audit committees in the annual reporting and audit process has also improved. Better informed and active audit committees are now more suitably equipped to quality review the financial report and assess the accountability and integrity of entities' reporting, control environment and risk management practices.

Where to from here

There is still a long way to go but we are committed to working with entities, the DLGSC and sector associations⁴ to continue improving the sector and our own processes to aid timely reporting to the community and Parliament.

From the 2021-22 financial year audits we will recognise the top entities who demonstrate best practice in the sector, as we do for the State and tertiary sectors. Our best practice assessment criteria include:

⁴ Western Australian Local Government Association (WALGA) and Local Government Professionals Australia WA.

Item 12.2 Attachment 1

ARC 21/09/2022

- clear opinions on financial reports and controls
- the number and significance of control weaknesses raised in management letters
- good quality financial reports, supported by reliable working papers and submitted for audit within the agreed timeframe
- management resolution of accounting standards and presentation issues
- availability of key staff during the audit process.

For 2020-21, OAG staff performed 21 audits in-house, with the other 127 performed by contract audit firms on our behalf. We expect to increase the number of audits we perform in-house over time. However, a large proportion will continue to be performed by our accredited contract audit firms. These are periodically re-tendered to provide open and fair competition and to ensure value for money.

Introduction

This report contains findings from our 2020-21 financial audits of the local government sector. It includes the results for 132 of the 148 entities (Appendix 1), with the remaining 16 entities' results to be tabled in Parliament once their audits are completed.

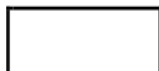
Our annual financial audits focus on providing assurance over an entity's financial report. The Auditor General provides an opinion on the report which can be:

- clear – this indicates satisfactory financial controls and that the financial report is based on proper accounts, presented fairly, complies with relevant legislation and applicable accounting standards, and fairly represents performance during the year and the financial position at year end
- clear with an emphasis of matter – this brings attention to a matter disclosed in the entity's financial report but is not significant enough to warrant a qualified opinion
- qualified – these opinions are given when the audit identifies that the financial report is likely to be misleading to users, controls were inadequate or there was a material conflict with applicable financial reporting frameworks
- disclaimer of opinion – issued when the auditor is unable to form an opinion due to insufficient evidence being available. This is the most serious audit opinion and is only issued after we have exhausted our efforts to achieve the desired audit objectives.

During an audit we also make recommendations to entities on relevant matters of compliance, financial management and information system controls. A summary of our findings is included in this report.

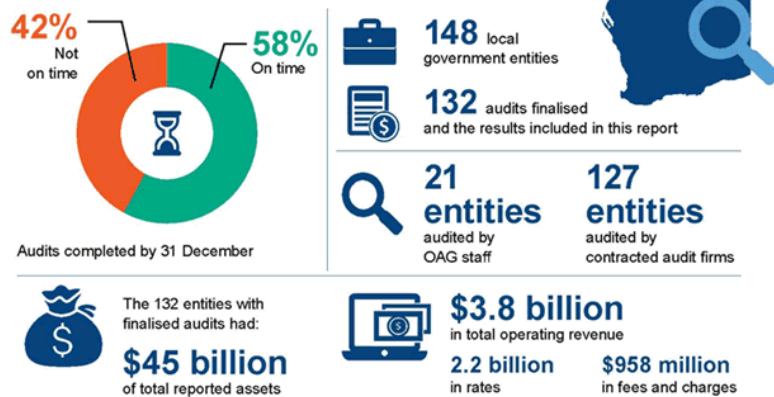
Also included are matters we have noted which have or may impact an entity's financial report. This year this includes how entities account for the rehabilitation of landfill sites, changes to the accounting treatment for cash in lieu of public open space from developer contributions, inconsistencies in how entities value assets and changes to accounting standards.

The appendix includes other opinions and certifications issued for the State government sector since 18 November 2021.



Year at a glance

Auditing local government



Quality and timeliness of financial reports (page 14)

Quality

Roughly half of the entities submitted financial statements for audit that were of a reasonable standard and required minimal revisions or adjustments. However, the remaining half were found to have numerous errors and disclosure requirements were unmet.

Timeliness

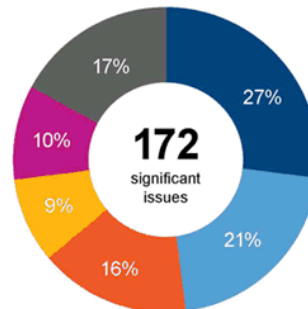
- Submitted to OAG by 30 September
- Received an extension and met deadline
- Did not meet 30 September or extension deadline



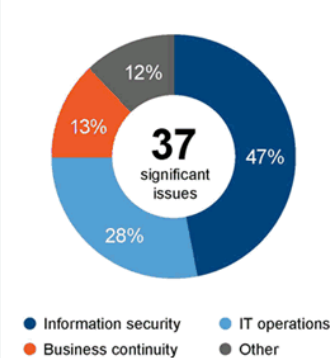
Audit results



ARC 21/09/2022



358 information system control
weakness (page 28)



Issues impacting entity reporting



Rehabilitation
of landfill sites
(page 29)



Valuation of assets (page 30)



Developer contributions –
Accounting for cash in lieu of
public open space (page 31)



Accounting
standard changes
(page 32)

Recommendations

1. We encourage entities to make use of our *WA Public Sector Financial Statements – Better Practice Guide* (available at audit.wa.gov.au) to improve their financial management and reporting practices, processes and procedures (page 16).
2. Local government entities should ensure they maintain the integrity of their financial control environment by:
 - a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures and communicating these to staff
 - b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments
 - c. regularly monitoring compliance with relevant legislation
 - d. promptly addressing control weaknesses brought to their attention by our audits and other audit and review mechanisms
 - e. ensuring they consider new and revised accounting standards for their impact on financial operations to prepare a compliant financial report at year end (page 27).
3. The Department of Local Government, Sport and Cultural Industries should provide guidance to assist entities with understanding the requirements of and interpreting the Australian Accounting Standards Board (AASB) accounting requirements to ensure greater accounting consistency across the sector, including recognising provisions for the rehabilitation of landfills and other contaminated sites (page 30).
4. The Department of Local Government, Sport and Cultural Industries should continue to work with local government stakeholders towards the introduction of model financial statements for the 2022-23 financial year (page 41).

Timeliness and quality of financial reporting

Reporting requirements

Each entity is required to prepare an annual financial report that includes:

- a Statement of Financial Position, Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows
- a Rate Setting Statement
- seven financial ratios required under section 50(1) of the Local Government (Financial Management) Regulations 1996 (FM Regulations)
- other note disclosures such as trading undertakings and major land transactions.

We have previously recognised that the quantity of detail reported in some aspects is onerous and exceeds that reported by most Western Australian (WA) State government entities and by local governments in other jurisdictions. From page 38 we have summarised DLGSC's progress with some reforms in this regard including the recent changes to the Local Government Regulations Amendment (Financial Management and Audit) Regulations 2022, gazetted on 17 June 2022.

Review of financial reports submitted for audit

Timeliness

Under section 6.4(3) of the *Local Government Act 1995* (LG Act), entities must submit their annual financial reports to the OAG for audit by the statutory deadline of 30 September. Of the 148 entities:

- 120 met the 30 September deadline
- 13 did not
- 17 received approval from the Minister to extend their submission deadline, of these:
 - 8 met the extended deadline
 - 7 did not
 - 2 did not require the extension as they met the 30 September deadline and are included in the 120 figure above.

Further details of entities' timeliness are provided in Appendix 1. Failure to provide good quality financial statements in a timely manner causes delays in the start and therefore the finalisation of audits.

We completed 86 of 148 audits (58%) by 31 December 2021 (compared to 65 of 132 audits (49%) by the same time last year) as required by section 7.9 of the LG Act. While this is an improvement from the previous year, we again encountered issues with the quality and timeliness of information provided by entities. Some entities experienced problems with insufficient evidence to support the financial report and numerous errors requiring correction. We also noted resourcing constraints impacting the sector, most notably in regional entities, which undoubtedly added to the challenge. Finally, we acknowledge the impact of delayed audit completions in numerous State sector entities on our ability to commence some local government entity audits.



Quality

We rate the quality of entities' financial statements that they submit for audit. Roughly half had statements that were of a reasonable standard and required minimal revisions or adjustments.

However, the remaining entities:

- had poor record keeping practices which delayed providing the necessary information for audit
- had numerous errors in their financial statements and disclosure requirements were not met
- experienced finance staff turnover and attrition during crucial times in the financial year, or key personnel were not available to respond to the auditors at key times as they had taken leave.

We identified numerous errors that were corrected by the entities during the audit process. These errors included:

- incorrect valuation method used
- incorrect revenue recognition of funds received in advance
- bank reconciliations for the municipal account not reconciled, resulting in back dated payments not being identified in a timely manner
- incorrect recognition of borrowings and cash and cash equivalents
- land assets not held at their fair value with revaluation recognised through revaluation reserve
- not correctly accounting for their share of investment in associate
- overstatement of employee benefits and misclassification between the current and non-current portion of long service leave provisions.

Also disappointing was the number of entities submitting many versions of their financial statements to us during the audit process. This results in significant additional work for both the entity and the auditor, and delays the finalisation of the audit. For example, one entity submitted 21 versions of its financial statements.

To ensure timely and accurate financial reports it is important that management in each reporting entity keeps proper accounts and records. Management should undertake appropriate oversight reviews of systems and processes throughout the financial year and after year end to improve the quality of their financial reporting.

To assist public sector entities to assess their financial management and reporting practices, our Office tabled the *Western Australian Public Sector Financial Statements – Better Practice Guide*. This practical guide and toolkit set out better practice principles which, when applied, support a strong governance framework and an efficient and effective financial statement preparation process. While the guide is not prescriptive or obligatory, it should assist entities to implement better practices, processes and procedures, and achieve more efficient and timely financial reporting for their entity.

Each year when we table our annual audit results report of State government entities, we assess them on their financial reporting and financial controls. We then recognise those State entities that achieve good practice by assessing the number and significance of control

weaknesses, the quality of their financial statements, audit readiness, management resolution of accounting standards and the availability of key staff during the audit process.

In 2021-22, we will examine the local government sector and recognise the top best practice entities in our annual audit results report. On page 10 we have outlined our assessment criteria. We hope that reporting top achieving entities from across the sector will increase the effectiveness and efficiency of the financial statement preparation process and contribute to improving the quality of financial reports submitted for audit.

Recommendation

1. We encourage entities to make use of our *WA Public Sector Financial Statements – Better Practice Guide* to improve their financial management and reporting practices, processes and procedures.



Summary of audit opinions

For the financial year ending 30 June 2021 we issued clear auditor's reports for 130 entities by 30 June 2022. Two audit opinions were modified (qualified), while we included emphasis of matter paragraphs in the audit reports of 24 entities.

The auditor's report includes:

- the audit opinion on the annual financial report
- any significant non-compliance in relation to the financial report or other financial management practices
- any material matters that indicate significant adverse trends in the financial position of the entity
- other matters the auditors deem necessary to highlight.

Under the LG Act, an entity's chief executive officer (CEO) is required to publish its annual report, including the audited financial report and the auditor's report, on the entity's website within 14 days of the annual report being accepted by the entity's council. Appendix 1 outlines the date we issued each entity's 2020-21 auditor's report.

We also finalised the 2019-20 auditor's report for two entities.

Two disclaimers of opinion for 2019-20

On 16 June 2021, we tabled the results of 117 entities' 2019-20 financial audits in Parliament. On 24 November 2021, we reported a further 13 entities' results in our State government entities audit report. At that time, results remained outstanding for the Shires of Wiluna and Yalgoo. We were unable to express an opinion on their financial audit reports and have now issued them a disclaimer of opinion.

For both entities, we were unable to obtain sufficient appropriate audit evidence on the books and records of the Shires. This was due to numerous significant deficiencies in the Shires' internal controls and in some cases, records not being adequately maintained. See Appendix 2 for the full details of the disclaimers.

The absence of sufficient appropriate evidence is a significant impediment for the auditor and a serious matter for both the auditor and those who rely on the auditor's opinion. If an auditor is unable to obtain the required evidence, they have few options. One option is to issue a disclaimer of opinion.

Such an opinion is only issued after we have exhausted our efforts to achieve the desired audit objectives. It is the first time this Office has issued such an opinion for a local government entity since becoming responsible for auditing the sector in 2017. It is also the first issued by our Office on a financial report for any WA government entity in 25 years.

A disclaimer of opinion on financial statements is a serious matter as we were unable to provide assurance over financial accountability. This can lead to a lack of confidence in the appropriate use of public monies.

Given the nature and timing of these disclaimers of opinion it is, regrettably, our expectation that issues requiring these disclaimed audit opinions may continue into 2021 and 2022 in some manner. However, we are aware that both entities have been working to address these concerns since the matters were first raised.

Response from Shire of Yalgoo

The Shire acknowledges the effort of the OAG in undertaking the 2019-2020 audit. We also confirm that we recognise the seriousness of the issues raised by the audit and give our assurance that a plan of action has already been implemented. We continue to do work under that plan. The Shire would also like to identify a number of factors which influenced the audit result, including:

- resourcing constraints
- changes of CEO
- communication between Shire and audit team
- timing of release of audit report.

We are conscious that the existence of these factors does not amount to an excuse for the deficiencies identified. On the other hand, we hope their existence will go some way to helping explain how those factors, rather than a culture of disregard for the need to ensure proper controls and compliance, contributed to the audit result.

17 June 2022

Two qualified audit opinions for 2020-21

We issue a qualified opinion in our auditor's report on an annual financial report if we consider it is necessary to alert readers to material inaccuracies or limitations in the financial report that could mislead readers.

In 2020-21, two entities received a qualified audit opinion. This is an improvement from four qualifications issued in 2019-20 and six in 2018-19.

The Shires of Goomalling and Sandstone received qualified opinions because their infrastructure assets had not been valued with sufficient regularity and therefore, we were unable to determine if they were fairly stated. For the full details of the qualified opinions see Appendix 3.

Audits in progress

The 16 audits still being finalised may result in modified opinions. Generally, audits in progress relate to:

- entities having more significant or complex issues to be resolved from a financial reporting and auditing perspective
- entities not having the in-house expertise needed to manage their financial reporting.

While some entities collaborate and seek help to overcome these issues, this is often informal and ad-hoc.

Twenty-four entities received emphasis of matter paragraphs

Under Australian Auditing Standards, if a matter is appropriately presented or disclosed in the financial report, but in our judgement is of such importance that it should be drawn to the



attention of readers, we may include an emphasis of matter (EoM) paragraph in our auditor's report.

In 2020-21, 25 EoM paragraphs have been included to bring to the reader's attention to:

- restatements of comparative figures or balances (11 entities)
- restatements and guarantee payments (four entities)
- changes to the basis of accounting used by the entity (six entities)
- the recording of a joint venture (two entities)
- a contingent liability (one entity)
- an event occurring after the end of the reporting period (one entity).

A full description of these matters is at Appendix 4.

In previous years, we included an EoM in all entities' auditor's reports to draw attention to their previous recognition of some categories of land, including land under roads, at zero cost.

Seventy-five entities had 193 material matters of non-compliance with legislation

We reported 193 matters of non-compliance to 75 entities. Under Regulation 10(3)(b) of the Local Government (Audit) Regulations 1996 (LG Audit Regulations), we are required to report any matters indicating that an entity is non-compliant with:

- part 6 of the LG Act
- FM Regulations
- applicable financial controls in any other written law.

The matters may relate to the financial report or to other financial management matters.

The most commonly reported matters related to:

- financial ratios not being reported (28 entities)
- a lack of evidence that enough quotations were obtained to test the market or documentation to explain why other quotes were not sought (22 entities)
- no evidence of independent review and approval of journal postings to the financial ledger (13 entities)
- a financial management review was not completed every three years as required (13 entities)
- changes made to the supplier master files were not independently reviewed and approved (12 entities)
- bank reconciliation processes were incomplete (12 entities).

Other matters included procurement without purchase orders, incomplete monthly reconciliations of fixed assets, payroll and employment non-compliance, and purchase orders raised, approved and paid by the same person. For the convenience of Parliament and the public, we have summarised the noteworthy matters in more detail at Appendix 5.

Item 12.2 Attachment 1

ARC 21/09/2022

In determining which matters to examine through audit procedures (on a risk-based sample and rotational basis) and report, we apply the principles of materiality, as required by Auditing Standard ASA 320 *Materiality in Planning and Performing an Audit*. Factors that we consider include the extent and frequency of the non-compliance, and its effect or potential effect.

We also consider Regulation 5(1) of the FM Regulations to be particularly important because failure to effectively apply those requirements can result in significant financial loss, inefficiency, financial misreporting or fraud.

If we find matters of non-compliance at an entity, we will report this in the auditor's report which becomes part of their annual report published on their website. There was no discernible trend regarding the type or size of entity to which these findings relate.

Adverse trends in the financial position of 109 entities

We conducted a high-level assessment of whether the seven financial ratios reported in each entity's financial report achieved the standards set by the DLGSC. This year, we reported that 156 ratios at 109 entities indicated adverse trends of which the asset sustainability and the operating surplus ratios were the most commonly reported as adverse. Last year, for the 2019-20 audits, the comparative figures were 139 ratios with adverse trends at 89 entities. Entities report their ratios for the current year and the preceding three years. Our trend analysis is therefore limited to these four years.

We are required by Regulation 10(3)(a) of the LG Audit Regulations to report 'any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government'. When determining if a trend was significant and adverse, in some instances we allowed for a ratio to be slightly lower than the DLGSC standard. We allowed this in recognition that failing to meet some standards is more significant and representative of an entity's financial position than failing to meet others.

Our financial audit assessments of the ratios are conducted objectively on the audited figures from the financial report on a comparable and consistent basis. Our assessments do not consider other aspects of the entity's finances or the inter-relationships between the ratios. These considerations are outside the scope of the legislative audit requirement of Regulation 10(3)(a) and more relevant to a performance audit into adverse trends.

We issued 275 audit certifications

In addition to the auditor's reports on annual financial statements, we also conduct audit work to certify other financial information produced by entities. These audit certifications enable entities to meet the conditions of State or Commonwealth funding or specific grant requirements or legislation (acquittals). Our audit certification of these statements may be required to enable entities to receive ongoing funding under existing agreements or to apply for new funding.

For the 2020-21 audit cycle we are responsible for conducting 139 certifications for the Local Roads and Community Infrastructure Program (LRCI Program). The \$3 billion Commonwealth-funded program supports entities to deliver priority local road and community infrastructure projects across Australia.

Under the LRCI Program, entities who are eligible for funding must provide the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts with an audited 2020-21 annual report by 31 October 2021. This must be audited by an appropriate auditor.



As defined by the *National Land Transport Act 2014*, our Office is the appropriate auditor given entities' accounts are required by law to be audited by the Auditor General of a State.

Appendix 6 lists the 275 certifications we have issued for 2020-21 and the date of issue including:

- 11 claims by administrative authorities for pensioner deferments under the *Rates and Charges (Rebates and Deferments) Act 1992*
- 136 statements acquitting Roads to Recovery funding under the *National Land Transport Act 2014*
- 125 statements acquitting the LRCI Program funding (14 certifications outstanding)
- three other certifications for projects by entities.

Control weaknesses

Management controls

We report to entity CEOs on all control weaknesses relating to expenditure, revenue, financial management, asset management and human resources. Control weaknesses that represent matters of material non-compliance form part of the overall auditor's report that we provide under section 7.12AD of the LG Act to the mayor, president or chairperson, the CEO and the Minister for Local Government.

Our management letters provide a rating for each matter reported. We rate matters according to their potential impact and base our ratings on the audit team's assessment of risks and concerns about the probability and/or consequence of adverse outcomes if action is not taken. We consider the:

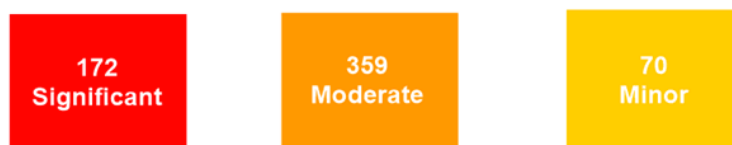
- quantitative impact – for example, financial loss from error or fraud
- qualitative impact – for example, inefficiency, non-compliance, poor service to the public or loss of public confidence.

Risk category	Audit impact
Significant	Finding is potentially a significant risk if not addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
Moderate	Finding is of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Finding is not of primary concern, but still warrants action being taken.

Source: OAG

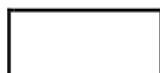
Table 2: Risk categories for matters reported to management

During 2020-21, we alerted 126 entities to control weaknesses that needed their attention. In total we reported 601 control weaknesses across the three risk categories as shown in Figure 1. This is a decrease compared to the figures from 2019-20 where we reported 704 control weakness of which 222 were significant, 399 moderate and 83 were minor findings.



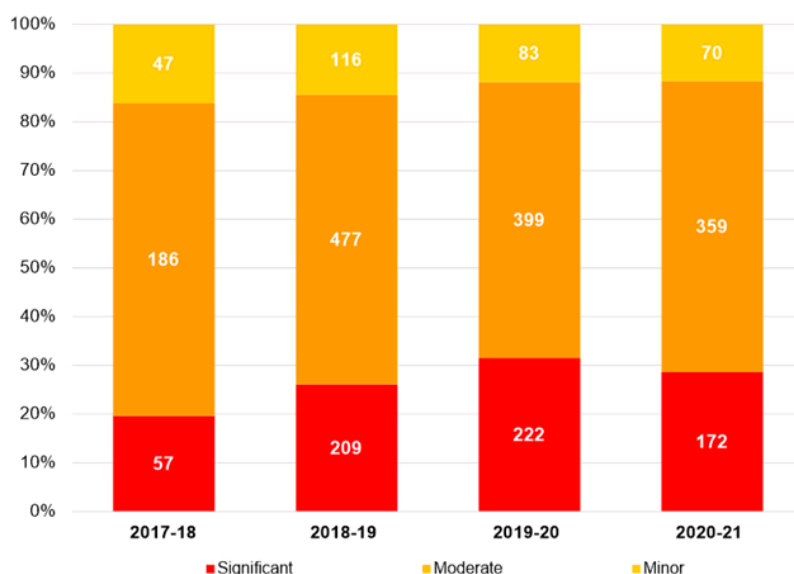
Source: OAG

Figure 1: Number of financial and management control findings by risk category for 2020-21



ARC 21/09/2022

Item 12.2 Attachment 1



Source: OAG

Figure 2: Proportion of control weaknesses reported to management in each risk category and comparative ratings of the control weaknesses

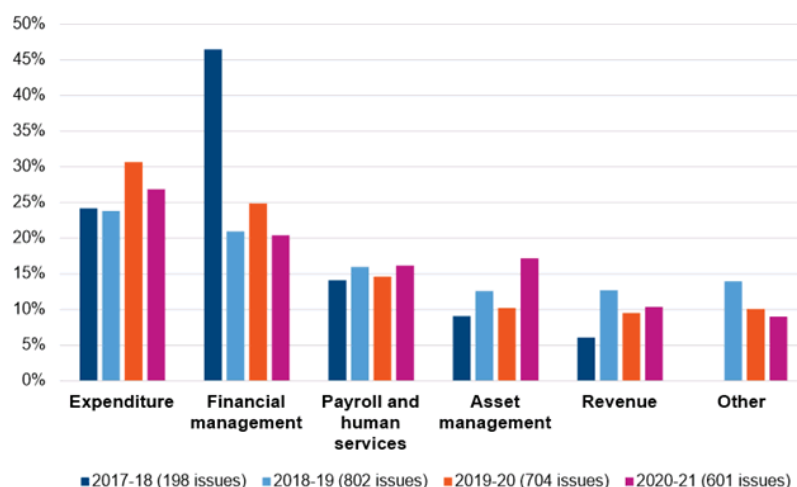
Figure 2 shows the number of weaknesses in each risk category for the differing number of entities we audited during our first four years of local government auditing and the comparative proportion of weaknesses in each risk category. The chart shows that the number of control weaknesses across all ratings has decreased for 2020-21, noting that each year's figures represent findings across an increasing population of audited entities during the transition period.

However, we found that 95 control weakness (15.8%) at 39 entities were unresolved from the prior year. This proportion compares with 2019-20 where 15% of issues were unresolved from the prior year. It is important that these issues are addressed promptly and requires entities to improve policies, practices and procedures to maintain or enhance the integrity of financial reporting.

The 601 control weakness identified in 2020-21 are presented in their different financial management control categories in Figure 3. This figure also shows that expenditure and financial management controls continue to represent the highest proportion of weaknesses across the financial control environment. However, it was pleasing to see that the control weaknesses relating to expenditure, financial management, and payroll and human resources have decreased for 2020-21. This is a positive trend. An increase in audit findings related to asset management suggests greater focus may also be required by entities on the controls around this aspect of financial management.

Item 12.2 Attachment 1

ARC 21/09/2022



Source: OAG

Note: In 2017-19, no control weaknesses were reported in the Other category.

Figure 3: Financial and management control weaknesses reported to entities

Following are examples of control weaknesses identified in the major categories of audit findings.

Expenditure

We reported that good procurement procedures, such as obtaining quotes and completing purchase orders to start the ordering process and accountability trail, were not routinely practiced. In summary:

- We found purchase order control weaknesses at 33 entities. Purchase orders were often raised after the goods had been supplied or after the supplier's invoice had been received. The lack of adequate controls over purchase ordering increases the risk of inappropriate purchases or the entity being committed to pay for purchases made by officers who do not have authority or who have exceeded their delegated purchase limits.
- At 22 entities we continued to find instances where quotes were not obtained as required by the entities' policy guidelines. There were also instances where evidence of quotes was not kept. This increases the risk of favouring specific suppliers and/or not obtaining value for money.
- At 15 entities we reported that changes were made to the supplier master file without appropriate evidence of authorisation or there was no independent review to confirm checking for related party interests, authorisation, completeness and accuracy. These review procedures are essential as technology has increased the risk of fraud.
- We identified credit card control weaknesses at 14 entities. These included instances such as:

Financial Audit Results – Local Government 2020-21 | 24



- transactions not listed separately in the payments submitted to council each month
- certain staff allocated a credit card who had not signed a credit card holder agreement
- no evidence of independent review for staff credit card monthly expenditure
- receipts not available for certain credit card transactions.
- In some entities there was not adequate separation of tasks between ordering and receiving goods. Without this segregation, the entity needs other controls to ensure that all payments for goods are reviewed and authorised by an independent officer.

Financial management

The accounting procedures and practices of the financial management team should include appropriate controls for preparing the entity's financial report and mandatory annual reporting requirements.

- At 27 entities we found that bank reconciliations were either not routinely prepared on a monthly basis or were not reviewed by a second officer. The bank reconciliation is a key control. If not performed regularly and independently reviewed, there is a risk of erroneous or unusual (including fraudulent) reconciling items not being detected and investigated in a timely manner.
- At 17 entities we found instances where journal entries were made without supporting documentation or were not reviewed by an independent officer. These can represent significant adjustments to previously approved accounting transactions. Unauthorised journals could result in errors in financial reports or fraud. They should therefore be clearly explained and subject to independent review.
- At 15 entities we found a lack of review of policies and procedures.
- At 11 entities we found that access to the financial management, payroll and human resources systems was not restricted to appropriate staff. In some instances, we considered more staff than necessary had passwords to access key systems. Access privileges need to be monitored on a regular basis by a senior staff member.

Payroll and human resources

Payroll and human resource management are essential elements of any employer's business. During our interim and final audits of entities we reported:

- Across 20 entities we found some employees were not taking their annual and long service leave entitlements and therefore accumulating excessive leave balances. Entities should have a leave management plan to ensure suitable staff can undertake the roles of key staff while they are on leave and to continue to deliver the entity's required services. Infrequent taking of leave and associated rotation of staff roles increase the likelihood of fraud remaining undetected.
- At 12 entities we found commencement and termination processes were not completed promptly to ensure timely and accurate processing and payment of staff. Evidence needs to be retained of all employment contracts, which should be signed by both parties on execution.
- At 12 entities we found monthly payroll reconciliations were not prepared in a timely manner and independently reviewed, increasing the risk of errors and/or potential fraud remaining undetected and misstated financial statements.

Item 12.2 Attachment 1

ARC 21/09/2022

- At 11 entities we found instances where changes made to employee master files were either not supported by appropriate authorisation from the employee or not independently reviewed for accuracy and completeness. This is important to reduce the risk of payroll errors or fraud.

Asset management

We identified several weaknesses in the controls over assets. These included:

- a lack of evidence of review of fixed asset reconciliations at 14 entities
- asset management plans not completed or sufficiently updated at eight entities. This may impact the strategic planning process and is likely to result in misstatement of the asset renewal funding ratio in the financial report
- no asset stocktake policy or procedures in place at seven entities. The absence of a periodic asset stocktake means that discrepancies between the accounting and physical records will not be detected and corrected on a timely basis. This could result in failure to detect theft or loss and/or a misstatement of asset balances in the annual financial report
- a lack of comprehensive asset management procedures to manage non-current assets at six entities. Good policies and procedures provide essential guidance for staff to manage an entity's assets in accordance with management's expectations. Lack of formal and comprehensive policies and procedures that are readily available to staff increases the risk of mismanagement and recording of assets.

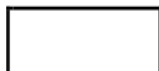
Other asset issues we found included:

- the entity not performing an assessment to determine the correct classification of vested improvements on vested land required to be separately classified as right-of-use assets
- asset revaluations not completed in a timely manner
- no documented inventory control policy and procedure for employees to follow to ensure that inventory is physically safeguarded and all movements are recorded accurately and completely in the accounting records
- incorrect application of the useful life of assets in depreciation calculations which could result in an over/understatement of the depreciation and hence of the carrying value of the assets in the financial statements.

Revenue

Good controls over revenue help to ensure that all monies due to the entity are accurately charged, collected and reported in the financial statements. During our interim and final audits, we reported:

- charges being raised prior to a completed review of the rates billing verification register
- fees were not correctly recorded in the financial system and customers were charged the incorrect fee
- no register of infringements issued by the entity
- interim rate notices had not been issued throughout the year by the entity
- rateable values reconciliation not completed



ARC 21/09/2022

Item 12.2 Attachment 1

- a lack of a formal process to assess the revenue recognition criteria for new grant funding received
- revenue not recognised in accordance with AASB 15 or AASB 1058. As application of these standards may result in delayed income recognition, the entity's revenue may be overstated for the 2020-21 financial year.

Recommendation

2. Local government entities should ensure they maintain the integrity of their financial control environment by:
 - a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures and communicating these to staff
 - b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments
 - c. regularly monitoring compliance with relevant legislation
 - d. promptly addressing control weaknesses brought to their attention by our audits, and other audit and review mechanisms
 - e. maintain currency with new and revised accounting standards for their impact on financial operations in order to prepare a compliant financial report at year end.

Information system controls

In 2020-21, we reported 358 information system control weaknesses to 45 entities, with 10% (37) of these rated as significant and 71% (254) as moderate. Last year we reported 328 control weaknesses to 50 entities. As these weaknesses could significantly compromise the confidentiality, integrity and availability of information systems, entities should act promptly to resolve them.

Entities rely on information systems to prepare their financial statements and to deliver a wide range of services to their communities. It is important that entities implement appropriate controls to maintain reliable, secure and resilient information systems.

Audits of general computer controls help entities measure and improve the effectiveness and reliability of services and financial reporting. These audits are performed as an integral part of, and inform, our financial audit program

Our capability assessments at 12 of the 45 entities show that none met our expectations across all six control categories and 68% of the audit results were below our minimum benchmark. Information and cyber security remain significant risks again this year and need urgent attention. Compared to 2019-20, there have been some improvements in change control but very little progress in management of information technology (IT) risks, physical security and IT operations. Entities need to improve in all six control categories.

Of the weaknesses identified in 2020-21:

- 47% related to information security issues. These included system and network vulnerabilities, and unauthorised and inappropriate access
- 28% related to IT operations issues. In particular, there were issues in inadequate monitoring and logging of user activity, poor handling of information and lack of review of user access privileges
- 13% related to business continuity. For example, disaster recovery and business continuity plans were lacking or out-of-date
- 12% related to inappropriate IT risk management, poor environmental controls for the server room and a lack of change management controls.

The information provided above is included in our *Information Systems Audit Report 2022 – Local Government Entities*, tabled on 28 June 2022. Further details of the information systems audit work and case studies are included in that report.



Issues impacting entity reporting

Rehabilitation of landfill sites

Issue

Many entities have landfill sites which they manage. Depending on the size and scale of these sites, there are different requirements to rehabilitate them. Where entities have an obligation to remediate the landfill site, they should include the rehabilitation costs as a provision in their financial report. The absence of a rehabilitation plan and cost estimate does not remove the need to record a provision.

From the time it is evident that recognising a liability is required, to actually reporting one, a process of planning is needed, and this can take a while. In the meantime, readers should be alerted to the fact that a liability will be created by the entity showing a contingent liability in their financial reports. This is shown in the example below.

What we found

We've found that some entities are not including these provisions for rehabilitation and others that are, are accounting for them differently. There is a possible role for the DLGSC to provide guidance in this area to ensure entities are correctly accounting for rehabilitation provisions.

Example: City of Kalgoorlie-Boulder

The City has operated the Yarri Road Refuse Facility in east Kalgoorlie since 1993. The site operates under a Class II landfill license under Part V of the *Environmental Protection Act 1986* which requires licensing.

The City has never previously recognised a provision for landfill rehabilitation. It has disclosed a contingent liability for at least the three previous annual financial reports to fully restore the site at the end of its useful life. The City was also undertaking work to establish the scope and estimate the cost of the restoration, which was unable to be reliably estimated in previous financial reports.

During the 2020-21 period, the City engaged a third-party expert to prepare a closure and post-closure management plan and provide a comprehensive estimation of the future costs for the site closure, capping, restoration and monitoring activities. The plan was finalised in March 2021 and a landfill rehabilitation provision of \$28.8 million was recognised.



Figure 4: Broome landfill

Source: OAG

Recommendation

3. The Department of Local Government, Sport and Cultural Industries should provide guidance to assist entities with understanding the requirements of and interpreting the AASB accounting requirements to ensure greater accounting consistency across the sector, including recognising provisions for the rehabilitation of landfills and other contaminated sites.

Valuation of assets

Issue

As reported in previous years, we have concerns about inconsistencies in the valuation of property and infrastructure in the local government sector, including the variety of valuation methods used, especially for land assets with restricted use.

Valuation concerns arise from entities engaging different valuers who use different methods or interpret some principles of the Australian Accounting Standards differently. Consequently, entities can see significant valuation swings when they change their valuer, depending on which assumptions the valuer uses. Most entities revalued their restricted land assets in 2017 or 2018 in accordance with the FM Regulations. Their next three to five yearly valuations are due at the latest by 2022 or 2023.

As mentioned last year, the AASB and the International Public Sector Accounting Standards Board have projects underway relating to fair value of public assets. Our Office will work with other audit offices to prepare a submission to these fair value projects and with the DLGSC on the audit impacts of any changes.

Even though a formal valuation is not required to be undertaken every year, the requirement for such assets to be at fair value remains. Thus, each entity needs to do enough, at a minimum, to be able to conclude that the carrying value at the reporting period approximates its fair value. This would entail, amongst other things, condition assessments, assessing recent pricing movements in materials and labour, and other relevant material factors.

What we found

A few examples of entities experiencing some valuation issues were:

- City of Albany – the City has no formal process for assessing the valuation of infrastructure assets, land and buildings in financial years between the formal valuation assessments required by the FM Regulations. Without this, an asset may not be correctly recorded at fair value in accordance with AASB 116 and AASB 13. The City was notified of the finding during an interim audit and completed an assessment as part of its end of financial year procedures.
- City of Subiaco – the City's investment property increased by \$12.3 million (11%) compared to the prior year due to a revaluation to fair value at 30 June 2021 based on an independent valuation of \$125 million, which resulted in a net gain of \$29 million. The City also reported an increase to Revaluation Surplus of \$35.8 million (28%) compared to the prior year.
- Town of Cottesloe – during 2020-21, an independent valuation of land and buildings resulted in a decrease in fair value of \$20.5 million compared to the prior year. This related to an interest the Town has in the Wearne Hostel (refer below).



- Four entities hold an equal share in the Wearne Hostel site at 1 Gibney Street, Cottesloe but value it differently. We found one valuation almost double that of the other. The Towns of Claremont and Mosman Park have valued their respective interests separately without restrictions, while the Shire of Peppermint Grove and Town of Cottesloe have valued with restrictions (i.e. title showing zoning for use only as an aged care facility), resulting in a much lower valuation. We acknowledged the inconsistency in financial reporting for the same asset but accepted both valuations (restricted and unrestricted) as they are currently permissible under the relevant accounting standard and DLGSC financial reporting framework.

Developer contributions – Accounting for cash in lieu of public open space

Issue

When subdividing residential land in WA, a minimum of 10% of the gross subdivisible area must be given up free of cost by the landowner for public open space. The landowner can make a cash payment to an entity in lieu of all or part of the public open space contribution, which must be agreed by the entity and approved by the Western Australian Planning Commission.

Amendments to section 154 of the *Planning and Development Act 2005* (PD Act) changed the accounting treatment for cash in lieu of public open space contributions received on or after 12 September 2020. Entities receiving any cash in lieu funds should now place them in a reserve account for each subdivision within the municipal account, in accordance with section 6.11 of the LG Act.

The account should clearly set out the purpose for which the money is held, the landholding from which it was obtained and the date on which it was paid to the entity. Section 154(3) of the PD Act also requires interest earned on any invested funds to be applied to the respective reserve account.

The DLGSC provided guidance to entities on the accounting treatment for cash in lieu received on or after 12 September 2020, from 10 April 2006 until 11 September 2020, and prior to 10 April 2006. One entity sought its own legal advice.



Source: bumphotographer/shutterstock.com

Figure 5: Park and playground in a suburban area of Perth

Item 12.2 Attachment 1

ARC 21/09/2022

What we found

While some entities were not prepared, the majority of affected entities accounted for the funds appropriately and complied with revised legislative requirements.

Some entities had differing treatments, for example:

- We noted that money paid to the City of Albany in lieu of open space, post 12 September 2020 and amounting to \$30,000, was not placed in a reserve account in accordance with section 6.11 of the LG Act. On being notified of the finding during the interim audit, the City rectified this as part of their annual procedures, had a newly created public open space reserve account endorsed by Council and correctly reported the received funds in the annual financial statements for the year ended 30 June 2021.
- The City of Cockburn, on obtaining legal advice, chose to adopt a different accounting treatment than recommended by the DLGSC. It accounted for all cash in lieu of public open space in the municipal fund, rather than some in trust and some in the municipal fund.
- We found the accounting for cash in lieu by the City of Greater Geraldton is classified in accordance with the PD Act, with an exception that funds amounting to \$378,000 should have been classified as trust rather than in reserves, as it was received between 10 April 2006 and 11 September 2020. We accepted this as reasonable and agreed with management on the classification of the funds.

Implementation of Service Concession Grants Standard AASB 1059

Issue

Entities were required to apply a new standard, AASB 1059 *Service Concession Arrangements: Grantors*, for years beginning on or after 1 January 2020 (the 2020-21 reporting year). This standard is applicable to entities (grantors) that enter service concession arrangements with generally private sector operators.

It requires grantors to recognise a service concession asset and, where applicable, a service concession liability on the balance sheet. Alternatively, a service concession asset may result from the reclassification of an existing item of property, plant and equipment.

An arrangement within the scope of this standard typically involves an operator constructing the assets used to provide a public service or upgrading the assets (for example, by increasing their capacity) and operating and maintaining the assets for a specified period. Such arrangements are often referred to as public-private partnerships.

An example of a major service concession arrangement for WA local government is the Resource Recovery and Facility Agreement involving the Mindarie Regional Council, a regional entity, and its constituent member entities - the Cities of Perth, Stirling, Joondalup, Wanneroo and Vincent, and the Towns of Victoria Park and Cambridge.

Under this agreement the operator constructed and has the responsibility to manage the facility for the purpose of waste processing activities on behalf of the Mindarie Regional Council. The agreement was entered into for a 20-year term ending June 2030. On termination of the agreement, the Mindarie Regional Council would assume all rights and responsibilities in relation to the assets and liabilities of the Service Concession Arrangement.



What we found

For most entities there was no material impact to the financial statements in 2020-21.

Other changes to accounting standards

What we found

As we reported in November 2021⁵, the reporting of revenue and income by not-for-profit entities under AASB 15 and AASB 1058, which were applied from 1 July 2019, has brought challenges in interpretation and implementation. It is expected that the AASB will propose further guidance and examples in 2022 that have the potential to change current accounting practice.

⁵ Office of the Auditor General, [Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities](#), OAG, Perth, 2021, p 43.

Impact of emergencies

COVID-19

We have continued to note the impact of COVID-19 responses on entities' financial reporting processes and control environments. Part of our 2020-21 audits considered the impact faced by entities, given State and international border restrictions were in place during the financial year and in February, April and May 2021 the WA Government announced lockdowns and other restrictions in response to managing COVID-19 community transmission. Some of the impacts are summarised below.

Disruption of services and reduced revenue

Entities were faced with venue closures and restrictions for public and private gatherings resulting in event cancellations and reduced capacity. A few examples identified during our audits are listed below where entities experienced an impact to the community and disruption of services:

- City of Greater Geraldton – reported that Recreation and Culture income was down from \$4.2 million in the prior year to \$1.6 million in 2020-21 (62%). This decrease is mainly due to the recreation and culture sector being heavily impacted by COVID-19 restrictions including the stand down of theatre and events staff. The Queens Park Theatre was completely closed for the nine months to March 2021 with partial reopening from April to June 2021. All events and cultural projects at the City were either scaled back or not held due to State mandated restrictions.
- City of Melville — the City reported a 10% decrease in rates revenue for 2020-21 compared to the prior year. Rates concessions (approved by the Council in April 2020) applied in the 2020-21 budget under the COVID-19 Stimulus package amounted to approximately \$10 million. The City also reported a 56% decrease in interest earnings from \$4.4 million in the prior year to \$1.9 million in 2020-21. As part of section 6.45 of the LG Act modified under the Local Government (COVID-19 Response) Order 2020 to cushion ratepayers from the adverse economic effects of COVID-19, the City reduced interest rates to 2% on:
 - unpaid rates subject to an instalment program (previously 4%)
 - all unpaid rates and services (previously 8%)
 - unpaid underground power and streetscape charges (previously 4%).
 This also led to a decrease in rates receivable balances at year end.
- The City of Rockingham – committed to a rate freeze for 2020-21 due to the COVID-19 pandemic. In addition, the City provided a concession totalling \$846,773. The concession was to ensure that residential properties were not charged more rates than they would have paid in 2019-20 due to the statutory Gross Rental Value revaluation the City was required to apply. The City also reduced interest rate charges on unpaid rates and other service charges and therefore reported a \$2.2 million (67%) decrease in interest earnings compared to the prior year. Payments by residents however have continued to be repaid in 2021 with a resulting effect of lower receivable balances compared to the prior year.
- City of Stirling – as part of the City's COVID-19 response in 2020-21, the Council committed to a one-off concession to ensure no ratepayer was asked to pay more than the previous year. The City also introduced rates smoothing in addition to its one, two



and four instalment options. In accordance with the Local Government (COVID-19 Response) Order 2020, the City did not charge

- interest where an owner selected to pay rates and service charges through an instalment option
- overdue interest to ratepayers with overdue rates and service charges.
- Shire of Harvey – reported a reduction in interest earnings from \$1.3 million in the prior year to \$395,000 in 2020-21 (69%) mostly due to the decrease in interest rates paired with a decrease in interest earnings from rates revenue due to rate relief from COVID-19.
- Shire of Ngaanyatjaraku – statutory environmental health functions such as food inspections were delayed as they were not deemed to be an essential service by the WA Police Force and G2G passes were not approved for the visiting environmental health officer. Indoor sport and recreation activities were cancelled and program changes were made to enable limited activities to provide food and essential services in compliance with COVID-19 directions.

Entities' expenses for directly managing the impact of COVID-19

Differentiating between COVID-19 specific expenditure and normal expenditure was difficult as entities generally did not separately account for these expenses. In general, entities did not report incurring any significant expenditure as potential extra expenses were offset by savings elsewhere. Some interesting examples are noted below:

- Shire of Broome – the Shire's current three year COVID-19 recovery plan focuses on significant infrastructure projects. The State and Commonwealth Governments have co-invested in most of these projects. The intent of the projects is to reinvigorate the region and stimulate the local economy (e.g. jobs and tourism) which will assist in COVID-19 recovery.
- Shire of Denmark – the Shire experienced challenges in securing contractors and equipment from interstate and intrastate due to COVID-19 restrictions. Cost of contractors, materials and supplies has risen on average 20% over the past 12 months. Due to significant increases in available State and Commonwealth funding, it is increasingly difficult to secure available contractors to complete works within funding condition timeframes. The impact of COVID-19 has fast-tracked the Shire to implement more services and application processes online for the community to access.
- Shire of Dowerin – while the financial impact of COVID-19 on the Shire was minimal throughout 2020-21, additional resources were allocated including:
 - staff resources to keep up-to-date with relevant information and mandates
 - preparing and implementing the Shire's COVID-19 plan and working-from-home processes
 - increased community communication and engagement
 - additional cleaning.

The Shire had also experienced delays in completion of road construction and building projects due to contractors not being available and an increased cost of materials, freight and contractors.

- Shire of Gnowangerup – the main impact for the Shire includes significantly reduced availability of contractors, particularly building-related trades, and reduced availability of

Item 12.2 Attachment 1

ARC 21/09/2022

vehicles. This has impacted the Shire's ability to complete projects within timeframes and budgets. Some capital expenditure items in the current year budget will carry over to the new financial year as a result.

Stimulus or initiatives administered by entities

Below are some examples where entities played a role in distributing funds and providing relief to their communities in 2020-21:

- City of Gosnells – the City reported \$1.4 million in COVID-19 concessions for ratepayers and relief for lessees.
- City of Greater Geraldton – the City offered rent relief to some tenants who were badly affected by the pandemic. The rent relief was in line with the *Commercial Tenancies (COVID-19 Response) Act 2020* and was available to tenants that had experienced a reduction of revenue of at least 30% over the previous year. The relief was in two parts: a portion of the rent was to be waived and another portion was to be deferred.
- City of Kalamunda – a COVID-19 Crisis Relief Fund reserve was established by the City at the beginning of the financial year of \$1 million to provide innovation grants of up to \$5,000 and \$1,000 rate relief to each eligible ratepayer. However, only \$216,000 was paid out during the year to 30 June 2021. The balance of the fund was returned to the City's bank account and the Crisis Relief Fund reserve was closed with the Council's approval. The City also offered a total of \$22,000 in rates exemptions under its COVID-19 financial hardship policy for the year ended 30 June 2021.
- City of Karratha – the City received a one-off contribution of \$1 million from Rio Tinto for COVID-19 recovery which was used to support the City's business and community funding packages. This included Try Local Vouchers, sporting group grants, tourism operator incentives, health fee waivers, business grants and Meet the Street funding. In addition, the City provided a number of other COVID-19 business and community support initiatives such as a freeze on rate and fee increases, deferral of rate collection, financial hardship support and lease fee relief.
- City of Subiaco – in response to the pandemic, the City resolved through its annual budget 2020-21 to provide a one-off contribution of \$2 million against total rates levied. This contribution was funded through a transfer from the Capital Investment Reserve. The \$2 million contribution to rates was applied proportionately to the number of rates levied per property, including properties paying minimum rates.
- Shire of Dalwallinu – the Shire adopted a financial hardship policy during 2019-20 to assist the community members who may have been affected by the COVID-19 pandemic. This policy was amended during 2020-21 to also include other unexpected items that may result in payment difficulties.
- Shire of Dandaragan – the Shire implemented a range of measures to respond to the challenges of COVID-19 including removing or heavily discounting interest charges on rates and debts, deferring community group loans and providing \$5,000 cash grants to community groups to enhance their facilities. A significant increase in infrastructure investment was undertaken targeting civil works that could employ the local workforce, in particular deckhands, who were impacted by disruption to the crayfishing industry. A COVID-19 community building program was established to support those at high risk including seniors, people with a disability or underlying health issue, people from culturally and linguistically diverse backgrounds, and indigenous people. The Shire also developed a COVID-19 webpage providing information and tools for its community such as the COVID-Readiness Household Plan.

Financial Audit Results – Local Government 2020-21 | 36



Future potential effect of COVID-19

As responses to COVID-19 continue to impact well beyond this reporting period and constrain the functions and responsibilities of entity operations, the risk increases that other critical areas may not receive the focus or priority they deserve. We encourage staff and management to be mindful of gaps where more visible financial and operational controls may cease to operate effectively, including in altered work arrangements such as staff working from home.

Cyclone Seroja

On 11 April 2021, Cyclone Seroja intensified into a category 3 tropical cyclone and crossed the WA coast just south of Kalbarri. Impacts to Kalbarri and the nearby town of Northampton were severe, with many locations recording maximum wind gusts more than 170 km/h. Many buildings and roads sustained significant structural damage or were destroyed. An emergency situation was declared at 3.50 pm on 11 April for 45 local government areas. Services were disrupted, facilities were closed and significant damage occurred to critical infrastructure. Secondary impacts included loss of power and communications for an extended period, and a primary focus for affected communities on repair and recovery.

Examples of the financial implications arising from this emergency event in the region are as follows:

- Shire of Mingenew – at its May 2021 Ordinary Council Meeting, Council voted unanimously to waive a range of building and planning application fees to assist those impacted to rebuild, and waived some planning requirements for temporary buildings at its August 2021 Ordinary Meeting.
- Shire of Northampton – cyclone damage led to a write-down of Property, Plant and Equipment of \$1.1 million and Infrastructure of \$178,000 for the 2020-21 financial year. Additional funding of \$500,000 was received from the Local Government Insurance Scheme for operational repairs, and materials and contracts costs increased by \$1 million from \$2.3 million in the prior year to \$3.3 million in 2020-21 due to additional work required to restore the Shire's townsites.
- Shire of Chapman Valley – damages to the Shire's assets were not extensive. However, the cyclone impacted staff resources due to time taken away from core business to attend to local recovery initiatives. During the financial year the Shire restored some properties and certain work had to be carried forward to financial year 2021-22.
- City of Greater Geraldton arranged additional resources immediately following the cyclone to aid clean-up efforts. The City also spent more than \$500,000 on clearing vegetation and concentrated on rural road maintenance and removing and mulching fallen vegetation.
- Shire of Morawa experienced 202 requests for emergency welfare assistance, with 104 homes damaged and 23 primary producer properties impacted. The council spent \$141,962 in the immediate response to the cyclone with the majority being for the clearing of roads, removing fallen trees and town clean-up.

Opportunities for the DLGSC to improve the efficiency of financial reporting

Our audits have once again highlighted the need for the DLGSC to provide centralised professional support to assist entities to fulfil their financial reporting requirements. We have previously raised the need for the DLGSC to provide professional advice on preparing for changes in accounting standards and legislation. This would be both financially beneficial and time efficient for all entities. This section includes updated information on the steps the DLGSC is taking to enhance financial reporting, reduce complexity and costs, and enable improved governance. It is important to note that while some of these issues may relate to all entities, others may only be applicable to some.

Quality and timeliness

In 2019-20, and in prior reports, we reported that many entities would benefit from centralised support from the DLGSC similar to that provided to State government entities by the Department of Treasury through the Treasurer's Instructions. This would help to improve the overall quality of the sector's financial reports and also reduce the reporting burden on smaller entities. We identified the need for actions such as:

- decluttering entities' financial reports
- implementing tiered reporting for entities that differ in the size or complexity of their operations
- providing a model financial report with current sample notes
- providing technical and accounting standards support to entities through a help desk.

Further, we suggested the DLGSC's support should pursue timely regulation amendments and provide suitable guidance to assist entities to update their accounting practices. This would help ensure that their future reporting is compliant with all current accounting standards and improve the financial report framework.

While our Office produced the *Western Australian Public Sector Financial Statements – Better Practice Guide* to assist entities to implement better practices for more efficient and timely financial reporting, centralised assistance offered by the DLGSC will achieve consistency, improve financial reporting standards and could offer practical accounting assistance.



Response from the DLGSC

DLGSC has made significant progress towards addressing the recommendations via its local government model financial statements project which commenced in September 2021. DLGSC expects to fully address all recommendations by the end of financial year 2022-23. This has been largely driven by DLGSC's commitment to deliver efficiencies and better financial reporting outcomes for the local government sector. As a result, DLGSC has met and is on track to meet several critical milestones, including:

- delivery of the first tranche of decluttered financial reports for 2021-22 by 1 July 2022. The required amendments to the FM Regulations and LG Audit Regulations were gazetted on 17 June 2022
- delivery of a further second tranche of decluttered financial reports for 2022-23 by 28 April 2023
- implementing reduced financial reporting for smaller entities for the financial year 2022-23, onwards
- providing model financial statements templates with guidelines for the financial year 2022-23, onwards
- providing technical and accounting standards support from June 2022 via a dedicated email support line.

Review of financial ratios

We are required by Regulation 10(3)(a) of the LG Audit Regulations to report 'any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government'.

It has been our view since becoming the auditor for the sector that the annual financial report audit does not provide the opportunity for a thorough assessment of any adverse trends that may be apparent from the ratios. We have also previously supported the need for the DLGSC to develop more thorough and balanced performance assessment criteria to replace the existing reporting and audit of seven financial ratios and any adverse trends in these ratios.

In 2019-20, we also reported that the Western Australian Local Government Association (WALGA) had recommended changes to the ratios in its Local Government Financial Ratios Report provided to the WALGA State Council Meeting on 5 May 2021. The report included recommendations for prescribed ratios and other financial reporting related matters. Along with ratio changes, the group also recommended the DLGSC prepare a model set of financial statements and annual budget statements in consultation with the local government sector.

Response from the DLGSC

The DLGSC has taken on board the OAG's views and recognised the contributions of key stakeholders in respect of the financial ratios and their intended purpose and outcomes. The DLGSC's approach to financial reporting of ratios has been largely underpinned by the OAG recommendations and the need to bring local government financial reporting in line with better practice frameworks.

While the DLGSC has taken action to remove the reporting of financial ratios from the 2021-22 annual financial report, and the audit reporting of significant adverse trends and attestation of ratios, it is still committed to ensuring reliable information on local government financial and sustainability measures is available.

The DLGSC is undertaking a comprehensive review of the current financial health indicator, taking into consideration WALGA's Financial Ratios Working Group recommendations. The review will assess the appropriateness of the current financial ratios and recommend a set of financial and sustainability measures that are evidence based and fit for purpose. This will then inform the information reported via the MyCouncil website.

The Western Australian Treasury Corporation (WATC) was engaged in late March 2022 to undertake a review of the financial health indicator to identify the most appropriate ratios to underpin it. A stakeholder group consisting of WATC, the DLGSC, WALGA, LG Professionals WA and a local government finance consultant has been established to help inform the review. Targeted stakeholder engagement is to be undertaken in due course for input and feedback on the proposed ratios and methods used to underpin the new financial health indicator.

The scope prepared for WATC requests that a report and new financial health indicator product is provided to the DLGSC by 31 August 2022. The DLGSC will then review the outcomes of the report before implementing the changes for the MyCouncil website in 2023.

Reduced disclosure reporting by entities

The quantity of information that is reported in the annual financial reports of entities is onerous and exceeds that reported by most State government entities. Entities also include several disclosures that are not common practice in other Australian states. This contributes to the time and cost to prepare and audit annual financial reports.

In 2019-20, we reported that opportunities still exist to introduce a tiered reporting structure and reduce the amount of detail in entity financial reports without impacting the usefulness and completeness for users. While the FM Regulations do not provide entities as much opportunity to reduce financial report disclosures as State government entities, we continue to encourage efforts to streamline financial framework obligations, particularly for small and medium sized entities, wherever it does not impair accountability and transparency.



Response from the DLGSC

The DLGSC fully recognises the need for tiered reporting based on complexity and size of entities, while still meeting the needs of the users of financial reports. The DLGSC has developed model financial statement templates based on Salaries and Allowances Tribunal banding.

The model financial statement template for Band 1 and 2 entities significantly reduces the existing level of disclosures required to be audited. Our recommendations to the Parliamentary Select Committee into Local Government have largely guided the DLGSC in the removal of the disclosures.

The Band 3 and 4 entity model financial statement template is also streamlined and removes further disclosures without compromising the accountability and transparency of financial reporting. The DLGSC has been working closely with the OAG to ensure critical information and compliance with Accounting Standards is retained. After sector consultation, it was agreed that the model financial statements for both Band 1 and 2, and Band 3 and 4 should be introduced from the 2022-23 financial year onwards.

Local Government Regulations Amendment (Financial Management and Audit) Regulations 2022

The first component of regulatory amendments to enable the model financial statements, the *Local Government Regulations Amendment (Financial Management and Audit) Regulations 2022*, were gazetted on 17 June 2022.

Key changes which are welcomed by our Office include the removal of the requirement for an annual financial report by an entity to include:

- financial ratios
- an auditor's opinion on financial ratios, significant adverse trends and matters of non-compliance.

The changes made to the FM Regulations will reduce local government reporting requirements and the scope of audit reports and come into effect from 1 July 2022. As some 2021-21 audits are still in train, transitional provisions apply to financial reports in relation to 30 June 2021 whose audits are yet to be finalised.

Recommendation

4. The Department of Local Government, Sport and Cultural Industries should continue to work with local government stakeholders towards the introduction of model financial statements for the 2022-23 financial year.

Appendix 1: Status and timeliness of 2020-21 audits

We completed 132 of the 148 audits for 2020-21 by 30 June 2022. All entities are listed in alphabetical order below, as well as the type of audit opinion they received, when they received it and the timeliness of providing their financial statement to us for audit.

Timeliness of financial statements does not indicate quality. Roughly half of the entities' financial statements submitted to us for audit were not of a reasonable standard and required revisions or adjustments due to errors or disclosure requirements not being met. In some cases more than a dozen versions of financial statements were submitted to our audit teams, with changes or availability of staff or information also impacting timelines. More information on issues around quality and timeliness is provided on pages 14 and 15.

Key

Type of audit opinion		Financial statement (FS) timeliness	
Clear opinion	✓	Received by the statutory deadline of 30 September 2021	🟢
Clear opinion with emphasis of matter	✓	Extension to the statutory deadline was granted and met	🟡
Qualified or a disclaimer of opinion	✗	Extension or statutory deadline was not met	🔴

Entity	Type of opinion	Opinion issued	FS timeliness
Bunbury-Harvey Regional Council	✓	14/12/2021	🟢
City of Albany	✓	3/12/2021	🟢
City of Armadale	✓	15/03/2022	🟢
City of Bayswater	Audit in progress		🟢
City of Belmont	✓	17/02/2022	🟢
City of Bunbury	✓	7/12/2021	🟢
City of Busselton	✓	15/11/2021	🟢
City of Canning	✓	30/11/2021	🟢
City of Cockburn	✓	30/11/2021	🟢
City of Fremantle	Audit in progress		🔴
City of Gosnells	✓	10/12/2021	🟢
City of Greater Geraldton	✓	9/12/2021	🟢
City of Joondalup	✓	14/12/2021	🔴
City of Kalamunda	✓	22/11/2021	🟢
City of Kalgoorlie-Boulder	✓	4/05/2022	🟢
City of Karratha	✓	8/03/2022	🟢
City of Kwinana	✓	9/12/2021	🟢



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Type of opinion	Opinion issued	FS timeliness
City of Mandurah	✓	17/12/2021	Ⓜ
City of Melville	✓	9/12/2021	Ⓜ
City of Nedlands	✓	30/11/2021	Ⓜ
City of Perth	✓	23/03/2022	Ⓜ
City of Rockingham	✓	23/11/2021	Ⓜ
City of South Perth	✓	19/11/2021	Ⓜ
City of Stirling	✓	23/12/2021	Ⓜ
City of Subiaco	✓	17/11/2021	Ⓜ
City of Swan	✓	24/11/2021	Ⓜ
City of Vincent	✓	15/12/2021	Ⓜ
City of Wanneroo	✓	17/12/2021	Ⓜ
Eastern Metropolitan Regional Council	✓	17/11/2021	Ⓜ
Mindarie Regional Council	✓	14/01/2022	Ⓜ
Murchison Regional Vermin Council	✓	22/11/2021	Ⓜ
Pilbara Regional Council	✓	28/04/2022	Ⓜ
Rivers Regional Council	✓	30/09/2021	Ⓜ
Shire of Ashburton	Audit in progress		Ⓜ
Shire of Augusta-Margaret River	✓	6/12/2021	Ⓜ
Shire of Beverley	✓	22/02/2022	Ⓜ
Shire of Boddington	✓	7/04/2022	Ⓜ
Shire of Boyup Brook	Audit in progress		Ⓜ
Shire of Bridgetown-Greenbushes	✓	23/11/2021	Ⓜ
Shire of Brookton	✓	30/03/2022	Ⓜ
Shire of Broome	✓	3/12/2021	Ⓜ
Shire of Broomehill-Tambellup	Audit in progress		Ⓜ
Shire of Bruce Rock	✓	16/12/2021	Ⓜ
Shire of Capel	✓	3/03/2022	Ⓜ
Shire of Carnamah	✓	12/04/2022	Ⓜ
Shire of Carnarvon	Audit in progress		Ⓜ
Shire of Chapman Valley	✓	7/12/2021	Ⓜ

Item 12.2 Attachment 1

ARC 21/09/2022

Entity	Type of opinion	Opinion issued	FS timeliness
Shire of Chittering	✓	18/02/2022	☑
Shire of Christmas Island	✓	14/03/2022	☑
Shire of Cocos (Keeling) Islands	✓	8/04/2022	☑
Shire of Collie	✓	16/02/2022	☑
Shire of Coolgardie	✓	17/12/2021	☑
Shire of Coorow	✓	10/03/2022	☑
Shire of Corrigin	✓	16/12/2021	☑
Shire of Cranbrook	✓	9/12/2021	☑
Shire of Cuballing	✓	22/12/2021	☑
Shire of Cue	✓	6/05/2022	☑
Shire of Cunderdin	✓	18/02/2022	☑
Shire of Dalwallinu	✓	16/12/2021	☑
Shire of Dandaragan	✓	16/12/2021	☑
Shire of Dardanup	✓	8/12/2021	☑
Shire of Denmark	✓	2/12/2021	☑
Shire of Derby-West Kimberley	Audit in progress		☑
Shire of Donnybrook-Balingup	✓	23/02/2022	☑
Shire of Dowerin	✓	17/02/2022	☑
Shire of Dumbleyung	✓	17/03/2022	☑
Shire of Dundas	✓	6/04/2022	☑
Shire of East Pilbara	✓	30/03/2022	☑
Shire of Esperance	✓	10/11/2021	☑
Shire of Exmouth	✓	17/11/2021	☑
Shire of Gingin	✓	29/06/2022	☑
Shire of Gnowangerup	✓	22/12/2021	☑
Shire of Goomalling	Qualified ✗	22/12/2021	☑
Shire of Halls Creek	✓	18/03/2022	☑
Shire of Harvey	✓	20/12/2021	☑
Shire of Irwin	✓	28/03/2022	☑
Shire of Jerramungup	✓	14/12/2021	☑
Shire of Katanning	✓	21/12/2021	☑

Financial Audit Results – Local Government 2020-21 | 44



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Type of opinion	Opinion issued	FS timeliness
Shire of Kellerberrin	✓	8/12/2021	☒
Shire of Kent	✓	15/03/2022	☒
Shire of Kojonup	✓	17/06/2022	☒
Shire of Kondinin	✓	21/12/2021	☒
Shire of Koorda	✓	25/02/2022	☒
Shire of Kulin	✓	23/02/2022	☒
Shire of Lake Grace	✓	18/03/2022	☒
Shire of Laverton	✓	17/02/2022	☒
Shire of Leonora	✓	8/12/2021	☒
Shire of Manjimup	✓	29/11/2021	☒
Shire of Meekatharra	✓	3/12/2021	☒
Shire of Menzies	✓	15/12/2021	☒
Shire of Merredin	Audit in progress		☒
Shire of Mingenew	✓	10/12/2021	☒
Shire of Moora	Audit in progress		☒
Shire of Morawa	✓	21/12/2021	☒
Shire of Mount Magnet	✓	4/03/2022	☒
Shire of Mount Marshall	✓	6/12/2021	☒
Shire of Mukinbudin	✓	17/12/2021	☒
Shire of Mundaring	✓	10/12/2021	☒
Shire of Murchison	Audit in progress		☒
Shire of Murray	✓	15/02/2022	☒
Shire of Nannup	✓	18/02/2022	☒
Shire of Narembeen	✓	15/12/2021	☒
Shire of Narrogin	✓	22/12/2021	☒
Shire of Ngaanyatjaraku	✓	30/11/2021	☒
Shire of Northam	✓	7/12/2021	☒
Shire of Northampton	✓	17/12/2021	☒
Shire of Nungarin	✓	16/12/2021	☒
Shire of Peppermint Grove	✓	22/12/2021	☒
Shire of Perenjori	✓	7/04/2022	☒

Item 12.2 Attachment 1

ARC 21/09/2022

Entity	Type of opinion	Opinion issued	FS timeliness
Shire of Pingelly	✓	17/12/2021	Ⓜ
Shire of Plantagenet	✓	16/12/2021	Ⓜ
Shire of Quairading	✓	17/02/2022	Ⓜ
Shire of Ravensthorpe	Audit in progress		Ⓜ
Shire of Sandstone	Qualified ✗	31/05/2022	Ⓜ
Shire of Serpentine-Jarrahdale	✓	22/12/2021	Ⓜ
Shire of Shark Bay	✓	5/04/2022	Ⓜ
Shire of Tammin	✓	7/12/2021	Ⓜ
Shire of Three Springs	✓	22/03/2022	Ⓜ
Shire of Toodyay	Audit in progress		Ⓜ
Shire of Trayning	✓	23/11/2021	Ⓜ
Shire of Upper Gascoyne	✓	11/11/2021	Ⓜ
Shire of Victoria Plains	✓	23/03/2022	Ⓜ
Shire of Wagin	✓	10/11/2021	Ⓜ
Shire of Wandering	✓	22/12/2021	Ⓜ
Shire of Waroona	✓	22/12/2021	Ⓜ
Shire of West Arthur	✓	2/03/2022	Ⓜ
Shire of Westonia	✓	16/12/2021	Ⓜ
Shire of Wickepin	✓	9/03/2022	Ⓜ
Shire of Williams	✓	18/11/2021	Ⓜ
Shire of Wiluna	Audit in progress		Ⓜ
Shire of Wongan-Ballidu	✓	21/12/2021	Ⓜ
Shire of Woodanilling	Audit in progress		Ⓜ
Shire of Wyalkatchem	✓	19/11/2021	Ⓜ
Shire of Wyndam-East Kimberley	✓	22/02/2022	Ⓜ
Shire of Yalgoo	Audit in progress		Ⓜ
Shire of Yilgarn	✓	16/12/2021	Ⓜ
Shire of York	✓	16/12/2021	Ⓜ
Southern Metropolitan Regional Council	✓	15/12/2021	Ⓜ
Tamala Park Regional Council	✓	14/10/2021	Ⓜ
Town of Bassendean	✓	15/12/2021	Ⓜ

Financial Audit Results – Local Government 2020-21 | 46



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Type of opinion	Opinion issued	FS timeliness
Town of Cambridge	Audit in progress		
Town of Claremont		22/12/2021	
Town of Cottesloe		16/12/2021	
Town of East Fremantle		14/12/2021	
Town of Mosman Park		3/12/2021	
Town of Port Hedland		9/12/2021	
Town of Victoria Park		20/01/2022	
Western Metropolitan Regional Council		18/10/2021	

Source: OAG

Appendix 2: 2019-20 disclaimers of opinion

Entity and opinion	Opinion issued
<p>Shire of Wiluna – Disclaimer of opinion</p> <p>It has not been possible to obtain sufficient appropriate audit evidence on the books and records of the Shire. This lack of evidence arises from numerous significant deficiencies in the internal controls implemented by the Shire and, in some cases, the necessary records not being adequately maintained.</p> <p>As a result of this matter, we are unable to determine if any adjustments might have been found necessary to the elements making up the Statement of Financial Position as at 30 June 2020, Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended and related notes and disclosures.</p> <p>A qualified opinion was also issued for the year ended 30 June 2019 on the completeness of bank accounts for that year because we were unable to obtain a bank confirmation from a financial institution where at least one account was held for that year.</p>	22/12/2021
<p>Shire of Yalgoo – Disclaimer of opinion</p> <p>We were unable to obtain sufficient appropriate audit evidence on the books and records of the Shire. This lack of evidence arises from numerous significant deficiencies in the internal controls implemented by the Shire and in some cases the necessary records not being maintained.</p> <p>As a result of this matter, we are unable to determine if any adjustments might have been found necessary to the elements making up the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, related notes and disclosures and the Statement by the Chief Executive Officer.</p>	3/03/2022

Source: OAG



Appendix 3: 2020-21 qualified opinions

Entity and opinion	Opinion issued
<p>Shire of Goomalling – Qualified opinion</p> <p>The Shire of Goomalling was issued a qualified opinion as the Shire's infrastructure assets were last valued in June 2015 for roads, drainage and footpaths and June 2016 for sewerage and other infrastructure. Because these infrastructure assets have not been revalued with sufficient regularity or in accordance with Regulation 17A(4)(b) of the FM Regulations, we were unable to determine if infrastructure assets reported in Note 9 of the annual financial report at \$43,394,718 and \$38,841,166 at 30 June 2021 and 30 June 2020 respectively are stated at fair value in the Statement of Financial Position.</p> <p>Additionally, we were unable to determine where there may be any consequential impact on the related balances, amounts and disclosures of depreciation on non-current assets, revaluation surplus in the Statement of Financial Position and Statement of Comprehensive Income and Note 19 Total Assets Classified by Function and Activity, or if any adjustments to these amounts are necessary.</p> <p>We also issued a qualified opinion for the year ended 30 June 2020 in relation to this matter.</p>	22/12/2021
<p>Shire of Sandstone – Qualified opinion</p> <p>The Shire of Sandstone was issued a qualified opinion as the Shire's roads and footpaths infrastructure, reported at values as at 30 June 2021 of \$37,755,629 (2020: \$36,803,492) and \$71,845 (2020: \$75,711) respectively in Note 9 of the annual financial report, were last valued in June 2014. Because the assets have not been revalued with sufficient regularity or in accordance with Regulation 17A(4)(b) of the FM Regulations, we were unable to determine if infrastructure as at 30 June 2021 of \$39,718,887 (2020: \$38,820,445) in the Statement of Financial Position is fairly stated. Additionally, we were unable to determine if any adjustments are necessary to the related balances and disclosures of revaluation surplus in the Statement of Financial Position and Statement of Changes in Equity and Note 11, Other Comprehensive Income in the Statement of Comprehensive Income and Note 17 Total Assets Classified by Function and Activity, as it was impracticable to do so.</p> <p>We also issued a qualified opinion for the year ended 30 June 2020 in relation to this matter.</p>	31/05/2022

Source: OAG

Appendix 4: Emphasis of matter paragraphs included in auditor's reports

The following list describes the matters that we highlighted through EoM paragraphs in 2021 audit reports:

Entity	Description of emphasis of matter paragraphs
City of Bunbury	Recording of joint venture – The City's opinion draws attention to Note 25 to the financial statements which states that the City's equity share in the Investment in Associate is still being negotiated and therefore cannot be reliably estimated at this time. Consequently, the investment is not currently reflected in the financial statements. The opinion is not modified in respect of this matter.
City of Busselton	Restatement of comparative balances – Our EoM draws attention to the City's Note 33 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
City of Joondalup	Associate entity restatement and guarantee payment – Note 23 of the financial report (a) discloses the 2020 financial impact of the initial application of accounting standards AASB 1059 from the associate entity and (b) discloses a guarantee payment made by the City subsequent to the reporting date. The opinion is not modified in respect of this matter.
City of Kalgoorlie-Boulder	Restatement of comparative balances – The opinion draws attention to Note 34 to the financial report which states that the amounts reported in the previously issues 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
City of Perth	Associate entity restatement and guarantee payment – Note 32 of the financial report which (a) discloses the 2020 financial impact of the initial application of accounting standards AASB 1059 from the associated entity and (b) discloses a guarantee payment made by the City subsequent to reporting date. The opinion is not modified in respect of this matter.
City of Stirling	Associate entity restatement and guarantee payment – The City's opinion draws attention to Note 26 of the financial report which (a) discloses the 2020 financial impact of the initial application of accounting standards AASB 1059 from the associate entity and (b) discloses a guarantee payment made by the City subsequent to reporting date. The opinion is not modified in respect of this matter.
City of Vincent	Events occurring after the end of the reporting period – The City's opinion included an EoM drawing attention to Note 30 of the financial report, which discloses a payment made by the City subsequent to the reporting period. The opinion is not modified in respect of this matter. Restatement of comparative balances – The City's Opinion also includes an EoM drawing attention to Note 32 of the financial report which states that the amounts reported in the



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Description of emphasis of matter paragraphs
	previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
City of Wanneroo	Associate entity restatement and guarantee payment – The City's opinion draws attention to Note 38 of the annual financial report, which discloses (a) the 2020 financial impact of the initial application of accounting standard AASB 1059 from the associate and (b) a guarantee payment made by the City subsequent to reporting date. The opinion is not modified in respect of this matter.
Mindarie Regional Council	Contingent liability – The Council's opinion included an EoM drawing attention to Note 34 which disclosed a contingent liability relating to the Tamala Park Waste Management Facility site. The opinion is not modified in respect of this matter.
Pilbara Regional Council	Basis of accounting – The Council's opinion draws attention to Note 1(a) of the annual financial report, which discloses that the Council has decided to wind up. Consequently, the annual financial report has been prepared on a liquidation basis. The opinion is not modified in respect of this matter.
Rivers Regional Council	Basis of accounting – The Council's opinion draws attention to Note 1(a) of the annual financial report, which discloses that the Council has decided to wind up after ministerial approval is received for the formation of a regional subsidiary. Consequently, the annual financial report has been prepared on a liquidation basis. The opinion is not modified in respect of this matter.
Shire of Carnamah	Restatement of comparative balances – The Shire's opinion draws attention to Note 24 (correction of error) and subsequently Note 27 (financial ratios) to the financial report which states that the amounts reported in the previously issued 30 June 2020 (including comparative figures) financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Shire of Christmas Island	Restatement of comparative balances – The Shire's opinion draws attention to Note 29 of the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Shire of Cocos (Keeling) Islands	Restatement of comparative balances – The Shire's opinion draws attention to Note 25 of the financial report which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Shire of Coorow	Restatement of comparative figures – The Shire's opinion draws attention to Note 31 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.

51 | Western Australian Auditor General

99 of 352

Item 12.2 Attachment 1

ARC 21/09/2022

Entity	Description of emphasis of matter paragraphs
Shire of East Pilbara	Restatement of comparative figures – The Shire's opinion draws attention to Note 29 of the financial report which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Shire of Gingin	Restatement of comparative figures – The EoM paragraph draws attention to Note 30 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 annual financial report have been restated and disclosed as comparatives in this annual financial report. The opinion is not modified in respect of this matter.
Shire of Halls Creek	Restatement of comparative balances – The Shire's opinion draws attention to Note 26 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Shire of Harvey	Recording of joint venture – The EoM paragraph draws attention to Note 26 to the financial statements which states that the Shire's equity share in the Investment in Associate is still being negotiated and therefore cannot be reliably estimated at this point of time. Consequently, the investment is not currently reflected in the financial statements. The opinion is not modified in respect of this matter.
Shire of Meekatharra	Basis of accounting – The EoM paragraph draws attention to Note 1 to the financial report, which describes the basis for accounting. The financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act. Regulation 17A of the FM Regulations requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 Leases which would have required the entity to measure the vested improvements also at zero cost. The opinion is not modified in respect of this matter.
Shire of Mingenew	Basis of accounting – The Shire's opinion included an EoM drawing attention to Note 28 of the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Shire of Plantagenet	Restatement of comparative balances – The Shire's opinion draws attention to Note 29 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
Tamala Park Regional Council	Basis of accounting – The Council's opinion draws attention to Notes 1 and 10 to the financial report, which describes the basis for accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the Act. Regulation 17A of the

Financial Audit Results – Local Government 2020-21 | 52



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Description of emphasis of matter paragraphs
	FM Regulations requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 Leases which would have required the entity to measure the vested improvements also at zero cost. The opinion is not modified in respect of this matter.
Town of Victoria Park	Basis of accounting – The Town's opinion draws attention to Note 36 of the annual financial report, which (a) discloses the 2020 financial impact of the initial application of accounting standards AASB 1059 from the associate entity and (b) discloses a guarantee payment made by the Town subsequent to reporting date. The opinion is not modified in respect of these matters.

Source: OAG

Appendix 5: Material matters of non-compliance with legislation

Issue	Finding
Financial ratios not reported	<p>Twenty-eight entities did not report the Asset Renewal Funding Ratio, mostly for the three years, 2020, 2019 and 2018, in their annual financial report as required by FM Regulation 50(1)(c). Reasons for non-reporting included:</p> <ul style="list-style-type: none"> management had not updated the asset management plan for a number of years planned capital renewals and required capital expenditures were not estimated as required to support the long term financial plan and asset management plan respectively management could not confirm the reliability of the available information on planned capital renewals and required capital expenditure information on planned capital renewals and required capital expenditure over a 10 year period was not available.
Quotes not obtained or no evidence retained	<p>At 22 entities there was inadequate or no evidence that enough quotations were obtained to test the market and no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement and/or favouritism of suppliers.</p>
Controls over accounting journal entries	<p>At 13 entities we found that accounting journal entries were often posted to the financial ledger with no evidence of independent review and approval by another person. Accounting journals can represent significant adjustments to previously approved accounting transactions and could result in, for example, one type of expenditure being re-coded to another type of expenditure. If not closely controlled, unauthorised journals could result in errors in financial reports or fraud. Journals should therefore be subject to independent review.</p>
Financial management review not completed	<p>At 13 entities the Financial Management Review was not completed every three years as required by Regulation 5(2)(c) of the FM Regulations.</p> <p>This regulation requires the CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every three financial years) and report those reviews to the local government.</p>
Masterfile changes and access	<p>At 12 entities changes made to the supplier master files were not independently reviewed and approved by a staff member. This increases the risk of unauthorised changes to key information and may make fraud or error more difficult to detect.</p>
Bank reconciliation process incomplete	<p>At 12 entities bank reconciliation processes of their municipal, reserve and/or trust account were not prepared, had long</p>



ARC 21/09/2022

Item 12.2 Attachment 1

Issue	Finding
	outstanding unreconciled items and/or there was no independent review by management.
Procurement without purchase orders	At seven entities purchase orders were not prepared or were prepared after the suppliers' invoices were received.
No fixed asset reconciliation	At seven entities monthly reconciliations of fixed assets were not completed for the majority of the financial year. This increased the risk of misstatements, fraud and errors not being detected in a timely manner.
Payroll and human resources findings	Several findings of payroll and employment non-compliance were also reported at seven entities. Some examples include: <ul style="list-style-type: none"> a lack of segregation of duties as the staff member preparing the payroll and entering new employees into the system is also the first authoriser of payroll payments through the shire's bank account, increasing the risk of unauthorised or fraudulent transactions payroll reconciliations not performed regularly to reconcile the payroll report to the general ledger no formal policy or procedure in place to remove user access on termination of staff. This could lead to inappropriate access to shire information and possible financial loss to the shire if not addressed.
Procurement without appropriate segregation of duties	At five entities we identified the same officer requisitioned, approved and raised the purchase order then also approved the associated invoice payment for a significant proportion of sampled purchase transactions.
Review not performed of risk management, internal control and legislative compliance	At four entities a review of systems and procedures in relation to risk management, internal control and legislative compliance was not completed at least once every three years as required by LG Audit Regulation 17.
Depreciation	Three entities did not have adequate controls to determine if depreciation was being correctly calculated and recorded for certain infrastructure assets. This increased the risk of expenses being understated and assets being overstated.
Accessed monies in reserve to fund operations	At one entity, a review of the cash and cash equivalents account revealed that the entity has accessed monies in reserve accounts to fund its operations. This is a breach of section 6.11(2)(a) of the LG Act, which requires the entity to give one month's local public notice if the money in a reserve account is proposed to be used for another purpose.
Procurement without tender	At one entity, we identified no public tenders were invited for a contract with the value above \$250,000 as required by section 11(1) of the Local Government (Functions and General) Regulations 1996. This increases the likelihood of not receiving value for money in procurement, and/or favouritism of suppliers.
Records not presented to Council meetings as required by FM Regulations	At one entity the statements of financial activity for the months of October and December 2020 were not prepared and presented to Council as required by section 6.4 of the LG Act and Regulation 34(1) of the FM Regulations.

Item 12.2 Attachment 1

ARC 21/09/2022

Issue	Finding
Other procurement and miscellaneous findings	<p>We reported other instances of non-compliance with procurement policies and procedures such as:</p> <ul style="list-style-type: none"> credit card transactions were not separately listed in the payments submitted to council each month as required by Regulation 13(1) of the FM Regulations. We also found an instance where staff allocated a credit card did not sign the credit card acknowledgement form prior to using the card insufficient documentation to demonstrate and evidence the on-going management of contract progress and supplier performance from contract award through to completion for its infrastructure projects at one entity the purchasing policy is silent on declaring conflicts of interest in relation to open tenders. It has also not been reviewed since 2011. This entity's buying goods and service's manual, supporting the purchasing policy, has not been reviewed since 2012 non-compliance with the <i>Unclaimed Money Act 1990</i> that requires monies over \$100 be transferred to the Department of Treasury if they have been held for six years without being returned to owners.
General computer control findings	<p>In depth findings of our information system audits at a selection of 45 entities are detailed in our <i>Information Systems Audit Report 2022 - Local Government Entities</i>, Report 22, tabled on 28 June 2022.</p> <p>In 2020-21, we reported 358 control weaknesses to 45 entities. Ten percent (37) of these rated as significant and 71% (254) as moderate. As these weaknesses could significantly compromise the confidentiality, integrity and availability of information systems, the entities should act promptly to resolve them.</p>

Source: OAG



Appendix 6: Certifications issued

In addition to annual auditor's reports, some entities needed to acquit moneys received from other sources under grant agreements or other legislation. We issued the following 275 certifications on statements of income and expenditure of entities, to help them discharge their financial reporting obligations, some being for Commonwealth grants.

Entity	Date certification issued	
	Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	Local Roads and Community Infrastructure Program
City of Albany	28/10/2021	29/10/2021
City of Armadale	16/11/2021	16/11/2021
City of Bayswater	29/10/2021	In progress
City of Belmont	26/10/2021	26/10/2021
City of Bunbury	29/10/2021	29/10/2021
City of Busselton	25/10/2021	26/10/2021
City of Canning	28/10/2021	28/10/2021
City of Cockburn	28/10/2021	29/10/2021
City of Fremantle	27/10/2021	In progress
City of Gosnells	29/10/2021	29/10/2021
City of Greater Geraldton	28/10/2021	28/10/2021
City of Joondalup	25/10/2021	26/10/2021
City of Kalamunda	26/10/2021	29/10/2021
City of Kalgoorlie-Boulder	21/03/2022	23/02/2022
City of Karratha	27/10/2021	27/10/2021
City of Kwinana	28/10/2021	29/10/2021
City of Mandurah	5/11/2021	5/11/2021
City of Melville	19/11/2021	19/11/2021
City of Nedlands	29/10/2021	In progress
City of Perth	26/10/2021	29/10/2021
City of Rockingham	29/10/2021	29/10/2021
City of South Perth	29/10/2021	1/11/2021
City of Subiaco	29/10/2021	29/10/2021
City of Stirling	8/10/2021	18/01/2021
City of Swan	29/10/2021	29/10/2021
City of Vincent	29/10/2021	28/10/2021
City of Wanneroo	28/10/2021	29/10/2021
Shire of Ashburton	7/12/2021	13/12/2021
Shire of Augusta-Margaret River	28/10/2021	18/02/2022
Shire of Beverley	28/10/2021	18/11/2021

Item 12.2 Attachment 1

ARC 21/09/2022

Entity	Date certification issued	
	Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	Local Roads and Community Infrastructure Program
Shire of Boddington	2/02/2022	2/02/2022
Shire of Boyup Brook	29/10/2021	In progress
Shire of Bridgetown-Greenbushes	5/11/2021	22/11/2021
Shire of Brookton	5/11/2021	31/01/2022
Shire of Broome	26/10/2021	26/10/2021
Shire of Broomehill-Tambellup	In progress	In progress
Shire of Bruce Rock	27/10/2021	27/10/2021
Shire of Capel	8/12/2021	8/12/2021
Shire of Carnamah	29/10/2021	29/10/2021
Shire of Carnarvon	12/11/2021	16/11/2021
Shire of Chapman Valley	25/10/2021	28/10/2021
Shire of Chittering	26/05/2022	29/04/2022
Shire of Christmas Island	28/10/2021	18/11/2021
Shire of Cocos (Keeling Islands)	1/12/2021	7/12/2021
Shire of Collie	16/11/2021	18/11/2021
Shire of Coolgardie	14/12/2021	8/02/2022
Shire of Coorow	1/12/2021	16/11/2021
Shire of Corrigin	27/10/2021	27/10/2021
Shire of Cranbrook	26/10/2021	30/09/2021
Shire of Cuballing	28/10/2021	4/11/2021
Shire of Cue	11/11/2021	17/12/2021
Shire of Cunderdin	2/05/2022	2/03/2022
Shire of Dalwallinu	28/10/2021	8/03/2022
Shire of Dandaragan	29/10/2021	29/10/2021
Shire of Dardanup	27/04/2022	27/04/2022
Shire of Denmark	28/10/2021	29/10/2021
Shire of Derby-West Kimberley	30/03/2022	17/06/2022
Shire of Donnybrook-Balingup	9/11/2021	15/12/2021
Shire of Dowerin	11/11/2021	15/12/2021
Shire of Dumbleyung	26/10/2021	28/10/2021
Shire of Dundas	3/12/2021	6/05/2022
Shire of East Pilbara	3/05/2022	In progress
Shire of Esperance	23/03/2022	23/03/2022
Shire of Exmouth	25/10/2021	28/10/2021
Shire of Gingin	31/10/2021	22/11/2021



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Date certification issued	
	Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	Local Roads and Community Infrastructure Program
Shire of Gnowangerup	29/10/2021	29/10/2021
Shire of Goomalling	29/10/2021	22/04/2022
Shire of Halls Creek	19/11/2021	29/10/2021
Shire of Harvey	1/11/2021	26/11/2021
Shire of Irwin	29/10/2021	26/10/2021
Shire of Jerramungup	12/10/2021	23/12/2021
Shire of Katanning	3/11/2021	22/12/2021
Shire of Kellerberrin	26/10/2021	23/08/2021
Shire of Kent	29/10/2021	26/10/2021
Shire of Kojonup	26/10/2021	28/10/2021
Shire of Kondinin	28/10/2021	29/10/2021
Shire of Koorda	5/11/2021	31/03/2022
Shire of Kulin	9/12/2021	6/12/2021
Shire of Lake Grace	29/10/2021	26/11/2021
Shire of Laverton	29/10/2021	13/12/2021
Shire of Leonora	26/10/2021	3/11/2021
Shire of Manjimup	28/10/2021	17/02/2022
Shire of Meekatharra	25/10/2021	27/10/2021
Shire of Menzies	21/12/2021	17/02/2022
Shire of Merredin	28/06/2022	29/06/2022
Shire of Mingenew	27/10/2021	29/10/2021
Shire of Moora	22/12/2021	In progress
Shire of Morawa	28/10/2021	28/10/2021
Shire of Mount Magnet	28/10/2021	29/10/2021
Shire of Mount Marshall	27/10/2021	27/10/2021
Shire of Mukinbudin	25/02/2022	25/02/2022
Shire of Mundaring	29/10/2021	13/12/2021
Shire of Murchison	22/03/2022	21/03/2022
Shire of Murray	28/10/2021	29/10/2021
Shire of Nannup	8/12/2021	In progress
Shire of Narembeen	28/10/2021	28/10/2021
Shire of Narrogin	26/10/2021	26/10/2021
Shire of Northam	3/11/2021	3/11/2021
Shire of Northampton	26/10/2021	1/12/2021
Shire of Nungarin	29/10/2021	29/10/2021

Financial Audit Results – Local Government 2020-21 | 59

107 of 352

Item 12.2 Attachment 1

ARC 21/09/2022

Entity	Date certification issued	
	Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	Local Roads and Community Infrastructure Program
Shire of Ngaanyatjaraku	28/10/2021	29/10/2021
Shire of Peppermint Grove	In progress	In progress
Shire of Perenjori	28/10/2021	28/10/2021
Shire of Pingelly	29/10/2021	29/10/2021
Shire of Plantagenet	26/10/2021	27/10/2021
Shire of Quairading	8/11/2021	25/03/2022
Shire of Ravensthorpe	21/12/2021	21/12/2021
Shire of Sandstone	3/11/2021	In progress
Shire of Serpentine-Jarrahdale	1/11/2021	1/11/2021
Shire of Shark Bay	25/10/2021	26/10/2021
Shire of Tammin	26/10/2021	29/10/2021
Shire of Three Springs	29/10/2021	2/11/2021
Shire of Toodyay	29/10/2021	29/10/2021
Shire of Trayning	27/10/2021	29/10/2021
Shire of Upper Gascoyne	27/10/2021	27/10/2021
Shire of Victoria Plains	17/11/2021	17/11/2021
Shire of Wagin	29/10/2021	31/03/2022
Shire of Wandering	3/11/2021	5/11/2021
Shire of Waroona	28/10/2021	28/10/2021
Shire of West Arthur	29/10/2021	29/10/2021
Shire of Westonia	27/10/2021	25/02/2022
Shire of Wickpin	29/10/2021	16/05/2022
Shire of Williams	29/10/2021	23/12/2021
Shire of Wiluna	In progress	In progress
Shire of Wongan-Ballidu	29/10/2021	In progress
Shire of Woodanilling	23/02/2022	13/05/2022
Shire of Wyalkatchem	26/10/2021	28/10/2021
Shire of Yalgoo	22/03/2022	22/03/2022
Shire of Yilgarn	24/11/2021	23/11/2021
Shire of York	27/10/2021	27/10/2021
Shire of Wyndham-East Kimberley	6/05/2022	In progress
Town of Bassendean	29/10/2021	29/10/2021
Town of Cambridge	28/10/2021	1/11/2021
Town of Claremont	3/11/2021	10/11/2021
Town of Cottesloe	26/10/2021	21/12/2021



ARC 21/09/2022

Item 12.2 Attachment 1

Entity	Date certification issued	
	Roads to Recovery Funding under the <i>National Land Transport Act 2014</i>	Local Roads and Community Infrastructure Program
Town of East Fremantle	8/10/2021	Deferred*
Town of Mosman Park	29/10/2021	29/10/2021
Town of Port Hedland	4/04/2022	28/02/2022
Town of Victoria Park	30/10/2021	30/10/2021

Source: OAG

* Approval obtained from the Commonwealth to defer certification of financial statements

Entity	Date certification issued
Claims by administrative authorities – Pensioner deferments under the <i>Rates and Charges (Rebates and Deferments) Act 1992</i>	
City of Belmont	2/03/2022
City of Busselton	1/11/2021
City of Joondalup	2/11/2021
City of Kalamunda	8/12/2021
City of South Perth	2/11/2021
City of Vincent	10/11/2021
Shire of Dandaragan	17/01/2022
Shire of Narrogin	25/02/2022
Shire of York	21/12/2021
Town of Cambridge	4/01/2022
Town of Mosman Park	15/12/2021

Source: OAG

Entity certification	Date certification issued
Other certifications	
City of Kalamunda – Development Contribution Area 1 – Forrestfield Light Industrial Area Stage 1	8/12/2021
Shire of Brookton – Drought Communities Programme - Extension	17/09/2021
Shire of Dandaragan – Jurien Bay Civic Centre Outgoings	20/01/2022

Source: OAG

Appendix 7: Other opinions and certifications issued since 18 November 2021

State government entity opinions

Entity	Opinion relates to	Opinion issued
Albany Cemetery Board	Audit report on the Statement of Financial Position at 30 June 2021	15/12/2021
Bunbury Cemetery Board	Audit report on the Statement of Financial Position at 30 June 2021	4/02/2022
Kalgoorlie-Boulder Cemetery Board	Audit report on the Statement of Financial Position at 30 June 2020	21/12/2021
Kalgoorlie-Boulder Cemetery Board	Audit report on the Statement of Financial Position at 30 June 2021	21/02/2022

Source: OAG

State government entity certifications

The following certifications were for the year ended 30 June 2021. The statements prepared by management were confirmed and no adverse reports were issued.

Entity	Certification relates to	Date issued
Commissioner of Main Roads	Statement of amounts expended or retained for expenditure under the Land Transport Infrastructure Projects (<i>National Land Transport Act 2014</i>).	10/12/2021
Commissioner of Main Roads	Statement of amounts expended or retained for expenditure under the National Partnership on Infrastructure Projects in Western Australia.	10/12/2021
Department of Local Government, Sport and Cultural Industries	Statement of payments made to Local Governments under the <i>Local Government (Financial Assistance) Act 1995</i> .	26/11/2021

Source: OAG

Royalties for Regions certifications

Entity	Royalties for Regions approved project	Date issued
Department of Primary Industries and Regional Development	Gascoyne Foodbowl Land Release	3/02/2022
Department of Treasury	Governance of Royalties for Regions Program	3/12/2021
WA Country Health Service	Albany Radiation Oncology	29/11/2021
	Bunbury Hospital Redevelopment	29/11/2021
	Carnarvon Residential Aged Care Facility	29/11/2021
	Collie Hospital Upgrade	29/11/2021



ARC 21/09/2022

Item 12.2 Attachment 1

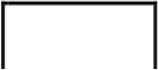
Entity	Royalties for Regions approved project	Date issued
	Derby Community Health Service	29/11/2021
	Digital Innovation, Transport and Access to Care	29/11/2021
	Dongara Aged Care	29/11/2021
	Country Health Innovation – Emergency and Acute Workforce	29/11/2021
	Expand the Ear Bus Program	29/11/2021
	Geraldton Health Campus Redevelopment	29/11/2021
	Kalgoorlie Health Campus Magnetic Resonance Imaging Suite	29/11/2021
	Karratha Health Campus	29/11/2021
	Kimberley Mobile Dialysis Unit	29/11/2021
	Meet and Greet Unit	29/11/2021
	Newman Health Service Redevelopment Project	29/11/2021
	Nickol Bay Hospital Site	29/11/2021
	Onslow Health Service Redevelopment Project	29/11/2021
	Pilbara Health Initiative Phase 3	29/11/2021
	Remote Indigenous Health Clinics	29/11/2021
	Renal Dialysis Services	29/11/2021
	Renal Hostels	29/11/2021
	Residential Aged and Dementia Care Investment Program	29/11/2021
	Southern Inland Health Initiative – Stream 2a, 3 and 4	29/11/2021
	Tom Price Hospital Redevelopment	29/11/2021

Source: OAG

Item 12.2 Attachment 1

ARC 21/09/2022

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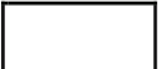
ARC 21/09/2022

Item 12.2 Attachment 1

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Auditor General’s 2022-23 reports

Number	Title	Date tabled
4	Payments to Subcontractors Working on State Government Construction Projects	11 August 2022
3	Public Trustee’s Administration of Trusts and Deceased Estates	10 August 2022
2	Financial Audit Results – Universities and TAFEs 2021	21 July 2022
1	Opinion on Ministerial Notification – Wooroloo Bushfire Inquiry	18 July 2022




ARC 21/09/2022


Item 12.2 Attachment 1

**Office of the Auditor General
Western Australia**

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 Office of the Auditor General
for Western Australia

ARC 21/09/2022

Item 12.3

12.3 (2022/MINUTE NO 0018) Financial Management Review (FMR)**Author** Stuart Downing**Attachments** 1. Financial Management Review (FMR) Report FY22 [📄](#)**Recommendation/Committee Decision**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECEIVES the Financial Management Review (FMR) report for FY22, as attached to the Agenda.

CARRIED UNANIMOUSLY 4/0**Background**

Under Local Government (Financial Management) Regulation 5(2)(c), the Chief Executive Officer (CEO) is required to regularly undertake reviews into the appropriateness and effectiveness of financial management systems and procedures established under Regulation 5(1).

The reviews need to be completed at least once in every three financial years, with the last review reported to Council in August 2019.

Following a procurement process, Moore Australia was engaged to undertake the Financial Management Review (FMR) on behalf of the CEO.

Moore Australia are a preeminent provider of accounting services to local government in WA and are a WALGA listed supplier for auditing services.

Moore Australia have substantial experience in completing FMR engagements for both metropolitan and regional local governments across the state and completed the City's previous review.

Submission

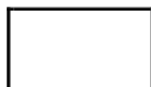
N/A

Report

The objective of the audit engagement was to assist the City's CEO discharge their responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations.

These responsibilities require the CEO to review the appropriateness and effectiveness of the financial management systems and procedures established by the City to fulfill financial management duties.

116 of 352



Item 12.3

ARC 21/09/2022

These duties include:

- Collection of money owed
- Custody and security of money and investments held
- Rates
- Maintenance and security of financial records
- Accounting and controls for revenue and expenses
- Accounting and controls for assets and liabilities
- Authorisation of purchases
- Authorisation of payments
- Borrowings
- Maintenance and processing of payroll
- Stock controls and costing records
- Record keeping for financial records
- Preparation of budgets and budget reviews
- Preparation of financial reports.

The outcomes from the FMR serve the dual purpose of providing the CEO with assurance as to the performance of the City's control environment for financial management (for which the CEO is ultimately responsible) and identifying any gaps and opportunities for improvement in the systems and procedures.

Key Audit Results

24 financial management areas in total were examined during the conduct of the review, covering financial systems and processes over the period 1 July 2021 to 31 May 2022.

The review found the following 20 areas examined had effective controls and procedures appropriate for the City's current scope of operations, and there were no issues raised or noted for these areas:

- | | |
|---------------------------------------|---------------------------------------|
| • Purchases, Payments and Payables | • Delegations |
| • Rates | • Audit Committee |
| • Bank Reconciliations | • Insurance |
| • Trust Funds | • Borrowings |
| • Fees and Charges | • Storage of Documents/Record Keeping |
| • Cost and Administration Allocations | • IT Controls |
| • Minutes and Meetings | • Registers |
| • Financial Reports | • Investments |
| • Budget | • Credit Card Procedures |
| • Plan for the Future | • General Journals |

Another four areas examined had four specific matters noted for improvement (one with moderate risk rating and three with minor risk rating).

 117 of 352

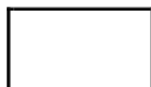
ARC 21/09/2022

Item 12.3

These are detailed in the table below with management comments provided:

Area	Rating	Matters Identified / Recommendations
Payroll	Moderate	<p>The system audit trail report for changes made to employee details, including bank details, is not generated and independently reviewed prior to processing the pay run.</p> <p>Recommendation</p> <p>To help ensure all changes to employee details in the system are correct and hence all payments are bona fide, the system's audit trail report showing all changes made to the system should be generated and reviewed by a senior staff member independent of processing at every payroll run.</p> <p>The independent review should seek to confirm the integrity of the changes/details in the system against appropriate authorisations and should be evidenced accordingly.</p> <p>Management Comments</p> <p>A significant number of changes are made to employee details each pay cycle with key changes (new employees, salary levels) made independent of payroll (by Human Resources) but vetted by payroll officers.</p> <p>The payroll team perform a comprehensive audit of the pay run prior to processing (line by line employee review with exception comments), and evidence of this audit check is provided for independent review by delegated senior officers as part of the pay run approval process.</p> <p>All employee bank detail changes need to be made via email, with payroll officers confirming validity by phoning employees.</p> <p>Following confirmation, payroll officers process the change to the employee record, very often having another officer check the accuracy of the change.</p> <p>Evidence of the requested change to bank details is held against the employee record.</p> <p>Going forward, email requests for bank detail changes will be included in the information pack for approval by senior officers, together with an audit listing of the changes made for the pay period.</p>
Inventory	Minor	<p>Whilst the reconciliation of the inventory system and the dip test were performed every month as required, it was noted that there was no evidence of review on those reconciliations by a senior staff member, independent of</p>

118 of 352



445 of 700



Item 12.3

ARC 21/09/2022

Area	Rating	Matters Identified / Recommendations
		<p>preparation.</p> <p>Recommendation</p> <p>To help ensure the above reconciliations are accurate and complete, the independent senior staff person should sign those reconciliations every month as evidence of review.</p> <p>Management Comments</p> <p>Recommendation is accepted. A senior officer will review monthly reconciliation and provide approval as evidence of review.</p> <p>This will be documented via the City's record management system.</p>
Receipts and Receivables	Minor	<p>Whilst the reconciliation of the physical cash count and cash receipt banking deposit listings were performed every day at the Aquatic Recreation Centre (ARC) and the Henderson Waste Recovery Park (HWRP) as required, it is noted there was no evidence of review on those reconciliations by a senior officer independent of preparation.</p> <p>Recommendation</p> <p>To help ensure the above reconciliations are accurate and complete, the independent senior staff member should sign those reconciliations as evidence of review.</p> <p>Management Comments</p> <p>HWRP: This risk has been identified by the auditors previously and HWRP has accepted the risk associated with cash handling at HWRP, due to the nature of the operations.</p> <p>Staff have different working hours, and the business is open seven days per week.</p> <p>The current process ensures receipting is done daily and accurately.</p> <p>The maximum cash received per day is \$400 (not material) and management have accepted the risk.</p> <p>No cash misappropriation has occurred thus far.</p> <p>ARC: Recommendation is accepted.</p> <p>A senior officer will review daily takings, fix any variances, and document approval as evidence of review.</p>

 119 of 352

ARC 21/09/2022

Item 12.3

Area	Rating	Matters Identified / Recommendations
Fixed Assets	Minor	<p>We noted instances where the depreciation rates applied to some individual assets (for the asset categories of Plant and Equipment, Buildings and Infrastructure - Footpath) were not in line with the City's depreciation policy.</p> <p>Recommendation</p> <p>To help ensure fixed assets are correctly depreciated, depreciation rates entered into the fixed assets system should be independently checked against the City's accounting policy.</p> <p>Management Comments</p> <p>Recommendation is accepted. This finding relates to very few assets and while these assets have been depreciated outside existing accounting policy parameters, the value of depreciation impact is insignificant and not material.</p> <p>Importantly, the City's review has concluded that these assets have been properly depreciated in line with asset management planning and expected useful life.</p> <p>The City's accounting policy will be updated to ensure it captures all useful life spans within the City's asset management framework.</p>

The results of this review provide solid assurance to the City's CEO, the Audit, Risk and Compliance Committee and Council on the effectiveness of the City's financial management controls, systems, and procedures.

Given the comprehensiveness of the review undertaken by Moore Australia and the three-year time lapse since the last review was completed, the relatively low number of matters identified (and low risk ratings) is considered a positive result.

Beside the assurance provided, value from this type of review also comes from identifying improvement opportunities and fixing any exposed control weaknesses.

The City has committed to addressing the recommendations made in the review as documented under the management comments provided.

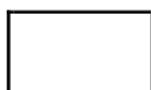
Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

120 of 352



447 of 700



Item 12.3

ARC 21/09/2022

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is an obligation under Section 5(2) (c) of the *Local Government (Financial Management) Regulations 1996* for the CEO to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the Local Government at least once every three financial years and to report the results of those reviews to Council.

The completed review ensures statutory compliance and assists the CEO to mitigate risks associated with the financial management of the City as identified and reported.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Financial Management Review

City of Cockburn

September 2022



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TABLE OF CONTENTS

Disclaimer 3

1. Executive Summary 4

2. Matters Noted 6

Appendix A - Review Procedures 9

Item 12.3 Attachment 1

ARC 21/09/2022

Disclaimer

The objective of this review as outlined in greater detail in Part 1.0 of this report as presented, is to assist the Chief Executive Officer of the City of Cockburn discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended).

It has been prepared by Moore Australia (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

Moore Australia (WA) Pty Ltd, an independent member of Moore Global Network Limited, and a Perth based partnership of trusts carries on business separately and independently from other Moore Global Network Limited member firms worldwide.

Services provided under this engagement are provided by Moore Australia (WA) Pty Ltd and not by any other independent Moore Global Network Limited member firms worldwide. No other independent Moore Global Network Limited member has any liability for services provided.

City of Cockburn
Financial Management Review

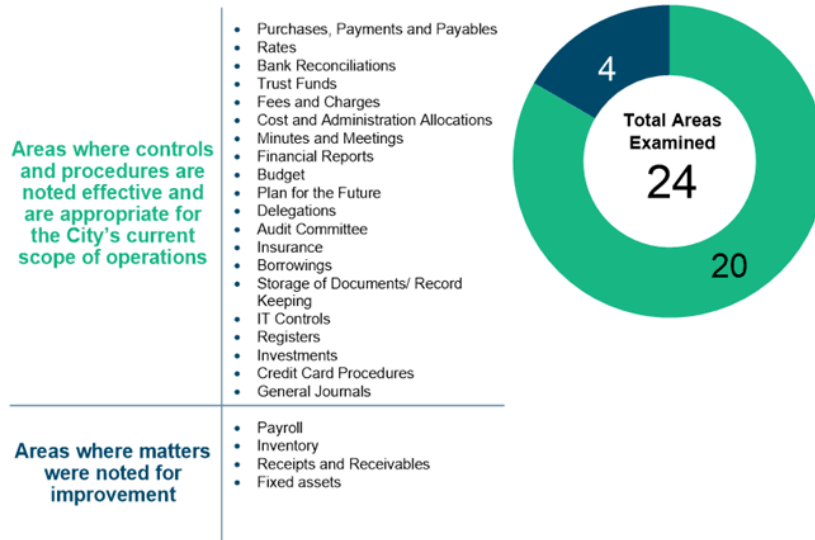
Page | 3



1. Executive Summary

The objective of our review as outlined in our engagement letter dated 10 May 2022 is to provide a report, based on our understanding of the City and associated risks, to the CEO on the appropriateness and effectiveness of the City's financial management systems and procedures as required by Financial Management Regulation 5(2)(c).

To this end, we examined the following financial systems and processes of the City covering the period 1 July 2021 to 31 May 2022 as agreed with the City's Management.



Our review included a high-level understanding of the key financial systems that support the financial processes undertaken by the City and the performance of review procedures designed to evaluate the appropriateness and effectiveness of the control environment of the City's financial management system. The procedures performed for each area in respect of the review have been included in Appendix A.

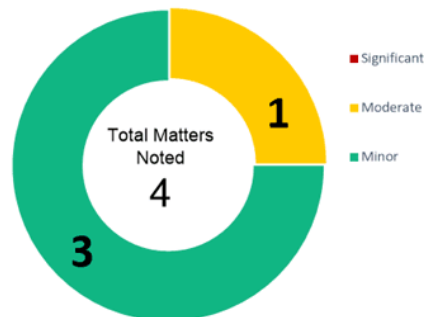
We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature.

The review constitutes an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance, either expressed or implied.

1. Executive Summary

Matters noted for improvement summarised by risk rating

Details of the specific areas with matters noted for improvement, together with our risk ratings, recommendations and management comments can be found in part 2 commencing on page 6.



Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.




We trust this report will assist in the ongoing review and improvement of the City's financial management practices and procedures.




2. Matters Noted

Please Note: The rating assessment as detailed below is our assessment based on the circumstances surrounding the procedures performed. They are intended to be read in the context of our rating assessment to the organisation as a whole. They are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.

Key for Rating Assessment:



Significant Issue represents a weakness which may have an adverse effect on the ability to achieve business objectives. Requires immediate management action.	
Moderate Issue represents a weakness which may become more serious if not addressed. Requires management action within a reasonable time period.	
Minor Issue represents an opportunity for improvement. Management should consider cost benefit analysis within a reasonable time period.	

Area	Rating	Matters Identified / Recommendations
Payroll		<p>The system audit trail report for changes made to employee details, including bank details, is not generated and independently reviewed prior to processing the pay run.</p> <p>Recommendation:</p> <p>To help ensure all changes to employee details in the system are correct and hence all payments are bona fide, the system's audit trail report showing all changes made to the system should be generated and reviewed by a senior staff member independent of processing at every payroll run.</p> <p>The independent review should seek to confirm the integrity of the changes/details in the system against appropriate authorisations and should be evidenced accordingly.</p> <p>Management Comments:</p> <p>A significant number of changes are made to employee details each pay cycle with key changes (new employees, salary levels) made independent of payroll (by HR) but vetted by payroll officers.</p> <p>The payroll team perform a comprehensive audit of the pay run prior to processing (line by line employee review with exception comments), and evidence of this audit check is provided for independent review by delegated senior officers as part of the pay run approval process.</p> <p>All employee bank detail changes need to be made via email, with payroll officers confirming validity by phoning employees. Following confirmation, payroll officers process the change to the employee record, very often having another officer check the accuracy of the change. Evidence of the requested change to bank details is held against the employee record.</p> <p>Going forward, email requests for bank detail changes will be included in the information pack for approval by senior officers, together with an audit listing of the changes made for the pay period.</p>

Item 12.3 Attachment 1

ARC 21/09/2022

2. Matters Noted


Area	Rating	Matters Identified / Recommendations
Inventory		<p>Whilst the reconciliation of the inventory system and the dip test were performed every month as required, we noted there was no evidence of review on those reconciliations by a senior staff member independent of preparation.</p> <hr/> <p>Recommendation:</p> <p>To help ensure the above reconciliations are accurate and complete, the independent senior staff person should sign those reconciliations every month as evidence of review.</p> <hr/> <p>Management Comments:</p> <p>Recommendation is accepted. A senior officer will review monthly reconciliation and provide approval as evidence of review.</p> <p>This will be documented via the City's record management system.</p>
Receipts and Receivables		<p>Whilst the reconciliation of the physical cash count and cash receipt banking deposit listings were performed every day at the Aquatic Recreation Centre (ARC) and the Henderson Waste Recovery Park (HWRP) as required, we noted there was no evidence of review on those reconciliations by a senior officer independent of preparation.</p> <hr/> <p>Recommendation:</p> <p>To help ensure the above reconciliations are accurate and complete, the independent senior staff member should sign those reconciliations as evidence of review.</p> <hr/> <p>Management Comments:</p> <p>HWRP: This risk has been identified by the auditors previously and HWRP has accepted the risk associated with cash handling at HWRP due to the nature of the operations. Staff has different working hours and Henderson is open 7 days per week. The current process is what they can do to ensure receipting is done daily and accurately. The maximum cash receipt a day is \$400, immaterial amount that they are willing to accept the risk. No cash misappropriation has happened thus far.</p> <p>ARC: Recommendation is accepted. A senior officer will review daily takings, fix any variances, and document approval as evidence.</p>



ARC 21/09/2022

Item 12.3 Attachment 1

2. Matters Noted

Area	Rating	Matters Identified / Recommendations
Fixed Assets		<p>We noted instances where the depreciation rates applied to some individual assets (for the asset categories of Plant & equipment, Buildings and Infrastructure- Footpath) were not in line with the City's depreciation policy.</p> <hr/> <p>Recommendation:</p> <p>To help ensure fixed assets are correctly depreciated, depreciation rates entered into the fixed assets system should be independently checked against the City's accounting policy.</p> <hr/> <p>Management Comments:</p> <p>Recommendation is accepted. This finding relates to very few assets and while these assets have been depreciated outside existing accounting policy parameters, the value of depreciation impact is insignificant and immaterial.</p> <p>Importantly, the City's review has concluded that these assets have been properly depreciated in line with asset management planning and expected useful life.</p> <p>The City's accounting policy will be updated to ensure it captures all useful life spans within the City's asset management framework</p>

Appendix A - Review Procedures

The following reviews were undertaken to evaluate the appropriateness and effectiveness of financial management system controls:

System	Description of Procedures Performed
Purchases, payments and payables (including purchase orders)	A sample of payment transactions was selected and tested to determine whether purchases were authorised and payments were supported, certified/authorised and correctly allocated. The City's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.
Receipts and Receivables	The end of day banking procedures at the City's administration office, Aquatic Recreation Centre (ARC) and the Henderson Waste Recovery Park (HWRP) were examined to determine if they were adequate in ensuring cash collections are being recorded and allocated properly to the general ledger. Detailed testing of a sample of receipts was performed. This included tracing to individual receipt detail, bank deposits, general ledger and bank statements to ensure banking was correctly performed.
Payroll	Detailed testing of a sample of individual employees was selected from different pay runs and for each employee's pay the following tests were performed to help ensure: <ul style="list-style-type: none"> the employee existed; the correct rate of pay was used; time sheets were properly completed and authorised; hours worked were properly authorised; and allocations were reasonable and correctly posted. We also tested the first pay of a sample of new employees and the last pay of a sample of terminated employee. The City's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled.
Rates	The City's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger. <p>We selected a sample of rate notices, instalment rate notices and interim rate notices for the period under review. This included:</p> <ul style="list-style-type: none"> re-performing the calculations on the rate notices; ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget; and ensuring the rate system is properly updated..
Bank Reconciliations	An examination of bank reconciliations and procedures for the period under review to ensure they are up to date as well as being prepared regularly and promptly for all bank accounts.
Trust Funds	Trust funds held by the City were examined through testing a sample of receipts and refunds to determine proper accountability in the City's financial management system and compliance with regulatory requirements.
Fees and Charges	Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements. <p>Detailed testing of a sample of fees and charges was performed. This included tracing to receipts, the adopted fees and charges schedule and the general ledger to ensure they were correctly charged, and their allocation/posting was correctly performed.</p>



Appendix A - Review Procedures

System	Description of Procedures Performed
Cost and Administration Allocations	The City's cost and administration allocations system was examined to determine if indirect costs have been properly allocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed.
Minutes and Meetings	Council and Committee meeting minutes were reviewed to ensure compliance with procedures and protocols.
Financial Reports	<p>A review of the City's systems and procedures over the annual financial report and monthly financial reports was performed to determine if:</p> <ul style="list-style-type: none"> Structured reporting processes are in place and being properly managed; Reports are properly constructed based balanced trial balances; Reports include all relevant and necessary details as required for proper financial/management reporting purposes; Monthly reports with variance analysis are presented to Council for adoption in a timely manner; and The annual financial report has been prepared in accordance with the <i>Local Government Act 1995</i>. <p>We have also checked to ensure the annual financial report has been adopted by Council and lodged with the Department of Local Government, Sport and Cultural Industries within the statutory timeframe.</p>
Budget	<p>The City's budgetary system and procedures was examined to determine if:</p> <ul style="list-style-type: none"> A structured process is in place and being managed properly; The Budget is properly constructed and based on reasonable assumptions in line with the City's strategic documents; and The Budget includes all relevant and necessary details and was properly adopted. <p>We have also checked the annual budget and the budget review documents have been lodged to the Department of Local Government, Sport and Cultural Industries within the statutory timeframe.</p>
Plan for the Future	A review of the Strategic Community Plan and Corporate Business Plan which comprise the Long Term Financial Plan are up to date and complied with legislative requirements.
Fixed assets (including depreciation, acquisition, and disposal of property)	<p>The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.</p> <p>A sample of asset additions and disposals was selected and testing performed to ensure:</p> <ul style="list-style-type: none"> tax invoices existed; correct posting to the general ledger; fixed assets register was promptly updated; and classification of assets was correct. <p>In addition, a sample of assets was selected and testing performed to ensure the depreciation rates used are in line with the City's accounting policy.</p>

Appendix A - Review Procedures

System	Description of Procedures Performed
Registers	<p>Financial Interest Register</p> <p>The register was examined to ensure compliance with regulatory requirements.</p> <p>Tender Register</p> <p>The City's tender process was reviewed to determine if adequate controls were in place to ensure the tendering of goods and services is being managed properly. This included walking through a sample of tenders selected for review from inception through to award of tender against the tender register, minutes and relevant supporting documentation.</p>
Delegations	The register was examined to ensure compliance with regulatory requirements.
Audit Committee	The City's establishment of its audit committee and the constituted membership was examined by us and considered satisfactory.
Insurance	Discussions with staff and review of policy documents revealed policies are current. Evidence also exists to suggest an annual review of insurance risks occurs.
Borrowings	A review of the City's controls and procedures over borrowings was performed to determine if borrowings were properly recorded and managed.
Inventory	A review of the City's controls and procedures over inventory was performed to determine if inventory was properly recorded and managed.
Storage of Documents / Record keeping and IT Controls	The City's record keeping / storage system and IT general control environment surrounding its information systems (such as access to the computer system, regular changes to passwords and data backup) were examined to determine if adequate controls and safeguards are in place.
Credit Card Procedures	<p>A review of the City's credit card procedures was performed to determine if adequate controls are in place.</p> <p>We selected a sample of credit card transactions from 1 July 2021 to 31 May 2022 across all credit cards to determine whether they are legitimate and usual in the context of the City's operations. This included:</p> <ul style="list-style-type: none"> • Sighting tax invoices; • Ascertaining whether the transactions are for bona fide City business; and • Determining whether transactions are in line with the credit card policy.
Investments	A review of the City's controls and procedures over investments was performed to determine if investments were properly recorded and managed.
General Journals	The City's journal procedures were examined to determine if they were sufficiently reviewed / approved at every staff level before processing.



ARC 21/09/2022

Item 12.3 Attachment 1

CONTACT US

Level 15, 2 The Esplanade,
Perth WA 6000
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E perth@moore-australia.com.au
www.moore-australia.com.au



HELPING YOU THRIVE IN A CHANGING WORLD

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Item 13.1

13. Operations

13.1 (2022/MINUTE NO 0019) Emissions and Energy Reporting for Henderson Landfill Facility

Author Anton Lees

Attachments 1. National Greenhouse and Energy Reporting - Emissions and Energy Report 2021-2022 [↓](#)

Recommendation/Committee Decision

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECOMMENDS the City's 2021-2022 Emissions and Energy Report is submitted to the Australian Government Clean Energy Regulator.

CARRIED UNANIMOUSLY 4/0

Background

The National Greenhouse and Energy Reporting (NGER) Scheme, established by the *National Greenhouse and Energy Reporting Act 2007* (NGER Act), is a single national framework for reporting and disseminating company information about greenhouse gas emissions, energy production, energy consumption and other information specified under NGER legislation.

All registered controlling corporations are required to submit an NGER report to the Clean Energy Regulator (CER) each year until the corporation is deregistered.

This obligation applies even if the corporation's facility falls below all reporting thresholds.

A facility reporting threshold is 25 kt or more of greenhouse gases carbon dioxide equivalent (CO₂-e) (scope 1 and scope 2) emissions.

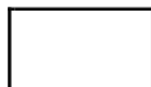
The City of Cockburn has been reporting the greenhouse gas emissions from the Henderson landfill facility to the Clean Energy Regulator since 2009, as per section 19 of the NGER Act. Reporting is undertaken electronically through the Emissions and Energy Reporting System (EERS).

This report provides an overview of the Emissions and Energy Report 2021-22.

Submission

N/A

134 of 352



Item 13.1

ARC 21/09/2022

Report

As per the NGER legislation, the City has prepared a report to the CER, detailing the emissions and energy production/consumption data through the EERS, see attached.

In the 2021-22 reporting period, the Henderson landfill facility released 82,044 tonnes of CO₂-e.

The results do not trigger the Safeguard Mechanism, which apply to facilities with emissions of more than 100,000 t of CO₂-e per year.

The Safeguard Mechanism requires Australia's largest greenhouse gas emitters to keep their net emissions below an emissions limit (a baseline) set by the CER.

The City's landfill operations are not expected to exceed 100,000 t CO₂-e in future reporting periods, therefore there is low risk of a baseline being set from the CER or potential financial implications association with offsetting emissions, such as via carbon credits.

Most the City's corporate greenhouse gas emissions (53 percent) are generated from solid waste to landfill at Henderson Waste Recovery Park (HWRP).

The latest reporting period shows that landfill emissions have increased due to increased tonnage being sent to HWRP.

From April 2023, general waste will be sent to the energy from waste plant in East Rockingham, therefore this will reduce tonnages and risks of increasing emissions.

If future landfill emissions exceed 100,000 t CO₂-e, the Henderson facility will trigger the Safeguard Mechanism and from that point the CER will provide a baseline in which net-emissions levels will be assessed.

An emissions exceedance of this baseline will need to be offset through Australian carbon credit units (ACCUs) or similar.

This scenario is unlikely, given the future energy from waste facility and reduction in tonnages sent to the landfill facility.

The City's Climate Change Strategy objectives include net zero emissions and zero non-hazardous waste to landfill by 2030.

The City shall continue to reduce waste to landfill as per these strategies.

Strategic Plans/Policy ImplicationsEnvironmental Responsibility

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

- Sustainable resource management including waste, water and energy.
- Address Climate Change.

135 of 352

ARC 21/09/2022

Item 13.1

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

N/A

Risk Management Implications

The City is required to submit an emissions report to the CER as per the NGER legislation.

If Council does not accept the recommendations of this report, the City will be non-compliant with its federal reporting requirements and shall receive enforcement action from the CER in response.

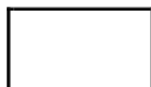
Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 21 September 2022 Audit Risk and Compliance Committee.

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

Nil

136 of 352



ARC 21/09/2022

Item 13.1 Attachment 1

UNCLASSIFIED: FOR OFFICIAL USE ONLY



Australian Government
Clean Energy Regulator

ABN/ACN/ARBN/Trading Name:
Version No:
Submission Status:
Submission Date:

27471341209
Not submitted

NATIONAL GREENHOUSE AND ENERGY REPORTING
SECTION 19 - EMISSIONS AND ENERGY REPORT
CITY OF COCKBURN
FOR THE REPORTING YEAR 2021 – 2022

REPORT UNDER SECTION 19 OF THE *NATIONAL GREENHOUSE AND ENERGY REPORTING ACT 2007*

Corporations registered under Division 3 of Part 2 of the *National Greenhouse and Energy Reporting Act 2007* (the NGER Act) are required to provide a report to the Clean Energy Regulator (the Regulator) by 31 October each year in respect of the previous financial year relating to:

- greenhouse gas emissions; and
- energy production; and
- energy consumption;

from the operation of facilities under the operational control of the corporation and entities that are members of the corporation's group, during that financial year.

A report under section 19 of the NGER Act must be given in a manner and form approved by the Regulator and set out the information specified in the *National Greenhouse and Energy Reporting Regulations 2008* (the NGER Regulations). The report must also be based on the methods, or methods which meet criteria, set out in the *National Greenhouse and Energy Reporting (Measurement) Determination 2008* (the Measurement Determination).

This report is an approved form in which a report under section 19 of the NGER Act may be given to the Regulator.

Giving false or misleading information is a serious offence.

SUBMITTING THE REPORT

The approved manner for submission of the section 19 report is completion and submission of the report in the Emissions and Energy Reporting System.

Your report must be submitted to the Regulator by 31 October 2022.

If a copy of this report is printed in hardcopy form for any purpose it does not represent, nor can it be treated as, an official version of the report submitted to the Regulator.

137 of 352

Item 13.1 Attachment 1

ARC 21/09/2022

CONTROLLING CORPORATION DETAILS

Name	CITY OF COCKBURN
Australian Business Number (ABN)	27471341209
Australian Company Number (ACN)	-
Australian Registered Body Number (ARBN)	-
Trading Name	CITY OF COCKBURN
Head office postal address:	
Postal address line 1	PO box 1215
Postal address line 2	-
Postal address line 3	-
Postal city/suburb	BIBRA LAKE DC
Postal state	Western Australia
Postal postcode	6965
Postal country	AUSTRALIA
Head office street address:	
Street address line 1	9 Coleville Crescent
Street address line 2	-
Street address line 3	-
Street city/suburb	SPEARWOOD
Street state	Western Australia
Street postcode	6163
Street country	AUSTRALIA

EXECUTIVE OFFICER (OR EQUIVALENT) DETAILS

Name	Victoria Green
Position	Acting CEO
Phone	0410 279 323
Mobile	-
Fax	City of Cockburn
Email	vgreen@cockburn.wa.gov.au
Postal address line 1	9 Coleville Crescent
Postal address line 2	-
Postal address line 3	-
Postal city/suburb	SPEARWOOD
Postal state	
Postal postcode	6163
Postal country	AUSTRALIA

CONTACT PERSON DETAILS

Name	Lyall Davieson
Position	Primary Contact
Phone	894113565
Mobile	-
Fax	-
Email	ldavieson@cockburn.wa.gov.au
Postal address line 1	PO box 1215
Postal address line 2	-
Postal address line 3	-
Postal city/suburb	BIBRA LAKE DC
Postal state	
Postal postcode	6965
Postal country	



ARC 21/09/2022

Item 13.1 Attachment 1

CITY OF COCKBURN EMISSION AND ENERGY REPORT SUMMARY

The table below reports total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed by the corporate group CITY OF COCKBURN for the 2021 - 2022 reporting period.

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
86,355	46	86,401

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
554,723	540,975	13,748

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO ₂ -e)						
Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
817	85,519	19	-	-	-	86,355

UNCERTAINTY

The NGER Regulations require a registered corporation's report to include the amount of uncertainty associated with estimates of scope 1 emissions for their corporate group. Uncertainty is to be assessed for an emissions estimate so that a range for statistical uncertainty is provided at a 95% confidence level. The uncertainty of emissions estimates is to be calculated in accordance with the rules set out in Chapter 8 of the NGER Determination, including in accordance with the Greenhouse Gas Protocol guidance on uncertainty assessment in greenhouse gas inventories and calculating statistical parameter uncertainty (September 2003), as applicable.

FACILITY NAME : HENDERSON WASTE RECOVERY PARK		
Source	Emission Total (tCO ₂ -e)	Uncertainty %
Solid waste disposal on land	82,044	35.0

Item 13.1 Attachment 1

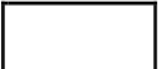
ARC 21/09/2022

CITY OF COCKBURN EMISSION AND ENERGY REPORT DETAIL

Corporate Structure

The table below lists the entities whose greenhouse gas emissions and energy production and energy consumption are included in the S19 report.

No.	Entity Details	Scope 1 Emissions (t CO2-e)	Scope 2 Emissions (t CO2-e)	Energy Consumed Total (GJ)	Energy Consumed Net (GJ)	Energy Produced (GJ)
1	Henderson Waste Recovery Park Type: Facility	86,355	46	554,723	540,975	13,748



ARC 21/09/2022

Item 13.1 Attachment 1

1: HENDERSON WASTE RECOVERY PARK - FACILITY

Name	Henderson Waste Recovery Park
Facility Street Address	920 Rockingham Rd WATTLEUP Western Australia 6166 AUSTRALIA
Geographic Coordinates	Latitude 32.162S / Longitude 115.797E
Facility location	-
Activity location	Western Australia
Location description	-
Activity description	-
ANZSIC Code	292 - Waste treatment, disposal and remediation services
Operational Control	CITY OF COCKBURN
Number of Days with Operational Control	Full Year
Operational Control Dates	01/07/2021 - 30/06/2022
Grid Connected Electricity Generator	No

The following tables summarise total greenhouse gas emissions from operation of this facility during the period that it was under the operational control of CITY OF COCKBURN.

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
86,355	46	86,401

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
554,723	540,975	13,748

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO ₂ -e)						
Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
817	85,519	19	-	-	-	86,355

SCOPE 1 EMISSIONS

EC = Energy Content Factor, Z = Energy Content, EF = Emission Factor

Source Activity	Fuel / Criterion	Quantity	Energy Values (EC & Z)	Gas / Method	Scope 1 Emissions (t CO ₂ -e)
Source category: Fuel combustion Source of emissions: Stationary and Transport energy purposes (excluding electricity generation) Activity type: Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes	Fuel / Energy commodity: Diesel oil Fuel usage: combustion Criterion: AA	230.3 kL	EC (GJ/Unit): 38.6 Z (GJ): 8,890	Gas: CO ₂ EF (kg CO₂-e / GJ): 69.9 Method: Method 1	621
				Gas: CH ₄ EF (kg CO₂-e / GJ): 0.1 Method: Method 1	1
				Gas: N ₂ O EF (kg CO₂-e / GJ): 0.2 Method:	2

141 of 352

Item 13.1 Attachment 1

ARC 21/09/2022

				Method 1	
Source category: Fuel combustion Source of emissions: Stationary and Transport energy purposes (excluding electricity generation) Activity type: Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	Fuel / Energy commodity: Diesel oil - Transport post- 2004 Fuel usage: combustion Criterion: AA	72.72 kL	EC (GJ/Unit): 38.6 Z (GJ): 2,807	Gas: CO2 EF (kg CO2-e / GJ): 69.9 Method: Method 1	196
				Gas: CH4 EF (kg CO2-e / GJ): 0.01 Method: Method 2	0
				Gas: N2O EF (kg CO2-e / GJ): 0 Method: Method 2	1
Source Total			11,697		821
Source category: Fuel combustion Source of emissions: Emissions released from fuel use by certain industries (including electricity generation) Activity type: Electricity production - Gaseous fuels	Fuel / Energy commodity: Landfill biogas that is captured for combustion (methane only) Fuel usage: combustion Criterion: BBB	14,397,380 m3	EC (GJ/Unit): 0.0377 Z (GJ): 542,781	Gas: CO2 EF (kg CO2-e / GJ): 0 Method: Method 1	0
				Gas: CH4 EF (kg CO2-e / GJ): 6.4 Method: Method 1	3,474
				Gas: N2O EF (kg CO2-e / GJ): 0.03 Method: Method 1	16
Source Total			542,781		3,490
Source category: Waste Source of emissions: Solid waste disposal on land Activity type: Emissions of methane released from landfills	Criterion: BBB	-	-	Gas: CH4 EF (kg CO2-e / GJ): -	82,044



ARC 21/09/2022

Item 13.1 Attachment 1

				Method: Method 1	
Source Total			-		82,044
Total			554,478		86,355

MATTERS TO BE IDENTIFIED (MTBI) - WASTE MIX TYPES - WASTE MIX TYPE PERCENTAGES
SOURCE OF EMISSIONS: SOLID WASTE DISPOSAL ON LAND

Waste Type	Municipal Waste (wt%)	Commercial & Industrial (wt%)	Construction & Demolition (wt%)	Shredder Flock (wt%)
Rubber & Leather	1	3.5	0	0
Nappies	4	0	0	0
Sludge	0	1.5	0	0
Textiles	1.5	4	0	0
Wood	1	12.5	6	0
Garden	16.5	4	2	0
Paper	13	15.5	3	0
Food	35	21.5	0	0
Inert Waste	28	37.5	89	0
Total	100	100	100	0

MATTERS TO BE IDENTIFIED (MTBI) PER SOURCE

Source of Emissions	MTBI	Methods	Activity	Activity Value	Unit
Solid waste disposal on land	the landfill classification specified in the Determination	Method 1	-	n/a	
	the number of years in operation	Method 1	-	33	
	the average annual amount (in tonnes) of disposal of solid waste over the lifetime of the landfill facility prior to the first year of reporting	Method 1	-	115029	tonnes
	the total tonnes of waste entering the landfill	Method 1	-	156367	tonnes
	the tonnes of waste entering the landfill from municipal sources	Method 1	-	40655	tonnes
	the tonnes of waste entering the landfill from commercial and industrial sources	Method 1	-	26582	tonnes
	the tonnes of waste entering the landfill from construction and demolition sources	Method 1	-	89129	tonnes
	the tonnes of waste entering the landfill from alternative waste treatment facilities	Method 1	-	0	tonnes
	the tonnes of waste entering the landfill from shredder flock	Method 1	-	0	tonnes
	the tonnes of waste entering the landfill from inert waste	Method 1	-	0	tonnes
	the tonnes of waste received at the landfill facility for transfer to an external recycling or biological treatment facility	Method 1	-	0	tonnes
	the tonnes of waste received at the landfill facility for recycling or biological treatment on site	Method 1	-	0	tonnes
	the tonnes of waste received at the landfill facility for construction purposes, daily cover purposes, intermediate cover purposes or final capping and cover purposes (inert waste only)	Method 1	-	0	tonnes
	the opening stock of degradable organic carbon, in tonnes	Method 1	-	79129	
	the LEGACY emissions from decomposition of waste	Method 1	-	63353	
	the emissions, OTHER THAN LEGACY emissions, from decomposition of waste	Method 1	-	18691	
	the tonnes of methane (CO ₂ -e) captured for combustion that are LEGACY emissions	Method 1	-	211178	tonnes (CO ₂ -e)
	the tonnes of methane (CO ₂ -e) captured for combustion that are NOT	Method	-	62304	tonnes

Item 13.1 Attachment 1

ARC 21/09/2022

	LEGACY emissions	1			(CO2-e)
	the tonnes of waste treated by composting	Method 1	-	0	tonnes
	the tonnes of waste treated by anaerobic digestion	Method 1	-	0	tonnes
	the tonnes of methane (CO2-e) captured from composting	Method 1	-	0	tonnes (CO2-e)
	the tonnes of methane (CO2-e) captured from anaerobic digestion	Method 1	-	0	tonnes (CO2-e)
Solid waste disposal on land	the tonnes of methane (CO2-e) captured and transferred offsite that are LEGACY emissions	Method 1	Emissions of methane released from landfills	0	tonnes (CO2-e)
	the tonnes of methane (CO2-e) captured and transferred offsite that are NOT LEGACY emissions	Method 1	Emissions of methane released from landfills	0	tonnes (CO2-e)
	the tonnes of methane (CO2-e) flared that are LEGACY emissions	Method 1	Emissions of methane released from landfills	0	tonnes (CO2-e)
	the tonnes of methane (CO2-e) flared that are NOT LEGACY emissions	Method 1	Emissions of methane released from landfills	0	tonnes (CO2-e)

SCOPE 2 EMISSIONS

Activity Type	Quantity	Units	Emission Factor (kg CO2-e / unit)	Scope 2 Emissions (t CO2-e)
Purchase and loss of electricity from main electricity grid in a State or Territory	68,074	kWh	0.68	46
Total				46



ARC 21/09/2022

Item 13.1 Attachment 1

ENERGY CONSUMED BY MEANS OF COMBUSTION FOR PRODUCING ELECTRICITY								
Activity Type	Fuel / Energy Commodity	Fuel Usage	Criterion	Sub-criterion	Amount	Units	Energy Content Factor (GJ/Unit)	Energy Content (GJ)
Electricity production - Gaseous fuels	Landfill biogas that is captured for combustion (methane only)	combustion	BBB	-	14,397,380	m3	0.0377	542,781
Total								542,781

ENERGY CONSUMED BY MEANS OF COMBUSTION FOR TRANSPORT								
Activity Type	Fuel / Energy Commodity	Fuel Usage	Criterion	Sub-criterion	Amount	Units	Energy Content Factor (GJ/Unit)	Energy Content (GJ)
Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	Diesel oil - Transport post-2004	combustion	AA	-	72.72	kL	38.6	2,807
Total								2,807

ENERGY CONSUMED BY MEANS OF COMBUSTION FOR PURPOSES OTHER THAN PRODUCING ELECTRICITY, PRODUCING A CHEMICAL OR METAL PRODUCT OR FOR TRANSPORT								
Activity Type	Fuel / Energy Commodity	Fuel Usage	Criterion	Sub-criterion	Amount	Units	Energy Content Factor (GJ/Unit)	Energy Content (GJ)
Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes	Diesel oil	combustion	AA	-	230.3	kL	38.6	8,890
Total								8,890

ENERGY CONSUMED BY MEANS OTHER THAN COMBUSTION								
Activity Type	Fuel / Energy Commodity	Fuel Usage	Criterion	Sub-criterion	Amount	Units	Energy Content Factor (GJ/Unit)	Energy Content (GJ)
Purchase and loss of electricity from main electricity grid in a State or Territory	-	-	-	-	68,074	kWh	0.0036	245
Total								245

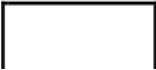
ELECTRICITY PRODUCED						
Activity Type	Usage	Amount	Units	Energy Content Factor (GJ/Unit)	Converted Energy Content Amount (GJ)	
Electricity (biogas generation)	For use offsite on a network	3,818,815	kWh	0.0036	13,748	
Total					13,748	

Item 13.1 Attachment 1

ARC 21/09/2022

CORPORATE GROUP THRESHOLD MET

The corporate group of CITY OF COCKBURN has met a corporate group threshold prescribed in sections 13 (1)(a),(b), or (c) of the NGER Act during the reporting year and is reporting under Divisions 4.3 to 4.5 of the NGER Regulations (regulation 4.03).



ARC 21/09/2022

Item 13.1 Attachment 1

PRIVACY STATEMENT**PROTECTION OF INFORMATION**

The Clean Energy Regulator is bound by the secrecy provisions of Part 3 of the *Clean Energy Regulator Act 2011* (CER Act) in regard to information it collects in relation to this report and also by the *Privacy Act 1988* in regard to personal information it collects.

PRIVACY NOTICE

'Personal information' is defined in the Privacy Act 1988 to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

The collection of personal information relating to this report is authorised by the *National Greenhouse and Energy Reporting Act 2007* (NGER Act) and the National Greenhouse and Energy Reporting Regulations 2008.

Personal information collected in relation to this report will be used for the purposes of assessing the report content, auditing compliance, enforcement of relevant laws and regulations, the performance of our statutory functions and for related purposes. We will also use the personal information which you provide for our administrative purposes, for example, to pre-populate other Clean Energy Regulator forms which you wish to fill out online in the future, and for improving our service delivery to you. We cannot process the application if we do not collect relevant personal information.

The Clean Energy Regulator's Privacy Policy contains information about the agency's procedures for handling personal information including how a person can access their personal information held by the agency, and how to seek correction of such information. The Privacy Policy also contains information about how to complain about a breach of the Australian Privacy Principles. The Clean Energy Regulator's Privacy Policy can be found at www.cleanenergyregulator.gov.au.

DISCLOSURE OF INFORMATION

The Clean Energy Regulator is only able to disclose information relating to this report (including personal information) in accordance with the CER Act, the NGER Act, the Privacy Act 1988 or as otherwise required by law.

The circumstances in which such information may be disclosed include:

- Disclosure to the Secretary or authorised officer of a Department for the purpose of administering a program or collecting statistics relating to greenhouse gas emissions, energy consumption or energy production;
- Disclosure to certain agencies, bodies or persons where the Regulator is satisfied that disclosure will enable or assist those agencies, bodies or persons to perform or exercise their functions or powers, including the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission and the Commissioner of Taxation;
- Disclosure for the purposes of law enforcement;
- Disclosure to States and Territories in accordance with the NGER Act; and
- Disclosure for the purposes of a climate change law or for the purposes of the performance of our functions under a climate change law.

Item 13.1 Attachment 1

ARC 21/09/2022

DECLARATION

The Executive Officer (or equivalent), as described in the *National Greenhouse and Energy Reporting Act 2007* (NGER Act), should read the following declaration below before electronically submitting the emissions and energy report.

It is the responsibility of the reporting entity to ensure that the information provided in the emissions and energy report is prepared in accordance with the requirements set out in the NGER Act and the National Greenhouse and Energy Reporting Regulations 2008 (NGER Regulations) and that the data it contains is based on methods prescribed in the National Greenhouse and Energy Reporting (Measurement) Determination 2008 (NGER Measurement Determination).

Under the NGER Act and the NGER Regulations, the reporting entity remains responsible for the truth and accuracy of the contents of the emissions and energy report despite the assistance, if any, of a third party in its preparation.

Section 19 of the NGER Act includes a civil penalty provision, a breach of which may attract a pecuniary penalty of up to 2,000 penalty units. The *Crimes Act 1914* provides that one penalty unit is \$222.

In accordance with section 22 of the NGER Act, a reporting entity is required to keep records of the activities of the members of its group that, inter alia, allow it to report accurately and enable the Clean Energy Regulator to ascertain whether it has complied with its obligations under the NGER Act. Records must be retained for a period of 5 years from the end of the year in which the activities took place. Section 22 includes a civil penalty provision, a breach of which may attract a pecuniary penalty of up to 1,000 penalty units.

By electronically submitting, the signatory declares that:

- they have read and understood the penalties that apply for breaching the NGER Act;
- the information provided in this emissions and energy report (including any attachments) is true and correct, and that they understand that the provision of false or misleading information is a serious offence under the *Criminal Code 1995* and may have consequences under the NGER Act;
- the information provided in this emissions and energy report has been prepared and supplied in accordance with the requirements set out in the NGER Act, the NGER Regulations and the NGER Measurement Determination;
- they are duly authorised to act, including submitting this emissions and energy report, on behalf of the reporting entity;
- the Clean Energy Regulator may compel or conduct an audit of the information contained in this emissions and energy report or in relation to compliance with the NGER Act, the NGER Regulations and the NGER Measurement Determination;
- the Clean Energy Regulator may request further clarification or documentation to verify the information supplied in this emissions and energy report; and
- the entity providing the emissions and energy report and each group member (if any) listed in the report is a body corporate.



Item 13.2

ARC 21/09/2022

13.2 (2022/MINUTE NO 0020) City of Cockburn Annual Groundwater Monitoring Summary 2021-2022**Author** Anton Lees**Attachments** 1. City of Cockburn Annual Groundwater Monitoring Summary [↓](#)**Recommendation/Committee Decision**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) APPROVES the City's 2021-2022 Annual Groundwater Monitoring Summary submission to the Department of Water and Environmental Regulation.

CARRIED UNANIMOUSLY 4/0**Background**

The City's Irrigation Operating Strategy provides a strategic direction to the management, monitoring and reporting of abstracted groundwater for the City's open spaces and streetscapes.

Contingency measures are also detailed to address abstraction limits being exceeded, adverse impacts of the abstraction are detected, or in the event the licensed abstraction limit is reduced by the Department of Water and Environmental Regulation (DWER).

An annual summary of groundwater usage is required to comply with the City's ground water licence (GWL) conditions.

This report outlines the groundwater usage for 2021–2022 which will be issued to DWER.

Submission

NA

Report

The City of Cockburn's primary use for groundwater is to irrigate parks, gardens, and streetscapes for active, passive and ornamental purposes.

The groundwater well licences (GWL) issued to the City of Cockburn for the 2021–2022 year are governed by the operating strategy for the irrigation of parks and streetscapes and assessed in this report.

The Department of Water and Environmental Regulation (DWER) is in the process of amalgamating the City's GWLs in the same subarea along with a new operating strategy to be approved as part of this process.

149 of 352

ARC 21/09/2022

Item 13.2

While this process is underway, the City is treating all GWLs within the one subarea as one GWL i.e., water can be traded between the sites in one subarea.

Key findings of the report are summarised below:

- A groundwater saving of 692,014 kilolitres or 21 percent across all the City's Sub-Areas,
- Saving exceeds the City's Water Efficiency Plan target of 10%
- Water quality and salinity levels remain within acceptable irrigation water quality levels
- Static water levels (SWL) across selected bores within the City's subareas remain steady.

Groundwater Sub-Area	Metered Bore Sites	Abstraction (Kilolitres)	DWER Allocation (Kilolitres)	Percentage of allocation abstracted
Kogalup	113	1,254,364	1,514,454	83%
Success	51	536,375	603,549	89%
South Lake	20	240,565	351,000	69%
City of Cockburn	33	287,038	393,495	73%
Airport	17	87,997	188,731	47%
Thompsons	9	47,018	78,226	47%
Banjup	5	21,983	28,250	78%
Total	248	2,530,941	3,222,955	79%

Detailed analysis of groundwater flow meter readings, water quality testing and static groundwater levels can be found in the Groundwater Monitoring Summary attached.

It should be noted the City has two GWL governed by their own operating strategies and are independent of this annual report.

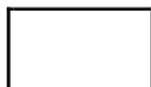
1. GWL 200065 - geothermal heating Cockburn ARC with a zero-kilolitre net abstraction.
2. GWL 159917 - groundwater interception drain (GID) at Port Coogee which is sub surface abstract

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Protection and enhancement of our natural areas, bushland, parks and open spaces.
- Sustainable resource management including waste, water and energy.



Item 13.2

ARC 21/09/2022

Budget/Financial Implications

NA

Legal Implications

NA

Community Consultation

NA

Risk Management

The City is required to submit an Annual Groundwater Monitoring Summary to the Department of Water and Environmental Regulation as per the groundwater licence conditions.

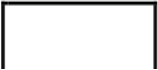
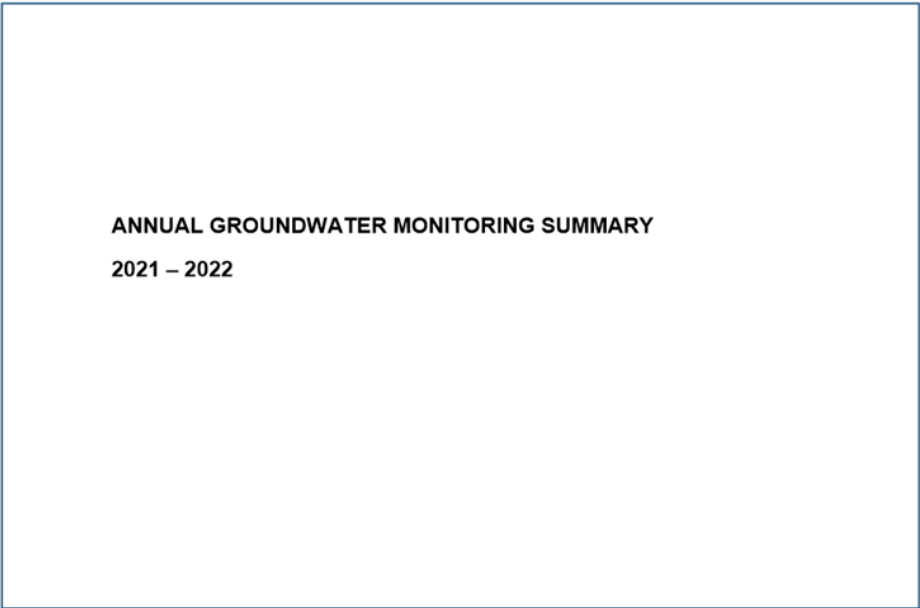
If Council does not accept the recommendations of this report, the City will be non-compliant with its Irrigation Operating Strategy actions and be in breach of its groundwater licence conditions.

Advice to Proponent(s)/Submitters

N/A

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

Nil



ARC 21/09/2022

Item 13.2 Attachment 1

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i

153 of 352

Contents

1.	Introduction.....	1
2.	Climate and Rainfall	3
3.	Hydrogeology	4
4.	Borefield Description	4
5.	Groundwater Abstraction.....	5
6.	Monitoring Results.....	5
6.1.	Production.....	5
6.2.	Rainfall	7
6.3.	Water Quality	9
6.3.1.	Salinity	9
6.3.2.	pH.....	9
6.3.3.	Nitrogen	10
6.3.4.	Phosphorus	10
7.	Water Levels	11
7.1.	Levels.....	11
7.2.	Quantity.....	11
8.	Water Quality.....	15
8.1.	Electrical Conductivity (EC).....	15
8.2.	pH	17
8.3.	Nitrogen	17
8.4.	Phosphorus.....	18
9.	Other	19
10.	Compliance	19
11.	Recommended Changes to Monitoring Programme	19
12.	Assessment of Impacts	19
13.	Recommendations	19
14.	References	21



Tables

Table 1: Groundwater well licences held by the City of Cockburn 2021 – 2020 for irrigating parks and gardens.....	1
Table 2: Groundwater well licences held by the City of Cockburn 2021 – 2022 for Port Coogee Marina GID and the geothermal heating project.....	3
Table 3: The 2021 – 2022 rainfall (mm) and the 10-year moving mean rainfall (mm).	3
Table 4: The 2021 – 2022 net evaporation and the 10-year moving mean net evaporation.	4
Table 5: The number of meters and the percentage of abstraction of each GWL.	6
Table 6: Table of graphs of salinity for selected bores in selected subareas.	12
Table 7: Table of graphs of pH for selected bores in selected subareas.....	13
Table 8: Table of graphs of static water levels of selected bores in selected subareas. Note the differences in vertical scale.	14

Figures

Figure 1: Annual rainfall and 10-year moving mean rainfall since 2003 – 2022.	8
Figure 2: Monthly rainfall for 2021 – 2022 compared with 10-year moving mean.	8
Figure 3: Net evaporation for 2021 – 2022 compared with 10-year moving monthly mean.	9

Appendices

Appendix 1: Groundwater Well Licences
Appendix 2: Groundwater Well Licence Subarea Maps
Appendix 3: Flow meter readings 2021 – 2022
Appendix 4: Water quality of selected bores.
Appendix 5: Comprehensive water analysis of selected bores September 2015

1. Introduction

The City of Cockburn is a local government authority providing services to the community. Its use of groundwater is primarily to irrigate parks and gardens for active, passive and ornamental purposes. The City of Cockburn is located 15 km south of the Perth CBD.

The groundwater well licences (GWL) issued to the City of Cockburn for the 2021 – 2022 year governed by the operating strategy for the irrigation of parks and gardens and assessed in this report are outlined in Table 1 and are presented in full in Appendix 1. Appendix 2 shows maps of irrigated areas of each subarea.

The Department of Water and Environmental Regulation (DWER) is in the process of amalgamating GWLs in the same subarea and has a new operating strategy has been submitted as part of this process. While this process is underway, the City is treating all GWLs within the one subarea and one GWL i.e., water can be traded between the sites in one subarea. The exception to this is GWL 203205 for the Success Sporting Complex which is governed by its own GWL.

GWL 200065 is a geothermal heating project with a zero kilolitre net abstraction. GWL 159917 is a groundwater interception drain (GID) associated with the Port Coogee Marina development (Table 2). Both of these GWLs are governed by their own operating strategies and as such are reported on independently of the GWLs in Table 1.

Table 1: Groundwater well licences held by the City of Cockburn 2021 – 2020 for irrigating parks and gardens.

GWL	Groundwater Area	Groundwater Subarea	Aquifer	Expiry	Water year	Allocation kL
GWL 49535	Cockburn	Kogalup	Perth: Superficial Swan	14 Aug 2029	1 Jul – 30 Jun	1,496,454
GWL 179665	Cockburn	Kogalup	Perth: Superficial Swan	8 Feb 2026	1 Oct – 30 Sep	18,000
Total for Kogalup subarea						1,514,454
GWL 180053	Jandakot	Success	Perth: Superficial Swan	28 Oct 2028	1 Jul – 30 Jun	13,630
GWL 181250	Jandakot	Success	Perth: Superficial Swan	23 Oct 2029	1 Jun – 31 May	6,300
GWL 183402	Jandakot	Success	Perth: Superficial Swan	23 Jan 2027	1 Jun – 31 May	2,250
GWL 200071	Jandakot	Success	Perth: Superficial Swan	19 Jul 2027	1 Jul – 30 Jun	2,025

1

ARC 21/09/2022

Item 13.2 Attachment 1

GWL	Groundwater Area	Groundwater Subarea	Aquifer	Expiry	Water year	Allocation KL
GWL 203203	Jandakot	Success	Perth: Superficial Swan	7 Aug 2029	1 Jul – 30 Jun	575,900
GWL 203207	Jandakot	Success	Perth: Superficial Swan	7 Aug 2029	1 Jul – 30 Jun	3,444
Total for Success subarea						603,549
GWL 203205	Jandakot	Success	Perth: Superficial Swan	7 Aug 2029	1 Jul – 30 Jun	65,250
Total for Success Sports Complex						65,250
GWL 49545	Perth	City of Cockburn	Perth: Superficial Swan	14 Aug 2029	1 Jul – 30 Jun	393,495
Total for City of Cockburn subarea						393,495
GWL 203189	Jandakot	South Lake	Perth: Superficial Swan	4 Aug 2029	1 Jul – 30 Jun	279,000
GWL 203256	Jandakot	South Lake	Perth: Superficial Swan	20 Aug 2029	1 Jun – 31 May	2,000
GWL177276	Jandakot	South Lake	Perth: Superficial Swan	4 Sep 2028	1 Jul – 30 Jun	70,000
Total for South Lake subarea						351,000
GWL 203196	Jandakot	Airport	Perth: Superficial Swan	5 Aug 2029	1 Jul – 30 Jun	112,470
GWL 202853	Jandakot	Airport	Perth: Superficial Swan	5 Aug 2029	1 Jul – 30 Jun	53,731
GWL155669	Jandakot	Airport	Perth: Superficial Swan	3 Dec 2023	1 Jul – 30 Jun	22,530
Total for Airport subarea						188,731
GWL 181306	Cockburn	Thompsons	Perth: Superficial Swan	12 Nov 2028	1 Oct – 30 Sep	2,700
GWL 203255	Cockburn	Thompsons	Perth: Superficial Swan	14 Aug 2029	1 Jul – 30 Jun	75,526
Total for Thompsons subarea						66,150
GWL 203204	Jandakot	Banjup	Perth: Superficial Swan	7 Aug 2029	1 Jul – 30 Jun	28,250
Total for Banjup subarea						28,250

2

157 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

Table 2: Groundwater well licences held by the City of Cockburn 2021 – 2022 for Port Coogee Marina GID and the geothermal heating project.

GWL	Groundwater Area	Groundwater Subarea	Aquifer	Expiry	Allocation kL
GWL159917	Cockburn	Kogalup	Perth: Superficial Swan	14 Aug 2027	1,350,500
GWL 200065	Jandakot	Jandakot Confined	Perth: Yarragadee North	16 Jul 2027	0

This report has been prepared by Sports Turf Technology on behalf of the City of Cockburn and pertains to the 1 July 2021 – 30 June 2022 reporting year.

2. Climate and Rainfall

Although the City of Cockburn is located closer to the Jandakot Aero Bureau of Meteorology station (ID 9172), Jandakot station does not measure evaporation. Consequently, comprehensive data from the Perth Airport Station (ID 9021) has been used in this report.

The Perth metropolitan area experiences a Mediterranean climate with hot, dry summers and cool, wet winters. This climate results in the need for irrigation in the warmer months when temperatures and net evaporation are high. The irrigation season traditionally runs from September to April, and 2021 – 2022 was no exception.

Current and ten-year mean rainfall and net evaporation data are presented in Table 3 and Table 4.

Table 3: The 2021 – 2022 rainfall (mm) and the 10-year moving mean rainfall (mm).

	2021 – 2022 rainfall (mm)	10-year average rainfall (mm)
July	262.8	120.2
August	51.2	129.3
September	64.2	78.7
October	97.6	29.8
November	6.0	29.0
December	2.4	15.1
January	0.0	19.5
February	1.8	19.9
March	4.8	20.4

3



ARC 21/09/2022

Item 13.2 Attachment 1

	2021 – 2022 rainfall (mm)	10-year average rainfall (mm)
April	58.4	29.3
May	72.8	82.3
June	66.6	99.7
Total	688.6	673.1

Table 4: The 2021 – 2022 net evaporation and the 10-year moving mean net evaporation.

	2021 – 2022 net evaporation (mm)	10-year average net evaporation (mm)
July	-190.2	-55.0
August	32.8	-41.3
September	56.0	39.1
October	44.4	147.3
November	220.8	210.1
December	318.2	291.8
January	347.4	303.1
February	296.4	242.6
March	211.0	205.8
April	95.8	113.2
May	19.4	9.5
June	-5.8	-35.0
Total	1446.2	1287.8

3. Hydrogeology

The bores relevant to this report are constructed in the Perth Superficial Aquifer. The Perth Superficial Aquifer is a major unconfined aquifer that extends throughout the Swan Coastal Plain. It is located in surficial sediments that are Quaternary overlying Cretaceous overlying Jurassic. The sediments range from predominantly clayey through a sandy succession to sand and limestone within the coastal belt (Davidson, 1995).

4. Borefield Description

The bores in the GWLs held by the City of Cockburn relevant to this report are constructed in the Perth Superficial Aquifer and are spread among the groundwater areas of Perth, Jandakot and Cockburn.

4

159 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

The City of Cockburn does not have any bores constructed in the Leederville Aquifer.

GWL 200065 is a geothermal project for the purpose of heating the Cockburn Aquatic Recreational Centre. The borefield accesses the Yarragadee Aquifer and consists of an abstraction bore and an injection bore. Compliance reporting of GWL 200065 is independent of this report. A detailed description of the project is contained in that report.

The lithology of the GWLs of Kogalup, Thompsons and the western part of the City of Cockburn is limestone and calcrete and was formed in the Quaternary.

The lithology of the eastern part of the City of Cockburn GWL and the Airport, Banjup, South Lake and Success GWLs is sand and gravel from an indeterminable geological age.

The bores are all production bores and are used to irrigate turf and garden areas. Most bores pump directly into reticulated irrigation systems. Others are pumped into holding lakes or tanks and the water is drawn from the lake or tank to irrigate turf or garden. Their peak draw is at the height of summer, usually February.

5. Groundwater Abstraction

As of 30th June 2022, the City of Cockburn has 248 meters installed on bores within its jurisdiction relevant to this report. It is understood that all the City's bores are metered, however, due to the vast number of bores within the City's jurisdiction, periodically a site is discovered to not be metered. This anomaly is rectified as soon as it is discovered.

Managing the vast quantity of bores licenced to the City is challenging. Over the past few years the City has trialled new water management software to improve its water efficiency and improve its record keeping but one single system has not proved effective as yet.

The City uses the SD central control system as a management tool on 185 of its parks. Flow meter readings are stored and downloaded from these sites. Sites without SD systems are read manually on the first working day of each month.

6. Monitoring Results

6.1. Production

The City remained within its allocation across all but one of its GWLs. With the exception of GWL 200071 and GWL 203207, the City's abstraction for

5



each GWL is within DWER's allocation of 7,500 kL/ha/yr. The volume of metered water abstracted is presented in Table 5.

GWL 203207 and GWL 200071 exceeded their allocation, however these GWLs are intended to be amalgamated with GWL 203203 as they are both in the Success groundwater subarea. Abstraction from all the Success subarea GWLs combined totalled 536,375 kL from an allocation of 603,549 kL. Under the premise that all the Success subarea GWLs are treated as one, the Success groundwater subarea remained within allocation, abstracting 89% of its entitlement.

Bore production increased as rainfall decreased and was at its greatest in the hottest months of the year.

In accordance with the Water Efficiency Plan, the City set ambitious targets to reduce groundwater abstraction to levels 10% below 2007 – 2008 allocations by 2017 – 2018. The City achieved this in 2020 – 2021 and 2021 - 2022 in all their eight amalgamated GWLs. This is in line with DWER's proposal of reducing allocations in the future from 7,500 kL/ha to 6,750 kL/ha for the irrigation of turf and gardens.

The overall abstraction of groundwater by the City is 21% below the allocated volume of water issued to the City. In this sense, the City is achieving its goal of abstraction being 10% less than the allocation.

Flow meter readings and annual abstraction volumes are presented in Appendix 3.

Table 5: The number of meters and the percentage of abstraction of each GWL.

GWL	Groundwater subarea	Number of metered sites	Abstraction	DWER	
				Allocation	% of DWER allocation abstracted
GWL 49535	Kogalup	112	1,249,067	1,496,454	83
GWL 179665	Kogalup	1	5,297	18000	29
Total	Kogalup	113	1,254,364	1,514,454	83
GWL 180053	Success	1	3,727	13,630	27
GWL 181250	Success	1	4,736	6,300	75
GWL 183402	Success	1	1,637	2,250	73
GWL 200071	Success	1	5,370	2,025	265
GWL 203203	Success	42	517,368	575,900	90
GWL 203207	Success	1	3,537	3,444	103
Total	Success	47	536,375	603,549	89

Item 13.2 Attachment 1

ARC 21/09/2022

GWL	Groundwater subarea	Number of metered sites	Abstraction	DWER	
				Allocation	% of DWER allocation abstracted
GWL 203205	Success	4	55,601	65,250	85
GWL 49545	City of Cockburn	33	287,038	393,495	73
GWL177276	South Lake	1	13,463	70,000	19
GWL 203189	South Lake	18	226,832	279,000	81
GWL 203256	South Lake	1	270	2,000	14
Total	South Lake	20	240,565	351,000	69
GWL155669	Airport	1	-	22,530	-
GWL 202853	Airport	6	51,083	53,731	95
GWL 203196	Airport	10	36,914	112,470	33
Total	Airport	17	87,997	188,731	47
GWL 181306	Thompsons	1	2,533	2,700	94
GWL 203255	Thompsons	8	44,486	75,526	59
Total	Thompsons	9	47,018	78,226	47
GWL 203204	Banjup	5	21,983	28,250	78
Total		248	2,530,941	3,222,955	79

6.2. Rainfall

The effect of the rainfall was such that excessive irrigation was not required during the 2021 – 2022 water year. The irrigation season for 2021 – 2022 started slowly with below average demand in September and peaking in demand in January.

Rainfall throughout the irrigation season was reasonably typical with low rainfall throughout, except for October which experienced more than three times the 10-year mean rainfall. The 2021 – 2022 net evaporation was 158.4 mm more than the 10-year mean net evaporation. The rainfall (688.6 mm) was greater than the 10-year mean (673.1 mm; Figure 1). Ten-year moving mean data and 2021 – 2022 data are presented in Table 3 and Table 4, Section 2.

Figure 1 highlights that the rainfall in 2021 – 2022 was similar to the 10-year moving mean. Figure 2 shows the monthly distribution of rainfall in 2021 – 2022 highlighting the wet July and very dry irrigation season. Figure 3 shows

7



the monthly distribution of the 2021 – 2022 annual net evaporation was greater over the irrigation season than the 10-year moving mean net evaporation.

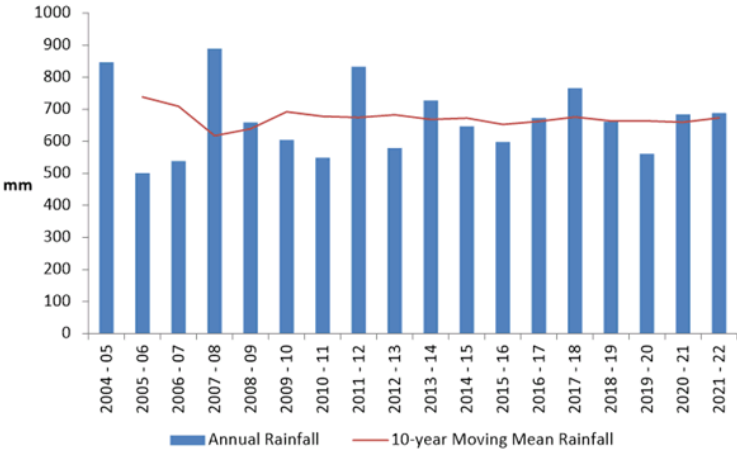


Figure 1: Annual rainfall and 10-year moving mean rainfall since 2003 – 2022.

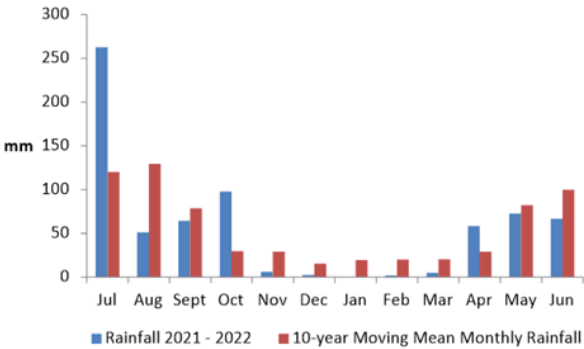


Figure 2: Monthly rainfall for 2021 – 2022 compared with 10-year moving mean.

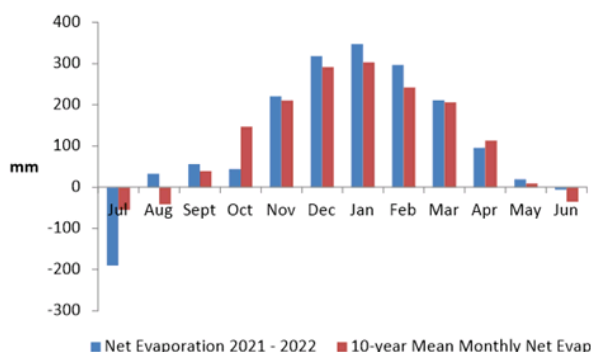


Figure 3: Net evaporation for 2021 – 2022 compared with 10-year moving monthly mean.

6.3. Water Quality

6.3.1. Salinity

In general, the salinity status of the bore water sampled within the City's jurisdiction is considered marginal but suitable for irrigation (Table 6). However, two sites regularly return values in the brackish and moderately saline ranges.

Kurrajong in the Success subarea, returned to its value of approximately 1500 mg/L after uncharacteristically dropping well into the marginal range with a salinity of 640 mg/L during the previous monitoring period.

During the 2021 – 2022 monitoring period, Manning Azelia showed the variability seen in earlier years which was absent over the March 2018 to March 2020 period. Over the monitoring history salinity at the bore has ranged from 550 mg/L to 3600 mg/L. There does not appear to be a seasonal pattern associated with the variation in data.

Durango Park returned to its value of approximately 350 mg/L after uncharacteristically increasing in salinity at the April 2021 date to 970 mg/L. The increase that was of concern has not been sustained.

6.3.2. pH

The pH of the selected sites is slightly acid to alkaline (6.7 – 7.8) (Table 7) over the 2021 – 2022 monitoring period. Over the history of the monitoring program the range is 6 – 7.9 and mostly appears stable. The pH at Durango Park has remained stable at 6.9 and 7.1 respectively at both the 2021 – 2022



monitoring dates after decreasing to its lowest on record of 6 during the 2019 – 2020 monitoring period.

The pH at Bibra Lake Picnic Area continues to fluctuate and recorded its highest on record at 7.5, while at Durango Park the pH has steadied at around 7 after decreasing to 6 in March 2020.

Waterbuttons Park recorded its lowest pH at 6.7.

6.3.3. Nitrogen

Generally, nitrogen in the sampled bores is not of concern. During the 2021 – 2022 monitoring period most sites returned total nitrogen values below the ANZECC (2000) Guidelines for irrigation water long-term trigger value (LTV) of 5 mg/L. However, Bibra Lake Picnic Area has continued to return values above the LTV but below the ANZECC (2000) Guidelines' short-term trigger value (STV) of 25 – 125 mg/L. The Manning Park bores also showed evidence of total nitrogen levels near the LTV. Success Sports Complex 1 recorded a spike in total nitrogen in September 2021.

The majority of the nitrogen detected at Bibra Lake Picnic Area was in the ammonium form. The source of ammonium is usually reduced nitrate or pollution.

The majority of the nitrogen detected in the Manning bores was in the nitrate form. The source of nitrate is usually the decay of nitrogen fixing plants, the oxidation of ammonium, organic fertilisers or contamination.

The spike detected at Success Sports Complex 1 in September 2021 was not sustained at the April 2022 monitoring event. Given the minimal amounts of both nitrate and ammonium detected, it appears that the 6.6 mg/L could be a laboratory error.

6.3.4. Phosphorus

Generally, phosphorus in the sampled bores is not of concern. During the 2021 – 2022 monitoring period, eight of the 12 sites returned values that exceeded the ANZECC (2000) Guidelines' LTV for total phosphorus (0.05 mg/L), however none of the sites exceeded the STV of 0.8 – 12 mg/L. The highest was 0.23 mg/L at Kurrajong Reserve.

Kurrajong Reserve had the highest levels of phosphorus for the history of the monitoring period yet well below the STV. However, the April 2021 dropped drastically to 0.03 mg/L, the lowest it has measured over the duration of the monitoring program. It returned to its levels of approximately 0.2 mg/L during the current monitoring period.

Until September 2019 the phosphorus levels at Durango Park had been slowly increasing over the monitoring history, however not at alarming levels.

10

At the end of the previous monitoring period, April 2020, there was a significant reduction from 0.09 mg/L to 0.01 mg/L. That low level was measured again in September 2020 but increased again to 0.1 mg/L in March 2021 and has remained near this level since.

Kevin Bowman recorded increasing phosphorus levels from March 2000 until September 2021 at which the level exceeded the ANZECC (2000) Guidelines LTV

Phosphorus can be naturally exist in the mineralogy of the aquifer or can be a consequence of fertiliser or sewage contamination.

7. Water Levels

7.1. Levels

Static water levels (SWL) of the selected bores across all of the City's GWLs, in general, continue to remain steady over the time that data is available (Table 8). The expected seasonal variation is observed at all sites.

7.2. Quantity

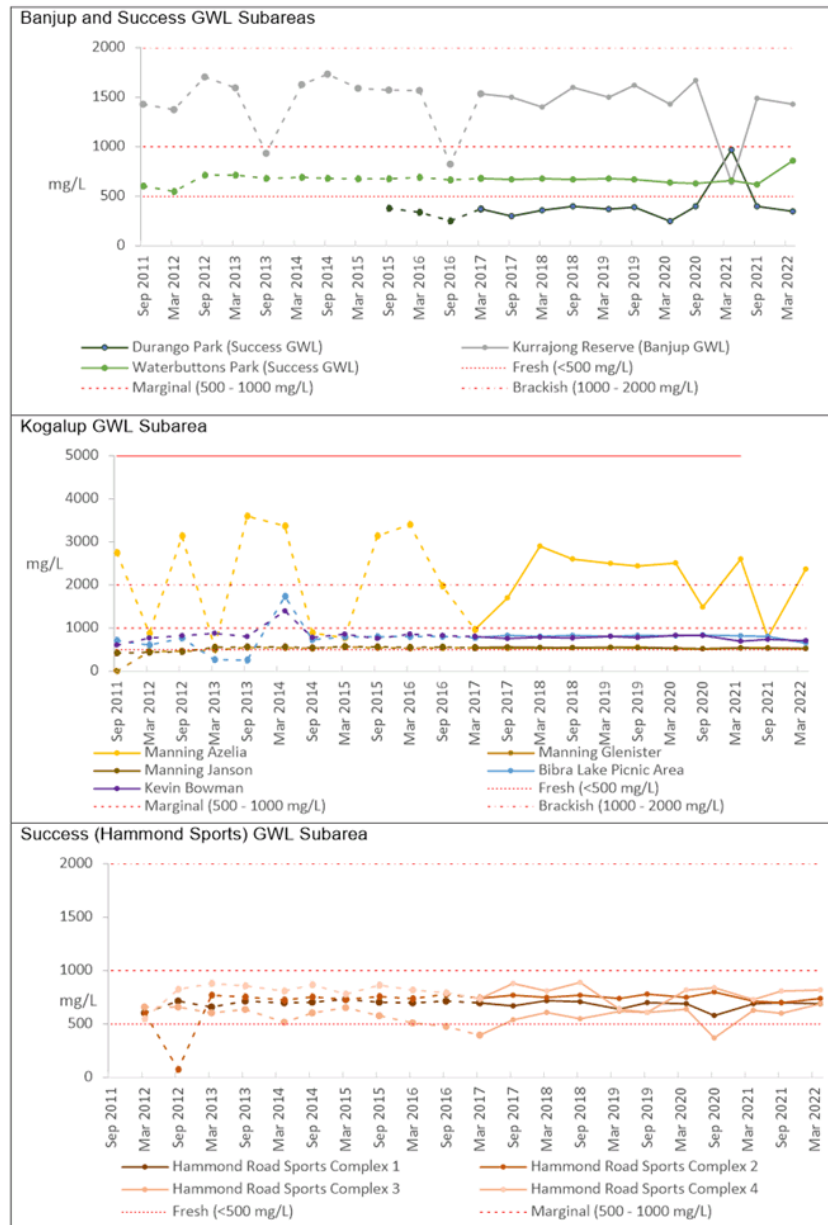
The recent groundwater levels correlate with the quantity of water abstracted. As the irrigation season of 2021 – 2022 was not exceptionally hot or long, abstraction was as expected and therefore the drawdown on the aquifer was within manageable levels.



ARC 21/09/2022

Item 13.2 Attachment 1

Table 6: Table of graphs of salinity for selected bores in selected subareas.



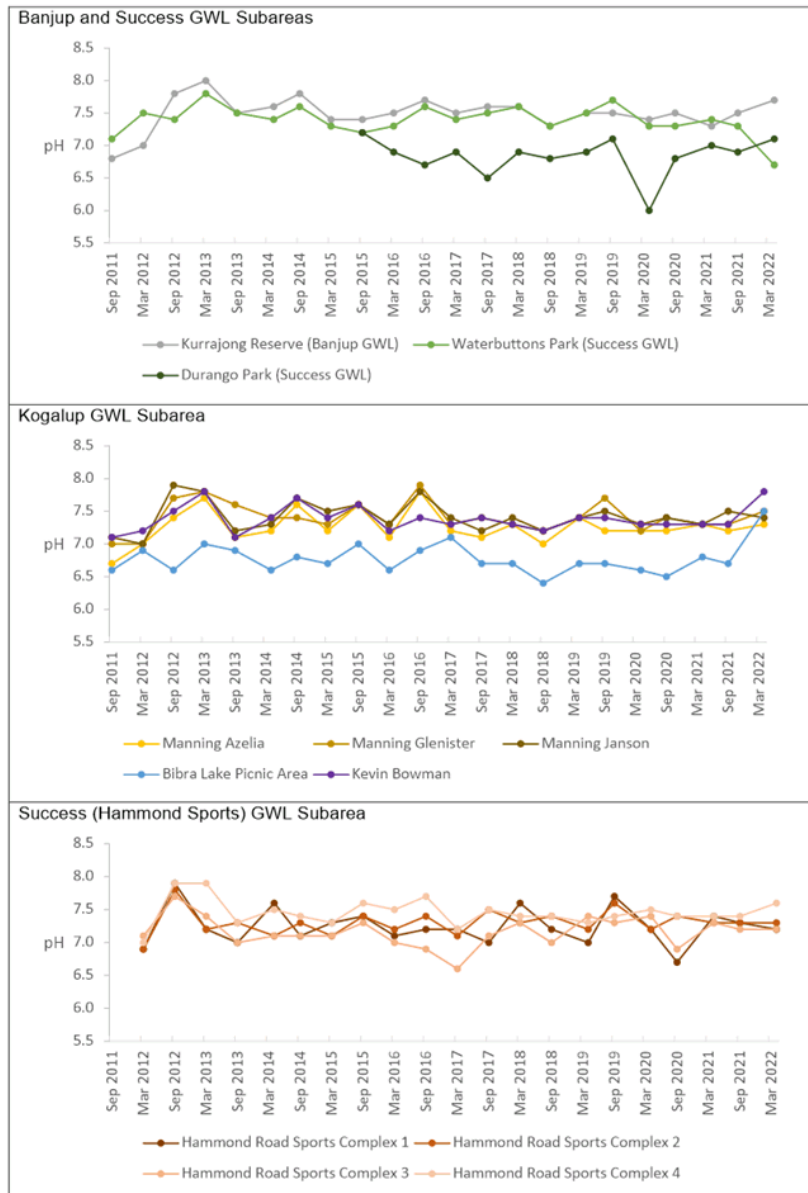
12

167 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

Table 7: Table of graphs of pH for selected bores in selected subareas.

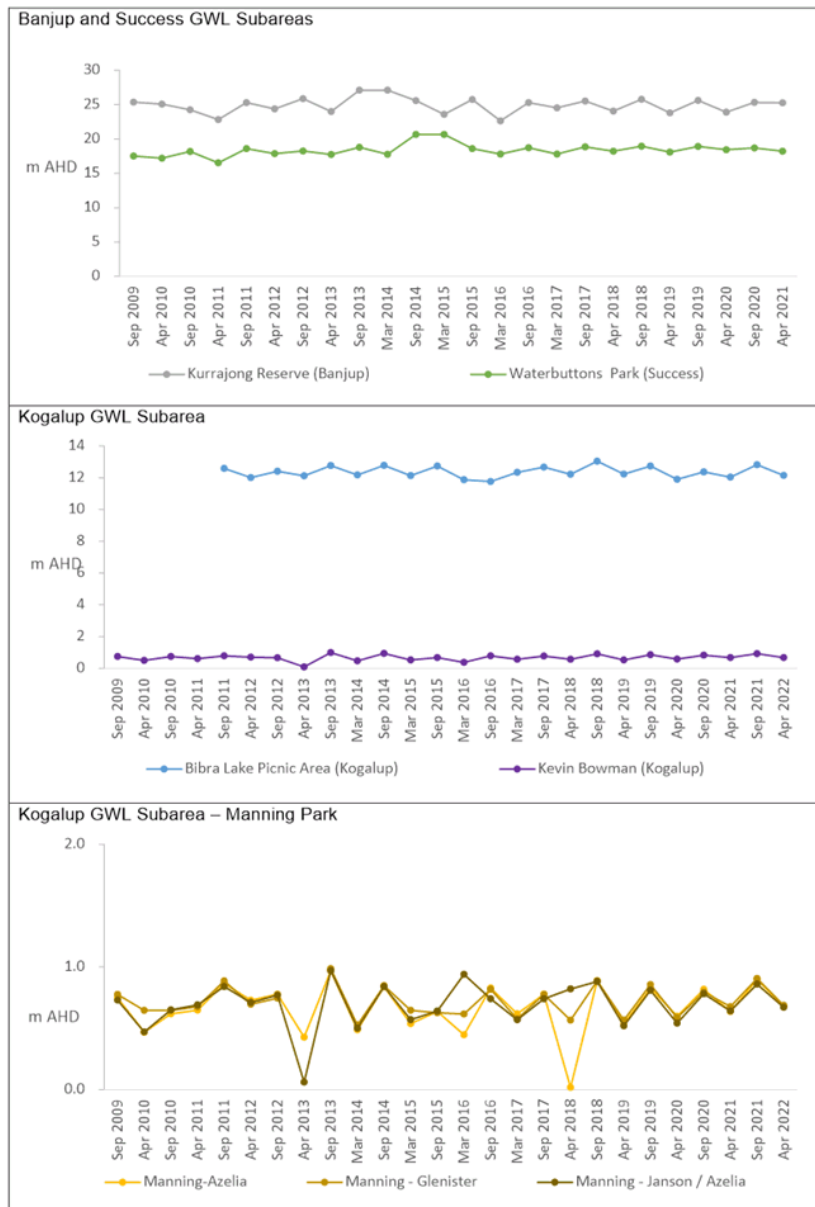


13

ARC 21/09/2022

Item 13.2 Attachment 1

Table 8: Table of graphs of static water levels of selected bores in selected subareas.
Note the differences in vertical scale.

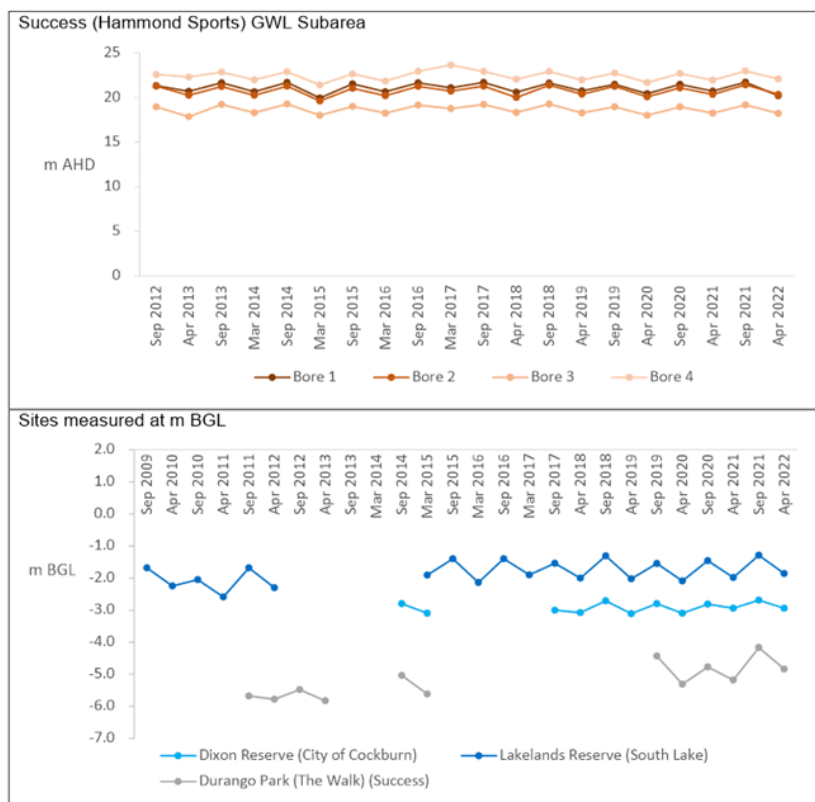


14

169 of 352

Item 13.2 Attachment 1

ARC 21/09/2022



8. Water Quality

8.1. Electrical Conductivity (EC)

The majority of selected bores returned water that was fresh to marginal. The two exceptions were Kurrajong which was brackish, and Manning Azelia which ranged between margin and moderately saline. Salinity thresholds are outlined in Department of Water (2007). The salinity of the selected bores was generally below the trigger value with the exception of Manning Azelia bore in the Kogalup GWL.

The salinity at Manning Azelia has fluctuated over time. There does not appear to be a consistent pattern in the fluctuating salinity levels at this site.

15



The common pattern seen in many bores is salinity increasing with abstraction and decreasing with recharge. This pattern is not observed at Manning Azelia. Monthly monitoring of the bore began at the beginning of the 2017 – 2018 abstraction season. Since then, moderately saline conditions at approximately 2600 mg/L were common, with occasions when salinity decreased to marginal and brackish levels. It does not appear that lower salinity conditions coincide with recent rainfall events. There appears there may be a correlation between abstraction and salinity conditions however the structure of the recorded data does not allow for confirmation of that correlation.

It is likely that the source of the salinity at the site is the ocean and with historical increased abstraction and decreased recharge the saltwater interface had extended further inland and not retreated. Other bores in the immediate region are not as affected as the Manning Azelia bore possibly due to the cavernous nature of the Tamala Limestone and the variable hydraulic conductivities which range greatly depending on location and depth (Davidson, 1995). Abstraction at this site may need to be altered to ensure the saltwater interface from the ocean does not extend any further inland.

The Kurrajong bore in the Banjup GWL continued to hover in the brackish range (1000 – 2000 mg/L) until March 2021 when it decreased significantly into the marginal range to 640 mg/L. The brackish levels recorded during the current monitoring period appear to be the normal range for the site and has remained stable since 2012 with the exception of three events. Decreases in salinity at the September 2013, September 2016 and April 2021 monitoring dates appear to be attributed to high rainfall events in the week immediately preceding the sampling events.

The Bibra Lake Picnic Area and the Kevin Bowman bores in the Kogalup GWL spiked to brackish levels at the March 2014 monitoring date. Salinity levels at both of those sites returned immediately to levels in the marginal range (500 – 1000 mg/L), have remained at those levels and are not currently of concern.

All the monitored sites are in wetland areas and no adverse impacts on surrounding vegetation have been observed.

The salinity at the Hammond Road Sports Complex has remained steady and abstraction does not appear to have any adverse effects on the salinity of the aquifer.

No turf or gardens irrigated appeared to show signs of poor water quality.

Data are presented in Appendix 4.

8.2. pH

Water with a pH value in the range of 6.0 – 7.0 is most desirable for use on turf. Water with pH values outside of this range may not directly influence turf performance, but indicates a possible need to evaluate other chemical components.

The pH of the selected bores has generally been steady since monitoring began in 2012. One exception is the pH at Bibra Lake Picnic Area which has historically fluctuated seasonally but has not followed this pattern since March 2017. Until April 2022 the pH over the duration of the monitoring program varied only between 6.4 and 7.1. In April 2022 Bibra Lake Picnic Area recorded its highest pH at 7.5. The absence of an identifiable trend is not of concern given that the greatest water level fluctuation over the monitoring history is 1.28 m and the pH range is 1.1 pH units. The variation in water level and pH is within an acceptable range and therefore not of great concern, however, it should continue to be monitored closely.

The decrease in pH at Durango Park in March 2020 has not been detected again since then. Decreases such as these need to be monitored as it may be an indicator of acid sulphate soils, particularly in these low-lying areas. Lowering water levels in such areas cause acidification of the groundwater so abstraction must be managed to avoid these impacts.

The lowest pH recorded at Waterbuttons in April 2022 coincided with the end of the abstraction season but it was not the lowest water level on record at the site. pH at this site needs to be monitored to ensure that it is not adversely impacted by abstraction in the area.

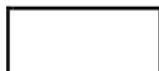
The bores at Hammond Road Sports Complex continue to remain within an acceptable pH range for both the aquifer and for irrigation purposes. There has been some variation over the monitoring period but nothing that is of concern. The slight acidification seen at Bores 3 and 4 at the March 2017 monitoring event was not sustained beyond the 2017 – 2018 monitoring period. Alkalising of Bores 1 and 2 at the September 2019 date was also not sustained and returned to slightly alkaline levels at the March 2020 date. The slight acidification at September 2020 was not sustained and returned to the slightly alkaline levels at the March 2021 date. pH levels in these bores during the 2021 – 2022 monitoring period have been stable since March 2021.

Data are presented in Appendix 4.

8.3. Nitrogen

Total nitrogen values have generally been steady across the monitored sites indicating that the levels at each site are likely to be background and naturally occurring at the site. They are generally not of concern.

17



It is assumed that the spike in the nitrogen levels at Success Sports Complex 1 is an anomaly, likely a laboratory reporting error. While particular attention will be given to this site, it is expected that it will not be of concern.

Sites with elevated nitrogen values do not currently receive fertiliser applications any greater than sites with lower nitrogen values. While some nitrogen detected in the groundwater may originate from fertiliser, it is expected that a significant quantity of the current concentration is an historical legacy from intensive horticulture or septic contamination. Given that the monitored sites are all near water bodies, nitrogen in the groundwater may also originate from the decaying organic matter that may be present in the aquifer.

8.4. Phosphorus

Most of the sites have returned steady phosphorus levels since monitoring began in September 2017. Three sites, Kurrajong Reserve, Durango Park and Kevin Bowman, were exceptions. Durango Park maintained its elevated values compared to the decrease recorded in at the April and September 2020 monitoring events. Kurrajong recorded levels similar to previous after it decreased significantly at the March 2021 date and Kevin Bowman decreased after three consecutively increasing levels.

Kurrajong Reserve had the highest levels of phosphorus for the history of the monitoring program yet well below the STV. However, at the April 2021 it dropped drastically to 0.03 mg/L, the lowest it has measured over the duration of the monitoring program. During the 2021 – 2022 monitoring period, phosphorus levels returned to their characteristically high values. The reason for the decrease in April 2021 is not apparent but may be linked to the drop in salinity. The rainfall event in the week preceding sampling may have had a diluting effect of the salinity and the phosphorus in the groundwater.

The phosphorus level at Durango Park was showing an increasing trend from 0.04 mg/L in September 2017 to 0.09 mg/L in September 2019. It then decreased suddenly to below the ANZECC LTV at April 2020 and September 2020 before increasing again suddenly to 0.1 mg/L at the April 2021 date. During the 2021 – 2022 year levels were similar to those recorded before the decrease in 2020. Other sites also exceed the ANZECC LTV but have not presented the same increasing trend as seen at Durango Park.

Kevin Bowman's phosphorus levels increased above the ANZECC LTV at the September 2021 monitoring date but dropped back below to 0.03 mg/L in April 2022. This level is similar to historical ones.

Phosphorus concentrations are not expected to be a consequence of current fertiliser practices. The City only applies phosphorus should both leaf and soil tests indicate the nutrient is deficient. It is expected that some of the

Item 13.2 Attachment 1

ARC 21/09/2022

phosphorus detected is historical legacy from intensive horticulture but there is a fraction of phosphorus that is naturally resulting from phosphatic nodules occurring at the base of the Superficial Aquifer.

9. Other

Comprehensive water analysis for selected bores in September 2017 has been included in Appendix 5.

10. Compliance

The City's compliance with the monitoring programme is very good. Any anomalies are likely to be due to issues associated with administrative transfers and amalgamations.

11. Recommended Changes to Monitoring Programme

- Manning Azelia continue to be monitored monthly all year round for salinity to determine the extent and trends of the salinity of the groundwater.
- Manning Azelia to be sampled at the beginning of the month, every month, in order to determine any correlation between abstraction and water quality parameters.

12. Assessment of Impacts

The medium-term water quality data set that the City has built indicates there is little impact of its abstraction from the aquifer to date. Minor impacts on water quality continue to be observed at Manning Azelia with fluctuation of salinity. The capacity of the aquifer to sustain the City's demands appears to be adequate. The City's groundwater management has continually improved over recent years and there is no reason to suggest that a sustainable trend will not continue into the future.

13. Recommendations

- Abstraction from Manning Azelia should be minimised as much as possible. Should the salinity reach the 1500 mg/L trigger value for irrigation for turf abstraction should cease to prevent salinity levels increasing further. It is anticipated this will reduce the potential of the saltwater interface extending inland further.

19



ARC 21/09/2022

Item 13.2 Attachment 1

- Recommence monthly monitoring into the recharge season at Manning Azelia bore for salinity to ensure the water source is fit for purpose and to assess the recovery of the salinity levels during the recharge season.
- To prevent leaching of nutrients into the groundwater, ensure that applications of fertiliser do not coincide with rain events.

14. References

- ANZECC 2000. Australian and New Zealand guidelines for fresh and marine water quality. *Australian and New Zealand Environment and Conservation Council and Agriculture and Resource Management Council of Australia and New Zealand*. Canberra.
- Davidson, W. A. 1995. *Hydrogeology and groundwater resources of the Perth Region, Western Australia*, Western Australia Geological Survey, Bulletin 142.
- Department of Water 2007. Cockburn Groundwater Area: Water Management Plan. *In*: DEPARTMENT OF WATER (ed.). Government of Western Australia.

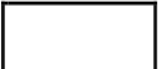


ARC 21/09/2022

Item 13.2 Attachment 1

Appendices

Appendix 1: Groundwater Well Licences



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF8093



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 3

Instrument No. GWL49545(9)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Perth Perth - Superficial Swan	Annual Water Entitlement	392,095kL
Location of Water Source	<p>Crown Reserve 24551 Lot 1784 on Plan 6719 - Mortlock St - Hamilton Hill Bakers Square Crown Reserve 26743 Lot 1985 on Plan 7619 - Jakob Pl - Hamilton Hill Jacob Reserve Crown Reserve 28611 Lot 2112 on Plan 8698 - Fortini Ct - Hamilton Hill Fortini Reserve Crown Reserve 29976 Lot 2143 on Diagram 35809 - Waverley Rd - Coolbellup De Marchi Crown Reserve 30992 Lot 2194 on Plan 9338 - Lavinia Cr - Coolbellup Rinaldo Reserve Crown Reserve 36349 Lot 2595 on Plan 12742 - Monaco Ave - North Lake Monaco Park Crown Reserve 37399 Lot 2651 on Diagram 30091 - Longson St - Hamilton Hill Hobbs Park Crown Reserve 38463 Lot 2745 on Plan 14213 - Rossetti Ct - North Lake Bassett Reserve Crown Reserve 38586 Lot 2756 on Plan 8383 - Hartley St - Coolbellup Robb Park Crown Reserve 38587 Lot 2759 on Plan 8231 - Hawkes St - Coolbellup Jarvis Park Crown Reserve 38760 Lot 2777 on Plan 8993 - Mamilius St - Coolbellup Mamilius Park Lot 1932 On Plan 7461 Volume/Folio Lr3150/458 - Sawle Rd - Hamilton Hill Lot 1979 On Plan 7668 Volume/Folio Lr3143/552 - Wheeler Rd - Hamilton Hill Lot 2089 On Plan 8639 Volume/Folio Lr3052/53 - Stephano Wy - Coolbellup Tempest Park Lot 2097 On Plan 8704 Volume/Folio Lr3005/259 - Perdita Wy - Coolbellup Perdita Reserve Lot 210 On Plan 7069 - Forrest Rd - Coolbellup Lot 2141 On Plan 8705 Volume/Folio Lr3052/231 - Counsel Rd - Coolbellup Hargreaves Park LOT 2485 ON DIAGRAM 48027 - Volume/Folio LR3155/843 - Hanlon St - Hamilton Hill Lot 2803 On Plan 186983 Volume/Folio Lr3054/288 - North Lake Rd - Coolbellup Doherty Reserve Lot 2979 On Plan 191179 Volume/Folio Lr3050/828 - Healy Rd - Hamilton Hill Enright Reserve Lot 2984 On Plan 188794 Volume/Folio Lr3151/345 - Visser St - Coolbellup Visser Reserve Lot 300 On Plan 48464 Volume/Folio Lr3138/801 - Cordelia Av - Coolbellup Len Packam Reserve Lot 4381 On Plan 219824 Volume/Folio Lr3110/456 - Starling St - Hamilton Hill Dixon Reserve Lot 57 On Plan 401037 Volume/Folio Lr3164/645 - Montague Wy - Coolbellup Lot 618 On Plan 189879 - Casserly Dr - Leeming Classon Park Lot 62 On Plan 75558 Volume/Folio Lr3163/402 - Scholar Tce - Coolbellup Old Canteen Park Lot 631 On Plan 18276 Volume/Folio Lr3100/439 - Sylvan Cr - Leeming Heatherlea Reserve Lot 649 On Plan 191507 Volume/Folio Lr3101/132 - Casserly Dr - Leeming Brandwood Reserve Lot 729 On Plan 22865 Volume/Folio Lr3038/787 - Allendale Ent - North Lake Chestnut Reserve Road Reserve - Pin 11812448 - Corner Coolbellup Av and Camillo St, Coolbellup Road Reserve - Pin 1259210 - Baker St - North Lake Corner Farrington Rd</p>		
Authorised Activities	Taking of water for	Location of Activity	
	Irrigation of up to 0.18 ha of public open space	<p>LOT 2484 ON DIAGRAM 51121 - Volume/Folio LR3155/842 - Hanlon St - Hamilton Hill LOT 2485 ON DIAGRAM 48027 - Volume/Folio LR3155/843 - Hanlon St - Hamilton Hill</p>	
	Irrigation of up to 0.2 ha of public open space	Lot 2097 On Plan 8704 Volume/Folio Lr3005/259 - Perdita Wy - Coolbellup Perdita Reserve	
	Irrigation of up to 0.6 ha of public open space	<p>Crown Reserve 29976 Lot 2143 on Diagram 35809 - Waverley Rd - Coolbellup De Marchi CROWN RESERVE 29976 Lot 2270 on Plan 9406 - Waverley Rd - Coolbellup</p>	
	Irrigation of up to 0.86 ha of public open space	Lot 57 On Plan 401037 Volume/Folio Lr3164/645 - Montague Wy - Coolbellup	
	Irrigation of up to 17.22 ha of public open space	<p>Crown Reserve 28611 Lot 2112 on Plan 8698 - Fortini Ct - Hamilton Hill Fortini Reserve Crown Reserve 38587 Lot 2759 on Plan 8231 - Hawkes St - Coolbellup Jarvis Park</p>	

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

179 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF8093



Government of Western Australia
Department of Water and Environmental Regulation

Page 2 of 3

Instrument No. GWL49545(9)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

	<p>Crown Reserve 38760 Lot 2777 on Plan 8993 - Mamilius St - Coolbellup Mamilius Park</p> <p>Lot 1932 On Plan 7461 Volume/Folio Lr3150/458 - Sawle Rd - Hamilton Hill</p> <p>Lot 1979 On Plan 7668 Volume/Folio Lr3143/552 - Wheeler Rd - Hamilton Hill</p> <p>Lot 2089 On Plan 8639 Volume/Folio Lr3052/53 - Stephano Wy - Coolbellup Tempest Park</p> <p>Lot 2803 On Plan 186983 Volume/Folio Lr3054/288 - North Lake Rd - Coolbellup Doherty Reserve</p> <p>Lot 61 On Plan 75558 Volume/Folio Lr3163/401 - Scholar Tce - Coolbellup</p> <p>Lot 62 On Plan 75558 Volume/Folio Lr3163/402 - Scholar Tce - Coolbellup Old Canteen Park</p> <p>Lot 63 On Plan 75558 Volume/Folio Lr3163/403 - Hilory St - Coolbellup</p> <p>Lot 649 On Plan 191507 Volume/Folio Lr3101/132 - Casserly Dr - Leeming Brandwood Reserve</p> <p>Lot 728 On Plan 23001 Volume/Folio Lr3038/786 - Chestnut Gdns - North Lake</p> <p>Lot 729 On Plan 22865 Volume/Folio Lr3038/787 - Allendale Ent - North Lake Chestnut Reserve</p> <p>LOT 821 ON PLAN 23680 - Volume/Folio LR3118/686 - Allendale Ent - North Lake</p> <p>LOT 824 ON PLAN 23680 - Volume/Folio LR3122/367 - Allendale Ent - North Lake</p>
Irrigation of up to 29.32 ha of public open space	<p>Crown Reserve 24551 Lot 1784 on Plan 6719 - Mortlock St - Hamilton Hill Bakers Square</p> <p>Crown Reserve 26743 Lot 1985 on Plan 7619 - Jakob Pl - Hamilton Hill Jacob Reserve</p> <p>Crown Reserve 30992 Lot 2194 on Plan 9338 - Lavinia Cr - Coolbellup Rinaldo Reserve</p> <p>CROWN RESERVE 32513 Lot 2295 on Plan 8383 - Hartley St - Coolbellup</p> <p>Crown Reserve 36349 Lot 2595 on Plan 12742 - Monaco Ave - North Lake Monaco Park</p> <p>CROWN RESERVE 36349 - Lot 2691 on Plan 13801 - Palmerose Ct - North Lake Monaco Park</p> <p>Crown Reserve 37399 Lot 2651 on Diagram 30091 - Longson St - Hamilton Hill Hobbs Park</p> <p>Crown Reserve 38463 Lot 2745 on Plan 14213 - Rossetti Ct - North Lake Bassett Reserve</p> <p>Crown Reserve 38586 Lot 2756 on Plan 8383 - Hartley St - Coolbellup Robb Park</p> <p>Lot 2141 On Plan 8705 Volume/Folio Lr3052/231 - Counsel Rd - Coolbellup Hargreaves Park</p> <p>Lot 2979 On Plan 191179 Volume/Folio Lr3050/828 - Healy Rd - Hamilton Hill Enright Reserve</p> <p>Lot 300 On Plan 48464 Volume/Folio Lr3138/801 - Cordelia Av - Coolbellup Len Packam Reserve</p>

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

180 of 352



507 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF8093



Government of Western Australia
Department of Water and Environmental Regulation

Page 3 of 3

Instrument No. GWL49545(9)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

	<p>Lot 4381 On Plan 219824 Volume/Folio Lr3110/456 - Starling St - Hamilton Hill Dixon Reserve</p> <p>Lot 500 On Plan 64235 Volume/Folio Lr3157/71 - Cordelia Av - Coolbellup Community Centre</p> <p>Lot 618 On Plan 189879 - Casserly Dr - Leeming Classon Park</p> <p>Lot 631 On Plan 18276 Volume/Folio Lr3100/439 - Sylvan Cr - Leeming Heatherlea Reserve</p>
Irrigation of up to 3.81 ha of road verge	<p>Lot 210 on Plan 7069 - Forrest Rd - Coolbellup</p> <p>LOT 210 ON PLAN 8383 - Volume/Folio 2163/576 - Winterfold Rd - Coolbellup</p> <p>LOT 2764 ON PLAN 8383 - Volume/Folio LR3148/372 - Lockett St - Coolbellup</p> <p>LOT 2983 ON PLAN 188794 - Volume/Folio LR3151/344 - Lockett St - Coolbellup</p> <p>Lot 2984 On Plan 188794 Volume/Folio Lr3151/345 - Visser St - Coolbellup Visser Reserve</p> <p>Road Reserve - Pin 11812448 - Corner Coolbellup Av and Camillo St, Coolbellup</p> <p>Road Reserve - Pin 1259210 - Baker St - North Lake Corner Farrington Rd</p> <p>Road Reserve - Pin11803933 - Streetscape Farrington Rd - Bibra Drv to Ellendale Ent</p> <p>Road Reserve - Pin11813846 - Streetscape Coolbellup Av - Counsel Rd to Cordelia Av</p>
Duration of Licence	From 14 August 2019 to 14 August 2029

This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 July to 30 June.
2. The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015 - June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
3. The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 02/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.
4. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf; or for maintenance of reticulation systems
5. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

 181 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 3

Instrument No. GWL203189(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Jandakot Perth - Superficial Swan	Annual Water Entitlement	210,000kL
Location of Water Source	Lot 1 On Diagram 67669 Volume/Folio 1696/558 Lot 1 Parkway Rd Bibra Lake Bibra Community Centre Lot 100 on Plan 28543 - SouthLake Drv - South Lake - Lakelands Senior High School Lot 16 On Plan 51288 Volume/Folio Lr3140/798 Lot 16 Cockburn Central Cockburn Central Lot 259 On Plan 33071 Volume/Folio Lr3123/292 Lot 259 North Lake Rd South Lake Anning Park Lot 2883 On Plan 15279 Volume/Folio Lr3146/570 Lot 2883 South Lake Lucken Reserve LOT 405 ON PLAN 400928 - Lot 405 WENTWORTH PDE SUCCESS Lot 4761 On Plan 31209 Volume/Folio Lr3128/250 Lot 4761 Sycamore Av South Lake Sycamore Park Lot 4892 On Plan 36797 Volume/Folio Lr3120/705 Lot 4892 Koojarra Rise South Lake Koojarra Reserve LOT 493 ON DIAGRAM 54953 - Lot 493 PARKWAY RD BIBRA LAKE LOT 50 ON PLAN 9782 - Volume/Folio 2757/316 - Lot 50 SOUTH LAKE DR SOUTH LAKE Lot 52 On Plan 211310 Volume/Folio Lr3015/471 Lot 52 Buckley St Cockburn Central LOT 604 ON PLAN 16600 - Lot 604 WINEBERRY LOOP SOUTH LAKE LOT 605 ON PLAN 16600 - Lot 605 BLOODWOOD CIR SOUTH LAKE Lot 650 On Plan 18962 Volume/Folio Lr3102/503 Lot 650 Shoalhaven Rise Success Michigan Reserve LOT 722 ON PLAN 22781 - Lot 722 LAKERIDGE DR COCKBURN CENTRAL Road Reserve - Pin11615780 - Streetscapes Beeliar Drv - Cockburn Central		

Authorised Activities	Taking of water for	Location of Activity
	Irrigation of up to 0.1 ha of public open space	Lot 650 On Plan 18962 Volume/Folio Lr3102/503 Lot 650 Shoalhaven Rise Success Michigan Reserve
	Irrigation of up to 0.1 ha of public open space	Lot 16 On Plan 51288 Volume/Folio Lr3140/798 Lot 16 Cockburn Central Cockburn Central
	Irrigation of up to 0.2 ha of lawns and gardens	Lot 1 On Diagram 67669 Volume/Folio 1696/558 Lot 1 Parkway Rd Bibra Lake Bibra Community Centre
	Irrigation of up to 0.28 ha of lawns and gardens	LOT 405 ON PLAN 400928 - Lot 405 WENTWORTH PDE SUCCESS LOT 406 ON PLAN 400928 - Lot 406 WENTWORTH PDE SUCCESS
	Irrigation of up to 0.3 ha of lawns and gardens	Lot 52 On Plan 211310 Volume/Folio Lr3015/471 Lot 52 Buckley St Cockburn Central
	Irrigation of up to 0.3 ha of public open space	LOT 604 ON PLAN 16600 - Lot 604 WINEBERRY LOOP SOUTH LAKE
	Irrigation of up to 0.32 ha of public open space	LOT 722 ON PLAN 22781 - Lot 722 LAKERIDGE DR COCKBURN CENTRAL
	Irrigation of up to 0.6 ha of road verge	Road Reserve - Pin11615780 - Streetscapes Beeliar Drv - Cockburn Central
	Irrigation of up to 0.9 ha of road verge	Road Reserve - Pin1133356 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11953203 - Streetscapes Alabaster Drv - Success
	Irrigation of up to 1 ha of public open space	LOT 4757 ON PLAN 30594 - Lot 4757 KOOJARRA RISE SOUTH LAKE Lot 4892 On Plan 36797 Volume/Folio Lr3120/705 Lot 4892 Koojarra Rise South Lake Koojarra Reserve
	Irrigation of up to 1.4 ha of public open space	Lot 2883 On Plan 15279 Volume/Folio Lr3146/570 Lot 2883 South Lake Lucken Reserve

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

182 of 352



509 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 2 of 3

Instrument No. GWL203189(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Irrigation of up to 1.5 ha of public open space	LOT 111 ON PLAN 42251 - Lot 111 TARWHINE CL SOUTH LAKE LOT 300 ON PLAN 42251 - Lot 300 TARWHINE CL SOUTH LAKE LOT 3000 ON PLAN 45165 - Lot 3000 CORALGUM GRN SOUTH LAKE LOT 4366 ON PLAN 21510 - Lot 4366 SYCAMORE AV SOUTH LAKE LOT 4716 ON PLAN 27011 - Lot 4716 KABBARLI CT SOUTH LAKE LOT 4759 ON PLAN 31511 - Lot 4759 MARRA WAY SOUTH LAKE Lot 4761 On Plan 31209 Volume/Folio Lr3128/250 Lot 4761 Sycamore Av South Lake Sycamore Park LOT 923 ON PLAN 45165 - Lot 923 CORALGUM GRN SOUTH LAKE
Irrigation of up to 1.5 ha of public open space	LOT 651 ON PLAN 19084 - Lot 651 JUBILEE AV SUCCESS
Irrigation of up to 2 ha of public open space	LOT 493 ON DIAGRAM 54953 - Lot 493 PARKWAY RD BIBRA LAKE
Irrigation of up to 3 ha of public open space	LOT 605 ON PLAN 16600 - Lot 605 BLOODWOOD CIR SOUTH LAKE LOT 611 ON DIAGRAM 77579 - Lot 611 BLOODWOOD CIR SOUTH LAKE
Irrigation of up to 4 ha of public open space	LOT 50 ON PLAN 9782 - Volume/Folio 2757/316 - Lot 50 SOUTH LAKE DR SOUTH LAKE
Irrigation of up to 4.5 ha of recreation areas	Lot 100 on Plan 28543 - SouthLake Drv - South Lake - Lakelands Senior High School Lot 3028 On Plan 16996 Volume/Folio Lr3013/186 Lot 3028 South Lake Lakelands Reserve
Irrigation of up to 6 ha of recreation areas	Lot 259 On Plan 33071 Volume/Folio Lr3123/292 Lot 259 North Lake Rd South Lake Anning Park LOT 288 ON PLAN 107760 - Lot 288 SOUTH LAKE LOT 2975 ON PLAN 173870 - Lot 2975 NORTH LAKE RD SOUTH LAKE LOT 598 ON PLAN 167305 - Lot 598 NORTH LAKE RD SOUTH LAKE
Duration of Licence	From 6 August 2019 to 4 August 2029

This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 Jul to 30 June.
2. The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015- June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
3. The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 01/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

 183 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 3 of 3

Instrument No. GWL203189(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

This Licence is subject to the following terms, conditions and restrictions:

4. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf, or for maintenance of reticulation systems
5. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

184 of 352



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 2

Instrument No. GWL203196(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Jandakot Perth - Superficial Swan	Annual Water Entitlement	63,750kL
Location of Water Source	Lot 4268 On Plan 21401 Volume/Folio Lr3107/840 Lot 4268 Glen Iris Dr Jandakot Bunker Gardens LOT 661 ON PLAN 19594 - Turnbury Park Dr - Jandakot Lot 7 On Plan 21402 Volume/Folio 2195/189 Lot 7 Jandakot Hartwell Paw LOT 700 ON PLAN 193166 - Jandakot - Dean Park Lot 703 On Plan 219619 Volume/Folio Lr3109/858 Lot 703 Jandakot Yarra Vista Park Lot 831 On Diagram 96391 Volume/Folio Lr3127/258 Lot 831 Jandakot Princep Park Road Reserve - Pin 1153112 - Streetscapes Glen Iris Dr - Jandakot Road Reserve - Pin 1169487 - Streetscapes Glen Iris Dr - Jandakot Road Reserve - Pin 1187103 - Streetscapes Turnbury Park Dr - Jandakot		
Authorised Activities	Taking of water for	Location of Activity	
	Irrigation of up to 0.5 ha of public open space	Lot 706 On Plan 22060 Volume/Folio Lr3036/847 Lot 706 Riversdale Pass Jandakot Fairway Park	
	Irrigation of up to 0.7 ha of public open space	Lot 4268 On Plan 21401 Volume/Folio Lr3107/840 Lot 4268 Glen Iris Dr Jandakot Bunker Gardens	
	Irrigation of up to 1 ha of road verge	Road Reserve - Pin 1153112 - Streetscapes Glen Iris Dr - Jandakot Road Reserve - Pin 1169487 - Streetscapes Glen Iris Dr - Jandakot Road Reserve - Pin 1187083 - Streetscapes Glen Iris Dr - Jandakot Road Reserve - Pin 1187092 - Streetscapes Dean Rd - Jandakot Road Reserve - Pin 1187103 - Streetscapes Turnbury Park Dr - Jandakot Road Reserve - Pin 1187109 - Streetscapes Hartwell Pde - Jandakot Road Reserve - Pin 1187129 - Streetscapes Dean Rd - Jandakot Road Reserve - Pin 1199586 - Streetscapes Twin Waters Ps - Jandakot	
	Irrigation of up to 6.3 ha of public open space	LOT 661 ON PLAN 19594 - Turnbury Park Dr - Jandakot Lot 699 On Plan 19792 Volume/Folio Lr3047/743 Lot 699 Kooyonga Crss Jandakot Capricorn Park Lot 7 On Plan 21402 Volume/Folio 2195/189 Lot 7 Jandakot Hartwell Paw LOT 700 ON PLAN 193166 - Jandakot - Dean Park Lot 703 On Plan 219619 Volume/Folio Lr3109/858 Lot 703 Jandakot Yarra Vista Park Lot 831 On Diagram 96391 Volume/Folio Lr3127/258 Lot 831 Jandakot Princep Park	
Duration of Licence	From 7 August 2019 to 5 August 2029		

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

185 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 2 of 2

Instrument No. GWL203196(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 Jul to 30 June.
2. The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015- June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
3. The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 01/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.
4. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf; or for maintenance of reticulation systems
5. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

186 of 352



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Jandakot Perth - Superficial Swan	Annual Water Entitlement	571,900kL
Location of Water Source	<p>CROWN RESERVE 43583 - Lot 725 on Diagram 94631 - Brenchley Drv - Atwell CROWN RESERVE 47162 - Lot 4828 on Plan 34757 - Bartram Rd - Success CROWN RESERVE 47164 - Lot 864 on Plan 34962 - Harmony Ave - Atwell CROWN RESERVE 48275 - Lot 740 on Plan 45461 - Mosman Lp - Success CROWN RESERVE 48290 - Lot 570 on Plan 41691 - Charnely Bnd - Success CROWN RESERVE 48963 - Lot 471 on Plan 51303 - Camden Bvd - Aubin Grove CROWN RESERVE 49020 - Lot 8001 on Plan 53298 - Observatory Ave - Aubin Grove CROWN RESERVE 50501 - Lot 8004 on Plan 62256 - Mala Wy - Success CROWN RESERVE 50600 - Lot 8006 on Plan 66953 - Colorado Pde - Aubin Grove Lot 205 On Plan 51902 Volume/Folio Lr3140/787 Lot 205 Aubin Grove Princeton Circuit Lot 226 On Plan 52780 Volume/Folio Lr3145/688 Lot 226 Aubin Grove Versailles Park Lot 385 On Plan 29035 Volume/Folio Lr3132/827 Lot 385 Reeves Ent Success Reeves Park Lot 4000 On Plan 55719 Volume/Folio Lr3147/664 Lot 4000 Botany Pde Hammond Park Botany Reserve Lot 4002 On Plan 44642 Volume/Folio Lr3136/209 Lot 4002 Wentworth Pde Success Wentworth Reserve Lot 401 On Plan 55718 Volume/Folio Lr3149/333 Lot 401 Camden Bvd Aubin Grove Camden Park Lot 4542 On Plan 23441 Volume/Folio Lr3116/278 Lot 4542 Steiner Av Success Steiner Reserve And Future Pos Lot 4773 On Plan 24785 Volume/Folio Lr3129/48 Lot 4773 Success Jan Hammond Lot 4801 On Plan 31442 Volume/Folio Lr3129/504 Lot 4801 Domain Cir Success Hanlon Lot 4838 On Plan 35880 Volume/Folio Lr3130/359 Lot 4838 Gandossi Ct Success Gandossi Lot 4977 on Plan 38401 Volume/Folio Lr3132/186 - Jackadder Av - Hammond Park Duggan Park Lot 506 On Plan 57107 Volume/Folio Lr3152/724 Lot 506 Humboldt Ent Aubin Grove Bologna Park Lot 5076 On Plan 40533 Volume/Folio Lr3134/807 Lot 5076 Aubin Grove Blue Boy Park Lot 655 On Plan 19341 Volume/Folio Lr3103/339 Lot 655 O'Farrell Ct Atwell Mosedale Park Lot 656 on Plan 18634 Volume/Folio Lr3145/713 Lot 656 Hoult Mews, Atwell Tapper Reserve Lot 669 On Diagram 88144 Volume/Folio Lr3101/867 - Brenchley Dr - Atwell Atwell Reserve Lot 691 On Diagram 90854 Volume/Folio Lr3106/380 Lot 691 Brenchley Dr Atwell Brenchley Lot 698 On Plan 21189 Volume/Folio Lr3108/796 Lot 698 St Claire Gdns Atwell Freshwater Reserve Lot 764 On Plan 23323 Volume/Folio Lr3114/821 Lot 764 Tozer Loop Atwell Tozer Reserve Lot 8001 On Plan 52119 Volume/Folio Lr3140/232 Lot 8001 Aubin Grove Durango Park Lot 8002 On Plan 49269 Volume/Folio Lr3137/820 Lot 8002 Aubin Grove Radiata Park Lot 8003 On Plan 42081 Volume/Folio Lr3135/428 Lot 8003 Success Evelyn Massey Lot 8006 On Plan 58335 Volume/Folio Lr3152/788 Lot 8006 Starbush Gdns Success Starbush Gardens Lot 8051 On Plan 66999 Volume/Folio Lr3160/354 Lot 8051 Gaebler Rd Aubin Grove Monticola Gardens Lot 817 on Diagram 100044 Volume/Folio LR3122/63 Lot 817 Reynardson Ave Atwell Atwell Community Centre Lot 82 On Plan 49453 Volume/Folio Lr3138/511 Lot 82 Aubin Grove Balboa Park Lot 824 on Plan 73736, LR3162/491 - Weetman Rd - Hammond Park Lot 842 On Plan 31535 Volume/Folio Lr3128/130 Lot 842 Serenity Pwy Hammond Park Christmas Tree Park Road Reserve - Pin11608834 - Streetscapes - Russell Rd - Hammond Park Road Reserve - Pin1370883 - Streetscapes Levens Ct - Success</p>		

Authorised Activities	Taking of water for	Location of Activity
	Irrigation of up to 0.08 ha of public open space	Lot 877 On Plan 70540 Volume/Folio Lr3161/231 Lot 877 Frankland Av Hammond Park
	Irrigation of up to 0.16 ha of public open space	Lot 790 On Plan 68922 Volume/Folio Lr3160/339 Lot 790 Atkins Pde Hammond Park
	Irrigation of up to 0.19 ha of public open space	Crown Reserve 50710, LR3162/492 - Lot 904 on Plan 73736 - Neilson St - Hammond Park

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

187 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 2 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Irrigation of up to 0.27 ha of public open space	Lot 770 On Plan 67221 Volume/Folio Lr3159/384 Lot 770 Irvine Pde Hammond Park
Irrigation of up to 0.42 ha of public open space	Lot 824 on Plan 73736, LR3162/491 - Weetman Rd - Hammond Park
Irrigation of up to 0.45 ha of public open space	Lot 887 On Plan 70540 Volume/Folio Lr3161/232 Lot 887 Piesley St Hammond Park
Irrigation of up to 0.85 ha of public open space	Lot 801 on Plan 400381, LR3164/13
Irrigation of up to 1.7ha ovals and playing fields	Lot 449 On Plan 41688 Volume/Folio 2591/362 Lot 449 Aurora Dr Atwell Harmony Primary School Oval
Irrigation of up to 15.29 ha of recreation areas	CROWN RESERVE 43583 - Lot 725 on Diagram 94631 - Brenchley Drv - Atwell CROWN RESERVE 47164 - Lot 864 on Plan 34962 - Harmony Ave - Atwell CROWN RESERVE 48963 - Lot 471 on Plan 51303 - Camden Bvd - Aubin Grove Lot 4000 On Plan 55719 Volume/Folio Lr3147/664 Lot 4000 Botany Pde Hammond Park Botany Reserve
Irrigation of up to 3.87 ha of road verge	Lot 1004 On Plan 40531 Volume/Folio Lr3134/811 Lot 1004 Cape Le Grand Av Aubin Grove S/S Cape Le Grand Lot 3000 On Plan 48524 Volume/Folio Lr3138/700 Lot 3000 Aurora Dr Atwell Streetscape Aurora Drive LOT 448 ON PLAN 47368 - Volume/Folio LR3136/696 - Lot 448 ATWELL Road Reserve - Gibbs Rd near Tapper Rd - Pin 1188888 Road Reserve - Pin11007212 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11012186 - Streetscapes Ashendon Bvd - Hammond Park Road Reserve - Pin11020714 - Streetscapes Ashendon Bvd - Hammond Park Road Reserve - Pin11091205 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11102222 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11150604 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11381241 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11409122 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11409123 - Streetscapes Wentworth Pde - Success Road Reserve - Pin11491098 - Streetscapes Radiata Prom - Aubin Grove Road Reserve - Pin11608834 - Streetscapes - Russell Rd - Hammond Park Road Reserve - Pin11616916 - Streetscapes Aristata Pde - Aubin Grove Road Reserve - Pin1166630 - Streetscapes Tapper Rd - Attwell

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

188 of 352



515 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 3 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

	<p>Road Reserve - Pin11816788 - Streetscapes Ironbark Tce - Hammond Park</p> <p>Road Reserve - Pin1183632 - Streetscapes Russell Road - Hammond Park</p> <p>Road Reserve - Pin11847221 - Streetscapes Russell Rd - Hammond Park</p> <p>Road Reserve - Pin11869091 - Streetscapes Tapper Rd - Atwell</p> <p>Road Reserve - Pin11871390 - Streetscapes Tapper Rd - Atwell</p> <p>Road Reserve - Pin11871420 - Streetscapes Wentworth Pde - Success</p> <p>Road Reserve - Pin1188885 - Streetscapes Lyon Rd - Aubin Grove</p> <p>Road Reserve - Pin11956126 - Streetscapes Wentworth Pde - Success</p> <p>Road Reserve - Pin11956127 - Streetscapes - Wentworth Pde - Success</p> <p>Road Reserve - Pin1300209 - Streetscapes - Steiner Ave - Success</p> <p>Road Reserve - Pin1370883 - Streetscapes Levens Ct - Success</p> <p>Road Reserve - Pin1377159 - Streetscapes - Wentworth Pde - Success</p> <p>Road Reserve - Pin1390728 - Streetscapes - Wentworth Pde - Success</p> <p>Streetscape Carmel Way, Success</p> <p>Streetscape cnr Reynardson Ave and Lanao Way to Lydon Bvd, Atwell</p> <p>Streetscape Hindmarsh Way, Success</p> <p>Streetscape Macquarie Blvd Botany Pde to Condamine App, Hammond Park</p> <p>Streetscape Nancarrow Way, Atwell</p> <p>Streetscape Tongaroo Boulevard, Success</p> <p>Streetscape Waters Ave, Lydon Bvd to Lombe Gardens, Atwell</p> <p>Streetscape Banning Ave Steiner Ave to Bamkin Court, Success</p>
Irrigation of up to 52.85 ha of public open space	<p>CROWN RESERVE 47162 - Lot 428 on Plan 34757 - Bartram Rd - Success</p> <p>Crown Reserve 47905 Volume/Folio Lr3123/699 4000 Galveston Bend Success Wentworth Reserve</p> <p>CROWN RESERVE 48275 - Lot 740 on Plan 45461 - Mosman Lp - Success</p> <p>CROWN RESERVE 48290 - Lot 570 on Plan 41691 - Charnely Bnd - Success</p> <p>Crown Reserve 48692 Volume/Folio Lr3138/361 Success Boronia Park</p> <p>Crown Reserve 48692 Volume/Folio Lr3140/254 Success Boronia Park</p>

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

 189 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 4 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

	<p>Crown Reserve 48787 Volume/Folio Lr3138/539 4003 St Joseph Fawy Success Milkworth Park</p> <p>CROWN RESERVE 49020 - Lot 8001 on Plan 53298 - Observatory Ave - Aubin Grove</p> <p>CROWN RESERVE 49069 - Lot 457 on Plan 47384 - Russell Rd - Success</p> <p>CROWN RESERVE 50494 - Lot 8005 on Plan 64736 - Durango Trn - Aubin Grove</p> <p>CROWN RESERVE 50501 - Lot 8004 on Plan 62256 - Mala Wy - Success</p> <p>CROWN RESERVE 50600 - Lot 8006 on Plan 66953 - Colorado Pde - Aubin Grove</p> <p>Crown Reserve 51126 Volume/Folio Lr3161/807 560 Wentworth Pde Success Wentworth Reserve</p> <p>Lot 1000 On Plan 49453 Volume/Folio Lr3138/512 Lot 1000 Aubin Grove Gaebler To Queens Paw</p> <p>Lot 1001 On Plan 52784 Volume/Folio Lr3147/695 Lot 1001 Camden Bvd Aubin Grove Camden Paw</p> <p>LOT 13 ON DIAGRAM 91797 - Lot 13 ATWELL</p> <p>Lot 142 On Plan 48515 Volume/Folio Lr3138/467 Lot 142 Success Boronia Park</p> <p>Lot 204 On Plan 51902 Volume/Folio Lr3140/786 Lot 204 Aubin Grove Princeton Circuit</p> <p>Lot 205 On Plan 51902 Volume/Folio Lr3140/787 Lot 205 Aubin Grove Princeton Circuit</p> <p>Lot 2073 On Plan 58179 Volume/Folio Lr3154/169 Lot 2073 Atwell Congenial Reserve</p> <p>Lot 226 On Plan 52780 Volume/Folio Lr3145/688 Lot 226 Aubin Grove Versailles Park</p> <p>Lot 3001 On Plan 48495 Volume/Folio Lr3136/940 Lot 3001 Hammond Rd Success Purslane Park</p> <p>Lot 385 On Plan 29035 Volume/Folio Lr3132/827 Lot 385 Reeves Ent Success Reeves Park</p> <p>Lot 4001 On Plan 44907 Volume/Folio Lr3136/293 Lot 4001 Rutherford Ent Success Bluesquill Park</p> <p>Lot 4001 On Plan 68774 Volume/Folio Lr3160/169 Lot 4001 Johnsonia Bend Hammond Park Johnsonia Reserve</p> <p>LOT 4002 ON DEPOSITED PLAN 48107 - Kirkley Ct - SUCCESS</p> <p>Lot 4002 On Plan 44642 Volume/Folio Lr3136/209 Lot 4002 Wentworth Pde Success Wentworth Reserve</p> <p>Lot 401 On Plan 55718 Volume/Folio Lr3149/333 Lot 401 Camden Bvd Aubin Grove Camden Park</p> <p>LOT 448 ON PLAN 47368 - Volume/Folio LR3136/696 - Lot 448 ATWELL</p> <p>Lot 4542 On Plan 23441 Volume/Folio Lr3116/278 Lot 4542 Steiner Av Success Steiner Reserve And Future Pos</p> <p>Lot 4743 On Plan 31246 Volume/Folio Lr3127/636 Lot 4743 Richmond Ent Success Richmond Park</p> <p>Lot 4773 On Plan 24785 Volume/Folio Lr3129/48 Lot 4773 Success Jan Hammond</p>
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This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

190 of 352



517 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 5 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

	<p>Lot 4801 On Plan 31442 Volume/Folio Lr3129/504 Lot 4801 Domain Cir Success Hanlon</p> <p>Lot 4838 On Plan 35880 Volume/Folio Lr3130/359 Lot 4838 Gandossi Ct Success Gandossi</p> <p>Lot 4977 on Plan 38401 Volume/Folio Lr3132/186 - Jackadder Av - Hammond Park Duggan Park</p> <p>Lot 5076 On Plan 40533 Volume/Folio Lr3134/807 Lot 5076 Aubin Grove Blue Boy Park</p> <p>Lot 655 On Plan 19341 Volume/Folio Lr3103/339 Lot 655 O'Farrell Cl Atwell Mosedale Park</p> <p>Lot 656 on Plan 18634 Volume/Folio Lr3145/713 Lot 656 Hoult Mews, Atwell Tapper Reserve</p> <p>Lot 657 On Plan 19338 Volume/Folio Lr3145/714 Lot 657 Lydon Bvd Atwell Tapper Reserve</p> <p>Lot 657 On Plan 19340 Volume/Folio Lr3145/715 Lot 657 Atwell Tapper Reserve</p> <p>Lot 662 On Plan 19645 Volume/Folio Lr3104/910 Lot 662 Carlhausen Cl Atwell Carlhausen Park</p> <p>Lot 669 On Diagram 88144 Volume/Folio Lr3101/867 - Brenchley Dr - Atwell Atwell Reserve</p> <p>Lot 697 On Plan 21189 Volume/Folio Lr3108/795 Lot 697 Hawkesbury Rtt Atwell Freshwater Reserve</p> <p>Lot 698 On Plan 21189 Volume/Folio Lr3108/796 Lot 698 St Claire Gdns Atwell Freshwater Reserve</p> <p>Lot 711 On Plan 193575 Volume/Folio Lr3110/824 Lot 711 Tournier Rtt Atwell Pipeline Reserve</p> <p>Lot 732 On Plan 22643 Volume/Folio Lr3112/789 Lot 732 Kennack Vsta Atwell Kennack Park</p> <p>Lot 764 On Plan 23323 Volume/Folio Lr3114/821 Lot 764 Tozer Loop Atwell Tozer Reserve</p> <p>Lot 776 on Plan 23576 Volume/Folio LR3116/825 Lot 776 Brenchley Dr, Atwell Pipeline Reserve</p> <p>Lot 780 On Diagram 97711 Volume/Folio Lr3117/845 Lot 780 Bartram Rd Atwell Jakovich Reserve</p> <p>Lot 8001 On Plan 41460 Volume/Folio Lr3035/559 Lot 8001 Makjanich Pl Success Gandossi</p> <p>Lot 8001 On Plan 47619 Volume/Folio Lr3137/304 Lot 8001 Cressida Pwy Success Grasstree Park</p> <p>Lot 8001 On Plan 52119 Volume/Folio Lr3140/232 Lot 8001 Aubin Grove Durango Park</p> <p>Lot 8001 On Plan 60329 Volume/Folio Lr3157/779 Lot 8001 Hammond Rd Success Daviesia Reserve</p> <p>Lot 8002 On Plan 43607 Volume/Folio Lr3137/822 Lot 8002 Cape Le Grand Av Aubin Grove Pearl Flower Park</p> <p>Lot 8002 On Plan 49269 Volume/Folio Lr3137/820 Lot 8002 Aubin Grove Radiata Park</p> <p>LOT 8002 ON PLAN 62257 - Volume/Folio LR3158/803 - Lot 8002 SUCCESS</p> <p>Lot 8003 On Plan 42081 Volume/Folio Lr3135/428 Lot 8003 Success Evelyn Massey</p> <p>Lot 8003 On Plan 48739 Volume/Folio Lr3137/804 Lot 8003 Aubin Grove Tangle Park</p>
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This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

 191 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 6 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

	<p>Lot 8003 On Plan 54239 Volume/Folio 2666/727 Lot 8003 Durango Turn Aubin Grove Durango Park</p> <p>LOT 8003 ON PLAN 62256 - Volume/Folio LR3157/780 - Lot 8003 SUCCESS</p> <p>Lot 8004 On Plan 54239 Volume/Folio Lr3147/629 Lot 8004 Durango Turn Aubin Grove Durango Park</p> <p>Lot 8005 On Plan 42081 Volume/Folio Lr3135/429 Lot 8005 Cressida Pwy Success Rush Park</p> <p>LOT 8005 ON PLAN 62257 - Volume/Folio LR3158/804 - Lot 8005 SUCCESS</p> <p>Lot 8006 On Plan 58335 Volume/Folio Lr3152/788 Lot 8006 Starbush Gdns Success Starbush Gardens</p> <p>Lot 8007 On Plan 54251 Volume/Folio Lr3145/617 Lot 8007 Mariposa Gdns Success Waterbuttons</p> <p>LOT 8007 ON PLAN 62255 - Volume/Folio 2710/873 - Lot 8007 SUCCESS</p> <p>LOT 8008 ON PLAN 62255 - Volume/Folio 2710/874 - Lot 8008 SUCCESS</p> <p>Lot 8009 On Plan 57651 Volume/Folio Lr3151/208 Lot 8009 Aubin Grove Edulis Park</p> <p>LOT 8009 ON PLAN 62255 - Volume/Folio 2710/875 - Lot 8009 SUCCESS</p> <p>Lot 8051 On Plan 66999 Volume/Folio Lr3160/354 Lot 8051 Gaebler Rd Aubin Grove Monticola Gardens</p> <p>Lot 810 On Plan 23939 Volume/Folio Lr3121/92 Lot 810 Waters Av Atwell Pipeline Reserve</p> <p>Lot 815 On Plan 22571 Volume/Folio Lr3122/61 Lot 815 Lydon Bvd Atwell Lydon Park</p> <p>Lot 816 On Diagram 100044 Volume/Folio Lr3122/62 Lot 816 Lombe Gdns Atwell Lombe Park</p> <p>Lot 817 on Diagram 100044 Volume/Folio LR3122/63 Lot 817 Reynardson Ave Atwell Atwell Community Centre</p> <p>Lot 82 On Plan 49453 Volume/Folio Lr3138/511 Lot 82 Aubin Grove Balboa Park</p> <p>Lot 842 On Plan 31535 Volume/Folio Lr3128/130 Lot 842 Serenity Pwy Hammond Park Christmas Tree Park</p> <p>Lot 850 On Plan 27917 Volume/Folio Lr3128/462 Lot 850 Brenchley Dr Atwell Brenchley</p> <p>Lot 865 On Plan 34962 Volume/Folio Lr3130/250 Lot 865 Harvest Lakes Bvd Atwell Goodwill Reserve</p> <p>Lot 875 On Plan 37740 Volume/Folio Lr3130/940 Lot 875 Chorus Cir Atwell Chorus Reserve</p> <p>Lot 884 On Plan 39278 Volume/Folio Lr3134/514 Lot 884 Tranquil Gdns Atwell Tranquil Gardens Park</p> <p>LOT 9053 ON PLAN 36814 - Volume/Folio 2547/758 - Lot 9053 BARTRAM RD SUCCESS</p> <p>Lot 93 On Plan 31381 Volume/Folio 2515/89 Lot 93 Brenchley Dr Atwell Water Corporation Pipeline</p> <p>Lot 94 On Plan 31381 Volume/Folio 2515/90 Lot 94 Brenchley Dr Atwell Water Corporation Pipeline</p>
Duration of Licence	From 8 August 2019 to 7 August 2029

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

192 of 352



519 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 7 of 7

Instrument No. GWL203203(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 July to 30 June.
2. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf, or for maintenance of reticulation systems
3. The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015- June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
4. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.
5. The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 01/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.

End of terms, conditions and restrictions**This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.**

193 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 1

Instrument No. GWL203204(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Jandakot Perth - Superficial Swan	Annual Water Entitlement	28,250kL
Location of Water Source	Lot 414 On Plan 226040 Volume/Folio Lr3136/703 - Oxley Rd - Banjup Lot 843 On Plan 33813 Volume/Folio Lr3128/175 Lot 843 Callistemon App Atwell Kurrajong Park Road Reserve - Gibbs Rd near Tapper Rd - Pin 1188888		

Authorised Activities	Taking of water for	Location of Activity
	Domestic use	Lot 414 On Plan 226040 Volume/Folio Lr3136/703 - Oxley Rd - Banjup
	Dust suppression for earthworks and construction purposes	Lot 414 On Plan 226040 Volume/Folio Lr3136/703 - Oxley Rd - Banjup
	Firefighting purposes	Lot 414 On Plan 226040 Volume/Folio Lr3136/703 - Oxley Rd - Banjup
	Irrigation of up to .3 ha of public open space	Lot 414 On Plan 226040 Volume/Folio Lr3136/703 - Oxley Rd - Banjup
	Irrigation of up to .58 ha of road verge	Lot 2168 on Deposited Plan 69449 - Flourish Lp - Atwell Lot 2169 On Plan 69449 Volume/Folio Lr3160/941 Lot 2169 Flourish Loop Atwell Flourish Loop Paw Road Reserve - Bendee Dr - Pin 11018365 Road Reserve - Sedge Link east - Pin11159463 Road Reserve - Sedge Link west - Pin11069952
	Irrigation of up to 2 ha of public open space	Lot 843 On Plan 33813 Volume/Folio Lr3128/175 Lot 843 Callistemon App Atwell Kurrajong Park

Duration of Licence	From 8 August 2019 to 7 August 2029
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This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 Jul to 30 June.
2. The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015- June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
3. The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 01/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.
4. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply to watering with a hand held hose, or watering, by way of reticulation: newly planted areas for a period of up to 28 days from the date of planting; for renovating turf; or for maintenance of reticulation systems.
5. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

194 of 352



521 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 1

Instrument No. GWL203205(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Jandakot Perth - Superficial Swan	Annual Water Entitlement	65,250kL
Location of Water Source	Lot 3000 On Plan 48468 Volume/Folio Lr3144/416 Lot 3000 Success Hammond Road Sports Complex		
Authorised Activities	Taking of water for	Location of Activity	
	Irrigation of up to 8.7 ha of recreation areas	Lot 3000 On Plan 48468 Volume/Folio Lr3144/416 Lot 3000 Success Hammond Road Sports Complex	
Duration of Licence	From 8 August 2019 to 7 August 2029		

This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 Jul to 30 June.
2. The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015- June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
3. The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 01/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.
4. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf; or for maintenance of reticulation systems
5. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

 195 of 352

Item 13.2 Attachment 1

ARC 21/09/2022

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 2

Instrument No. GWL203255(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	City of Cockburn		
Description of Water Resource	Cockburn Perth - Superficial Swan	Annual Water Entitlement	63,450kL
Location of Water Source	LOT 2 ON DIAGRAM 17998 - Volume/Folio 1824/46 - Lot 2 WATTLEUP Henderson - Henderson Landfill Site Lot 202 On Plan 60443 Volume/Folio 2705/369 Lot 202 Rockingham Rd Henderson Henderson Landfill Site Lot 75 On Plan 9323 Volume/Folio 318/158a Lot 75 Marban Wy Wattleup Deepdene Park Lot 8001 On Plan 400205 Volume/Folio Lr3165/596 Lot 8001 Marquis St Hammond Park Marquis Park		
Authorised Activities	Taking of water for	Location of Activity	
	Dust suppression for industrial purposes	LOT 2 ON DIAGRAM 17998 - Volume/Folio 1824/46 - Lot 2 WATTLEUP Henderson - Henderson Landfill Site Lot 202 On Plan 60443 Volume/Folio 2705/369 Lot 202 Rockingham Rd Henderson Henderson Landfill Site Lot 235 On Plan 226117 Volume/Folio 1824/45 Lot 235 Dalison Av Henderson Henderson Landfill Site	
	Irrigation of up to .2 ha of lawns and gardens	Lot 202 On Plan 60443 Volume/Folio 2705/369 Lot 202 Rockingham Rd Henderson Henderson Landfill Site	
	Irrigation of up to 0.14 ha of public open space	Lot 8001 On Plan 400205 Volume/Folio Lr3165/596 Lot 8001 Marquis St Hammond Park Marquis Park	
	Irrigation of up to 0.26 ha of public open space	Crown Reserve 52137 Lot 8002 on Plan 400205, Volume/Folio LR3165/597 - Marquis Rd - Hammond Park	
	Irrigation of up to 3.46 ha of public open space	Lot 155 On Plan 9356 Volume/Folio 1374/621 Lot 155 Wattleup Rd Wattleup Deepdene Park Lot 17 On Diagram 23584 Volume/Folio 1443/863 Lot 17 Dalison Av Wattleup Lees Park Lot 24 On Diagram 39127 Volume/Folio 367/88a Lot 24 Dalison Av Wattleup Lees Park Lot 75 On Plan 9323 Volume/Folio 318/158a Lot 75 Marban Wy Wattleup Deepdene Park	
Duration of Licence	From 20 August 2019 to 14 August 2029		

This Licence is subject to the following terms, conditions and restrictions:

- The annual water year for water taken under this licence is defined as 1 Jul to 30 June.
- The licensee shall comply with the commitments of the Water Resource Operating Strategy June 2015- June 2018 as prepared by City of Cockburn and approved by the Department of Water and Environmental Regulation on 26/06/2015, including any modifications to the commitments as approved during the term of the licence.
- The licensee shall provide a revised operating strategy to the Department of Water and Environmental Regulation for approval by 01/03/2020. The strategy shall be prepared in accordance with Operational Policy 5.08 'Use of Operating Strategies in the water licensing process'.
- Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf, or for maintenance of reticulation systems

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

196 of 352



523 of 700



ARC 21/09/2022

Item 13.2 Attachment 1

File No: RF394-05



Government of Western Australia
Department of Water and Environmental Regulation

Page 2 of 2

Instrument No. GWL203255(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

This Licence is subject to the following terms, conditions and restrictions:

5. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.

End of terms, conditions and restrictions

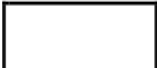
This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

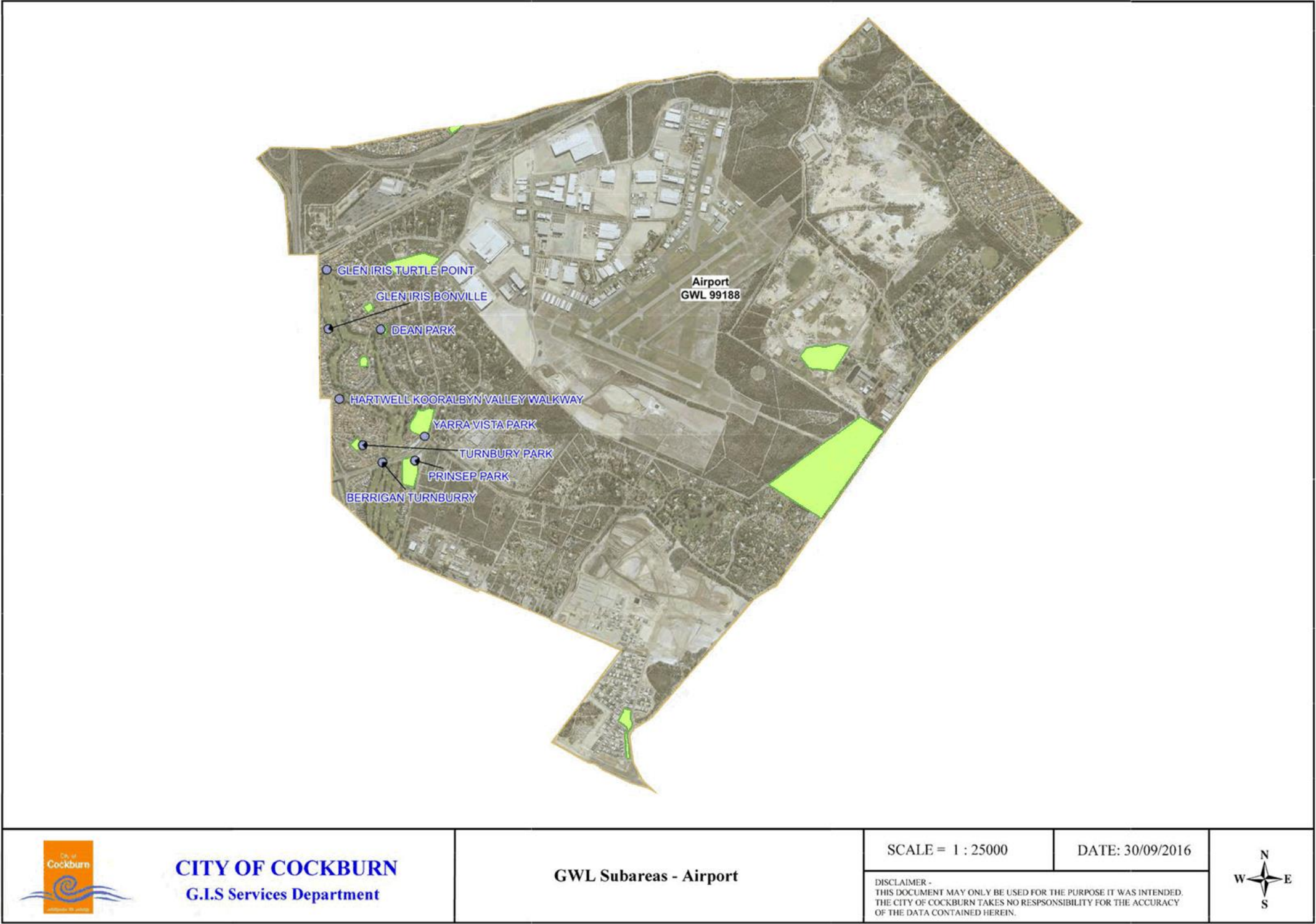
 197 of 352

Item 13.2 Attachment 1

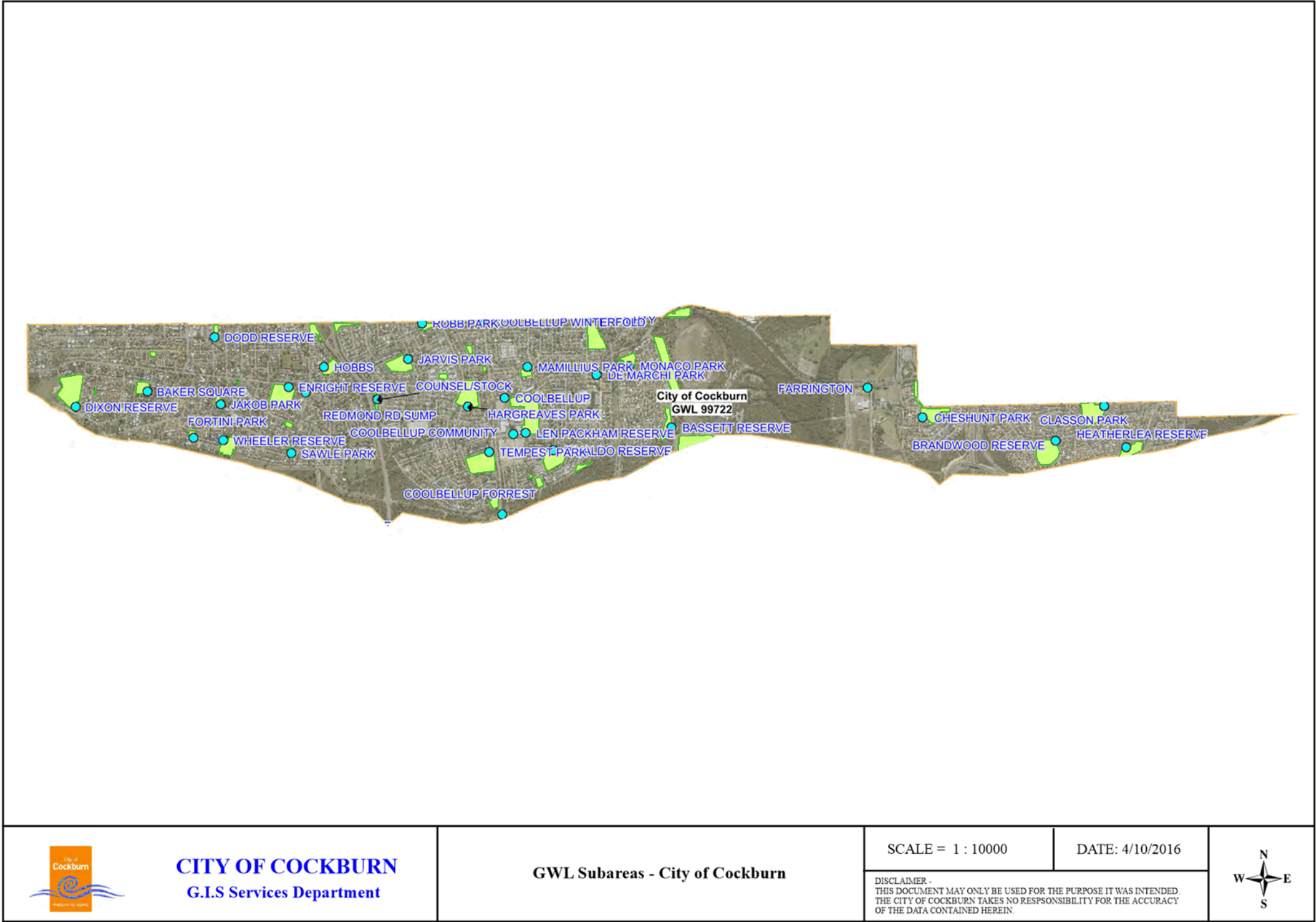
ARC 21/09/2022

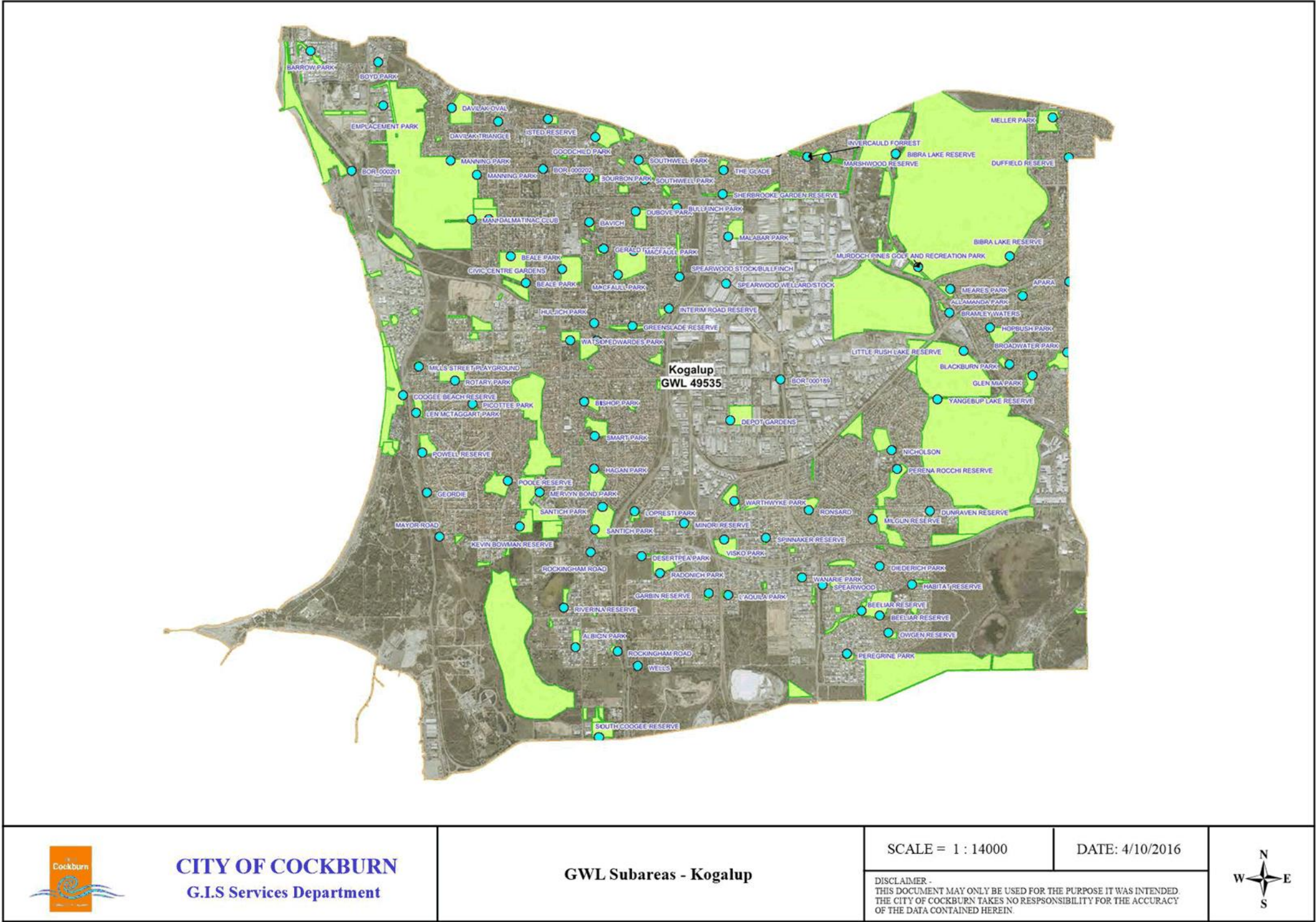
Appendix 2: Groundwater Well Licence Subarea Maps



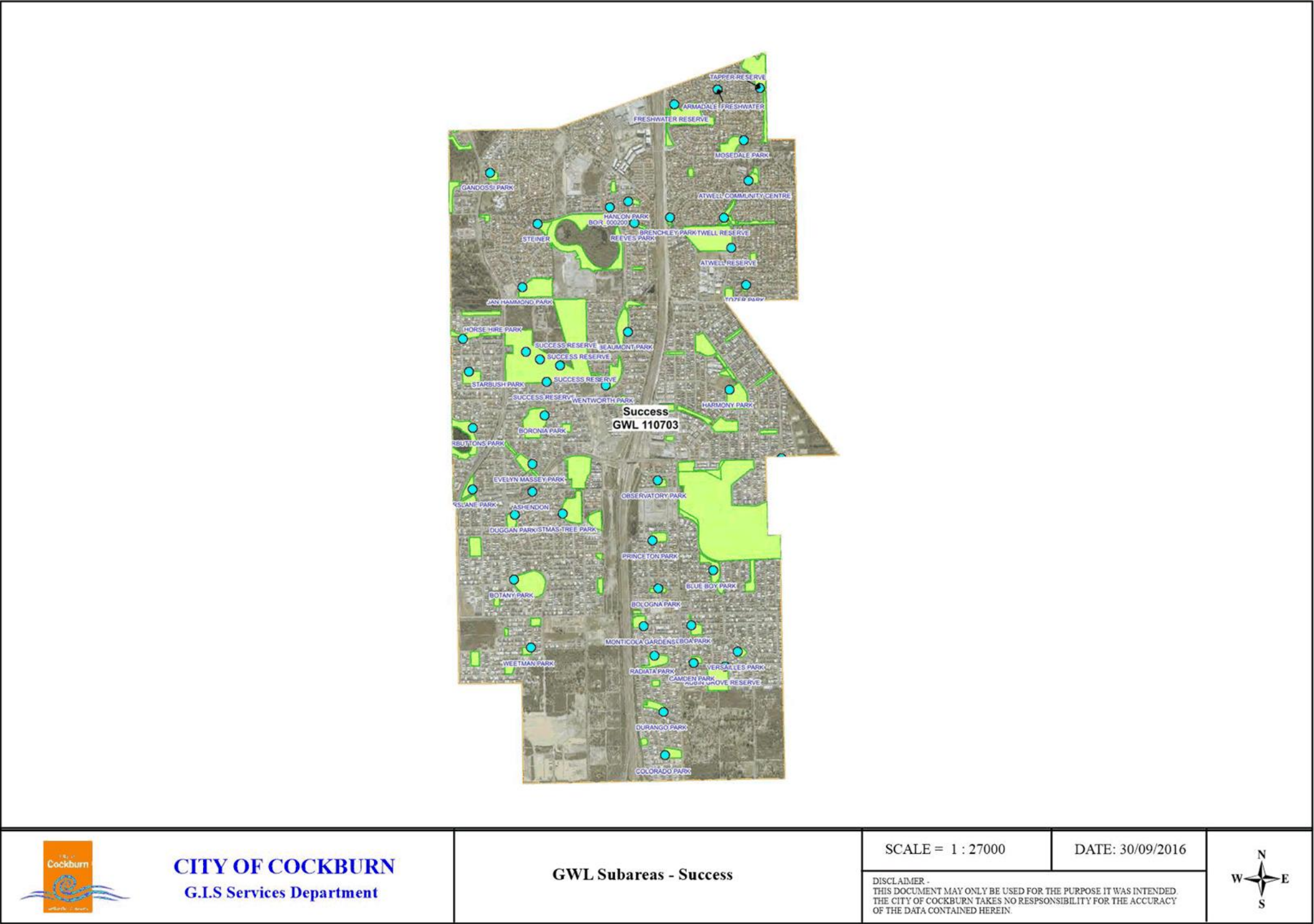


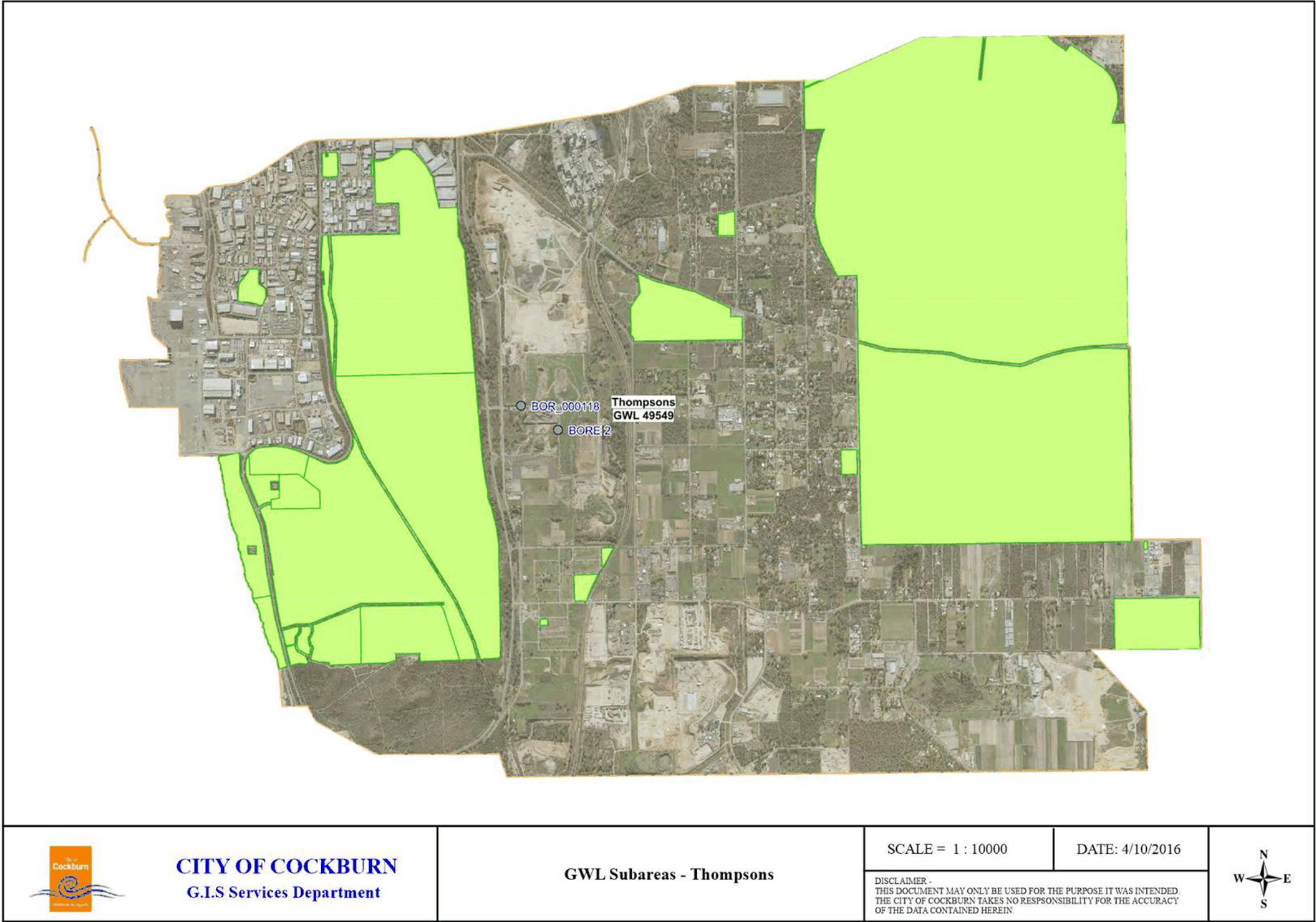












Item 13.2 Attachment 1

ARC 21/09/2022

Appendix 3: Flow meter readings 2021 – 2022

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
GWL 49535 (Kogalup)														
Allamanda	12957	12957	12957	12977	13058	13253	13509	13749	14144	14363	14517	14517	14517	1560
Barrow (Bore Emplacement Court)	543119	543119	543165	544340	547025	550627	556412	561578	564703	568294	569380	569751	569799	26680
Bavich	43659	43659	43675	43710	43832	44038	44501	45026	45418	45842	45867	45872	45872	2213
Beale 1 (Kent St Old Bore)	324724	324724	324734	325295	325874	328864	334347	338096	343797	347646	348832	349075	349243	24519
Beale 2 (Spearwood Ave)	366082	366082	366091	366668	367218	370297	374283	379743	385622	389696	390898	391150	391150	25068
Beeljar Lakefill (Bore)	1424014	1424049	1424128	1424821	1426641	1431847	1441254	1451981	1460992	1469735	1471007	1471979	1471993	47979
Bibra Golf	231805	231806	231806	231927	232374	234100	237138	240475	244804	247445	248545	248736	248790	16985
Bibra Lake Community	14665	14665	14665	14665	14722	14921	15363	15795	16290	16618	16890	16987	16993	2328
Bibra Lake POS	357692	357692	357692	358398	359683	362798	371556	379963	386131	391285	393438	393480	393480	35788
Bishop	78980	78980	79003	79054	79062	79662	81309	82860	84143	85039	85379	85576	85592	6612
Blackburn	14886	14886	14886	14921	15025	15305	15725	16155	16765	17216	17488	17488	17488	2602
Blue Bush (irrigates Costa , Mariposa, Wearn Pks)	235063	235063	235075	235249	235756	236745	238995	241492	243869	246605	247371	247808	247808	12745
Bourbon POS	30223	30223	30224	30232	30338	30767	31265	31769	32325	32718	32958	32959	32960	2737
Boyd Crescent	12518	12518	12518	12523	12530	12629	12807	13022	13198	13344	13396	13396	13396	878
Bramley	28198	28199	28199	28199	28438	28714	29710	30610	31538	32154	32608	32698	32698	4500
Broadwater	229636	229636	229636	229730	230505	232336	235447	238857	243020	245820	246895	246895	246895	17259
Catherine Point (Cy O'Connor)	73027	73027	73027	73067	73424	74118	75082	75992	76702	77464	77701	77790	77790	4763
Civic Centre Grounds	188917	188917	188917	189065	190977	193742	198862	203052	206977	210295	211008	211013	211013	22096
Coogee Beach	126482	126482	126482	126636	127157	128389	131164	133446	135623	137504	137945	137990	137990	11508
Crown (Mayor Rise)	44395	44395	44395	44449	44513	44885	45674	46247	46805	47230	47363	47393	47393	2998
Dalmatia Park (Kilj Park)	95900	95900	95902	96044	96692	98241	101908	105210	108317	111455	111639	111639	111639	15739
Dalmatinac	170415	170415	170440	170473	170562	171679	173999	176239	178241	179958	180721	180822	180860	10445
Davilak	486284	486284	486307	486429	488619	494438	503572	509922	519822	526140	529730	529763	529839	43555
Davilak Triangle	3446	3446	3448	3574	3693	4008	4688	5252	5690	6154	6265	6265	6265	2819
Desert Pea	17145	17145	17145	17148	17304	17657	18521	19190	19929	20554	20816	20816	20816	3671

ARC 21/09/2022

Item 13.2 Attachment 1

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Diedrich (also irrigates Touchell)	115727	115727	115727	115762	115946	116294	117079	117953	118793	119580	119861	120064	120064	4337
Ditullio Park	4940	4940	4940	4961	4996	5279	5819	6345	6791	7204	7265	7265	7265	2325
Dubove	248732	248732	248742	248772	249216	251465	255002	258475	262461	264873	266156	266163	266167	17435
Duffield	10688	10688	10688	10707	10786	10943	11224	11522	11814	12027	12123	12123	12123	1435
Dunraven	7567	7567	7567	7582	7661	7755	7930	8137	8353	8562	8619	8620	8620	1053
Edwards	368071	368071	368078	368215	369578	372416	378647	384461	389670	394873	396774	396863	396881	28810
Eliza Cave (Bibra Lake Skate Park)	23494	23495	23495	23573	23691	24101	24692	25312	26184	26826	27075	27075	27075	3581
Eliza Ponds (Kooboolong Pk)	178315	178315	181890	181890	183350	184566	187530	190531	192985	195692	196341	196806	196812	18497
Firbank Park	18548	18548	18548	18548	19117	19699	20174	20677	21104	21482	21665	21758	21766	3218
Garbin	16521	16521	16524	16555	16689	16926	17383	17795	18203	18711	18844	18935	18935	2414
Gage Park (Fmrlly Shoreline POS)	113522	113522	113974	117707	123201	125842	131177	134196	134196	137411	139389	140600	140658	27136
Galipo Park	22915	22915	22915	22973	23045	23417	24214	24935	25588	25983	25984	25984	25984	3069
Geordie Crt	3508	3508	3553	3553	3553	3599	3708	3863	3987	4104	4104	4121	4121	613
Gerald	35187	35187	35187	35188	35188	35415	35936	36346	36783	37290	37353	37353	39353	4166
Glenmia	74752	74752	74752	74814	75245	76640	78133	79478	81466	82943	83583	83583	83583	8831
Goodchild	468999	468999	469020	469193	470554	475809	482189	487434	494963	499382	502490	502551	502610	33611
Greenslade	19722	19772	19772	19772	19846	20035	20350	20693	21035	21392	21505	21507	21507	1785
Habitat Park	145822	145822	145822	146015	147048	148590	151145	153740	156347	158665	159339	159339	159339	13517
Hagan	322422	322425	322425	322721	324327	326898	331332	334688	338161	342277	344249	345580	345580	23158
Hanlon Park	4151	4151	4152	4156	4200	4361	4716	5039	5275	5436	5549	5551	5551	1400
Hopbush	884267	884267	884267	884871	886474	899939	897359	2904	10028	14104	16162	16162	16162	29254
Huljich	15431	15431	15438	15438	15469	15570	15773	15989	16202	16464	16541	16541	16541	1110
Interim Rd	15955	15955	15955	16110	16200	17176	19240	21575	24066	25931	26302	26407	26407	10452
Invercauld	4247	4247	4247	4249	4267	4318	4406	4500	4600	4668	4710	4718	4718	471
Isted	29668	29670	29670	29683	29982	31148	32692	34162	36005	37035	37754	37790	37792	8124
Katich Park	3548	3548	3548	3587	3600	3603	4100	4762	5357	5946	5990	5991	5991	2443
Kevin Bowman	87921	87921	87921	87944	87969	88043	88469	89001	89320	89681	89748	89748	89748	1827
Len McTaggart	79861	79861	79861	80071	80359	81395	84324	85274	86745	87729	88337	88827	88827	8966

Item 13.2 Attachment 1

ARC 21/09/2022

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Lopresti	46454	46452	0	46496	46858	47245	47912	48591	49276	49276	49640	49781	49781	3327
Malabar	141514	141514	0	141622	141832	142195	143147	143901	144704	145514	145941	145941	145941	4427
Manning Azelia	70881	70881	70961	71469	71917	74200	78836	83996	87134	90330	91271	91393	91397	20516
Manning Glennister	304120	304120	304135	304852	305943	310645	319501	328430	334981	342355	343944	343962	343974	39854
Manning Janson	84447	84447	84468	84884	86231	88547	93466	98128	101485	105029	105736	105922	105926	21479
Marshwood	9767	9767	9767	9769	9800	9946	10187	10388	10591	10721	10799	10811	10812	1045
McFaul 1	208852	208854	208876	208919	209850	213401	217796	222664	228008	231317	233243	233404	233436	24584
McFaul 2	337367	337367	337369	337429	338242	341731	345032	350012	356499	359686	361481	361481	361481	24114
Meares	170	172	173	263	650	1711	2874	4023	5622	6582	7040	7040	7041	6871
Meller	450746	450746	450794	451583	453442	456863	464165	470494	478644	483837	486594	486594	486594	35848
Mervyn Bond	223221	223221	223221	223289	223343	224014	226087	227994	229816	231323	231440	231446	231446	8225
Milgun	255344	255344	255393	255703	257484	259610	265491	270683	275945	281162	283023	283112	283112	27768
Mills St Playground	6092	6092	6092	6114	6137	6228	6514	6765	6932	7091	7115	7115	7115	1023
Minori	26728	26728	26728	26728	26819	26973	27422	27796	28189	28542	28621	28625	28625	1897
Nicholson	148314	148366	148468	148475	152051	156374	164395	171502	178953	185777	188208	190056	190056	41742
Nola Waters	4157	4157	4157	4157	4180	4217	4247	4360	4471	4520	4558	4559	4559	402
Olive Tree Park	24177	24177	24180	24225	24294	24478	25218	25838	26399	26836	26993	26993	26993	2816
Operations Centre	35862	35972	35972	37345	0	37931	39057	40149	41336	42439	42853	43318	43772	7910
Owgan (Hakea fed from Owgan bore)	211399	211399	211399	211490	211725	212393	213296	215133	216828	217049	217468	217836	217836	6437
Peace Park	5619	5619	5619	5647	5816	5996	6290	6548	6783	7129	7340	7351	7351	1732
Peregrine	165952	165963	165963	166054	166362	166689	167544	168423	169397	170302	170605	170605	170605	4653
Perena Rocchi Bore 1	32322	32325	32331	32405	33284	34123	36764	39600	41947	43239	43746	43746	43747	11425
Perena Rocchi Bore 2	81415	81415	81425	81515	81554	81614	81674	81870	83587	86147	87129	87129	87131	5716
Phoenix Rd Median	241396	241396	241415	241664	242659	243952	246580	249329	251364	252899	253080	253091	253091	11695
Phoenix Rise	97480	97480	97486	97499	97791	98949	99770	101557	103120	104237	104546	104552	105551	8071
Picotee / Duchart	3756	3756	3756	3776	3799	3954	4355	4785	0	5488	5598	5708	5708	1952
Poole	8	8	8	140	1089	2364	5672	8798	0	13302	13847	13920	13921	13913
Powell	213983	213983	214615	216387	217321	219522	225112	230855	235400	238703	240480	241318	242400	28417

ARC 21/09/2022

Item 13.2 Attachment 1

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Radonich	519744	519792	519827	520013	521578	523400	528518	532170	537029	541030	541820	541824	541841	22097
Ravello (Prev Shallcross)	55983	55983	55985	56138	56883	57596	59725	61270	62563	64462	64660	64665	64665	8682
Riverina Reserve (Bindjar Reserve)	67886	67894	67896	67968	68308	68545	69327	70448	71688	72642	72902	72902	72902	5016
Ronsard	107078	107095	107108	107176	107360	108266	111154	113415	115691	117824	118441	118461	118461	11383
Rotary Lookout	25169	25169	25169	25199	25261	25472	26232	26878	27390	27894	28132	28132	28132	2963
Santich 1	408048	408060	408082	408620	410774	410774	410774	410784	415614	420087	421447	422233	423203	15155
Santich 2	396173	396178	396178	396687	398702	414025	419317	423890	429138	433931	434549	436308	437325	41152
Smart	103578	103600	103630	104131	105908	108308	112992	116660	120992	126156	128218	129284	129905	26327
South Coogee	209962	209962	209970	210203	211402	212967	216728	219428	223559	227404	228575	228583	229072	19110
Southwell POS	47675	47675	47675	47694	48004	49217	50510	51663	53444	54701	55029	55029	55029	7354
Spinnaker Heights	33435	33435	33435	33507	33700	33907	34331	34892	35462	36029	36200	36200	36200	2765
SS Amberley/Old	1724	1724	1724	1725	1725	1739	1771	1797	1816	1838	1838	1838	1838	114
SS Cockburn/Mayor	6404	6404	6404	6422	6443	6507	6628	6754	6837	6928	6956	6956	6956	552
SS Deller Dr Entry	9995	9995	9995	9998	10046	10213	10460	10693	10993	11184	11299	11317	11317	1322
SS Osprey Ave	39771	39771	39771	39802	39811	40370	41232	42060	0	43812	43812	43812	43812	4041
SS Osprey/North Lake	8469	8469	8471	8484	8552	8680	8964	9260	9675	9873	9976	9976	9976	1507
SS Rockingham/Mayor	12108	12108	12108	12131	12250	12418	12802	13113	13447	13874	14012	14012	14012	1904
SS Rockingham/Stock	8526	8526	8526	8565	8700	8868	9209	9407	9799	10191	10238	10289	10289	1763
SS Spearwood Ave - Barrington - Sudlow	59062	59096	59097	59297	59776	60255	60923	61348	62350	62789	63020	63121	63121	4059
SS Spearwood Ave - Stock to Bullfinch	7316	7325	7325	7743	7859	7862	8470	9190	9752	10339	10481	10481	10481	3165
SS Spearwood Ave - Wellard to Stock	49177	49177	49177	49269	49634	50071	51027	51398	52844	54648	55123	55123	55123	5946
St Pauls The Glade	219715	219720	219720	219733	220107	221425	222343	224341	225926	226857	227403	227417	227417	7702
Syndicate Link (Albion Pk)	98565	98565	98811	99056	99269	100108	102127	104176	106295	108355	108742	108749	108749	10184
Systema	29581	29582	29641	29784	29920	30337	31744	32954	34230	35602	36303	36442	36452	6871
Visko	95037	95102	95123	95596	97065	99465	102651	107174	111406	115542	115616	116285	116297	21260
Warthwyke	64232	64232	64232	64280	64489	64882	66052	67172	68020	68880	69166	69250	69250	5018
Waterbank	21092	21092	21092	21133	21354	21732	22554	23239	23997	24719	24797	24975	24975	3883

Item 13.2 Attachment 1

ARC 21/09/2022

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Watson	197247	197247	197247	197380	198272	200114	203346	206341	209006	211657	212176	212828	212842	15595
WA Wildlife Centre (Native Arc)	0	0	0	43	921	1255	1457	1668	2367	2927	3328	3622	3622	3622
Wells Rd POS	13750	13750	13750	13758	13781	13784	13786	13787	13787	13788	13788	13788	13788	38
Wetlands Education Centre	0	0	0	907	2993	3744	4351	5475	6757	7363	7689	8040	9573	9573
GWL 179665 (Kogalup)											Total for GWL 49535 (Kogalup)			1,249,067
Hopbush	31062	31079	31086	31344	31689	32265	33250	34138	34149	35942	36232	36359	36359	5297
GWL 49545 (City of Cockburn)											Total for GWL 179665 (Kogalup)			5297
Bakers Square Netball Grounds	73719	73719	73736	73882	73919	74469	75619	76569	77212	78016	78356	78395	78395	4676
Bassett	41074	41074	41074	41087	41090	41794	42697	43468	44612	45283	45640	45646	45646	4572
Brandwood	116715	116715	116715	116794	117427	118721	120397	122186	124672	126363	127079	127079	127079	10364
Classton	8052	8052	8052	8170	8620	10271	11778	12999	14335	15507	16086	16086	16086	8034
Coolbellup Community	42927	42934	42935	42959	43105	43841	44870	45742	46524	47126	47481	47486	47486	4559
De Marchi - Lot 2143 Waverly	37360	37360	37360	37360	37475	37853	757	1474	1849	2189	2330	2378	2378	2871
Dixon	53189	53189	53196	53228	53450	54195	55732	57228	59049	59994	60453	60453	60453	7264
Doherty	35759	35759	35764	35775	35943	36212	37202	38037	38785	39308	39600	39601	39601	3842
Enright	541279	541279	541291	541585	543459	550707	562018	571023	581528	588315	593066	593176	593842	52563
Fortini	21502	21502	21503	21576	21576	21871	21871	22588	22979	23333	23524	23592	23592	2090
Hargreaves Park	133909	133909	133913	133961	134463	136361	139420	142152	144615	146147	146845	146859	146859	12950
Heatherlea	61354	61354	61354	61503	61719	62466	63409	64223	65473	66037	66266	66266	66266	4912
Hobbs	64583	64583	64586	64608	64854	65714	67154	68393	69725	70529	70925	70926	70926	6343
Jakob (Senior Citizens)	40811	40813	40813	40823	40993	41676	42414	43401	44537	45025	45550	45578	45578	4767
Jarvis	99953	99953	99976	100056	100526	102393	105203	107236	110420	112274	112806	112826	112832	12879
Len Packham	334811	334814	334852	335282	336722	341829	350345	356866	365113	370042	372899	373002	373063	38252
Mamilus	29319	29319	29320	29329	29451	29868	30510	31031	31633	31944	32182	32222	32222	2903
Monaco	35473	35473	35473	35481	35696	36537	37716	38748	39751	40533	40939	41024	41024	5551
Murdoch Chase	50802	50849	50855	51007	51813	54181	56668	61087	65733	68774	70600	70601	70608	19806

ARC 21/09/2022

Item 13.2 Attachment 1

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Old Canteen	43586	43586	43621	43631	43728	44023	44564	45064	45604	46001	46365	46410	46413	2827
Peridilla Park	7887	7887	7887	7892	7937	8134	8612	8967	9288	9503	9668	9683	9683	1796
Rinaldo	299198	299198	299217	299270	300206	303748	308468	312960	317204	319781	321586	321901	321912	22714
Robb	42276	42288	42292	42330	42486	43153	44077	44811	45731	46289	46501	46577	46580	4304
Sawf Sump	15899	15900	15900	15903	15959	16218	16576	16933	17291	17592	17775	17785	17785	1886
SS Coolbellup – Waverly to Cordelia Front of Shops	51579	51581	51582	51691	51875	52098	52544	53035	53429	53888	54028	54052	54052	2473
SS Council/Stock	6564	6564	6565	6589	6711	7013	7544	7812	8524	8873	9038	9071	9071	2507
SS Farrington Rd Verge	55003	55003	55003	55003	55008	55024	55031	55035	55049	55065	55086	55089	55089	86
SS Forrest/Coolbellup	9358	9362	9362	9417	9493	9626	9866	10118	10352	10597	10686	10745	10747	1389
SS Redmond Rd Sump	6626	6626	6628	6631	6659	6754	6889	7040	7215	7322	7394	7398	7398	772
SS Winterfold/Coolbellup	7120	7120	7120	7125	7157	7243	7424	7741	7974	8120	8247	8266	8266	1146
Tempest	431377	431380	431402	431501	432362	435876	440660	444309	448779	452116	454196	454247	454303	22926
The Playground Coolbellup	50912	50912	50943	50961	51169	52014	53145	54274	55661	56438	56826	56828	56832	5920
Wheeler Rd POS	71918	71918	71918	71937	71954	73095	74439	75771	77712	78791	79005	79012	79012	7094
Total for GWL 49545 (City of Cockburn)														287,038
GWL 202853 (Airport: Treeby)														
Cilantro Park (Calleja Dev Treeby)	127273	127279	127287	127859	129005	130889	132781	134415	136598	138434	139268	139368	139368	12095
Hydrangea Park (Grandis)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sapphire Park (Fmily Treeby BMX)	39027	39029	39029	39219	39617	40175	40884	41725	42521	43191	43490	43636	43636	4609
Sunstone Park (also irrigates Marble Pk & Amethyst Pk west)	80518	80551	80557	81419	82675	84363	86839	89085	91525	93800	94553	94958	94958	14440
Treeby Dog Park (also irrigates Amethyst Park East)	133700	133739	133775	134668	135889	138275	141945	146137	149088	151865	153356	153639	153639	19939
Sub total for GWL 202853 (Airport: Treeby)														51,083
Treeby Oval	135431	135431	135431	135431	135431	140866	147418	151115	153212	166953	172830	175768	176057	40626
Total for GWL 202853 (Airport: Treeby)														91,709
GWL 203196 (Airport)														
Bunker Gardens	48578	48578	48578	48598	48676	48865	49161	49469	49889	50140	50259	50529	50258	1680

Item 13.2 Attachment 1

ARC 21/09/2022

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Dean	61037	61037	61037	61089	61406	62251	63529	64827	66394	67688	68314	68498	68498	7461
Fairway Park	5497	5497	5497	5597	5791	6159	6999	7947	9221	9797	10064	10064	10075	4578
Hartwell POS	131	131	131	131	135	135	140	140	140	167	173	173	173	42
Prinsep	76523	76523	76523	76523	76537	77095	77917	78718	79796	80511	80928	80928	80928	4405
SS Bonville	5997	5997	5997	6000	6016	6052	6147	6237	6360	6450	6516	6516	6517	520
SS Turnbury/Berrigan	6260	6260	6260	6260	6281	6314	6370	6438	6530	6594	6653	6708	6708	448
SS Turtle Point Cove	8747	8747	8747	8747	8782	8835	8999	9148	9342	9453	9573	9573	9573	826
Turnbury Park	32568	32568	32568	32601	32888	33402	33402	34082	35235	36000	36485	36485	36485	3917
Yarra Vista	149144	149144	149144	149220	149770	150842	152992	155402	158689	160975	162181	162181	162181	13037
											Total for GWL 203196 (Airport)			36,914
GWL 203189 (South Lake)														
Alabaster / Michigan	381997	382025	382032	382285	382321	382813	387343	391193	394450	397185	397229	397802	397802	15805
Anning	801470	801481	801549	802293	804661	808828	816722	826133	833677	841635	844636	844841	844918	43448
Apara Court	1413	1431	1431	1431	1434	1437	1437	1437	1437	1441	1441	1562	1619	206
Bloodwood	58474	58474	58474	58853	59411	61479	65261	69051	74469	77903	78651	78651	78651	20177
FESA	17581	17581	17581	17596	17665	17819	17994	18241	18598	18746	18817	18817	18817	1236
Koojarra / Berrigan	26908	26908	26908	26922	26937	27016	27161	27287	27471	27617	27691	27691	27691	783
Lakelands Oval	35089	35201	35447	36473	38335	41729	46871	52040	58897	64715	67604	68134	68303	33214
Lakeridge	1514	1518	1518	1558	1704	1889	2199	2639	3001	3365	3426	3426	3426	1912
Legacy Park	176915	176915	176915	177868	178863	181624	186311	191012	194424	197774	198838	199588	199588	22673
Lucken	115640	115640	115640	115758	116266	117283	119234	121233	124045	125428	125984	125984	125984	10344
Paddock Parade (Mojo)	30460	30477	30496	31029	31717	32644	34440	36292	38429	40608	42007	42628	42641	12181
Ramsay	312801	312801	312801	312870	313552	315156	317142	319102	321805	323951	324968	324968	324968	12167
SS North Lake Road (Hammond Rd Nth to Midgegooroo Ave)	39990	40000	40009	40075	40788	41999	43771	45674	47369	49064	50244	50249	50261	10271
Sycamore	133805	133805	133805	133805	133809	134405	136169	137944	140270	142120	143578	143578	143578	9773
Transmission	542280	542280	542280	542350	542798	544288	547371	550428	554645	556789	558098	558098	558098	15818
Wentworth Parade (Levens Crt bore)	13048	13068	13087	13170	13343	13747	15314	16434	17520	18452	18654	18743	18743	5695

ARC 21/09/2022

Item 13.2 Attachment 1

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Wineberry	5617	5617	5617	5629	5732	5977	6389	6796	7370	7674	7873	7878	7878	2261
Yandi Park (Bore at Legacy Oval)	14327	14357	14373	14555	15117	15782	16600	17570	18319	19497	20022	20342	20342	6015
Youth Centre	3102	3102	3102	3102	3102	3396	3665	3926	4224	4392	4432	5955	5955	2853
											Total for GWL 203189 (South Lake)			226,832
GWL 203256 (South Lake)														
SS Verde Drive	1275	1276	1283	1302	1320	1353	1385	1431	1475	1518	1543	1545	1545	270
											Total for GWL 203256 (South Lake)			270
GWL 177276 (South Lake)														
Delaronde Park	98548	98566	98567	99328	100673	102305	104731	107142	109149	111120	111976	111997	112011	13463
											Total for GWL 177276			13,463
GWL 180053 (Success)														
Minigwal Loop	20752	20752	20752	20753	20753	20753	21451	22190	22929	23656	23684	24476	24479	3727
											Total for GWL 180053 (Success)			3,727
GWL 181250 (Success)														
Observatory	25784	25786	25787	25907	26164	26729	27378	28241	29053	29720	30175	30487	30520	4736
											Total for GWL 181250 (Success)			4,736
GWL 183402 (Success)														
Alberod Park	9988	9995	9995	10093	10266	10458	10746	11018	11304	11475	11582	11625	11625	1637
											Total for GWL 183402 (Success)			1,637
GWL 200071 (Success)														
Dimago Park												5366	5370	5370
											Total for GWL 200071 (Success)			5,370
GWL 203203 (Success)														
Atwell Community Centre	102183	102183	102183	102291	102337	102510	102821	103231	103663	103865	104081	104130	104130	1947
Atwell Reserve	31485	31498	31498	33216	35762	41995	50643	59738	68459	76174	82616	83704	83704	52219
Aubin Grove Reserve	397486	397507	397508	398094	400052	403977	408106	414839	421778	427106	430385	431843	432006	34520
Balboa	48879	48886	48890	49068	49371	50151	51214	52553	54076	55242	56062	56580	0	7701
Blue Boy	650943	650950	650975	650977	651257	653422	657758	664131	668603	672864	676050	678341	678497	27554

Item 13.2 Attachment 1

ARC 21/09/2022

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Bologna Park	41773	41773	41773	41849	42001	42356	42796	43773	43951	44457	44814	45035	45038	3265
Bondi Park	40482	40482	40486	41031	41701	42058	44708	46468	47584	48580	48999	49435	49509	9027
Botany	693950	694396	694809	696370	698514	703869	711607	720207	727755	734129	736929	738916	739397	45447
Brenchley (Now Lydon Park)	15502	15502	15502	15539	15657	15902	16242	16657	16927	17044	17258	17295	17295	1793
Camden POS	48890	48890	48890	48891	48897	48984	49659	50423	51199	51601	51943	52161	52185	3295
Christmas Tree Park	38666	38667	38668	38747	38922	39522	40711	42042	43312	43863	44723	45086	45086	6420
Colorado	154644	154644	154644	154906	154947	154947	156587	158654	160577	162304	163546	164752	165018	10374
Duggan	121076	121076	121077	121141	121308	121852	122790	124114	125381	126453	126749	126907	126907	5831
Durango Turn (The Walk)	161065	161065	161073	161301	161781	162616	163735	165102	166405	167530	168379	169119	169234	8169
Evelyn Massey	37570	37570	37573	37763	38098	39282	40959	42790	44973	46762	47550	47763	47763	10193
Freshwater Reserve	93621	93621	93637	93944	94120	95218	96596	98668	100737	102253	103289	103480	103480	9859
Gaebler (Monticola Gdns)	24439	24439	24450	24488	24557	24696	24698	25063	25270	25437	25552	25589	25598	1159
Gandossi	23996	23996	24125	24128	24319	24533	26121	26750	27371	28086	28252	28347	28347	4351
Hanlon	25036	25036	25056	25132	25212	25454	25788	26400	26967	27333	27489	27616	27616	2580
Harmony Park Bore 1	344872	344972	344972	344982	344991	346046	349869	352333	357143	360335	363000	364509	364509	19637
Harmony Park Bore 2	808000	808041	808044	808054	808064	809023	814280	823128	830124	834856	838323	840164	840164	32164
Harmony Primary School Oval	16721	16724	16724	17042	18090	20044	22783	26188	29426	31560	33077	33387	33387	16666
Horsehire	186312	186312	186329	186502	186868	188110	190606	192988	194954	196594	197305	197681	197682	11370
Jan Hammond	75557	75563	75571	76012	76942	78951	83318	88109	92679	96335	97550	98183	98183	22626
Lewisham Park	19857	19864	19872	20166	20532	20972	21622	22386	22929	23426	23684	23787	23792	3935
Magnolia Gardens (Now Beaumont Pk)	307546	307570	307572	307598	308128	309693	313044	316742	320056	322788	324054	324471	324471	16925
Mosedale	76773	76773	76773	77044	77268	77606	78597	80269	81594	82551	83095	83326	83326	6553
Pipeline	90834	90834	90834	91203	91864	93664	95426	98549	101660	104905	107077	114508	0	23674
Princeton Circuit	126372	126372	126373	126545	126882	127642	128691	129980	131161	132178	132870	133335	133360	6988
Purslane	171781	171781	171791	171851	172152	172809	174475	176621	178670	180286	180973	181220	181223	9442
Radiata POS	92744	92744	92744	93161	94060	95538	97569	100331	102343	104335	105067	106120	106332	13588
Reeves	13706	13718	13718	13897	14134	14679	15623	16579	17529	18473	18903	19022	19034	5328
SS Ashendon-Russel	5183	5183	5183	5196	5204	5237	5460	5638	5811	6061	6085	6085	6085	902

ARC 21/09/2022

Item 13.2 Attachment 1

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
SS Freshwater Entry	23581	23581	23582	23853	23880	23894	23897	24190	24842	25212	25520	25563	25563	1982
Starbush	57590	57590	57590	57655	57723	58114	58228	59258	59914	60654	60905	61027	61027	3437
Stiener	81670	81688	82334	82653	83264	84639	86811	88798	89906	92460	93037	93447	93447	11777
Tapper Reserve	199827	200141	202070	204420	205455	207058	207555	207555	207555	207555	207555	207656	207656	7829
Tozer	28838	28838	28838	28903	29153	29728	30445	31419	31419	33017	33478	33565	33565	4727
Versailles	73743	73743	73748	73865	74054	74466	75048	75868	75868	77267	77705	77970	78006	4263
Waterbuttons (The Edge)	220653	220661	220669	221062	221680	222661	225021	227348	229628	231813	232670	233009	233011	12358
Weetman (irrigates Atkins , Irvine , Nelson, Plesley, Seventy Parks & Inverson Blvd	180742	180751	180765	180996	181417	183066	186100	189409	193209	196677	196688	197236	197236	16494
Wentworth POS	152153	152167	152288	152416	153047	154488	158230	161800	165488	169385	170437	171152	171152	18999
GWL 203207 (Success)														
Voyageurs Park	32211	32211	32217	32220	32220	32354	33258	34278	35118	35641	35741	35748	35748	3537
GWL 203205 (Success Sports Complex)														
Success Sports Bore 1	163615	163615	163617	163866	164274	165986	168953	172057	174261	176353	177211	177758	177806	14191
Success Sports Bore 2	227825	227825	227830	228068	228587	230498	234020	237500	239927	242339	243167	243603	243603	15778
Success Sports Bore 3	144769	144769	144769	144997	145408	146954	149782	152409	154344	156271	156977	157340	157340	12571
Success Sports Bore 4	192349	192349	192348	192440	192848	194417	197241	200482	202429	204362	205058	205410	205410	13061
GWL 181306 (Thompsons)														
Teramo Park	24793	24802	24853	24907	24998	25231	25784	26282	26713	27152	27321	27326	27326	2533
Thompsons (GWL 203255)														
Dickerson Park	61627	61683	61723	62517	63855	65505	67643	69704	71653	73598	74611	75082	75082	13455
Frankland Park North Bore 2	49445	0	0	0	0	0	0	0	0	0	49445	49485	49632	187
Frankland Park South Bore 1	1004	0	0	0	0	0	0	0	0	0	1004	1017	1108	104
Total for GWL 203203 (Success)														517,368
Total for GWL 203207 (Success)														3,537
Total for GWL 203205 (Success: Success Sports Complex)														55,601
Total for GWL 181306 (Thompsons)														2,533

Item 13.2 Attachment 1

ARC 21/09/2022

City of Cockburn Reserve Name	1 Jul 21	1 Aug 21	1 Sep 21	1 Oct 21	1 Nov 21	1 Dec 21	1 Jan 22	1 Feb 22	1 Mar 22	1 Apr 22	1 May 22	1 Jun 22	1 Jul 22	Total
Henderson Landfill Entry Bore 1	38148	38190	0	38390	38462	38810	39542	39907	40747	41345	41629	41758	41781	3633
Henderson Landfill Bore 2	200622	201005	0	202518	203825	206877	210835	214204	217861	220111	221312	222402	223266	22644
Henderson Landfill S/E Bore 3	8	8	8	19	22	22	22	22	22	22	22	23	23	15
Henderson Landfill North Bore 4	7	7	7	21	20	20	20	20	20	20	20	20	20	13
Marquis North	26882	26883	27067	27185	27322	27632	28284	29252	30171	30870	31191	31316	31316	4434
Total for GWL 203255 (Thompsons)														44,845
Banjup (GWL 203204)														
Banjup Community Centre	5510	5513	5513	5514	5516	5532	5558	5605	5653	5695	5729	5756	5783	273
Banjup Fire Station	5898	5898	5902	6008	6105	6346	6661	6992	7464	7700	7974	8207	8211	2313
Gibbs	89552	89552	89552	89632	89637	89838	90387	90875	91390	91785	92079	92165	92165	2613
Banjup Trotting Track	33656	33782	33989	34335	34652	35131	35757	36539	37311	37925	38513	38847	39031	5375
Kurrajong Reserve	98495	98499	98499	98636	98842	100136	102047	104557	106988	108567	109719	109904	109904	11409
Total for GWL 203204 (Banjup)														21,983

ARC 21/09/2022

Item 13.2 Attachment 1

Appendix 4: Water quality of selected bores.

	pH	EC µS/cm	TDS mg/L	NO2 mg/L	NO3-N mg/L	NH4-N mg/L	TN mg/L	PO4-P mg/L	TP mg/L
Bibra Lake Picnic Area									
1 Sep 11	6.6	1300							
8 Mar 12	6.9	1100							
3 Sep 12	6.6	1400							
13 Mar 13	7	490							
12 Sep 13	6.9	470							
17 Apr 14	6.6	3160							
11 Sep 14	6.8	1330							
17 Mar 15	6.7	1440							
9 Sep 15	7	1450							
3 Mar 16	6.6	1460							
1 Sep 16	6.9	1470							
13 Mar 17	7.1	1420							
15 Sep 17	6.7	1510	830	<0.02	<0.1	14	12	0.06	0.09
15 Mar 18	6.7	1470	810	<0.02	<0.1	10	9.3	0.05	0.09
4 Sep 18	6.4	1510	830		<0.1	13	11	0.07	0.1
4 Apr 19	6.7	1470	810		<0.1	12	11	0.04	0.11
3 Sep 19	6.7	1510	830		<0.1	14	12	0.07	0.1
8 Apr 20	6.6	1490	820		<0.1	11	9.4	0.06	0.07
7 Sep 20	6.5	1530	840		<0.5	14	11	0.03	0.07
16 Apr 21	6.8	1490	820		<0.5	11	9.7	0.08	0.1
8 Sep 21	6.7	1470	810		<0.1	8.53	9.7	0.02	0.09
7 Apr 22	7.5	1190	650		<0.1	5.81	8.15	0.03	0.1
Durango Park									
9 Sep 15	7.2	690							
3 Mar 16	6.9	620							
1 Sep 16	6.7	460							
13 Mar 17	6.9	680							
15 Sep 17	6.5	540	300	<0.02	<0.1	0.3	0.6	0.04	0.04
15 Mar 18	6.9	650	360	<0.02	<0.1	0.1	0.8	0.06	0.06
4 Sep 18	6.8	720	400		<0.01	0.2	0.3	<0.01	0.07
4 Apr 19	6.9	670	370		0	0.4	0.5	0.09	0.09
3 Sep 19	7.1	700	390		<0.1	0.3	0.9	<0.01	0.09
8 Apr 20	6	460	250		<0.1	0.2	0.4	0.01	0.01
7 Sep 20	6.8	720	400		<0.5	0.3	0.5	0.1	0.01
16 Apr 21	7	670	970		<0.5	0.4	0.5	0.09	0.1
8 Sep 21	6.9	720	400		<0.1	0.23	0.6	0.02	0.08
7 Apr 22	7.1	640	350		<0.1	0.23	0.4	0.08	0.11
Success Sports Complex 1									
8 Mar 12	6.9	1100							
3 Sep 12	7.9	1300							
13 Mar 13	7.2	1200							

Item 13.2 Attachment 1

ARC 21/09/2022

	pH	EC µS/cm	TDS mg/L	NO2 mg/L	NO3-N mg/L	NH4-N mg/L	TN mg/L	PO4-P mg/L	TP mg/L
12 Sep 13	7	1300							
17 Apr 14	7.6	1270							
11 Sep 14	7.1	1280							
17 Mar 15	7.3	1330							
9 Sep 15	7.4	1280							
3 Mar 16	7.1	1270							
1 Sep 16	7.2	1300							
13 Mar 17	7.2	1270							
15 Sep 17	7	1210	670	<0.02	<0.1	0.7	1.3	<0.01	0.12
15 Mar 18	7.6	1300	720	<0.02	<0.1	0.7	1.6	0.12	0.13
4 Sep 18	7.2	1290	710		<0.1	0.4	0.8	0.09	0.12
4 Apr 19	7	1160	640		<0.1	0.9	1.95	0.05	0.1
3 Sep 19	7.7	1280	700		<0.1	0.7	1.4	0.11	0.12
8 Apr 20	7.2	1260	690		<0.1	0.6	1.4	0.12	0.12
7 Sep 20	6.7	1060	580		<0.5	0.7	1.6	0.09	0.1
16 Apr 21	7.4	1250	690		<0.5	0.7	1.3	0.12	0.13
8 Sep 21	7.3	1270	700		<0.1	0.78	6.6	0.13	0.21
7 Apr 22	7.2	1250	690		0.25	0.62	1.25	0.11	0.14
Success Sports Complex 2									
8 Mar 12	6.9	1100							
3 Sep 12	7.8	140							
13 Mar 13	7.2	1400							
12 Sep 13	7.3	1370							
17 Apr 14	7.1	1320							
11 Sep 14	7.3	1370							
17 Mar 15	7.1	1330							
9 Sep 15	7.4	1380							
3 Mar 16	7.2	1340							
1 Sep 16	7.4	1420							
13 Mar 17	7.1	1350							
15 Sep 17	7.5	1400	770	<0.02	<0.1	0.7	1.1	0.1	0.12
15 Mar 18	7.3	1370	750	<0.02	<0.1	0.6	1.6	0.08	0.13
4 Sep 18	7.4	1400	770		<0.1	0.4	0.8	0.12	0.12
4 Apr 19	7.2	1350	740		<0.1	0.7	1.5	0.05	0.12
3 Sep 19	7.6	1410	780		<0.1	0.7	1.1	0.12	0.13
8 Apr 20	7.2	1370	750		<0.1	0.7	1.2	0.1	0.1
7 Sep 20	7.4	1450	800		<0.5	0.6	1.1	0.12	0.14
16 Apr 21	7.3	1300	715		<0.5	0.6	1	0.12	0.15
8 Sep 21	7.3	1270	700		<0.1	0.47	1.2	0.09	0.11
7 Apr 22	7.3	1340	740		<0.1	0.47	1.1	0.07	0.12
Success Sports Complex 3									
8 Mar 12	7.1	1200							
3 Sep 12	7.7	1200							
13 Mar 13	7.4	1100							



ARC 21/09/2022

Item 13.2 Attachment 1

	pH	EC µS/cm	TDS mg/L	NO2 mg/L	NO3-N mg/L	NH4-N mg/L	TN mg/L	PO4-P mg/L	TP mg/L
12 Sep 13	7	1160							
17 Apr 14	7.1	940							
11 Sep 14	7.1	1100							
17 Mar 15	7.1	1190							
9 Sep 15	7.3	1050							
3 Mar 16	7	930							
1 Sep 16	6.9	870							
13 Mar 17	6.6	720							
15 Sep 17	7.1	980	540	<0.02	<0.1	0.6	1.1	<0.01	0.14
15 Mar 18	7.3	1100	610	<0.02	<0.1	0.7	1.4	0.14	0.15
4 Sep 18	7	990	550		<0.1	0.3	0.9	0.07	0.15
4 Apr 19	7.4	1120	620		<0.1	0.7	1.2	0.13	0.16
3 Sep 19	7.3	1100	610		<0.1	0.6	1.3	0.16	0.16
8 Apr 20	7.4	1160	640		<0.1	0.7	1.3	0.13	0.13
7 Sep 20	6.9	670	370		<0.5	0.5	1.3	0.1	0.12
16 Apr 21	7.3	1150	630		<0.5	0.7	1.1	0.14	0.16
8 Sep 21	7.2	1090	600		<0.1	0.39	1.2	0.13	0.17
7 Apr 22	7.2	1260	690		<0.1	0.54	1.04	0.1	0.16
Success Sports Complex 4									
8 Mar 12	7	1000							
3 Sep 12	7.9	1500							
13 Mar 13	7.9	1600							
12 Sep 13	7.3	1560							
17 Apr 14	7.5	1470							
11 Sep 14	7.4	1580							
17 Mar 15	7.3	1420							
9 Sep 15	7.6	1570							
3 Mar 16	7.5	1490							
1 Sep 16	7.7	1440							
13 Mar 17	7.2	1340							
15 Sep 17	7.5	1600	880	<0.02	<0.1	0.8	1.3	0.14	0.16
15 Mar 18	7.4	1480	810	<0.02	0.1	0.6	1.8	0.1	0.1
4 Sep 18	7.4	1620	890		<0.1	0.5	1	0.09	0.14
4 Apr 19	7.3	1160	640		<0.1	0.7	1.2	0.12	0.15
3 Sep 19	7.4	1100	610		<0.1	0.7	1.5	0.13	0.16
8 Apr 20	7.5	1490	820		<0.1	0.7	1	0.12	0.12
7 Sep 20	7.4	1520	840		<0.5	0.6	1.1	0.14	0.16
16 Apr 21	7.4	1330	730		<0.5	0.7	1.1	0.12	0.14
8 Sep 21	7.4	1470	810		<0.1	0.39	1.1	0.12	0.14
7 Apr 22	7.6	1490	820		<0.1	0.62	1.16	0.12	0.16
Kevin Bowman									
1 Sep 11	7.1	1100							
8 Mar 12	7.2	1400							
3 Sep 12	7.5	1500							
13 Mar 13	7.8	1600							
12 Sep 13	7.1	1460							
17 Apr 14	7.4	2540							
11 Sep 14	7.7	1430							
17 Mar 15	7.4	1560							
9 Sep 15	7.6	1380							

Item 13.2 Attachment 1

ARC 21/09/2022

	pH	EC µS/cm	TDS mg/L	NO2 mg/L	NO3-N mg/L	NH4-N mg/L	TN mg/L	PO4-P mg/L	TP mg/L
3 Mar 16	7.2	1560							
1 Sep 16	7.4	1500							
13 Mar 17	7.3	1460							
15 Sep 17	7.4	1380	760	<0.02	0.8	<0.1	0.8	<0.01	0.02
15 Mar 18	7.3	1430	790	0.22	0.7	<0.1	0.9	0.01	0.02
4 Sep 18	7.2	1400	770		1	<0.1	1	0.03	0.03
4 Apr 19	7.4	1480	810		0.7	0.22	1.6	0.02	0.04
3 Sep 19	7.4	1420	780		3.1	<0.1	1	<0.01	0.03
8 Apr 20	7.3	1500	830		0.2	<0.1	0.4	0.01	0.01
7 Sep 20	7.3	1510	830		<0.5	<0.1	0.5	0.02	0.03
16 Apr 21	7.3	1260	695		<0.5	<0.1	<0.1	0.03	0.05
8 Sep 21	7.3	1350	740		0.43	<0.1	0.6	0.04	0.07
7 Apr 22	7.8	1290	710		0.79	<0.1	0.8	0.03	0.03
Kurrajong Reserve									
1 Sep 11	6.8	2600							
8 Mar 12	7	2500							
3 Sep 12	7.8	3100							
13 Mar 13	8	2900							
12 Sep 13	7.5	1700							
17 Apr 14	7.6	2960							
11 Sep 14	7.8	3150							
17 Mar 15	7.4	2890							
9 Sep 15	7.4	2860							
3 Mar 16	7.5	2850							
1 Sep 16	7.7	1500							
13 Mar 17	7.5	2790							
15 Sep 17	7.6	2730	1500	<0.02	<0.1	0.7	2.2	0.01	0.2
15 Mar 18	7.6	2550	1400	<0.02	<0.1	0.7	2.2	0.22	0.22
4 Sep 18	7.3	2850	1600		<0.1	0.6	1.6	0.21	0.21
4 Apr 19	7.5	2730	1500		<0.1	0.7	1.8	0.18	0.2
3 Sep 19	7.5	2950	1620		<0.1	0.7	2.4	0.16	0.16
8 Apr 20	7.4	2600	1430		<0.1	0.7	2.1	0.18	0.18
7 Sep 20	7.5	3040	1670		<0.5	0.8	2.2	0.2	0.2
16 Apr 21	7.3	1160	640		2.1	<0.1	2.1	0.03	0.03
8 Sep 21	7.5	2700	1490		<0.1	0.54	1.9	0.14	0.17
7 Apr 22	7.7	2600	1430		<0.1	0.39	2	0.23	0.23
Manning Park Azelia									
1 Sep 11	6.7	5000							
8 Mar 12	7	1600							
3 Sep 12	7.4	5700							
13 Mar 13	7.7	1000							
12 Sep 13	7.1	6540							
17 Apr 14	7.2	6130							
11 Sep 14	7.6	1620							
17 Mar 15	7.2	1410							
9 Sep 15	7.6	5700							
3 Mar 16	7.1	6180							
1 Sep 16	7.8	3600							
13 Mar 17	7.2	1760							
15 Sep 17	7.1	3040	1700	<0.02	3.2	<0.1	3.4	<0.01	0.02

ARC 21/09/2022

Item 13.2 Attachment 1

	pH	EC µS/cm	TDS mg/L	NO2 mg/L	NO3-N mg/L	NH4-N mg/L	TN mg/L	PO4-P mg/L	TP mg/L
15 Mar 18	7.3	5330	2900	<0.02	3.9	0.3	4.1	<0.01	<0.01
4 Sep 18	7	4810	2600		3.6	<0.1	3.8	0.01	0.02
4 Apr 19	7.4	4620	2500		4	<0.1	4.2	<0.01	<0.01
3 Sep 19	7.2	4430	2440		2.8	<0.1	3.1	0.01	0.01
8 Apr 20	7.2	4570	2510		2.7	0.3	2.8	<0.01	<0.01
7 Sep 20	7.2	2710	1490		2.7	<0.1	2.8	0.01	0.02
16 Apr 21	7.3	4730	2600		2.9	<0.1	3	0.02	0.02
8 Sep 21	7.2	1440	790		2.5	<0.1	2.6	0.02	0.02
7 Apr 22	7.3	4300	2370		2.7	<0.1	2.7	0.03	<0.05
Manning Park Glennister									
1 Sep 11	7	830							
8 Mar 12	7	850							
3 Sep 12	7.7	890							
13 Mar 13	7.8	1000							
12 Sep 13	7.6	980							
17 Apr 14	7.4	970							
11 Sep 14	7.4	1020							
17 Mar 15	7.3	990							
9 Sep 15	7.6	970							
3 Mar 16	7.3	980							
1 Sep 16	7.9	980							
13 Mar 17	7.3	980							
15 Sep 17	7.4	960	530	<0.02	4.8	<0.1	4.8	<0.01	0.03
15 Mar 18	7.3	980	540	<0.02	4.5	<0.1	4.7	<0.01	0.01
4 Sep 18	7.2	1000	550		4.2	<0.1	4.2	<0.01	<0.01
4 Apr 19	7.4	990	550		4.3	<0.1	4.5	<0.01	0.02
3 Sep 19	7.7	1010	560		4.3	<0.1	5.7	<0.01	0.02
8 Apr 20	7.2	970	530		4.3	<0.1	4.4	0.01	0.01
7 Sep 20	7.4	950	520		4.5	<0.1	4.6	<0.01	0.01
16 Apr 21	7.3	980	540		3.8	<0.1	4	0.02	0.01
8 Sep 21	7.3	990	540		3.8	<0.1	3.9	0.01	0.01
7 Apr 22	7.5	940	520		3.7	<0.1	3.8	0.02	<0.05
Manning Park Janson									
1 Sep 11	7.1	770							
8 Mar 12	7	800							
3 Sep 12	7.9	830							
13 Mar 13	7.8	1000							
12 Sep 13	7.2	1020							
17 Apr 14	7.3	1020							
11 Sep 14	7.7	980							
17 Mar 15	7.5	1040							
9 Sep 15	7.6	1020							
3 Mar 16	7.3	1000							
1 Sep 16	7.8	1010							
13 Mar 17	7.4	990							
15 Sep 17	7.2	1010	560	<0.02	6.3	<0.1	6.3	<0.01	0.03
15 Mar 18	7.4	990	550	<0.02	6.5	<0.1	6.5	<0.01	<0.01
4 Sep 18	7.2	980	540		5.7	<0.1	5.9	<0.01	<0.01
4 Apr 19	7.4	1000	550		6	<0.1	6.3	<0.01	<0.01
3 Sep 19	7.5	990	540		5.0	<0.1	5.2	<0.1	0.02

Item 13.2 Attachment 1

ARC 21/09/2022

	pH	EC µS/cm	TDS mg/L	NO2 mg/L	NO3-N mg/L	NH4-N mg/L	TN mg/L	PO4-P mg/L	TP mg/L
8 Apr 20	7.3	970	530		5.9	<0.1	5.9	<0.01	<0.01
7 Sep 20	7.4	950	520		5.2	<0.1	5.1	<0.01	0.01
16 Apr 21	7.3	970	535		5.7	<0.1	5.8	0.01	0.02
8 Sep 21	7.5	970	530		4.8	<0.1	4.9	<0.01	<0.01
7 Apr 22	7.4	970	530		5.4	<0.1	5.4	0.02	<0.01
Waterbuttons Park									
1 Sep 11	7.1	1100							
8 Mar 12	7.5	1000							
3 Sep 12	7.4	1300							
13 Mar 13	7.8	1300							
12 Sep 13	7.5	1240							
17 Apr 14	7.4	1260							
11 Sep 14	7.6	1240							
17 Mar 15	7.3	1230							
9 Sep 15	7.2	1230							
3 Mar 16	7.3	1260							
1 Sep 16	7.6	1210							
13 Mar 17	7.4	1240							
15 Sep 17	7.5	1210	670	<0.02	<0.1	0.8	1.2	0.11	0.13
15 Mar 18	7.6	1240	680	<0.02	<0.1	0.8	1.3	0.11	0.12
4 Sep 18	7.3	1220	670		<0.1	0.5	1	0.07	0.11
4 Apr 19	7.5	1230	680		<0.1	0.9	1.6	0.08	0.13
3 Sep 19	7.7	1210	670		<0.1	0.8	1.5	0.12	0.12
8 Apr 20	7.3	1160	640		<0.1	0.8	1.3	0.11	0.11
7 Sep 20	7.3	1140	630		<0.5	0.6	1.3	0.12	0.13
16 Apr 21	7.4	1200	660		<0.5	0.8	1.2	0.11	0.14
8 Sep 21	7.3	1120	620		<0.1	0.54	1.4	0.09	0.11
7 Apr 22	6.7	1570	860		<0.1	<0.1	1.47	0.11	0.16



ARC 21/09/2022

Item 13.2 Attachment 1

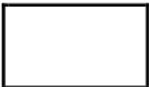
Appendix 5: Comprehensive water analysis of selected bores September 2015

	pH	EC µS/cm	TDS mg/L	Total Alkalinity (CaCO ₃) mg/L	Bicarbonate mg/L	Hardness (CaCO ₃) mg/L	Fe mg/L	Dissolved CO ₂ mg/L
Bibra Lake Picnic	6.8	1330	740	180	220	225	0.87	55
Success Sports Complex								
Bore 1	7.1	1280	710	215	260	265	0.32	33
Bore 2	7.3	1370	760	210	255	285	2.5	20
Bore 3	7.1	1100	610	220	270	220	1.1	34
Bore 4	7.4	1580	870	260	315	310	0.3	20
Kevin Bowman	7.7	1430	790	280	340	350	0.02	11
Kurrajong	7.8	3150	1700	330	405	510	0.67	10
Manning								
Azelia	7.6	2620	1400	295	360	500	0.19	14
Janson	7.4	1020	620	235	285	290	0.05	18
Glenister	7.7	980	590	235	285	290	0.11	9
Waterbuttons	7.6	1240	690	250	305	295	0.56	12

ARC 21/09/2022

14. Community Services

Nil



Item 15.1

ARC 21/09/2022

15. Governance and Strategy**15.1 (2022/MINUTE NO 0021) Internal Audit Plan 2022-2023**

Author Emma Milne
Attachments N/A

Recommendation/Committee Decision

MOVED Cr K Allen SECONDED Cr P Corke
 The Committee recommends that Council:

(1) ADOPTS the Internal Audit Plan 2022-2023.

CARRIED UNANIMOUSLY 4/0

Background

The City's current Enterprise Risk Management Framework (RMF), adopted by the former Audit and Strategic Risk Committee (ASFC) at its 15 July 2021 meeting, subscribes to the four lines of defence assurance model promoted by the Office of the Auditor General (OAG), as the mechanism to provide assurance of effective risk management.

This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance.

The OAG model establishes four lines of assurance as follows:

- First line - held by the Business/Service Unit Heads and employees
- Second line - held independently by the Legal and Compliance Service Unit
- Third line - provided by the City's internal/external auditing mechanism
- Fourth line - provided by the external performance and focus audits provided by the regulatory regimes – the Department of Local Government, Sport and Cultural Industries and the OAG.

As a third line of defence '*Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations.*

It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes' - definition from the *International Professional Practices Framework* issued by the Institute of Internal Auditors (IIA), 2017.

The City's Internal Audit Plan was developed by the City's former Risk Review Group (RRG) comprising cross functional managers, and Deloitte, the City's appointed internal auditor.

225 of 352

ARC 21/09/2022

Item 15.1

Deloitte delivered eight internal audits in the period of 2011 to 2016.

In April 2016 the RRG reviewed the Internal Audit Plan and drafted a three-year Strategic Internal Audit Plan for 2016-2019, which was adopted by at the 21 July 2016 ASFC meeting.

That Plan delivered seven internal audits.

In April 2019 the RRG reviewed the Internal Audit Plan and drafted the 2019-2022 Internal Audit Plan, which was adopted at the 18 July 2019 ASFC meeting.

On 15 March 2020, pursuant to section 56 of the *Emergency Management Act 2005*, the Western Australian Minister for Emergency Services, declared a State of Emergency in Western Australia effective 12am, 16 March 2020, due to the pandemic caused by COVID-19.

A range of restrictions were put in place to limit the spread of COVID-19.

Subsequent lockdowns ensued, which meant prioritising the operations and services delivery of the City and requiring non-essential employees to begin a work from home regime.

In view of the restrictions imposed by COVID-19, and following numerous discussions with audit plan stakeholders, the priority of scheduled audits in the Internal Audit Plan for 2019-2022 were reassessed and only one audit which was already underway, the Privacy of Data and Information Audit, was completed.

Submission

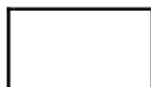
N/A

Report

The status of the Internal Audit Plan for 2019-2022 is summarised below with commentary on the status of scheduled audits.

Audit	Status	Comments	Assigned date
1. Fleet Management	Not Commenced. Carried over from Strategic Internal Audit Plan 2016 - 2019		2021/22
2. Strategic Resources Allocation	Not commenced. Carried over from Strategic Internal Audit Plan 2016 -	On 2 June 2020, the Executive Manager Strategy & Civic Support and Manager Financial Services agreed to	2019/20

226 of 352



Item 15.1

ARC 21/09/2022

Audit	Status	Comments	Assigned date
	2019	postpone this Audit. Instead, they proposed to use the audit as a review mechanism to measure the implementation and integration of the then under review <i>Strategic Community Plan</i> and all the other <i>Integrated Planning and Reporting</i> suite of plans. It was estimated that the Audit may be conducted after July 2021.	
3. Privacy of Data and Information	Completed by ES2 on 05 May 2020 – reported to 16 July 2020 ASFC meeting.	Completed by ES2 on 05 May 2020 - reported to 16 July 2020 ASFC meeting. All 25 risks raised from this audit were uploaded into RMSS on 8 September 2020.	2019/20
4. Contract Management	Not Commenced.	On 20 June 2022, the Chief Financial Officer who is responsible for the Procurement function recommended scheduling this Audit for the 2023 calendar year. The Procurement Team are working on tenders and the conversion from Ci to Ci – Anywhere (migration to the Cloud) until December 2022.	2020/21
5. Effectiveness of Service Delivery Planning and Review Processes	Not Commenced.	On 2 June 2020, the Executive Manager Strategy & Civic Support suggested that this Audit be postponed until after the COVID-19 pandemic restrictions are removed because this Audit requires significant input and resources from all business/service units in the organisation.	2020/21

 227 of 352

ARC 21/09/2022

Item 15.1

Audit	Status	Comments	Assigned date
6. 2021 Statutory Financial Management Review (Systems and Procedures)	Internal audit requirements removed.	Last completed by Moore Stephens on June 2019 – reported to 18 July 2019 ASFC meeting. As this Financial Management Review is a statutory compliance, next due in 2022, on 11 March 2022 the Head of Finance confirmed that the Finance Business Unit will undertake the next review due in 2022 using an OAG approved external service provider.	2021/22

During the lifetime of this Plan, the OAG took over auditing responsibilities for local government and commenced a program of performance audits.

The OAG's performance audits provide the fourth line of defence outlined in the City's RMF.

Whilst the City actively participates in the delivery and response of the OAG's performance audit program, it is also important as the third line of defence for the City to continue its own internal audit program and review activity based on inherent and individual risks specific to the City.

The City is proposing an Internal Audit Plan for the Financial Year 2023 comprising of the following audit:

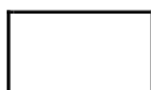
- Acting through principles of the *Local Government Act 1995* and their application within the City of Cockburn Administration.

In local government, the CEO delegated with power through the *Local Government Act 1995*, can delegate this power to another employee if there is express power to do so as part of the original delegation.

Not all powers can be delegated, and it is possible for the CEO to act through another person by directing another employee or external entity to complete relevant tasks to ensure that operations and services delivery are possible – this is referred to as *acting through*.

The proposed Audit will examine the City's compliance with the acting through principle and how the power is being exercised by employees.

228 of 352



Item 15.1ARC 21/09/2022

The Audit will also examine when the CEO engages contractors with instructions or confirmations from the CEO to complete a set task as instructed rather than exercising any discretion over it.

Following completion of the proposed Internal Audit Plan for the Financial Year 2023, a new three-year Internal Audit Plan will be developed and presented to the Audit, Risk and Compliance Committee for adoption, which will give due consideration to the previous incomplete Audit Plans, and the City's Strategic and Organisational Risks.

Strategic Plans/Policy ImplicationsListening & Leading

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

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City has an allocation for internal auditing services included in the annual budget each year.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The proposed Internal Audit Plan for the Financial Year 2022 is a monitoring tool to evaluate the City's compliance with the acting through principles allowed for in the *Local Government Act 1995*, which enables effective and efficient operations and services delivery.

This Audit is recommended as a measure of good governance.

Should the Plan not be adopted, it will not allow monitoring the effectiveness of the City's compliance and control environment.

Advice to Proponent(s)/Submitters

N/A

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

Nil

 229 of 352

ARC 21/09/2022

Item 15.2

15.2 (2022/MINUTE NO 0022) Report on Office of Auditor General Fraud Risk Management - Better Practice Guide, Report 20 and the City of Cockburn's Response

Author Emma Milne

Attachments

1. Office of Auditor General List of Audits and Reports 1 July 2020 to 17 August 2022 [↓](#)
2. Office of Auditor General Fraud Risk Management – Better Practice Guide, Report 20 2021-22, 22 June 2022 [↓](#)

Recommendation/Committee Decision

MOVED Cr K Allen SECONDED Cr P Corke
The Committee recommends that Council:

- (1) RECEIVES the Office of Auditor General Fraud Risk Management – Better Practice Guide, Report 20: 2021-22, 22 June 2022, as attached to the Agenda.

CARRIED 4/0

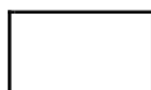
Background

The Office of the Auditor General (OAG) has published 57 audits and reports in the period 1 July 2020 to 17 August 2022 (the reporting period) (refer Attachment 1), with 10 performance audits focussed on Local Government, as follows:

- Waste Management – Service Delivery, 20 August 2020
- Regulating Minor Pollutants, 26 November 2020
- Regulation and Support of the Local Government Sector, 30 April 2021
- Local Government General Computer Controls, 12 May 2021
- Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities, 16 June 2021
- Local Government COVID-19 Financial Hardship Support, 15 October 2021
- Cyber Security in Local Government, 24 November 2021
- Viable Cycling in the Perth Area, 09 December 2021
- Fraud Risk Management – Better Practice Guide, 22 June 2022
- Information Systems Audit Report 2022 – Local Government Entities 28 June 2022
- Financial Audit Results – Local Government 2020-21, 17 August 2022.

The term Performance Audit is defined in section 7.1 of the *Local Government Act 1995* to be 'an examination or investigation carried out under the *Auditor General Act 2006* section 18 (as applied by section 7.12AJ(1) of the *Local Government Act 1995*).

230 of 352



Item 15.2**ARC 21/09/2022**

The City of Cockburn (the City) presented reports to the former Audit and Strategic Finance Committee from two previous OAG performance audits, in which the City participated:

1. Timely Payment of Suppliers, June 2018
2. Records Management in Local Government, April 2019.

To ensure the City adopts best practice in local government, when a performance audit or report with a local government focus is undertaken by the OAG, the City independently submits a report to the Audit, Risk and Compliance Committee (ARC) to inform the ARC on the OAG report recommendations and any appropriate control measures that the City has in place or proposes implementing as opportunities for improvement.

This report submission to ARC is informed by Attachment 2 Office of Auditor General Fraud Risk Management – Better Practice Guide, Report 20 2021-22 June 2022.

Submission

N/A

ReportPurpose of the OAG Guide

The purpose of the OAG guide is to raise the standard of fraud and corruption control across the Western Australian public sector, including local government.

The guide follows the establishment of the OAG Forensic Audit team reported in the OAG document Forensic Audit Report – Establishment Phase, 08 December 2021.

The guide is intended to empower entities to do more to discharge their governance responsibilities by better controlling their risks of fraud and corruption.

Summary of significant matters identified in the OAG Guide

While fraud risk cannot be entirely eliminated, a robust and well-resourced fraud risk management program can minimise the likelihood and consequences of a fraud event.

The guide provides practical guidance on the process of developing a fraud and corruption risk management program with a range of tools included in the appendices.

Fraud Control Principles

The OAG Guide states that to build a robust and effective fraud risk management program requires 10 essential principles.

 231 of 352

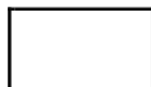
ARC 21/09/2022

Item 15.2

These are listed in the table below along with the City's response on implementation status:

Principle	Comments	City of Cockburn Response
1. Strong leadership	An entity's leadership must model a commitment to fraud control, establishing a strong 'tone at the top' culture to demonstrate their personal commitment to operating with integrity and encouraging a 'finding fraud is good' mindset.	The recent restructure of management at the City allows for the ExCo, SLT and People Leaders to effectively communicate leadership to all City staff. The organisational values and Code of Conduct, which include acting with integrity, honesty and leading by example are expected of all staff. Staff are rewarded when they excel in demonstrating these values in the organisation.
2. Recognise fraud as a business risk	Entities must acknowledge they are vulnerable to fraud. Fraud should be viewed and treated in the same way as an entity's other enterprise risks.	The City recognises that it is vulnerable to fraud. The City facilitated in-house Fraud Awareness Training (delivered by LGIS) and conflict of interest and public interest disclosure (delivered by Public Sector Commission) in November 2020 for key staff with greater risk exposure, as nominated by management.
3. Adequate control resourcing	Entities should invest in appropriate levels of fraud control resourcing including specialist information system security management personnel.	The City has a dedicated staff resource to monitor cyber security risks, although this is currently vacant. The City will consider this comment as an opportunity for improving its fraud control processes and systems.
4. Clear accountability for fraud control	Entities should establish clear personal accountabilities for fraud control at the	The City's Fraud and Misconduct Control and Resilience policy and

232 of 352



Item 15.2

ARC 21/09/2022

Principle	Comments	City of Cockburn Response
	governance, executive management, and management levels.	framework have been published in the intranet. Additionally, the new code of conduct is being implemented with compulsory online training for all staff.
5. Implement and maintain an effective fraud control system	An effective fraud control system (FCS) can reduce the opportunity for fraud. It needs to align with better practice guidance, be fully implemented, monitored, and updated periodically.	The City will consider this comment as an opportunity for improving its fraud control processes and systems.
6. Periodic assessments of fraud risks	Fraud risk assessments should be carried out periodically or whenever a significant change that affects the entity occurs.	Identified fraud risks are captured in the City's enterprise risk register system. The City reviews its enterprise risk register at least annually. The City will consider this comment as an opportunity for improving its fraud control processes and systems.
7. Effective awareness raising program across the entity	To ensure employees recognise red flags for fraud, entities should establish an effective awareness program.	The City will consider this comment as an opportunity for improving its fraud control processes and systems. The City conducts training for procurement compliance that covers fraud risk.
8. Open channels to report suspicions of fraud	To encourage whistle-blowers to come forward entities should support: <ul style="list-style-type: none"> • active reporting of fraud through accessible anonymised reporting channels • ensure that the entire workforce is aware of organisational expectations for reporting detected or 	The City recognises that it is vulnerable to fraud. The City facilitated in-house Fraud Awareness Training (delivered by LGIS) and conflict of interest and public interest disclosure training (delivered by Public Sector Commission) in November 2020 for key staff with roles that have a

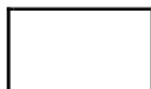
 233 of 352

ARC 21/09/2022

Item 15.2

Principle	Comments	City of Cockburn Response
	<p>suspected case of fraud</p> <ul style="list-style-type: none"> ensure they have robust whistle-blower protection policies and procedure that includes assurance that victimisation of those who, in good faith, make such reports will not be tolerated. 	greater risk exposure, as nominated by management. No fraud risk has been identified and registered into the risk register.
9. Implement a fraud detection program	An effective fraud detection program that includes detection measures such as data analytics and post-transactional review are important.	The City will consider this comment as an opportunity for improving its fraud control processes and systems. The City has previously performed analyses across its supplier database and employee master file. A Supplier Integrity Project was run 8 April 2021.
10. Consistent response to fraud incidents	<p>Rapid and robust response to suspected fraud events with effective investigation procedures will drive decisive action and result in better outcomes for detected fraud incidents.</p> <p>A strong and consistent response to all fraud events will send a strong message to the workforce that the entity will not tolerate fraud, no matter how minor.</p>	<p>The City will consider this comment as an opportunity for improving its fraud control processes and systems.</p> <p>The City has established lines of reporting and accountability for responding to and investigating fraud events.</p>

234 of 352



561 of 700



Item 15.2

ARC 21/09/2022

Fraud Control Maturity

The OAG Guide delved into the 8 December 2021 OAG document *Forensic Audit Report – Establishment Phase*, and selected a sample of 12 entities for detailed analysis on a question from that audit: 'Has the entity completed an assessment of its fraud and corruption risks?'

The essence of this analysis is listed in the table below along with the City's responses:

Theme	Summary	City of Cockburn Response
1. Lack of a risk framework	Some entities did not have an overall risk framework that could be applied in the context of fraud risk.	The City has an Enterprise Risk Management policy and framework, as well as a Fraud and Misconduct Control and Resilience policy and framework, and an embedded mature risk culture. Identified fraud risks are captured in the City's enterprise risk register system. The City reports strategic, organisational, cyber security, harassment and bullying and WHS risks to the Audit, Risk and Compliance (ARC) Committee on a regular basis.
2. Entity size not an indicator of quality	Several larger entities provided insufficient details to show they had undertaken a fraud risk assessment. This suggests that inadequate resourcing is not the sole cause of poor fraud risk assessments being conducted.	Identified fraud risks are captured in the City's enterprise risk register system. The City reviews its enterprise risk register at least annually. The City will consider this comment as an opportunity for improving its fraud control processes and systems.
3. Lack of collaboration	Our analysis suggested a lack of collaboration with risk and process owners in the identification and analysis of the entity's fraud risks.	Senior management in the City use risk processes to identify and mitigate fraud risk and put in place appropriate control measures. The City will consider this comment as

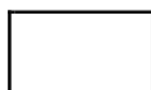
 235 of 352

ARC 21/09/2022

Item 15.2

Theme	Summary	City of Cockburn Response
		an opportunity for improving its fraud control processes and systems.
4. No fraud risk register	Many entities did not have a fraud risk register, despite this being a requirement of their fraud control program.	The City does not have separate risk registers for fraud risk and instead subscribes to an enterprise risk management philosophy. The current risk management framework is flexible to support a fraud risk category, in a similar manner that cyber security risk category has recently been added.
5. Failure to assess fraud risk	It was clear from our analysis that a significant proportion of entities had not assessed their fraud risks. In many cases entities mistook a fraud control framework for a fraud risk assessment.	The operational / service delivery areas most prone to fraud in the City are finance, procurement, front counter cash handling and payroll. Identified fraud risks are captured in the City's enterprise risk register system. The City will consider this comment as an opportunity for improving its fraud control processes and systems.
6. Data analytics not targeted	Entities had not identified and assessed relevant fraud risks prior to undertaking data analytics to identify fraudulent transactions.	The City will consider this comment as an opportunity for improving its fraud control processes and systems.
7. Excessive generalisation	Fraud risks that were identified were excessively general rather than being linked to specific processes.	The City will consider this comment as an opportunity for improving its fraud control processes and systems.
8. Risk register limited to strategic risks	Fraud had been identified as an overall strategic risk; however, we saw little	Fraud risks have been identified in the operational risk register for specific

236 of 352



563 of 700



Item 15.2

ARC 21/09/2022

Theme	Summary	City of Cockburn Response
	evidence that specific fraud risks were identified for individual business units or that a comprehensive fraud risk assessment had been undertaken across all parts of the organisation.	business areas and processes. The City will consider this comment as an opportunity for improving its fraud control processes and systems.

Robust and effective risk management program – alignment with Australian Standards

The OAG Guide states that to effectively manage fraud risks, entities should develop and implement a robust and effective fraud risk management program and should cover:

- the three areas where fraud vulnerabilities can be found, based on clause 3.2 of the Australian Standard AS 8001:2021 *Fraud and corruption control* – this is discussed below
- the six-stage process to manage risks, based on clause 3.3 of the Australian Standard AS ISO 31000:2018 *Risk management-Guidelines*.
The City's Enterprise Risk Management Framework is aligned with this standard and we are confident that the City complies with the requirements of the standard.

Robust and effective risk management program – Fraud Control System

In accordance with AS 8001:2021, effective management of fraud risk requires a comprehensive examination of three areas:

- an entity's overall fraud control system (FCS)
- external threats
- operational (or internal) activities.

A fraud control system comprises tools and techniques used to control an entity's fraud risks.

When considering fraud risks, analysing the existing controls is important to assess how closely it aligns to better practice.

AS 8001:2021 identifies four elements for an FCS listed in the table below along with the City's response status update:

FCS Elements	Overview	City of Cockburn Status
1. Foundation	Adequate resourcing to implement a multi-faceted approach to managing fraud	The City facilitated in-house Fraud Awareness Training (delivered by LGIS) and conflict of

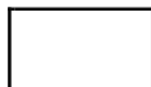
 237 of 352

ARC 21/09/2022

Item 15.2

FCS Elements	Overview	City of Cockburn Status
	<p>risks.</p> <p>Examples include specialist resourcing, awareness training, risk management, and information security management systems.</p>	<p>interest and public interest disclosure (delivered by Public Sector Commission) in November 2020 for key staff with greater risk exposure, as nominated by management. The City will consider the overview as an opportunity for improving its fraud control processes and systems.</p>
2. Prevention	<p>Prevention controls are the most common and cost-effective way to mitigate fraud.</p> <p>Examples include an integrity framework, internal controls, workforce screening, and physical security.</p>	<p>The City's fraud and misconduct control and resilience policy and framework have been published in the intranet. Additionally, the new code of conduct is being implemented with compulsory online training for all staff.</p> <p>The City will consider the overview as an opportunity for improving its processes and systems.</p>
3. Detection	<p>Detection controls can help to identify when fraud has occurred but are not as cost-effective as prevention measures.</p> <p>Examples include post-transactional review, data analytics, and whistle-blower management.</p>	<p>The City will consider the overview as an opportunity for improving its fraud control processes and systems.</p>
4. Response	<p>Response controls can assist the entity to respond to a fraud incident after it has occurred and are the least cost-effective, however can significantly reduce the impact of present and future frauds.</p> <p>Examples include investigation, disciplinary procedures, crisis management, and recovery.</p>	<p>The City will consider the overview as an opportunity for improving its fraud control processes and systems.</p>

238 of 352



Item 15.2

ARC 21/09/2022

Robust and effective risk management program – External threats

External threats come from outside an entity and are largely beyond their control. AS 8001:2021 recommends entities consider the 6 external factors that can impact an organisation: Political, Economic, Social, technological, Legal and Environmental, known by its acronym as the PESTLE model.

The PESTLE model is described in the table below along with the City's response status update:

PESTLE Factor	Overview	City of Cockburn Status
1. Political	To identify the political situation of the country, state or local government area in which the entity operates, including the stability and leadership of the government, whether there is a budget deficit or surplus, lobbying interests and local, regional, national or international political pressure.	The City will consider the overview as an opportunity for improving its enterprise risk management framework.
2. Economic	To determine the economic factors that could have an impact on the entity including interest rates, inflation, unemployment rates, foreign exchange rates and monetary or fiscal policies.	The City will consider the overview as an opportunity for improving its enterprise risk management framework.
3. Social	To identify the expectation of society by analysing factors such as consumer demographics, significant world events, integrity issues, cultural, ethnic and religious factors, and consumer opinions.	The City will consider the overview as an opportunity for improving its enterprise risk management framework.
4. Technological	To identify how technology, including technological advancements, social media platforms and the role of the internet more broadly, is affecting or could affect the entity.	The City will consider the overview as an opportunity for improving its enterprise risk management framework.
5. Legal	To identify how specific legislation, including industry specific regulations, and case law are affecting or could affect	The City will consider the overview as an opportunity for improving its enterprise risk management

 239 of 352

ARC 21/09/2022

Item 15.2

PESTLE Factor	Overview	City of Cockburn Status
	the entity's future operations.	framework.
6. Environmental	To identify how national and international environmental issues are affecting or could identify the entity.	The City will consider the overview as an opportunity for improving its enterprise risk management framework.

Robust and effective risk management program – Operational risks

The OAG Guide states that operational fraud risks are fraud risks associated with an entity's day-to-day operations.

There will be risks that are common to all entities (e.g. procurement, payroll and asset management) and those that are entity specific (e.g., property development, grant administration and major projects).

Operational risks will also include changes in function or activity (e.g., new government initiative and creation of a relief fund in response to a natural disaster).

The OAG document discusses fraud risk management in the context of AS ISO 31000:2018.

Additionally, the OAG document offers some tools, including an example of a risk matrix, to assist in developing an effective risk management framework aligned to the requirements on AS ISO 31000.

The City's Enterprise Risk Management Framework is aligned with this standard and, while the City has identified some fraud risks, there are opportunities to review the risk register in the light of the content of the OAG document and add a risk category of Fraud Risk.

Strategic Plans/Policy Implications

Listening & Leading

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

- Best practice Governance, partnerships and value for money.

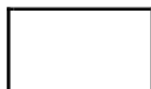
Budget/Financial Implications

N/A

Legal Implications

Sections 7.1, 7.12AJ and 7.12.A(3) of the *Local Government Act 1995* refer.

240 of 352



Item 15.2

ARC 21/09/2022

Community Consultation

N/A

Risk Management Implications

OAG performance audits constitute the fourth line of defence in the OAG's 'Four Lines of Defence Assurance Model' which the City has adapted in the *City of Cockburn Enterprise Risk Management Framework*.

The OAG report has highlighted areas in fraud management and prevention that the City will consider as an opportunity to improve its fraud control processes and systems.

Advice to Proponent(s)/Submitters

N/A

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

Nil

241 of 352

Item 15.2 Attachment 1

ARC 21/09/2022

Office of Auditor General List of Audits and Reports 1 July 2020 to 17 August 2022

1. Working with Children Checks – Managing Compliance, 15 July 2020
2. Opinion on Ministerial Notification – Agriculture Digital Connectivity Report, 30 July 2020
3. Waste Management Service Delivery, 20 August 2020
4. Managing the Impact of Plant and Animal Pests: Follow-up, 31 August 2020
5. Transparency Reports: Current Status of WA Health's COVID-19 Response Preparedness, 24 September 2020
6. Transparency Report: Major Projects, 29 October 2020
7. Audit Results Report – Annual 2019-20 Financial Audits of State Government Entities, 11 November 2020
8. Regulating Minor Pollutants, 26 November 2020
9. Western Australian Registry System – Application Controls Audit, 26 November 2020
10. COVID-19: Status of WA Public Testing Systems, 09 December 2020
11. COVID-19 Relief Fund, 21 December 2020
12. Grants Administration, 28 January 2021
13. Opinion on Ministerial Notification – Release of Schedule of Stumpage Rates, 24 February 2021
14. Opinion on Ministerial Notification – Hotel Perth Campaign Reports, 24 February 2021
15. Opinions on Ministerial Notifications – Tax and Funding Information Relating to Racing and Wagering Western Australian, 26 February 2021
16. Application Controls Audit 2021, 09 March 2021
17. Department of Communities' Administration of Family and domestic Violence Services, 11 March 2021
18. Regulation of Consumer Food Safety by the Department of Health, 01 April 2021
19. Opinion on Ministerial Notification – Bennet Brook Disability Justice Centre, 08 April 2021
20. Opinions on Ministerial Notifications – Policing Information, 28 April 2021
21. Regulation and Support of the Local Government Sector, 30 April 2021
22. Opinion on Ministerial – Hospital Facilities Service, 06 May 2021
23. Local Government General Computer Controls, 12 May 2021
24. Opinion on Ministerial Notification – DPIRD Capability Review, 18 May 2021
25. Delivering Essential Services to Remote Aboriginal Communities – Follow-up, 02 June 2021
26. Audit Results Report – 2020 Financial Audits of Universities and TAFEs, 02 June 2021
27. Opinion on Ministerial Notification – Port Agreements, 11 June 2021
28. Western Australian Public Sector Financial Statements – Better Practice Guide, 14 June 2021



29. Information Systems Audit Report 2021 – State Government Entities, 16 June 2021
30. Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities, 16 June 2021
31. Improving Prisoner Literacy and Numeracy, 23 June 2021
32. Disclaimer of Opinion on Ministerial Notification – Bushfire Centre of Excellence, 23 June 2021
33. Temporary Abbreviated State Procurement Control Requirements, 30 June 2021
34. Opinion on Ministerial Notification – FPC Arbitration Outcome, 29 July 2021
35. SafeWA – Application Audit, 02 August 2021
36. Staff Exit Controls, 05 August 2021
37. Public Building Maintenance, 24 August 2021
38. Local Government COVID-19 Financial Support, 15 October 2021
39. Roll-out of State COVID-19 Stimulus Initiatives: July 2020 – March 2021, 20 October 2021
40. Water Corporation: Management of Water Pipes – Follow-up, 17 November 2021
41. WA's COVID-19 Vaccine Roll-out, 18 November 2021
42. Cyber Security in Local Government, 24 November 2021
43. Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities, 24 November 2021
44. Forensic Audit Report – Establishment Phase, 08 December 2021
45. Viable Cycling in the Perth Area, 09 December 2021
46. Information Systems Audit Report 2022 – State Government Entities, 31 March 2022
47. Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities Part 2: COVID-19 Impacts, 09 May 2022
48. COVID-19 Contact Tracing System – Application Audit, 18 May 2022
49. Staff Rostering in Corrective Services, 18 May 2022
50. 2022 Transparency Report: Major Projects, 17 June 2022
51. Opinion on Ministerial Notification – FPC Sawmill Volumes, 20 June 2022
52. Forensic Audit – Construction Training Fund, 22 June 2022
53. Fraud Risk Management – Better Practice Guide, 22 June 2022
54. Delivering School Psychology Services, 23 June 2022
55. Information Systems Audit Report 2022 – Local Government Entities, 28 June 2022
56. Opinion on Ministerial Notification – AWU Funding Agreement, 28 June 2022.
57. Financial Audit Results – Local Government 2020-21, 17 August 2022.

Item 15.2 Attachment 2

ARC 21/09/2022

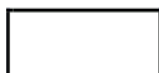
Western Australian Auditor General's Report



Fraud Risk Management – Better Practice Guide



Report 20: 2021-22
22 June 2022



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Office of the Auditor General
Western Australia

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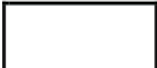
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*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Fraud Risk Management
– Better Practice Guide

Report 20: 2021-22
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THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

FRAUD RISK MANAGEMENT – BETTER PRACTICE GUIDE

This report has been prepared for submission to Parliament under the provisions of section 23(2) and 24(1) of the *Auditor General Act 2006*.

Better practice checklists regularly feature in my Office's performance audit reports as a means of providing guidance to help the Western Australian public sector perform efficiently and effectively. This is the third comprehensive stand-alone better practice guide we have produced.

A handwritten signature in black ink, appearing to read 'Caroline Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
22 June 2022



Contents

Auditor General's overview	2
Part 1: Introduction	3
1.1 About this guide.....	3
1.2 Who should use this guide	3
1.3 What is fraud and corruption.....	3
1.4 Fraud control principles	4
1.5 Acknowledgements	5
Part 2: Why develop a fraud risk management program	6
2.1 Overview	6
2.2 Public sector requirements	6
2.3 Impact of fraud in the WA public sector	6
2.4 Status of fraud control maturity across the sector	8
Part 3: How to develop a fraud risk management program	10
3.1 Overview	10
3.2 Where to look for fraud vulnerabilities.....	11
3.3 Fraud risk management process	12
Appendix 1: Glossary	25
Appendix 2: References	27
Appendix 3: Fraud control system benchmarking tool	28
Appendix 4: External threat assessment tool.....	32
Appendix 5: Tools to support the fraud risk management process	37
A5.1 Communication and consultation tool.....	37
A5.2 Scope context and criteria tool	38
A5.3 Risk assessment tools	39
A5.4 Risk treatment tools	50

Auditor General's overview

Fraud and corruption are ever present and growing threats to businesses, including the Western Australian public sector. As well as loss of funds, fraud and corruption can result in loss of confidence in government institutions. The community needs to have faith that the public sector is serving them well for democracy to work.



The social contract between taxpayer and Government is threatened when public money is misappropriated or other wrongdoing occurs. It strikes at the core of trust, accountability and transparency in Government.

Good governance is important to protect our power, water, justice and transport infrastructure, as well as our health, education and regulatory systems from ineffectiveness, inefficiency and of course failure to deliver what people need when they need it.

It is therefore critical that all levels of the Western Australian (WA) public sector commit to good governance to safeguard public assets from fraudulent or corrupt activity. To do this, every WA public sector entity must understand, in detail, the risks that occur generally within the public sector environment and the specific risks relevant to the activities they undertake.

A common motivator for most people who join the public sector is a desire to do a good job. To assist with this we develop and share guidance on better practice. The purpose of this Better Practice guide is to raise the standard of fraud and corruption control across the WA public sector. Parts 1 and 2 of this guide are aimed at decision makers, highlighting the importance of a fraud and corruption risk management program and the current state of fraud control in the WA public sector. Part 3 is aimed at guiding those responsible for developing and implementing an entity's fraud risk management program.

The guide follows the establishment of our Forensic Audit team as set out in my report of December 2021, its purpose being to uplift fraud resilience within the WA public sector. As has always been the case, public sector entities are responsible for the prevention and detection of fraud and corruption. This guide is intended to empower entities to do more to discharge their governance responsibilities by better controlling their risks of fraud and corruption.

We encourage entities to use this guide along with the tools and other available resources to manage the risk of fraud against their entity. While fraud risks cannot be eliminated, a robust and well-resourced fraud risk management program can minimise the likelihood and consequences of fraud events.

We thank the Commonwealth Fraud Prevention Centre for their generous support in helping develop this guide as well as McGrathNicol Advisory for their guidance. We also extend our appreciation to the State entities that provided valuable feedback on the draft guide.



Part 1: Introduction

1.1 About this guide

This Better Practice Guide aims to help Western Australian (WA) public sector entities to manage their fraud and corruption risks. It outlines why fraud and corruption risk management is important (Part 2) and provides practical guidance on the process of developing a fraud and corruption risk management program (Part 3).

The guide refers to a range of tools which are included in the appendices and available on our website (www.audit.wa.gov.au). The online tools will be updated as required.

1.2 Who should use this guide

This guide is intended for use by WA public sector entities (entities) and may be applicable to other organisations.

Parts 1 and 2 are intended for directors general, chief executive officers, managers and other key decision makers. Part 1 outlines the high-level principles entities should apply to fraud and corruption risk management and Part 2 highlights the importance of entities implementing an effective fraud and corruption risk management program.

Part 3 is for those tasked with fraud risk management within an entity. It aims to step them through the process of developing, executing and monitoring an entity's fraud and corruption risk management program.

Ultimately, preventing and detecting fraud and corruption is the responsibility of every person in the WA public sector, and as such, this guide may be relevant for all public sector employees.

1.3 What is fraud and corruption

Fraud and corruption involve a benefit being obtained through dishonesty and/or an abuse of position to the detriment of another person or entity (Figure 1). They can pose a risk to an entity's finances, reputation, and service delivery. More seriously, they go to the heart of trust and confidence in Government. In this guide, we use the term fraud to include corruption.



Source: OAG using information from the Victorian Auditor General's Office – *Fraud and Corruption Control* report, March 2018

Figure 1: Definitions of fraud and corruption

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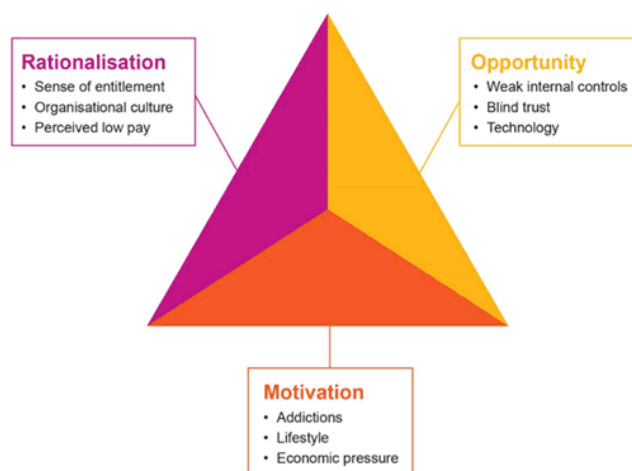
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Not all fraud can be prevented – every organisation, public or private, is vulnerable. A robust and rigorous fraud control system, with appropriate prevention and detection processes, can reduce the risk of fraud occurring and minimise losses.

To effectively fight fraud an entity must first acknowledge that fraud occurs and then seek to understand how and why it occurs. The fraud triangle (Figure 2) outlines 3 key elements that are generally present when fraud has occurred in an entity:

- **Opportunity** – a vulnerability within systems or processes is identified and exploited.
- **Motivation** – also referred to as pressure, is the reason someone commits fraud.
- **Rationalisation** – how someone justifies their fraudulent behaviour to themselves.

With the right mix of motivation, opportunity and rationalisation even the most trusted employee can be tempted to commit a fraudulent act.



Source: OAG adapted from Other People's Money¹

Figure 2: The fraud triangle

A fraudster's personal motivation and the ability to rationalise their behaviour is largely beyond an entity's control although, entities will benefit from being alert to and aware of behavioural red flags in respect of their staff and suppliers. The most effective way for an entity to manage its risk of fraud is by controlling the opportunity – implementing or enhancing controls aimed at preventing fraud or detecting it quickly if it does occur.

1.4 Fraud control principles

To build a robust and effective fraud risk management program requires 10 essential principles. Each of the following principles link to 1 or more stages of a better practice fraud risk management program as set out in this guide.

¹ Other People's Money: A Study in the Social Psychology of Embezzlement, Dr Donald Cressey, Free Press 1953.

ARC 21/09/2022

Item 15.2 Attachment 2

Strong leadership	An entity's leadership must model a commitment to fraud control, establishing a strong 'tone at the top' culture to demonstrate their personal commitment to operating with integrity and encouraging a 'finding fraud is good' mindset.
Recognise fraud as a business risk	Entities must acknowledge they are vulnerable to fraud. Fraud should be viewed and treated in the same way as an entity's other enterprise risks.
Adequate control resourcing	Entities should invest in appropriate levels of fraud control resourcing including specialist information system security management personnel.
Clear accountability for fraud control	Entities should establish clear personal accountabilities for fraud control at the governance, executive management and management levels.
Implement and maintain an effective fraud control system	An effective fraud control system (FCS) can reduce the opportunity for fraud. It needs to align with better practice guidance, be fully implemented, monitored and updated periodically.
Periodic assessment of fraud risks	Fraud risk assessments should be carried out periodically or whenever a significant change that affects the entity occurs.
Effective awareness raising program across the entity	To ensure employees recognise red flags for fraud, entities should establish an effective awareness program.
Open channels to report suspicions of fraud	To encourage whistle-blowers to come forward entities should support: <ul style="list-style-type: none"> • active reporting of fraud through accessible anonymised reporting channels • ensure that the entire workforce is aware of organisational expectations for reporting detected or suspected cases of fraud • ensure they have robust whistle-blower protection policies and procedure that includes assurance that victimisation of those who, in good faith, make such reports will not be tolerated.
Implement a fraud detection program	An effective fraud detection program that includes detection measures such as data analytics and post-transactional review are important.
Consistent response to fraud incidents	Rapid and robust response to suspected fraud events with effective investigation procedures will drive decisive action and result in better outcomes for detected fraud incidents. A strong and consistent response to all fraud events will send a strong message to the workforce that the entity will not tolerate fraud, no matter how minor.

Source: OAG

Table 1: Foundation principles for fraud control

1.5 Acknowledgements

We would like to express our appreciation to the entities and their employees who contributed to the development of this guide.

We also acknowledge and express our appreciation to the Commonwealth Fraud Prevention Centre (CFPC) and Standards Australia, who willingly shared their original intellectual property in the development of this guide, and McGrathNicol Advisory, who were engaged to provide technical expertise.

Part 2: Why develop a fraud risk management program

2.1 Overview

In this part of the guide, we outline why entities should develop a fit for purpose fraud risk management program. In summary:

- there are WA government requirements to implement integrity measures to protect the financial and reputational position of entities
- the financial, reputational and human impact on an entity and its employees when fraud occurs can be significant
- entities' fraud control maturity is not meeting best practice.

Fraud risk management has a critical role in preventing and promptly detecting fraud to minimise loss, retain trust in entities and protect employees.

2.2 Public sector requirements

Entities are required to consider their risks and implement protections.

Treasurer's Instruction (TI) 825 requires all WA State government entities to develop and implement a risk management program. The TIs state, where possible, entities' policies and procedures should be consistent with Australian Standards including:

- AS ISO 31000:2018 – *Risk management - Guidelines* (risk standard)
- AS 8001:2021 – *Fraud and corruption control* (fraud control standard).

Similarly, Regulation 17 of the Local Government (Audit) Regulations 1996 requires local government CEOs to review their entity's systems and procedures, including for risk management, to ensure they are effective and appropriate for the entity's needs.

In addition to these requirements, the Public Sector Commission encourages all entities to commit to implementing its *Integrity Strategy for WA Public Authorities 2020-2023*. This strategy includes the *Integrity Snapshot Tool* which enables entities to self-assess their current integrity position and help identify areas for improvement.

This guide is intended to aid all entities in the application of the above Australian Standards and is not a replication of them. Entities should obtain a copy of the above from Standards Australia or from an authorised distributor to ensure a full and proper understanding of the content and their compliance with them.²

2.3 Impact of fraud in the WA public sector

The Association of Certified Fraud Examiners Report to the Nations 2022, estimated that fraud losses in businesses, government and not-for-profits are approximately 5% of their

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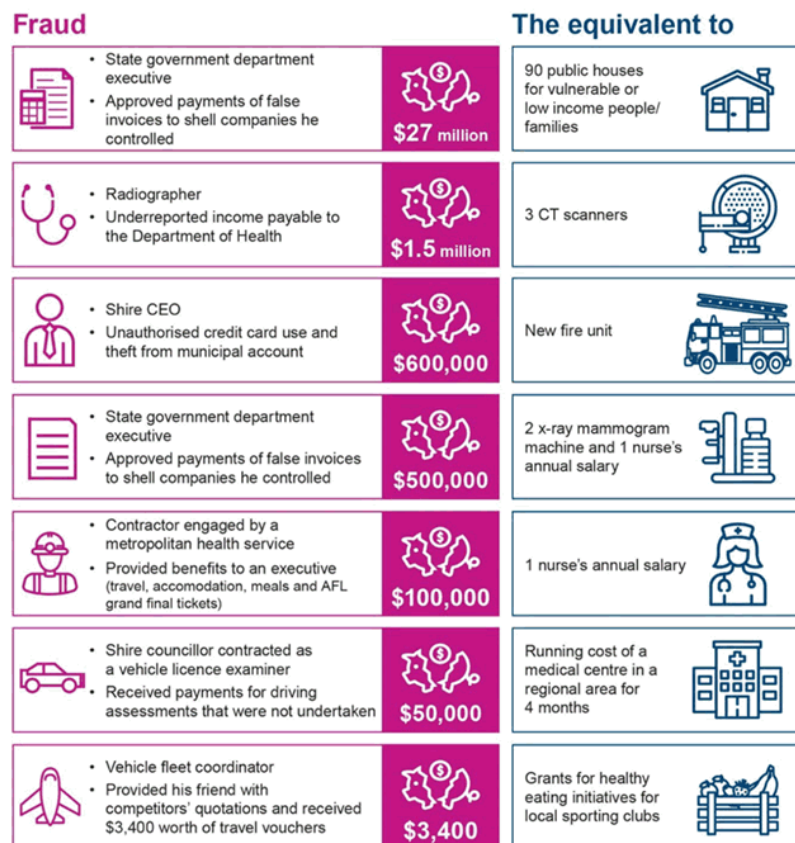
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annual turnover.³ If this estimate is an accurate reflection of actual fraud losses within the WA public sector, the impact on the people of WA, and the services to them, is considerable.

Fraud within the WA public sector is typical of instances in other jurisdictions and sectors where investigations regularly find deficiencies within entities' controls. These deficiencies may have been identified earlier if the entities had a robust and rigorous fraud risk management program in place.

The following is a short summary of some detected fraud events within the WA public sector in the last 15 years and the practical impact on service delivery. These incidents demonstrate that the WA public sector remains vulnerable to fraud by members of its own workforce as well as external fraudsters.



Source: OAG

Figure 3: Examples of known fraud in the WA public sector

³ Association of Certified Fraud Examiners, *Occupational Fraud 2022: A Report to the Nations*.

Item 15.2 Attachment 2

ARC 21/09/2022

The impact of fraud goes beyond financial and service delivery losses and includes:

- **Human impact:** Those who rely on government services (such as the elderly, the vulnerable, the sick and the disadvantaged) are often the ones most harmed by fraud, increasing the disadvantage, vulnerability and inequality they suffer.
- **Reputational impact:** When it is handled poorly, fraud can result in an erosion of trust in government and industries, and lead to a loss of international and economic reputation. This is particularly true when fraud is facilitated by corruption.
- **Industry impact:** Fraud can result in distorted markets where fraudsters obtain a competitive advantage and drive out legitimate businesses, affecting services delivered by businesses and exposing other sectors to further instances of fraud.
- **Environmental impact:** Fraud can lead to immediate and long-term environmental damage through pollution and damaged ecosystems and biodiversity. It can also result in significant clean-up costs.⁴
- **Organisational impact:** The impact of fraud on employees can be significant. It can lead to low morale, mistrust, inefficient additional oversight and ultimately staff leaving due to the entity's damaged reputation. It can also result in reduced efficiency and effectiveness of the entity's activities.

2.4 Status of fraud control maturity across the sector

In 2021, we conducted a high-level review of State government entities' fraud risk management. As reported in our *Forensics Audit Report – Establishment Phase*, we found many entities fell well short of better practice. We reported similar results in our 2013 report, *Fraud Prevention and Detection in the Public Sector*, and in our 2019 report, *Fraud Prevention in Local Government*. Significant work is required across the public sector to raise the standard of fraud risk management to a satisfactory level.

As part of our 2021 review we asked: "Has the entity completed an assessment of its fraud and corruption risks?" Set out at Table 2 is an analysis of the findings of that review.

Responses			
Assessment completed	Assessment in progress	Assessment not completed	Total
71	12	11	92

Source: OAG

Table 2: Number of entities who have completed an assessment of their fraud and corruption risks

We selected a sample of 12 entities for more detailed analysis. This further analysis highlighted several key themes as set out in Table 3 below:

Theme	Summary	Why it matters
Lack of a risk framework	Some entities did not have an overall risk framework that could be applied in the context of fraud risk.	An overall risk framework ensures consistency in approach to all the entity's identified risks.

⁴ [Commonwealth Fraud Prevention Centre, The total impacts of fraud](#) (accessed 17 May 2022).



ARC 21/09/2022

Item 15.2 Attachment 2

Theme	Summary	Why it matters
Entity size not an indicator of quality	Several larger entities provided insufficient details to show they had undertaken a fraud risk assessment. This suggests that inadequate resourcing is not the sole cause of poor fraud risk assessments being conducted.	The public sector collectively provides a diverse range of services and entities should apply a fit for purpose approach to their fraud risk assessment.
Lack of collaboration	Our analysis suggested a lack of collaboration with risk and process owners in the identification and analysis of the entity's fraud risks.	Collaboration is important because different employees bring different perspectives and experience.
No fraud risk register	Many entities did not have a fraud risk register, despite this being a requirement of their fraud control program.	Entities cannot efficiently monitor and review fraud risks if they have not been documented. The appropriate way to document an entity's fraud risks is in a fraud risk register.
Failure to assess fraud risk	It was clear from our analysis that a significant proportion of entities had not assessed their fraud risks. In many cases entities mistook a fraud control framework for a fraud risk assessment.	Entities must ensure they have a sound understanding of fraud risks that could impact their organisation – this can only be done by implementing a comprehensive process to identify, analyse and evaluate specific fraud risks that could impact the entity.
Data analytics not targeted	Entities had not identified and assessed relevant fraud risks prior to undertaking data analytics to identify fraudulent transactions.	Data analytics is a useful tool for the prevention and detection of fraud, but it requires discipline for it to be efficient and effective. Entities risk implementing inefficient and costly data analytics that are not effective for fraud risks specific to their entity.
Excessive generalisation	Fraud risks that were identified were excessively general rather than being linked to specific processes.	
Risk register limited to strategic risks	Fraud had been identified as an overall strategic risk; however, we saw little evidence that specific fraud risks were identified for individual business units or that a comprehensive fraud risk assessment had been undertaken across all parts of the organisation.	Entities must properly identify and define their vulnerabilities to enable implementation of effective controls.

Source: OAG

Table 3: Themes identified from survey of entities' fraud control maturity

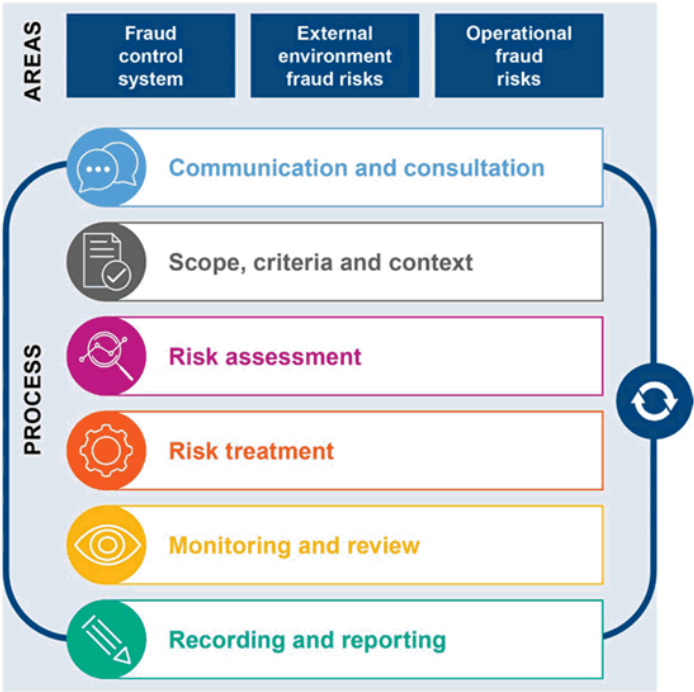
Part 3: How to develop a fraud risk management program

3.1 Overview

To effectively manage fraud risks, entities should develop and implement a robust and effective fraud risk management program. The program should be tailored to an entity's objectives, environment and risk profile and cover:

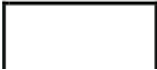
- the 3 areas where fraud vulnerabilities can be found (based on AS 8001:2021 – *Fraud and corruption control*) – section 3.2
- the 6-stage process to manage risks (based on AS ISO 31000:2018 *Risk management – Guidelines*) – section 3.3.

The diagram below is a simple illustration of the fraud risk management program.



Source: OAG based on AS 8001:2021 and AS ISO 31000:2018

Figure 4: Risk management process including 3 areas of fraud risks to consider



3.2 Where to look for fraud vulnerabilities

In accordance with AS 8001:2021, effective management of fraud risk requires a comprehensive examination of an entity's overall fraud control system (FCS), external threats and operational (or internal) activities.

Our survey of State government entities found that most entities who had taken steps to manage their risk of fraud only considered 1 of the 3 vulnerability areas and none provided evidence that they had considered all 3.

The following is a brief overview of the 3 areas of fraud vulnerability. Whilst we have focused the fraud risk management process that follows at 3.3 on operational risks, it can be applied to the other 2 areas of fraud vulnerability.

A fraud control system is the tools and techniques used to mitigate an entity's fraud risks. When considering fraud risks, analysing the existing control environment is important to assess how closely it aligns to better practice.

AS 8001:2021 – *Fraud and corruption Control* Clause 2.10 identifies 4 elements for an FCS: foundation, prevention, detection and response, examples of these are included in the table below:

FCS elements	Overview
Foundation	Adequate resourcing to implement a multi-faceted approach to managing fraud risks. Examples include specialist resourcing, awareness training, risk management, information security management systems.
Prevention	Prevention controls are the most common and cost-effective way to mitigate fraud. Examples include an integrity framework, internal controls, workforce screening, physical security.
Detection	Detection controls can help to identify when fraud has occurred but are not as cost-effective as preventative measures. Examples include post-transactional review, data analytics, whistle-blower management.
Response	Response controls can assist the entity to respond to a fraud incident after it has occurred and are the least cost-effective, however can significantly reduce the impact of present and future frauds. Examples include investigation, disciplinary procedures, crisis management, recovery.

Source: OAG based on AS 8001:2021 – *Fraud and corruption control* Clause 2.10

Table 4: Elements of a fraud control system

Entities may not have formally documented their FCS, but it is likely they have several existing controls.

Designing and implementing a robust fraud risk management program will inevitably strengthen an entity's FCS. It is for this reason it is recommended an entity assess their FCS against better practice prior to undertaking the fraud risk management process.

The fraud control standard (Clause 2.10) sets out an approach to developing and implementing an entity's FCS and a structure for documenting it. Appendix 3 is a tool for entities to benchmark their current FCS maturity against the fraud control standard.

Item 15.2 Attachment 2

ARC 21/09/2022

Updating the fraud control system documents throughout the fraud risk management process assists entities to monitor their increased maturity.

External threats come from outside an entity and are largely beyond their control. The fraud control standard recommends entities consider the 6 external factors that can impact an organisation, known as the PESTLE model. The model is explained in the table below and a complete tool is provided in Appendix 4:

PESTLE factor	Overview
Political	To identify the political situation of the country, State or local government area in which the entity operates, including the stability and leadership of the government, whether there is a budget deficit or surplus, lobbying interests and local, regional, national or international political pressure.
Economic	To determine the economic factors that could have an impact on the entity including interest rates, inflation, unemployment rates, foreign exchange rates and monetary or fiscal policies.
Social	To identify the expectations of society by analysing factors such as consumer demographics, significant world events, integrity issues, cultural, ethnic and religious factors, and consumer opinions.
Technological	To identify how technology, including technological advancements, social media platforms and the role of the internet more broadly, is affecting or could affect the entity.
Legal	To identify how specific legislation, including industry specific regulations, and case law are affecting or could affect the entity's future operations.
Environmental	To identify how national and international environmental issues are affecting or could affect the entity.

Source: OAG based on AS 8001:2021 – *Fraud and corruption control*, Clause 2.9

Table 5: External factors that can impact an entity

Operational fraud risks are the fraud risks associated with an entity's day-to-day operations. There will be risks that are common to all entities (e.g. procurement, payroll, asset management) and those that are entity specific (e.g. property development, grant administration, major projects). Operational risks will also include changes in function or activity (e.g. new government initiative, creation of a relief fund in response to a natural disaster). The following section, Fraud risk management process, is focused on managing your operational fraud risks and discusses this in more detail. We also provide further tools in the appendix to assist with better managing them.

3.3 Fraud risk management process

In this section we have mapped out the 6 stages in the risk management process as summarised in Figure 4 above. It is not a linear process; each stage will connect to others at different times throughout the risk management cycle.

We describe the stages and introduce several tools which can be used to assist in developing an effective fraud risk management program. The complete tools are included in the appendices and are available on our website. These tools are not an exhaustive list, there are many tools available (free and for a fee) and entities should determine which ones best suit their needs.



ARC 21/09/2022

Item 15.2 Attachment 2

Communication and consultation

To effectively identify fraud risks within an entity's processes and systems, it is essential that the people who best know and run or control the business processes and business area are adequately engaged throughout the fraud risk management process. Entities should also consider if subject matter experts need to be engaged, such as information system security specialists.



Communication and consultation are intended:

*"...to assist stakeholders in understanding risk, the basis on which decisions are made and the reasons why particular actions are required."*⁵

Employees can feel challenged when asked to respond to questions or contribute to discussions about fraud risks – they may feel that considering this issue with them or in their presence is, in effect, calling their integrity into question. Those tasked with the fraud risk management program should keep the people they need engaged and at ease throughout the process to ensure the best outcome.

Communication and consultation	Better practice
Promote awareness and understanding of fraud risks	<ul style="list-style-type: none"> Implement multimodal training programs specific to fraud risks – "What is a fraud risk" Effectively communicate to employees that the objective is to protect the integrity of the entity and employees
Bring different expertise together throughout the process using effective mechanisms	<ul style="list-style-type: none"> Engage different levels of expertise and experience to bring various perspectives Use a variety of communication methods such as emails, workshops, one-on-one interviews and surveys to obtain a wide range of feedback and opinions
Build a sense of inclusiveness and ownership for process owners (e.g. one-on-one interviews, focus groups)	<ul style="list-style-type: none"> Use fraud risk workshops to obtain "buy in" from process operators and owners Invite all relevant employees, regardless of seniority, to attend a workshop
Obtain sufficient knowledge from relevant stakeholders of business processes to facilitate fraud oversight and decision making	<ul style="list-style-type: none"> Facilitate fraud risk workshops to discuss and map business processes and internal controls Ask attendees to consider "what could go wrong?" in processes they engage with or manage Identify areas of fraud risk in a process map that requires internal controls
Engage with relevant stakeholders to obtain feedback and information to support decision-making	<ul style="list-style-type: none"> Structure emails and/or surveys that focus on fraud risks for specific processes Adopt appropriate modes of communication

Source: OAG

Table 6: Better practice examples of the communication and consultation stage

⁵ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.2.

Item 15.2 Attachment 2

ARC 21/09/2022

One way to enhance communication is by meeting one-on-one to facilitate a better understanding of relevant risk and control issues.

To help with communication and consultation, entities should prepare a communication plan that outlines the intended methods, people and timelines for consultation. This also forms the basis of reporting to any oversight committees on the progress of projects in the fraud risk management program. Examples of methods of communication and consultation are provided in Appendix 5.1.

Scope, context, and criteria

Establishing the scope, context and criteria for the fraud risk assessment is done using the communication and consultation processes outlined above. They will differ for each entity and will be determined by the size and complexity of the process being assessed.

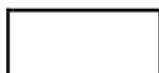


*"...Scope, context and criteria involve defining the scope of the process and understanding the external and internal context."*⁶

Case study 1: Example of scope, context and criteria for a risk assessment of selected parts of the Procure to Pay process

Factor	Procure to Pay
Scope	<ul style="list-style-type: none"> The specific parts of the Procure to Pay process to be assessed are: supplier selection, onboarding vendors, purchase validation (business case, receipt of goods/services) and release of payment. We will engage with the finance business unit and operational staff responsible for purchase orders and validation of receipt of goods/service. The entity's risk assessment policy dated 31 January 2020 will be applied in conjunction with the approved fraud risk assessment program dated 30 June 2021. As the entity's procurement staff are across the State, we will need to engage in a number of online meetings with potential site visits. Timeline: <ul style="list-style-type: none"> engagement with procurement staff by 30 June 2022 identification of risks by 31 October 2022 completion of risk register and mapping of risks by 31 December 2022 first review to Internal Audit and Risk Committee (IARC) by 28 February 2023 second review to IARC by 30 April 2023 submission to Board for approval by 31 May 2023.

⁶ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.3.



ARC 21/09/2022

Item 15.2 Attachment 2

Context	<p>Internal factors include:</p> <ul style="list-style-type: none"> the strategic objectives of the entity are: community focused delivery of services, sound business practices and quality services. A list of the specific goods, services or works to be procured are provided in Annexure A the existing employee level in the Procure to Pay process is sufficient, however, their experience is inadequate. No training has been delivered in identifying indicators of potential fraud there is no assessment of fraud controls within vendors the entity has policies and processes in respect of independence for supplier selection panels and purchase validation. <p>External factors include:</p> <ul style="list-style-type: none"> increasing fraud trends targeting procurement and finance teams (i.e. business email compromise - fake emails impersonating an internal senior person or a vendor) recent known scams in the public domain that have been uncovered.
Criteria	<ul style="list-style-type: none"> The below risk criteria are taken from the entity's risk assessment policy dated 31 January 2020. The entity rates likelihood risk on a scale from extremely unlikely to almost certain. Within the Procure to Pay process, rare is conceivable but unlikely, unlikely is conceivable and has occurred in the past but unlikely in the next year. The entity rates consequence risk on a scale from negligible to catastrophic across the following loss factors: financial, reputational, legal, service delivery. Within the Procure to Pay process, negligible has no negative consequence, low disrupts internal non-management process and has no external financial loss, moderate requires corrective action by senior management, potential disciplinary action and minor financial impact etc.

Entities will need to develop a scope, context and criteria for all activities and processes they perform. The CFPC's *Fraud Risk Assessment Leading Practice Guide* provides a strategic profiling tool in support of its recommendation that entities responsible for multiple activities and processes prioritise the areas of the entity that are at higher risk for fraud.

Scope, context and criteria	Better practice
Define the scope of the activity being assessed for fraud risk including objectives and decisions to be made prior to commencing any fraud risk assessment	<ul style="list-style-type: none"> Clearly document the scope and objective of the process that is being assessed for fraud risks Circulate a document that sets out the scope to all employee participating in the fraud risk assessment Break down complex processes into manageable scopes

Item 15.2 Attachment 2

ARC 21/09/2022

Scope, context and criteria	Better practice
Establish the context of the fraud risk activity	<ul style="list-style-type: none"> • Understand the external environment • Understand the internal operating environment • Reflect the specific environment of the activity to which the fraud risk management process is to be applied
Align the fraud criteria with an overarching risk management framework used to assess all business risks for consistency	<ul style="list-style-type: none"> • Review the entity's existing risk management framework prior to commencing to ensure up-to-date and fit-for-purpose • Align consequence and likelihood criteria and the risk rating matrix with existing framework
The fraud risk assessment criteria should reflect the organisation's values, objectives and resources and be consistent with policies and statements about risk management	<ul style="list-style-type: none"> • Review the entity's existing risk management policy to understand the entity's risk appetite

Source: OAG

Table 7: Better practice examples of the scope, context and criteria stage

Appendix 5.2 provides a guide on how you could outline your scope, context and criteria.

Risk assessment

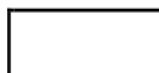
Once the scope, context and criteria are established, entities need to assess their fraud risks.

If an entity has a detailed risk assessment approach, then it is logical and likely more efficient to apply that for fraud risks as well.

AS ISO 31000:2018 *Risk Management - Guidelines* sets out 3 sub-phases in the risk assessment stage:

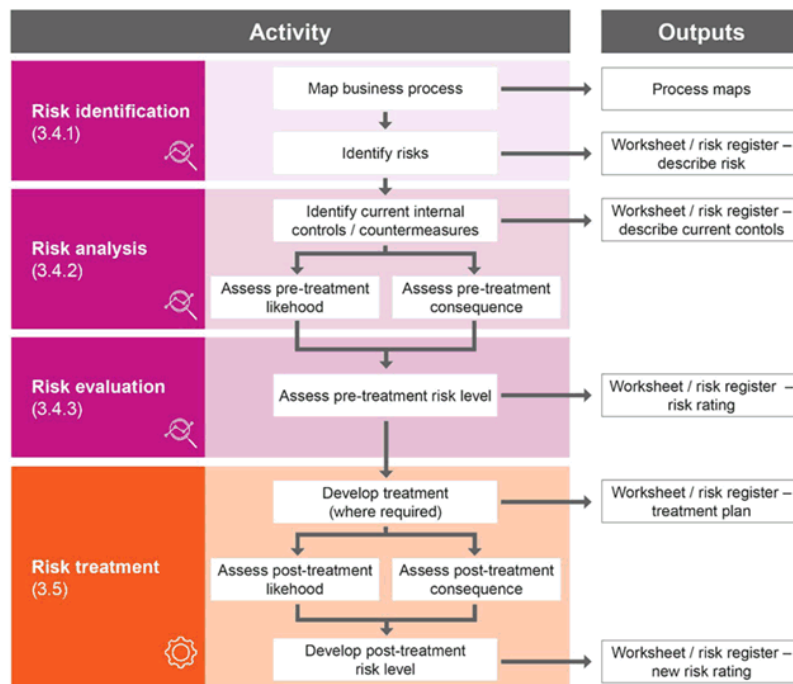
- risk identification
- risk analysis
- risk evaluation.

The assessment stage is followed by treatment. An overview of the risk assessment and treatment stages is set out below.



ARC 21/09/2022

Item 15.2 Attachment 2

Source: OAG based on AS ISO 31000:2018 *Risk Management - Guidelines* Clause 6.4 and 6.5**Figure 5: Risk assessment and treatment stages overview***Identifying risks*

Think like a fraudster. Discover what you don't know.

Risk identification involves:

*"... finding, recognising and describing risks that might help or prevent an organisation achieve its objectives."*⁷

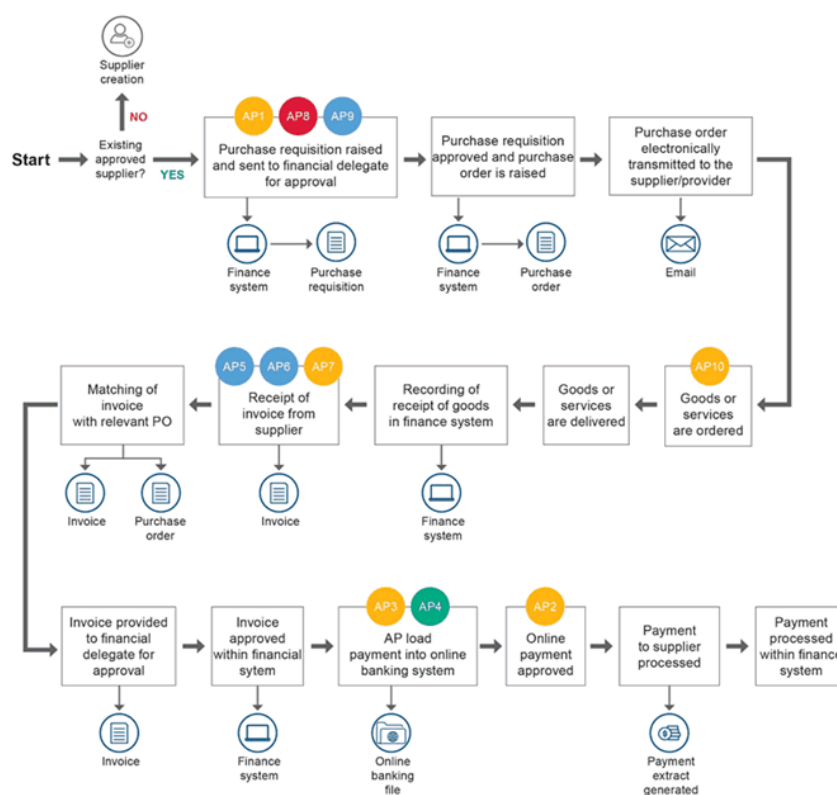
It is important to avoid the temptation to be defensive and dismiss risks before they have been properly analysed and evaluated.

Identifying fraud risks should be viewed as a creative process. Brainstorm the various fraud schemes that have and could be committed within or against the entity. An effective way to identify fraud risks is to map the process that is being assessed and identify vulnerabilities within the process. Below is an example of an accounts payable process map, sometimes referred to as a flow chart. The coloured circles represent identified fraud risks in the accounts payable (AP) process.

⁷ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.4.2.

Item 15.2 Attachment 2

ARC 21/09/2022



Source: OAG

Figure 6: Accounts payable process map

A fraud risk assessment should consider common methods used by fraudsters and look for vulnerabilities within the entity's processes and activities. This will involve challenging assumptions about, and existing processes within, an entity to identify gaps and thinking of creative ways to circumvent internal controls.

Common frauds are a good place to start but entities should not stop there. Risk identification needs to be realistic but at the same time entities should remember that even the most far-fetched fraud scheme can occur when the right balance of motivation, rationalisation and opportunity are present. Asking hypothetical questions about how fraud could be perpetrated in a structured and controlled way will put the fraud risk assessment process on the right path.

Finally, a good fraud description will allow you to understand ways to prevent or detect the fraud. One way to identify and describe your fraud risks is to consider who did what and what the result was, also described below as the Actor, Action, Outcome method⁸:

⁸ Commonwealth Fraud Prevention Centre, *Fraud Risk Assessment – Leading Practice Guide*.

- actor – accounts payable (AP) officer
- action – submits and processes fictitious invoice
- outcome – payment of invoice results in money going to AP officer's bank account.

Fraud risks that have been identified should be adequately documented on a fraud risk worksheet. Fraud risk worksheets can function as an aid to the risk assessment but also as a fraud risk register and an implementation worksheet.

Appendix 5.3 includes:

- an example of a fraud risk worksheet
- risk assessment and treatment process overview
- key questions you could ask when trying to identify fraud risks
- the CFPC's Actor, Action, Outcome method of describing fraud risks
- an example diagrammatic presentation of assessed fraud risks
- a short summary of fraud risks that are commonly found in the public sector environment. The summary is not intended to be an exhaustive list. The examples in section 2.3 would also be useful in this exercise.

Analysing fraud risks

Once the potential fraud risks within the business unit or process have been identified the next step is to analyse the risks.

Risk analysis is:

*"... a detailed consideration of uncertainties, resources, consequences, likelihood, events, scenarios, controls and their effectiveness."*⁹

Fraud risk analysis requires input from employees within the business unit(s) being assessed and any additional subject matter experts who can add value to the process.

An analysis of each risk includes considering:

- **the likelihood** of the risk occurring
- **the consequence** for the entity if it did occur
- **resourcing constraints** impacting controls
- **the effectiveness of existing controls** intended to mitigate the risks.

The entity should use its established risk analysis matrix to analyse the likelihood, consequences, and strength of existing controls to assign a risk rating to each fraud risk. It is critical that every business unit within an entity use the same risk analysis matrix to allow for a proper comparison of risks across the entity.

Figure 7 below is an example of a risk assessment matrix that shows the likelihood combined with the consequences risks results:

⁹ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.4.3.

Item 15.2 Attachment 2

ARC 21/09/2022

		Consequence				
		Negligible	Low	Moderate	Major	Extreme
Likelihood	Almost Certain	Medium	High	Very High	Very High	Very High
	Likely	Medium	High	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	Medium

Source: OAG

Figure 7: Example of a risk assessment matrix

Sometimes an entity undertaking a fraud risk assessment can overestimate the effectiveness of internal controls. One technique to fully assess their effectiveness is to conduct a walk-through of the relevant process or activity and determine if the controls are currently operating effectively. Applying a sceptical approach to the controls and adopting the mindset of a determined fraudster can help to assess if a control can be overridden or avoided. Internal audit resources can also be helpful in this assessment.

Risk analysis	Better practice
Consider uncertainties, risk sources, consequences, likelihood, events, scenarios, controls and their effectiveness	<ul style="list-style-type: none"> Detailed documentation of the analysis including reasoning for decisions for example if a risk is determined to be HIGH for consequence document why and what inputs were used
Events can have multiple causes and consequences and affect multiple objectives	<ul style="list-style-type: none"> Deep dive analysis to identify all causes, both internally, externally and potential consequences
Scrutiny of existing controls	<ul style="list-style-type: none"> Sufficiently analyse and test existing controls including walk-throughs and penetration testing Consider engaging specialists to identify gaps in existing system controls

Source: OAG

Table 8: Better practice examples of the risk analysis stage

Evaluating fraud risks

Once an entity's fraud risks have been analysed, they need to be evaluated against the entity's risk appetite and tolerance. This should be defined in the entity's risk management policy and framework. The evaluation is used to determine if further action is required to reduce identified residual risks to an acceptable level.

Entities' risk appetites and tolerances vary and depend on factors such as the circumstances of a particular program, the cost-benefit of implementing controls to reduce the risk of fraud, resources or other constraints and reputational risk. Risk tolerance is not static and should be determined on a case-by-case basis for each risk identified.



The purpose of risk evaluation is to:

*"... support decisions. Risk evaluation involves comparing the results of the risk analysis with the established risk criteria to determine where additional action is required."*¹⁰

It is important that the evaluation of fraud risks involves detailed input from the process and risk owners and includes senior employees who can consider the cost of countering fraud against the entity's risk tolerance. The evaluation considers the residual fraud risk and should conclude with one of the following outcomes¹¹:

- avoid the risk
- accept the risk
- remove the risk source
- change the likelihood
- change the consequences
- share the risk
- retain the risk.

These conclusions, and links to any supporting documentation, should be included in the fraud risk assessment worksheet.

Risk evaluation	Better practice
Evaluate results from risk assessment	<ul style="list-style-type: none"> Comparing the results of the risk analysis with the established risk criteria to determine if and where additional action is required
Record and communicate evaluation results	<ul style="list-style-type: none"> Risk evaluation outcomes are recorded, communicated and then validated at appropriate levels of the organisation

Source: OAG

Table 9: Better practice examples of the risk evaluation stage

Risk treatment

After finalising the risk assessment, the risk treatment process is undertaken. An entity's evaluation of the risks and its risk appetite will determine if the residual risk is at an acceptable level or if treatment is required. Risk treatments can include enhancing existing controls, implementing new controls, or avoiding the risk altogether by no longer undertaking the activity, program or service.



An entity needs to consider how to mitigate the residual fraud risks that remain above the entity's tolerance level. The objective of treating the fraud risk is to reduce the residual risk identified in the assessment to an acceptable level.

¹⁰ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.4.4.

¹¹ AS ISO 31000:2018 *Risk management - Guidelines* Section 6.5.2.

Item 15.2 Attachment 2

ARC 21/09/2022

The aim of risk treatment is to:

“.. select and implement options for addressing risk.”¹²

An overview of the risk treatment process has been set out in Figure 5.

Some treatments may enhance existing controls or introduce new controls. Fraud controls are specific measures, processes or functions that are intended to prevent or detect fraud events or to enable the entity to respond to them. These would be suitable to address the following outcomes:

- accept the risk
- change the consequence
- change the likelihood
- change both the consequence and likelihood
- share the risk
- retain the risk.

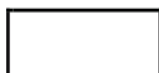
Subject to the entity's risk appetite and tolerance, not every risk will require the development and implementation of treatments.

Risk treatment	Better practice
Determine appropriate risk treatments	<ul style="list-style-type: none"> • Select risk treatment options with the entity's objectives, risk criteria and available resources • Balance the potential benefits against cost, effort or disadvantage of implementation
Document implementation plan	<ul style="list-style-type: none"> • Document the treatment plan outlining the responsibilities, resources and other relevant implementation information in the fraud risk worksheet
Risks that do not have a treatment option	<ul style="list-style-type: none"> • If no treatment options are available or if treatment options do not sufficiently modify the fraud risk, the risk is recorded and kept under ongoing review
Remaining risk is documented	<ul style="list-style-type: none"> • Inform decision makers and other stakeholders of the nature and extent of the remaining risk after treatment • Document the remaining risk and subject to monitoring, review and, where appropriate, further treatment
Consider beyond economic consequences	<ul style="list-style-type: none"> • Justification for risk treatment is broader than solely economic consequences and considers the entity's obligations, voluntary commitments and stakeholder views

Source: OAG

Table 10: Better practice examples of the risk treatment stage

¹² AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.5.



A useful way to examine your controls is to ensure they are specific, measurable, achievable, relevant and timed (SMART). This model and examples of internal controls that may be applied with a view to change the consequence, likelihood or both are provided at Appendix 5.4.

Monitoring and review

Entities should actively monitor the implementation of fraud risk treatments, because until the new or improved controls are in place, the fraud risk will remain above this tolerance level. Fraud risk owners will be responsible for ensuring the controls are implemented in a timely manner and remain effective. When a new or improved control has been implemented the entity should review the control in practice over time to ensure it continues to be effective.



Further, it is essential that entities have a program to continuously monitor and review their fraud risks. Sometimes only small changes to a business process or function can alter the inherent fraud risk rating, result in the emergence of new fraud risks, or impact the effectiveness of existing controls.

Monitoring and review is:

*"... to assure and improve the quality and effectiveness of process design implementation and outcomes."*¹³

Monitoring and review	Better practice
Monitoring and review takes place during all elements of fraud risk management program	<ul style="list-style-type: none"> Monitoring and review includes planning, gathering and analysing information, recording results and providing feedback
Monitoring and review progress is reported	<ul style="list-style-type: none"> Results of monitoring and review are incorporated throughout the entity's performance management, measurement, and reporting activities

Source: OAG

Table 11: Better practice examples of the monitoring and review stage

Recording and reporting

As noted earlier, fraud risks identified through a fraud risk assessment can be integrated into the entity's broader enterprise risk register. Whether entities combine all risks into a single source risk register or maintain a separate fraud risk register, they must be documented and reported. Entities should report to appropriate oversight committees and management including any audit committees which are responsible for overseeing the entity risk management and internal controls.



Risk management process and its outcomes should be:

*"... documented and reported through appropriate mechanisms."*¹⁴

¹³ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.6.

¹⁴ AS ISO 31000:2018 *Risk management - Guidelines* Clause 6.7.

Item 15.2 Attachment 2

ARC 21/09/2022

The fraud risk assessment worksheet details several key processes and outcomes that should be documented including the methodology for the risk assessment, the results and the response.

Recording and reporting	Better practice
Detailed recording of fraud risk assessment process	<ul style="list-style-type: none"> Worksheets include adequate information that demonstrates reason for decisions made and actions taken
Ongoing monitoring and periodic review of the fraud risk management process and its outcomes is planned, and responsibilities clearly defined	<ul style="list-style-type: none"> Updates provided to senior management and those charged with governance on progress Monitoring through audit committee Documented responsibilities for undertaking fraud risk management are outlined in the entities' FCS

Source: OAG

Table 12: Better practice examples of the recording and reporting stage

Conclusion

Fraud is a pervasive and growing issue within Australia. Fraud can be initiated by employees or close associates of an entity and, increasingly, by parties with no apparent connection to the entity. It can also involve collusion between internal and external parties.

Historically, the approach of many Australian entities to fraud risk management has been wholly reactive. Entities that embrace adequate and proportionate approaches to managing fraud risks will increase their chance of reducing fraud events.

We encourage entities to use this guide along with the tools and any other available resources when applying AS ISO 31000:2018 – *Risk management - Guidelines* and AS 8001:2021 – *Fraud and corruption control* to manage the risk of fraud against their entity. While fraud risks cannot be eliminated, a robust and well-resourced fraud risk management program can minimise the likelihood and consequences of fraud events.



Appendix 1: Glossary

Term	Definition
Better practice guide (BPG)	A fraud risk assessment better practice guide (this report).
Bribery	Offering, promising, giving, accepting or soliciting of an undue advantage of any value (either financial or non-financial) directly or indirectly, and irrespective of location(s), in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to the performance of that person's duties.
Cloud computing	The practice of using a network of remote servers hosted on the internet to store, manage, and process data, rather than a local server or a personal computer.
Close associate	A person with a close connection with the organisation other than an employee (e.g. director, consultant, contractor).
Collusive tendering	The act of multiple tenderers for a particular contract colluding in preparation of their bids – also often referred to as bid rigging.
Conflict of interest	A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
Corruption	Dishonest activity in which a person associated with an entity (e.g. director, executive or employee) acts contrary to the interests of the entity and abuses their position of trust in order to achieve personal advantage or advantage for another person or entity.
Cryptocurrency	A digital currency in which transactions are verified and records maintained by a decentralised system using cryptography, rather than by a centralised authority.
Data theft	Also known as information theft. The illegal transfer or storage of personal, confidential, or financial information.
Enterprise risk	Risks arising from the general operation of an entity that can impact on the entity's ability to meet its objectives (refer also definition of 'risk' below).
FCS	Fraud Control System - a framework for controlling the risk of fraud against or by an entity.
Fraud	Dishonest activity causing actual or potential gain or loss to any person or entity including theft of moneys or other property by persons internal and/or external to the entity and/or where deception is used at the time, immediately before or immediately following the activity.
Identity fraud	Also known as identity theft or crime. It involves someone using another individual's personal information without consent, often to obtain a benefit.
Internal control	Internal control is a process, effected by an entity's board of directors, management and other personnel, designed to provide reasonable assurance that information is reliable, accurate and timely.
Malware	Malicious software intentionally designed to cause disruption to a computer, server, client, or computer network, leak private information, gain unauthorised access to information or systems, deprive user's access to information or which unknowingly interferes with the user's computer security and privacy.

Item 15.2 Attachment 2

ARC 21/09/2022

Term	Definition
Nepotism and/or Cronyism	Where the appointee is inadequately qualified to perform the role to which he or she has been appointed. The appointment of friends and associates to positions of authority, without proper regard to their qualifications.
OAG	The Office of the Auditor General.
PESTLE model	Consideration of 6 external environmental factors that can impact an entity, namely the political, economic, social, technological, legal and environmental factors.
Phishing and/or Spear-phishing	Cyber-intrusion. Theft of intellectual property or other confidential information through unauthorised systems access.
Ransomware	Form of malware designed to encrypt files on a device, rendering any files and the systems that rely on them unusable.
Risk	The effect of uncertainty on objectives. An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats.
Risk appetite	The level of overall risk an entity is prepared to accept in pursuing its objectives.
Risk tolerance	The level of risk an entity is prepared to accept in relation to specific aspects of its operation – the practical application of the concept of 'risk appetite' to specific risk categories (relevantly to the subject of this guide, this can include application of an entity's risk appetite to the concept of fraud risk).
Social engineering	A broad range of malicious activities accomplished through human interactions (e.g. psychological manipulation of people into performing actions or divulging confidential information).



Appendix 2: References

Reference
Association of Certified Fraud Examiners , 2022.
Association of Certified Fraud Examiners, Occupational Fraud 2022: A Report to the Nations , 2022.
Australian Cyber Security Centre Australian Cyber Security Centre analysis , 2022.
Commonwealth Fraud Prevention Centre, Fraud Risk Assessment Leading Practice Guide , 2022.
Cressy, D., <i>Other People's Money: A Study in the Social Psychology of Embezzlement</i> , Free Press, 1953.
Department of Justice, Corporations Act 2001 , 2001.
Department of Justice, Western Australia Corruption, Crime and Misconduct Act 2003 , 2022.
Department of Justice, Western Australia Financial Management Act 2006 , 2022.
Department of Justice, Western Australia Government Financial Responsibility Act 2000 , 2021.
Department of Justice, Western Australia Procurement Act 2020 , 2021.
Department of Justice, Western Australia Public Interest Disclosure Act 2003 , 2017.
Department of Justice, Western Australia Public Sector Management Act 1994 , 2022.
Department of Treasury, Treasurer's Instructions – specifically TI 825 Risk Management and TI 304 Authorisation of Payments , 2022.
Enacting legislation for GTEs and other government bodies
Office of the Auditor General Western Australia, Forensic Audit Report – Establishment Phase , November 2021.
Office of the Auditor General Western Australia, Fraud Prevention and Detection in the Public Sector , June 2013.
Public Sector Commission WA, Integrity Strategy for WA Public Authorities , 2019.
Standards Australia, AS 8001:2021 – Fraud and corruption control , June 2021.
Standards Australia, AS ISO 37001:2019 Anti-bribery management system , 2019.
Standards Australia, AS ISO 31000:2018 Risk management – Guidelines Risk Assessment , 2018.
Standards Australia, SA SNZ HB 436-2013 Risk Management Guidelines (companion to AS ISO 31000:2018) , 2013.

Appendix 3: Fraud control system benchmarking tool

An important component of the periodic assessment of the efficacy of an entity's FCS is to determine whether an entity's FCS aligns with the requirements and guidance set out in the standard, in effect, a benchmarking of the entity's fraud control program against the requirements and guidance of the standard. An organisation's performance against each element of the standard can be assessed in accordance with a 5-element rating scheme as set out below.

Alignment with AS 8001:2021 – Fraud and corruption control/best practice model	
Meeting better practice	5
Approaching better practice	4
Minimum acceptable level	3
Inadequate but some progress made towards better practice	2
Inadequate - no progress towards achieving better practice	1

The following are the relevant steps required to prepare and deliver an FCS benchmarking project:

Step 1	Consult and collaborate across the entity in a consideration of the FCS benchmarking model and determine which, if any, elements of the model are not relevant to the entity's own circumstances, make necessary adjustments to the model in preparation for analysis. ¹⁵
Step 2	Gather all entity documentation pertaining to the control of fraud risk within the entity – this would include: <ul style="list-style-type: none">• current FCS documentation• current governing body charter• most recent fraud risk assessment• the entity's disciplinary procedures• recent analysis of awareness raising activities within the entity• most recent external environmental scan analysis

¹⁵ e.g. requirements and guidance of AS 8001:2021 Section 3.6 Performance Based Targets may not be relevant to public sector entities and could therefore be removed from the model.

ARC 21/09/2022

Item 15.2 Attachment 2

	<ul style="list-style-type: none"> • internal audit charter • any recent internal audit reports in relation to fraud risk management • all integrity related documentation • current workforce screening policy • current cybersecurity / information system management policies • a summary of the last 5 years fraud incidents covering results could provide insight into common activities, themes and weaknesses. Details such as number of events per year, fraud theme (procurement, CC etc), quantum, fraud substantiated Y/N, vulnerability identified, how vulnerability treated, date vulnerability treated • reports of analysis of internal control efficacy including pressure testing transactions.
Step 3	<p>Consult broadly across the entity to arrive at a realistic and reliable assessment of the entity's current performance against each relevant element of AS8001:2021. Consultation would include:</p> <ul style="list-style-type: none"> • if a relevant policy or procedure is currently in place or is proposed • the frequency of review of all relevant policies and procedures • if there is adequate resourcing to ensure that the FCS is properly and effectively administered • the culture within the entity in terms of adherence to the key elements of the FCS.
Step 4	Collaborate with relevant system and process owners to arrive at a rating on a scale of 1 to 5 for each element of the FCS being assessed in terms of its current alignment with AS 8001:2021.
Step 5	Consult broadly within the organisation in relation to initiatives currently in train for implementation in the future, collaborate with relevant system and process owners to arrive at a rating on a scale of 1 to 5 for each element of the FCS being assessed in terms of its future alignment with AS 8001:2021 on the assumption that the initiative is fully implemented.
Step 6	Enter scores into the model and review the output chart.
Step 7	Present to the relevant oversight committee within the entity.
Step 8	Implement remedial action required for the entity to better align with the better practice model per AS 8001:2021.
Step 9	Monitor the ongoing efficacy of the FCS in light of this analysis over time.

29 | Western Australian Auditor General

277 of 352

Presentation of the benchmarking analysis

The outcome of this analysis can be usefully presented in a variety of tabular or graphical formats. The way in which the benchmarking results are presented will depend on the needs of the entity. One particularly visual way of presenting the outcomes of the benchmarking analysis is by way of a 'spider-web' diagram as shown below.

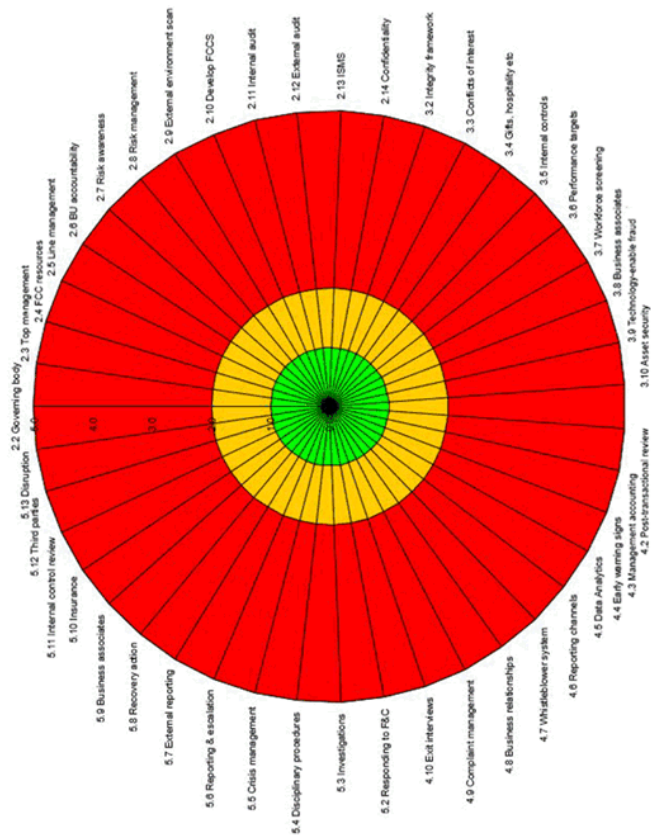
A Microsoft Excel tool is provided on our website with detailed instructions to assist in the preparation of this analysis and production of the spider web diagram is detailed below.

The spider web diagram is particularly useful for presenting current and future state alignment of an entity's FCS with AS 8001:2021 and for showing improvement over time. For example, if a spider web diagram depicting the current and anticipated alignment of the entity's FCS with AS 8001:2021 is presented to each meeting of the relevant overseeing committee (e.g. an audit committee) the committee would be able to efficiently monitor progress against action items initiated to address identified gaps.



ARC 21/09/2022

Item 15.2 Attachment 2



The green area	Represents the entity's current alignment with the requirements and guidance of AS 8001:2021.
The amber area	Represents the entity's anticipated future alignment with the requirements and guidance of AS 8001:2021 once initiatives currently in train are fully implemented. Theoretically, the amber area should progressively turn to green over the projected implementation timeframe.
The red area	Represents the current 'gap' between either the current alignment (green) or anticipated future alignment (amber) with the requirements and guidance of AS 8001:2021.

31 | Western Australian Auditor General

Appendix 4: External threat assessment tool

- Assessment of external threats using the PESTLE model requires a rigorous 7-step process as follows:
- Step 1: Consult and collaborate across the entity, make necessary adjustments to the worksheet in preparation for analysis.
 - Step 2: Gather all documentation pertaining to external threats in the environment in which the entity operates or is considering operations.
 - Step 3: Consider the most recent fraud risk assessment conducted in relation to the entity's operation.
 - Step 4: In collaboration with risk and process owners, consider the six PESTLE factors that could impact the entity's fraud risks.
 - Step 5: Identify external factors that need to be addressed by the entity to more effectively control fraud risks.
 - Step 6: Develop risk treatments for risks that need to be further mitigated and adjust in fraud risk assessment and fraud control system.
 - Step 7: Review external threats periodically.

The following is an example worksheet for assessing external threats against an entity using the PESTLE model.

PESTLE factor	Example questions to consider	External threat assessment	Action to be taken (risk assessment, risk treatments, fraud control system)
Political			
To identify the political situation of the country in which the organisation operates, including the stability and leadership of the government, whether there is a budget deficit or surplus, lobbying interests and international political pressure.	1. Has there been a recent change in government (at local, state or federal level)?	Insert text	Insert text
	2. Is there any anticipated change in government funding foreshadowed? How will a change in funding impact the entity's fraud exposure (e.g. an increase in funding for grants or a decrease in funding for administration)?		
	3. Is there any legislative change anticipated in relation to employment law that may impact the entity's ability to manage its fraud exposure?		



ARC 21/09/2022

Item 15.2 Attachment 2

PESTLE factor	Example questions to consider	External threat assessment	Action to be taken (risk assessment, risk treatments, fraud control system)
	<p>4. Is there a likely increase or reduction in government mandated regulation?</p> <p>5. If yes, will that give rise to an increase in the entity's fraud exposure (either internally or externally initiated fraud)?</p> <p>6. Are there any other political factors the entity should consider?</p>		
Economic			
To determine the economic factors that could have an impact on the organisation, including interest rates, inflation, unemployment rates, foreign exchange rates and monetary or fiscal policies.	<p>1. Are all economies in which the entity operates currently stable?</p> <p>2. If there are indications of instability in an economy in which the entity operates, to what degree will this impact the risk of fraud within or against the entity?</p> <p>3. Are there any key economic decisions (either recently implemented or in contemplation) likely to have an impact on the entity's fraud exposure (e.g. rising interest rates, a change in taxation rates)?</p> <p>4. Is there currently significant pressure on wages and salaries that could act to reduce disposable income of the general population and to what degree could that impact on the entity's fraud exposure?</p> <p>5. Is there likely to be a change in employment levels in the economy in the next three to five years?</p>	Insert text	Insert text

33 | Western Australian Auditor General

PESTLE factor	Example questions to consider	External threat assessment	Action to be taken (risk assessment, risk treatments, fraud control system)
	<div>6. Is there likely to be a change in working arrangements that may increase the risk of fraud within the entity (e.g. remote working, flexible working arrangements)?</div> <div>7. Are there any other economic factors the entity should consider?</div>		
Social			
To identify the expectations of society by analysing factors such as consumer demographics, significant world events, integrity issues, cultural, ethnic and religious factors, and consumer opinions.	1. Has there been a marked decline in integrity standards within the broader community or is this anticipated going forward? How could these changes impact the entity's fraud exposures in the future?	Insert text	Insert text
	2. Is it likely that the entity will only be able to attract adequate human resource is by offering work arrangements that are not sustainable for the entity?		
	3. Are there any other social factors they should consider?		
Technological			
To identify how technology, including technological advancements, social media platforms and the role of the Internet more broadly, is affecting or could affect the organisation.	1. Does the entity have a heavy reliance on technology internally?	Insert text	Insert text
	2. Does the entity have a heavy reliance on technology to interact with external parties including business associates, customers, clients		



ARC 21/09/2022

Item 15.2 Attachment 2

PESTLE factor	Example questions to consider	External threat assessment	Action to be taken (risk assessment, risk treatments, fraud control system)
	and the general public? 3. Does the entity embrace leading edge cyber-security? 4. Does the entity have strict policies governing the use of its IT equipment by the workforce for personal purposes? 5. Does the entity have strong controls over the use of technology in the course of remote working? 6. Does the entity closely monitor developments in technology-enabled fraud? 7. Are there any other technological factors that the entity should consider?		
Legal	To identify how specific legislation, including industry specific regulations, and case law are affecting or could affect the organisation's future operations. 1. Does the entity have a strong compliance function? 2. Does the entity have a strong sense of its own duties of integrity when interacting with external parties (i.e. is there a risk of the entity itself being accused of fraudulent or other illegal conduct)? 3. Are there indicators of significant change in the regulatory landscape affecting the entity? 4. Is the entity aware of its vicarious liabilities in relation to the conduct of members of its own		

35 | Western Australian Auditor General

PESTLE factor	Example questions to consider	External threat assessment	Action to be taken (risk assessment, risk treatments, fraud control system)
	workforce? 5. Are there any other legal factors that the entity should consider?		
Environmental			
To identify how local, national and international environmental issues are affecting or could affect the organisation.	1. Does the entity operate in circumstances where there is a likelihood of a high environmental impact? 2. If so, does this give rise to any raised risk of manipulation of financial or non-financial reporting? 3. Are there any other environmental factors that the entity should consider?		



Appendix 5: Tools to support the fraud risk management process

A5.1 Communication and consultation tool



Fraud risk owners can sometimes encounter problems with those responsible for developing, implementing and maintaining fraud controls relating to their risks. This may be because a control owner is experiencing staffing or funding constraints or they lack the requisite expertise. In these circumstances the person tasked with performing the fraud risk program can assist through:

- requesting progressive pieces of work
- fostering productive linkages between parties responsible for fraud control
- providing expert advice to stakeholders
- seeking strategic support from the senior staff to formulate solutions to impediments at the operational or program level.

The table below describes some methods for communication and consultation across an entity.

Structured one-on-one discussion with the process / risk owners	Speak with relevant business units – the people who work with the systems and processes every day. Meet one-on-one to facilitate an enhanced understanding of relevant risk and control issues.
Convene focus groups with process and risk owners and stakeholders	Facilitate detailed discussion of fraud risks with focus groups along with one-on-one meetings as an effective way to identify risks, internal controls that should mitigate those risks, whether they are operating as intended (think like a fraudster), assessing risks and developing effective risk treatments.
Seek input on fraud risk matters from across the entity	Invite the entire workforce to provide their input in relation to the entity's fraud exposures in an online survey.
Regular reporting to the project management committee	A project to manage fraud risk should be subject to a rigorous program of two-way communication between the oversight committee and the practitioner/team tasked with the project.
External communication and consultation	The project committee and the team responsible for delivering the project should consider the benefits of communication and consultation with parties external to the entity such as regulators, subject matter experts and peer organisations.
Reporting to the audit and risk committee	It is important for an audit and risk committee to be informed of developments in relation to fraud risks because they are responsible for overseeing the entity's risk management and internal controls.



A5.2 Scope context and criteria tool

Factor	Definition	Fraud risk assessment "XX Process"
Scope	The boundaries within which the fraud risk assessment will take place.	<ul style="list-style-type: none">• The specific parts of the XX process to be assessed for fraud risks.• The business units and operational teams involved in the processes to be assessed.• Tools to be used in the fraud risk assessment.• Logistical considerations, milestones and timelines for completing the fraud risk assessment.
Context	The internal and external factors influencing the environment the entity operates in.	<p>Internal factors may include:</p> <ul style="list-style-type: none">• The strategic objectives of the entity and how this influences the XX process.• The existing employee level in the XX process and their experience, as well as their level of training in identifying indicators of potential fraud. <p>External factors include:</p> <ul style="list-style-type: none">• Increasing fraud trends targeting XX process.• Recent known scams in the public domain that have been uncovered.
Criteria	Likelihood and consequence criteria aligned to an entity's existing risk framework that can be used to rate fraud risks identified in the fraud risk assessment.	<ul style="list-style-type: none">• Likelihood criteria is a rating scale (i.e. Extremely unlikely to Almost certain) set by the entity to identify the expected frequency of a fraud risk in the XX process being realised, both with no internal controls in place (inherent) and existing controls in place (residual).• Consequence criteria is a rating scale (Low – Catastrophic) across a number of defined loss factors (i.e. financial damage, reputational damage, legal damage), to identify the expected impact of a fraud risk in the XX process being realised both with no internal controls in place (inherent) and existing controls in place (residual).• What is acceptable frequency / consequence.



ARC 21/09/2022

Item 15.2 Attachment 2



A5.3 Risk assessment tools

A5.3.1 Example fraud risk assessment worksheet

A fraud risk assessment worksheet can be used to document all relevant information for each risk identified and assessed. Having applied the worksheet for this purpose it can also then be used as a risk register (alternatively, identified and assessed fraud risks could be included in the entity's enterprise risk register).

Fraud Risk (Short Title)		Risk Level		Description of Risk	
AP 1	Corruption in procurement (kickbacks)	Pre-treatment Very High	Post-treatment High	Proposed Treatment (if Applicable)	Priority Responsibility
Current Internal Controls		Overall Ratings		Rating	
Documented policies and procedures for procurement transactions >\$50,000 are in place.	Partially Effective	Pre-treatment	Internal Control	Training and awareness initiatives for staff.	Effective
Conflict of interest declaration forms are required to be completed by all staff.	Effective	Internal Control	Consequence	Regular review of the conflict of interest declaration register.	Effective
Independent evaluation of tender bids are undertaken	Ineffective	Internal Control	Likelihood	Documented evaluation reports to be prepared and submitted to those charged with governance.	Effective
Missing control: There is no regular transaction review of purchases over \$50,000.	Ineffective	Post-treatment	Internal Control	Finance to review regular reports (i.e. monthly) with expenditure broken down by vendor.	Effective
Due diligence is performed on successful vendors.	Partially Effective	Internal Control	Consequence	Due diligence checks should include open source information background checks on Directors.	Effective
An independent party reviews any vendor complaints from the tender process.	Partially Effective	Internal Control	Likelihood		Effective
Risk Owner	HAG	Department	Procurement	Division	Finance
		System Business Unit	Accounts Payable	Entered By	JWH
				Date Assessed	13 May 22

39 | Western Australian Auditor General

The following is a short summary of the information that would be recorded on each risk assessment sheet (note that much of the information referred to in the following table will not have been prepared in the risk identification stage when the fraud risk worksheet is first created. The worksheet is intended to build over time as the entity works its way through the identification, analysis, evaluation and treatment development phases).

As noted above, each identified risk should be recorded on a separate risk assessment worksheet. The risk assessment worksheet can then be used as the entity's register of fraud risks. Alternatively, identified and assessed fraud risks can be recorded in the entity's enterprise risk register.

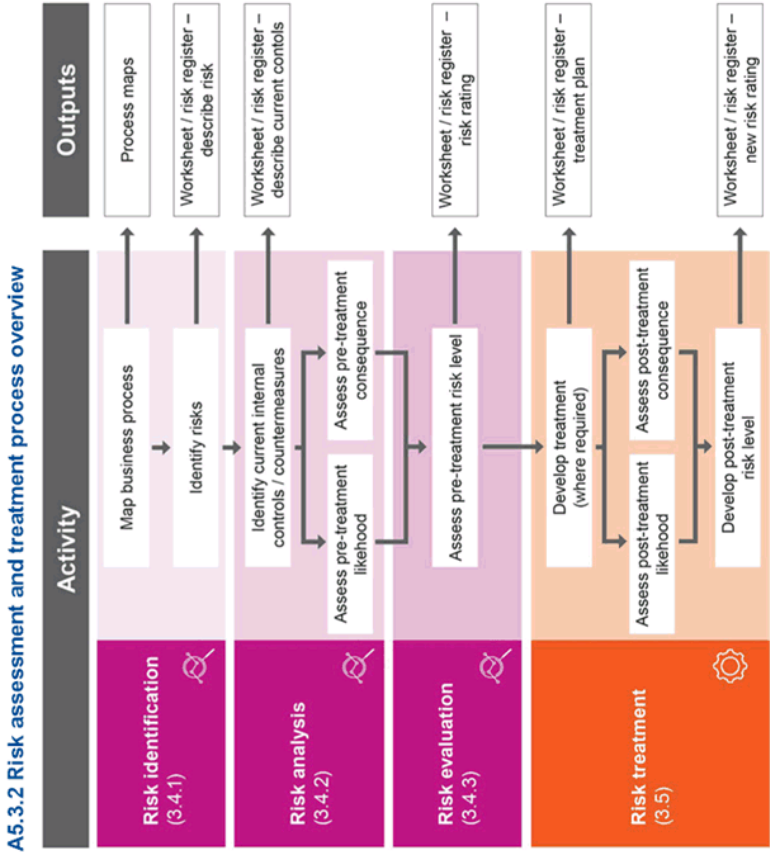
Data field	Information to be recorded (for each risk)
Fraud Risk Number	A reference number unique to each risk – the risk number is used in all outputs of the risk assessment process.
Fraud Risk (Short Title)	Short description of the risk that is generally used to identify the risk being discussed in relevant outputs.
Description of Risk	A more detailed outline of the risk consistent with the short title.
Risk Owner	The individual or position within the business unit who has primary responsibility for the business systems relevant to the identified fraud risk.
Department	The department to which the business unit belongs (see below).
System Business Unit	The business unit that has most control of the business systems and processes relevant to the identified risk.
Entered By	The individual or position who entered the fraud risk particulars into the risk assessment worksheet.
Date Assessed	The date on which the worksheet was populated.
Current Internal Controls	A short active title / description of each existing internal control (e.g. "System controls only allow limited authorised users to change bank accounts") and a short statement as to how the internal control mitigates the risk.
Current Internal Controls Rating	A rating on an appropriate scale (i.e. "Ineffective", "Partially Effective" or "Effective") of the effectiveness of each internal control on mitigating the risk.
Proposed Treatment (If Applicable)	Treatments the entity proposes to take to strengthen the existing internal control framework and reduce the risk rating to an acceptable level.
Proposed Treatment (If Applicable) Rating	A rating on an appropriate scale (i.e. "Ineffective", "Partially Effective" or "Effective") of the effectiveness of each treatment on mitigating the risk.
Proposed Treatment Priority	The proposed priority of the treatment.
Overall Ratings – Pre-treatment Internal Control	A rating on an appropriate scale (i.e. "Ineffective", "Partially Effective" or "Effective") of the overall effectiveness of the existing internal control framework on mitigating the risk.



ARC 21/09/2022

Item 15.2 Attachment 2

Data field	Information to be recorded (for each risk)
Overall Ratings – Pre-treatment Likelihood	A rating on an appropriate scale (i.e. "Almost Certain" to "Rare") of the likelihood of a risk being realised with the existing internal control framework.
Overall Ratings – Pre-treatment Consequence	A rating on an appropriate scale (i.e. "Extreme" to "Negligible") of the consequence of a risk being realised with the existing internal control framework.
Overall Ratings – Post-treatment Internal Control	A rating on an appropriate scale (i.e. "Ineffective", "Partially Effective" or "Effective") of the overall effectiveness of the post-treatment internal control framework on mitigating the risk.
Overall Ratings – Post-treatment Likelihood	A rating on an appropriate scale (i.e. "Almost Certain" to "Rare") of the likelihood of a risk being realised with the post-treatment internal control framework.
Overall Ratings – Post-treatment Consequence	A rating on an appropriate scale (i.e. "Extreme" to "Negligible") of the consequence of a risk being realised with the post-treatment internal control framework.
Overall Risk Rating Pre-treatment	A rating on an appropriate scale (i.e. "Very High" to "Low") of the fraud risk level by reference to the risk matrix (taking into account the assessed effectiveness of pre-existing internal controls).
Overall Risk Rating Post-treatment	A rating on an appropriate scale (i.e. "Very High" to "Low") of the fraud risk level by reference to the risk matrix taking into account the assessed effectiveness of the post-treatment internal control framework.



Source: OAG based on AS ISO 31000:2018 Risk management - Guidelines Clause 6.4 and 6.5





A5.3.3 Key fraud risk identification questions

Some key questions to ask when trying to identify fraud risks are listed below.

Key questions that need to be asked in identifying fraud risks	
If I wanted to steal from this entity, knowing what I know about the current business systems process and internal controls, how would I do it?	
If I wanted to get some sort of improper financial or non-financial advantage out of my position, how would I do it?	
What do I know about this process that nobody else knows or checks?	
Who has sole control over specific systems or processes that nobody else has visibility over?	
What forms of payment does this process have – is it cash, card, EFT etc?	
How can this process be made easier for the process owner at the expense of the entity?	

A5.3.4 Commonwealth Fraud Prevention Centre's 'Actor, Action, Outcome' method of describing fraud risks¹⁶

An effective method for describing fraud risk is to consider the actor, action and outcome. The level of detail is important when describing fraud risks. Without sufficient detail it becomes difficult to consider the factors (i.e. actors and actions) that contribute to the fraud risk and how fraud controls will specifically address these contributing factors.

An example of a poorly defined fraud risk from the invoice payment process provided would be "Fraud in the invoice payment process".

The following are more accurately defined fraud risks from the same example:

- "a service provider (Actor) submits a falsified invoice (Action) to receive a payment for services not provided (Outcome)"
- "a service provider (Actor) coerces an official to approve and/or process a falsified invoice (Action) to receive a payment for services not provided (Outcome)"
- "an official (Actor) manipulates the finance system (Action) to divert an invoice payment to their own bank account (Outcome)".

Judgement should be applied in striking a balance between capturing sufficient detail and documenting a manageable number of fraud risks. This could be achieved by combining similar risks and clearly documenting the various contributing factors (actors and actions).

¹⁶ Commonwealth Fraud Prevention Centre 'Fraud Risk Assessment – Leading Practice Guide'.

The description can help with an entity's assessment of its fraud risks and how it considers ways in which to control it. Some of these controls may already exist and some may be new.

For example, an entity might limit the opportunity for an accounts payable officer to submit and processes a fictitious invoice that pays into an employee's account by:

- splitting the authorising powers (submit and process)
 - segregation of duties between invoice entry and payment authority
- validating the invoice details (fictitious invoice)
 - third party verification of goods/services being received
 - check supplier details in your supplier master file are an exact match to public records (e.g. Australian Business Register)
- cross-checking internal records (employee account)
 - compare bank accounts in supplier payment file against employee bank accounts.

Entities can link each of the above controls back to distinct parts (actor, action, outcome) of the fraud description.

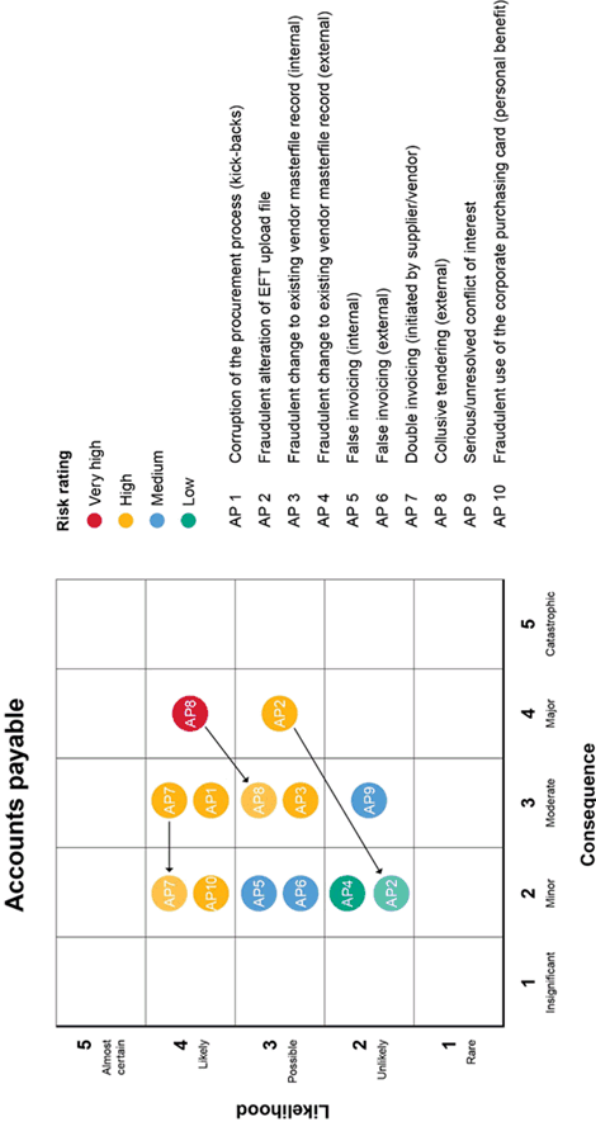




A5.3.5 Example diagrammatic presentation of assessed fraud risks

It can be useful to present identified and assist fraud risks in diagrammatic form.

The following example shows the relative ratings of likelihood and consequence and the resulting overall risk rating for ten accounts payable related fraud risks. Diagrammatic analysis is also useful to show the projected change in risk rating as a result of implementation of a treatment plan introducing new or revised internal controls / fraud controls. The change in rating in relation to risk PR-1 is due to the introduction of new or revised internal controls that will reduce the consequence of the risk if it did occur (although in this example the likelihood remains unchanged).



Item 15.2 Attachment 2

ARC 21/09/2022



A5.3.6 Example public sector fraud risks

The following is a short summary of fraud risks that are commonly found in the public sector environment. This summary is not intended to be an exhaustive list, but it can be used as a 'thought provoker' in the identification of operational risks types facing the entity being assessed.

Accounts payable fraud	
False invoicing (creation of a fictitious vendor)	A fictitious vendor is created in the finance system to which payments for false invoices are made for goods/services not ordered and not delivered (typically fraud of this type involves personnel within the entity but it can be perpetrated at times by external parties acting alone or by external parties operating in collusion with a member of the target entity's workforce)
Fraudulent change to vendor master file	Fraudulent change to the entity's vendor master file (i.e. change of bank details to divert legitimate vendor payments to an account controlled by the perpetrator) – this can be done by a person internal to the entity, a person external to the entity or by collusion between internal and external persons
Online banking fraud	Manipulation of vendor or other payments in the online banking system immediately prior to execution of the payment file in the entity's online banking system – the fraudulent manipulation of the online payment file is concealed by making false entries in the entity's accounting records
False invoicing (existing vendor)	Manipulation and processing of fraudulent payments for invoices apparently rendered by a legitimate vendor but, in fact, fraudulently generated and issued by the perpetrator who is generally a member of the entity's own workforce
Duplicate payments for the invoices already settled	More than one payment is made for the same invoice – this can be initiated inadvertently by a vendor who issues the same invoice twice in error but the vendor then fails to report the double receipt and fraudulently converts the duplicate payment
Procurement and tendering	
Corruption of the procurement process (involving personnel within the entity)	Corruption involving an employee of the entity and a vendor in the selection of a winning bid or tender often involving bribery / kickbacks but often motivated by personal or family association between the bidder and the entity's employee without direct financial reward – corruption can involve provision of a confidential bid price, contract details or other sensitive information to gain an advantage for one tenderer over other tenderers
Bid rigging (excluding personnel within the entity)	Collusive tendering between multiple bidders for the same contract for mutual advantage (no involvement of the entity's personnel)

Fraud Risk Management – Better Practice Guide | 46

ARC 21/09/2022

Item 15.2 Attachment 2

Procurement and tendering	
Conflicts of interest	Undeclared association between an employee of an entity and a tenderer giving rise to an actual or perceived bias in awarding of a contract
Improperly receiving hospitality, gifts and benefits	An employee receiving or soliciting hospitality, gifts or benefits from a vendor or potential vendor hoping to gain a commercial advantage in doing so – depending on the circumstances, this behaviour may constitute fraud
Falsification and manipulation of claims for work-related expenditure	
Use of the entity's funds for personal expenditure	Claiming employee expenses for business-related expenditure not incurred or incurred for personal use or benefit (supported by false or inflated receipts / invoices)
Double-dipping	Claiming multiple reimbursements for the same expenses or claiming for expenses paid personally using receipts for purchases already made via another of the entity's reimbursement systems
Diversion of incoming funds	
Accounts receivable fraud	Redirection of incoming receipts to a spurious account followed by write-off of accounts receivable balance
Unauthorised discounts	Processing unauthorised discounts for early payment of invoices where the discount value is fraudulently transferred to the employee's own bank account
An authorised application of unknown receipts	Funds can be received by an entity where the source of the funds is unknown and the funds are allocated to a suspense account pending rectification – a possible fraud involves the transfer of part of the balance of the suspense account to an employee's own benefit with a manipulation of the accounting system to conceal the theft
Inflating invoice value	Inflating the value of an invoice raised by the entity with receipts in payment of the invoice directed to a spurious account controlled by the staff member concerned who then redirects the correct (reduced) value of the invoice to the entity's correct account
Vendor overpayment	Deliberately overpay a vendor in payment of an invoice for goods or services validly received, claim a refund for the overpayment and then direct the remittance to a spurious bank account
Theft of cash all funds received	Fraudulently failing to record receipt of cash received and then misappropriate for own benefit

47 | Western Australian Auditor General

295 of 352

Item 15.2 Attachment 2

ARC 21/09/2022

Payroll	
Timesheet fraud	Fraudulent submission of falsified timesheets for casual employees who did not work with diversion of resulting remuneration generated to own account
Fraudulent alteration of remuneration rates	Alteration of remuneration rates (salaries or hourly rates) in the payroll system in relation to the employee making the change or for another employee in exchange for personal benefit
Ghost employee fraud	Fabrication of fictitious employees on the payroll with remuneration paid to own account
Fraudulently failing to record personal leave	An employee taking personal leave (annual, long-service, sick or carer's leave) without recording the leave in the HR system
Worker's compensation fraud	Worker's compensation fraud – fraudulent claims for injuries not sustained
Assets and Inventory	
Asset theft	Theft of the entity's assets, including computers and other IT related assets
Information theft	Theft or abuse of proprietary or confidential information (customer information, intellectual property, pricing schedules, business plans, etc)
Unauthorised private use of employer property	Use of employer property for personal use or benefit
Cash theft	Theft of petty cash
Manipulation of financial reporting	
Fraudulent manipulation of an entity's financial reporting	Fraudulent manipulation of financial reports in order to make it appear that a business entity has performed better (in financial or non-financial terms) than it has actually performed – this can be motivated by a need to demonstrate a certain level of personal performance in order to secure a performance bonus but may also be driven in the public sector by the need to meet political expectations

Fraud Risk Management – Better Practice Guide | 48



Cyber-borne attack	
Business email compromise	Emails impersonating vendors or an executive instructing payment to be made to a spurious bank account or a change to existing bank details
Phishing emails	Emails designed to dupe employees into providing personal information (i.e. by clicking on a link or opening an attachment)
Malware	Installing malware onto a computer or computer system within the entity which then issues fraudulent instructions (e.g. to change the bank account of a vendor in the vendor masterfile or change the payroll bank account of one or more employees)



A5.4 Risk treatment tools

A5.4.1 SMART principle for co-designing fraud controls¹⁷

Think about the fraud risk you have described and ways in which you might be able to prevent, monitor or detect the exploitation.

The following table outlines the 'SMART' principle which can be applied to help co-design controls with key risk stakeholders.

Specific	The control should have a clear and concise objective. They should also be well defined and clear to anyone with a basic knowledge of the work. Consider: who, what, where, when and why.
Measurable	The control and its progress should be measurable. Consider: <ul style="list-style-type: none">• What does the completed control look like?• What are the benefits of the control and when they will be achieved?• The cost of the control (both financial and staffing resources).
Achievable	The control should be practical, reasonable and credible and should also consider the available resources. Consider: <ul style="list-style-type: none">• Is the control achievable with available resources?• Does the control comply with policy and legislation?
Relevant	The control should be relevant to the risk. Consider: <ul style="list-style-type: none">• Does the control modify the level of risk (through impacting the causes and consequences)?• Is the control compatible with the entity's objectives and priorities?
Timed	The control should specify timeframes for completion and when benefits are expected to be achieved.

¹⁷ Commonwealth Fraud Prevention Centre 'Fraud Risk Assessment – Leading Practice Guide'.



A5.4.2 Example internal controls that may be effective in controlling fraud risks

The following is a short summary of internal controls that experience has shown may be effective in controlling fraud risks in each of the categories contemplated in A5.3.6 above.

Once again, this is not intended as an exhaustive list and is intended to promote consideration of current and possible internal controls within each V/A public sector entity when undertaking a targeted fraud risk assessment. It is anticipated that these internal controls may be effective in controlling fraud by:

- preventing a fraudulent transaction from being processed
- quickly detecting a fraudulent transaction after it has been processed thereby preventing any further transactions and minimising loss
- assisting an entity to respond to fraud incidents that have been detected.

The internal controls set out below can be used to:

- identify internal controls already in place during the risk analysis phase of the risk assessment
- identify internal controls that may be useful in further mitigating fraud risk in the risk evaluation phase of the risk assessment.

Accounts payable fraud
• Separate procurement and payment functions
• Separate handling (receipt and deposit) functions from record keeping functions (recording transactions and reconciling accounts)
• Require reconciliation to be completed by an independent person who does not have record keeping responsibilities
• Monitor the entity's financial activity, compare actual to budgeted revenues and expenses
• Require procurement and accounts payable employees to take leave of a minimum duration (e.g. two weeks at a time) with another member of the team performing their role in their absence
• If the entity is so small that duties cannot be separated, require an independent check of work being done supplemented by appropriate and effective data analytics and other reviews appropriate to the entity's situation

Procurement and tendering
<ul style="list-style-type: none">• Implement a tendering / contracting panel made up of independent personnel (i.e. unconnected to the procurement processes), to oversight the awarding of contracts• Standard contract conditions and specifications to be used with variations to be approved by senior management• Use evaluation criteria as agreed by the contract panel prior to tendering• Contract terms and conditions should be those of the purchasing department and not subject to change without the written approval of senior management• Clear audit trails with written records including formal authorisation of changes to original documentation• Independent post-transactional review of a substantial sample of tendering and contracting transactions with a particular focus on high-risk transaction types• Splitting of contacts should not be permitted unless authorised by senior management• Management reviews of the reasonableness and competitiveness of prices• Ensure contractors with a poor performance record are removed from the approved supplier's list
Falsification and manipulation of claims for work-related expenditure
<ul style="list-style-type: none">• Limit the number of entity issued purchasing cards and users• Set account limits with purchasing card providers (value, items that can be purchased etc.)• Require employees with entity issued purchasing cards to submit itemised, original receipts for all purchases followed by lodgement of hard copy supporting documentation• Independent rigorous examination of credit card transactions each month including detailed review of relevant receipts, invoices and other supporting documentation



ARC 21/09/2022

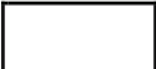
Item 15.2 Attachment 2

Falsification and manipulation of claims for work-related expenditure	
•	Periodic review of a sample of hardcopy supporting documentation
•	Monitor the entity's financial activity, compare actual to budgeted revenues and expenses
•	Require an explanation of significant variations from budget
Diversion of incoming receipts	
•	Send official notification to all regular providers / suppliers with particulars of the entity's bank account with statement that this is the only account to which refunds should be remitted
•	Independent post-transactional view of a sample of invoices rendered to identify any manipulations
•	Independent post-transactional review of emails between accounts payable / accounts receivable personnel within the entity and customers / clients to determine if there is any indication of manipulation of invoices raised or payments made
Payroll	
•	Payroll system procedures and training
•	Segregation of duties preventing payroll batch file payments or payroll master file changes without two approvers
•	Limited system administrator access to the payroll system
•	System controls to prevent changes to pay rates or salaries without approval
•	Changes to payroll masterfile (e.g. particularly for bank account numbers) only available to employees via an HR 'kiosk' in the HR system – system unable to process a change of bank account number outside of the HR kiosk
•	HR system to automatically generate a confirmation email to the employee where there has been a change of masterful data
•	Rigorous approval process for creation of new employees in the payroll system

53 | Western Australian Auditor General

301 of 352

Payroll
• Timely notification process from HR to Payroll of employees due to resign from the entity
• Periodic review of payroll system audit logs
• Management review of variance reports from previous payroll run to confirm reasons for significant differences
• Employee background checks for new hires with access to the payroll system – this should include criminal record screening and specific questions about any previous integrity concerns / disciplinary findings etc.
• Mandatory password changes for those with access to the payroll system to a suitable strength and complexity
• Physical security of computers used by payroll staff with direct system access
• Electronic timesheet systems and approval process for overtime
Assets and Inventory
• Physical security of desirable assets (i.e. laptops, IT equipment)
• Password protection and remote wiping capability in the case a laptop is lost or stolen
• Regular stocktakes of assets and inventory and updating asset registers
• Security of cash (i.e. petty cash) and gift vouchers in locked tins or a safe
• Tracking systems for assets and approval process for transfer of location
• Maintain vehicle logs, listing the dates, times, mileage or odometer readings, purpose of the trip, and name of the employee using the vehicle

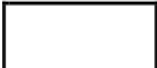


Manipulation of financial reporting	
• Active engagement with entity's external auditor in relation to the annual audit (i.e. working collaboratively with the auditor to identify any manipulation of the financial reporting)	
• Analysis to identify unusual activity	
• Detailed review of journal and other adjustments to the general Ledger with a focus, as a minimum, on high value transactions	
Cyber-borne attack	
• BitLocker protection of all IT assets to ensure security of data	
• Access to databases/systems require unique user logon identification and password authentication	
• Document authorisation that is needed to establish accountability and issue, alter, or revoke user access	
• Prohibit shared user logon IDs and passwords, and user logon IDs and passwords	
• Set database user access permissions that are based on the principles of privilege and separation of duties	
• Restrict access to servers and office locations which contain sensitive and confidential data by physical security to authorised personnel	
• Access to databases/systems require unique user logon identification and password authentication	

Item 15.2 Attachment 2

ARC 21/09/2022

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ARC 21/09/2022

Item 15.2 Attachment 2

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Auditor General's 2021-22 reports

Number	Title	Date tabled
19	Forensic Audit – Construction Training Fund	22 June 2022
18	Opinion on Ministerial Notification – FPC Sawmill Volumes	20 June 2022
17	2022 Transparency Report – Major Projects	17 June 2022
16	Staff Rostering in Corrective Services	18 May 2022
15	COVID-19 Contact Tracing System – Application Audit	18 May 2022
14	Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities Part 2: COVID-19 Impacts	9 May 2022
13	Information Systems Audit Report 2022 – State Government Entities	31 March 2022
12	Viable Cycling in the Perth Area	9 December 2021
11	Forensic Audit Report – Establishment Phase	8 December 2021
10	Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities	24 November 2021
9	Cyber Security in Local Government	24 November 2021
8	WA's COVID-19 Vaccine Roll-out	18 November 2021
7	Water Corporation: Management of Water Pipes – Follow-Up	17 November 2021
6	Roll-out of State COVID-19 Stimulus Initiatives: July 2020 – March 2021	20 October 2021
5	Local Government COVID-19 Financial Hardship Support	15 October 2021
4	Public Building Maintenance	24 August 2021
3	Staff Exit Controls	5 August 2021
2	SafeWA – Application Audit	2 August 2021
1	Opinion on Ministerial Notification – FPC Arbitration Outcome	29 July 2021



ARC 21/09/2022

Item 15.2 Attachment 2



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Western Australia



ARC 21/09/2022

Item 15.3

15.3 (2022/MINUTE NO 0023) Operational Risk Report**Author** Emma Milne**Attachments** 1. Risk Register Risk Rating [↓](#)**Committee Recommendation**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECEIVES the Operational Risk Register Report for noting by Council.

CARRIED UNANIMOUSLY 4/0**Background**

This report provides an overview to the Audit, Risk and Compliance (ARC) Committee of the City of Cockburn (the City) Operational Risk Register.

RMSS is the cloud-based online enterprise risk management software utilised by the City.

This report to the ARC is an update status update on the City's Operational Risk Register.

Submission

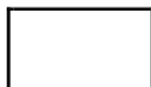
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Report

This report is for the period 15 July 2021 to 08 September 2022.

The first seven are the strategic risks, then the following 272 are operational risks. All operational risks are owned by Heads of Business / Service Units, except where the BU / SU reports directly to a Chief / Executive.

308 of 352



Item 15.3

ARC 21/09/2022

The following five operational risks were archived during the period as they were no longer credible:

RISK ID	Description	Reason
Risk ID 47 [formerly 330]	<i>Lucky Orange</i> (Lucky Orange service may not comply with the City of Cockburn Information and Cyber Security Policy).	The City's Information and Technology Business Unit has verified that this service does not collect Personally Identifiable Information and complies with the policy
Risk ID 49 [formerly 335]	<i>Access security</i> (Unenforced user access for all accounts, means that access to systems which contain Personally Identifiable Information (PII), are not accountable and or traceable to a specific person)	The City's Information and Technology Business Unit has confirmed that user1 and user2 accounts have been closed, and therefore this risk is no longer a credible scenario
Risk ID 56 [formerly 42]	<i>Operations Centre safety</i> (Failure to controls plant and equipment at the Operations Centre)	This risk was associated with the activities during the construction phase of the Operations Centre and is now closed
Risk ID 286	<i>User Principal Name (UPN) standardisation</i> - (User Principal Names (UPN) are not standardised and require standardisation of format and attributes to allow for future integration of Role Based Access Control, Identity Access Management & Privilege Access Management [IAM/PAM])	The City's Information and Technology Business Unit has verified that UPNs are standardised in the email format adopted by the City and IAM/PAM is yet to be implemented
Risk ID 287	<i>Digital Records Management (DRM) or Record Management System (RMS) Integrity</i>	Manual registration of documents within ECM is a standard process across the City. An automated process is ideal, but not essential, but requires development from <i>TechnologyOne</i> .

The 272 operational risks are presented in *Figure 1* and *Figure 2* below.

 309 of 352

ARC 21/09/2022

Item 15.3

There are 13 operational risks in the City's risk register which are rated substantial or greater. An update of these 13 risks is shown in Attachment 1.

Risk level	Number of risks		Change in number
	15 July 2021	08 September 2022	
Low	143	135	- 8
Moderate	121	124	+ 3
Substantial	8	10	+ 2
High	3	1	- 2
Extreme	2	2	0
Total operational risks	277	272	- 5

Table 1: RMSS Operational Risks Residual Risk Levels

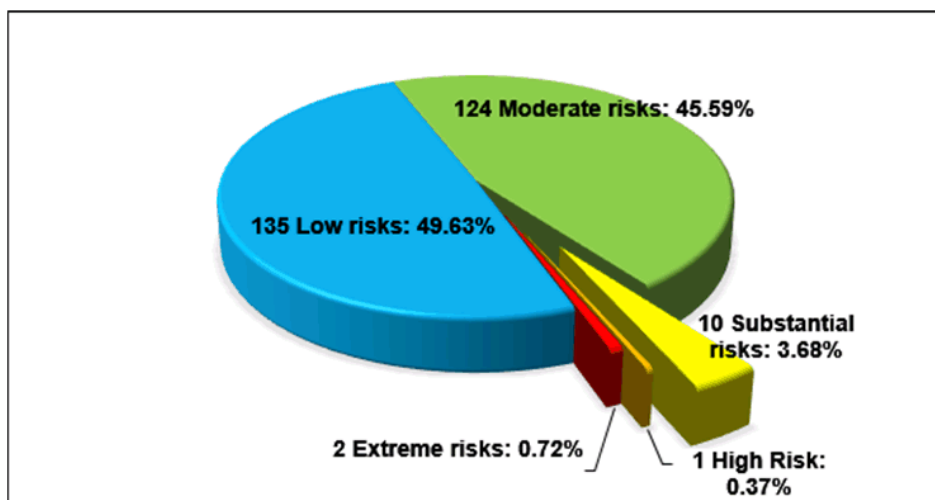


Figure 1: RMSS risk register composition as of 12 July 2022

310 of 352



Item 15.3

ARC 21/09/2022

		Likelihood				
		Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Consequence	Insignificant 1	Low 1 9 Risks	Low 2 1 Risks	Low 3	Low 4	Moderate 5
	Minor 2	Low 2 10 Risks	Low 4 79 Risks	Moderate 6 11 Risks	Moderate 8 3 Risks	Substantial 10 2 Risks
	Major 3	Low 3 23 Risks	Moderate 6 67 Risks	Moderate 9 30 Risks	Substantial 12 1 Risk	High 15
	Critical 4	Low 4 13 Risks	Moderate 8 13 Risks	Substantial 12 3 Risks	High 16 1 Risk	Extreme 20
	Catastrophic 5	Moderate 5	Substantial 10 4 Risks	High 15	Extreme 20 2 Risks	Extreme 25
Risk rating		Description				
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.				
High 15-16		Risk acceptable with effective controls, managed by ExCo. Subject to quarterly monitoring or continuous review throughout project lifecycle.				
Substantial 10-12		Accepted with detailed review and assessment. Action Plan prepared and continuous review.				
Moderate 5-9		Risk acceptable with adequate controls, managed by specific procedures. Subject to semi-annual monitoring or continuous review throughout project lifecycle.				
Low 1-4		Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continual review throughout project lifecycle.				

Figure 2: Risk Register / Risk Matrix

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.

311 of 352

ARC 21/09/2022

Item 15.3

Budget/Financial Implications

N/A

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.

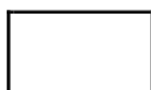
Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

312 of 352



ARC 21/09/2022

Item 15.3 Attachment 1

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	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).	Catastrophic 5	Likely 4	Extreme 20	Chris Beaton [ExCo member: Daniel Arndt]
Action update 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"> all proposed structure plans are accompanied and informed by a Bushfire Management Plan -ongoing; new building design approval process (within Bushfire Prone Areas) incorporate bush fire management – ongoing. 5. Review, update and implement the <i>Bushfire Risk Management Plan</i> and <i>Local Emergency Management Plan</i> - ongoing.							
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).	Catastrophic 5	Likely 4	Extreme 20	Chris Beaton [ExCo member: Daniel Arndt]
Update 1. Undertake a climate change health vulnerability assessment and map vulnerable residents and areas, - ongoing;							

313 of 352

Item 15.3 Attachment 1

ARC 21/09/2022

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
2. Review, update and implement the <i>Public Health Plan</i> - ongoing;							
3 Review , update and implement the <i>Bushfire Risk Management Plan</i> and <i>Local Emergency Risk Management Plan</i> - ongoing;							
4. Review existing warning systems and identify potential gaps and opportunities for improvement – ongoing.							
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).	Critical 4	Likely 4	High 16	Chris Beaton [ExCo member: Daniel Arndt]
Update							
1. Review and implement the <i>Coastal Adaptation Plan</i> with latest climate science, scenario mapping and WALGA recommendations - ongoing;							
2. Review and maintain ongoing coastal monitoring program -ongoing;							
3. Review capacity of existing City buildings to withstand more severe weather events - ongoing;							
4. Obtain legal advice to clarify the liability of the City in the event of coastal climate change risk scenarios - ongoing;							
5. Prepare site specific foreshore management plans – ongoing.							
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.	Major 3	Likely 4	Substantial 12	Chris Beaton [ExCo member: Daniel Arndt]
Update							
1. Review and implement the <i>Coastal Adaptation Plan</i> with latest climate science, scenario mapping and WALGA recommendations - ongoing;							

ARC 21/09/2022

Item 15.3 Attachment 1

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
2. Review and maintain ongoing coastal monitoring program - ongoing; 3. Obtain legal advice to clarify the liability of the City in the event of coastal climate change risk scenarios - ongoing; 3. Prepare site specific foreshore management plans – ongoing.							
12	246	Community support	Failure to obtain community support for strategic planning functions.	Critical 4	Possible 3	Substantial 12	Carol Catherwood [ExCo member: Daniel Arndt]
Update 1. Risk controls remain effective - ongoing; 2. Extensive internal planning goes into community engagement in strategic planning - ongoing; 3. Four more officers attended community engagement training.							
13	324	Dropbox	Use of <i>Dropbox</i> may compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.	Critical 4	Possible 3	Substantial 12	Brett Fellows [ExCo member: Stuart Downing]
Update 1. <i>Mimecast Large File Send</i> (2GB Limit); 2. <i>OneDrive Business</i> with Multi-Factor Authentication (MFA) and data Loss Prevention (DLP) controls. 3. The City has discontinued <i>Dropbox</i> as a service provided by Information and Technology for sending files (advocating <i>Mimecast Large File Send</i> instead), but there are still cases where an external sender may choose to use <i>Dropbox</i> .							

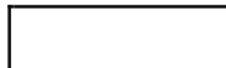
315 of 352

Item 15.3 Attachment 1

ARC 21/09/2022

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
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	Critical 4	Possible 3	Substantial 12	Andrew Tomlinson [ExCo member: Anton Lees]
Update 1. <i>PerfectGym</i> conduct annual penetration testing of application and systems in addition to quarterly general security testing with issues resolved in order of severity; 2. The Cockburn Aquatic and Recreation Centre management has contacted <i>PerfectGym</i> who are aware of this issue through recent penetration tests they have conducted and hope to have a plan in place by October 2022 to resolve this issue.							
15	285	Landfill capping	Failure to fund the capping of existing exposed landfill cells.	Catastrophic 5	Unlikely 2	Substantial 10	Lou Vieira [ExCo member: Anton Lees]
Update 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; 2. The current strategy to increase the Waste and Recycling Reserve will not be adequate.							



ARC 21/09/2022

Item 15.3 Attachment 1

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
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).	Minor 2	Almost certain 5	Substantial 10	Chris Beaton [ExCo member: Daniel Arndt]
Update 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; 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).	Minor 2	Almost certain 5	Substantial 10	Lou Vieira [ExCo member: Anton Lees]
Update 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;							

Item 15.3 Attachment 1

ARC 21/09/2022

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
4. Consistent with Planning Policy provisions continue to ensure: <ul style="list-style-type: none">all proposed structure plans are accompanied and informed by a Bushfire Management Plan - ongoing;new building design approval process (within Bushfire Prone Areas) incorporate bush fire management – ongoing. 5. Review, update and implement the <i>Bushfire Risk Management Plan</i> and <i>Local Emergency Management Plan</i> – ongoing.							
18	169	Bushfire legislation	Failure to meet bushfire legislation obligations.	Catastrophic 5	Unlikely 2	Substantial 10	Mike Emery [ExCo mentor: Emma Milne]
Update							
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; 3. Funds are on budget to employ a specialist staff member for this role to ensure compliance and consistency.							
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	Catastrophic 5	Unlikely 2	Substantial 10	Brittany Cover [ExCo mentor: Victoria Green]

ARC 21/09/2022

Item 15.3 Attachment 1

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
Action update							
<div>1. Develop policy to assist the City to comply with impending Western Australian government legislation;</div> <div>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:<div>(a) speak up about concerning behaviours to help prevent child abuse;</div><div>(b) assist to improve organisational systems and processes for preventing and dealing with child abuse;</div><div>(c) enable submission of complaints and reports of abuse about their staff;</div></div> <div>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 -<div>A child safe organisation consciously and systematically:<div><div>• creates an environment where children's safety and wellbeing is the centre of thought, values and actions</div><div>• places emphasis on genuine engagement with, and valuing of children</div><div>• creates conditions that reduce the likelihood of harm to children and young people</div><div>• creates conditions that increase the likelihood of identifying any harm</div><div>• responds to any concerns, disclosures, allegations or suspicions.</div></div></div></div>							

319 of 352

Item 15.3 Attachment 1

ARC 21/09/2022

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
289	New risk	Workplace psychosocial hazards	Inability to provide for workers a safe work place free from exposure to bullying and harassment	Catastrophic 5	Unlikely 2	Substantial 10	Jemma Iles ExCo Member
Update <ol style="list-style-type: none"> 1. Development and implementation of People Experience Management Framework to ensure Employees and People Leaders and appropriately informed and educated on reasonable and respectful workplace behaviours. Training is being rolled out on bullying and harassment across the organisation, commencing with Council and SLT on 18 August 2022; 2. Policy and Reporting Procedure relating to Respectful Workplaces to be created as part of People Experience Management Framework. Due for delivery by 30 November 2022; 3. Implementing the City's code of conduct for employees <i>The Cockburn Way</i>; 4. Video record the City / its consultants during face to face consultations forums and advise participants of this; 5. Confirm that all contractors are appropriately experienced and qualified to manage any risk in the context of their engagement; 6. Consider number of participants to facilitator ratios depending on contractor experience; 7. Consider incorporating duress alarms in meeting rooms; 8. Create and publicise guidelines setting out the expected behaviours of our members of the public that the City considers acceptable and unacceptable for its workers and elected members to encounter; 							

ARC 21/09/2022

Item 15.3 Attachment 1

Table 2: Update - Risk Register risks rated \geq *Substantial*

Risk ID		Risk name	Risk description	Consequence	Likelihood	Risk rating	Risk owner
New	Previous						
9. Draft guidelines to: (a) Inform workers of the risk of psychological hazards prior to their engagement (b) Provide the City details regarding the workers' experience and qualifications in managing the risk of psychological hazards generally (c) Detail the workers' experience and qualifications in managing the risk of psychological hazards generally.							
10. Continue to consult, coordinate and cooperate with workers to ensure that the risk of psychological hazards is eliminated or mitigate so far as is reasonably practicable.							

ARC 21/09/2022

Item 15.4

15.4 (2022/MINUTE NO 0024) Review of Operational Risks - Cyber Security, Harassment and Bullying, and Workplace Health and Safety**Author** Emma Milne**Attachments** 1. Extract City Operational Risk Register [↓](#)**Recommendation/Committee Decision**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) RECEIVES the Review of Operational Risks – Cyber Security, Harassment and Bullying and Workplace Health and Safety Risks Report.

CARRIED UNANIMOUSLY 4/0**Background**

This report is in response to Agenda Item 13.5 Audit, Risk and Compliance Committee – Annual Calendar of Business, of the 17 March 2022 Audit, Risk and Compliance Committee (ARC) which deals with the 'Review of organisational risks, OSH, Cyber, Harassment& Bullying' and requires a report to be presented to the ARC at the 22 September 2022 meeting.

The report provides an overview to the ARC of the risks which have been registered into the City of Cockburn (the City) operational risk register, and have been designated as cyber security risks, harassment and bullying risks, and work health and safety (WHS) risks.

Submission

N/A

Report

As of 08 September 2022, the City's risk register contains 272 operational risks which have been identified as:

- 11 cyber security risks
- 3 harassment and bullying risks
- 30 work health and safety risks
- 228 other operational risks.

322 of 352



Item 15.4

ARC 21/09/2022

The 272 operational risks are presented in *Figure 1* below:



Figure 1: City of Cockburn operational risk register compositions of 08 September 2022

An update of these risk is shown in Table 1:

Attachment 1 to this report provides an extract of the City's Operational Risk Register, identifying Cyber Security Risks, Harassment & Bullying Risks and Workplace Safety & Health Risks.

The Attachment identifies each risk categorisation, the risk name and risk description, as well as an update to Council on the current risk mitigation practices.

This report confirms that the City has in place appropriate and effective systems to manage risk which are aligned to standard AS ISO 31000:2018 *Risk Management-Guidelines* and identifies those risks that are currently subject to regular oversight to ensure risk mitigation practices are effective, up to date, and regularly reviewed.

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

323 of 352

ARC 21/09/2022

Item 15.4

Legal Implications

Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 refer.

Community Consultation

N/A

Risk Management Implications

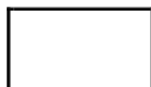
Review of this report by the Committee results in substantial insight into the risks registered in the City's operational risk register categorised as cyber security, harassment and bullying, and work health and safety (WHS) risks, as requested by the ARC at its 17 March 2022 meeting.

Advice to Proponent(s)/Submitters

N/A

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

Nil

324 of 352

ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	13	<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.	Critical 4	Possible 3	Substantial 12	Brett Fellows [ExCo member: Stuart Downing]
Update 1. <i>Mimecast Large File Send</i> (2GB Limit); 2. <i>OneDrive Business</i> with Multi-Factor Authentication (MFA) and Data Loss Prevention (DLP) controls; 3. The City has discontinued <i>Dropbox</i> as a service provided by Information and Technology for sending files (advocating <i>Mimecast Large File Send</i> instead), but there are still cases where an external sender may choose to use <i>Dropbox</i> .							
Cyber security	14	<i>PerfectGym</i> at Cockburn Aquatic & Recreation Centre (ARC)	Personally identifiable information (PII) breach by allowing anyone with specialist knowledge using <i>Amazon</i> to send email on behalf of cockburnarc.com.au	Critical 4	Possible 3	Substantial 12	Andrew Tomlinson [ExCo member: Anton Less]
Update 1. <i>PerfectGym</i> conduct annual penetration testing of application and systems in addition to quarterly general security testing with issues resolved; 2. The Cockburn Aquatic & Recreation Centre management has contacted <i>PerfectGym</i> who are aware of this issue through recent penetration tests they have conducted and hope to have a plan in place by end October 2022 to resolve this issue.							

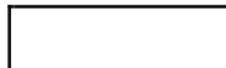
325 of 352

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	48	Security classification	There is no simple Information Security Classification Framework (ISCF) across the City's information enterprise architecture, whose main aim is to be able to identify that information which requires the most protection, including Personally identifiable information (PII).	Major 3	Possible 3	Moderate 9	Brett Fellows [ExCo member: Stuart Downing]
Update 1. There is no Information Security Classification Framework (ISCF) currently in place at the City) – Information and Technology Business Unit expects that an ISCF will be complete by end of FY 2023; 2. City has funded a Cyber Security Officer position and is working towards establishing an Information Security Framework in accordance with the requirements of Standards Australia AS ISO/IEC 27001:2015 <i>Information technology – Security techniques – Information security management systems- Requirements</i> ; 3. Recruiting for Cyber Security Officer to progress the City's Information Security Management System (ISMS) which includes defining an ISCF. Position is currently vacant, expected to be filled by November 2022.							



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

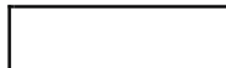
Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	50	End of life operating systems	Windows versions Server 2003, 2008, 2008 R2, 2012, Windows 7 are 'end-of-life': no security patches are being issued for new vulnerabilities.	Major 3	Possible 3	Moderate 9	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Implementing network segregation of end-of-life systems, and upgrading of systems to a supported version, Server 2016,2019 and Windows 10; 2. Many Windows 2008 servers have been decommissioned, though some remain.							

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	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 <i>Information technology — Security techniques — Information security management systems — Requirements.</i>	Major 3	Possible 3	Moderate 9	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Draft and and implement visionary statements and mandatory declarations of ISMS Framework in the existing <i>City of Cockburn Risk Management Council Policy</i> ; 2. Draft and implement ISMS Framework policies to support the operational function of ISMS under the City's Risk Management policy; 3. Increase cybersecurity operational capacity within the City by appointment of multiple role-specific cybersecurity analysts (vulnerability specialist, Governance Risk and Compliance specialist, network security engineer); 4. Cyber security risks are entered into the City's enterprise risk register, currently supported by RMSS.							



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

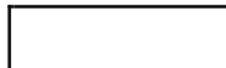
Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	285	Security	Current vulnerability management lifecycle is immature.	Minor 2	Possible 3	Moderate 6	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Developed appropriate vulnerability lifecycle protocols in accordance with the requirements of clause A12.6 of the Standards Australia AS ISO/IEC 27001:2015 <i>Information technology – Security techniques – Information security management systems- Requirements</i> . Further work is required to achieve full end-to-end lifecycle of vulnerability; 2. To be progressed by Cyber Security Officer.							
Cyber security	134	Security	Failure to proactively monitor security data and usage to prevent unauthorised usage and abuse of systems.	Major 3	Unlikely 2	Moderate 6	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Review the effectiveness of processes used by the City to monitor security data and usage to prevent unauthorised usage and abuse of systems; 2. Security Information and Event Management (SIEM) system currently being evaluated to monitor security data.							

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	69	Supplier security	Use of cloud services may compromise the position of the City with regard to the protection of privacy information entrusted to the organisation.	Major 3	Unlikely 2	Moderate 6	Tony Natale [ExCo member: Stuart Downing]
Update 1. Specific supplier security policy is not required - this should be captured within the City's Privacy Policy specific to data security requirements within the City's systems; 2. Supplier security was reviewed with the City of Cockburn ISO Gap Assessment Report, conducted by Cyber CX on 03 December 2021. The action requires a bespoke IT Procurement sourcing process to be determined with the Cyber Security Officer.							
Cyber security	70	USB scan	Potential for malicious software or virus to become installed on the City's IT equipment.	Major 3	Unlikely 2	Moderate 6	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Investigating various USB device control systems (group policy). 2. The City has implemented the following: <ul style="list-style-type: none"> Enterprise grade antivirus software Application whitelisting software, which significantly reduces this risk Managed Threat Hunting service to reduce this risk. 3. The City's firewalls actively block attempts of malware on an ongoing basis. The City is confident with these proactive measures that are in place. Reporting is also available to demonstrate the efficacy of the City's protection.							



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

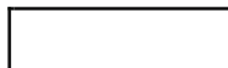
Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Cyber security	120	Cyber security	Failure to secure the City's data and information systems.	Major 3	Unlikely 2	Moderate 6	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Review the effectiveness of Confidentiality of Sensitive Data Security Policies Property Security.							
Cyber security	123	Weak passwords on the domain	The current password policy allows for weak user and service account passwords.	Major 3	Unlikely 2	Moderate 6	Brett Fellows [ExCo member: Stuart Downing]
Update 1. Review the adequacy and effectiveness of the City-wide password policy; 2. The City endorsed and adopted a password policy in 2018. This provides strong passwords for users. This policy does not yet apply to service accounts that run on servers (e.g. <i>TechOne</i>). Information and Technology Business Unit expects this policy will be reviewed by the Cyber Security Officer.							

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Harassment and Bullying	289	Workplace psychosocial hazards	Inability to provide for workers a safe work place free from exposure to bullying and harassment.	Catastrophic 5	Unlikely 2	Substantial 10	Jemma Iles ExCo Member
Update <ol style="list-style-type: none"> 1. Development and implementation of People Experience Management Framework to ensure Employees and People Leaders and appropriately informed and educated on reasonable and respectful workplace behaviours. Training is being rolled out on harassment and bullying across the organisation, commencing with Council and Senior Leadership Team on 18 August 2022. 2. Policy and Reporting Procedure relating to Respectful Workplaces to be created as part of People Experience Management Framework – due for delivery by 30 November 2022; 3. Implementing the City's code of conduct for employees <i>The Cockburn Way</i>; 4. Video record the City / its consultants during face to face consultations forums and advise participants of this; 5. Confirm that all contractors are appropriately experienced and qualified to manage any risk in the context of their engagement; 6. Consider number of participants to facilitator ratios depending on contractor experience; 7. Consider incorporating duress alarms in meeting rooms; 8. Create and publicise guidelines setting out the expected behaviours of our members of the public that the City considers acceptable and unacceptable for its workers and elected members to encounter; 9. Draft guidelines to: <ol style="list-style-type: none"> (a) Inform workers of the risk of psychological hazards prior to their engagement (b) Provide the City details regarding the workers' experience and qualifications in managing the risk of psychological hazards generally (c) Detail the workers' experience and qualifications in managing the risk of psychological hazards generally. 10. Continue to consult, coordinate and cooperate with workers to ensure that the risk of psychological hazards is eliminated or mitigate so far as is reasonably practicable. 							



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Harassment and Bullying	164	Aggression from customers	Physical and / or psychological injury to City employees.	Critical 4	Rare 1	Low 4	Colleen Miller [ExCo member: Victoria Green]
Update 1. Service areas have existing procedures to respond to customer aggression; 2. Duress alarms and procedures located behind Front counter and in each Interview Room; 3. The following training is undertaken by frontline City employees: <ul style="list-style-type: none"> • Verbal Judo • Dealing with difficult people / customers • Dealing with antisocial behaviour • Customer Service training • Other role specific training. 4. Employee Assistance Program is available to all City employees; 5. Perspex screen installed at Front Counter creates physical barrier between Customers and Front Counter staff.							
Harassment and Bullying	262	Statutory planning legislation - staff safety	Failure to provide statutory planning service staff with safe and suitable work environment.	Major 3	Rare 1	Low 3	Lorenzo Santoriello [ExCo member: Daniel Arndt]
Update 1. PPE, WHS policies and procedures, staff training, maintenance programs (fleet and equipment), incident / accident reporting system, on-the-job training, Liaise with local police, mobile phones.							

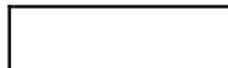
333 of 352

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	20	Staff work safety	Failure to provide a safe operation of plant and equipment and a safe work environment for Parks and Environment staff.	Major 3	Possible 3	Moderate 9	Lou Vieira [Exco Member: Anton Lees]
Update 1. Toolbox meetings promote safe practices run in accordance with annual scheduling and all minutes located in ECM and available on the mobility platform for crews to reference; Job Safety Analysis (JSA) regularly reviewed and or prepared; and Hazard reporting through the mobility architecture in the Parks Service unit; 2. Equipment checked and appropriately maintained; and Plant serviced in accordance with manufacturers recommendations. Changing consequence: Checklists are a requirement of each project with the operational crews having to complete on the mobility tablets prior to commencing a work order; All small plant and equipment which reached its useful life was traded in 2018/19; A new list was prepared for 2019/20; and Major plant is being renewed in accordance with the Fleet replacement program managed by Fleet Management Business Unit. Retaining the risk by informed decision: HR reporting monthly statistics; Safety representatives appointed and trained; and Staff undertake training in the use of the RMSS system to report incidents.							
WHS	24	Staff safety – Citywide	Failure to provide a safe working environment for staff.	Major 3	Possible 3	Moderate 9	Cheryl Taveira [Exco Member: Gemma Iles]
Update 1. The WHS Team will develop an action plan based on the August 2022 WHS systems review findings which aim to drive safety performance, minimise claim exposure and provide a safer work environment for all workers. 2. The action plan will focus on Management Commitment, Planning, Consultation and Reporting, Hazard Management and Training and Supervision. There will be 100% compliance with the new WHS legislation enacted on 31 March 2022. The Action Plan will be finalised by 30 September 2022.							



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	25	Rangers' safety	Failure to provide a safe working environment for Rangers staff.	Major 3	Possible 3	Moderate 9	Mike Emery [Exco Member: Jemma Iles]
Update 1. Ranger safety is constantly assessed - recently the Ranger team has been fitted with improved radios, body cameras, new uniforms and high visibility vest. 2. Improved processes have been drafted to ensure there is improved officer safety; 3. Ongoing reviews to ensure appropriate PPE is in place for Rangers to function occurs regularly; 4. Ongoing safety meetings are attended to by a nominated Ranger and safety is part of the Ranger team daily meetings and monthly Business Unit meetings.							
WHS	26	Events safety	Failure to provide a safe environment for City held events.	Major 3	Possible 3	Moderate 9	Brittany Cover [Exco Member: Victoria Green]
Update 1. Events Risk Management Plan Developed, including risk management plans submission tools and template; The risk assessments are rigorous for City large events – the City engages appropriate suppliers; 2. The events staff write and implement detailed plans and the Environmental Health Team check and sign these off. This only covers City events. 3. The City's Environmental Health Team regulate this in line with the <i>Health (Public Buildings) Regulations 1992 – Regulations 4 and 5.</i>							
WHS	44	Library facilities safety	Failure to provide a safe and socially inclusive library facilities.	Major 3	Possible 3	Moderate 9	Brittany Cover [Exco Member: Victoria Green]
Update 1. Proactive policies and procedures. Trained staff. Appropriate customer service model. Monitor use of space.							

335 of 352

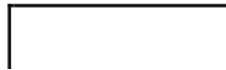
Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	56	Operations Centre safety	Failure to control plant and equipment at the Operations Centre.	Critical 4	Unlikely 2	Moderate 8	Lou Vieira [Exco Member: Anton Lees]
Update 1. Operations Centre based plant and equipment is maintained by Fleet Management, JSA's have been developed for the safe operation of all plant. Inductions are undertaken with operators and applicable accreditations are required for operation of all plant and equipment.							
WHS	61	Waste trucks operations safety and standards	Failure for waste trucks to provide waste collection services which meet/comply with safety, road & industry standards and legislation.	Critical 4	Unlikely 2	Moderate 8	Lou Vieira [Exco Member: Anton Lees]
Update 1. Conduct a Safety Hazard Assessment for all Waste Operations and all results and recommendations have been incorporated into JSAs; New JSAs have been developed to ensure safe driver operations and public protection; Workshop maintenance schedules function with ongoing focus on Zero; New JSAs for Waste and Verge Truck Operations were created to further assist drivers to manage their workloads safely; and New JSA was created for Waste Truck operation that included specific details on maintenance and fault reporting in order to further reduce risk; 2. Waste Collection have significantly reduced their incidents to a point where our insurer has reduced our premiums by \$11,300.							
WHS	39	Aquatic facilities safety	Failure to provide safe, clean & secure environment for Aquatic facility users.	Major 3	Unlikely 2	Moderate 6	Andrew Tomlinson [Exco Member: Anton Lees]

336 of 352



663 of 700



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. Staff Training, Maintenance schedules and audits, Procedures, Code of practice, rules of entry, conditions of use, Signage, staff rotation, Emergency management response Lifeguard Training Plan External Audit Established cleaning program Contracted cleaners Monthly OSH Audits.							
WHS	43	Front counter cash handling	Inability to accurately handle cash at front counter in a safe manner.	Minor 2	Possible 3	Moderate 6	Colleen Miller [ExCo member: Victoria Green]
Update 1. CCTV screen of front counter and interview rooms located in the Contact Centre; 2. Cash handling Training and Procedures; 3. Drop Boxes available – for excess cash up to \$3,000 which is then cleared to safe by Team Leader; 4. Lockable cash drawers; 5. Duress alarm at each counter – direct through to CoSafe 6. Perplex screen at front counter.							
WHS	76	Port Coogee Marina environment	Failure to provide a safe and secure environment at the Port Coogee Marina.	Major 3	Unlikely 2	Moderate 6	Andrew Tomlinson [Exco Member: Anton Lees]
Update 1. Risk reviewed, WEMP and SEMP in place CCTV provision has been expanded and made fully operational, similarly the lighting activation from movement on the jetties and with vessels entering the marina at night, and the security camera/system installation on Maraboo Bridge. Regular inspection of the Marina and coastal environment is undertaken and reactive maintenance works is completed in a timely manner.							

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	97	Health & safety legislation	Failure to comply with health & safety legislation.	Major 3	Unlikely 2	Moderate 6	Cheryl Taveira [Exco Member: Jemma Iles]
Update 1. Creation and endorsement of Health and Safety Policy to reinforce the City's commitment (and legislative obligation) to the health and safety of Employees by October 2022. 2. Creation and implementation of action items that have been assessed as priority areas as a result of the Assessment Report delivered by LGIS in August 2022 by 30 June 2023. 3. Clearly defined roles, responsibilities and accountabilities for WHS for Employees, People Leaders and Officers. 4. Clearly defined and communicated WHS planning and consultation processes, with regular reporting occurring to the Executive to ensure compliance with WHS Legislation. 5. Continuation of training for all Employees to ensure familiarisation and awareness of WHS legislation.							
WHS	129	Library staff safety	Failure to provide a safe working environment for employees at libraries.	Major 3	Unlikely 2	Moderate 6	Brittany Cover [Exco Member: Victoria Green]
Update 1. Staff training plus thorough induction. OH&S representation. Proactive policies and procedures. Incident reporting. Team meetings. Engaged library management. CCTV and live access at Coolbellup Review of staff allocations.							
WHS	144	Contact with COVID-19 infected person	Contracting COVID-19 from providing First Aid to infected person.	Critical 4	Rare 1	Low 4	Cheryl Taveira [Exco Member: Jemma Iles]

ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							
WHS	147	Contact with COVID-19 infected person	Contracting COVID-19 from infected Customer / Community source / City employee.	Critical 4	Rare 1	Low 4	Cheryl Taveira [Exco Member: Jemma Iles]
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							
WHS	148	Contact with COVID-19 infected person	Contracting COVID-19 from infected City employee coming to work.	Critical 4	Rare 1	Low 4	Cheryl Taveira [Exco Member: Jemma Iles]
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							

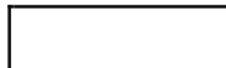
Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	150	Contact with COVID-19 infected person	Contracting COVID-19 when handling mail / parcel delivery.	Critical 4	Rare 1	Low 4	Brett Fellows [Exco Member: Stuart Downing]
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022. 3. All records Officers wear disposable gloves when opening the incoming mail. All shared work equipment and work surfaces are also disinfected at the start of each day and after use. Hand sanitizer is also provided for the team and they are also encouraged to wash hands regularly.							
WHS	153	Port Coogee Marina refuelling	Failure to provide adequate and safe environment fuelling environment at Port Coogee Marina.	Minor 2	Unlikely 2	Low 4	Andrew Tomlinson [Exco Member: Anton Lees]
Update 1. The Port Coogee Marina Fuel Facility was rectified and commissioned in October 2018 and has been managed by Baileys Marine Fuels Australia (BMFA) since. The BMFA Emergency Response Plan has been incorporated into the marina SEMP; 2. The hours of the fuel dispensers is restricted from 6am – 7pm to minimise risk of a spill onto nearby Ngarkal Beach; 3. All user of the dispensers are required to complete an induction prior to a BMFA account card being issued.							
WHS	157	Civic support working environment	Failure to provide a safe environment for staff working in civic support and other staff and visitors.	Minor 2	Unlikely 2	Low 4	Emma Milne Exco Member

340 of 352



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. Appropriate training including Safe Food Handling; Crowd Control; Chemical Awareness; Warden training; Safe food handling practices; safe manual handling and equipment (e.g., ladders) use procedures; Provision of appropriate PPE; First Aid training.							
WHS	160	Safety standards	Failure of HR to monitor and influence safety standards and behaviour within the organisation.	Critical 4	Rare 1	Low 4	Chantelle Hanrahan [Exco Member: Jemma Iles]
Update 1. Development and implementation of the People Experience Management Framework by 31 December 2022 to ensure best practice human resources. 2. Education as part of the development of People Experience Management Framework will be delivered to ensure Employees and People Leaders are aware of the expectations of behaviours within the workplace. 3. Delivery of <i>The Cockburn Way</i> , including induction, to ensure that Employees are aware of the minimum expectations of behaviours within the workplace and how to report unreasonable workplace behaviours.							
WHS	162	Contact with COVID-19 infected person	Contracting COVID-19 when contacting shared office equipment, e.g., photocopier, meeting room computer keyboard and mouse.	Critical 4	Rare 1	Low 4	Cheryl Taveira [Exco Member: Jemma Iles]

341 of 352

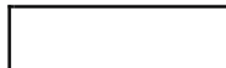
Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022; 3. Currently only hospitals and aged care facilities are mandated and require proof of vaccination prior to entry.							
WHS	163	Contact with COVID-19 infected person	Contracting COVID-19 when handling office structures, e.g., door handles, tables, chairs.	Critical 4	Rare 1	Low 4	Cheryl Taveira [Exco Member: Jemma Iles]
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							

342 of 352



ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	165	Council meetings	Public access to Council Chambers during Council meetings leading to City employee/ Elected Member/ members of the Community contracting COVID-19 from infected City employee/ Elected Member/ members of the Community.	Critical 4	Rare 1	Low 4	Michelle Todd [Exco Member: Emma Milne]
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							
WHS	170	Operations Centre Safety	Failure to provide and maintain functional safe and clean facilities for staff, contractors and members of the public.	Minor 2	Unlikely 2	Low 4	Joe Saraceni [Exco Member: Anton Lees]

343 of 352

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. Perimeter fence and Internal fence the depot; 2. Programmed regular building inspections; 3. Asbestos replacement program prepared and funded; 4. Disability Access Audit completed periodically; 5. Training in fire response and emergency evacuation Tag & test including records of tested equipment logging; 6. Backup emergency diesel generator; 7. Automated Alerts and Security monitoring CoSafe based onsite; 8. Planned maintenance of plant and equipment.							
WHS	230	Contractors' safety	Failure to provide safe environment for contractors at the ARC.	Critical 4	Rare 1	Low 4	Andrew Tomlinson [Exco Member: Anton Lees]
Update 1. Contractor performance reviews; 2. Cleaning and maintenance audits; 3. Maintain relevant staff qualifications; 4. Emergency management response; 5. Contractors' insurance/permit checks; 6. Risk management plans for high risk activities; 7. Training Program Providing PPE.							
WHS	231	Staff safety - ARC	Failure to provide safe environment for staff at the ARC.	Critical 4	Rare 1	Low 4	Andrew Tomlinson [Exco Member: Anton Lees]

ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. Staff inductions; 2. Regular staff meetings; 3. Staff Rules of Conduct; 4. Staff/contractor performance reviews; 5. Cleaning and maintenance audits; 6. Maintain relevant staff qualifications; 7. Emergency management response; 8. Risk management plans for high risk activities; 9. Training Program Providing PPE.							
WHS	243	Contact with COVID-19 infected person	Contracting COVID-19 from infected customer / community source / City employee.	Critical 4	Rare 1	Low 4	Cheryl Taveira [Exco Member: Jemma Iles]
Update 1. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 2. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							
WHS	242	Records mail room	Failure to provide safe environment for records management services staff in opening arriving mail.	Major 3	Rare 1	Low 3	Brett Fellows [Exco Member: Stuart Downing]

345 of 352

Item 15.4 Attachment 1

ARC 21/09/2022

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
Update 1. All Records staff wear disposable gloves when handling the incoming mail; 2. We have also included a procedure on suspicious mail that is included in the Information Management Standard Operating Procedures; 3. A spill kit is available should any contaminated items be opened; 4. The controls we have in place are effective and therefore there is a low risk to staff.							
WHS	245	Methane transfer	Failure to capture and safely transfer methane.	Major 3	Rare 1	Low 3	Lou Vieira [Exco Member: Anton Lees]
Update 1. Agreement with Waste Gas Resources (WGR) renewed; 2. Fire breaks renewed; 3. Flare metahen if required; 4. Risk aqssessment of methane plant undertaken – risk mitigation is sufficient; 5. Alarms monitored remotely; 6. Inclusion of Waste Gas Plant in the Emergency Management Plan.							
WHS	266	Adverse reaction to personal hygiene protocols	Developing dermatitis, burns, desensitizing or other skin condition from persistent hand washing / sanitiser usage.	Minor 2	Rare 1	Low 2	Cheryl Taveira [Exco Member: Jemma Iles]
Update 1. Self monitoring of skin condition from persistent hand washing / satitiser usage.							

ARC 21/09/2022

Item 15.4 Attachment 1

Table 1: Update - Operational risks identified as cyber security, harassment, and bullying, and WHS risks

Risk type	Risk ID	Risk Name	Risk description	Consequence	Likelihood	Risk rating	Risk Owner
WHS	274	Citizenship ceremonies	Public access to Function Room during Citizenship ceremonies leading to City employee / members of the Community contracting COVID-19 from infected members of the Community.	Insignificant 1	Rare 1	Low 1	Emma Milne Exco Member
Update 1. Regular cleaning and disinfecting of surfaces; 2. Hand sanitiser provided throughout buildings; 3. Poster and education on hand washing and COVID-19 hygiene controls; 4. Vaccination mandate in Western Australia has led to 95% of the state population now being double vaccinated. This has reduced the consequences from COVID19 infections. However some Department of Health Directives restrictions remain pursuant to the declaration of State of Emergency in Western Australia on 15 March 2020. 5. The Western Australian government has announced that it will remove most restrictions from the State of Emergency directives on 9 September 2022.							

347 of 352

ARC 21/09/2022

Item 15.5

15.5 (2022/MINUTE NO 0025) Audit Risk and Compliance Committee - Terms of Reference**Author** Emma Milne**Attachments** 1. Audit Risk and Compliance Committee - Terms of Reference [↓](#)**Committee Recommendation**

MOVED Cr K Allen SECONDED Cr P Corke

The Committee recommends that Council:

- (1) ENDORSE the amended Audit Risk and Compliance Committee Terms of Reference; and
- (2) ENDORSE the subsequent required changes to the Expenditure Review Committee Terms of Reference as a result of the endorsement of item (1).

CARRIED 4/0**Background**

Council has endorsed its new Committee Structure, which has been in place for some months.

All Committees have a relevant Terms of Reference (ToR) endorsed by Council. The intent of the new Committee Structure was that the commencement time for the bi-monthly Committee meetings be on a rotational basis (6:00pm – 7:00pm and 7:30pm to 8:30pm).

The Audit Risk and Compliance Committee (ARC) is a Committee with delegated authority, therefore it is required to be open to the public.

Submission

N/A

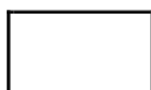
Report

In accordance with s5.23 of the *Local Government Act 1995* the ARC meetings are required to be open to members of the public.

It is proposed the ToR for the ARC be updated to set the ARC meeting commencement at 6:00pm for all bi-monthly meetings. The Expenditure Review Committee meetings, which operate on the same bi-monthly cycle as the ARC, will be set to commence at 7:30pm (or other time as determined) given those meetings are not required to be open to the public.

This change is recommended for the benefit of the public attending the ARC meetings.

348 of 352



Item 15.5

ARC 21/09/2022

Strategic Plans/Policy ImplicationsListening & 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 are no budget implications from the recommendation in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is minimal risk associated with the recommendation in this report. The proposed change is to avoid requirements to adjourn Expenditure Review Committee meetings where they may exceed the set meeting duration, however there is limited risk to Council where it is required to adjourn, and later resume a meeting.

Advice to Proponent(s)/Submitters

N/A

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

Nil.

349 of 352

Audit, Risk and Compliance Committee (ARC)



Terms of Reference

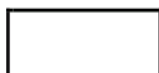
Background

1. The Audit, Risk and Compliance Committee (ARC) is a formally appointed Committee of Council.
2. The ARC does not have executive powers or authority to implement actions in areas over which the administration (management) has responsibility and remains independent of the administration.

Objectives and Duties

1. As part of the Council's obligations, the ARC facilitates:
 - a. external financial audit reporting;
 - b. the examination of an Annual Financial Audit Report received and follow up of any matters raised in the Report and subsequent management letter, to ensure appropriate action is taken in respect of those matters;
 - c. vetting and responding to Office of the Auditor General (OAG) Local Government performance audits, whether the City is directly involved or not;
 - d. compliance with the Council functions under Part 6 of the Local government act 1995 (the Act) in relation to the City's financial management;
 - e. compliance with the Council functions under Part 7 of the Act in relation to Audit requirements;
 - f. an appropriate internal audit program endorsed by Council;
 - g. the review of the CEO's Report provided under:
 - i. Regulation 17 (3) of the *Local Government (Audit) regulations 1996*; and
 - ii. Regulation 5 (2) (c) of the *Local Government (Financial Management) Regulations 1996*;
 - h. compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996* in relation to:
 - i. Risk management;
 - ii. Internal control; and
 - iii. Legislative compliance;

and to review the appropriateness and effectiveness of the systems and procedures in relation to these matters on a triennial basis every three (3) financial years;
 - i. effective communication between the external auditor, internal auditor, administration (management) and the Council;
 - j. effective management of financial and other risks to the City through a comprehensive risk management framework;



ARC 21/09/2022

Item 15.5 Attachment 1

- k. the protection of City assets; and
 - l. review of the annual Compliance Audit Return required under Regulation 14 of the *Local government (Audit) Regulations 1996*.
2. The ARC performs any other function conferred on it by The Act, Regulations, or any other written law.

Membership

1. The Committee will comprise of a minimum of four (4) Members, who shall be appointed by Council, and includes one (1) independent, appropriately qualified appointed member.
2. The CEO and the officers responsible for the external and internal audit functions, risk management and legislative compliance will attend meetings to advise and provide information, as required.
3. Other City officers shall attend as required to provide administrative and secretarial support.
4. Representatives of the OAG and the contracted external and internal auditor shall be invited to attend the meetings as appropriate but must attend the meetings where the draft annual financial report and results of the external audit are to be considered.

Meetings

1. The Committee shall meet on the fourth Thursday in March, May, July, September, and November and on any other occasion necessitating the consideration of any function 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.
3. An Audit Committee Calendar will be produced as guidance for the matters to be included on each regular meeting agenda and will be arranged to coincide with legislative timeframes where necessary

Delegation

1. The ARC will be delegated the authority to meet with the appointed external auditor, as required by section 7.12A of The Act.

Reporting

1. The Committee shall ensure the preparation of meeting minutes to be forwarded to the next practicable ordinary Council Meeting for consideration by Council.
2. The accompanying officer report will include all specific recommendations and a summary of the items considered at the relevant Committee meeting.

ARC 21/09/2022

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

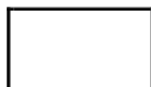
22. Confidential Business

Nil

23. Closure of Meeting

The Presiding Member closed the meeting at 7.43pm.

352 of 352



19. Corporate Affairs

Nil

20. Office of the CEO

Nil



21. Motions of Which Previous Notice Has Been Given**21.1 (2022/MINUTE NO 0212) Request from Banjup Residents Group for New Local Planning Policy "Banjup Preservation"**

Author Daniel Arndt

Attachments N/A

Recommendation

That Council:

- (1) NOTES the submission made to Council by the Banjup Residents' Group, dated 13 September 2022; and
- (2) ADVISES the Banjup Residents Group that:
 1. Adoption of a policy on Banjup would be premature and unlikely to be supported by the WA Planning Commission given the City's Local Planning Strategy is currently under review.
 2. The City's current Local Planning Strategy, Town Planning Scheme, and Local Planning Policy 2.1 – Rural Subdivision already supports, in broad terms, the desire to retain the rural and environmental qualities of the Banjup area.
 3. The City's Local Planning Strategy is the appropriate document to set out long-term objectives and changes to development across Cockburn. While still in draft form, it does not propose any changes to planning for the Banjup area.
 4. Consultation for the Draft Local Planning Strategy commences on 22 September 2022 and runs until 21 November 2022.
 5. In responding to any strategic planning proposals, the City is guided by the overarching strategic direction given by Perth and Peel @3.5M and the Sub-Regional Planning Framework which currently indicates Banjup as rural.
 6. Denying traffic permeability along roads within Banjup will transfer pressure on other areas, such as Aubin Grove, which is a breach of Road Safety Guidelines where risks must be appropriately managed and not just transferred to other areas. The request to treat all roads within Banjup as 'local roads' is not supported.

- 7.58pm The Executive People Experience and Transformation left the meeting.
- 7.59pm Deputy Mayor Widenbar and the Communications and Marketing Manager left the meeting.
- 8.00pm Deputy Mayor Widenbar returned to the meeting.
- 8.01pm The Communications and Marketing Manager returned to the meeting.



- 8.06pm The Executive People Experience and Transformation returned to the meeting.
- 8.24pm The Manager Legal and Compliance left the meeting.
- 8.27pm The Manager Legal and compliance returned to the meeting.

Cr Corke moved an Alternate Motion

Council Decision

MOVED Cr P Corke SECONDED Cr L Kirkwood

That Council:

- (1) NOTES the submission made to Council by the Banjup Residents Group, dated 13 September 2022;
- (2) AFFIRMS the following set of principles for the preservation of Banjup:
 1. The City's continuing strategic intent for Banjup that its natural landscapes maintain a positive and memorable rural appearance
 2. Banjup is a highly appreciated, rural locality whose character and amenity will be preserved by the City
 3. Banjup will be advocated as a highly appreciated, naturally rich, rural locality to:
 - i. State and Commonwealth governments, particularly when planning its long-term future,
 - ii. Property developers contemplating changes to Banjup's rural status.
 4. The City will earnestly seek to resolve the zoning anomaly in the south west corner of Banjup
 5. The intended function of the roads in Banjup is for traffic within its local area and not for traffic between outside areas and they will be managed as such
 6. Reserves in Banjup will be preserved as accessible places of peace and quiet with rich flora and fauna
 7. Ecological linkages within and between reserves in Banjup will be developed and maintained for the enjoyment and amenity of residents and visitors
 8. The City will continuously encourage and inform Banjup landowners in the safe and sustainable stewardship and preservation of their lands so that future generations living in Banjup can enjoy increasingly richer flora and fauna; and
- (3) REQUESTS the City to write to the Minister for Transport; Planning; Ports to express Council's strong desire for there to be no change in recommended land use for the Banjup area, and for it to remain zoned for rural residential use.

CARRIED 6/4

For: Cr K Allen, Cr P Corke, Cr T Dewan, Cr L Kirkwood, Cr C Reeve-Fowkes, Cr M Separovich

Against: Mayor L Howlett, Deputy Mayor T Widenbar, Cr P Eva Cr C Stone



Reason

It is understood that the City is currently advertising a new (draft) Local Planning Strategy, however, it may be several years before this Policy comes into effect.

In the meantime, as part of the greater Jandakot groundwater investigation area, Banjup may face significant zoning changes – depending on the outcome of the current ongoing Perth & Peel @3.5 million investigations.

As such, it would seem timely to reaffirm the Council's commitment to the preservation of Banjup, as a very significant, unique, area within the City.

The principles itemised in this recommendation, with very minor adaptations, were collated by the Banjup residents and will assist in guiding the City's approach to planning and managing the Banjup locality in this period of uncertainty.

Hopefully it will help allay the anxiety many residents are currently feeling.

It is not a final solution, but it illustrates that the City is listening to their concerns and their stated wishes.

Whilst all the principles have been overtly or implicitly included in various previous Council decisions it seems particularly worth highlighting point (2) e).

In 2015 Council voted unanimously for the downgrading reclassification of Liddelow and Gibbs Roads and to maintain the classification of Beenyp Road - in order to attempt to minimise the adverse impact on amenity of life for residents in Banjup.

This point reaffirms this decision.

Regarding point (4d), the Banjup Residents Association did not request a new Local Planning Policy but a Preservation Policy.

This needs to be clarified, as adopting a set of principles intended to preserve the locality does not come under the process for adopting Local Planning Policies, as set out in the Planning and Development (Local Planning Schemes) Regulations 2015.

What this recommendation does is pull together a number of past decisions and creates one single, easy to consult, Council decision.

Banjup Residents have made their wishes very clear, let us take this opportunity to help to preserve this vibrant, healthy and connected community, and protect this rural living amenity.

Officer Comment

The intent of providing a position to the state government prior to the consideration of the draft local planning strategy is noted.

It is appreciated there is a degree of concern in the community about the need to



retain the rural amenity of the Banjup area, however the City have also been contacted by other landowners with a contrary 'pro-development' viewpoint.

In respect to the alternate motion as drafted, the following issues need to be taken into consideration:

1. The alternative recommendation indicates a predetermined outcome ahead of the results of the Local Planning Strategy (LPS) consultation.

Essentially once the consultation on the LPS has concluded and the submissions have been reviewed, Council will be asked to make a decision on the draft, including whether any changes should be made, before requesting a decision from the state government.

Should Elected Members appear to have a pre-determined view on the outcome of the LPS or aspects of the LPS, prior to its consideration formally, then this would be considered as a potential conflict of interest and preclude those members from determining the LPS.

The wording of any alternative motion needs to steer away from articulating a pre-determined view and instead it is suggested that the Council resolve to ask the Minister to allow for the consideration of the City's Local Planning Strategy by Council before state level decisions are made regarding strategic land uses, such as the Planning Investigation Area outcomes (which relates to Jandakot/ Treeby) or the broader notion of review into the Jandakot Water Mound (which partially includes Banjup).

2. The reasons accompanying the draft alternative motion mention a 'Preservation Policy' but the suggesting wording only says a 'set of principles'.

If the wording suggested was successful, this would not be a policy or any form, and exist only as a resolution of Council.

This makes it even more tenuous than the local planning policy option, given it has been formed without community consultation or the rigours of any due process and may be seen to circumvent the consideration of the draft local planning strategy.

3. The statement or principle espoused in 2(d) of the alternative recommendation, *"The City will earnestly seek to resolve the zoning anomaly in the south west corner of Banjup"*, is inconsistent with the State's *Perth and Peel @ 3.5M Subregional Framework* and therefore inappropriate.

This has arisen through landowners requesting to amend the Metropolitan Region Scheme and has been refused.

The state planning framework cannot be applied selectively as it suits. Should a future draft update to the frameworks be advertised for comment, that would be a different situation.



4. In respect to the statement of principle identified in 2(e), *“the intended function of the roads in Banjup is for traffic within its local area and not for traffic between outside areas and they will be managed as such”*, downgrading the road network classification would reflect poor planning practices. Since Armadale Road is a Primary Regional Road and Rowley Road is a future Primary Regional Road, the road connections in between need to have a higher level of connectivity.

Denying traffic permeability along roads within Banjup will transfer pressure on other areas, such as Aubin Grove, which is a breach of Road Safety Guidelines where risks must be appropriately managed and not just transferred to other areas.

For these reasons, the request to treat all roads within Banjup as local roads is not supported.

5. Finally the principle identified in 2(g), *“Ecological linkages within and between reserves in Banjup will be developed and maintained for the enjoyment and amenity of residents and visitors”*, does not consider these works strategically, or give consideration and assessment to design constraints, budgetary constraints or the need for community consultation.

In light of the preceding comments the City strongly considers that the officer's recommendation be adopted, with consideration given to the following additional recommendation:

- 3) REQUESTS the Chief Executive Officer write to the Minister for Transport; Planning; Ports to express Council's strong desire to enable the consideration by Council of the submissions on the draft Local Planning Strategy, prior to any state government decisions on strategic land use changes being made.

A high level of submissions are anticipated from across the Banjup locality in particular and it is important for the community to have their say in a genuine and constructive manner.

None of the existing state planning framework documents reflect any change to the current rural character of the Banjup locality, however with a number of landowners highlighting that developer speculation through their locality is occurring, Banjup residents are experiencing uncertainty and need to be given the chance to respond on what their vision is for their community.

They should be afforded the right to do this in an open and transparent manner.

Background

The following Notice of Motion request was received from Cr Kirkwood on 13 September 2022:



The City of Cockburn affirms that:

- (1) The City's continuing strategic intent for Banjup that its natural landscapes maintain a positive and memorable rural appearance.
- (2) Banjup is a highly appreciated, rural locality whose character and amenity will be preserved by the City.
- (3) Banjup will be advocated as a highly appreciated, naturally rich, rural locality to:
 - a) State and commonwealth governments, particularly when planning its long-term future
 - b) Property developers contemplating changes to Banjup's rural status.
- (4) Only land uses consistent with residential dwellings on the Jandakot Water Mound will be supported by the City. Applications for any other land uses will be strongly opposed.
- (5) Occupiers making unauthorised use of land in Banjup will be vigorously pursued and required to remediate any such misuse.
- (6) The City will earnestly seek to resolve the zoning anomaly in the southwest corner of Banjup.
- (7) The intended function of the roads in Banjup is for traffic within its local area and not for traffic between outside areas, and they will be managed as such.
- (8) Reserves in Banjup will be preserved as accessible places of peace and quiet with rich flora and fauna.
- (9) Linkages within and between reserves in Banjup will be developed and maintained for the enjoyment and amenity of residents and visitors.
- (10) The City will continuously encourage and inform Banjup landowners in the safe and sustainable stewardship and preservation of their lands so that future generations living in Banjup can enjoy increasingly richer flora and fauna.

Reason

Banjup is a very significant area within the City of Cockburn and is facing increasing pressures from expansion and encroachment on its rural lifestyle.

A Policy can help preserve rural lifestyle and specific environmental protection and is strongly championed by the Banjup residents.

The points listed above, formulated by the Banjup Residents, will assist in setting the direction for a Banjup Preservation Policy.

It fulfils the very specific requests from the Banjup community and complies with our Strategic Direction of listening and leading and ensuring a vibrant, healthy, safe and inclusive connected community, while protecting the rural living amenity into the future.

Council is responsible for setting direction and the Banjup Residents have made their wishes very clear, it is incumbent on Council to ensure as much as



possible is achieved to preserve the amenity and lifestyle enjoyed by Banjup residents.

Should Council support this request, City officers will be required to prepare a draft policy.

The process for adopting Local Planning Policies is set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Motions 4, 5 and 9 as submitted are problematic and may not be capable of implementation given:

- Motion 4 cannot override the City's planning scheme or State Planning Policy
- Motion 5 presumes actions against unauthorised uses and the pursuit of remediation without careful consideration of advice specific to the individual circumstances, nor with regard to budgetary constraints
- Motion 9 does not consider these works strategically, give consideration and assessment to design constraints, budgetary constraints or the need for community consultation.

Submission

N/A

Report

The purpose of this report is to provide additional context to the planning framework and how it operates, and what the best mechanism is to achieve the intent of the Banjup Resident Group's request.

Banjup is located in the south-eastern part of the City.

The majority of land is "Resource Zone" under the City's Local Planning Scheme with large areas reserved for "Parks and Recreation" and "Water Catchment" under the Metropolitan Region Scheme.

Development in this area is rural in nature with most lots around 2-4ha in area. The area contains significant native vegetation and proximity to wetlands.

The City is advertising a new (draft) Local Planning Strategy. This document will set out the future intent for development across the City.

It is possible that investors seeking land for residential development have been looking at Banjup in the hope that future residential development will be possible.

This speculation by developers is unfortunately common in rural areas within the metropolitan area and can be very unsettling for existing residents.



City officers have met with residents in the past to provide an overview of the planning framework that governs land-use change.

In the case of Banjup, the planning framework does not support residential rezoning or subdivision. The draft Local Planning Strategy does not propose any intensification or change in land-use permissibility in Banjup.

Is a Local Planning Policy the Right Approach?

The requested policy would set out a broad, strategic direction to guide future development in the Banjup rural area.

Local Planning Policies (LPPs) are not the appropriate way to do this. Instead, LPPs are intended to guide discretion, discretion that must already exist under a Council's planning scheme.

Local Planning Policies cannot override higher-level documents and any objectives or requirements of an LPP would be ineffective if higher-order documents have conflicting statements.

The Most Effective Way to Address the Future of Banjup

Local planning strategies are the highest level of planning instrument for local governments. They set out long-term objectives for development, the environment, and the community.

In particular, they set out areas that are intended to undergo change, particularly through re-zoning. They also reflect areas which don't change such as the extensive natural reserves areas enjoyed in Cockburn.

Residents who are concerned about the future of Banjup are encouraged to make a submission on the City's draft Local Planning Strategy.

Consultation commenced on 22 September and runs until 21 November 2022. There are a variety of ways to participate in the consultation, including the following:

- Website
- Newspaper
- Mailout
- Online information including submission forms
- In-person meetings
- Online meeting.

Full details are on the City's Local Planning Strategy webpage and all properties in the Resource zone in Banjup will receive a specific letter articulating what the draft strategy means for them.



Residents Views are Important

Residents have a right to be involved in the future of the places they live in.

The City of Cockburn is proudly supportive of its community and encourages all residents to be involved in the planning process.

It is good to see residents taking pride in their community and taking part in shaping its future.

Other Considerations

The City needs to make sure it is acting in the best interest of the whole community. This is why the Local Planning Strategy has such an involved consultation process.

The consultation listed above is only part of this. The community was invited to help prepare the draft Local Planning Strategy and many of the desires raised by the Banjup Residents Group are already reflected in it.

Early resident consultation occurred in 2018 and details of the submissions received, and the City's responses are available on the following webpage:

[Local Planning Strategy: Planning Cockburn – Our City 2036.](#)

These not the only consideration that goes into making a Local Planning Strategy. There are broader strategic issues that the City needs to consider.

In particular, the City is required to reflect all State Government planning policies and strategies. Some of the key documents that inform the Local Planning Strategy include:

- The Metropolitan Region Scheme
- The State Planning Strategy 2050
- Perth and Peel @ 3.5 million / South Metropolitan-Peel Sub-Regional Planning Framework
- Various State Planning Policies
- The Council's Corporate Strategic Plan.

While the views of the community are a significant factor they are not the only relevant considerations and final decisions are made at a state government level.

The West Australian Planning Commission is the decision maker for the City's Local Planning Strategy.

Current Policy and Strategy Provisions

The overall planning framework currently protects the Banjup area from much of the development residents are concerned about.



While changes to these documents can (and have previously) occurred, there are no current proposals to do so over the Banjup area. Summaries of key documents are set out below:

- **Metropolitan Region Scheme (MRS)**

The MRS identifies the entire suburb of Banjup as either “Rural – Water Protection” or “Reserve for Parks and Recreation” with “Water Catchment” and “Bush Forever” overlays.

For residential development to occur this would need to be rezoned to “Urban” by the State Government.

- **South Metropolitan Peel Sub-Regional Planning Framework**

The sub-regional planning framework is used to guide changes to the MRS for the area of Perth south of Fremantle and Canning.

It is part of the Perth and Peel @ 3.5 Million document suite. Banjup is shown in this as a “Rural Residential” area. It states:

“Rural residential areas provide alternative lifestyle and housing opportunities and may also provide a transition between urban and rural areas... Rural residential land is characterised by lot sizes that are predominantly between one and four hectares.”

Banjup is not identified as an area ‘under investigation’ or where land-use change is anticipated.

- **State Planning Policy 2.3 – Jandakot Groundwater Protection (SPP2.3)**

Banjup is a strategic groundwater area for Perth, classed as “P2” or Priority 2.

SPP2.3 sets a minimum lot size of 2ha in these areas and states that:

“The acceptability of land uses in the Rural-Water Protection zone is based on the objective of risk minimisation. Low risk and intensity of development consistent with the Rural zoning is generally supported, subject to appropriate conditions.”

For increased development or rezoning to “Residential” the area would need to be reclassified from a “Priority 2” (P2) to a “Priority 3” (P3) area. This has occurred in Atwell, Aubin Grove and Treeby however no changes are flagged for Banjup.

- **Cockburn Town Planning Scheme No. 3 (TPS3)**

Under TPS3, clause 3.2, the objectives of the Resource Zone are:

“To provide for the protection of the Perth Metropolitan underground water resource in accordance with the requirements of Statement of Planning Policy No. 6 (SPP6) published by the Western Australian Planning Commission on 12 June 1998.”



Now referred to as SPP2.3 – Jandakot Groundwater Protection, this reinforces the Policy's intent of retaining rural land-uses in the Banjup area as a way of protecting the groundwater.

- **Local Planning Policy 2.1 – Rural Subdivision**

This Policy reinforces SPP2.3.

It states that within the Banjup area, the City will only support subdivision that complies with SPP2.3 and where lots are a minimum of 2ha.

The City does not determine subdivisions, so this policy guides our responses to the Western Australian Planning Commission.

Other Matters Raised: Road Function

The submission to Council requests that roads in the area be designated as local roads only to limit through-traffic.

This is a long-standing issue which Council has previously responded to.

Most recently, Council considered a report on traffic in the Banjup area at its [11 August 2022 Ordinary Council Meeting](#):

Council supported the collection of traffic data on various through-roads in Banjup which will occur in November 2022.

This data will be used to support a request to Main Roads WA for additional upgrades to the road network. An update to Council is expected in April 2023.

Several roads within Banjup are classed as Distributor Roads and are needed for regional traffic.

This is reflected in the fact that the only north-south Distributor Roads are Lyon Road and Liddelow Road.

Downgrading the road network classification would reflect poor planning practices.

Since Armadale Road is a Primary Regional Road and Rowley Road is a future Primary Regional Road, the road connections in between need to have a higher level of connectivity.

Denying traffic permeability along roads within Banjup will transfer pressure on other areas, such as Aubin Grove, which is a breach of Road Safety Guidelines where risks must be appropriately managed and not just transferred to other areas.

For these reasons, the request to treat all roads within Banjup as local roads is not supported.



Conclusion

The Banjup area is currently protected from increased development through a range of strategic planning documents.

While these documents are amended from time to time, the City is not aware of any intended changes that would allow subdivision of land in Banjup below 2ha.

The City's Local Planning Strategy is the highest-level planning document that sets out these intentions.

It does not recommend any changes to development in Banjup, and this is in line with comments received from the public during initial consultation in 2018.

While it has been prepared by the City, final approval of this document rests with the Western Australian Planning Commission. Council encourages all residents, including the Banjup Residents Group, to involve themselves and make submissions on this important document as an effective way to guide future development in Cockburn.

Strategic Plans/Policy Implications

Environmental Responsibility

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

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

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

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.

Budget/Financial Implications

Should Council support the proposal for a new Local Planning Policy this would be undertaken using existing staff and budget.



Legal Implications

Planning and Development (Local Planning Schemes) Regulations 2015

Community Consultation

Should a local planning policy be progressed, the regulations set out the minimum process including consultation requirements. The advertising period is a minimum of 21 days.

The overall process to progress a draft policy through committees and Council is approximately six to eight months (this does not include the officer time to write the draft policy itself).

Risk Management Implications

Supporting the request to Council carries minimal risks.

There is a potential risk to the City's reputation and standing with the Western Australian Planning Commission (WAPC) if it attempts to adopt the policy as it falls outside the purpose of Local Planning Policies.

Advice to Proponent(s)/Submitters

The Proponent(s) of the proposal have been advised that this matter is to be considered at the 13 October 2022 Ordinary Council Meeting.

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

Nil



Declarations of Interest

Type of Interest	Nature of Interest
Cr Eva submitted a Proximity Interest, pursuant to <i>Section 5.60B of the Local Government Act 1995</i> for Item 21.2	Cr Eva owns a property on Stockton Bend, Central Cockburn

8.33pm Having declared a Proximity Interest for Item 21.2, Cr Eva left the meeting.

21.2 (2022/MINUTE NO 0213) Multi-Storey Car Park - Cockburn Central

Author Anton Lees

Attachments N/A

Recommendation

That Council:

(1) ENDORSES Option ____ as outlined below.

Council Decision

MOVED Cr C Stone SECONDED Cr M Separovich

(1) DEFERS investigations until FY24. This would allow appropriate planning for the project and identify the priority rating for this project against others listed for FY24 to ensure available resourcing.

CARRIED 7/2

For: Mayor L Howlett, Deputy Mayor T Widenbar, Cr P Corke, Cr L Kirkwood, Cr C Reeve-Fowkes, Cr M Separovich, Cr C Stone

Against: Cr K Allen, Cr T Dewan

Reason

I believe Option 1 is the most appropriate option, given the Notice of Motion that Deputy Mayor Widenbar submitted.

8.37pm Cr Eva returned to the meeting.

The Presiding Member advised Cr Eva of the decision of Council while he was absent from the meeting.

Background

Deputy Mayor Widenbar submitted for the following Notice of Motion received on 15 September 2022:

That Council investigate the viability of a multi-storey car park in Cockburn Central, on both the western and eastern sides of the Freeway.



Reason

Parking in and around Cockburn Central is limited at the best of times, and the increase in development and addition of Metronet is only going to compound the current issue.

Submission

N/A

Report

For the City to assess a strategic project such as the construction of a multi-storey car park in Cockburn Central, a detailed feasibility study, needs analysis, business, etc., will need to be undertaken.

In addition, an internal resource would be required to manage and co-ordinate the project and prepare the appropriate reports for Council's consideration.

To achieve the request, the following three options have been identified by City officers.

Option 1

Defer investigations until FY24. This would allow appropriate planning for the project and identify the priority rating for this project against others listed for FY24 to ensure available resourcing.

Option 2

Present a report to the November ERC, seeking \$50,000 and a 0.1 FTE to compete the investigation in FY23. Should this option be endorsed there is a moderate risk the project will not be completed in FY23 due to the current high demand for consultants.

Option 3

Defer investigations until the endorsed FY 23 Project Plan - Cockburn Central Carparking Project is completed, as this project seeks to address some of the parking management issues in the Cockburn Central area.

Strategic Plans/Policy ImplicationsLocal 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.

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 integrated, accessible and improved transport network.



Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are no risks created by the recommendations in this report.

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

22.1 | Crime Prevention Strategy

Cr Stone submitted the following Notice of Motion on 5 October 2022:

That Council requires justice reinvestment principles be incorporated into the next review of the Crime Prevention Strategy.

Reason

Justice reinvestment seeks to address underlying causes of offending through a co-designed place-based approach.

22.2 | Bushfire Risk Management Plan

Cr Stone submitted the following Notice of Motion on 5 October 2022:

That Council requires a review of the City's Bushfire Risk Management Plan with Indigenous engagement and co-design to incorporate traditional land management principles.

Reason

As Traditional Owners of the land, our First Nations people have valuable knowledge of traditional land management practices, including traditional burning and bush food harvesting that should be incorporated into the City's Bushfire Risk Management Plan.

22.3 | Library of Things

Cr Stone submitted the following Notice of Motion on 6 October 2022:

That Council investigates implementation of a "Library of Things" into our local library services.

Reason

A Library of Things is any collection of objects loaned, things that are useful occasionally but cumbersome to store.

Objects often include kitchen appliances, tools, gardening equipment, electronics, games, craft supplies, musical instruments, and recreational equipment.

City of Swan has one in operation, it would be great to have something similar across the three Cockburn Libraries, promoting sustainability and helping residents.

22.4 United Nations Sustainability Development Goals

Cr Stone submitted the following Notice of Motion on 6 October 2022:

That Council commits to and becomes a signatory to the United Nations Sustainability Development Goals.

Reason

As a member of the United Nations, Australia is a signatory to the United Nations 2030 Agenda for Sustainable Development, which includes 17 Sustainable Development Goals (SDGs).

The SDGs form a roadmap for global development efforts to 2030 and beyond.

They focus on improving health and education, reducing inequality, and promoting economic growth – all while tackling climate change and working to preserve our oceans and forests.

Each goal has a set of indicators to help measure progress.

Recently, the City of Nedlands was the first Local Government in WA to become a signatory to the UN SDGs.

Given that so many of the SDGs align with our Community Strategic Plan, it makes sense that the City of Cockburn also seeks to become a signatory to the SDGs, reaffirming this global commitment for sustainable development.

23. New Business of an Urgent Nature Introduced by Members or Officers

Nil

24. Matters to be Noted for Investigation, Without Debate

Nil



25. Confidential Business**(2022/MINUTE NO 0214) Meeting to Proceed Behind Closed Doors****Council Decision**

MOVED Cr C Stone SECONDED Cr T Dewan

That, pursuant to Section 5.23(2)(a) of the *Local Government Act 1995*, the Council meeting proceeds behind closed doors to consider Confidential Item 25.1, the time being 8.40pm.

CARRIED UNANIMOUSLY 10/0

8.40pm The Chief of Built and Natural Environment, Communications and Marketing Manager, Media and Communications Officer, Systems Support Officer, Governance Officer and Council Minute Officer departed the meeting and did not return.

25.1 (2022/MINUTE NO 0215) Confidential Staff Matter

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.*

Council Decision

MOVED Deputy Mayor T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the actions agreed as specified in the Confidential Resolutions made behind closed doors.

CARRIED 8/2

For: Deputy Mayor T Widenbar, Cr K Allen, Cr P Corke, Cr T Dewan, Cr L Kirkwood, Cr C Reeve-Fowkes, Cr M Separovich, Cr C Stone

Against: Mayor L Howlett, Cr P Eva

26. (2022/MINUTE NO 0218) Resolution of Compliance**Recommendation**

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

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

Council Decision

MOVED Cr C Stone SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED UNANIMOUSLY 10/0

27. Closure of Meeting

The meeting closed at 9.03

